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Last Updated by Gareth Driver 8/9/2016
**How to log into MyTRB**

1. Log on to MyTRB. If you have problems logging in, please contact the MyTRB helpdesk at 202-334-1738 or email MyTRB@nas.edu. Please note the “Forgot Password” or “New User Signup” options in the middle of your screen. Use these options to recover your password or create a new account.

2. Enter your email and password in the corresponding fields, then press the “Sign In” button.
Manage Reviewer Pool

Assigning a Potential Reviewer to a Reviewer Pool

1. Once logged in, from the dropdown menu at the top of your screen, select Annual Meeting > Review Management > Manage Reviewer Pool.

For optimum user experience, please ensure that your web browser is fully updated. The MyTRB site is optimized for the Google Chrome browser.

2. Next, ensure you have selected the correct pool by clicking on the "Selected Reviewing Committee:" dropdown.

3. To add a Potential Reviewer, begin by clicking on the "Add Potential Reviewer" button.
To start, you must type in at least 1 field to search. Searching by email may yield the most accurate search results. You can also search by first name, last name, and company. In the example below, we will use Sue Anderson to search. Once done, press the "Search" button.

4. After you search, the search results will display in a list below. To add a reviewer, click the checkbox to select that reviewer. If there is more than one reviewer, you can click multiple checkboxes. After you are finished selecting, click the "Add Reviewers" button.

5. Once that person is added, they will now be in the Reviewer Pool list.
6. At the bottom of the list, you will see a list of all reviewers’ email addresses.

7. If the list is long, you can sort by each column or use the "Type to Filter" box to narrow down the results and find the person you added.

Create a Reviewer to Add to Your Reviewer Pool

1. Once logged in, from the dropdown menu at the top of your screen, select Annual Meeting > Review Management > Manage Reviewer Pool.

For optimum user experience, please ensure that your web browser is fully updated. The MyTRB site is optimized for the Google Chrome browser.
2. Next, ensure you have selected the correct pool by clicking on the "Selected Reviewing Committee:" dropdown.

3. Then, click the "Add Potential Reviewers" button.
4. Before you can create a new reviewer, first you must search to see if that reviewer exists. Type in fields for searching, then click the "Search" button. Once the search results (or no search results appear), you will then see a button called "Create New Potential Reviewer". Click that button to begin.
5. On this screen, fill in the required fields (marked with a red asterisks).

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>David</td>
</tr>
<tr>
<td>Last Name</td>
<td>Tenant</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:dave@test.com">dave@test.com</a></td>
</tr>
<tr>
<td>Company</td>
<td>Shell Development Company</td>
</tr>
<tr>
<td>Country</td>
<td>United States</td>
</tr>
<tr>
<td>Address Line 1</td>
<td></td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>Address Line 3</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State/Province</td>
<td></td>
</tr>
<tr>
<td>Postal Code</td>
<td></td>
</tr>
</tbody>
</table>

Please do not create a new person record to fix incorrect or outdated information for someone else. Please contact the person you are creating a record for or contact your TRL staff officer.

To keep a consistent set of organization and company names we ask that you choose from our existing list, if possible. If at first you do not find the company you are looking for, you might try searching with just the first few letters or another known variation of the name.
6. In order to associate with a company, press the "Choose Company" button and search.

Search for a Company by typing in a name in the Name field, then press "Find Companies" to view the results.

When the results appear, press "Choose" next to the existing company you wish to associate.
7. If you wish to create a new company that doesn't currently exist, from this screen you can press the "Create Company" button.

Then, fill out the required fields and press the "Create Company" button.
8. Once done entering an existing or new company and other required fields, press the "Create Account" button on the Create Person Record.

NOTE: This action will create a new MyTRB account. If you have reason to believe that the desired person already has a MyTRB account (e.g. you have added them in a previous year) please contact the MyTRB help desk at 202-334-1738 or MyTRB@nas.edu to locate the profile, rather than creating a duplicate account.

9. Once created, the reviewer will now appear in your paper review pool.
Removing a Reviewer from a Reviewer Pool

1. Once logged in, from the dropdown menu at the top of your screen, select Annual Meeting > Review Management > Manage Reviewer Pool.

For optimum user experience, please ensure that your web browser is fully updated. The MyTRB site is optimized for the Google Chrome browser.

2. Next, ensure you have selected the correct pool by clicking on the "Selected Reviewing Committee:" dropdown.

3. To remove a Potential Reviewer, click the X in the "Remove" column.

NOTE: You may notice the "X" button may be different colors

- Grey - No reviews completed or assigned. (safe to remove)
- Yellow - Has reviews assigned but none completed. (remove with caution)
- Red - Has reviews assigned and completed. (warning if removed)
Depending on the color of the “X” you click, you may encounter the following popup menu:

If you wish to continue, click the “Remove Reviewer” button.

4. The Reviewer will now be removed from the Pool.
Assigning Areas of Expertise to Your Reviewer Pool

1. Once logged in, from the dropdown menu at the top of your screen, select Annual Meeting > Review Management > Manage Reviewer Pool.

For optimum user experience, please ensure that your web browser is fully updated. The MyTRB site is optimized for the Google Chrome browser.

2. Next, ensure you have selected the correct pool by clicking on the "Selected Reviewing Committee:" dropdown.

3. Click the Areas of Expertise Tab.
4. In the box that says "Areas of Expertise", start typing an expertise you wish to add. For example, start typing “Asphalt” or whichever term applies to your pool.

**To Add or Edit an Existing Term:**

1. Click the "Choose" button if you wish to select that pre-defined term. Once you click "Choose" it will then appear in the list on the right.

2. Click the "Edit" button if you wish to edit the title or definition of the term before it is added to the pool.
When the prompt opens, you can edit the text of the title or description, then press "Save" when done. It will then be added to the list on the right.

