

Reviewer Tutorial

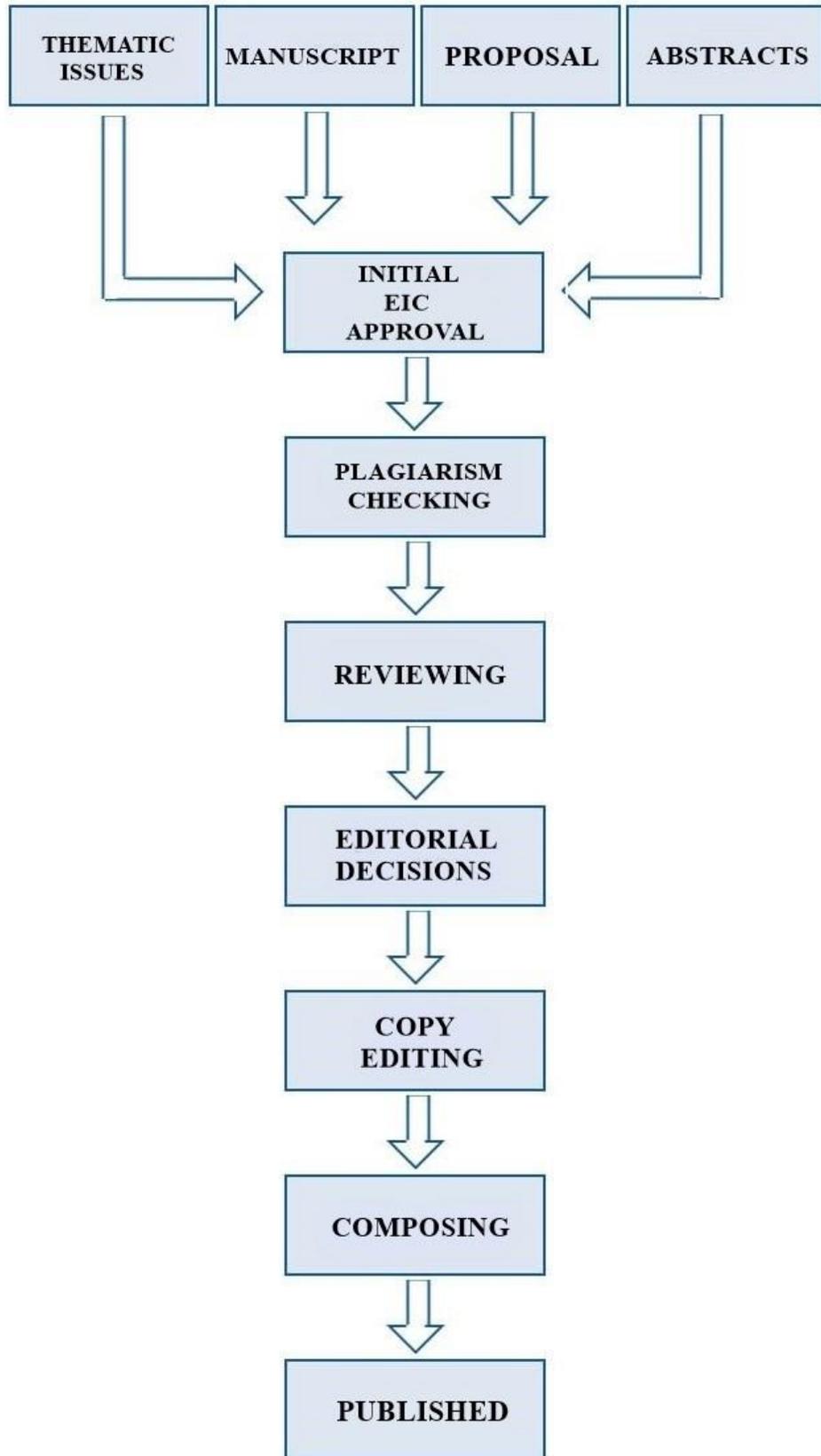
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Reviewer's Tutorial



1. Review

The reviewer receives an email containing the **user Id** and **password** to review the article as shown in **Fig (1)**.

