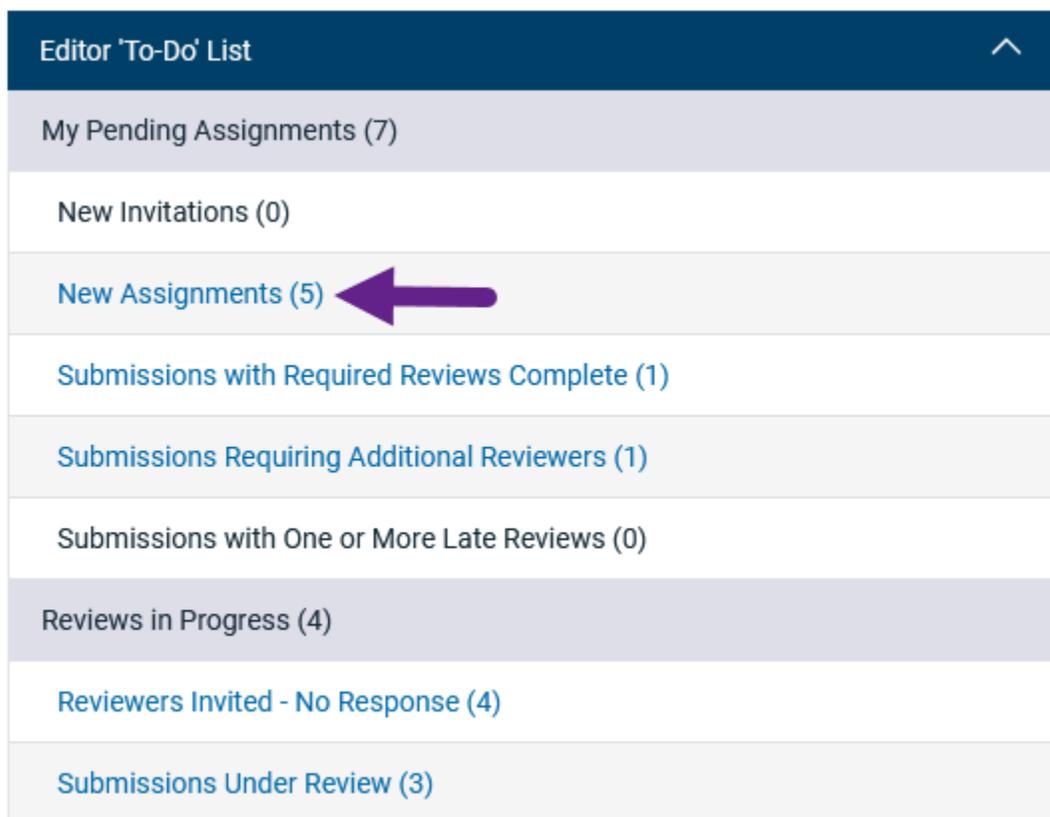


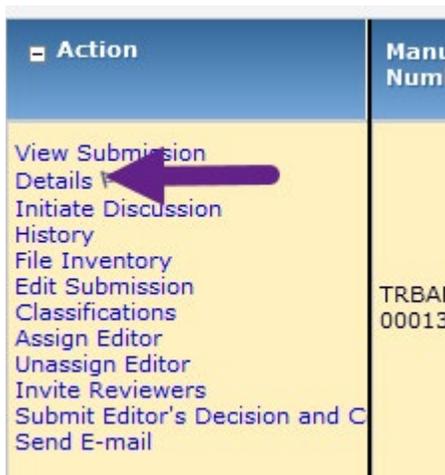
Sending a Manuscript Back to Your SPO

1. From your Editor Main Menu, click on New Assignments



Editor 'To-Do' List	
My Pending Assignments (7)	
New Invitations (0)	
New Assignments (5)	
Submissions with Required Reviews Complete (1)	
Submissions Requiring Additional Reviewers (1)	
Submissions with One or More Late Reviews (0)	
Reviews in Progress (4)	
Reviewers Invited - No Response (4)	
Submissions Under Review (3)	

2. Choose a paper and select the Details action link.



Action	Manu Num
View Submission Details	
Initiate Discussion History	
File Inventory	
Edit Submission	TRBAI
Classifications	00013
Assign Editor	
Unassign Editor	
Invite Reviewers	
Submit Editor's Decision and C	
Send E-mail	

3. You'll be able to view the Abstract, Classification Matches, and current Submission Flags. Hovering over a flag will tell you what it is for.

