Online peer-review
Editor selects reviewers
From the dashboard, the editor chooses from the ‘newly assigned to you’ list.
The list of newly assigned manuscripts are then presented to the editor and clicking on the ‘view submission’ button will give access to the manuscript details.
The details page shows all information about the submitted manuscript and its review status.

The PDF review file contains the manuscript document for review.

Clicking on the + signs opens views on the relevant meta-data submitted with the manuscript.
Towards the bottom of the details page, the editor can see any notes, flags and the individual submitted manuscript files. After assessing the manuscript, the editor can choose to take responsibility for the manuscript or decline to review. If declining the editor is given the opportunity to make a communication to the person who assigned the editor. If agreeing, the editor can move on to select reviewers or make an outright decision or recommendation.
The review page shows the currently assigned editorial staff. The editor can then start selecting reviewers for the manuscript. Reviewers may already be in the review list, suggested by authors or other editors.
Clicking on search for a reviewer allows the editor to select from different search criteria. The search group allows the search to be expanded to all users including in the database if experts are not found in the reviewer database.
A list of potential reviewers are presented and the editor can check their expertise, current review backlog and review history (if any).

The editor can select any of the reviewers by checking the select box next to the reviewer record.
The reviewers can then be invited either individually or as a group with the standard template text.

The editor can set the number of required reviewers to complete the review in the box above the review list.

When the number of desired reviews are returned, the editor is automatically notified.
Clicking on the invite icon displays the editor’s default invite email template. Other templates can be selected and some editors have permission to create their own, custom templates.

The editor can further personalise or modify the invitation text.

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**EMAIL**

**Reviewer Invitation (first manuscript submission)**

**TO:** Bjørn Bjergsen  
* b.bjergsen@dmzu.dk

**CC:**

**BCC:**

**Title:**
* Reviewer Invitation (first manuscript submission)

**Message:**
* Manuscript: mmdemo-2016-4 - (4) - Knee pain in a child: an uncommon case of Osgood-Schlatter disease  
  Authors: Michael Kelly <i>Author</i>, Zac Jones <i>Co-author</i>  
  Date submitted: 2017-02-24  
  Dear Dr Bjergsen
  The above manuscript has been submitted to the DEMO JOURNAL. Given your expertise in this field, I am kindly asking if you would be
The invitation can then be dispatched to the reviewer.

The reviewer will receive an email with the invitation, manuscript abstract and a link to agree or decline to review.

Once the email is sent, the editor is prompted to continue.
The editor can then invite more reviewers, search again or return to the dashboard etc. to continue work on other manuscripts.
Thank you

support@manuscriptmanager.com