



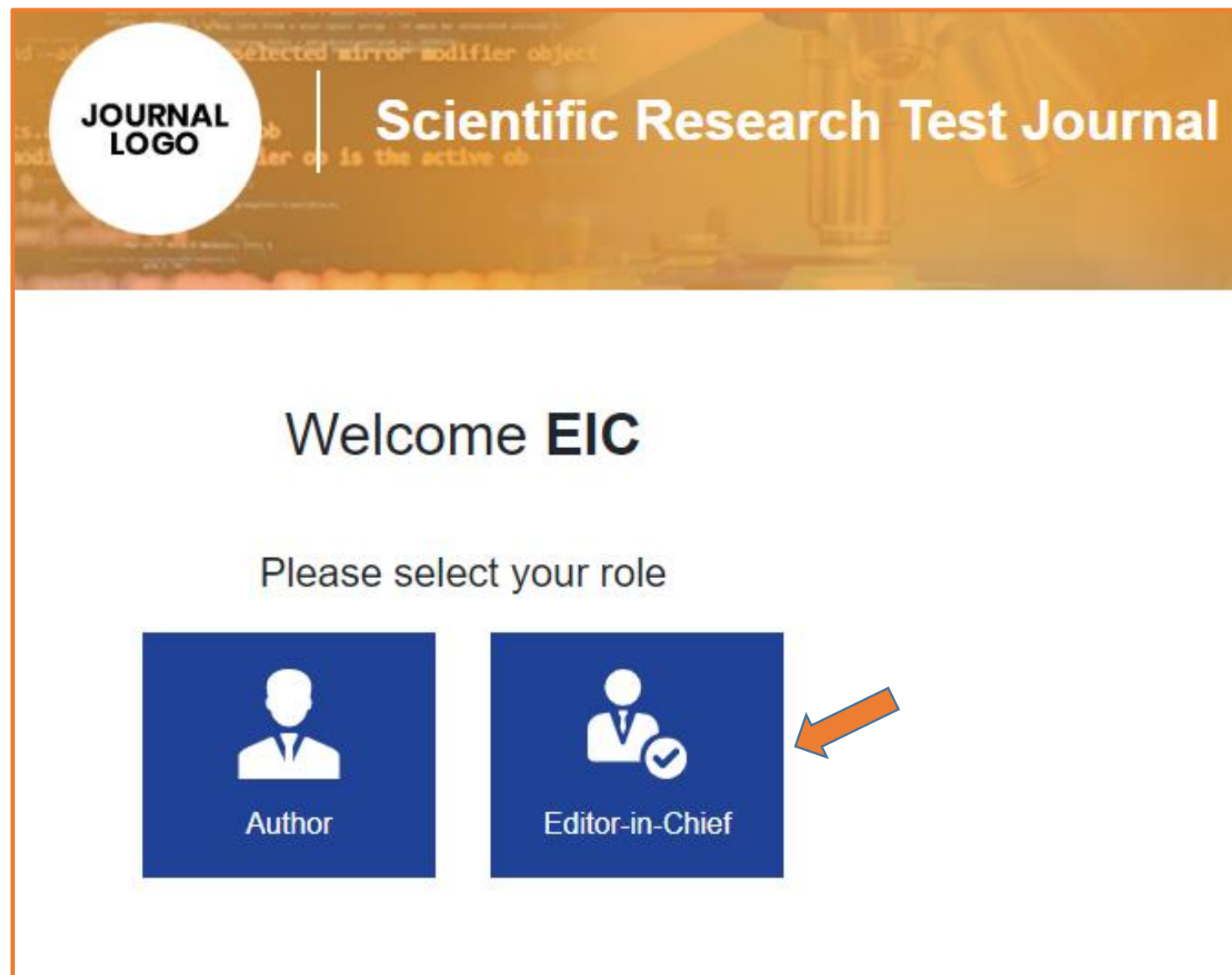
## Reassign

How can an Editor-in-Chief reassign a resubmitted Manuscript to an editorial team member?

1. Enter the login credentials.
2. Click on the 'Login' button to login to the manuscript communicator.
3. 'Forgot password' can be used to retrieve your login credentials.
4. 'Create Account' button can be used to receive access to the manuscript communicator.



Click on the editorial role assigned to you that appears on the screen. This is an example where the role is Editor-in-Chief.




The manuscripts may be sent for revisions or may have been withheld. Such manuscripts will be usually accompanied with instructions for revisions to be implemented by the author. Such revised manuscripts resubmitted will appear in the 'Resubmissions' of the 'To Do' column. Click on the 'Resubmissions' to access the resubmitted manuscript.

