How to Send the Decision Letters

From your Main Menu

Click on "Submissions with Required Reviews Complete"

Click "Submit Editor's Decision and Comments."

If the decision is good and you are ready to send it out, click "Send Now."

Click "Return to Review Coordinator" to send it back if you want them to make the change.

Click "Submit New Decision" if you want to change the decision. Be aware that you will need to update the signature on the letter back to the Review Coordinator's Information.