QUICK GUIDE: SPO-to-SPO PAPER TRADING

1. From your Main Menu, click New Assignments:

2. Adjust your view once; EM will remember it:

   - Click on the + or - symbol to expand or collapse Action Links
   - Sort by any column with an up or down arrow

3. Choose a paper and select the Details Action Link:

4. You can view the Abstract, Classification Matches, and Submission Flags:
Decoder Ring:

= Check MS Notes—Paper has been traded
= Burgrass eligible
C = Response to Call for Papers

5. Not a good fit?

6. Close Details window, Action Link, and select Unassign Editor:
7. Select your victim...

8. Select Confirm Selections and Send Default Letters (default is set to no letter); The paper will be removed from your folder:

If you have a paper that you are unsure where it belongs, follow steps 5 and 6 and select the Problem Papers Editor from the Dropdown.