Add Area of Expertise

To add an area of expertise that does not exist:

- Click the "Create New Area of Expertise" button.

When the prompt opens, type in a new title and description. Press the "Save" button when done.
5. Once added, it will appear in the list on the right hand side.

Chosen Areas of Expertise (Maximum of 8)
Please click on x in Area of Expertise to deselect it.

<table>
<thead>
<tr>
<th>Areas of Expertise</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asphalt plants</td>
<td>Factories that produce road surface materials based on or involving bitumen or bituminous substances.</td>
</tr>
<tr>
<td>Asphalt content</td>
<td>&quot;The amount of asphalt binder in an asphalt concrete mixture, expressed as a percentage of the weight of the total mix.&quot;</td>
</tr>
<tr>
<td>Asphalt concrete</td>
<td>&quot;A designed combination of dense graded mineral aggregate filler and bituminous cement mixed in a central plant, laid and compacted while hot.&quot;</td>
</tr>
<tr>
<td>Asphalt New Title</td>
<td>Example Description</td>
</tr>
</tbody>
</table>
Remove an Assigned Area of Expertise from Your Reviewer Pool

1. Once logged in, from the dropdown menu at the top of your screen, select Annual Meeting > Review Management > Manage Reviewer Pool.

For optimum user experience, please ensure that your web browser is fully updated. The MyTRB site is optimized for the Google Chrome browser.

2. Next, ensure you have selected the correct pool by clicking on the "Selected Reviewing Committee:" dropdown.

3. Click the Areas of Expertise Tab.
4. To remove an Area of Expertise, click the X of a term in the "Chosen Areas of Expertise" list on the right hand side.

5. Once you click X, the term will be removed.
Paper Review Assignment

On the Paper Review Dashboard, you can view and manage a list of papers and their associated reviewer information such as assigned, notified, accepted, and submitted. You will be able to view paper details, assign reviewers for initial review, download, and review results.

Paper Status Descriptions

*Paper Status is an indicator to describe what stage the paper is currently at.*

<table>
<thead>
<tr>
<th>Paper Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete</td>
<td>This status will occur when an author has an incomplete paper submission. An incomplete paper submission happens when a PDF file was not attached during the submission process, but still had the minimum amount of required fields entered to save it. Once a paper has the status “Incomplete”, the author can go back to the paper and upload the Initial File.</td>
</tr>
<tr>
<td>Initial Submission Complete</td>
<td>This status will occur when an author has successfully submitted a paper submission. The submission will be successful if the PDF file was attached during the submission process and all the required fields were entered.</td>
</tr>
<tr>
<td>Assigned to Committee</td>
<td>When a staff member assigns a committee and a reviewer to a paper in Aptify, this paper status will be triggered. The Volunteer Reviewer Coordinator will be able to see this paper in their Paper Review Assignment dashboard.</td>
</tr>
<tr>
<td>Paper Review Assignments Made</td>
<td>This paper status is triggered when the Volunteer Review Coordinator assigns and notifies at least three reviewers to this paper.</td>
</tr>
<tr>
<td>Minimum Reviews Completed</td>
<td>This paper status is triggered when 3 reviewers have accepted and completed their review of this paper.</td>
</tr>
<tr>
<td>Specialty Initial Recommendation Made</td>
<td>When the Specialty Review Coordinator suggests a recommendation on a paper, the paper status will then change to this status. Once suggested, it will await the Primary Reviewer Coordinator for a recommendation.</td>
</tr>
<tr>
<td>Primary Initial Recommendation Pending</td>
<td>When the Primary Review Coordinator makes a recommendation on a paper (also on one suggested by a Specialty Review Coordinator), this paper status will be triggered.</td>
</tr>
<tr>
<td>Final Recommendation Sent</td>
<td>A Review Coordinator accepts or rejects the paper for publication and notifies the author with the review results message. Then this message is triggered. For all submission types.</td>
</tr>
<tr>
<td>Invited for Publication</td>
<td>The paper status is triggered once the SPO has sent the &quot;Final Acceptance Letter” notification.</td>
</tr>
<tr>
<td>Awaiting Revised Paper</td>
<td>When a Primary Review coordinator make a recommendation and chooses &quot;Revised&quot; as the option for Publication a notification will be generated. Once that notification is sent to the Author, the status will change to &quot;Awaiting Revised Paper&quot;. Regardless of Presentation Recommendation.</td>
</tr>
<tr>
<td>Revised Paper Submitted</td>
<td>Once the author uploads a revised version of the paper and attaches their comments, this paper status will be triggered.</td>
</tr>
<tr>
<td>Paper Re-review Assignments Made</td>
<td>Once the paper is in the &quot;Revised Submission Completed&quot; status, the review coordinator can now assign re-reviewers to the paper. When at least one re-reviewer was assigned and notified this status will get triggered.</td>
</tr>
</tbody>
</table>
Minimum Rereviews Completed
This paper status is triggered when at least one of the re-reviews assigned is completed.

Final Manuscript Submitted
This paper status is triggered once the author uploads the final manuscript.

