

# Peer Track User Guide

## Updating Personal Classifications

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2. Note: If you received an e-mail from us with an assigned user ID and password, DO NOT REGISTER AGAIN. Simply use that information to login.

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# Getting Started

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**First-time users:** Please click on the word "Register" at the top of the page and enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

**Note:** If you received an e-mail from us with an assigned user ID and password, DO NOT REGISTER AGAIN. Simply use that information to login. Usernames and passwords may be changed after registration (see instructions below).

**Repeat users:** Enter your username and password and click the relevant "Login" button above to proceed.

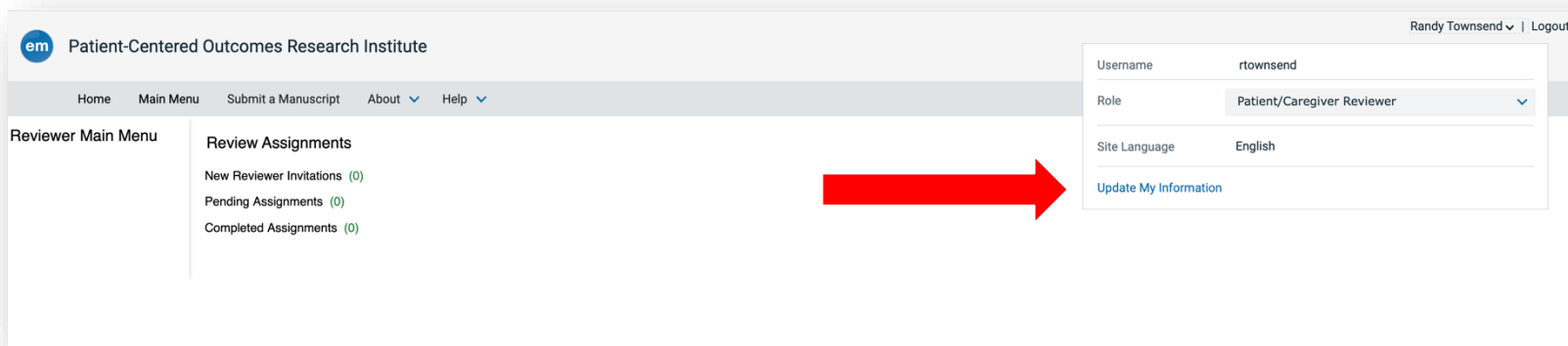
**To change your username and/or password:** Once you are registered, you may change your contact information, username, and/or password at any time. Simply log in and click your name at the top of the page. Then click on "Update My Information".

**Authors:** Enter your username and password and click the "Author Login" button. You may then submit your manuscript and track its progress through the system.

**Reviewers:** Enter your username and password and click the "Reviewer Login" button. You may then view manuscripts assigned to you for review or submit your comments to the editor and authors.

