

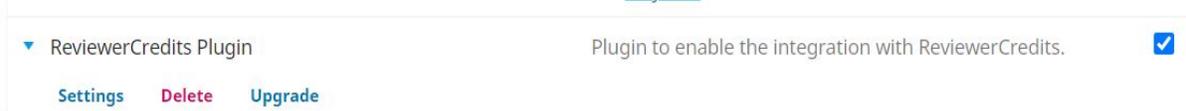
ReviewerCredits OJS Plugin

Installation Steps & Controls

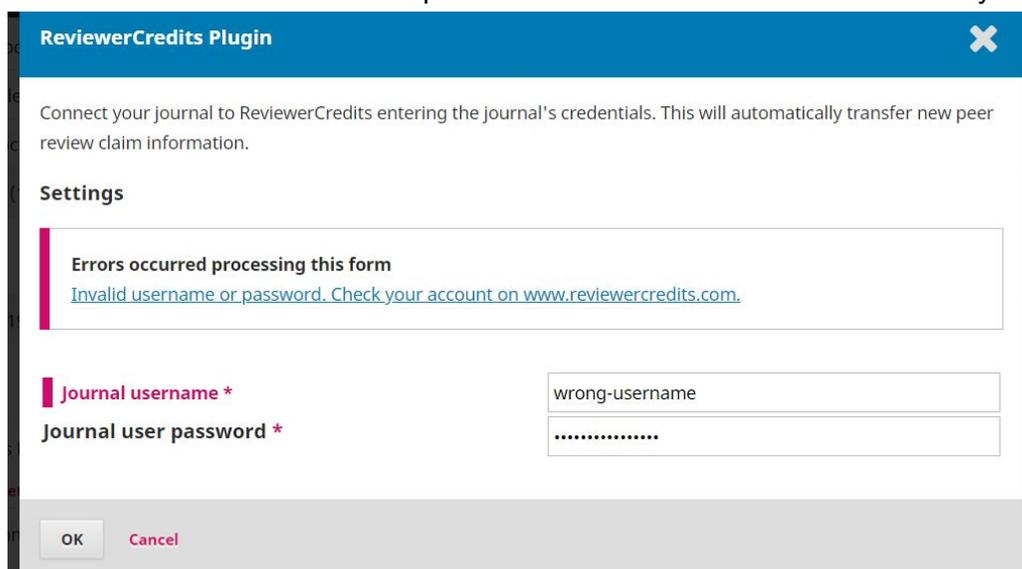
Journal Checklist

1. The Journal must have an account on reviewercredits.com.
2. The e-mail for the Journal User must be confirmed (by clicking the link in the registration mail)
3. The journal account must be approved by the ReviewerCredits team.
4. The plugin must be installed on Journals OJS platform, following the steps in <https://www.reviewercredits.com/technical-integrations/>

- a. Check if the plugin is in the list of Installed Plugins. (Settings -> Website -> Plugins-> Generic Plugins)



- b. Check if the plugin is enabled. (The checkbox on the right must be filled)
- c. Check the settings of the plugin by clicking on the blue arrow to the left and click on settings.
- d. Check if journal username and password are matching the journal login credentials in ReviewerCredits.com. (Re-enter the details if unsure).
 - i. When you re-enter the login details and try to confirm, if the username or password is wrong there will be an error message shown.
If the username & password are correct it will save without any warning.

A screenshot of the 'ReviewerCredits Plugin' settings dialog box. The dialog has a blue header with the title 'ReviewerCredits Plugin' and a close button (X). Below the header, there is a paragraph of text: 'Connect your journal to ReviewerCredits entering the journal's credentials. This will automatically transfer new peer review claim information.' Underneath, there is a section titled 'Settings'. A red error message box is displayed, stating 'Errors occurred processing this form' and 'Invalid username or password. Check your account on www.reviewercredits.com.'. Below the error message, there are two input fields: 'Journal username *' with the text 'wrong-username' and 'Journal user password *' with a masked password '.....'. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

Reviewer Checklist

1. The reviewer must have a reviewer account on reviewercredits.com with the same e-mail as their OJS platform login or with the same ORCID.
2. The reviewer user must be confirmed (by clicking the link in the registration mail)
3. During the 3rd step of the review process on OJS platform, check if you see “Register this Peer Review on ReviewerCredits.com”.

Register this Peer Review on ReviewerCredits.com

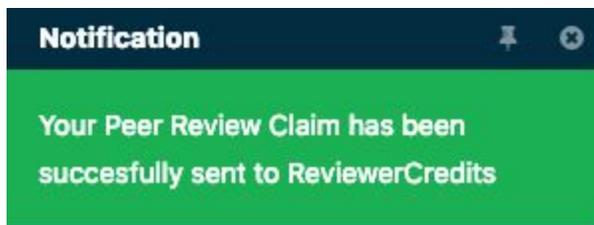
Review data will only be transferred to [ReviewerCredits](#) if you have a valid account. Click here to [sign up](#) before submitting your peer review.

I agree to transfer my review data (email, surname and name, institution, ORCID, manuscript ID and date of completion) to ReviewerCredits.

Submit Review

[Go Back](#)

4. Check if the checkbox next to “I agree to transfer my review data...” is filled.
5. Once you click on the “Submit Review” check if there is a green popup with “Your Peer Review has been successfully sent to ReviewerCredits”.



- a. If not, check the error shown and let us know.

REVIEWER CREDITS