

How to Create an Editor Chain for SPOs

Editor 'To-Do' List

My Pending Assignments (1)

- [New Assignments \(1\)](#)
- Submissions with Required Revisions
- Submissions Requiring Additional Revisions
- Submissions with One or More Revisions

Reviews in Progress (0)

- Reviewers Invited - No Responses
- Submissions Under Review (0)

Log in as an Editor and go to New Assignments.

Action	Manuscript Number	Art Type
View Submission Details		
History		
File Inventory		
Edit Submission		
Classifications		
Assign Editor		
Unassign Editor		
Invite Reviewers		
Submit Editor's Decision		
Send E-mail		

Click on Details to open the details page and see the abstract and the classifications that the authors selected.

Action	Manuscript Number
View Submission Details	
History	
File Inventory	
Edit Submission	
Classifications	
Assign Editor	
Unassign Editor	
Invite Reviewers	
Submit Editor's Decision and Send E-mail	

Click on "Assign Editor" - this will be a multi-step process for committees with multiple PRCs.

Manuscript Classifications

(1) Planning and Analysis; (2) Transportation Demand Management AEP60; (3) Pricing; (4) Sustainability and Transportation and Sustainability; (6) Air Quality and Green House Gas Mitigation AMS10; (7) Air Quality Mode Emissions and Air Quality Management

Cancel

Send Custom Letters

Send Default Letters

1

For this example, we are using AMS10. I have the Assign Editor screen sorted so that the people with the most classification matches are at the top.

You can also use CTRL+F to search for specific people or roles.

Click the radio button next to the person you want to be the first/top person in the editor chain.

2

Click on "Send Default Letters" once you've selected the person you want to assign the paper to.

No email is actually sent.

Select	Editor	Curre	Assig	ation	
<input type="radio"/>	AMS10			7, 8	
<input type="radio"/>	AMS10			7, 8	
<input type="radio"/>	Senior P (This ed assigned submiss	her	1	5	4, 5, 6, 7, 8
<input type="radio"/>	AMS10	lou	0	5	4, 5, 6, 7, 8
<input type="radio"/>	AMS10		0	5	4, 5, 6, 7, 8
<input type="radio"/>	AMS10	Graciela Lubertino, PhD	0	5	4, 5, 6, 7, 8

Editor Assignment Confirmation

This confirms that the PRC has been assigned. Click "Close" to shut the popup window.

has been assigned to manuscript number 1

Close

Search

[Search Submissions](#) | [Search People](#)

For Editor Chains with multiple PRCs, we recommend assigning all papers to the first PRC. Then on your Main Menu, go to "Search People."

Help with S

Search by Last Name or by User Role. Once you've entered the last name in the Value field or selected the User Role from the dropdown menu, press "Search."

Criteria	Selector	Value	User Role
Last Name	Begins With	<input type="text"/>	ALL
Last Name	Begins With	<input type="text"/>	END
Last Name	Begins With	<input type="text"/>	

Editor Main Menu

Display results per page

In the search results, you will want to click on the Editor Role in order to proxy in as the PRC. (If you can proxy, the role name is highlighted in yellow, as shown.)

er	Editor Role	Publisher Role	View Hist
er	[AMS10]		Corre

Display results per page

Go to New Assignments once you proxy in and repeat the steps to assign all of the papers to the next PRC in line for your chain. Do this for each PRC in the chain.

For large committees, if you need help, please reach out to the TRR team and we would be happy to assist.