Administrator
User Guide

Updated April 2025

Table of Contents

INTRODUCTION

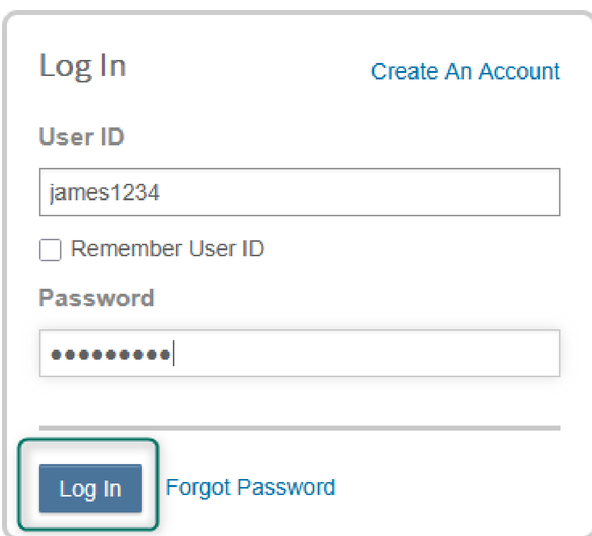
The Admin Center for ScholarOne Conferences gives you flexibility in searches and emails, self-service tools, and an intuitive user interface. It has been designed around usability and convenience. The Admin center has been configured for responsive design. The system automatically identifies the device type (laptop, tablet, mobile phone, etc.) and adjusts the layout accordingly.

The following guide provides you, the Admin, with a reference tool for navigating the **Admin Center**.

ScholarOne Conferences is configured for each Society’s needs. For that reason, you may see features described in this guide that are not configured on your system.

LOGGING INTO YOUR SCHOLARONE CONFERENCE S SITE

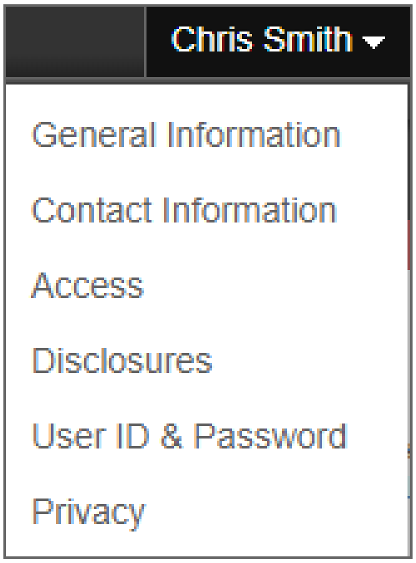
To access your meeting site, enter your site’s URL in the browser address bar. You will land on the Login Page. From there, enter your **User ID** and **Password**. Click **Log In**.



If you have forgotten your password, use the **Forgot Password** link on the **Login** page. Click on the link, enter your email address and an email will be sent to you with your User Id and a link to change your password. All passwords are encrypted and are not viewable by any user of the system.

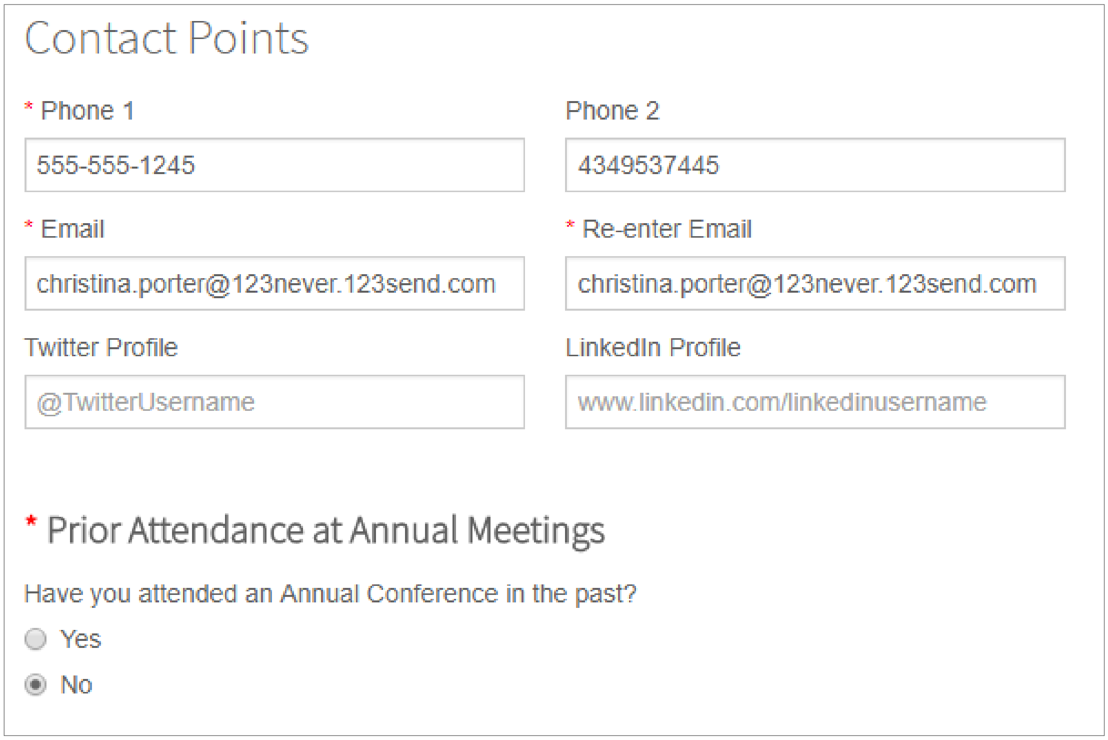
UPDATING YOUR ACCOUNT

Once you enter the system, you may update any of your account information by clicking on your name in the top right of the screen. Click on the dropdown options to access each portion of your account.



CUSTOM QUESTIONS

Some societies may include custom questions as part of the account creation process. If a user has already created an account, he or she will be prompted at the next login to answer the required questions. These custom questions can be configured to be completed by Admins only or to be completed by the users only.



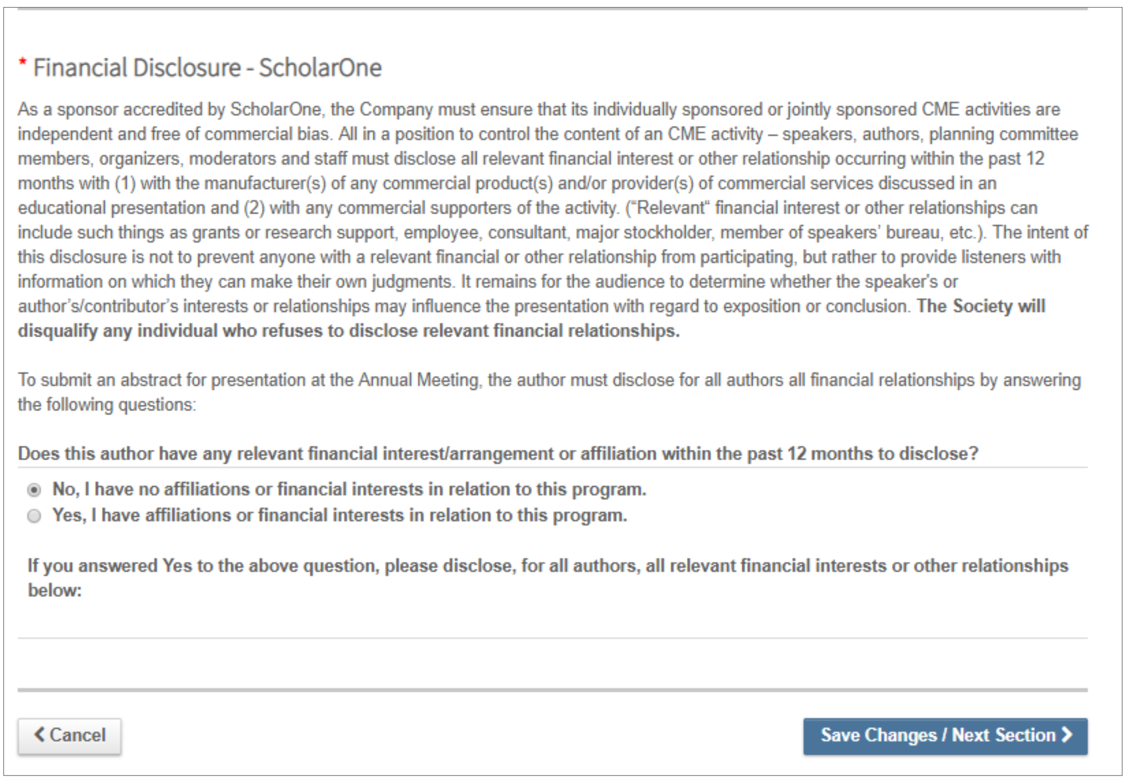
Note: To report on Custom Questions, select the Custom Question in the “Select Search Criteria” field for People Searches. The custom question selection will start with “Abstract Detail:”.

DISCLOSURES

There are two types of user disclosures. Those that rest on the account, **person-based disclosures**, and those that are submitted through the **Message** dropdown for review.

Person-Based Disclosures

Person-based disclosures can be found on Step 4 of the account. Users will complete society-specific disclosures when the user creates and account or updates the account information. Disclosures include conflict of interest statements or other society-specific disclosures.



* Financial Disclosure - ScholarOne

As a sponsor accredited by ScholarOne, the Company must ensure that its individually sponsored or jointly sponsored CME activities are independent and free of commercial bias. All in a position to control the content of an CME activity – speakers, authors, planning committee members, organizers, moderators and staff must disclose all relevant financial interest or other relationship occurring within the past 12 months with (1) with the manufacturer(s) of any commercial product(s) and/or provider(s) of commercial services discussed in an educational presentation and (2) with any commercial supporters of the activity. ("Relevant" financial interest or other relationships can include such things as grants or research support, employee, consultant, major stockholder, member of speakers' bureau, etc.). The intent of this disclosure is not to prevent anyone with a relevant financial or other relationship from participating, but rather to provide listeners with information on which they can make their own judgments. It remains for the audience to determine whether the speaker's or author's/contributor's interests or relationships may influence the presentation with regard to exposition or conclusion. **The Society will disqualify any individual who refuses to disclose relevant financial relationships.**

To submit an abstract for presentation at the Annual Meeting, the author must disclose for all authors all financial relationships by answering the following questions:

Does this author have any relevant financial interest/arrangement or affiliation within the past 12 months to disclose?

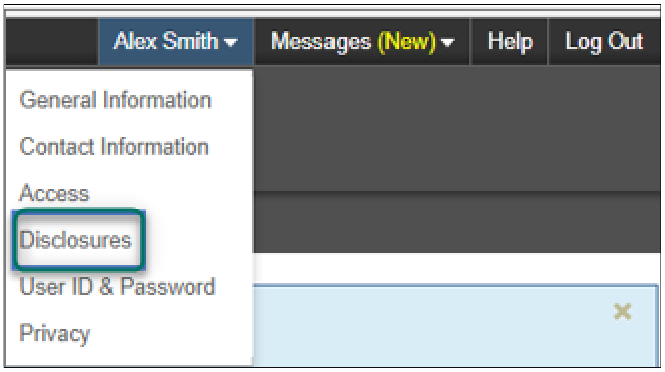
- **No, I have no affiliations or financial interests in relation to this program.**
- **Yes, I have affiliations or financial interests in relation to this program.**

If you answered Yes to the above question, please disclose, for all authors, all relevant financial interests or other relationships below:

Cancel

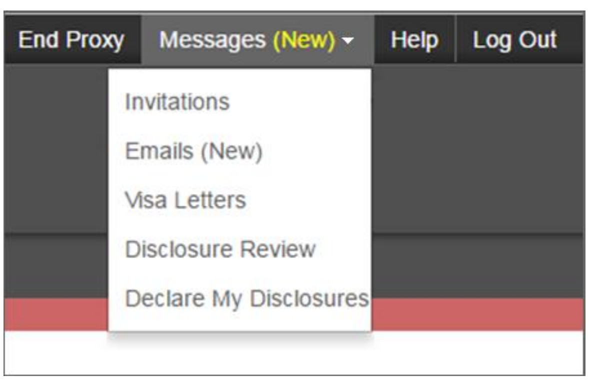
Save Changes / Next Section

A user can update their disclosure at any time by clicking on their name and selecting **Disclosures**.



