

If you have questions or are unsure how to proceed,  
please contact Author Services at  
[originreview@kwglobal.com](mailto:originreview@kwglobal.com)

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

#### Author Main Menu

For additional help with your submission,  
please click [here](#) for the Author Tutorial.

#### Production

Submissions in Production (0)  
Current Task Assignments (0)

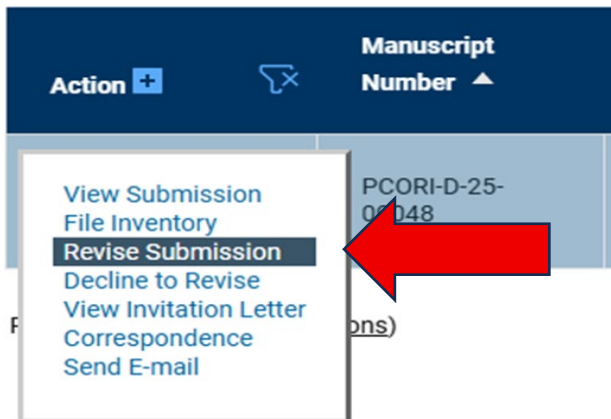
#### New Submissions

[Submit New Manuscript](#)  
Submissions Sent Back to Author (0)  
Incomplete Submissions (0)  
Submissions Waiting for Author's Approval (0)  
Submissions Being Processed (0)

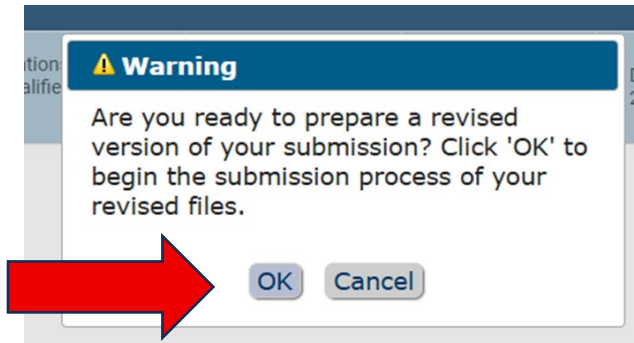
#### Revisions

[Submissions Needing Revision \(1\)](#) ←  
Revisions Sent Back to Author (0)  
Incomplete Submissions Being Revised (0)

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



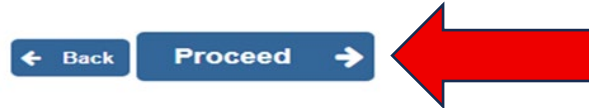
- When you are ready to submit your revision, click “OK”



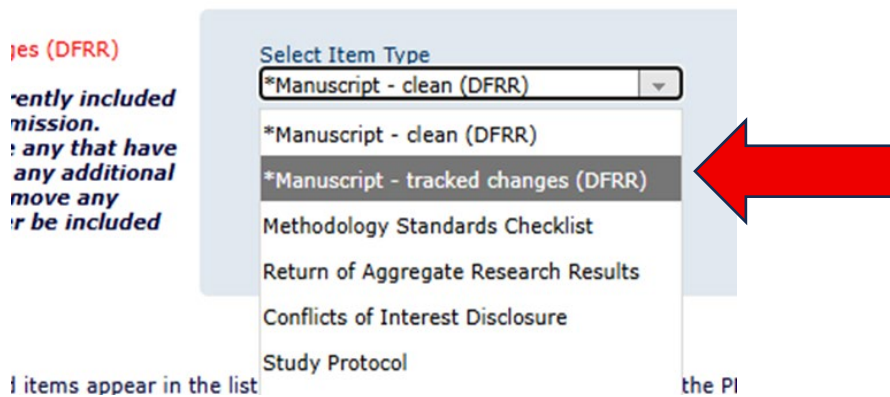
- Click “Proceed” to continue to the next screen and add your revised DFRR. All previously provided files carry forward to the next screen if **Include in Revision** box is checked. Uncheck **Include in Revision** if you need to replace a file that has been revised.

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)”



6. You may also upload additional files, such as your “Conflicts of Interest Disclosure” form and any other files that have been revised.

The image shows a 'Select Item Type' dropdown menu. The selected option is 'Conflicts of Interest Disclosure'. A red arrow points to this option. The menu includes the following items:

- Conflicts of Interest Disclosure
- \*Manuscript - clean (DFRR)
- \*Manuscript - tracked changes (DFRR)
- Response to Reviewers
- Appendix
- Figure
- Methodology Standards Checklist
- Study Protocol
- Return of Aggregate Research Results
- Statistical Analysis Plan
- Conflicts of Interest Disclosure
- Research Plan

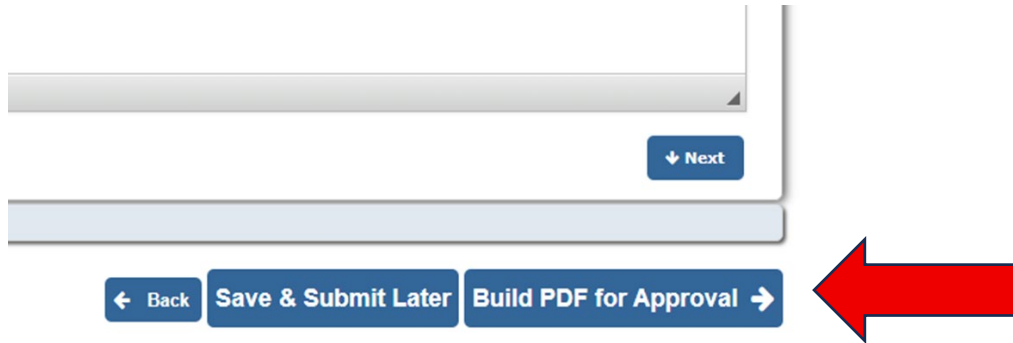
7. Once you have uploaded your revised DFRR and any other files, select “**Proceed.**”

