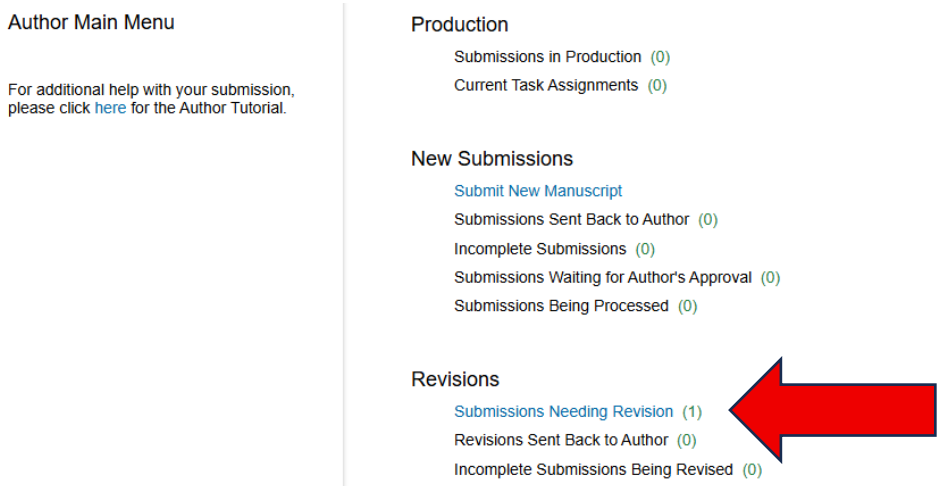


Author Guide: Submitting Your Revised Report

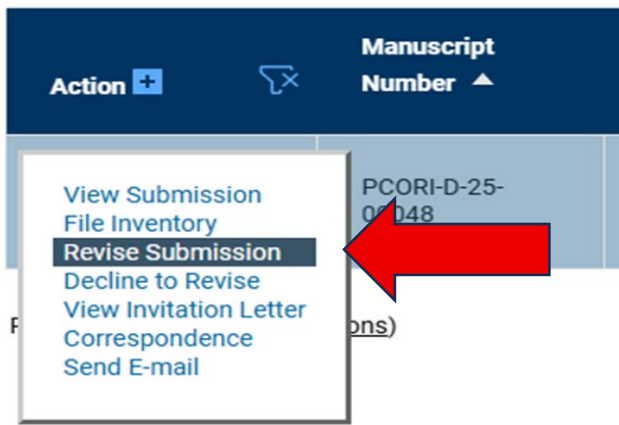


If you have questions or are unsure how to proceed, please contact Author Services at originreview@kwglobal.com

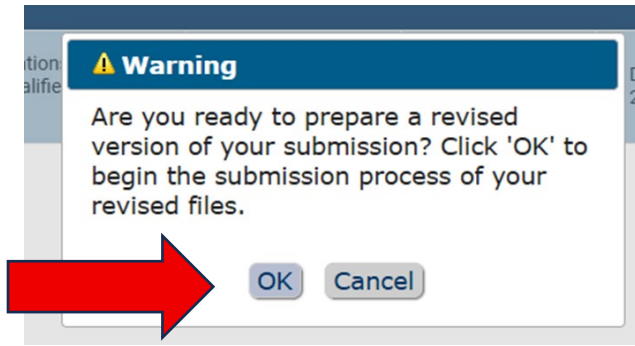
1. From your author screen select **“Submissions Needing Revision.”**



2. From the Action Links select **“Revise Submission.”**



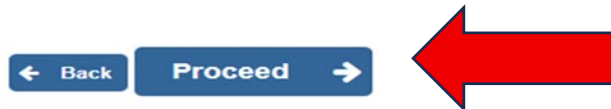
3. When you are ready to submit your revision, click **“OK”**



