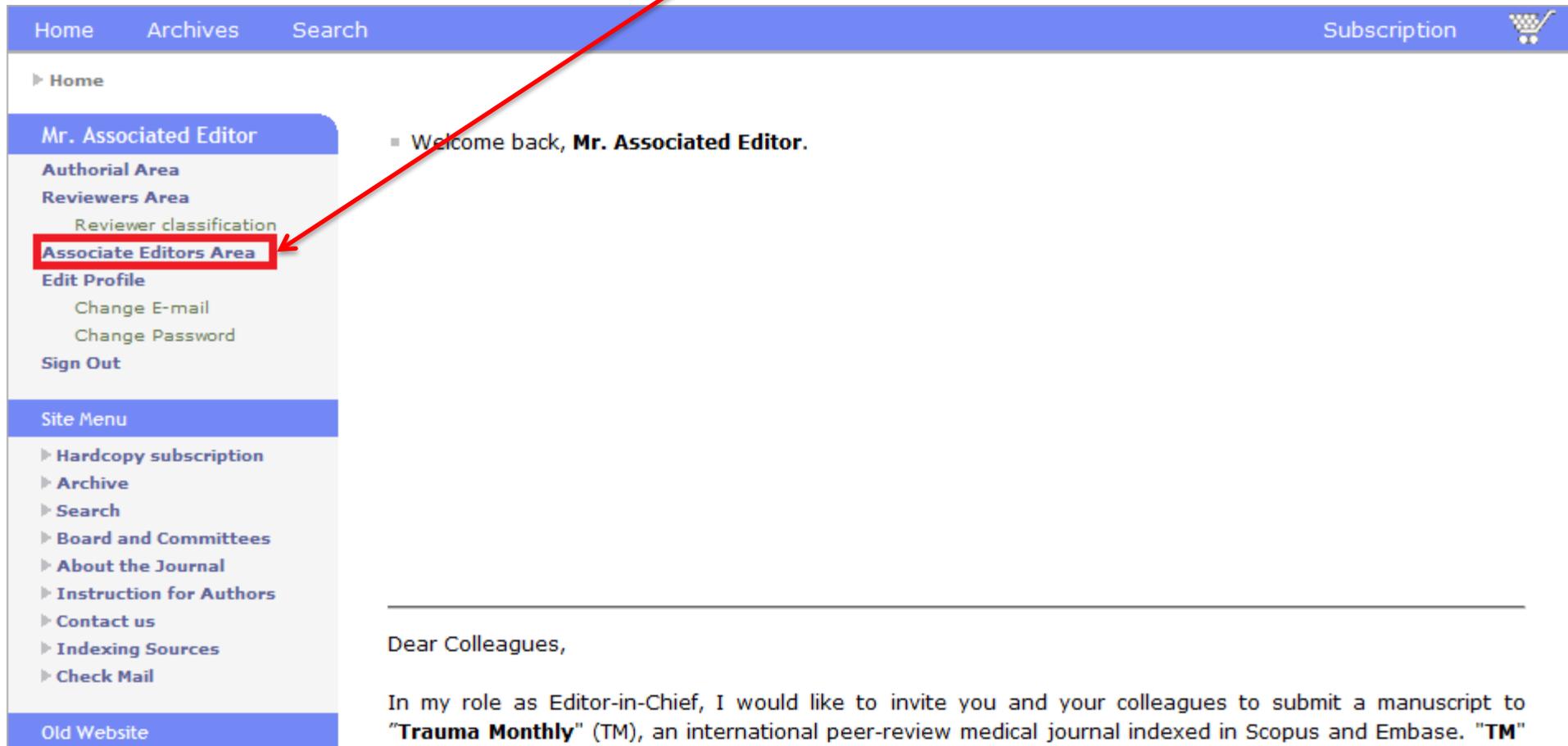


First login with your user name and password. Then click Associate Editors Area. Note that only users with Associate Editor permission can see this dashboard.



The screenshot shows a user interface with a blue header bar containing 'Home', 'Archives', 'Search', 'Subscription', and a shopping cart icon. Below the header, a sidebar menu is visible on the left, with 'Mr. Associated Editor' selected. The menu items include 'Authorial Area', 'Reviewers Area', 'Reviewer classification', 'Associate Editors Area' (highlighted with a red box and a red arrow), 'Edit Profile', 'Change E-mail', 'Change Password', and 'Sign Out'. The main content area displays a welcome message: 'Welcome back, Mr. Associated Editor.' Below this, there is a horizontal line and the text 'Dear Colleagues,' followed by an invitation to submit a manuscript to 'Trauma Monthly' (TM), an international peer-review medical journal indexed in Scopus and Embase. 'TM' is bolded in the original image.