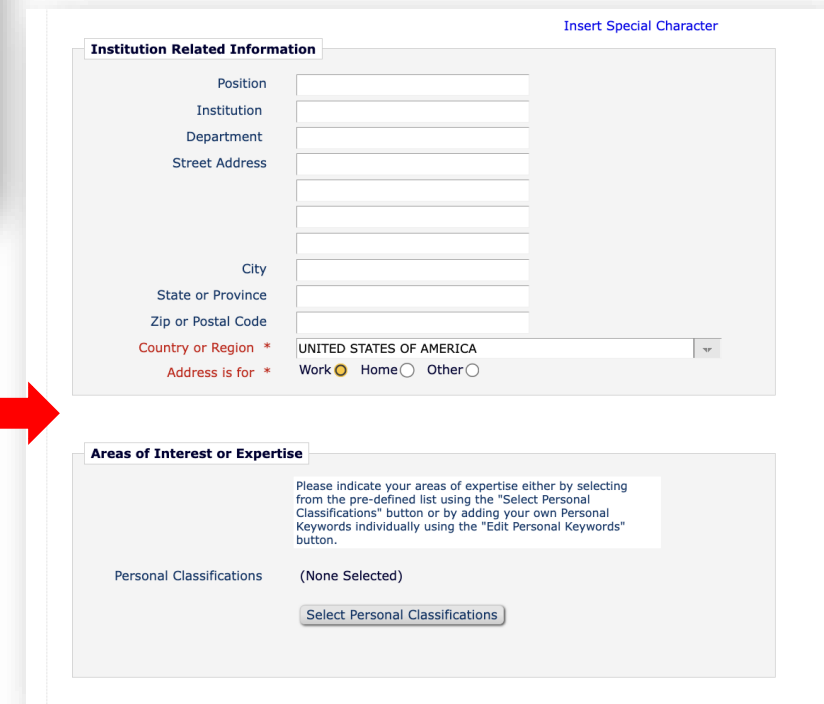
# Updating Your Profile

1. Click on the dropdown by your name in the top right corner.
2. Click “Update My Information.”



The screenshot shows the top right corner of the Patient-Centered Outcomes Research Institute website. The user's name, Randy Townsend, is displayed with a dropdown arrow. The dropdown menu is open, showing the following information: Username: rtownsend, Role: Patient/Caregiver Reviewer (with a dropdown arrow), Site Language: English, and a link to Update My Information. A red arrow points from the 'Update My Information' link to the right.

3. Update your Institution, Areas of Interest or Expertise, and Personal Classifications



The screenshot shows the 'Update My Information' form. The form is divided into two main sections: 'Institution Related Information' and 'Areas of Interest or Expertise'. The 'Institution Related Information' section includes fields for Position, Institution, Department, Street Address, City, State or Province, Zip or Postal Code, Country or Region (set to UNITED STATES OF AMERICA), and Address is for (Work, Home, Other). The 'Areas of Interest or Expertise' section includes a text box for instructions, a 'Personal Classifications' field (set to (None Selected)), and a 'Select Personal Classifications' button. A red arrow points from the 'Update My Information' link in the previous screenshot to this form.

# Updating Your Classifications

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Under "Areas of Interest or Expertise," click "Select Personal Classifications."

## Areas of Interest or Expertise

Please indicate your areas of expertise either by selecting from the pre-defined list using the "Select Personal Classifications" button or by adding your own Personal Keywords individually using the "Edit Personal Keywords" button.

Personal Classifications

(None Selected)



Select Personal Classifications

# Adding Your Classifications

Click the “Expand All” link to see all of the Classification options.

- Check each Classification that matches your expertise.
- Click “Add” so that the Classification appears in the “Selected Classifications” column.

**Select Personal Classifications**

Please identify your areas of interest and specialization by selecting one or more classifications from the list below.

To save changes you must click "Submit" before you leave this window.

Search:  [Matching terms display in red text] Search Clear

Expand All Collapse All Selected Classifications:

- AGE
- GENDER AND SEXUALITY
- HEALTH SERVICES / HEALTH SYSTEMS
- HEALTH TOPICS
- METHODOLOGIES
- RACE/ETHNIC ORIGIN
- SPECIFIC POPULATIONS

Add-> <-Remove

Expand All Collapse All

Cancel Submit Submit and Continue to Rankings

Search:  [Matching terms display in red text] Search Clear

Expand All Collapse All Selected Classifications:

- HEALTH SERVICES / HEALTH SYSTEMS
  - HIV/AIDS
  - Hospital medicine
  - Imaging / Radiology
  - Infectious diseases
  - Injury / Trauma
  - Intensive care / Critical care
  - Kidney disease / Nephrology
  - Liver disease / Hepatology
  - Lung disorders / Pulmonary
  - Medical devices
  - Mental Health
    - Anxiety / Depression / Stress
    - Post Traumatic Stress
    - Severe mental illness
  - Metabolic diseases / Endocrinology
  - Musculoskeletal / Orthopedics
  - Nervous system / Neurology
  - Nursing
  - Obesity

Add-> <-Remove

Expand All Collapse All

Cancel Submit Submit and Continue to Rankings

# Ranking Your Classifications

Click “Submit and Continue to Rankings.”

Rank each Classification based on your level of experience (Low, Medium, High).  
Click “Submit” to finish.

**Select Personal Classifications**

Please identify your areas of interest and specialization by selecting one or more classifications from the list below.

To save changes you must click "Submit" before you leave this window.