**Paper Review Select Action Descriptions**

*On the Paper Review Assignment dashboard, each paper will have its own select button with different options to choose from. The select options will vary depending on the paper status.*

<table>
<thead>
<tr>
<th>Select Action Item</th>
<th>Description</th>
<th>Paper Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assign Reviewer for Initial Review</td>
<td>Opens a view to where you can assign reviewers to a paper for their initial reviews.</td>
<td>Assigned to Committee, Paper Review Assignments Made, Minimum Reviews Completed</td>
</tr>
<tr>
<td>Paper Detail</td>
<td>Opens the paper detail including details such as submission information, author(s), file history, and correspondence.</td>
<td>Assigned to Committee, Paper Review Assignments Made, Awaiting Revised Paper, Minimum Reviews Completed, Revised Paper Submitted, Final Recommendation Sent, Minimum Reviews Completed</td>
</tr>
<tr>
<td>View Paper</td>
<td>Allows you to view the PDF version of the file in your web browser.</td>
<td>Assigned to Committee, Paper Review Assignments Made, Awaiting Revised Paper, Minimum Reviews Completed, Revised Paper Submitted, Final Recommendation Sent, Minimum Reviews Completed</td>
</tr>
<tr>
<td>Change Assigned Reviewer Pool</td>
<td>This will allow you to change the reviewer pool associated with the paper. For example, you will be able to switch a paper from a primary to a specialty pool.</td>
<td>Assigned to Committee, Paper Review Assignments Made</td>
</tr>
<tr>
<td>Review Results</td>
<td>Opens a view where you can view the reviews each reviewer has completed.</td>
<td>Paper Review Assignments Made, Awaiting Revised Paper, Minimum Reviews Completed, Revised Paper Submitted, Final Recommendation Sent, Minimum Reviews Completed</td>
</tr>
<tr>
<td>Assign Reviewer for Rereview</td>
<td>When an author has submitted a revised paper, the Review Coordinator can now assign rereviewers from this view.</td>
<td>Revised Paper Submitted</td>
</tr>
</tbody>
</table>
Assign Reviewers to a Paper for Initial Review

1. Once logged in, from the dropdown menu at the top of your screen, select Annual Meeting > Review Management > Assign Reviews by Paper.

For optimum user experience, please ensure that your web browser is fully updated. The MyTRB site is optimized for the Google Chrome browser.

2. Next, ensure you have selected the correct pool by clicking on the "Selected Reviewing Committee:" dropdown.
3. To begin assigning reviewers, first click the "Select" button on a row for a paper you wish to assign reviewers to. Select the "Assign Reviewer for Initial Review" option.

You can assign reviewers, up until a recommendation has been made.

If you are a Review Coordinator and also an author of the paper, you will be unable to assign reviewers.

4. On the Assign Reviewer to Paper for Initial Review page, click the button "Assign Reviewer(s)" to find reviewers to assign to the paper.
5. A list of available reviewers will appear. First, click a checkbox in the "Select" to select a reviewer. Then, press either the "Assign Reviewer(s)" Or "Assign & Notify Reviewer(s)".

If the reviewer is also an author of the paper, you will be unable to assign that author.

- **Assign Reviewer(s)** - This button will assign the reviewer to the paper but will not notify.
- **Assign & Notify Reviewer(s)** - This button will assign the reviewer(s) and open a prompt to send notification.

6. If you pressed "Assign & Notify Reviewer(s)", a prompt will open to send a Review Request message.

- You can click the title of the message in order to view and edit the message before sending. Editing the message is an optional step.
• When complete, press the "Send" button to send the message.

Paper Assignment Notifications
Click on the + symbol to view and edit the email text. Remember to save your edited version or send right away!
Example Asphalt Submission (#10-2139)

• Once sent, you will see a date/time stamp of when the message was sent.
Send a Reminder Message to a Reviewer

7. Once a message is sent, you are able to generate and send a Reminder Notice to an individual reviewer. In the list of assigned reviewers, click the message icon.

Note: You can also send reminder messages in bulk to reviewers. See section All Reviews Dashboard.

Message Icon Status:

- **Grey Icon** - No pending messages waiting to be sent.
- **Blue Icon** - Has a pending message waiting to be sent.
- **Has Bell** -

8. Click the "Reminder Message" button to generate a new message.

9. Once the message is generated, you can view and/or edit the message by clicking on the title.
Paper Assignment Notifications
Click on the + symbol to view and edit the email text. Remember to save your edited version or send right away!
Example Asphalt Submission (#16-2139)

When ready, click the "Send" button to send the message.

Paper Assignment Notifications
Click on the + symbol to view and edit the email text. Remember to save your edited version or send right away!
Example Asphalt Submission (#16-2139)
• Once sent, you will see a date/time stamp of when the message was sent.

Resend a previously sent message

10. If you wish to resend a previously sent message, first click the message icon.

11. Once open, click the “Resend Message” button.
12. Click "Send".

13. Once resent, you will be able to see the different messages sent.

Removing a Reviewer
To remove a reviewer, simply click the ‘x’ next to his or her name in the “Unassign” column on the Assign Reviewers to Paper for Initial Review page.

- If a reviewer has not been notified, you will not receive a pop up message.
- If a reviewer has been notified, but has not accepted a review, you will receive the following warning.
If the reviewer has been notified and completed the review, you will receive the following warning.

The Reviewer has completed this assignment, are you sure you wish to unassign this user?
Assign Papers to a Reviewer for Initial Review

1. Once logged in, from the dropdown menu at the top of your screen, select Annual Meeting > Review Management > Assign Reviews by Reviewer.

For optimum user experience, please ensure that your web browser is fully updated. The MyTRB site is optimized for the Google Chrome browser.

2. Next, ensure you have selected the correct pool by clicking the "Selected Reviewing Committee:" dropdown.
3. To begin assigning papers to reviewers, first click the "Select" button on a row for a reviewer you wish to assign papers to. Select the "Assign Initial Paper(s) to Reviewer" option.

You can assign reviewers, up until a recommendation has been made.

If you are a Review Coordinator and also an author of the paper, you will be unable to assign reviewers.

4. On the Assign Papers to Reviewer for Initial Review page, click the button "Assign Paper(s)" to find papers to assign to the reviewer.
5. A popup with a list of available papers will appear. First, click a checkbox in the "Select" to select a reviewer. Then, press either the "Assign Paper(s)" button. If the reviewer is also an author of the paper, you will be unable to assign that author.

