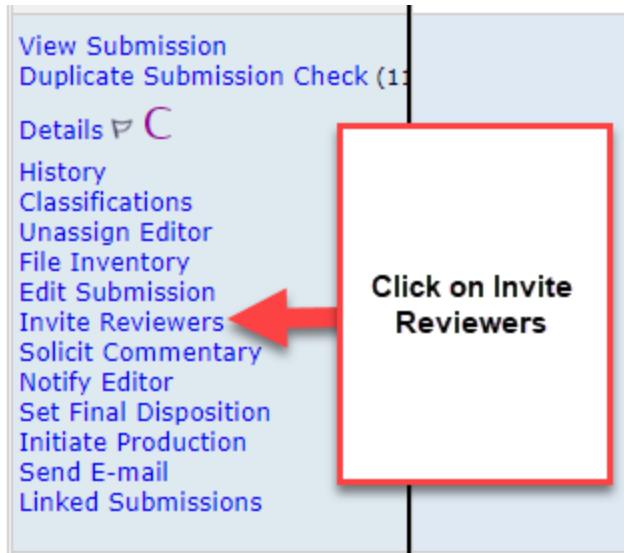


How to Unassign a Reviewer

Locate the paper that the reviewer needs to be unassigned from and in the Action column, click on "Invite Reviewers."



On the next screen, there is an area that says "Selected Reviewers" and under that "Invited Reviewers and Linked Alternate Reviewers." You will need to click "Un-assign" next to the reviewer that you wish to remove from the paper.



This will take you to another screen that allows you to send a Custom or Default Letter to the person being unassigned. The reviewer is removed once the letter is sent.

You are about to Un-assign [Redacted]. This action will terminate this person's Reviewer Role for this submission. If there is a Linked Alternate or Eligible Alternate Reviewer in the queue, he/she will be promoted in this Reviewer's place and will be sent the default Reviewer Invitation letter.

If you want to terminate this person's Reviewer responsibilities, click 'Send Default Letter' or 'Send Custom Letter' if you want to customize the letter. Click Cancel if you do not want to Un-assign the Reviewer.

[Cancel](#) [Send Custom Letter](#) [Send Default Letter](#)