




Configuration - Administrator


What is the process for adding the editorial staff of the journal to the Manuscript Communicator?


- This section allows you to add the editorial team members.


1. The 'Select role' section allows you to choose the role for an editorial team member from the drop-down menu.
2. Click on the 'Add *role*' button which leads you to the details page.


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Details



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Editorial staff

Assign roles of Administrator, Editor-in chief, Editor, Assistant editor based on your requirement.

Principal administrator
Choose the principal administrator.

Admin(Administrator@xyz.com) - Principal Administrator

Save

Select role

Editor-in-Chief

Name	Email	Last signed in	Edit	Remove
<div style="background-color: #0056b3; color: white; padding: 5px 10px; display: inline-block;">Add Editor-in-Chief</div>				

1. Fill in the fields to add details of the editorial team member chosen for the role.
2. Click on the 'Add *role*' button to complete this section.

Similarly all the editorial team members can be assigned their respective roles.

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Add Editor-in-Chief Name & Email

Title *

Last name

First name *

Email *

Affiliation/Address

Job title

Institution

Zip/Post code

Telephone

Website

Department

Town/City

Country

Fax

Areas of expertise *

Add Editor-in-Chief



Thank You