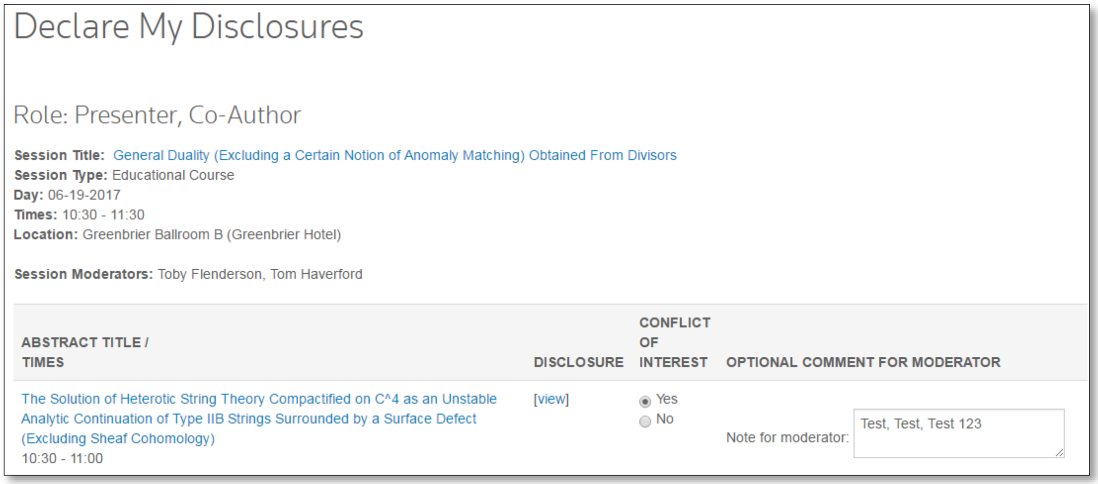
Disclosures for Review

If configured, users can submit their **Conflicts of Interest** for review in the system. In some cases, Presenters and/or Hosts will have a disclosure that pertains to a specific activity or presentation, but that does not apply to all presentations in which they are involved. Presenters and hosts can declare their specific conflicts of interest through the **Message** tab at the top right of each screen. The user will select **Declare My Disclosures** if he or she is a presenter or host.



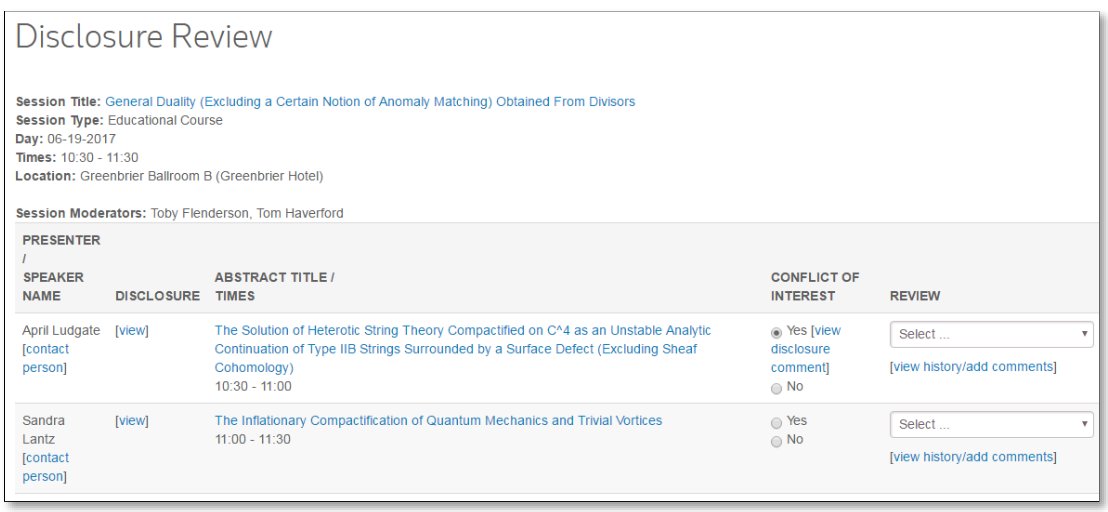
Presenter and Host Disclosure Declaration

If configured, once the presenter or session host has declared the disclosure's relevancy to his/her activities, an email will be triggered to the session host (for presenters) or the session owner (for session hosts) so that the information can be reviewed. Additionally, the session host and session owner will be able to see all the presenters and whether they have submitted their disclosures for review (see below). The email templates can be found under **Email Administration> System Emails.**



Disclosure Review

If configured, this is the screen the host or session owner will see when reviewing the disclosures. They will review the data for a specific activity to ensure there will not be conflicts of interest with any presentation. Select **Disclosures Review** from the **Messages** drop-down.



ACCESSING THE ADMIN CENTER

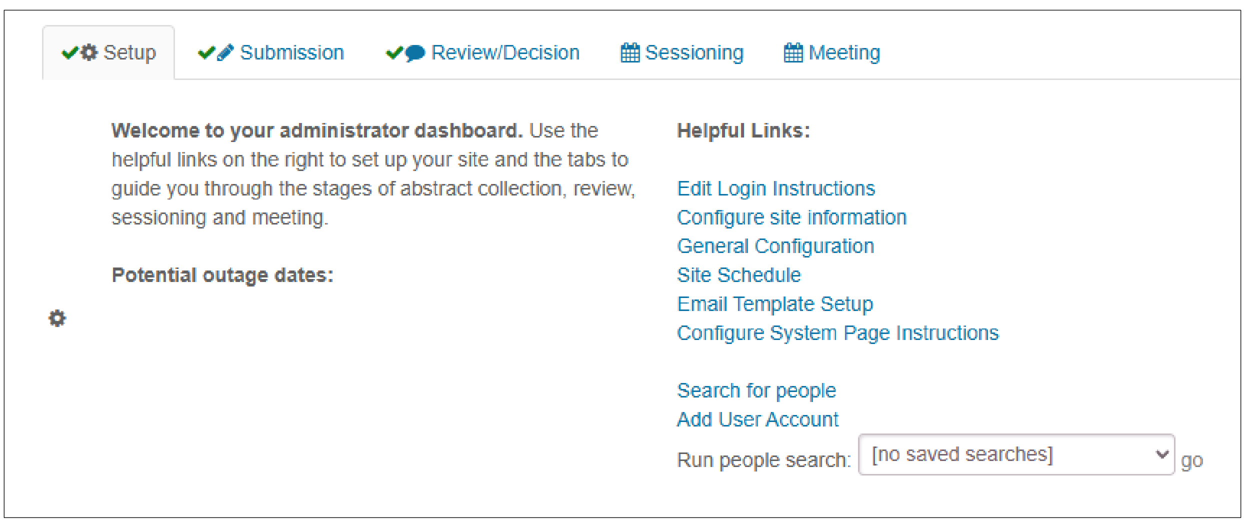
Based on your role permissions, you will see the centres you have available to you. If you have more than one role on any of the centres you will use the dropdown to select the role you want to use. Click on the **Admin** link to access the **Admin Centre**.

LOGGING OUT

You can log out at any time by clicking **Log Out** on the top right corner of the page.

DASHBOARD

The **Admin Dashboard** is designed to provide you with an at-a-glance insight into the meeting cycle. To access the **Dashboard**, log into your ScholarOne Conferences site and click on the **Admin** tab at the top of the screen. This will take you to the **Admin Dashboard**. The dashboard provides quick access for drilling down to specific data, identifies outstanding tasks, and streamlines the resolution of these tasks.

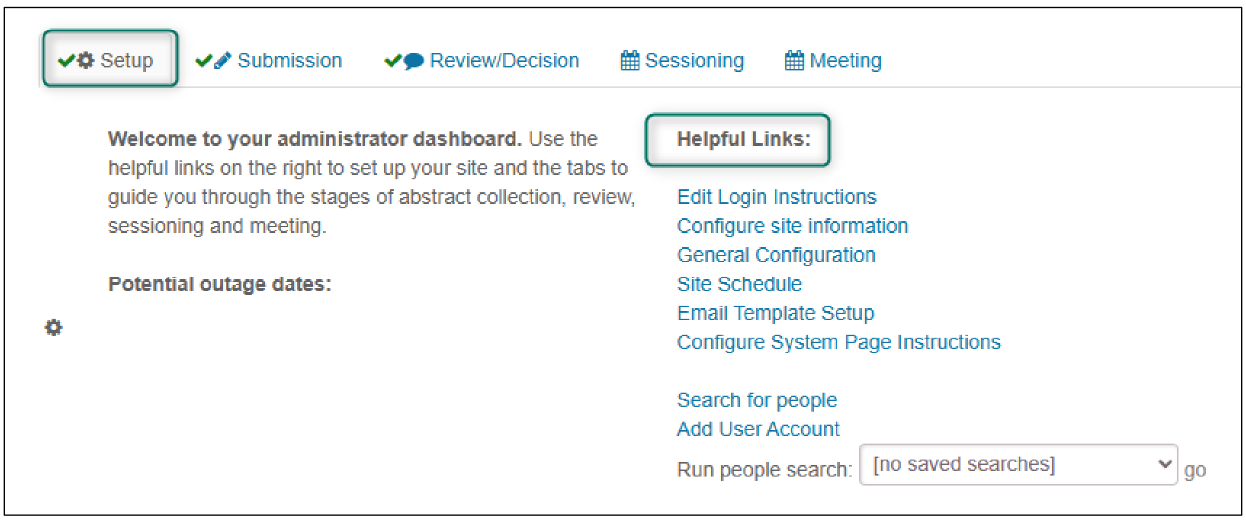


In conjunction with your Client Implementation Manager, you can configure the **Dashboard** for your specific needs. There are five dashboards that can be configured: Setup, Submission, Review/Decision, Sessioning, and Meeting. In addition to the separate tabs, you can configure the **Helpful Links** which appear to the right of the tab contents.

A green checkmark will appear beside each tab once that part of the meeting cycle is complete. Completion is based on the site's workflow schedule.

SETUP

Under **Setup**, you will find a welcome message and the configurable **Helpful Links**. Below is an example of some of the **Helpful Links** that are applicable to **Setup**. The options also include links to saved searches and a customizable link to a site such as your society website.



SUBMISSION

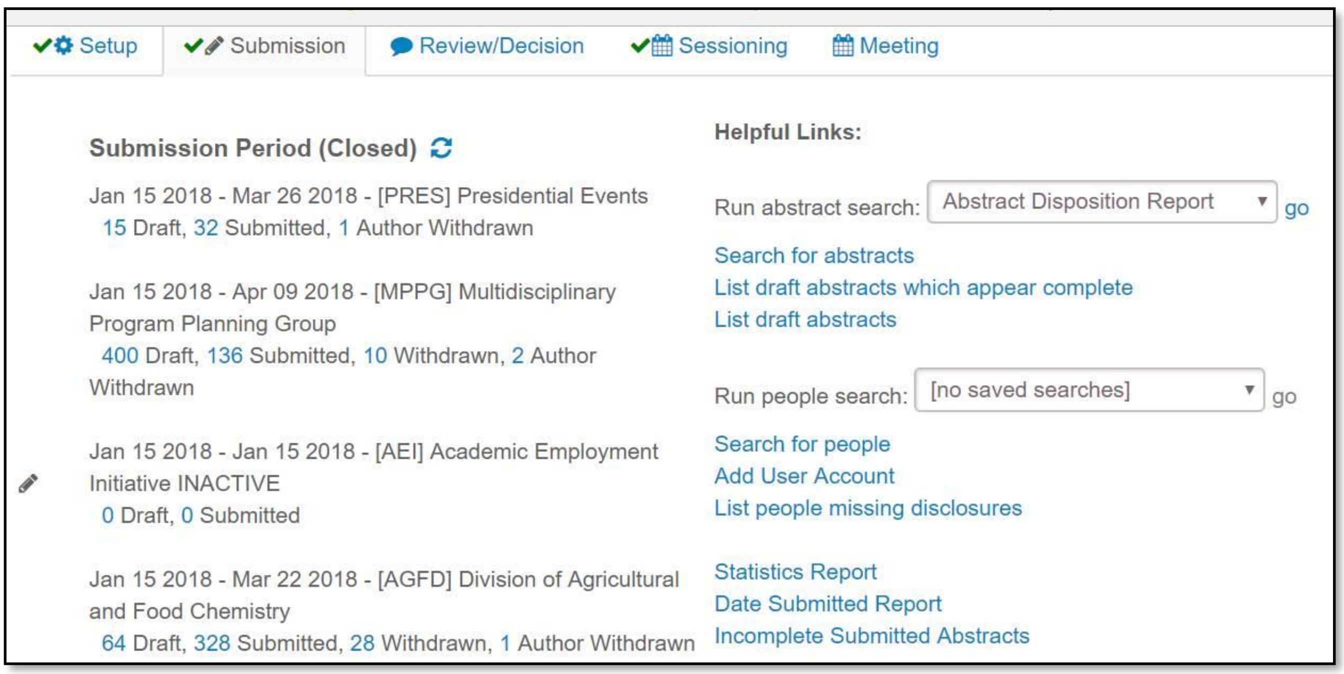
The **Submission Dashboard** tab includes the submission dates for your various submission roles. Again, example **Helpful Links** that are applicable to the **Submission** tab are displayed in the image below. All links are configurable so that you can add the links that are most useful to your site.