Once you have assigned one or more papers to the reviewer, the popup will disappear and you will be left back at the Assign Papers to Reviewer for Initial Review page.

**Send Notification to Reviewer**

6. To send a notification to the reviewer that a paper has been assigned to, check the box for that paper’s record toward the right-hand side of the window and click Open Selected Notifications. To send notifications for multiple papers, select multiple papers’ checkboxes.

7. You can click the title of the message in order to view and edit and message before
sending. Editing the message is an optional step.

8. When complete, press the "Send" button to send the message.

9. Once sent, you will see a date/time stamp of when the message was sent.

Send a Reminder Message

10. Once a message is sent, you are able to generate and send a Reminder Notice to an individual reviewer. From the “Assign Papers to Reviewer for Initial Review” page, select the paper for which you want to send a reminder message by clicking the
checkbox and then click “Open Selected Notifications”.

**Note:** You can also send reminder messages in bulk to reviewers. See section **All Reviews Dashboard**.

11. Click the "Reminder Message" button to generate a new message.

12. Once the message is generated, you can view and/or edit the message by clicking on the title.
When ready, click the "Send" button to send the message.

Review Assignment Notifications
Click on the + symbol to view and edit the email text. Remember to save your edited version or send right away!
F. Ceci

--- TRB Review Reminder
F. Ceci (cswen@wrmissouri.edu)  

Unsent message

Dear Colleague,

This is a reminder that the following paper reviews have been assigned to you by AHRSS, “Standing Committee on Work Zone Traffic Control”. Your review has not yet been received. The committee is required to have 3 reviews for each paper and therefore, I would appreciate your completing and submitting your review as soon as possible. Please remember completing paper reviews is an important responsibility of committee members and friends.

- Paper 17-00038 - Modeling the Distractions on Shared Pedestrian/Walking Trips in the District of Columbia
- Paper 17-00668 - Tribal Affiliated Tribes Seat Belt Primary Seat Belt Intervention Assessment
- Paper 17-00357 - What are the consequences of the stochastic components of traffic flow on its macroscopic features

Instructions to Begin or Complete Your Review:
1. Log into https://mirec.org. If you do not know or have forgotten your password, select “Forgot Password” and one will be emailed to you.
2. Click “Open Message” from the review list.

--- TRB Paper 17-00039 Review Request
F. Ceci (cswen@wrmissouri.edu)
Once sent, you will see a date/time stamp of when the message was sent.

Resend a previously sent message

13. From the “Assign Papers to Reviewer for Initial Review” page, select the paper for which you want to resend a message by clicking the checkbox and then click “Open Selected Notifications”.

14. Once open, click the “Resend Message” button.
Reviewer Assignment Notifications
Click on the + symbol to view and edit the email text. Remember to save your edited version or send right away!
F. Ceci

TRB Paper 17-00009 Review Request
F. Ceci (csan@us.missouri.edu)

Reminder Message  Resend Message

Close
15. Click "Send".

16. Once resent, you will be able to see the different messages sent.

Unassign a Paper

17. To unassign a paper from a reviewer, click the ‘x’ next to the paper under the Unassign column on the Assign Papers to Reviewer for Initial Review page.

- If a reviewer has not been notified, you will not receive a pop up message.
- If a reviewer has been notified, but has not accepted a review, you will receive the following warning.
If the reviewer has been notified and completed the review, you will receive the following warning.

The assigned reviewer has been notified about this assignment, are you certain you wish to unassign this user?

The reviewer has completed this assignment, are you sure you wish to unassign this user?
Viewing Review Results

1. Once logged in, from the dropdown menu at the top of your screen, select Annual Meeting > Review Management > Assign Reviews by Reviewer.

For optimum user experience, please ensure that your web browser is fully updated. The MyTRB site is optimized for the Google Chrome browser.

2. Once results have been made on a paper, you will be able to view them. First, click the "Select" button, then click the "Review Results" option.
3. On the Review Results screen, you will be able to see paper details, reviewer information, and individual responses.

4. You can review the results by question or by individual reviewer.

When viewing by question, you can scroll down the page to see the response from each reviewer.
If you want to view all results from a particular reviewer, click the "View" button next to the reviewer on the Reviewer Information summary box.

Once, you click "View", it will open up a Review Detail by that reviewer.

5. You can also use the navigation bar on the left hand side of the screen to quickly jump to a particular question.
View Details of the Paper

1. Once logged in, from the dropdown menu at the top of your screen, select Annual Meeting > Review Management > Assign Reviews by Reviewer.

For optimum user experience, please ensure that your web browser is fully updated. The MyTRB site is optimized for the Google Chrome browser.

2. Once a paper has results, you will be able to view them. First, click the "Select" button, then click the "Paper Detail" option.

3. The Paper Detail will display general information about the paper, author(s), file history, and related correspondence.
<table>
<thead>
<tr>
<th>General</th>
<th>Author(s)</th>
<th>History</th>
<th>Correspondence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Number</td>
<td>16-0311</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Magnetic Road Short Distance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abstract</td>
<td>test</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. To view the author(s) for the paper, click the "Author(s)" tab. From here, you can see the corresponding author and co-authors.

<table>
<thead>
<tr>
<th>Co-Author</th>
<th>Corresponding Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew Haines</td>
<td>Michael Conners</td>
</tr>
</tbody>
</table>

5. To view the file history, click the "History" tab. From here, you can see the file versions.

You can view the file by clicking on the "View" button.
6. To view the correspondence related to the paper, click the "Correspondence" tab.

To view the details of a correspondence message, click the message icon.
Dear Colleague,

Peer reviewed papers are critical to the future of our transportation system. Based on your background and expertise, I am requesting that you review the following paper that was submitted for presentation at the TRB Annual Meeting and/or publication in the Transportation Research Record.

