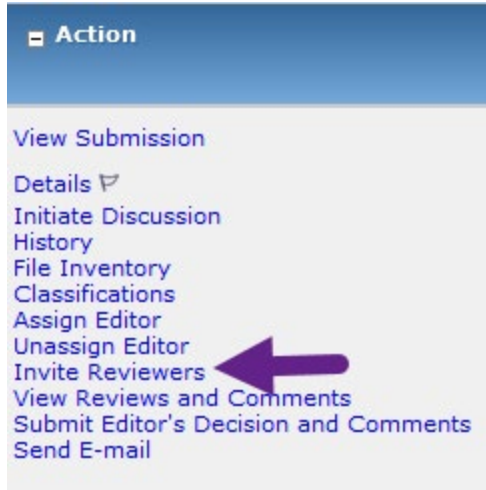


How to Unassign a Reviewer

1. Locate the paper that the reviewer needs to be unassigned from and in the Action column, click on “Invite Reviewers”.



2. On the next screen, there is an area that says, “Review Status” and under that “Invited Reviewers” and “Alternate Reviewers”. You will need to click “Unassign Reviewer” next to the reviewer that you wish to remove from the paper.



3. This will pop-up a window that allows you to send a Custom or Default letter to the person being unassigned. The reviewer is removed once the letter is sent.

