



EPPI-Reviewer: How to assign credit

1. Login to the EPPI-Reviewer [Account Manager](#).
2. Any credit that has been purchased for your account will be displayed in the 'Summary' tab. Details of when the purchase was made are displayed, as well as how much was purchased and the amount remaining.
3. Click on 'Assign'.

Summary	Purchase	Reviews	Contacts	Admin	Utilities	Site license	Logout
Summary							
Summary of this user and their reviews							
Your account summary <small>Please note that all dates are dd/mm/yyyy</small>							
ContactID	Name	Email address	Last login	Logged in (hrs)	Account created	Expiry date	Edit
8451	Melissa Bond	melissa.bond@uni-oldenburg.de	19/08/2020 14:24:47	1527	17/05/2017 04:13:07	31/12/2020 In site License (ID:1)	Edit
Your credit purchases							
PurchaseID	Date	Amount (£)	Remaining (£)	History	Assign		
17	20/08/2020 00:00:00	35	35	history	assign		

4. To assign the credit to a review not listed in the 'Reviews you have administrative rights to', click on the blue 'here' button, type in the Review ID number, click on 'Find' and follow the prompts.

Summary	Purchase	Reviews	Contacts	Admin	Utilities	Site license	Logout
Summary							
Assign credit							
Assign credit purchase							
Select a review to allocate credit towards the review and/or selected members of the review.							
Purchased credit: £35				Remaining credit: £35			
To extend a review not listed click here .							
To extend an account not in these reviews click here .							
Find the review		Review ID	<input type="text"/>				
		<input type="button" value="Find"/>					

5. To assign the credit to someone else's user account or a review within your list, click on 'Details' next to the review name in question.
6. Here, you can choose to extend the review, by choosing the number of months to extend it by (in this case 1 month), or you can choose to extend user accounts, by choosing the number of months at the bottom.
7. When finished, click 'Complete' at the top and the credit will be assigned.

Summary	Purchase	Reviews	Contacts	Admin	Utilities	Site license	Logout	
Summary								
Assign credit								
Assign credit purchase								
Select the number of months for extending the review and/or account(s).								
When finished click the Complete button.						Available	Total	Remaining
<input type="button" value="Complete"/> <input type="button" value="(cancel)"/>						£35	£0	£35
Review:		Expiry date:		Extension:		Cost:		
Demo Review June 2020		30/06/2020 Expired		0 months		£0		
Contact ID	Name	Expiry date	Extend by	Cost (£)				
8451	Melissa Bond	31/12/2020 in Site License #1	0 months	0				
11285	James Thomas2	01/03/2025	0 months	0				