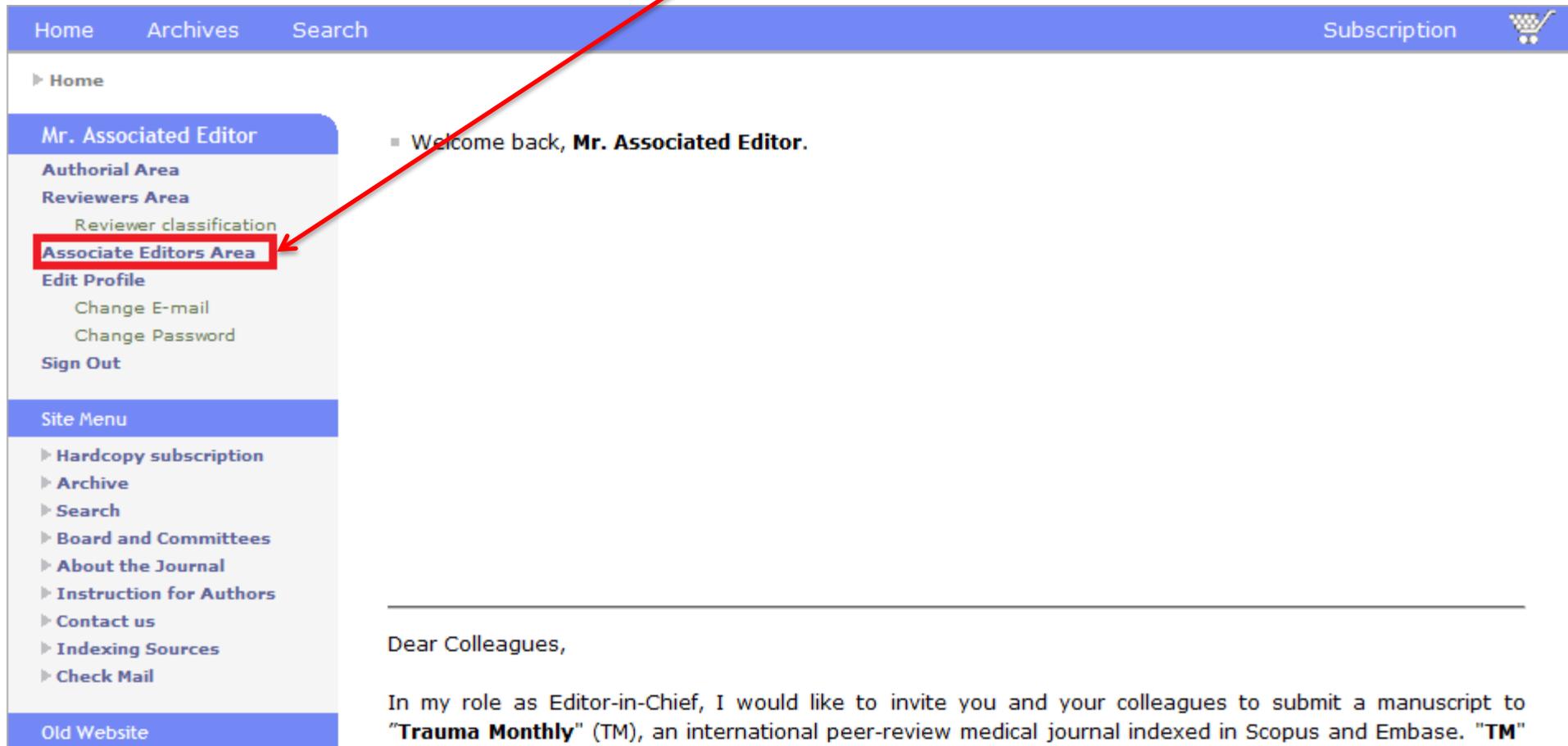First login with your user name and password. Then click Associate Editors Area. Note that only users with Associate Editor permission can see this dashboard.