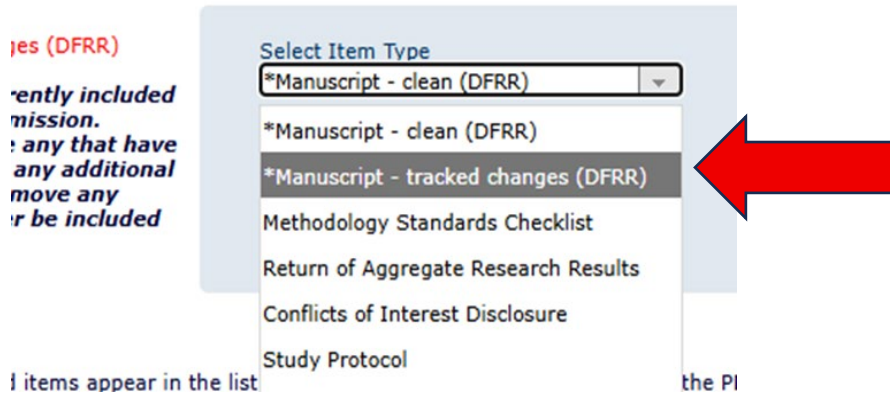
- Click **“Proceed”** to continue to the next screen and add your revised DFRR. All previously provided files carry forward to the next screen if **Include in Revision** box is checked. Uncheck **Include in Revision** if you need to replace a file that has been revised.

Insert Special Character

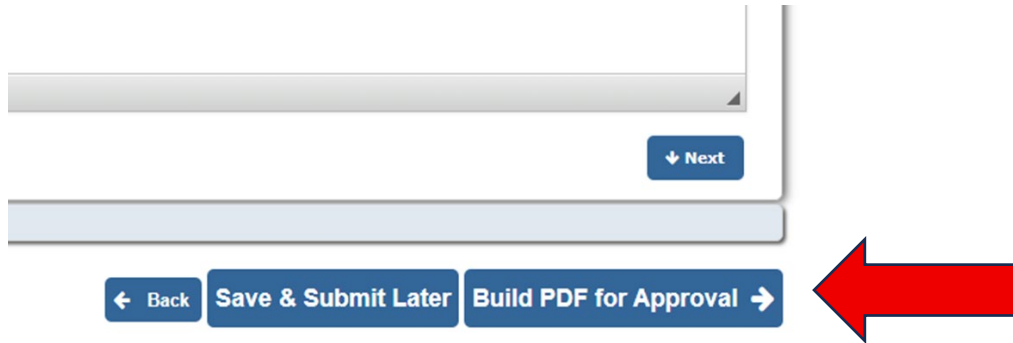
	Last Modified	Include in Revision	Actions
.7	Dec 03, 2025	<input checked="" type="checkbox"/>	Download
KB	Dec 03, 2025	<input checked="" type="checkbox"/>	Download
MB	Dec 03, 2025	<input checked="" type="checkbox"/>	Download
.6	Dec 03, 2025	<input checked="" type="checkbox"/>	Download
MB	Dec 03, 2025	<input checked="" type="checkbox"/>	Download



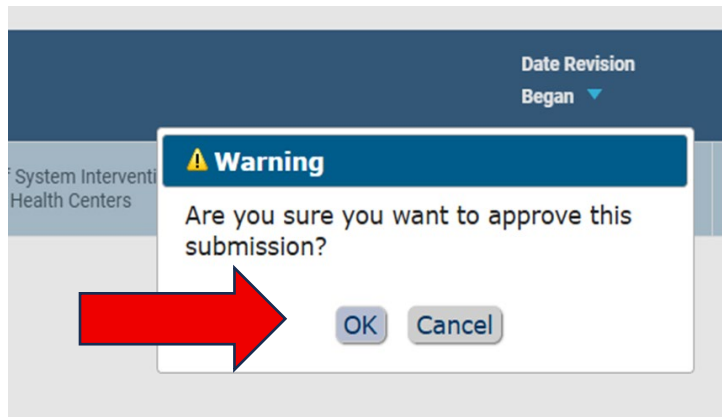
- From the drop-down menu Select **“*Manuscript – tracked changes (DFRR)”**



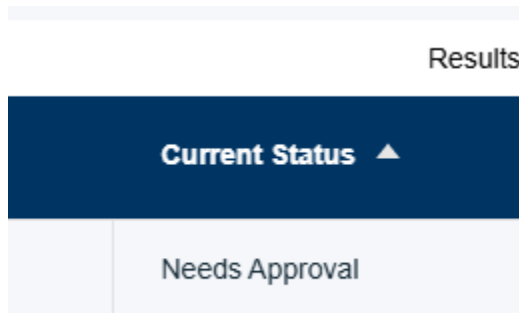
8. Then select **“Build PDF for Approval”**



