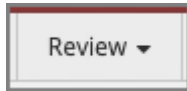

Invite a Reviewer and assign them to review a project

Created On: May 4, 2021

Job Aid Invite a Reviewer and assign them to review a project

1. Select **Review**.



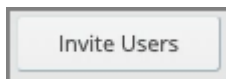
2. The Review panel opens.

Select Add Reviewers.



3. The Assign Reviewers or Authors panel opens.

Select **Invite Users**.



4. The Invite Users panel opens.

You can add up to eight email addresses in the **Emails** field.

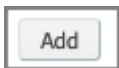
Select the **Emails** field and we'll add an email address for you.



5. Ensure the Role drop down list is set for Reviewer.

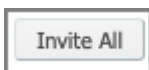
You can use the Teams list to add the new Reviewer to a Team, if any have been set up.

Select **Add**.



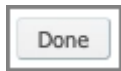
6. The reviewer is added to the invitation list.

Select **Invite All**



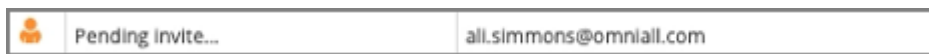
Job Aid Invite a Reviewer and assign them to review a project

7. On the confirmation screen, select **Done**.

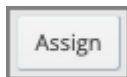


8. The new Reviewer is shown on the Available tab as a Pending Invite until they complete their first login and set up their account.

Select the user.



9. Select **Assign**.



10. The user, now assigned to the Project, is no longer shown on the Available tab.

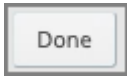
Select the **Assigned** tab.



Job Aid Invite a Reviewer and assign them to review a project

11. You can see the Reviewer is now on the Assigned tab. To unassign, you can select the user then select Unassign.

Select **Done**.



12. The Assign Reviewers or Authors panel will close.
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