Included in all **Helpful Links** for the Submission dashboard are the Statistics Report, Date Submitted Report and the Incomplete Submitted Abstracts Report.

The **Statistics Report** includes such information as Submission Status for all submitted and all draft abstracts, decision statistics, countries of submissions, abstract category totals, and presentation types. You can export the Statistics Report.

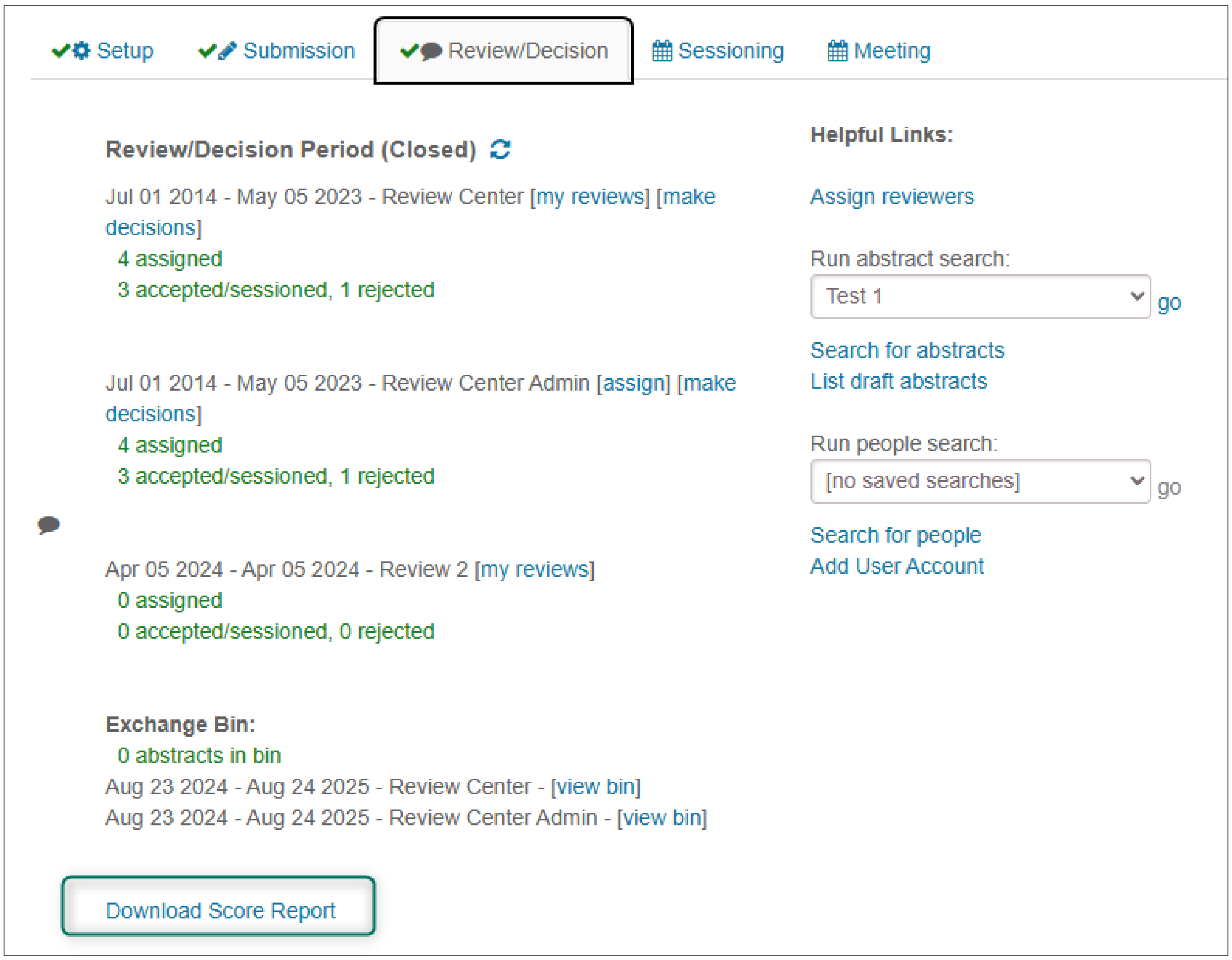
The **Date Submitted Report** contains a summary of how many abstracts were received during the submission period by day.

The **Incomplete Submitted Abstract Report** includes abstracts which were successfully submitted but now may have incomplete information due to Admin changes through proxy.



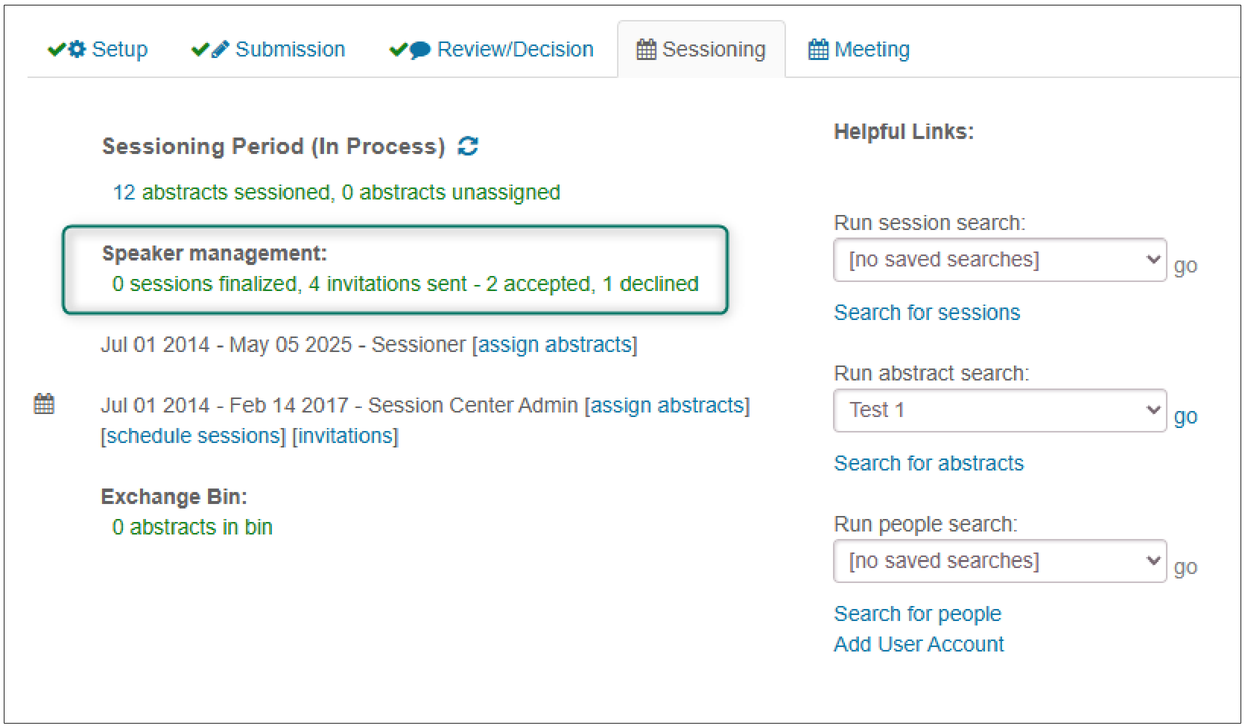
REVIEW / DECISION

The Review/Decision Dashboard tab includes the dates of review and chair roles and gives summary statistics. Recommended **Helpful Links** are in the image below. You may also download the Score Report from this dashboard tab.



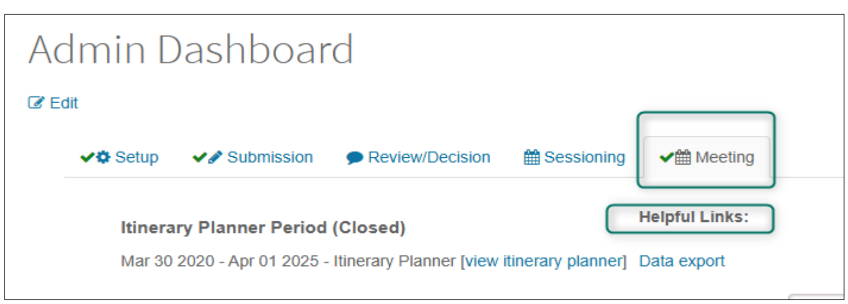
SESSIONING

The **Sessioning Dashboard** provides statistics and applicable dates of the Sessioning roles. It also includes information regarding Speaker Management if this is configured for your site. The **Helpful Links** may include standard reports such as an Abstract Status Report and other saved reports.



MEETING

The Meeting Dashboard displays information on the Itinerary Planner if it is configured for your site. A useful Helpful Link is the link to the **Data Export Tool.**