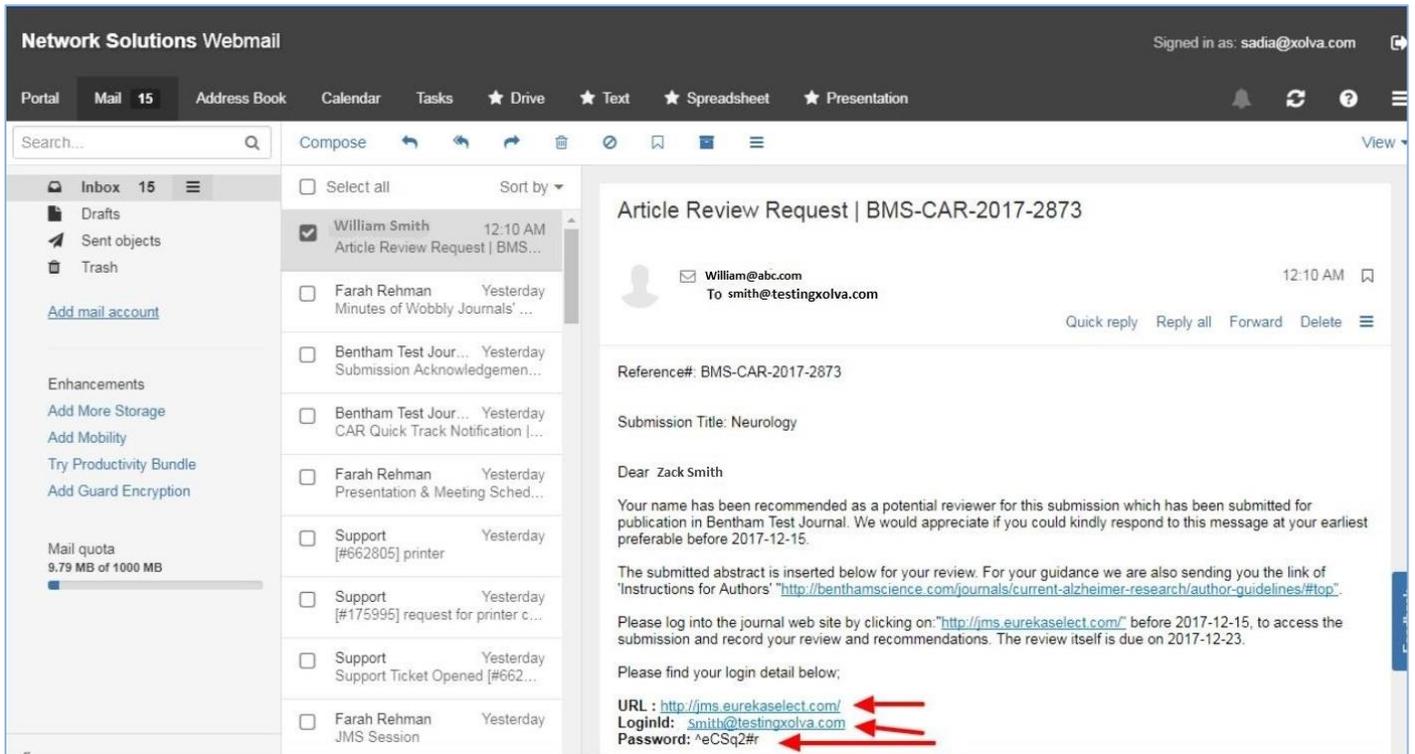


Fig (1)

By entering the URL "jms.eurekaselect.com", the sign in page appears. "E-mail" and "Password" are entered in appropriate fields to sign in as shown in **Fig (1.1)**.