The image shows a file upload interface. It contains a table with the following data:

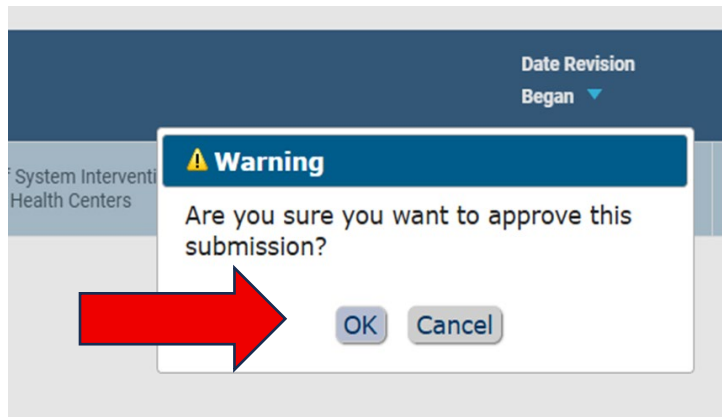
File Name	Actions	Selected
025 Confirm/Edit Data Download	Download	<input type="checkbox"/>
025 Download	Download	<input type="checkbox"/>
025 Download	Download	<input type="checkbox"/>
025 Download	Download	<input type="checkbox"/>
025 Download	Download	<input type="checkbox"/>
025 Download	Download	<input type="checkbox"/>

Below the table are buttons for 'as Zip File', 'Remove', 'Check All', and 'Clear All'. A large blue 'Proceed' button with a right-pointing arrow is at the bottom, with a red arrow pointing to it.

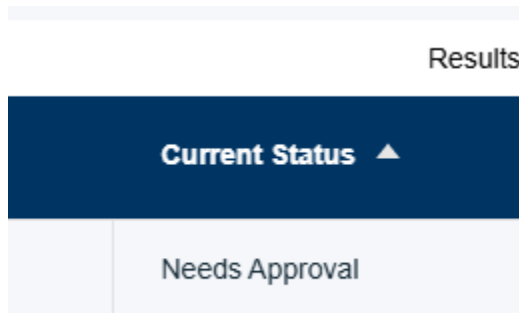
8. Then select **“Build PDF for Approval”**



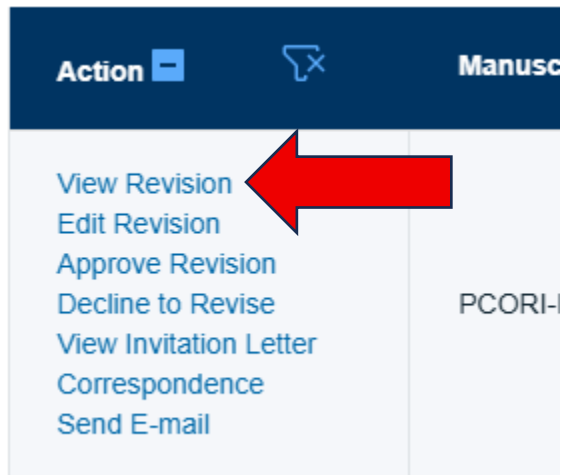
9. From the Action Links select **“View Your Submission,”** then **“Approve Your Submission.”**  
When you are ready to submit select **“OK”**



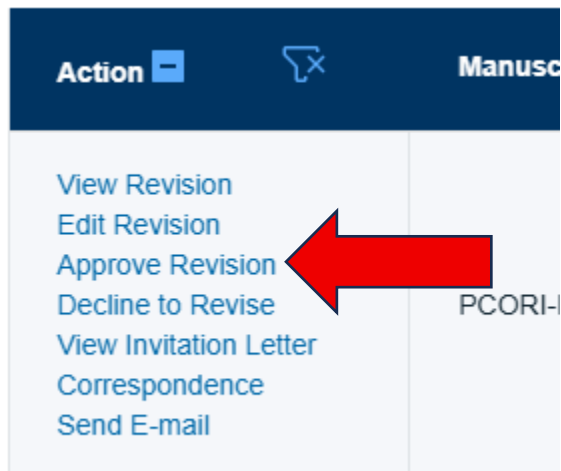
10. The next page will show you the status of the PDF build. When the PDF is ready, the page will refresh and the **“Current Status”** column in the far right will display **“Needs Approval.”**



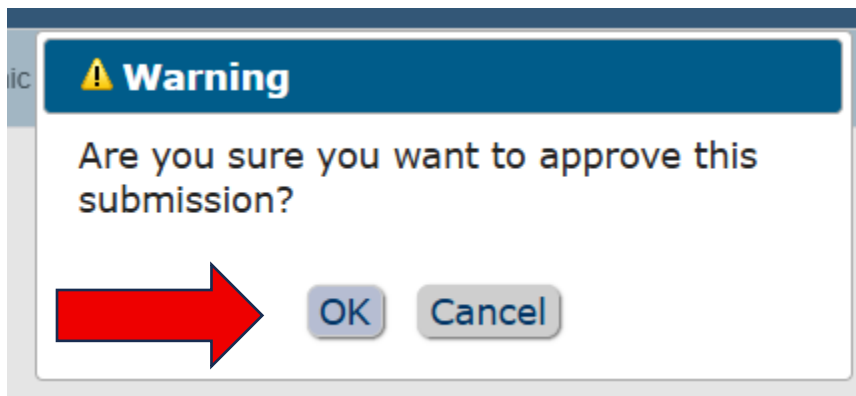
11. On the lefthand side of the page click "View Revision."



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](mailto:originreview@kwglobal.com)**