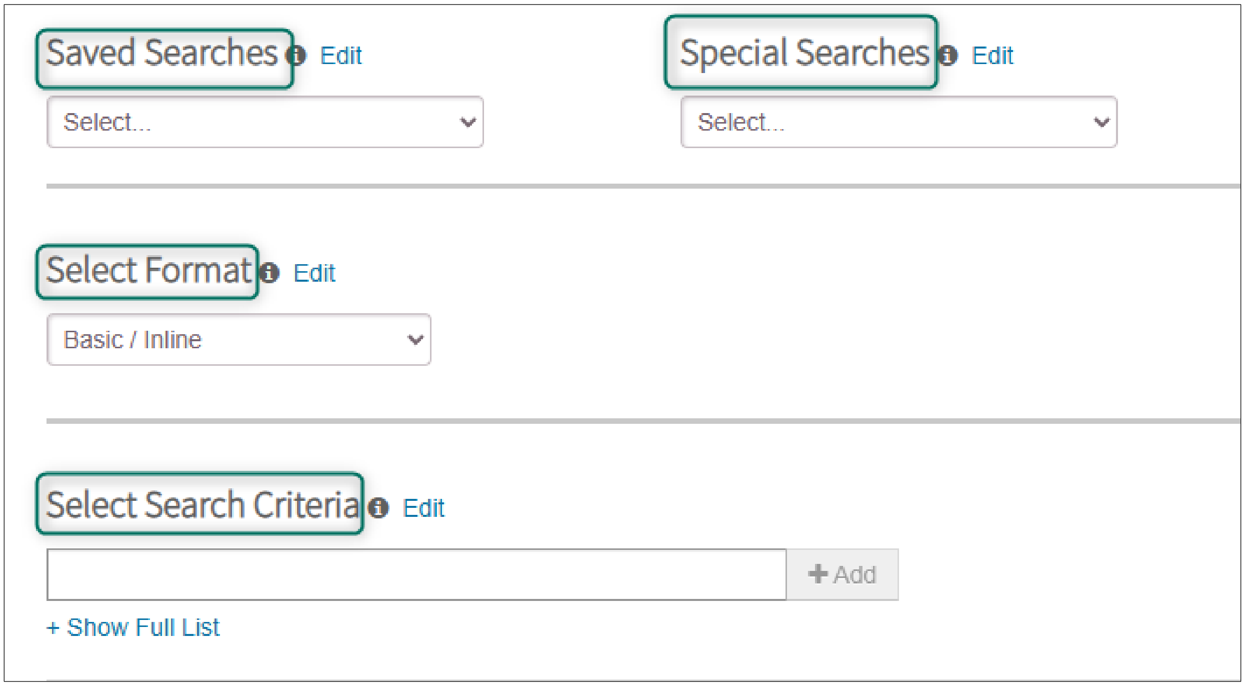


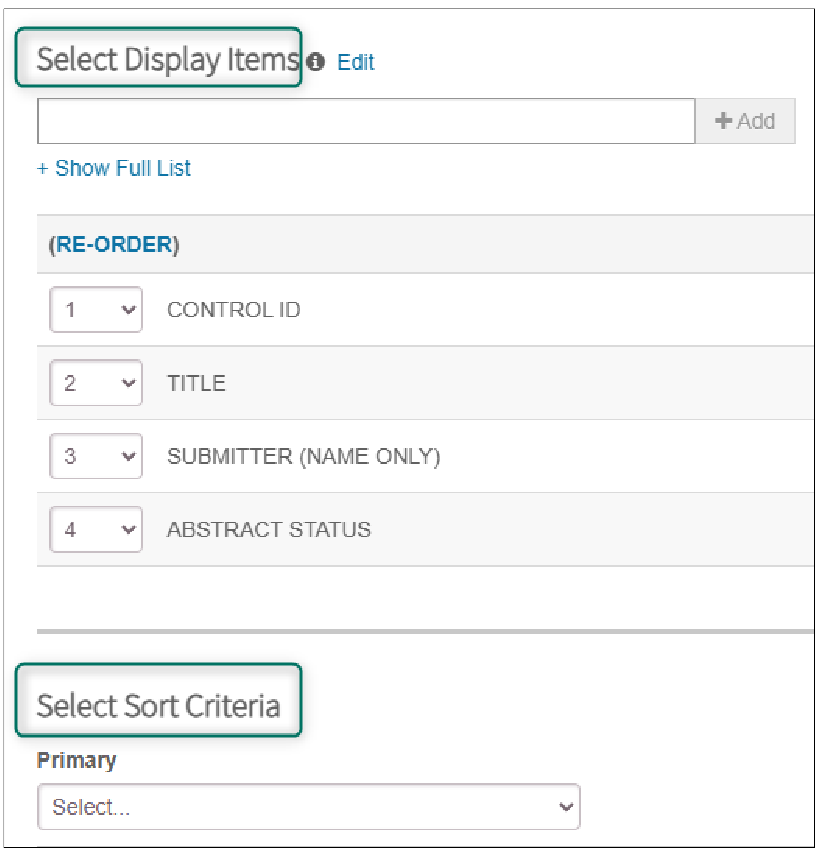
SEARCH

Search combines standard and customized searches across three data sets: Abstracts, Sessions, and People. This combined approach maximizes consistency of reporting and provides you with a one stop reporting tool.

Saved searches can be added as **Helpful Links** to any **Dashboard**.

Some features are common across all three search options. These include saved searches, results format, search criteria, display items and sort criteria.

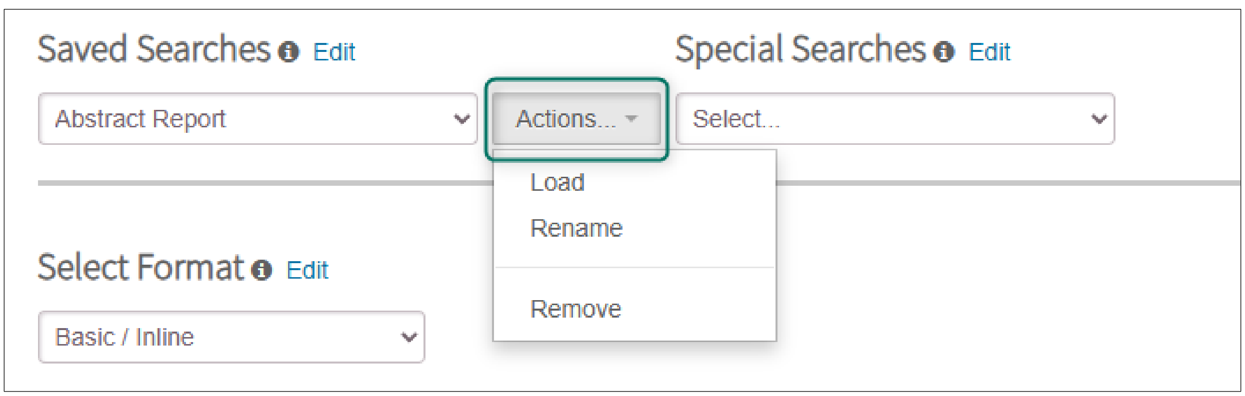

Saved Searches
Edit
Select...
Special Searches
Edit
Select...
Select Format
Edit
Basic / Inline
Select Search Criteria
Edit
+ Add
+ Show Full List


Select Display Items
Edit
+ Add
+ Show Full List
(RE-ORDER)
1 CONTROL ID
2 TITLE
3 SUBMITTER (NAME ONLY)
4 ABSTRACT STATUS
Select Sort Criteria
Primary
Select...

SAVED SEARCHES

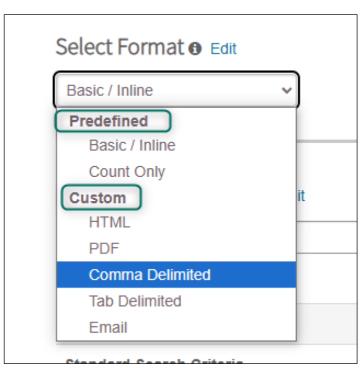
Each type of search also includes a dropdown for **Saved Searches**. To save a search, scroll to the bottom of the search, give your search and name, and then click Save Search.

The search will be available when configured on any of the **Dashboards**. When you select the **Saved Searches**, you can load the search, rename the search, or delete it by clicking on the **Actions** dropdown.



RESULTS FORMAT

There are two sets of results formats: Predefined Formats and Custom Formats.



Predefined Formats

- **Basic/Inline**: this is a quick option which returns your search criteria with set display items. These set display items are ID, Title, Contact Name and Status (for Abstracts and Sessions) and Name, Institution, Email and Role (for People). Using this format allows you to proxy as that user. Results for a Basic/Inline search appear at the bottom of the search options.
- **Count Only**: the number of results that meet your criteria. This returns a number only.

Custom Formats

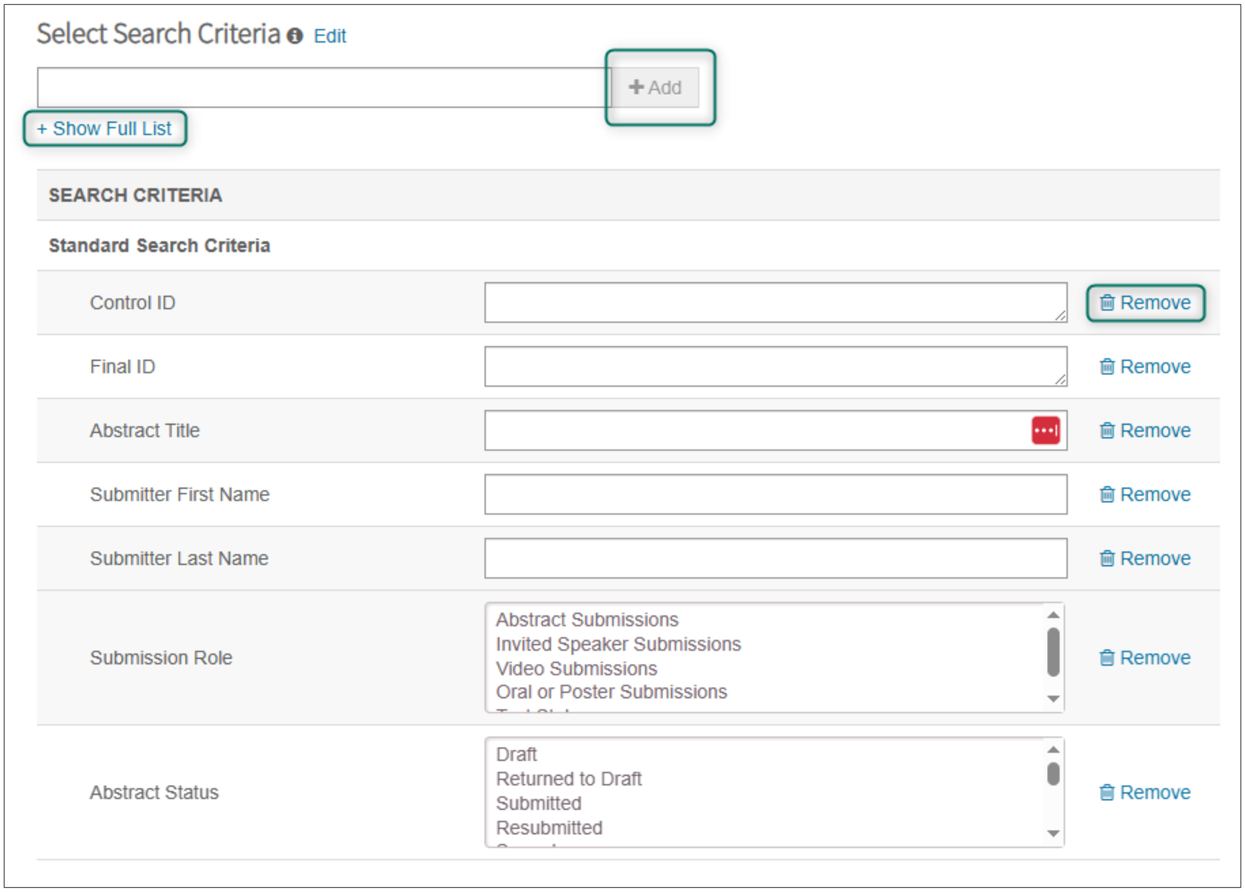
The options allow for more customized result output styles.

- **HTML**: display item results will display on an HTML page within the site. For example, from an Abstracts based search you can view the contact author's profile, proxy in as the contact author, and edit the abstract if you have the default display items in the HTML results.
- **PDF**: each result will appear on a single page of a PDF document with the display items you have selected to appear.
- **Comma Delimited**: display results in a comma delimited .csv file which can be opened in Excel.
- **Tab Delimited**: display results in a tab delimited .txt file which can be opened in Excel.
- **Email**: used to send custom emails based on your specific search criteria.

SEARCH CRITERIA

Each search type has a listing of **Search Criteria**. Using the **Show Full List** link and the pre-populated **Standard Search Criteria** section, you can refine your search selections so that your report will be based on your specific criteria. You may also use a "type ahead" to populate the report's search criteria. The **Standard Search Criteria** are suggested criteria and may be removed if not applicable to your search.

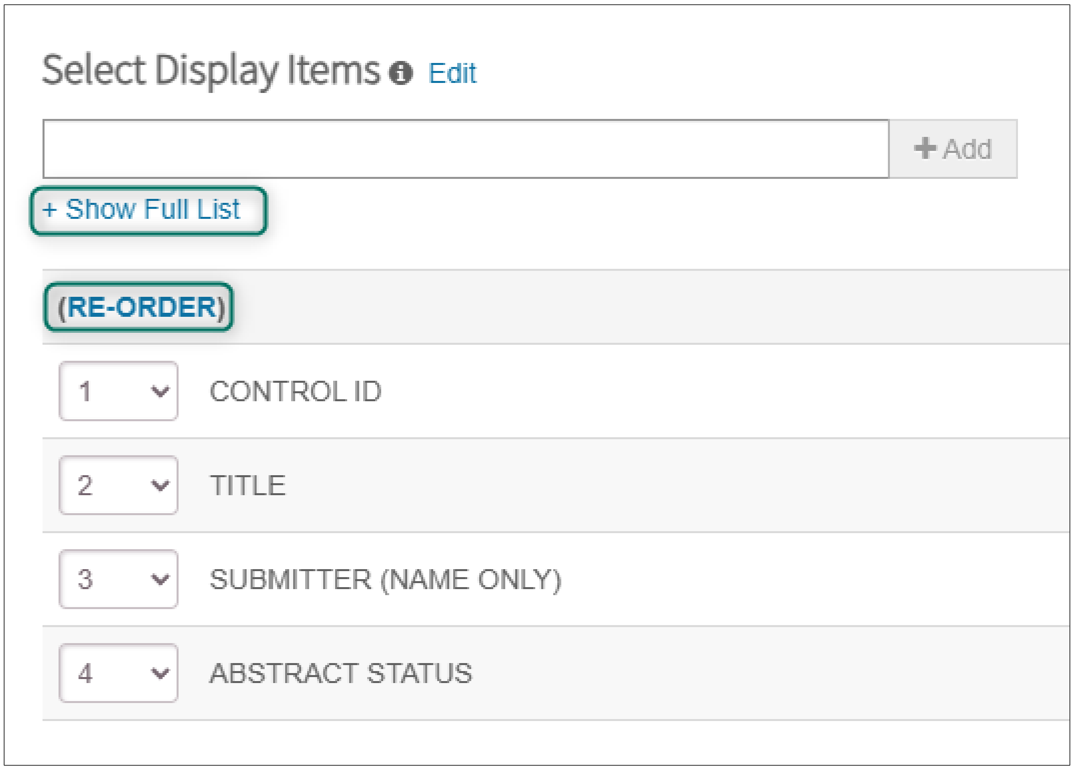
Note: For the type-specific criteria to show in the full and in the standard criteria, you must first select the correct type of search: abstract, session or people. This is the most important step in creating a report.



