

To INVITE reviewers:

1. After logging into manuscript central, select ASSOCIATE EDITOR CENTER from the Main Menu.
2. Click on "Original Manuscripts: Manage Reviewers and Make Recommendations" (or "Revised Manuscripts...." if it concerns a revision)
3. The manuscript summary will be displayed. Chose the button 'view details'
4. Toward the middle of the screen is a button called "Assign or Remove Reviewer". Click that button and the screen will split to a search Section (on the right) and manuscript data (on the left). This is where you can search for reviewers (by name) on the right section to select them for assignment. If the reviewer you want to assign is NOT in the database, or IS in the database but does not have reviewer status, see below for how to add him/her to the database for assignment.
5. In the search results you can click on the name of the potential reviewer and a window will pop-up giving information on papers this reviewer has been (and maybe still is) reviewing. Please make sure that you take a look at this so that you can avoid overloading reviewers with papers. If someone already has papers assigned at this moment, it might be better to try to find someone else to do the job.
6. Click on 'Assign reviewer' to actually assign him/her.
7. Click on the 'Invite reviewer' button, to generate an e-mail template that you can use to officially invite the reviewer via e-mail; an e-mail will be sent upon pressing the 'Send letter' button.
8. After the reviewer is identified and agrees to review (probably by sending you an e-mail), then YOU (AS the Editor) have to go back to the same area and click on the AGREED button behind the reviewer's name.
9. When the other reviewers agree, click the 'agreed' button next to their name.
10. When you click the button you will then give access to the manuscript to all of the 'agreed' reviewers.
11. When the reviewers go back to the 'Reviewer Center,' the paper will be waiting for them in their reviewer center.
12. If an invited reviewer is not able to do the review process, use the 'Decline' button, and try to find a new reviewer to assign.

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If the user is not in the database or does not have reviewer rights:

- a. Go back to the Associate Editor Main Menu and pick choice "Add Reviewer"
- b. The screen will split into a search screen on the right and an ADD USER screen on the left.
- c. Search for the user in the search area. If the user is found, then simply edit their information to give them permission to the TITB journal as a reviewer (reviewer check box at bottom of screen) and click 'Update Information'.
- d. If the user is NOT in the database then go, go to the left side of the screen to the ADD USER section.
- e. Fill in the persons first name, last name, and email in the 'gray section' of the form. These 3 fields are the minimum required fields to process a new account.
- f. Scroll to the bottom of the ADD USER section to the 'black section' called ACCESS INFORMATION.
- g. input the user ID (usually use the email address)
- h. input the user password (usually the persons last name)
- i. scroll down and **click the radio button to 'yes' for "reviewer yes/no"**
- j. press the 'add user button' on the bottom.
- k. After the new user is added, scroll to the very TOP of the add user section and click on the button 'send account created email'. This will send an email to the user advising him/her that they have been added to the database and given permissions to the TITB journal as a reviewer.

Once the users are added, then you can invite them.