Paper Number: 16-2139
Paper Title: Example Asphalt Submission
Review Type: First Review

The care and thoroughness of your review are the foundations for the quality of the TRB Annual Meeting and the TRB Record Series. Please take the time and effort in your review to serve the authors and TRB well. Reviewers are asked to judge the quality of the research or project described in the paper. They are also asked to judge the clarity and completeness of the description.

Please contact the committee chair immediately if the topic of a paper is outside your area of expertise or if you cannot meet the deadline for review comments.

6/19/2015 3:43 PM
How to View a Paper

7. Once logged in, from the dropdown menu at the top of your screen, select Annual Meeting > Review Management > Assign Reviews by Reviewer.

For optimum user experience, please ensure that your web browser is fully updated. The MyTRB site is optimized for the Google Chrome browser.

8. Once a paper has results, you will be able to view them. First, click the "Select" button, then click the "View Paper" option.

9. Once you click "View Paper", your web browser will open up the PDF paper for you to view.
Assign Reviewer(s) for their Rereview

1. Once logged in, from the dropdown menu at the top of your screen, select Annual Meeting > Review Management > Assign Reviews by Reviewer.

For optimum user experience, please ensure that your web browser is fully updated. The MyTRB site is optimized for the Google Chrome browser.

1. Next, ensure you have selected the correct pool by clicking on the "Selected Reviewing Committee:" dropdown.
2. To begin assigning reviewers, first click the "Select" button on a row for a paper you wish to assign reviewers to. Select the "Assign Reviewer for Rereview" option.

When a paper is ready for assigning a rereviewer, there must first be a revised paper uploaded.

If you are a Review Coordinator and also an author of the paper, you will be unable to assign reviewers.

![Select and Assign Reviewer for Rereview](image1)

3. On the Assign Reviewer to Paper for Rereview page, click the button "Assign Reviewer(s)" to find reviewers to assign to the paper.

![Assign Reviewer to Paper for Rereview](image2)
4. A list of available reviewers will appear. Previous initial reviewers who have completed an initial review and the review coordinators of the reviewer pool will be available.

First, click a checkbox in the "Select" to select a reviewer. Then, press either the "Assign Reviewer(s)" Or "Assign & Notify Reviewer(s)".

If the reviewer is also an author of the paper, you will be unable to assign that author.

- **Assign Reviewer(s)** - This button will assign the reviewer to the paper but will not notify.
- **Assign & Notify Reviewer(s)** - This button will assign the reviewer(s) and open a prompt to send notification.

5. If you pressed "Assign & Notify Reviewer(s)", a prompt will open to send a Review Request message.

- You can click the title of the message in order to view and edit and message before sending. Editing the message is an optional step.
• When complete, press the "Send" button to send the message.

• Once sent, you will see a date/time stamp of when the message was sent.
**Recommendation Dashboard**

On the Recommendation Dashboard, with the formalization of the primary and specialty paper reviewer pools, a two-stage recommendation process has been established. Specialty Paper Review Coordinators will make presentation and publication recommendations, the Primary RC will then review the recommendations, enter the final recommendations and notify the authors.

**Recommendation Paper Status Descriptions**
*Paper Status is an indicator to describe what stage the paper is currently.*

<table>
<thead>
<tr>
<th>Paper Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Reviews Completed</td>
<td>This paper status is triggered when 3 reviewers have accepted and completed their review of this paper.</td>
</tr>
<tr>
<td>Specialty Initial Recommendation Made</td>
<td>When the Specialty Review Coordinator suggests a recommendation on a paper, the paper status will then change to this status. Once suggested, it will await the Primary Reviewer Coordinator for a recommendation.</td>
</tr>
<tr>
<td>Primary Initial Recommendation Pending</td>
<td>When the Primary Review Coordinator makes a recommendation on a paper (also on one suggested by a Specialty Review Coordinator), this paper status will be triggered.</td>
</tr>
<tr>
<td>Final Recommendation Sent</td>
<td>A Review Coordinator accepts or rejects the paper for publication and notifies the author with the review results message. Then this message is triggered. For all submission types.</td>
</tr>
<tr>
<td>Invited for Publication</td>
<td>The paper status is triggered once the SPO has sent the &quot;Final Acceptance Letter&quot; notification.</td>
</tr>
<tr>
<td>Awaiting Revised Paper</td>
<td>When a Primary Review Coordinator make a recommendation and chooses &quot;Revised&quot; as the option for Publication a notification will be generated. Once that notification is sent to the Author, the status will change to &quot;Awaiting Revised Paper&quot;, regardless of presentation recommendation.</td>
</tr>
<tr>
<td>Revised Paper Submitted</td>
<td>Once the author uploads a revised version of the paper and attaches their comments, this paper status will be triggered.</td>
</tr>
<tr>
<td>Paper Re-review Assignments Made</td>
<td>Once the paper is in the &quot;Revised Submission Completed&quot; status, the review coordinator can now assign re-reviewers to the paper. When at least one re-reviewer was assigned and notified this status will get triggered.</td>
</tr>
<tr>
<td>Minimum Rereviews Complete</td>
<td>This paper status is triggered when at least one of the re-reviews assigned is completed.</td>
</tr>
<tr>
<td>Final Manuscript Submitted</td>
<td>This paper status is triggered once the author uploads the final manuscript.</td>
</tr>
</tbody>
</table>
## Recommendation Select Action Descriptions

*On the Paper Review Assignment dashboard, each paper will have its own select button with different options to choose from. The select options will vary depending on the paper status.*