Note: Use the **Session Status** search criteria to ensure only Session Proposals are returned in Session Proposal types of searches. The **Session Search** includes all sessions in the **Session Center.** Sessions created directly in the **Session Center** will have a session status equal to Admin Created. To perform a search that will only return session proposals, you will need to exclude sessions with a Session status equal to Admin Created.

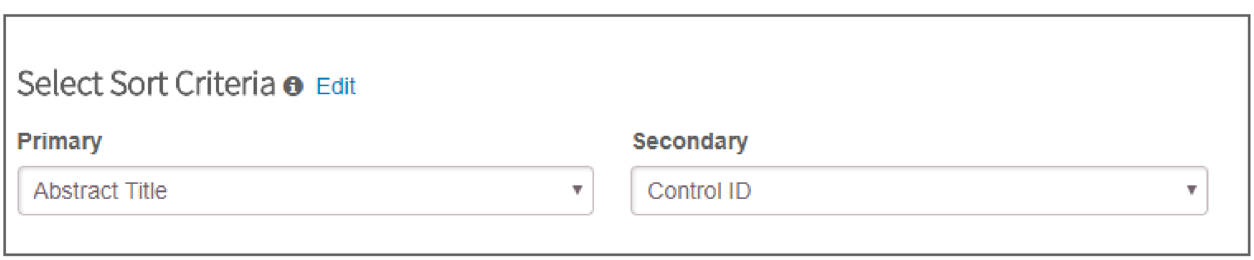
DISPLAY ITEMS

To set your output data, use the Display Items fields to designate what information you want to display. The display items are search-specific lists and may be reordered. Use the Show Full List option to view all available display items. The Display Items are used for the custom search formats.



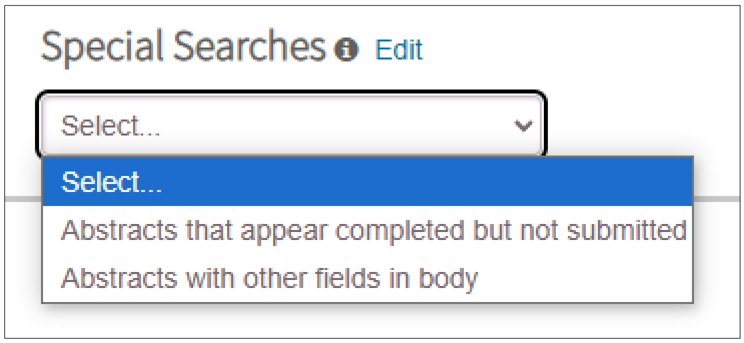
SORT ORDER

In addition to designating your search criteria, you will also want to use the **Select Sort Criteria** dropdown to specify the order of the search results. For Abstract and Session searches, primary and secondary sorts are available.

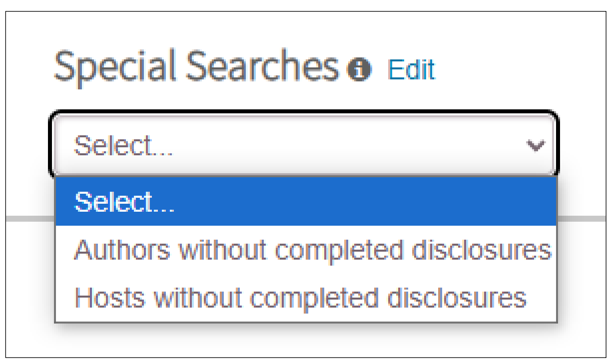


SEARCH TYPE-SPECIFIC OPTIONS: SPECIAL SEARCHES

Abstract Special Searches include the search for abstracts that appear completed but are not yet submitted. This gives you information on draft submissions and you may email authors right from the search using the **Email** format.



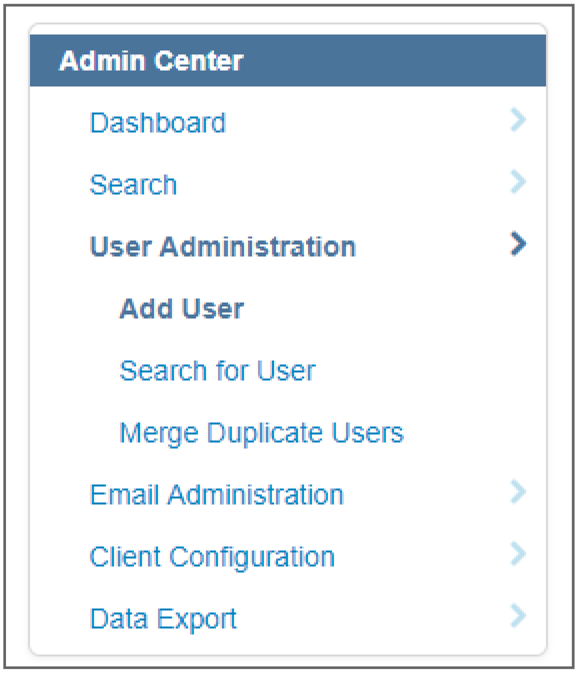
People Special Searches includes two pre-formatted reports. The **Authors without Completed Disclosures** report allows you to query the system for missing disclosures. You also can send emails to those authors straight from the search by using the **Email** format. There is second special report called **Hosts Without Completed Disclosures**. You may email the hosts using the same procedure as emailing the authors.



Note: Special searches can be modified but will then need to be saved as a Saved Search to retain them for future use.

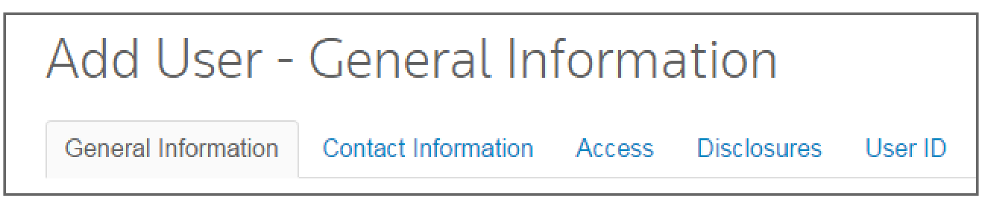
USER ADMINISTRATION

The **User Administration** section of the **Admin Center** allows you to add users, search for users, and merge users.



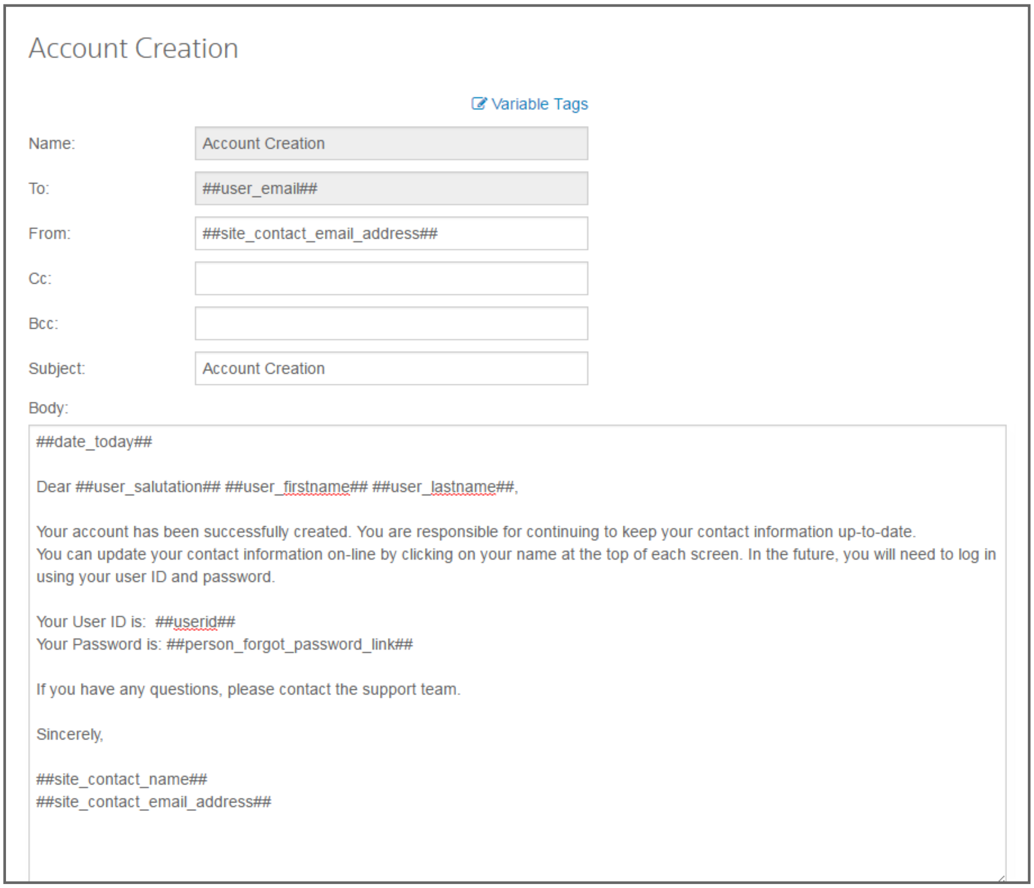
ADD USER

The **Add User** process mirrors the **Account Create** function of the site. The common sections are Name and Professional Information, Contact Information (including optional Twitter and LinkedIn profiles), Access (role selection), Disclosure (conflict of interest), and User ID setup. It should be noted that passwords are encrypted and not visible to any user.



As an admin, you can create an account with just the first name, last name, and email address. You will also designate the roles a user should have. The last step is to create a User ID for the new account (this must be a unique id and not one already in use in your site data).

Submission and Proposal roles can be configured to automatically be given to a user at account creation. Once the account is created, the Account Creation email is sent to the user. In the email, there is a link to update their password. This email will be a pop-up email and may be edited as necessary before sending. The email template is in **Admin> Email Administration> System Emails> Account Creation**.



Account Creation

Variable Tags

Name: Account Creation

To: ##user_email##

From: ##site_contact_email_address##

Cc:

Bcc:

Subject: Account Creation

Body:

##date_today##

Dear ##user_salutation## ##user_firstname## ##user_lastname##,

Your account has been successfully created. You are responsible for continuing to keep your contact information up-to-date.
You can update your contact information on-line by clicking on your name at the top of each screen. In the future, you will need to log in using your user ID and password.

Your User ID is: ##userid##
Your Password is: ##person_forgot_password_link##

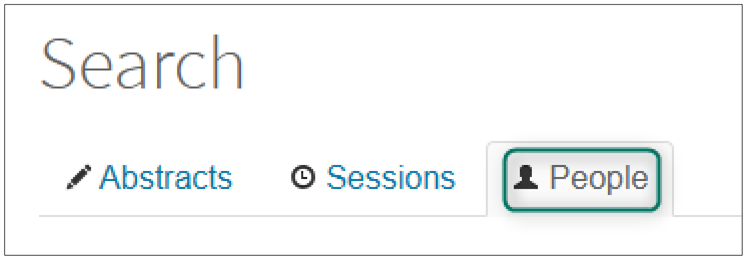
If you have any questions, please contact the support team.

