

To INVITE reviewers:

1. After logging into manuscript central, select ASSOCIATE EDITOR CENTER from the Main Menu.
 2. Click on ‘Original Manuscripts: Manage Reviewers and Make Recommendations’ (or ‘Revised Manuscripts....’ if it concerns a revision)
 3. The manuscript summary will be displayed. Chose the button ‘view details’
 4. Toward the middle of the screen there is a button called ‘Assign or Remove Reviewer’. Click that button and the screen will split to a search Section (on the right) and manuscript data (on the left). This is where you can search for reviewers (by name) on the right section to select them for assignment. If the reviewer you want to assign is NOT in the database, or is in the database but does not have reviewer status, see below for how to add him/her to the database for assignment.
 5. In the search results, you can click on the name of the potential reviewer and a window will pop-up showing the information on the papers which are being reviewed or reviewed by this reviewer. Please check this information before assigning papers to the reviewers to avoid overloading reviewers with papers. If the potential reviewer already has papers to be reviewed, it might be better to try to find another reviewer for the task.
 6. Click on ‘Assign reviewer’ to actually assign the paper to him/her.
 7. Click on the ‘Invite reviewer’ button, to generate an e-mail template that you can use to officially invite the reviewer via e-mail; an e-mail will be sent upon pressing the ‘Send letter’ button.
 8. The reviewer could accept or decline the invitation of review by clicking the corresponding links in the email. The manuscript central will automatically update the reviewer’s respond. However, some reviewers may send you an email to accept or decline an review instead, and in such cases, YOU (AS the Editor) have to go back to the manuscript central and click on the AGREED (or DECLINED) button behind the reviewer’s name manually.
 9. When you click the button you will then give access to the manuscript to all of the ‘agreed’ reviewers.
 10. When the reviewers log onto the ‘Reviewer Center’, they will be able to view the manuscript and submit their reviews/comments.
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If the user is not in the database or does not have reviewer rights:

1. Go back to the Associate Editor Main Menu and pick choice ‘Add Reviewer’
2. The screen will split into a search screen on the right and an ADD USER screen on the left.
3. Search for the user in the search area. If the user is found, then simply edit their information to give them permission to the J-BHI journal as a reviewer (reviewer check box at bottom of screen) and click ‘Update Information’.
4. If the user is NOT in the database then go, go to the left side of the screen to the ADD USER section.
5. Fill in the first name, last name, and email in the ‘gray section’ of the form. These 3 fields are the minimum required fields to process a new account.
6. Scroll to the bottom of the ADD USER section to the ‘black section’ called ACCESS INFORMATION.
7. Input the user ID (usually use the email address)
8. Input the user password (usually the persons last name)
9. Scroll down and **click the radio button to ‘yes’ for ‘reviewer yes/no’**
10. Press the ‘add user button’ on the bottom.
11. After the new user is added, scroll to the very TOP of the add user section and click on the button ‘send account created email’. This will send an email to the user advising him/her that they have been added to the database and given permissions to the J-BHI journal as a reviewer.

Once the users are added, then you can invite them.

Note: To ensure the quality of the review, please make should the new reviewer is qualified and experienced to act as a reviewer of an IEEE journal.