



## Instructions for editors

1. User's who have their user level set to **editor** will be able access the **Edit abstract submissions** menu item when they log into [www.easyabstract.com](http://www.easyabstract.com).
2. The project coordinator will specify the categories that are relevant to each editor. The system will then automatically display a list of submitted abstracts for each category that is relevant to each editor.
3. Click on the **file name** below the **Download abstract for editing** heading to download the abstract document.
4. Once the file has been downloaded a **Set editor's result** link will become available under the **Result** heading (You may need to refresh the page after downloading the file by clicking on the **Edit abstract submissions** menu item again).

## Important note

Once you download the file, the **Set editor's result** functions for that file will only be available to yourself. Other editor's will be able to download the file but not set the result. It is therefore important that the editor who intends to accept responsibility for editing be the first one to download a particular file.

This process is designed to allow multiple editors to avoid duplication of work.

5. Once you are ready to set the result for an abstract, click on the **Set editor's result** link next to the relevant abstract submission and complete the result form. Press the **Submit** button to save the result.



6. The submission page will display the result (Accepted or Rejected) with a link to the results form for editing if required.

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