Sincerely,

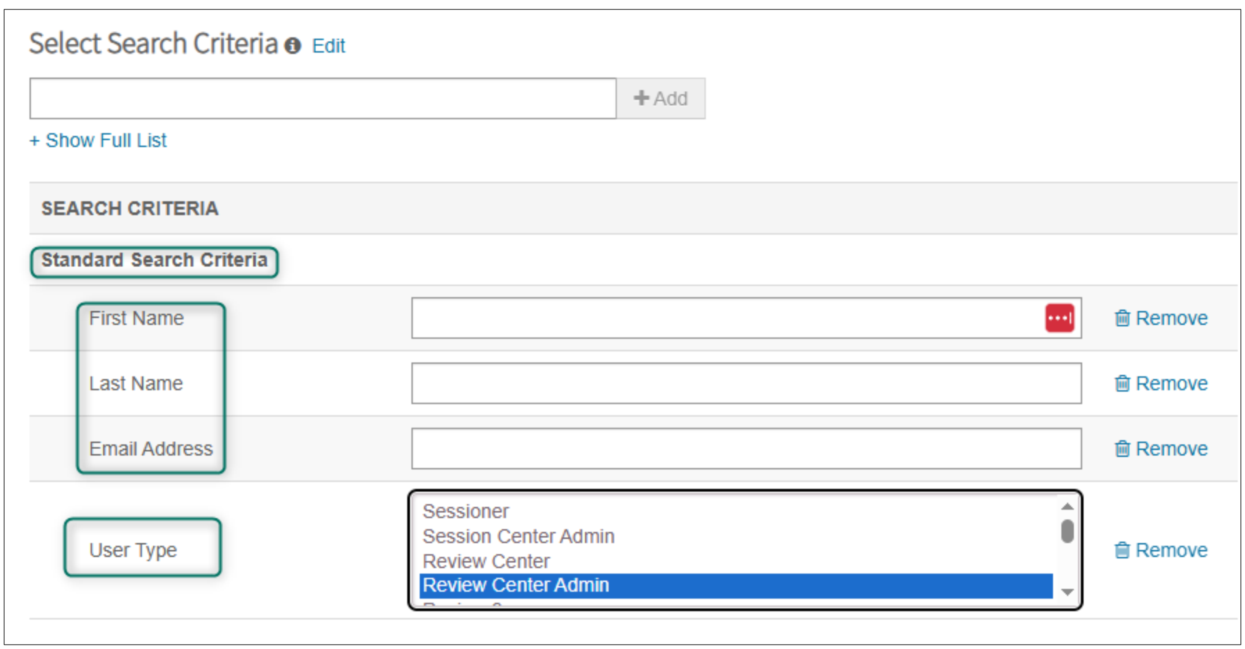
##site_contact_name##
##site_contact_email_address##

SEARCH FOR USER

By clicking **Search for User** under **User Administration**, you are taken to the **People Search** tab in the **Search** section. Here you may search for a user or user type. See the **SEARCH** section of the guide for details on how to use the search functionality.



When running a People search, you can use the standard search criteria to query your site's data. Common searches are by contact information (first name, last name, email address) or by User Type. Individual results display below the Sort Criteria.



The search results are below.

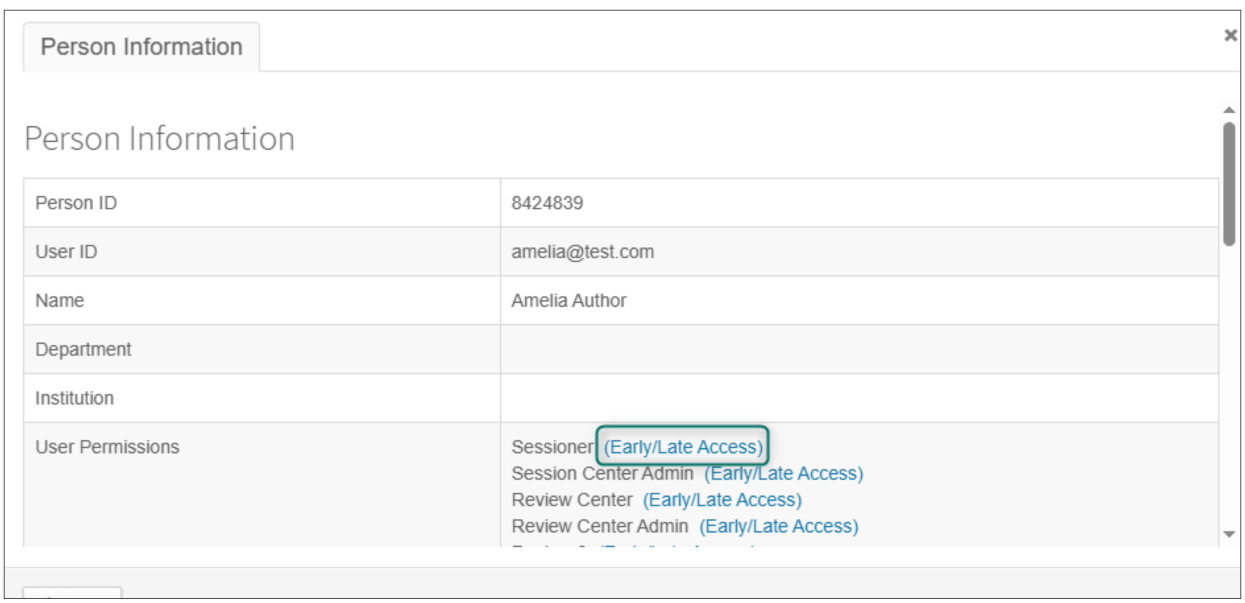
Name

Click on the User's **name** in the search results to view profile information. Using this option, you can perform several tasks on the account. There are several sections to the search result as detailed below.

Person Information

<u>Early/Late Access</u>

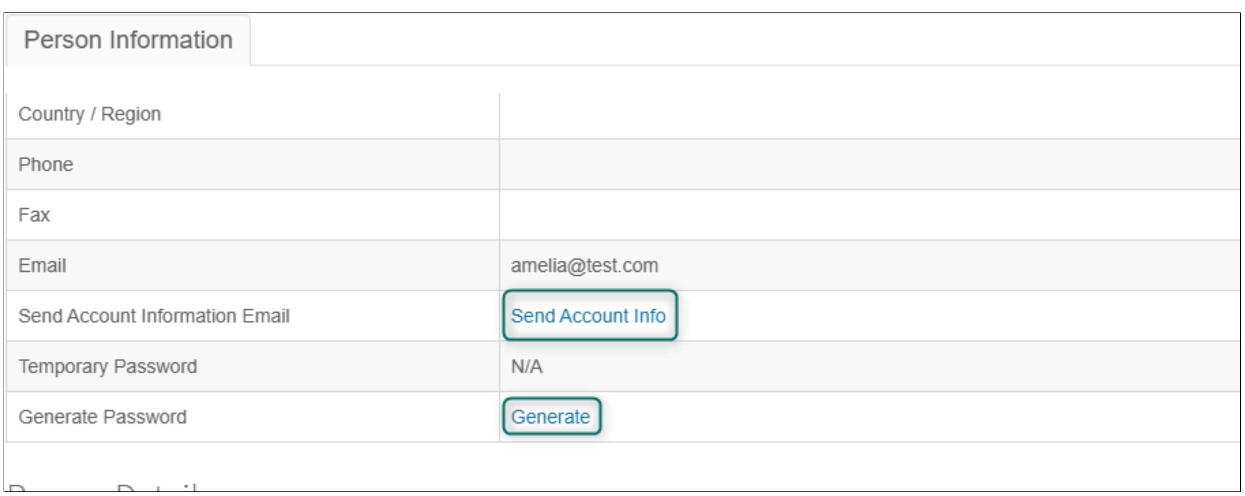
To give a user early/late access to a role, click on **Early/Late Access** next to the role you want to individually adjust access dates.



On the pop-up, enter the appropriate dates for access and mark the early and/or late dates as active

Account Info

If necessary, you can send a user their **Account Info** and/or generate a temporary password. The template for this email is in **Admin>Email Administration>System Email>Send Account Information**. Generate a temporary password which will allow the user quick access to the account where they can then update their password.



This section displays the user's answers to custom questions on the account, if configured.

Person Information

Temporary Password	N/A
Generate Password	Generate

Person Details

Prior Attendance at Annual Meetings	Yes
Short Bio	

Account Creation Information

This section is for reference only.

Account Creation Information

Creation Date/Time	10/13/2015 2:19 PM EDT
Created By	Meetings Support (43903)
Site Short Name	training
IP Address	10.214.19.5

Proxy

Click on **Proxy** to view the site the way the user does. This is helpful for resolving issues and answering questions from the user.

Person Search Results (1 Records Found)

NAME	INSTITUTION (DEPARTMENT)	EMAIL	ROLE
Author, Amelia Proxy Edit (Last in: Never)		amelia@test.com	Review 2, Invited Speaker Submissions, Review Center, Review Center Admin, Abstract Submissions + More

Edit

From the Search results, you can edit a user's account by clicking **Edit**. This will take you into the account information beginning with General Information. You can edit information such email address, User ID or Roles.

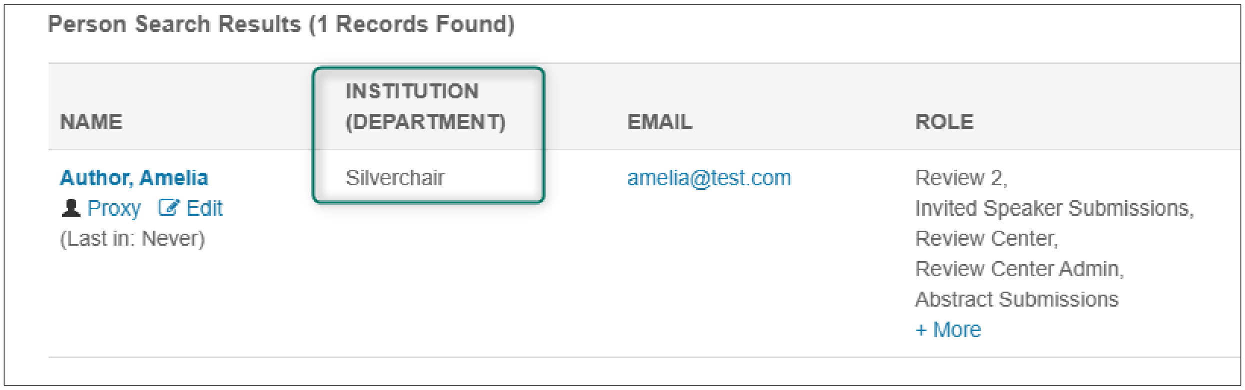
Note: The system does not allow admins to remove roles from accounts if those roles are linked to abstract assignments for reviewers, chairs, or sessioners.

Person Search Results (1 Records Found)

NAME	INSTITUTION (DEPARTMENT)	EMAIL	ROLE
Author, Amelia Proxy Edit (Last in: Never)		amelia@test.com	Review 2, Invited Speaker Submissions, Review Center, Review Center Admin, Abstract Submissions + More

Institution (Department)

Institution (Department) is listed for reference.