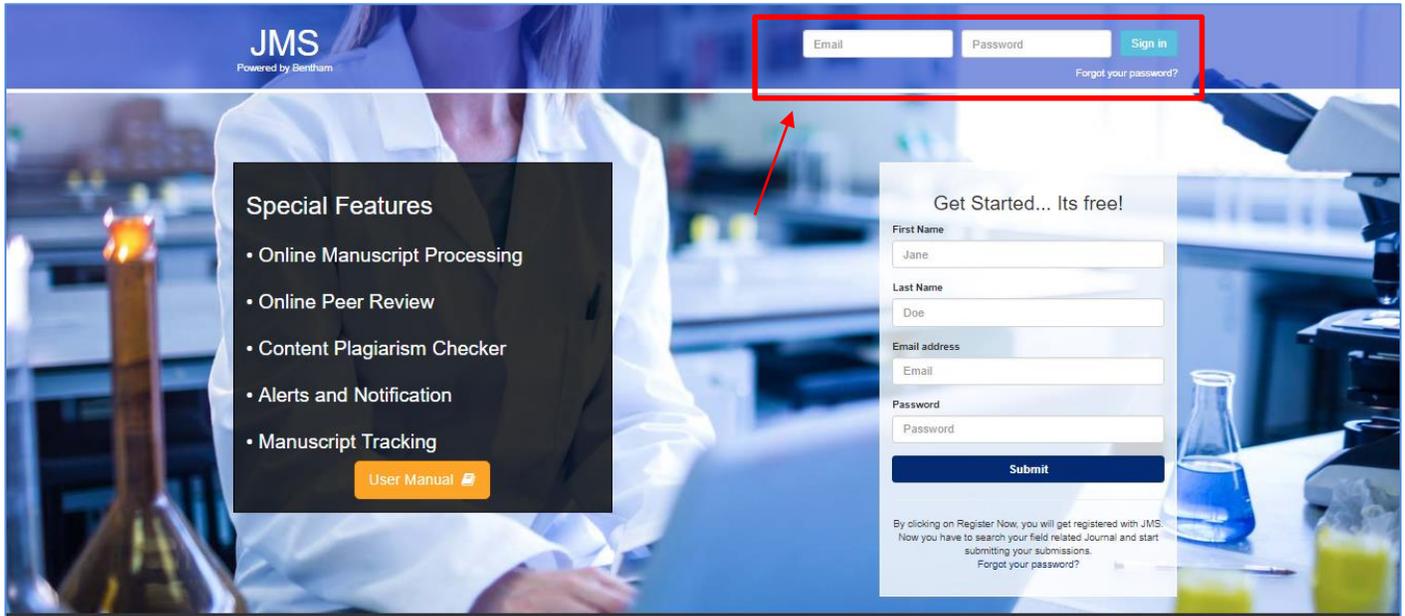


Fig (1.1)

After login, the Reviewer's Dashboard appears, which has two panels, as shown in **Fig (2)**.

① **Manuscript Requested for Review:** In this panel,

- ①.1 Clicking on the "**View Abstract**" button, the Reviewer can view the abstract.
- ①.2 Clicking on the "**Yes, I agree to review**" button, the review form appears as shown in **Fig (3)**. At this stage, the reviewer agrees to do the review.
- ①.3 To decline the review, click on the "**Decline**" button.

② **Archived Submissions:** In this panel, the Reviewer can view the manuscripts that have been reviewed by the reviewers and it shows the current manuscript status.

Reviewer's Tutorial

The screenshot displays the JMS Reviewer's Dashboard. The top navigation bar includes the JMS logo, a search bar, and user profile information for Jadirah Asad. The main content area is divided into two sections: 'MANUSCRIPT REQUESTED FOR REVIEW' (highlighted with a red circle and labeled '1') and 'ARCHIVED SUBMISSIONS' (highlighted with a red circle and labeled '2').

The 'MANUSCRIPT REQUESTED FOR REVIEW' section contains a table with the following data:

Journal	Ref #	Date	Title	Action
CAR	BMS-CAR-2018-31	Feb 24, 2018	MS pre revision 3	View Abstract Yes, I agree to review Decline

The 'ARCHIVED SUBMISSIONS' section contains a table with the following data:

Journal	Ref #	Date	Title	Manuscript Status
CAR	BMS-CAR-2018-28	Feb 08, 2018	Test Submission 8 Feb	Accepted with major changes
CAR	BMS-CAR-2018-32	Feb 24, 2018	test sub pre revision 4	Accepted with minor changes