Abstract:
 ...vehicle technology advances, intelligent connected vehicles are becoming a major trend in transportation. In a mixed traffic environment

Classifications: Pedestrians, Bicycles, Human Factors; Human Factors of Infrastructure Design and Operations ACH40; Advanced Driver Assistance Systems; Vehicle Technologies

Article Type: Presentation and Publication

Committee Code

Submission Flags:   

Select Submissions Flags: [Add/Edit Submission Flags](#)

Production Notes:

9. Is this paper not a good fit for your committee? Turn on the Return to SPO flag in the Submission Flags by clicking on the small flag icon (or clicking “Add/Edit Submission Flags”).

Committee Code

Submission Flags:   

Select Submissions Flags: [Add/Edit Submission Fla](#)

10. Check the box next to the “Return to SPO” flag and then press “Submit”.

SET SUBMISSION FLAGS

Display	Flag	Flag Name
<input type="checkbox"/>		Return to SPO
<input type="checkbox"/>		COI Present

11. Enter a note in the Production Notes field, telling the SPO why you are returning this paper to them. If you have a suggestion for what committee it belongs to, this is where that would go.

Submission Flags:   

Select Submissions Flags: [Add/Edit Submission Flags](#)

Production Notes:

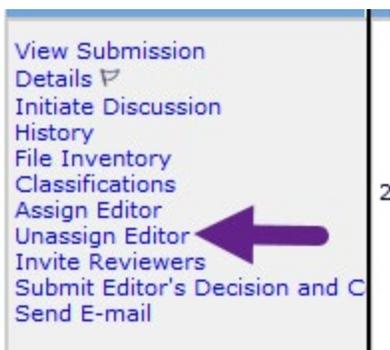
Short explanation goes here.

4. Press “Save and Close” at the bottom of the screen to close the Details window.

Cancel Save Save and Close



5. Click "Unassign Editor" in the Action Links column.

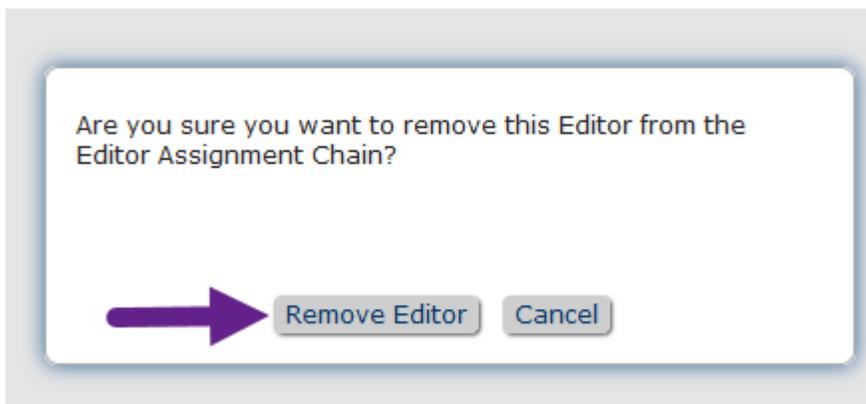


6. Click on the trash icon beside your name in the Current Editor Assignment Chain.

Current Editor Assignment Chain				
	Step	Assigned Editor		Role
	Editor 1	Bernardo B. Kleiner	Senior Program Officer	Senior Program Officer
	Editor 2			



7. Confirm removal.



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

Cancel Confirm Selections and Send Default Letters Confirm Selections a

