

Updating Reviewer Pools

1. To Edit a Reviewer Pool, go to your Main Menu in Editorial Manager and select Search People.

Main Menu

Search

[Search Submissions](#)

[Search People](#) ←

Saved searches [^](#)

2. Select Personal Keywords as the Criterion, contains as the Selector and type the Committee Code in the Value field.

The screenshot shows a search configuration window titled "Choose the criterion for selection". It features three columns: "Criterion", "Selector", and "Value".

Criterion	Selector	Value
Personal Keywords	Contains	ACH10
Last Name	Begins With	
First Name	Begins With	
Institution		
City		
State		
Country or Region		
E-mail Address		
Phone Number		
Personal Classifications		
Personal Keywords		

Numbered callouts: 1 points to the "Personal Keywords" option in the dropdown menu; 2 points to the "Contains" selector; 3 points to the "ACH10" value in the Value field.

Buttons: "Clear" and "Search" are visible at the bottom right of the form.

Navigation links: "Editor Main M", "Tasks Men", and "Production Statu" are visible at the bottom right.

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

Name ▲	City ▲	State or Province
	Calgary	AB
	Gainesville	FL
	Atlanta	GA
	Cincinnati	OH
	Brno	
	San Diego	CA

- To remove a reviewer, scroll down to Areas of Interest or Expertise and press Edit Personal Keywords.

☐ **Areas of Interest or Expertise**

Please indicate your areas of expertise by the pre-defined list using the "Select Personal Classifications" button.

Personal Classifications (None Selected)

[Select Personal Classifications](#)

Personal Keywords (None Defined)

 [Edit Personal Keywords](#)

- Remove or edit the appropriate committee code.

Current Keywords

ACP15 Intelligent Transportation Systems	Remove Edit
ACS10 Transportation Safety Management Systems	Remove Edit
AME50 Transportation and Mobility	Remove Edit
AMR20 Disaster Response Emergency Evacuations and Business Continuity	Remove Edit
AMS10 Air Quality and Greenhouse Gas Mitigation	Remove Edit
AMS50 Economic Development and Land Use	Remove Edit
AV010 Aviation Administration and Policy	Remove Edit
AV020 Aviation System Planning	Remove Edit
AV030 Environmental Issues in Aviation	Remove Edit
AV050 Airport Terminals and Ground Access	Remove Edit

New Keyword: [Add](#)

- Scroll to the bottom and submit changes.



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

Current Keywords

ACP15 Intelligent Transportation Systems	Remove Edit
ACS10 Transportation Safety Management Systems	Remove Edit
AME50 Transportation and Mobility	Remove Edit
AMR20 Disaster Response Emergency Evacuations and Business Continuity	Remove Edit
AMS10 Air Quality and Greenhouse Gas Mitigation	Remove Edit
AMS50 Economic Development and Land Use	Remove Edit

New Keyword:



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.

Before you do this – please make sure that the reviewer is actually not in the system. If the email address is simply incorrect, send an email with the information to TRR@nas.edu.

Main Menu

Search

[Search Submissions](#)

[Search People](#)

Saved searches 

Submissions with 

0 Reviews Completed: 0

1 Reviews Completed: 0

2 Reviews Completed: 0

3 Reviews Completed: 0

4 Reviews Completed: 0

Administrative functions 

[Register New User](#) 

[Send Reminder Letters](#)

10. Enter the reviewer's email address and press Proceed.

E-mail Address *

If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com)
Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. [Read More.](#)

Cancel

Proceed

11. Enter the name, country, and then scroll down and expand the User Information and Enter More Contact Information sections.

Required Information

Personal Information

Given/First Name *

Family/Last Name *

Institution Related Information

Country or Region *

Address is for (Work, Home, Other) * Work Home Other

User Information

Enter More Contact Information

Click the + to expand each section.

12. Scroll down to Edit Personal Keywords.

Areas of Interest or Expertise

Please indicate your areas of expertise by the pre-defined list using the "Select Personal Classifications" button.

Personal Classifications (None Selected)

Personal Keywords (None Defined)

13. Type in the committee code and name in the New Keyword box and click Add.

Current Keywords

ACP15 Intelligent Transportation Systems	Remove Edit
ACS10 Transportation Safety Management Systems	Remove Edit
AME50 Transportation and Mobility	Remove Edit
AMR20 Disaster Response Emergency Evacuations and Business Continuity	Remove Edit
AMS10 Air Quality and Greenhouse Gas Mitigation	Remove Edit
AMS50 Economic Development and Land Use	Remove Edit

New Keyword: 

14. Scroll to the bottom and press the Register User and Send Letter.



15. Press Send Letter on the next page.



16. This sends the notification letter to the person you've registered to tell them an account has been created on their behalf.