<table>
<thead>
<tr>
<th>Select Action Item</th>
<th>Description</th>
<th>Paper Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make Recommendation</td>
<td>Used by the Primary Coordinator to make a recommendation.</td>
<td>Minimum Reviews Completed, Specialty Initial Recommendation Made, Primary Initial Recommendation Pending, Paper Re-review Assignments Made, Minimum Rereviews Completed</td>
</tr>
<tr>
<td>Suggest Recommendation</td>
<td>Used by the Specialty Coordinator to suggest a recommendation.</td>
<td>Minimum Reviews Completed, Specialty Initial Recommendation Made, Primary Initial Recommendation Pending, Paper Re-review Assignments Made, Minimum Rereviews Completed</td>
</tr>
<tr>
<td>Paper Detail</td>
<td>Opens the paper detail including details such as submission information, author(s), file history, and correspondence.</td>
<td>All statuses</td>
</tr>
<tr>
<td>Review Results</td>
<td>Opens a view where you can view the reviews each reviewer has completed.</td>
<td>All statuses</td>
</tr>
<tr>
<td>Notify Author</td>
<td>Once a recommendation is made, you can send correspondence to the author. You can also view this to view correspondence already sent. It will be bolded when new messages are ready to be sent.</td>
<td>All statuses</td>
</tr>
<tr>
<td>View Recommendation</td>
<td>Once the author is notified of the recommendation, you will be able to view the recommendation with this option.</td>
<td>Final Recommendation Sent, Awaiting Revised Paper, Invited for Publication, Final Manuscript Submitted</td>
</tr>
</tbody>
</table>
Making a Primary Recommendation

1. Once logged in, from the dropdown menu at the top of your screen, select Annual Meeting > Review Management > Recommendation Dashboard.

For optimum user experience, please ensure that your web browser is fully updated. The MyTRB site is optimized for the Google Chrome browser.

2. First, ensure that your correct reviewer pool is selected. You can click the dropdown box "Selected Reviewing Committee:" in order to select a pool.

3. Next, select a paper you wish to make a recommendation on. Click the "Select" button, then click the "Make Recommendation" option.
4. On the Make Recommendation screen, there are areas that you can use to review the results, view the paper, and see paper details.

The Paper Details will be located at the top of the page.

You can also view a summary of the review results. It will let you know if the reviews recommend the presentation and publication of the paper. Also, it will display if the paper is considered practice ready or is an award candidate.
Click the "View Review Results" button in order to see all of the reviewers’ results.

**Paper Information**

<table>
<thead>
<tr>
<th>Title</th>
<th>High Speed Railroad Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Number</td>
<td>16-2146</td>
</tr>
<tr>
<td>Author and Co-Author</td>
<td>Madden, John/New York State Department of Transportation</td>
</tr>
</tbody>
</table>

**Reviewer Information**

<table>
<thead>
<tr>
<th>Reviewer</th>
<th>Presentation Rating</th>
<th>Publication Rating</th>
<th>Publication Recommendation</th>
<th>Overall Weighted Rating</th>
<th>Practice Ready</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthew Corrigan</td>
<td>4</td>
<td>5</td>
<td>Accept</td>
<td>66</td>
<td>No</td>
</tr>
<tr>
<td>Pamela Marks</td>
<td>4</td>
<td>5</td>
<td>Accept</td>
<td>84</td>
<td>No</td>
</tr>
<tr>
<td>John Madden</td>
<td>4</td>
<td>5</td>
<td>Accept</td>
<td>71</td>
<td>No</td>
</tr>
</tbody>
</table>

**Average**

<table>
<thead>
<tr>
<th></th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation</td>
<td>4.00</td>
</tr>
<tr>
<td>Publication</td>
<td>5.00</td>
</tr>
<tr>
<td>Overall</td>
<td>74.00</td>
</tr>
</tbody>
</table>

1. Well written and easily understood:

- Matthew Corrigan: 3 stars, (2/5) Poor
- Pamela Marks: 4 stars, (4/5) Very Good
- John Madden: 3 stars, (3/5) Good

If you want to view the PDF version of the paper, click the "View Paper" button.
5. When you are ready to make a recommendation, click the boxes to accept or reject the recommendation. When finished, press the "Save" button to make the recommendation. If you wish to clear your answers, you can press the "Clear" button in order to start over.

If you wish to view more information about the Award Candidate paper, click the blue link.

6. When your recommendation is complete, you will receive a confirmation. Click the "OK" button to return to the Recommendation Dashboard.

Confirmation

Congratulations on your successful recommendation

OK
Notify the Author / Finalize the Recommendation

7. Once the recommendation is made, the option to notify the author will become **bold**. This means, there is a message generated for you to send. Click the "Select" button then choose the Notify Author option.

Once the notification is sent, the paper will change to a status of "Final Recommendation Sent". You will not be able to make another recommendation on this paper.

You can click the paper number in order to view the message. You can also edit the message before you send it. When ready to send, click the "Send" button.
Making a Specialty Recommendation Suggestion

1. Once logged in, from the dropdown menu at the top of your screen, select Annual Meeting > Review Management > Recommendation Dashboard.

For optimum user experience, please ensure that your web browser is fully updated. The MyTRB site is optimized for the Google Chrome browser.

2. First, ensure that your correct reviewer pool is selected. You can click the dropdown box “Selected Reviewing Committee:” in order to select a pool.

3. Next, select a paper you wish to suggest a recommendation on. Click the "Select" button, then click the "Suggest Recommendation" option.
4. On the Make Recommendation screen, there are areas that you can use to review the results, view the paper, and see paper details.

The Paper Details will be located at the top of the page.

Make Recommendation

<table>
<thead>
<tr>
<th>Paper Title</th>
<th>Effect of Mixture Properties on Fatigue Failure Mechanism in Asphalt Concrete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Number</td>
<td>16-2149</td>
</tr>
<tr>
<td>Author</td>
<td>Mello, Luiz/DNIT-Brazil</td>
</tr>
<tr>
<td>Co-Author(s)</td>
<td></td>
</tr>
<tr>
<td>Submission Type</td>
<td></td>
</tr>
</tbody>
</table>

Presentation and Publication

You can also view a summary of the review results. It will let you know if the reviews recommend the presentation and publication of the paper. Also, it will display if the paper is considered practice ready or is an award candidate.

