Quick Guide: Updating Reviewer Pools

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

2. Select Personal Keywords as the Criterion and type the Committee Code the Value field:

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

4. To Remove a Reviewer, scroll down to Areas of Interest or Expertise and hit Edit Personal Keywords:

5. Remove or edit the appropriate committee code:

6. 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 in the New Keyword box and click Add:
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**:

10. Enter name, email, country, and then scroll down to **expand User Information and Enter More Contact Information**:

11. Change Reviewer Role to **Reviewer**:

12. And then scroll down to **Edit Personal Keywords**:

13. Type in **Committee Code**, hit **Add**:

14. Scroll to the bottom and **Submit** changes