ACT ON THE INVITATION
- Respond to the invitation to review a manuscript through the invitation email itself.
- Alternatively at the OpusSoft system:
  > Go to “Manuscripts Assigned for Review”
  > View the “Assigned Papers” list
  > Click the button at far right column of the corresponding manuscript.

PERFORM THE REVIEW
- Access the manuscript to review by clicking on the button at the far right column of the “Assigned Papers” list.
- Fill out the first three sections of the review report form (Section IV is optional).
- Submit the form.

TRACK STATUS
Status of the review can be tracked by clicking the button at the far right column of the corresponding manuscript at the “Assigned Papers” list.

All automated emails pertinent to account creation and manuscript transactions at OpusSoft will come from support@myopusitech.com. Please add this email address into the contacts, whitelist or safe senders list in your email system to ensure that you definitely receive the email.

Also, automated emails may not arrive instantly at your inbox and sometimes could take a few minutes to arrive due to various reasons. You need to also check your Spam or Junk folder. If the email could not be found in any of these folders, please contact us at editor.msptm@gmail.com.