At the bottom of the dashboard, there is a copyright notice: 'Copyright 2018 © JMS. if you have found any system related bug, feel free to report [Here...](#)'

Fig (2)

- ① The reviewer can download all the files (manuscript, image, tables etc.) simultaneously by clicking on the **“Download Review Version”** button as shown in **Fig (3)**.
- ② The reviewer can read the Review version online by clicking on the **“Read Online”** button as shown in **Fig (3)**.
- ③ By clicking on the **“View All Files”** button in the panel in **Fig (3)**, the **Manuscript to Review** panel appears as shown in **Fig (3)**.
- ④ The Reviewer can download individual files by clicking on the **“Download”** button as shown in **Fig (3)**.

⑤ It is mandatory to fill all the fields except for the **Upload File**. The review process can be completed by clicking on the "**Save**" button, as shown in "**Fig (3)**".

***Note**: On reviewing the manuscript, the reviewer gives his evaluation in the form shown in **Fig (3)**.

Reviewer's Tutorial

The screenshot displays the JMS (Journal Management System) interface for a reviewer. The top navigation bar includes the JMS logo, a search bar, and user profile information for Kareem Mujtuba. The main content area is divided into two sections: a file list and a rating form.

File List:

ID	File Name	Type	Date	Author	Action
1	table.docx	Table	2018-05-21	William Smith	Download
2	Author Query.png	Figure	2018-05-21	William Smith	Download
3	TOEPIJ-journal-cover.jpg	Graphical Abstract	2018-05-21	William Smith	Download
4	1.doc	Manuscript	2018-05-21	William Smith	Download

Rating Form:

The rating form consists of several sections:

- Criterion Rating:** A table with columns for Excellent, Good, Fair, and Poor. The 'Excellent' column is selected for all criteria.
- Overall Paper Rating:** A row of 10 radio buttons, with the 2nd button selected.
- Yes/No Questions:** A series of questions with 'Yes' and 'No' radio buttons. The 'Yes' button is selected for all questions.
- Other Specific Criticisms:** A dropdown menu with 'Too long' selected.
- Confidential Comments to the Editor:** A text area with 'All set' entered.
- Comments for the Authors:** A text area with 'All set' entered.
- Recommendation:** A dropdown menu with 'Accepted with minor changes' selected.
- Upload file:** A 'Choose File' button with 'download.html' listed below it.
- Attachment:** A section labeled 'No attachment'.

At the bottom right of the form are 'Cancel' and 'Save' buttons. A red arrow points from the 'Save' button back to the 'Download' buttons in the file list.

Fig (3)

Once the Reviewer Evaluation form is completely filled, click on the “**Save**” button as shown in “**Fig (3)**”. After clicking on the “**Save**” button, a thank you message appears as shown in **Fig (4)**. The user can go back to the dashboard by clicking on the “**Back to Dashboard**” button.

