

## Self-Assignment for Reviewers

With Computing Reviews (CR), you can self-assign items to review at any time. You can choose items from your Alerting and Search Results, and you can also find items by browsing through Journal Titles and Featured Items.

1. Go to: <http://www.computingreviews.com>
2. Scroll down to the bottom of the page and click on Reviewer's Area (in red) on the left.

### Self-Assigning from your Alerting Results

Logging into the Reviewer's Area brings you to your Current Alerting Results page. All items on this page are available for review. To get to your Current Alerting Results page from another part of the Reviewer's Area, click on Enter Your Smartbox at the top of the screen.

1. Select the item(s) you want to review by clicking on the checkbox(es) next to the title(s). To select an article from a journal issue, you must first click on the journal title.
2. If you want to continue selecting items, click Add & Continue at the bottom right. When you are done, click Add & Done at the bottom left. This brings you to your Current List.

### Your Current List

The Current List displays the items you selected during the current session. Once an item is on your Current List, you can select it for review.

1. Click Add New to continue adding items to your Current List, or click Done Adding at the bottom right if you are finished.
2. If there are several items on your Current List, select the one you want to review by clicking the radio button next to it. Then, click Accept at the bottom right. If there is only one item on your Current List, you will be brought directly to the Full Text page, where you can obtain a copy of the item.
3. In Step 1 of the Full Text page, click on the E-Copy button to go to an electronic version of the item. If the button reads Link Not Available, we do not have an electronic link to the item and you will need to use an alternate option to obtain your own copy. The Your Library area is a feature that has to be turned on by your institution's library. It allows you to search and order directly from the library.

#### Tip

- If you want to read already published reviews that match your Alert Profile, click on the Read Reviews tab at the top right.
- To add Alerts to your Profile, click Edit next to the Alert category, and then click Add New on the following page.
- Click on the title of an item to view the complete citation. You can see the item's assigned CCS terms and read an author/ publisher abstract.

#### Tip

- To delete an item from your Current List, click on the checkbox next to it, and then click Delete.
- Please note that you can only review one item at a time. If you select several items of interest and accept one for review, the others will automatically be added to your Wish List.
- To get to your Current List from another part of the Reviewer's Area, click on the List icon next to the question mark. A red check mark on the List lets you know there are items on your list.
- To access an item via the E-Copy button, you must have an existing institutional or personal subscription to the item.

4. In Step 2, you can indicate whether you have or need a copy of the item you selected. Click on I Have A Copy if you already have the item. Click on Request Copy if you want CR to send you a copy of the item.

## Self-Assigning from your Search Results

1. Click on Search in the left-hand menu.
2. Enter the terms you are searching in the Query box and click Search.
3. On the Search Results page, click the checkbox(es) next to the item(s) you want to review. To continue your selection process, click Add & Continue at the bottom right. If you are done, click Add & Done at the bottom left and proceed to your Current List.

## Self-Assigning from Featured Items

Featured Items are books and articles that we have in stock and that the editors would like to see reviewed.

1. Click on Browse in the left-hand menu.
2. The Browse page lists the most recent Featured Items first. Click the checkbox(es) next to the item(s) you want to review. Click Add & Continue at the bottom right, or click Add & Done at the bottom left and proceed to your Current List.

## Self-Assigning from Journals

Because new journal issues are often posted before CSS terms are added, selecting items from the Journals area gives you access to some of the most current data in the system.

1. Click on Browse in the left-hand menu. Then click Titles in the top tab menu.
2. On the Browse Titles page, the most current journals are listed first. Click on any journal title to view the table of contents of that particular issue.
3. Click the checkbox(es) next to the article(s) you want to review. If you want to select more articles, click Add & Continue at the bottom right. When you are done, click Add & Done at the bottom left.

## Recommend

If you want to review a particular item, but cannot find it in the system, please recommend it by clicking Recommend in the left-hand menu. Select the media type in the top tab menu and enter your recommendation.

### Tip

- If you request a copy of the item, a due date of four weeks will be assigned when the item is shipped.

### Tip

- To construct a more detailed search, choose the Advanced or Fielded search options from the top tab menu.

### Tip

- Listed in the yellow area below the Featured Items are other items that are available for review. You can use the pull-down menu at the top of the available items section to select specific media types.

### Tip

- If you are looking for a particular journal title and want to view the journals in alphabetical order, select All Active Titles from the pull-down menu at the top left. First select the title, and then select the issue you want to view.