Quick Guide: Assigning Papers
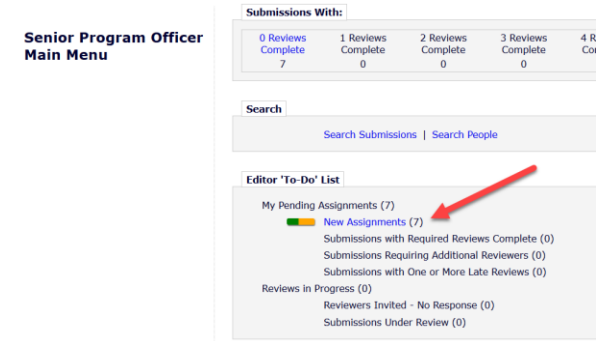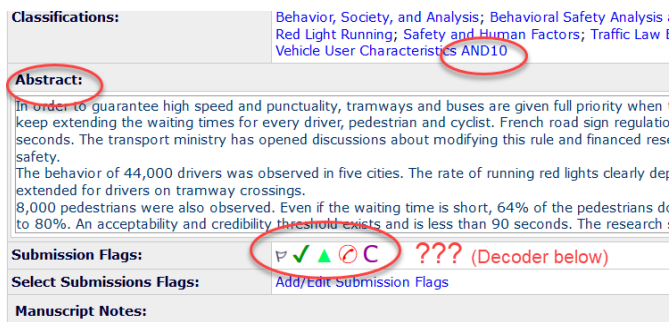
1. Log into **Editorial Manager** and select **Main Menu** in the top left corner. Click on **New Assignments:**

2. Under **Action Links**, click **Details**…

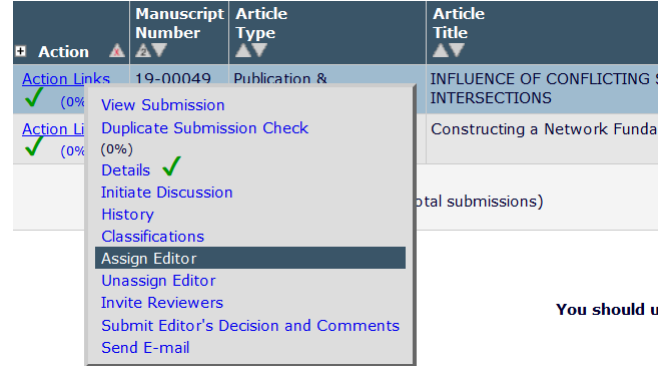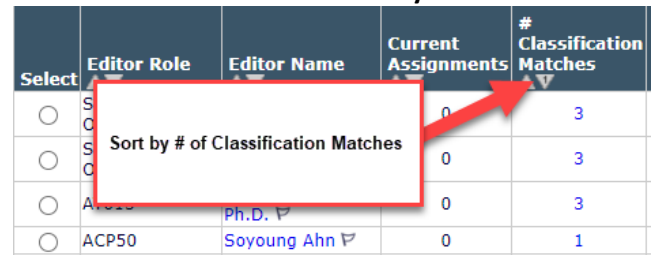**3**. …to view the **Abstract, Classification Matches**, and **Submission Flags**:

 = Check MS Notes—Paper has been traded

 = Burgraff eligible

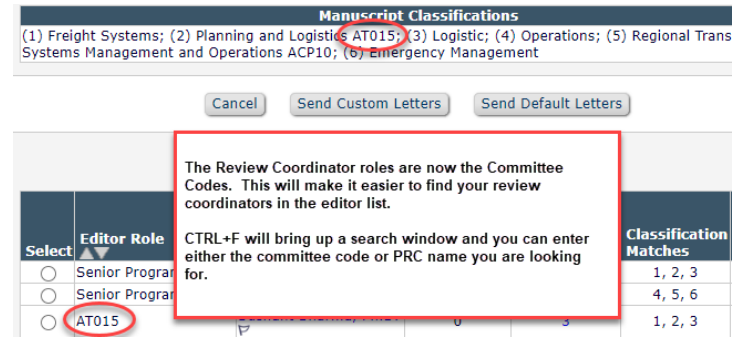C = Response to Call for Papers

4. When you are ready to assign a Review Coordinator, return to your Action Page to select **Assign Editor** from **Action Links**:
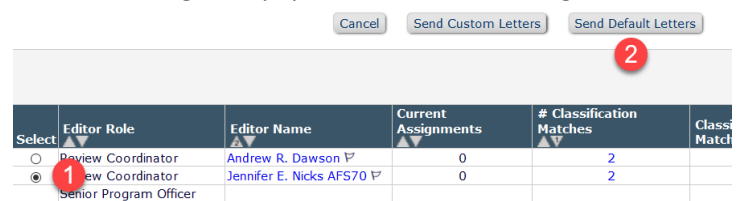

5. Click the down arrow to sort by Classification:

6. Review Coordinators with the most matches will appear at the top of your list:

7. Select the name you want and then **Send Default Letters** to assign the paper with no email being sent:

8. Paper is assigned!