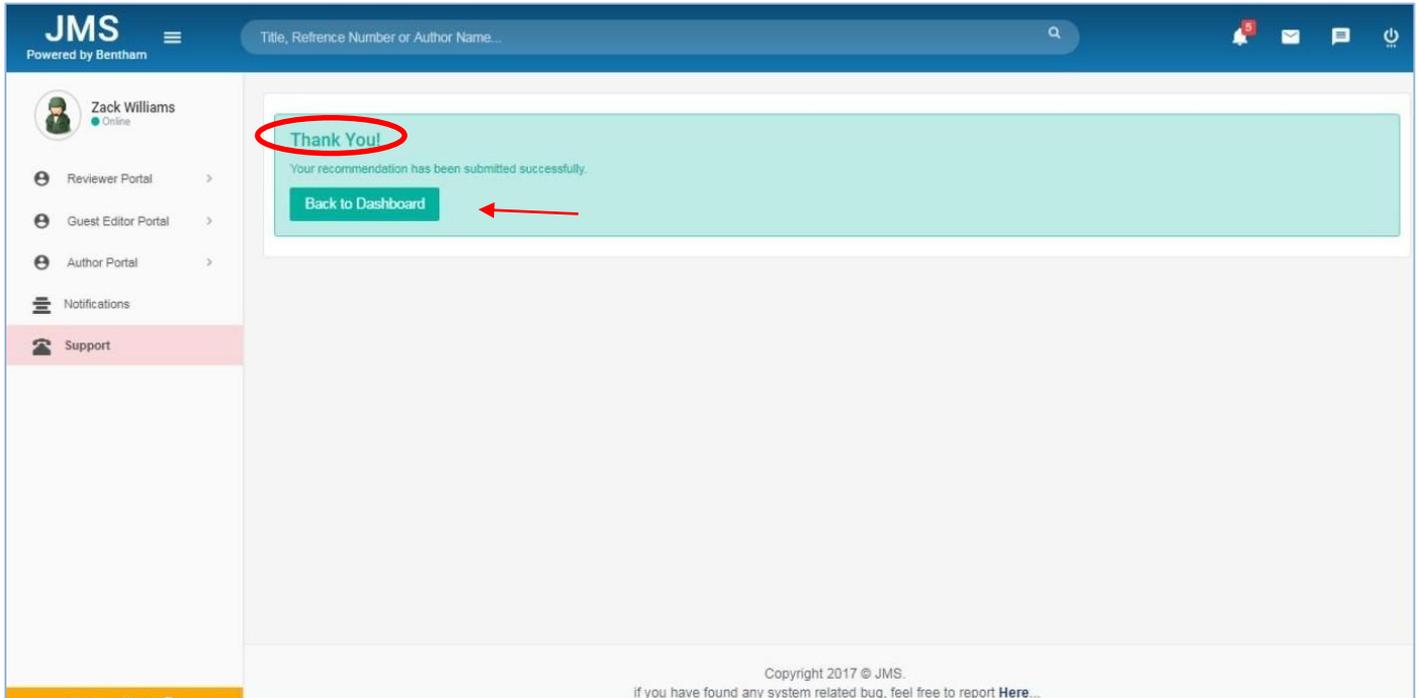


Fig (4)

After completion of the review process, the manuscript moves to the “**Archived Submission**” panel as shown in **Fig (2)**. The **manuscript status** can also be viewed as shown in “**Fig (5)**”.

The screenshot shows the JMS interface with the following data in the 'ARCHIVED SUBMISSIONS' table:

Journal	Reference No.	Date	Title	Manuscript Status
TOOPHTJ	JMS-TOOPHTJ-2017-1153	Jul 25, 2017	Test Submission TOOPHTJ	Accept
TOBIOIJ	JMS-TOBIOIJ-2017-1192	Jul 31, 2017	test submission 31 july	Major Revision Required
TOOPHTJ	JMS-TOOPHTJ-2017-1161	Jul 25, 2017	test submission 2	Major Revision Required
CAR	JMS-CAR-2017-HT6-1139	Jul 21, 2017	Test manuscript submitted in HT by azhar on 21 July 2017 - 1	Accept
CAR	BMS-CAR-2017-2873	Dec 08, 2017	Neurology	Minor Revision Required

Fig (5)

2. Support

In case of any query/suggestion, the reviewer can use our online support system to create a ticket. Our Support department will reply as soon as possible. To generate a new ticket, click on the “**Support**” option given on the left panel of the dashboard as shown in **Fig (6)**. The “**Open a New Ticket**” section appears as shown in **Fig (7)**.

Reviewer's Tutorial

The screenshot shows the JMS dashboard for Sarah Smith. The sidebar on the left contains navigation links: Reviewer Portal, User Portal, Dashboard, New Submission, Notifications, Support (highlighted with a red circle and arrow), and User Manuals. The main content area is titled 'Welcome to Dashboard' and includes a search bar. Below the search bar, there are three sections: 'ASSOCIATE AUTHOR SUBMISSIONS' (No Submission), 'NEWLY SUBMITTED ARTICLES' (5 entries), and 'AWAITING REVISION'. The 'NEWLY SUBMITTED ARTICLES' section contains a table with columns: Journal, Reference No., Date, Title, and Status. The table lists five entries, all with a status of 'Manuscript In Review'. The 'Support' link in the sidebar is highlighted with a red circle and an arrow pointing to it.