Click on New invitations

Home   Archives   Search   Subscription

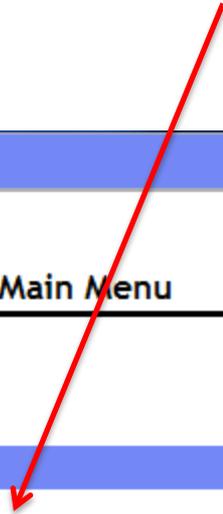▶ Home ▶ Associate Editor Main Menu

Mr. Associated Editor

Authorial Area
Reviewers Area
    Reviewer classification
Associate Editors Area
Edit Profile
    Change E-mail
    Change Password
Sign Out

Site Menu

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Associate Editor Main Menu

AE Assignments

▪ **New invitations (1)**
▪ **Pending Assignments (0)**

AE Activity

▪ **View Activity (0)**

AE Tools

▪ **View reviewers [(6)]**
▪ **Add a new reviewer**
▪ **Send Email**

To accept invitation click on mentioned icon

Click on Invite reviewers

Home   Archives   Search   Subscription

▶ Home ▶ Review

Mr. Associated Editor

Authorial Area
Reviewers Area
    Reviewer classification
Associate Editors Area
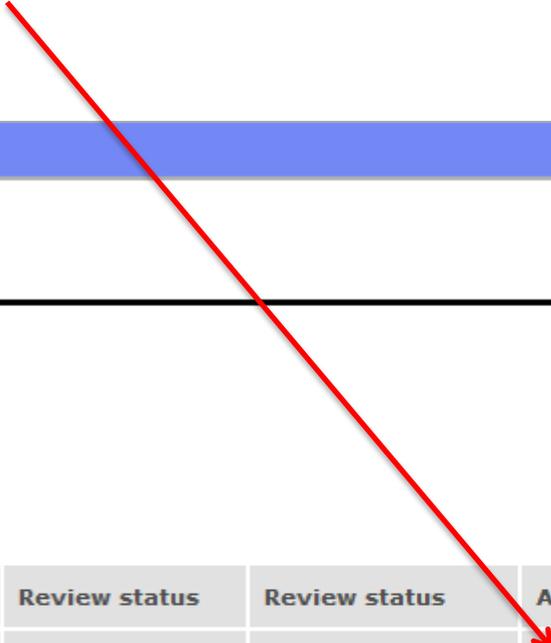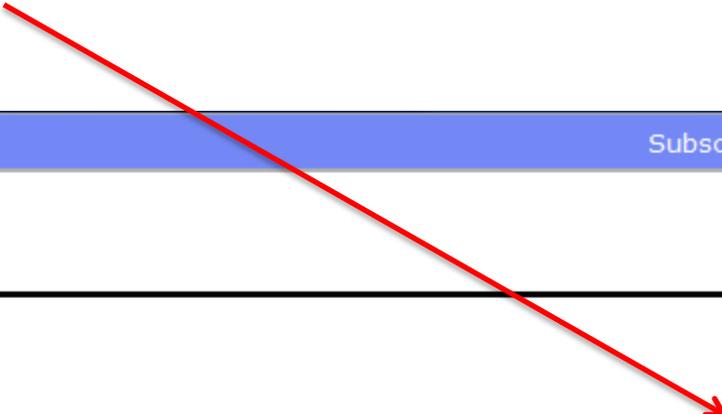**Edit Profile**
    Change E-mail
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Site Menu

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Review

You have accepted invitation to manage and review manuscript id:"2641" entitled:"Test2". **[Invite reviewers]** [Back to A.E. main menu]

There are three ways to choose reviewers.
1. Search the reviewer's name
2. Register a reviewer yourself and invite him/her
3. Choose from reviewers list

Set the deadline and click proceed to invite

Check default Email, edit it if needed and click on proceed