

Quick Guide: Updating Reviewer Pools

1. To Edit a Pool, go to your Main Menu in [Editorial Manager](#) and select **Search People**:

Submissions With:

0 Reviews Complete	1 Reviews Complete	2 Reviews Complete	3 Reviews Complete
0	0	0	0

Search

Search Submissions **Search People**

2. Select **Personal Keywords** as the **Criterion** and type the **Committee Code** the **Value** field:

Search People

E-mail Address
Phone Number
Personal Classifications
Personal Keywords 1
People Notes
Detailed People Notes
People Flag Name

Choose the criterion for selecting People

hing Insert Special Character

Selector 2 **Value**

Personal Keywords	Begins With	ACH10
Last Name	Begins With	
Last Name	Begins With	

3 Search

3. Names will appear in alphabetical order. **Double click** on the name you want to edit:

Name	City	State or Province
B...	Brampton	Ontario
D...	Montreal	QC
Z...	Nanjing	
Y...	Bedford	NH
Ji...	Ningbo	Zhejiang
Y...	Gainesville	FL
Ji...	Beijing	
S...	Storrs Mansfield	CT
Ji...	Tallahassee	FL
Y...	Hattiesburg	MS

4. To Remove a Reviewer, scroll down to **Areas of Interest or Expertise** and hit **Edit Personal Keywords**:

Areas of Interest or Expertise

Please indicate your areas of expertise either from the pre-defined list using the "Select Personal Classifications" button or by adding your own keywords individually using the "Edit Personal Keywords" button.

Personal Classifications (None Selected)
Select Personal Classifications

Personal Keywords (None Defined)
Edit Personal Keywords

5. Remove or edit the appropriate committee code:

Current Keywords

AFF10P	Remove	Edit
AFF20P	Remove	Edit
AFH00P	Remove	Edit
AFH40P	Remove	Edit

New Keyword: Add

6. Scroll to the bottom and **Submit** changes

Cancel **Submit**

7. To **Add a Reviewer** already in the system, search by name and repeat as above. Type in the committee code in the **New Keyword** box and click **Add**:

Current Keywords

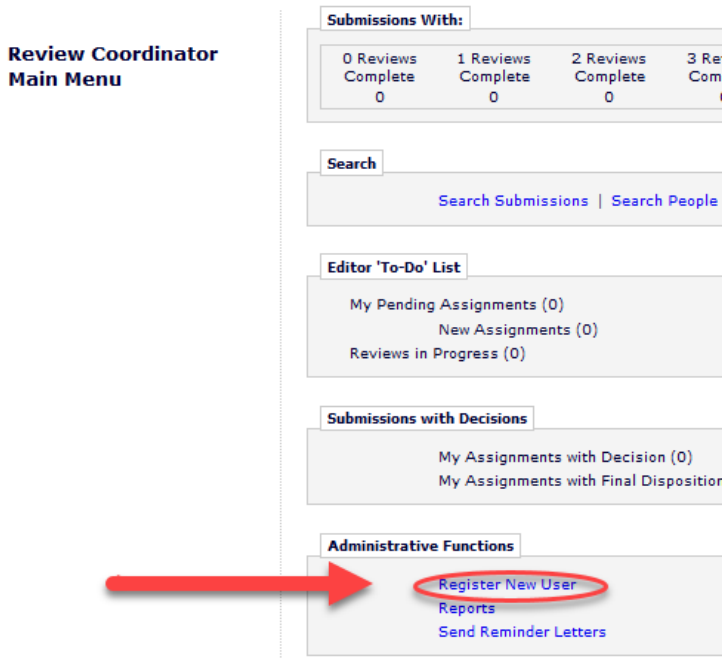
ABC30P	Remove	Edit
ABE00P	Remove	Edit
ABE10P	Remove	Edit
ABE10SA	Remove	Edit
ABE10SB	Remove	Edit
ABE20P	Remove	Edit
ABE25P	Remove	Edit
ABE30P	Remove	Edit
ABE50P	Remove	Edit
ABE50SA	Remove	Edit

New Keyword: **ABH20** **Add**

8. Scroll to the bottom and **Submit** changes



9. To Add a Reviewer Not in the System, go to Main Menu and select **Register New User**:



10. Enter name, email, country, and then scroll down to expand **User Information** and **Enter More Contact Information**:



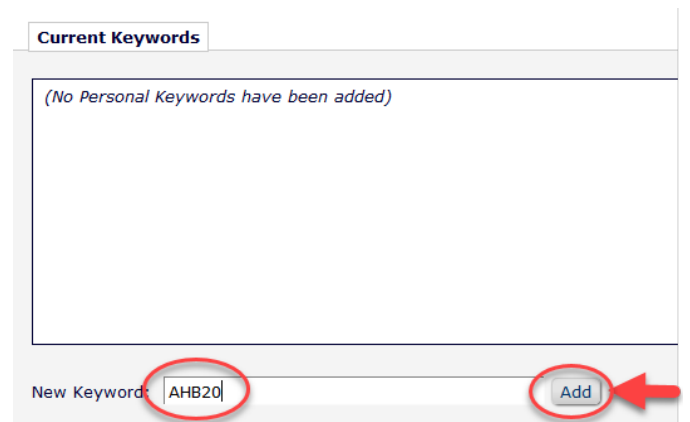
11. Change Reviewer Role to **Reviewer**:



12. And then scroll down to **Edit Personal Keywords**:



13. Type in **Committee Code**, hit **Add**:



14. Scroll to the bottom and **Submit** changes