Fig (6)

2.1 Open A New Ticket

As shown in **Fig (7)**.

- ① The desired **“Help Topic”** can be selected, which leads to **“Ticket Details”**.
- ② The details can be provided in the **“Ticket Details”** section.
 - 2.1 The file can be uploaded by clicking on the **“Choose file”** link or drag and drop the file.
- ③ The **“Reset”** button clears all the boxes and gives a reset option.
- ④ Clicking on the **“Create Ticket”** button, a new ticket is generated.
- ⑤ To cancel the ticket, click on the **“Cancel”** button.

Reviewer's Tutorial

The screenshot shows the 'SUPPORT CENTER' interface for a 'Support Ticket System'. The user is logged in as 'beena Xolva' with 'Tickets (1)'. The main heading is 'Open a New Ticket', with a sub-instruction: 'Please fill in the form below to open a new ticket.' The form fields are as follows:

- Email:** beena@benthamsience.net
- Client:** beena Xolva
- Help Topic:** A dropdown menu with 'Access Issue' selected and circled in red, with a red circle '1' pointing to it.
- Ticket Details:** A section titled 'Please Describe Your Issue' containing an 'Issue Summary' text area and a rich text editor. A red circle '2' points to the rich text editor.
- Rich Text Editor:** Contains the text 'Details on the reason(s) for opening the ticket.' Below it is a file upload area with a 'Drop files here or choose file' button circled in red, with a red circle '2.1' pointing to it.
- Buttons:** At the bottom are three buttons: 'Create Ticket' (circled in red with a red circle '4'), 'Reset' (circled in red with a red circle '3'), and 'Cancel' (circled in red with a red circle '5').

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Fig (7)

By clicking on the “**Create Ticket**” button marked as ‘④’ on the page in **Fig (7)**, the ticket panel appears in this section as shown in **Fig (8)**, which gives the following options

- ① View the ticket number.
- ② View the information about the ticket and user.
- ③ Send the reply.
- ④ Print the page by clicking on the “**Print**” button.
- ⑤ By clicking on the “**Edit**” button, the given details can be edited.

Reviewer's Tutorial

SUPPORT CENTER Sarah Smith | Tickets (1) - Sign Out
Support Ticket System

Open a New Ticket Tickets (1)

CVXV #625036 Print Edit

Basic Ticket Information	User Information
Ticket Status: Open	Name: Sarah Smith
Department: Support	Email: smith@abc.com
Create Date: 01/01/2018 02:21:55 PM	Phone:

Sarah Smith posted 01/01/2018 02:21:55 PM
vbgfth

Created by Sarah Smith 01/01/2018 02:21:55 PM

Beena Ashdar posted 01/01/2018 02:24:04 PM
Hi,
How can i help yopu?
Beena

Post a Reply
To best assist you, we request that you be specific and detailed *

Drop files here or choose file

Post Reply Reset Cancel

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Fig (8)

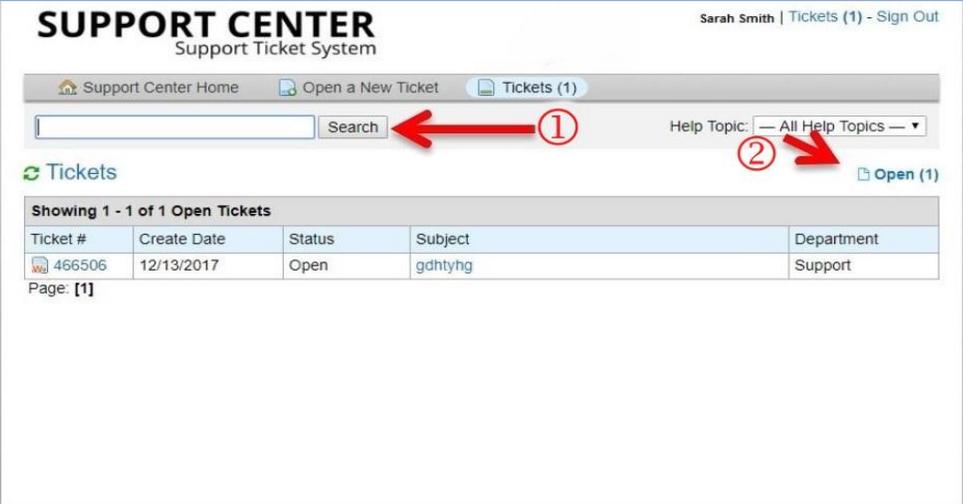
By clicking on the **“Ticket”** tab on **Fig (8)** the panel shown in **Fig (9a)** opens. A specific ticket can be searched by entering the ticket number in the search field indicated by the red arrow marked as ‘①’.