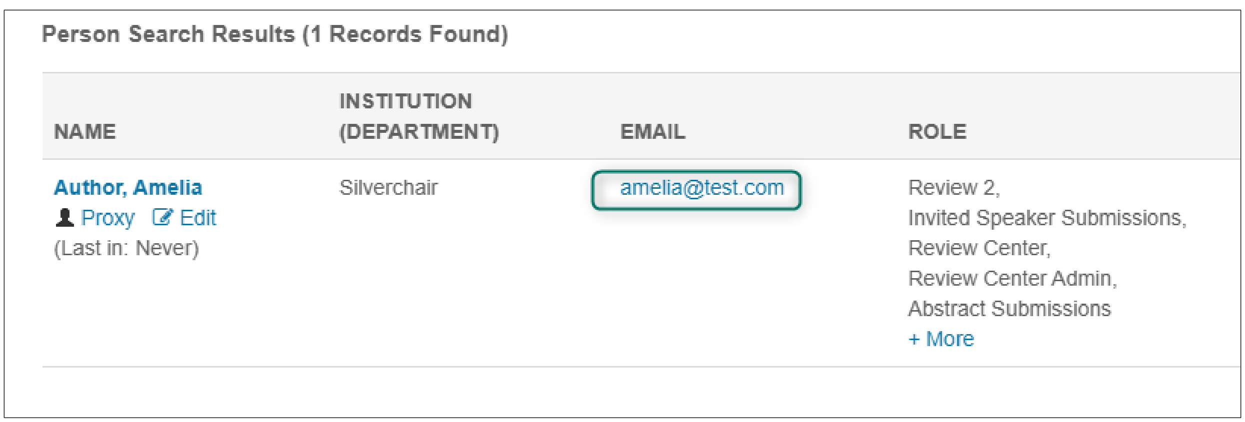


Person Search Results (1 Records Found)

NAME	INSTITUTION (DEPARTMENT)	EMAIL	ROLE
Author, Amelia Proxy Edit (Last in: Never)	Silverchair	amelia@test.com	Review 2, Invited Speaker Submissions, Review Center, Review Center Admin, Abstract Submissions + More

Email

Email the user from the results by clicking on their email address. This will use the site's hyperlink email which pre-populates the To: and From: fields, as well as the Subject line and Body fields as configured. The email is located at Admin>Email Administration>System Emails>Hyperlink Email (Person).



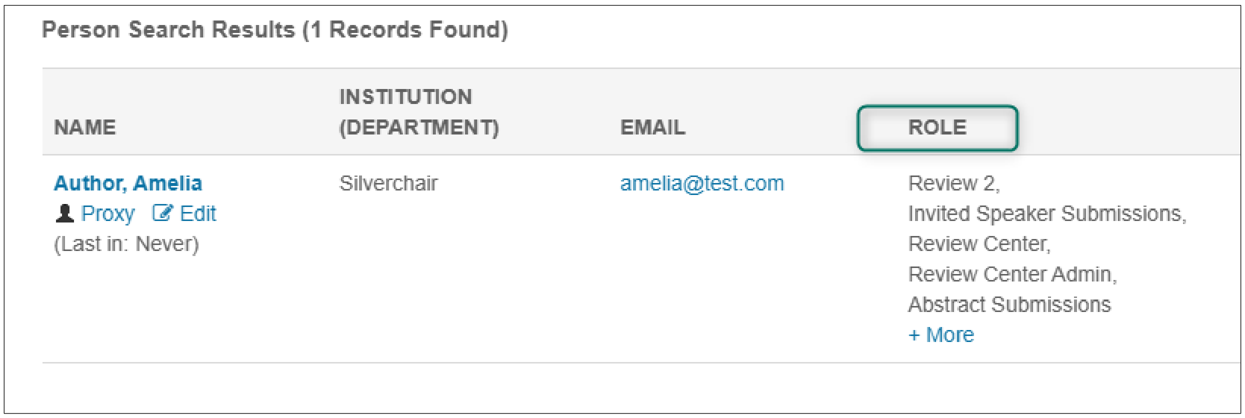
Person Search Results (1 Records Found)

NAME	INSTITUTION (DEPARTMENT)	EMAIL	ROLE
Author, Amelia Proxy Edit (Last in: Never)	Silverchair	amelia@test.com	Review 2, Invited Speaker Submissions, Review Center, Review Center Admin, Abstract Submissions + More

Role

The user's current roles are listed in the far-right column for reference. This column can be viewed to verify proper roles on an account. Click **More** to view all roles on the account.

Roles cannot be removed if the user is associated with a reviewer or sessioner task.



MERGE DUPLICATE USERS

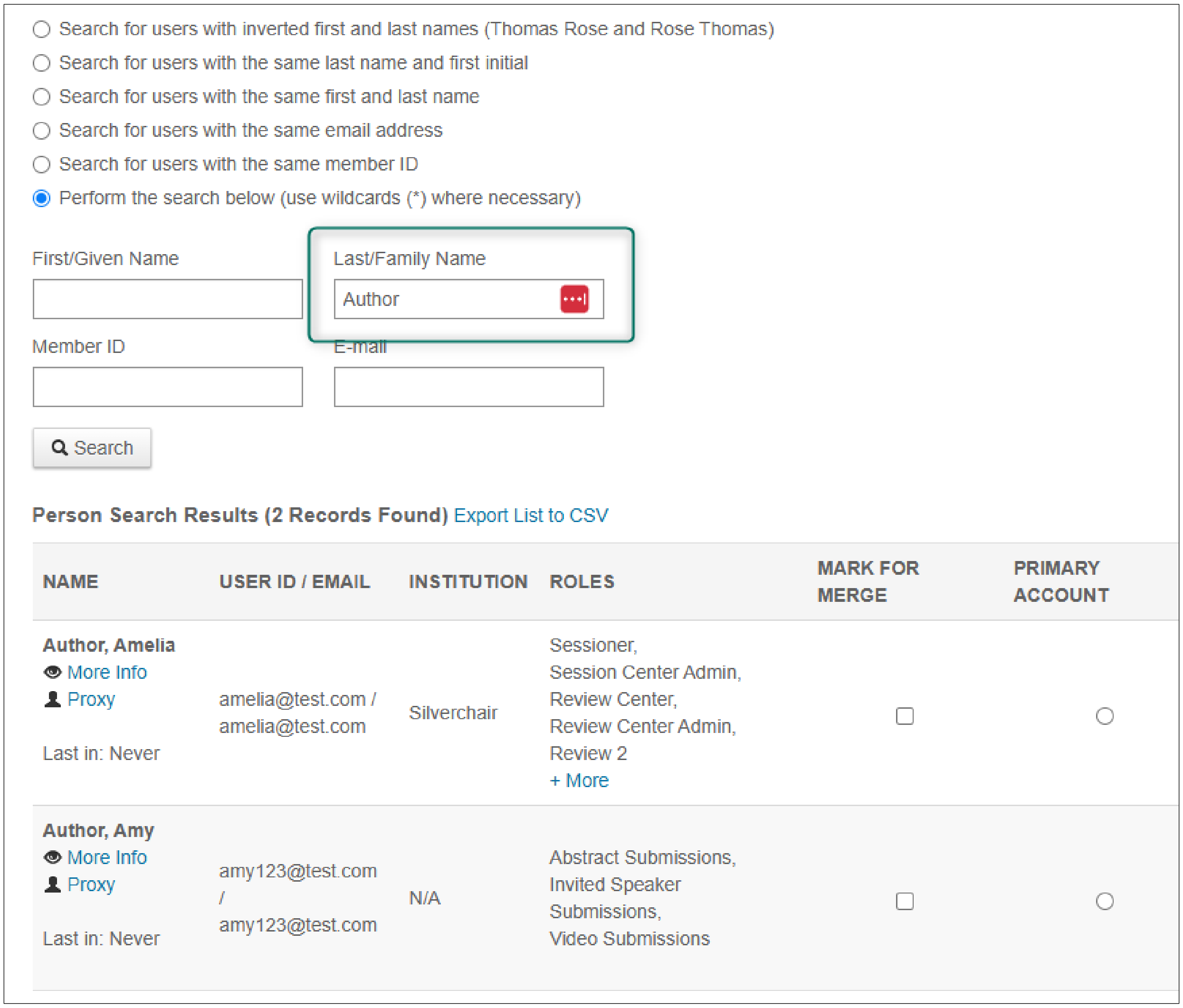
Many times, instead of using the **Forgot Password** feature, users will create a second account. It then becomes necessary to merge their accounts so that abstracts and account information is all on one account.

Key Points:

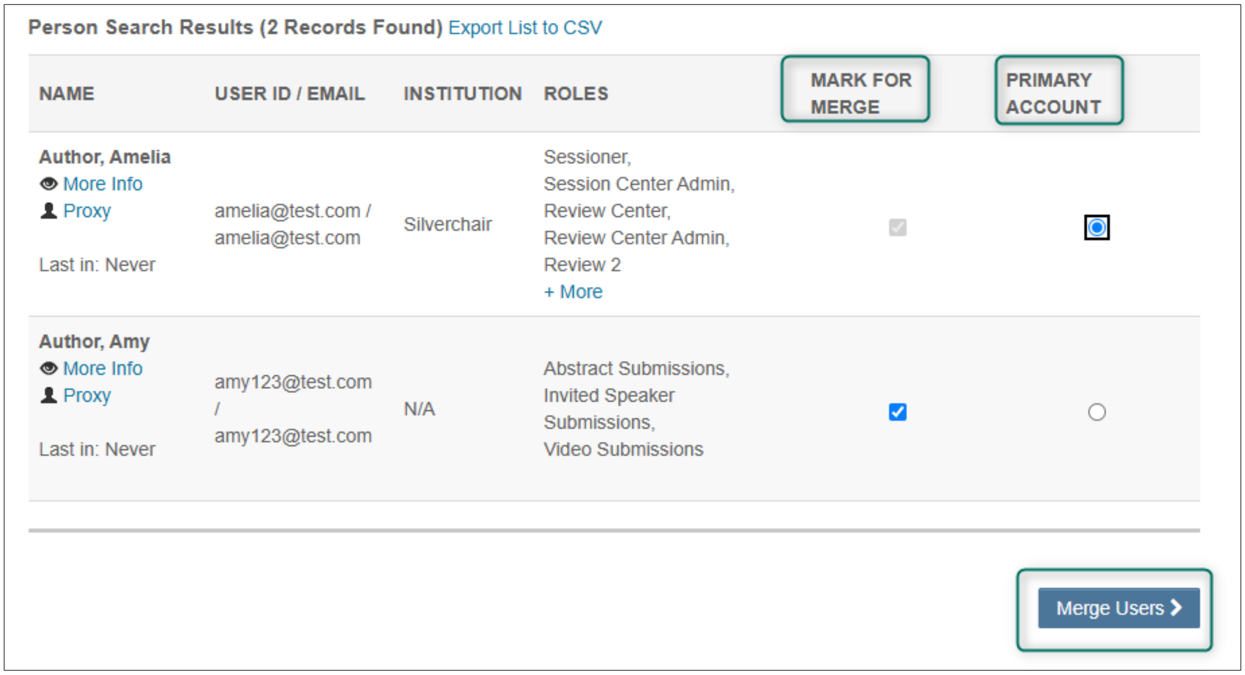
- Once a merge takes place it cannot be undone.
- When selecting users to merge, all selected accounts will be merged into one account. For that reason, only merge accounts for one user at a time.

Using the various search options, you can easily find duplicate accounts.

Note: You can use wildcard searches if full information is not known. Use the * (asterisk) placed at the end of the search name or word to denote a wildcard.



In the results, you can click to view full account information or proxy in as the user. Once you have determined the two accounts should be merged, you would select **Mark for Merge** for each account to merge and select the **Primary Account**. End the process by clicking **Merge Users** at the bottom of the screen.



Person Search Results (2 Records Found) Export List to CSV

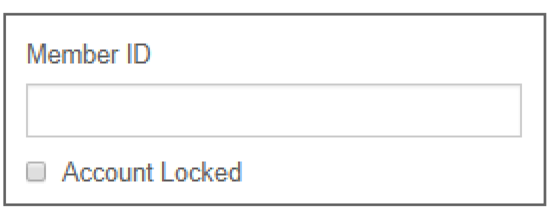
NAME	USER ID / EMAIL	INSTITUTION	ROLES	MARK FOR MERGE	PRIMARY ACCOUNT
Author, Amelia More Info Proxy Last in: Never	amelia@test.com / amelia@test.com	Silverchair	Sessioner, Session Center Admin, Review Center, Review Center Admin, Review 2 + More		
Author, Amy More Info Proxy Last in: Never	amy123@test.com / amy123@test.com	N/A	Abstract Submissions, Invited Speaker Submissions, Video Submissions		

Merge Users

All account fields are merged into the primary account. This includes any abstracts, roles and review/session assignments.

LOCKED ACCOUNTS

If a user has made multiple unsuccessful sign-on attempts, their account will be locked. You can unlock an account by unchecking the **Account Locked** box on the General Information page of their account information.