Review Results Summary

<table>
<thead>
<tr>
<th>Reviewer</th>
<th>Presentation Rating</th>
<th>Publication Rating</th>
<th>Publication Recommendation</th>
<th>Overall Weighted Rating</th>
<th>Practice Ready</th>
<th>Award Candidate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Finch</td>
<td>4</td>
<td>5</td>
<td>Accept</td>
<td>75.27</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Richard Reynolds</td>
<td>3</td>
<td>4</td>
<td>Accept</td>
<td>76.36</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Tom Mauser</td>
<td>3</td>
<td>4</td>
<td>Accept</td>
<td>80.73</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Average</td>
<td>3.33</td>
<td>4.33</td>
<td></td>
<td>77.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click the "View Review Results" button in order to see all of the reviewers results.

View Review Results

If you want to view the PDF version of the paper, click the "View Paper" button.

View Paper
9. When you are ready to suggest a recommendation, click the boxes to accept or reject the recommendation. When finished, press the "Save" button to make the recommendation. If you wish to clear your answers, you can press the "Clear" button in order to start over.

If you wish to view more information about the award candidate paper, click the blue link.

10. When your recommendation is complete, you will receive a confirmation. Click the "OK" button to return to the Recommendation Dashboard.
Making a Primary Recommendation on a Specialty Suggestion

1. Once logged in, from the dropdown menu at the top of your screen, select Annual Meeting > Review Management > Recommendation Dashboard.

For optimum user experience, please ensure that your web browser is fully updated. The MyTRB site is optimized for the Google Chrome browser.

2. First, ensure that your correct reviewer pool is selected. You can click the dropdown box "Selected Reviewing Committee:" in order to select a pool.

To find a specialty paper, you will need to choose a specialty pool.

3. Next, select a paper for which you wish to make a recommendation. If a specialty review coordinator has suggested a recommendation to you, the paper status will be "Specialty Initial Recommendation Made".

Click the "Select" button, then click the "Make Recommendation" option.
6. On the Make Recommendation screen, there are areas that you can use to review the results, view the paper, and see paper details.

Make Recommendation

Paper Title
Effect of Mixture Properties on Fatigue Failure Mechanism in Asphalt Concrete

Paper Number
16-2149

Author
Mello, Luiz/DNIT-Brazil

Co-Author(s)

Submission Type
Presentation and Publication

You can also view a summary of the review results. It will let you know if the reviews recommend the presentation and publication of the paper. Also, it will display if the paper is considered practice ready or is an award candidate.

Review Results Summary

<table>
<thead>
<tr>
<th>Reviewer</th>
<th>Presentation Rating</th>
<th>Publication Rating</th>
<th>Publication Recommendation</th>
<th>Overall Weighted Rating</th>
<th>Practice Ready</th>
<th>Award Candidate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Finch</td>
<td>4</td>
<td>5</td>
<td>Accept</td>
<td>75.27</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Richard Reynolds</td>
<td>3</td>
<td>4</td>
<td>Accept</td>
<td>76.36</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Tom Mauser</td>
<td>3</td>
<td>4</td>
<td>Accept</td>
<td>80.73</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Average</td>
<td>3.33</td>
<td>4.33</td>
<td></td>
<td>77.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click the "View Review Results" button in order to see all of the reviewers' results.

If you want to view the PDF version of the paper, click the "View Paper" button.
11. When you are ready to make a recommendation, click the boxes to accept or reject the recommendation. When finished, press the "Save" button to make the recommendation. If you wish to clear your answers, you can press the "Clear" button in order to start over.

Also, you will be able to view the Specialty Recommendation and see who and when it was suggested.

If you wish to view more information about an award candidate paper, click the blue link.
12. When your recommendation is complete, you will receive a confirmation. Click the "OK" button to return to the Recommendation Dashboard.

Confirmation

Congratulations on your successful recommendation

OK
Making a Revised Recommendation

1. Once logged in, from the dropdown menu at the top of your screen, select Annual Meeting > Review Management > Recommendation Dashboard. For optimum user experience, please ensure that your web browser is fully updated. The MyTRB site is optimized for the Google Chrome browser.

2. Ensure that your correct reviewer pool is selected. You can click the dropdown box "Selected Reviewing Committee:" in order to select a pool.

3. Next, select a paper you wish to make a recommendation on. Click the "Select" button, then click the "Make Recommendation" option.

4. On the Make Recommendation screen, there are areas that you can use to review the results, view the paper, and see paper details.
You can also view a summary of the review results. It will let you know if the reviews recommend the presentation and publication of the paper. Also, it will display if the paper is considered practice ready or is an award candidate.

Click the "View Review Results" button in order to see all of the reviewers' results.

If you want to view the PDF version of the paper, click the "View Paper" button.
13. When you are ready to make a recommendation, click the boxes to accept or reject the recommendation.

To make a revised recommendation, select the "Revise" option in the Publication field.

When finished, press the "Save" button to make the recommendation.

If you wish to view more information about the Award Candidate paper, click the blue link.
14. When your recommendation is complete, you will receive a confirmation. Click the "OK" button to return to the Recommendation Dashboard.

Confirmation

Congratulations on your successful recommendation

OK
Notify an Author of a Revised Recommendation

15. Once the revised recommendation is made, the option to notify the author will become **bold**. This means there is a message generated for you to send. Click the "Select" button then choose the Notify Author option.