Home Archives Search Subscription 

▶ Home

Mr. Associated Editor

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

Site Menu

- ▶ Hardcopy subscription
- ▶ Archive
- ▶ Search
- ▶ Board and Committees
- ▶ About the Journal
- ▶ Instruction for Authors
- ▶ Contact us
- ▶ Indexing Sources
- ▶ Check Mail

Old Website

Welcome back, **Mr. Associated Editor.**

---

Dear Colleagues,

In my role as Editor-in-Chief, I would like to invite you and your colleagues to submit a manuscript to "**Trauma Monthly**" (TM), an international peer-review medical journal indexed in Scopus and Embase. "**TM**"

# Click on New invitations

Home Archives Search Subscription 

Home > Associate Editor Main Menu

## Mr. Associated Editor

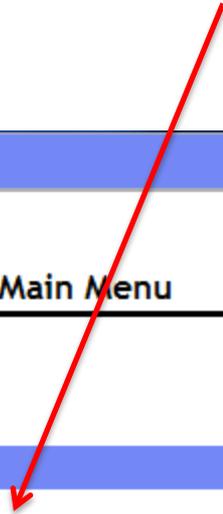
- Authorial Area
- Reviewers Area
  - Reviewer classification
- Associate Editors Area
- Edit Profile
  - Change E-mail
  - Change Password
- Sign Out

## Site Menu

- Hardcopy subscription
- Archive
- Search
- Board and Committees
- About the Journal
- Instruction for Authors
- Contact us
- Indexing Sources
- Check Mail

## 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

Home Archives Search Subscription 

▶ Home ▶ Browse

## Mr. Associated Editor

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

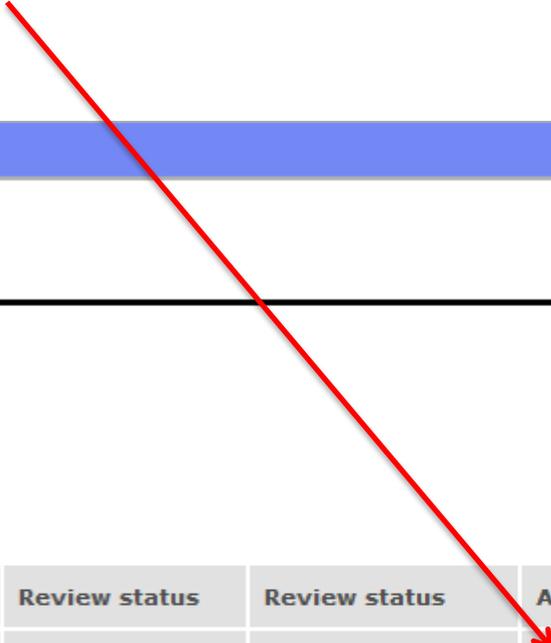
### Site Menu

- ▶ **Hardcopy subscription**
- ▶ **Archive**
- ▶ **Search**
- ▶ **Board and Committees**
- ▶ **About the Journal**
- ▶ **Instruction for Authors**
- ▶ **Contact us**
- ▶ **Indexing Sources**
- ▶ **Check Mail**

## Browse

Showing result from 1 to 1 of 1. [\[Back to form\]](#)  
[<<] [1-1] [>>]

ID	Title	Reviewer's name	Review status	Review status	A.E. action	Action
2641	Test2	Mr. Associated Editor	New invitation 15 day(s) remaining.	15 day(s) remaining. 1 Reviewer invited. 1 Review Completed. Needs 2 (more) review.	<b>[Accept invitation]</b> [Decline invitation] [View reviewers]	<b>Full info</b> [PDF]



