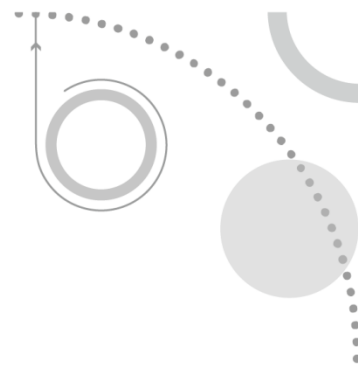


# How to ...



## ... use the Alternate Reviewer functionality

Every time a reviewer declines an invitation to review a new reviewer has to be invited. The Alternate Reviewer functionality automates this process, sending the standard invitation to the next alternate when a reviewer declines.

1. Select a list of reviewers. (The best strategy is to select between 5-10 reviewers if possible).
2. Invite the required number of reviews. (The required number is shown in the “Progress” box – this number can be edited for each manuscript).

Reviewer List					Progress
Order	Name	Status	History	Remove	# reviews required to make decision
1	reviewer.alex.proxy	Invited Response: Select... <input checked="" type="checkbox"/> Save	Invited: 15-Dec-2017 <a href="#">view full history</a>	<input checked="" type="checkbox"/>	2
2	reviewer.bad.proxy	Invited Response: Select... <input checked="" type="checkbox"/> Save	Invited: 15-Dec-2017 <a href="#">view full history</a>	<input checked="" type="checkbox"/>	# active selections: 8 ✓
3	Reviewer.Bella.proxy	<input checked="" type="checkbox"/> Invite	Selected: 15-Dec-2017 <a href="#">view full history</a>	<input checked="" type="checkbox"/>	# invited: 2 ✓
					# agreed: 0
					# declined: 0
					# returned: 0
					<input checked="" type="checkbox"/> Save

3. Designate the remaining reviews as “Alternate” reviewers in the desired order, using the dropdown menu. Then click “Save”:

Alternate 1	Reviewer.Bella.proxy	<input checked="" type="checkbox"/> Invite	Selected: 15-Dec-2017 <a href="#">view full history</a>	<input checked="" type="checkbox"/>	# returned: 0
Alternate 2	Reviewer.David.Pet.University.proxy	<input checked="" type="checkbox"/> Invite	Selected: 15-Dec-2017 <a href="#">view full history</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Save
5	Reviewer.Good.proxy	<input checked="" type="checkbox"/> Invite	Selected: 15-Dec-2017 <a href="#">view full history</a>	<input checked="" type="checkbox"/>	<b>Create Reviewer Account</b> Salutation: Dr. First (Given) Name: Last (Family) Name: E-Mail Address: Provide more account info <input checked="" type="checkbox"/> Create and Add  Set My Search Preferences <b>Version History</b> WB-Demo-2016-08-0022 Submitted on 18-Aug-2016
1	reviewer.lewis.proxy	<input checked="" type="checkbox"/> Invite	Selected: 15-Dec-2017 <a href="#">view full history</a>	<input checked="" type="checkbox"/>	
2	Reviewer.Mandy.proxy	<input checked="" type="checkbox"/> Invite	Selected: 15-Dec-2017 <a href="#">view full history</a>	<input checked="" type="checkbox"/>	
3	Reviewer.Martin.proxy	<input checked="" type="checkbox"/> Invite	Selected: 15-Dec-2017 <a href="#">view full history</a>	<input checked="" type="checkbox"/>	
4	Alternate 1				
6	Alternate 2				

4. If one of the invited reviewers declines then the first alternate on the list will be invited and so on until the required number have agreed.