Search:  Search Clear

[Matching terms display in red text]

Expand All Collapse All

- South America (e.g. Colombia, Brazil, Chile)
- South and Southeast Asia (e.g. India, Indonesia, S
- Sub-Saharan Africa (e.g. Nigeria, Kenya, South Afr
- West Asia / Middle East (e.g. Israel, Saudi Arabia, .
- Race
  - Asian / Pacific Islander
  - Black
  - Hispanic or Latino/a/x
  - Indigenous (e.g. North American, Navajo, South A
  - Middle Eastern or North African
  - White
- SPECIFIC POPULATIONS**
  - Individuals with limited English
  - Individuals with low literacy
  - Individuals with multiple conditions
  - Low-income groups
  - Residents of rural areas
  - Residents of urban areas
  - Veterans
  - Vulnerable populations

Expand All Collapse All

**Selected Classifications:**

- Post Traumatic Stress
- Colorectal cancer
- Developmental disorders / Autism
- Diagnostic tests
- Black
- Asian / Pacific Islander
- Hispanic or Latino/a/x
- Indigenous (e.g. North American, Navajo, South American Inc
- Low-income groups
- Individuals with multiple conditions
- Vulnerable populations
- Residents of urban areas

Add-> <-Remove

**Submit and Continue to Rankings**

**Rank Personal Classifications**

Classification	Experience Ranking				Submit
Asian / Pacific Islander	<input checked="" type="radio"/> None Selected	<input type="radio"/> Low	<input type="radio"/> Medium	<input type="radio"/> High	<input type="checkbox"/>
Black	<input checked="" type="radio"/> None Selected	<input type="radio"/> Low	<input type="radio"/> Medium	<input type="radio"/> High	<input type="checkbox"/>
Colorectal cancer	<input checked="" type="radio"/> None Selected	<input type="radio"/> Low	<input type="radio"/> Medium	<input type="radio"/> High	<input type="checkbox"/>
Developmental disorders / Autism	<input checked="" type="radio"/> None Selected	<input type="radio"/> Low	<input type="radio"/> Medium	<input type="radio"/> High	<input type="checkbox"/>
Diagnostic tests	<input checked="" type="radio"/> None Selected	<input type="radio"/> Low	<input type="radio"/> Medium	<input type="radio"/> High	<input type="checkbox"/>
Hispanic or Latino/a/x	<input checked="" type="radio"/> None Selected	<input type="radio"/> Low	<input type="radio"/> Medium	<input type="radio"/> High	<input type="checkbox"/>
Indigenous (e.g. North American, Navajo, South American Indian Quechua, Australian Aborigine)	<input checked="" type="radio"/> None Selected	<input type="radio"/> Low	<input type="radio"/> Medium	<input type="radio"/> High	<input type="checkbox"/>
Individuals with multiple conditions	<input checked="" type="radio"/> None Selected	<input type="radio"/> Low	<input type="radio"/> Medium	<input type="radio"/> High	<input type="checkbox"/>
Low-income groups	<input checked="" type="radio"/> None Selected	<input type="radio"/> Low	<input type="radio"/> Medium	<input type="radio"/> High	<input type="checkbox"/>
Post Traumatic Stress	<input checked="" type="radio"/> None Selected	<input type="radio"/> Low	<input type="radio"/> Medium	<input type="radio"/> High	<input type="checkbox"/>
Residents of urban areas	<input checked="" type="radio"/> None Selected	<input type="radio"/> Low	<input type="radio"/> Medium	<input type="radio"/> High	<input type="checkbox"/>
Vulnerable populations	<input checked="" type="radio"/> None Selected	<input type="radio"/> Low	<input type="radio"/> Medium	<input type="radio"/> High	<input type="checkbox"/>

**Submit**

# Finished

The Classifications are now included with your profile and will help match your expertise to the appropriate reports.

**Areas of Interest or Expertise**

Please indicate your areas of expertise either by selecting from the pre-defined list using the "Select Personal Classifications" button or by adding your own Personal Keywords individually using the "Edit Personal Keywords" button.

Personal Classifications	Asian / Pacific Islander	Low
	Black	High
	Colorectal cancer	Medium
	Developmental disorders / Autism	High
	Diagnostic tests	Medium
	Hispanic or Latino/a/x	High
	Indigenous (e.g. North American, Navajo, South American Indian Quechua, Australian Aborigine)	High
	Individuals with multiple conditions	High
	Low-income groups	Low
	Post Traumatic Stress	High
	Residents of urban areas	Medium
	Vulnerable populations	Medium

[Select Personal Classifications](#) [Rank Personal Classifications](#)

# Questions

Please contact the editorial office at [originreview@kwglobal.com](mailto:originreview@kwglobal.com)