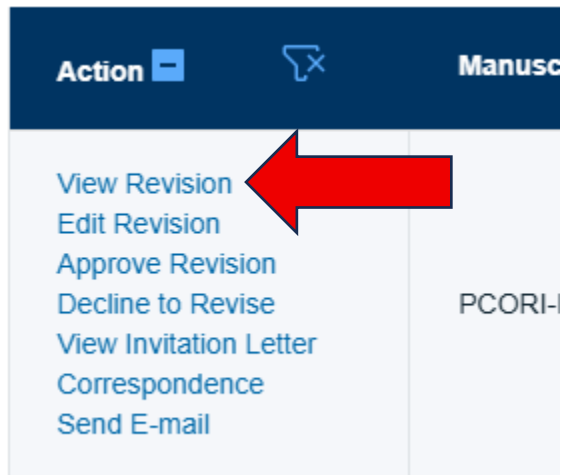
9. From the Action Links select **“View Your Submission,”** then **“Approve Your Submission.”**
When you are ready to submit select **“OK”**



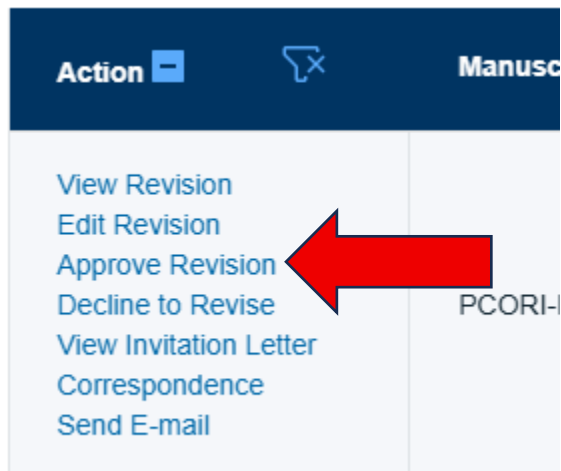
10. The next page will show you the status of the PDF build. When the PDF is ready, the page will refresh and the **“Current Status”** column in the far right will display **“Needs Approval.”**



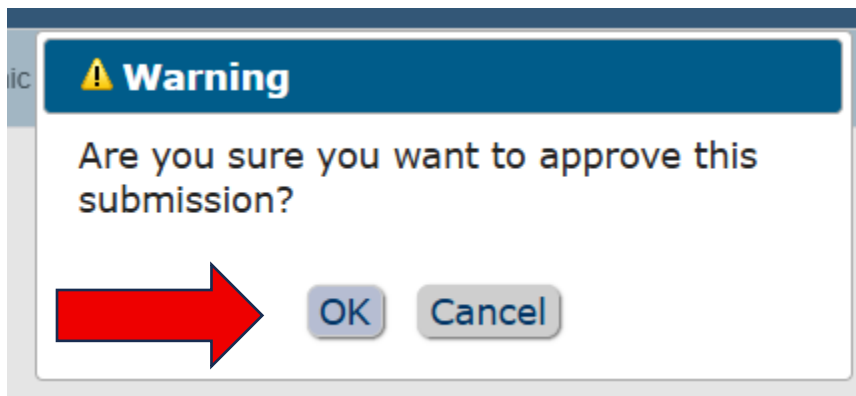
11. On the lefthand side and click “View Revision.”



12. After you’ve confirmed your PDF is acceptable, on the lefthand side click “Approve Revision.”



13. A confirmation popup will appear. Click “OK.”



14. The page will load confirming your submission was successful.

Thank you for approving "TEST-TEST DFRR: Evaluating the Effect of Telehealth Use for Patients with Chronic Disease during the COVID-19 Pandemic".

[Main Menu](#)

15. On your Author Main Menu you will now see your report in "Revisions Being Processed." You will also receive an email notifying you that your revision has been received.

Revisions

Submissions Needing Revision (0)

Revisions Sent Back to Author (0)

Incomplete Submissions Being Revised (0)

Revisions Waiting for Author's Approval (0)

[Revisions Being Processed \(1\)](#)

Declined Revisions (0)



16. Your revised DFRR is now submitted to the Editorial Office.

If you have questions or are unsure how to proceed, please contact Author Services at originreview@kwglobal.com