Editor-in-Chief - EIC [Switch Role] Back

## Dashboard

### To Do

- 0 New Submissions
- 1 Resubmissions 
- 0 Revive Withheld Submissions

### Monitor

- 0 All In Review
- 0 With Editor
- 0 With Co-Editor
- 0 With Associate Editor
- 0 With Assistant Editor

### Progress

- 0 Awaiting Resubmissions
- 0 Resubmissions In Progress
- 0 Reviewed From Withheld Status

## Resubmissions - 1

**AJPSC-2020-32-R1**

Date: 23 January 2020

### Manuscript

#### Authors

1. Author m (Corresponding author)

**Type:** Systematic Review

[View Details](#)



**Administrator:**Admin

**EIC:** EIC

1 day with EIC

- On clicking 'Resubmissions' in the dashboard, the screen shows details of the resubmitted article.
- Click on 'View Details' to access more details about the manuscript.

1. Clicking on 'View Details' leads you to the details of the manuscript.
2. The manuscript can be viewed by clicking on the 'View document' button.
3. The 'Manuscript versions' portrays the versions of the manuscript for comparison and to check if the instructions for revisions have been incorporated in the resubmitted manuscript.

Editor-in-Chief - EIC [Switch Role] Back

## Details

### Manuscript information

**ID:** AJPSC-2020-32-R1

**Title:** Manuscript

**Keywords:** Keyword1,keyword2,keyword3

[View document](#)

### Status

**With EIC**

**Date submitted:** 25 January 2020

**With EIC:** 1 days

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### Authors

1. Author m (Corresponding author)

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### Manuscript versions

Version	Submitted	Decision	Date	Switch version
AJPSC-2020-32	23 January 2020	Revise (major revisions)	25 January 2020	<input checked="" type="radio"/> <a href="#" style="color: white;">Switch to Version AJPSC-2020-32</a>
AJPSC-2020-32-R1	25 January 2020			<input type="radio"/> <a href="#" style="color: orange;">You are viewing</a>

1. Notes for the manuscript can be added for reference of the editorial team by clicking on the 'Add a note' button.
2. Other information regarding the manuscript can be accessed in the 'Other submission information' section. Click on the '+' to access it.

**Notes** 
1 [Add a note](#)

**Other submission information**









Abstract	+
Other manuscript information	+
Accompanying letter	+
Point-by-point response to the evaluator reports	+
All activity	+
Email activity	+

The viewing of different documents uploaded with the resubmitted manuscript can be controlled from view of the reviewers, by clicking on the following visibility settings.

- Hide to reviewers
- Show to reviewers

These controls can be used to make the review as single blind, double blind and open access reviews.

### Files




Name	Type	Size	Date / Time	Visibility
Cover-page.docx	Cover letter	11.13 KB	25-01-2020 19:21:20	 Hide to reviewers  Show to reviewers
Title-page.docx	Title Page	11.13 KB	25-01-2020 19:22:00	 Hide to reviewers  Show to reviewers
manuscript.docx	Manuscript	11.21 KB	25-01-2020 19:21:40	 Show to reviewers  Hide to reviewers
Rebuttal-document.docx	Comment / Rebuttal document	11.09 KB	25-01-2020 19:22:17	 Show to reviewers  Hide to reviewers



In the Reviewers list added for the task, the following features can be accessed:

1. Reviewers email ID and the person who suggested the reviewers can be known.
2. Send Invitation by pressing a button.
3. Delete the reviewers.
4. Add the Reviewers for the task.


### Reviewers

Name	Status	Action	Delete
<b>Reviewer 1</b> Reviewer1@xyz.com India (Suggested by EIC)		Send Invitation	
<b>Reviewer 2</b> Reviewer1@xyz.com India (Suggested by EIC)		Send Invitation	
<b>Reviewer 3</b> Reviewer1@xyz.com India (Suggested by EIC)		Send Invitation	

Add Reviewers

The Editorial Staff section provides details about the editorial team members concerned with the resubmitted manuscript.

### Editorial Staff

**Administrator:** Admin **EIC:** EIC  
**Editor:** Editor   
**Co-Editor:** Co-Editor  
**Associate Editor:** Ass-Editor

### Editorial Recommendation

Based on the revisions incorporated in the resubmitted manuscript the EIC can take decision to either reassign to the editorial team for further review or take decision to finalise the manuscript by clicking on one of the buttons in the 'Take Action' section.

**Take Action**



**Withheld**



**Reject**



**Re-Assign  
to Editor**



**Re-Assign  
to Co-Editor**



**Re-Assign  
to  
Associate  
Editor**



**Re-Assign  
to Assistant  
Editor**



**Revise**



**Accept**





Thank You