# 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
  - Change Password
- Sign Out**

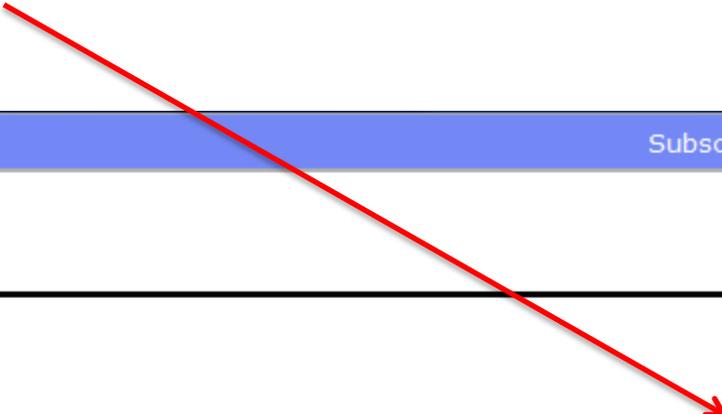
**Site Menu**

- ▶ **Hardcopy subscription**
- ▶ **Archive**
- ▶ **Search**
- ▶ **Board and Committees**
- ▶ **About the Journal**
- ▶ **Instruction for Authors**
- ▶ **Contact us**
- ▶ **Indexing Sources**
- ▶ **Check Mail**

## Review

---

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



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

The screenshot shows a web application interface for managing reviewers. The interface is divided into several sections:

- Navigation:** Home, Archives, Search, Subscription, and a shopping cart icon.
- Left Sidebar:** Mr. Associated Editor, Authorial Area, Reviewers Area (Reviewer Classification), Associate Editors Area, Edit Profile (Change E-mail, Change Password), Sign Out, and Site Menu (Hardcopy subscription, Archive, Search, Board and Committees, About the Journal, Instruction for Authors, Contact us, Indexing Sources, Check Mail).
- Browse Section:**
  - Limit result:** A form with a text input for "Limit by name" (highlighted with a red box and '1'), a dropdown for "Limit classification" (set to "-"), and a "Limit result" button.
  - Register a new reviewer:** A button labeled "[Register a new user as reviewer and proceed to invite]" (highlighted with a red box and '2').
- Results:** "Showing result from 1 to 6 of 6." with navigation links: "<" [1-6] ">>". A "[Back to form]" link is also present.
- Table:** A table with 3 columns: ID, full\_name, and Action. The table is highlighted with a red box and '3'.

ID	full_name	Action
2445	Mr. Amir Hasani	[Invite as reviewer]
2530	Mr. Amir Hasani	[Invite as reviewer]
2537	Prof. mohammad hosein kalantar motamedi	[Invite as reviewer]
2554	Mr. hojjat Iranshahi	[Invite as reviewer]
2639	Mr. Reviewer	[Invite as reviewer]
2645	Mr. Associated Editor	[Invite as reviewer]

# Set the deadline and click proceed to invite

Home Archives Search Subscription 

▶ Home ▶ Manuscript Action

## Manuscript Action

Inviting "Mr. Amir Hasani" as reviewer.

Deadline

**Mr. Associated Editor**

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

**Site Menu**

- ▶ **Hardcopy subscription**
- ▶ **Archive**
- ▶ **Search**
- ▶ **Board and Committees**
- ▶ **About the Journal**
- ▶ **Instruction for Authors**
- ▶ **Contact us**
- ▶ **Indexing Sources**
- ▶ **Check Mail**

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

Home Archives Search Subscription

Home Compose Mail

**Mr. Associated Editor**

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

**Site Menu**

- Hardcopy subscription
- Archive
- Search
- Board and Committees
- About the Journal
- Instruction for Authors
- Contact us
- Indexing Sources
- Check Mail

## Compose Mail

[Proceed without sending email]

Recipient: Mr. Amir Hasani <info@kowsarmed.com>

Subject: The first paragraph of the body will process as subject.

Body & Subject

Trauma Monthly: Invitation to Review manuscript ID 2641  
Trauma Monthly  
Manuscript ID: 2641  
Title: Test2  
Associate Editor: Mr. Associated Editor

Dear Mr. Amir Hasani,

You are invited to review the manuscript entitled above by its Associate Editor. Please <a href="http://traumamon.com?page=signin">sign in</a> to the website with your account and then follow your assignment in the Reviewer Main Menu by clicking on New Invitations link. Please note that You may accept or decline this invitation.

\*\*\*Important Notice\*\*\*

Please note that you should complete your assignment by 14 Oct 2011 11:14:21 AM, so that we can follow the review process of this manuscript on schedule. If you have any queries or require any further assistance, please feel free to contact us.

-----  
Kind Regards,  
Technical Editor,  
Trauma Monthly,  
Tel: +98-21-88600162 (ext 107)  
Fax: +98-21-88600162 (ext 104)  
e-mail: info@traumamon.com

Proceed