Find the Review Results Message. You can click the paper number in order to view the message. You can also edit the message before you send it. When ready to send, click the "Send" button.

**NOTE:** When the recommendation is revised, the message verbiage will change accordingly to give instructions to the author.

Paper Notifications
Asphalt Strength (#16-2310)
Once notified, the paper will change to a status of "Awaiting Revised Paper".

<table>
<thead>
<tr>
<th>Action</th>
<th>Number</th>
<th>Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>16-2310</td>
<td>Asphalt Strength</td>
<td>Awaiting Revised Paper</td>
</tr>
</tbody>
</table>
Make a Recommendation when ready for Rereview

1. Once logged in, from the dropdown menu at the top of your screen, select Annual Meeting > Review Management > Recommendation Dashboard.

For optimum user experience, please ensure that your web browser is fully updated. The MyTRB site is optimized for the Google Chrome browser.

2. Ensure that your correct reviewer pool is selected. You can click the dropdown box "Selected Reviewing Committee:" in order to select a pool.

3. Next, select a paper for which you wish to make a recommendation. Click the "Select" button, then click the "Make Recommendation" option.

Once a revised paper is submitted, you will be able to make a...
recommendation even if no rereviewers were assigned. Or, you can wait to see if a rereviewer was assigned first.

Check the paper status to determine where the paper is in the process:

- **Revised Paper Submitted** - Once the author uploads a revised version of the paper.
- **Paper Rereview Assignments Made** - This paper status is triggered when at least one re-reviewer is assigned.
- **Minimum Rereviews Completed** - This paper status is triggered when at least one of the Rereviews assigned is completed.
- **Specialty Rereview Recommendation Pending** - When the Specialty Review Coordinator suggests a recommendation on a paper that was in rereview.
- **Primary Rereview Recommendation Pending** - When the Primary Review Coordinator makes a recommendation on a paper that was in rereview (also on one suggested by a Specialty Review Coordinator).

4. On the Make Recommendation screen, there are areas that you can use to review the results, view the paper, and see paper details.

You can also view a summary of the review results. It will let you know if the reviews recommend the presentation and publication of the paper. Also, it will display if the paper is considered practice ready or is an award candidate.
Click the "View Review Results" button in order to see all of the reviewers' results.
If you want to view the PDF version of the paper, click the "View Paper" button.

You will also be able to see the Rereview Results Summary if a rereviewer has completed their review.

Rereview Results Summary

<table>
<thead>
<tr>
<th>Reviewer</th>
<th>Concerns Addressed</th>
<th>Publication</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adam Alexander</td>
<td>Yes</td>
<td></td>
<td>Accept</td>
</tr>
</tbody>
</table>

If you wish to view more details about the rereview, click the "Rereview Results" button.

When you are ready to make a recommendation, click the boxes to accept or reject the recommendation.

Primary Recommendation

Presentation

Accept | Reject

Publication

Accept | Reject

When finished, press the "Save" button to make the recommendation.

16. When your recommendation is complete, you will receive a confirmation. Click the "OK" button to return to the Recommendation Dashboard.

Confirmation

Congratulations on your successful recommendation

OK
17. Once the final recommendation is made, the option to notify the author will become bold. This means, there is a message generated for you to send. Click the "Select" button then choose the Notify Author option.

Find the Review Results Message. You can click the paper number in order to view the message. You can also edit the message before you send it. When ready to send, click the "Send" button.
All Reviews Dashboard

Viewing and Filter the All Reviews list

1. Once logged in, from the dropdown menu at the top of your screen, select Annual Meeting > Review Management > All Reviews.

For optimum user experience, please ensure that your web browser is fully updated. The MyTRB site is optimized for the Google Chrome browser.

2. First, ensure that your correct reviewer pool is selected. You can click the dropdown box "Selected Reviewing Committee:" in order to select a pool.

3. Next, you will be presented with the All Reviews list.

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer</td>
<td>The name of the reviewer</td>
</tr>
<tr>
<td>Number</td>
<td>The number of the paper</td>
</tr>
<tr>
<td>Title</td>
<td>The title of the paper</td>
</tr>
<tr>
<td>Review Type</td>
<td>The type of Review that was submitted. Either Initial Review or Rereview</td>
</tr>
<tr>
<td>Date Notified (Request)</td>
<td>The last sent date of the Initial Review Request</td>
</tr>
<tr>
<td>Date Notified (Reminder)</td>
<td>The last sent date of the Reminder Review Request</td>
</tr>
<tr>
<td>Date Submitted</td>
<td>The date the reviewer completed or submitted the review</td>
</tr>
</tbody>
</table>
4. You will have the ability to filter the list by a reviewer’s name, paper number, paper title, or review type by entering the filter value into the filter box.

5. You can also further filter the list by clicking on the radio dials located above the list.

- **Show all reviews**: Will display all reviewers notified
- **Show only submitted reviews**: Will display only reviews that were submitted by a reviewer.
- **Show only unsubmitted reviews**: Will display only reviews that were not yet submitted by a reviewer.
Send Reviewer Pool Reminders in Bulk

1. Once logged in, from the dropdown menu at the top of your screen, select Annual Meeting > Review Management > All Reviews.

For optimum user experience, please ensure that your web browser is fully updated. The MyTRB site is optimized for the Google Chrome browser.

2. First, ensure that your correct reviewer pool is selected. You can click the dropdown box "Selected Reviewing Committee:" in order to select a pool.

3. Next press the "Send Reviewer Pool Reminders"

4. The Bulk Message Overview box will appear. It will display all reviewers that will receive a reminder notice and how many reviews they currently having pending and not completed.
5. Next, press the "Send Messages" button to send all messages in bulk.

6. You will receive a message asking if you wish to continue. Press "Send Messages".

7. When messages are sent, you will receive a confirmation notice. Press "Close" when done.