Clicking on the **“Search”** button displays all the tickets. Open tickets can be viewed by clicking on the **“Open”** link as shown in **Fig (9a)** indicated by the red arrow marked as ‘②’. Closed tickets can be viewed by clicking on the **“Closed”** link as shown in **Fig (9b)** indicated by the red arrow marked as ‘③’.

Reviewer's Tutorial

Open Ticket: Open ticket means that the question has not been answered or the issue has not been resolved.

Closed Ticket: Closed ticket means that the team has resolved the issue related to the question.



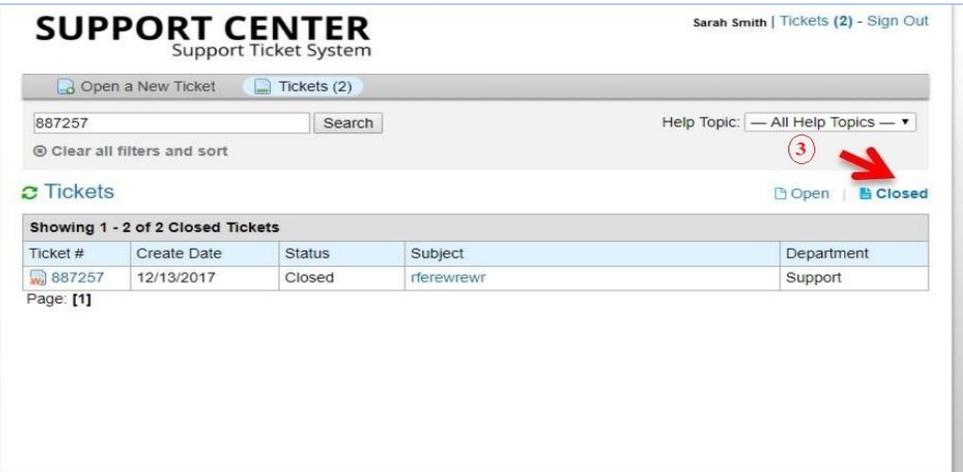
The screenshot shows the 'SUPPORT CENTER' interface with the user 'Sarah Smith' and 'Tickets (1) - Sign Out'. The navigation bar includes 'Support Center Home', 'Open a New Ticket', and 'Tickets (1)'. A search bar contains the text '466506' and a red arrow labeled '1' points to the 'Search' button. To the right, a 'Help Topic' dropdown is set to 'All Help Topics' and a red arrow labeled '2' points to it. Below the navigation, there is a 'Tickets' section with a sub-header 'Showing 1 - 1 of 1 Open Tickets'. A table lists one ticket with the following data:

Ticket #	Create Date	Status	Subject	Department
466506	12/13/2017	Open	gdtyhg	Support

Page: [1]

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Fig (9a)



The screenshot shows the 'SUPPORT CENTER' interface with the user 'Sarah Smith' and 'Tickets (2) - Sign Out'. The navigation bar includes 'Open a New Ticket' and 'Tickets (2)'. The search bar contains the text '887257' and a red arrow labeled '3' points to the 'Search' button. To the right, a 'Help Topic' dropdown is set to 'All Help Topics'. Below the navigation, there is a 'Tickets' section with a sub-header 'Showing 1 - 2 of 2 Closed Tickets'. A table lists one ticket with the following data:

Ticket #	Create Date	Status	Subject	Department
887257	12/13/2017	Closed	rferewrwr	Support

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Fig (9b)

Reviewer's Tutorial