

Completing The Referee Report Sections

1. Start adding or changing the text for each section by selecting the section from the menu and clicking in that section's text box. The **Save** and **Cancel** buttons will be enabled (indicated by a colour change).

*The **Save** and **Cancel** buttons are at the bottom of the page below the text box. You may need to scroll down to see them.*

2. When you have finished typing into a text box click the **Save** button. **Note that your text is not saved until this has been done.**

*You can undo all the text that you have added / changed, since the last save, by clicking the **Cancel** button.*

When adding information to a text box you are advised to save regularly. Leaving the web page with no activity for too long will cause a timeout and text will be lost. The timeout is currently set at 20 minutes.

3. Alternatively, you can type up the comments off-line and then copy-and-paste them into the various sections.

Note that the text boxes ignore formatting and fonts which means occasionally some characters (e.g. "smart quotes", depending on the font, don't display correctly. You can check by using the "View Your Report" menu item.

4. Please remember to **Save** each section before going to another one, logging out or closing your browser tab/window.
5. The "Grades" (0 ... 5) and "Conflict of Interest" (Yes / No) options are automatically saved as soon as you select them.

*The outline of a conflict text is **not** automatically saved.*

6. You can see what the printed document will look like by clicking the "View your Report" menu option. This is produced as a PDF document which you may download or print for your records.
7. When you have completed all the sections go to Section 6 and click the "Mark as Completed" button.

Once completed, no further changes to your report will be possible.