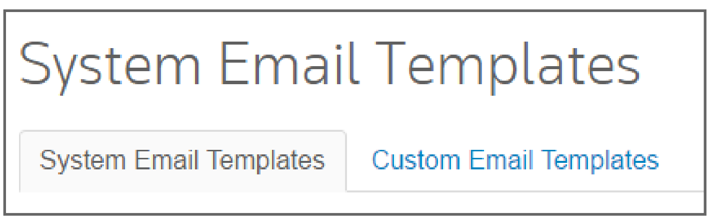


ADMIN SUPER USER

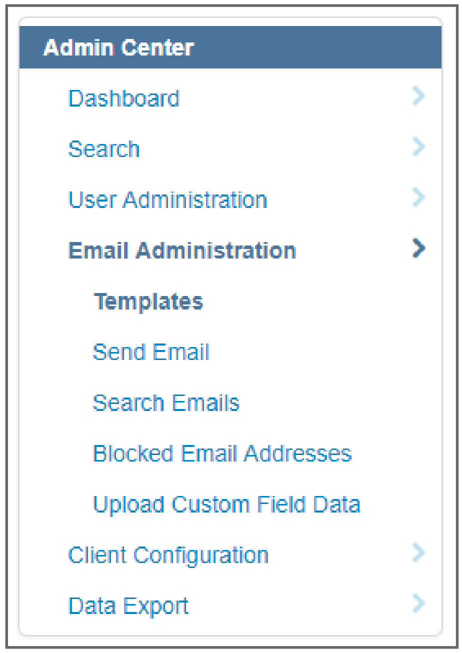
A Configuration Permission exists for a “Super User” Administrator Role. Super User Permission allows a site with multiple levels of admin roles to limit which roles the lower-level admin can grant when editing a user account. This will allow sites to prevent those admins from granting access to roles that are higher than their own. The configuration setting must be completed by the Client Implementation Manager to grant the Super User role.

EMAIL ADMINISTRATION

Under Email Administration you will find both system emails (those that are triggered by events such as submission or return to draft) and custom emails (emails you send to specific groups of users).

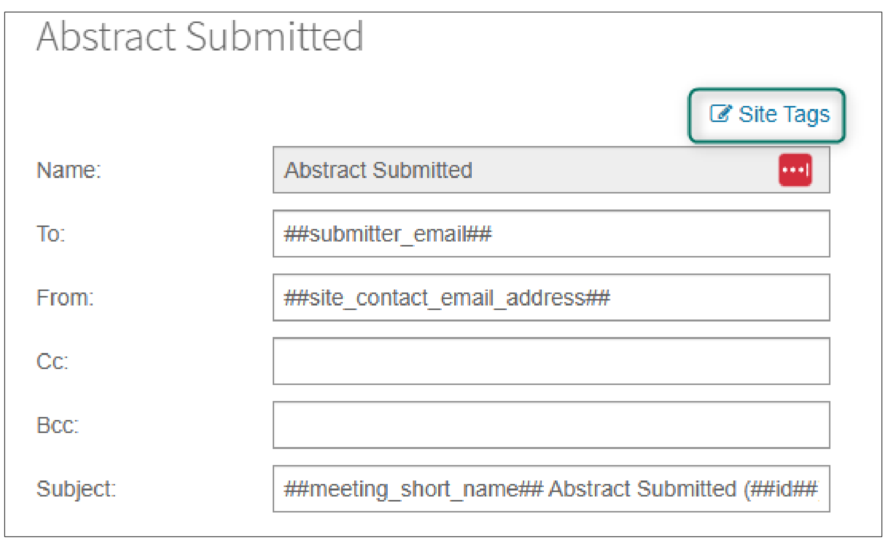


There are five sections under Email Administration: Templates, Send Email, Search for Emails, Blocked Email Addresses, and Upload Custom Field Data.



TEMPLATES

System Email and **Custom Email** templates are available for customization. Both types of emails have multiple tags to use. The tags are available via a link called **Site Tags** on the top right corner of each template. The list opens in a separate window allowing you to cut and paste tags. The tags can then be placed directly in the email.

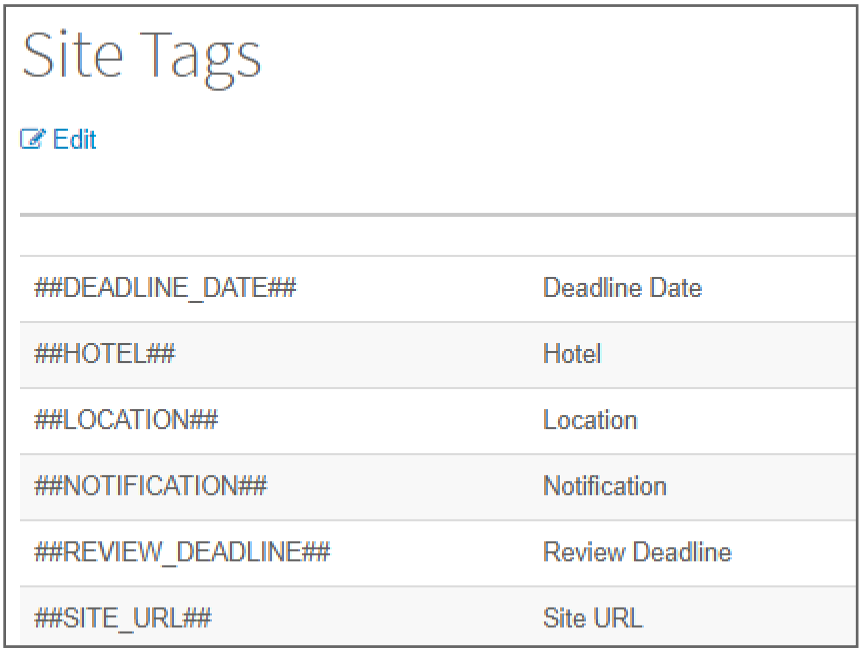


System emails can be turned on or off and some can be designated to be edited before sending. You will work with your Client Implementation Manager to assure that the proper system emails are selected. Simply click in the **Activate** column to use the system template.

NAME	STATUS	ACTIVATE	EDIT BEFORE SENDING (ADMINS ONLY)	VIEW SENT
Abstract placed in Exchange Bin	Inactive	☐	☐	🔍
Abstract Re-assigned from Review Exchange Bin	Active	☑		🔍
Abstract Re-assigned from Session Exchange Bin	Active	☑		🔍
Abstract Returned to Draft	Active	☑		🔍
Abstract Stub Submitted	Inactive	☐		🔍
Abstract Submitted	Active	☑		🔍
Abstract Withdrawn	Active	☑		🔍
Account Creation *	Always active		☐	🔍
Account Modification	Active	☑		🔍
Account Removed by User Request *	Always active			🔍

Custom email templates are created by you. These emails are targeted to specific sets of users and are sent out individually or in batches. When you select the **Custom Emails** tab, you will give your template a title and then click **Add** at the bottom of the screen.

The Site Tag list is available to make your email pull in individual data. Tags that are in all capital letters are the **Variable Tags** you create in **Configuration Settings**. The full list of tags is available at the top right of the template as a reference.

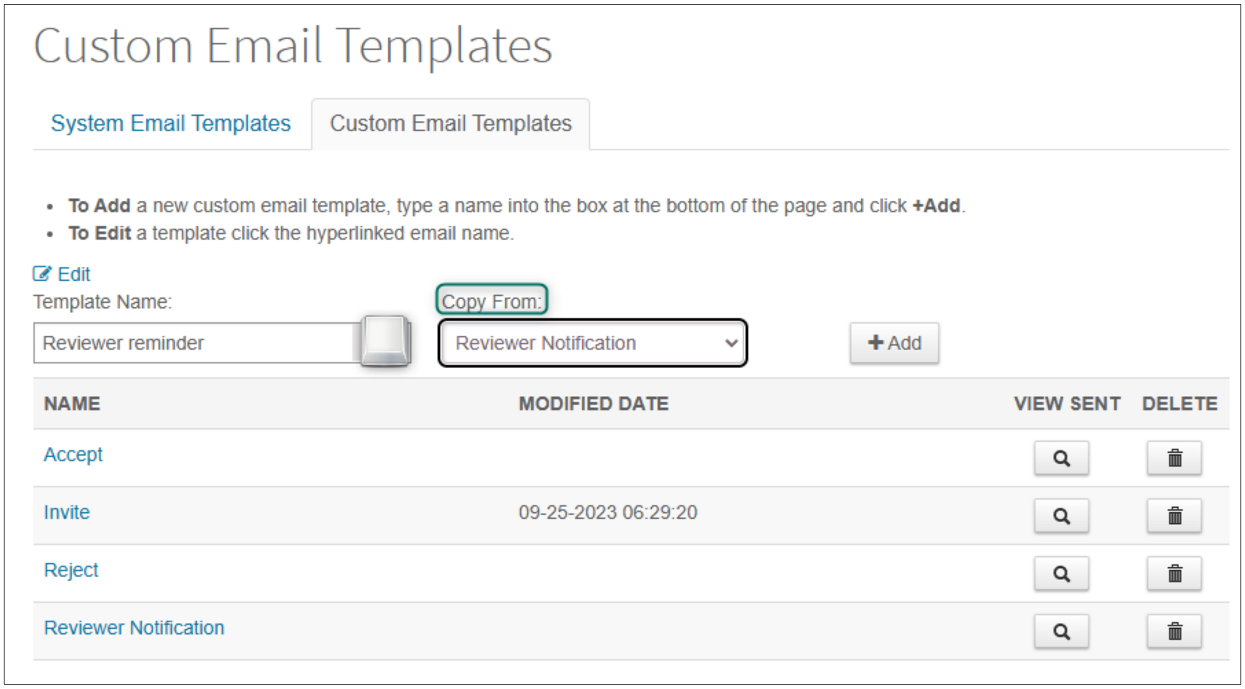


Templates can be previewed so that you may assure that the tags are pulling in the appropriate data. The preview button is located at the bottom left corner of the template.

Note: Using the **View Sent** column to the right of the template list, you can view all emails sent using that template.

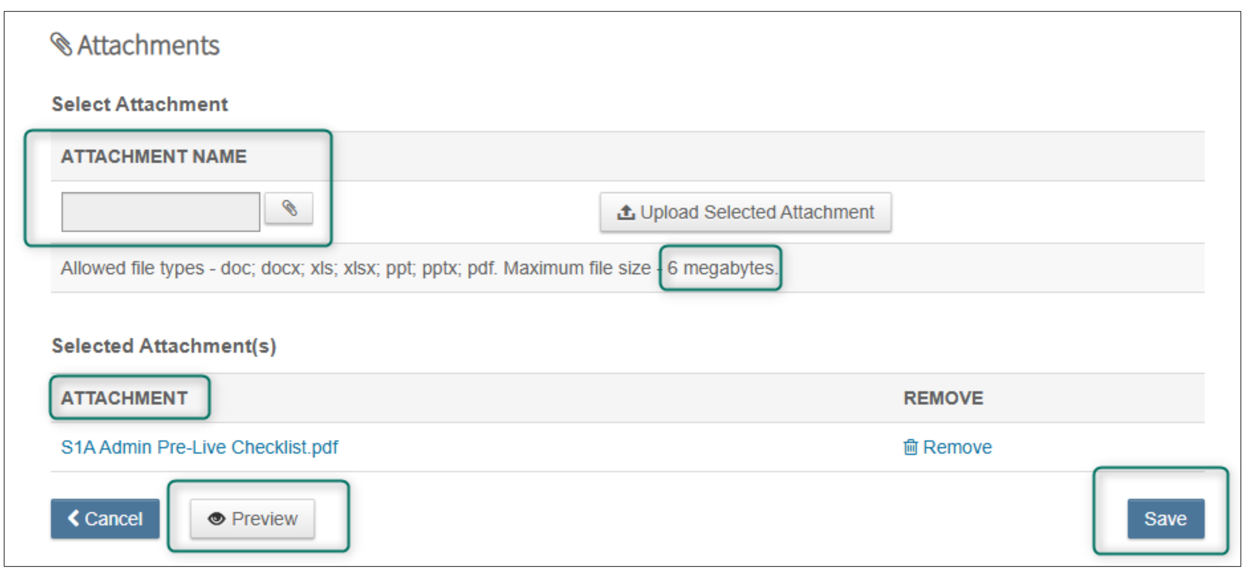
Copy Function for Custom Emails

New custom emails can be created from existing custom emails. This helps you create similar emails and then make minor changes to the new email template. There are two fields to create the copy: a field for naming the new template and a second for specifying which template the new email should be copied from.



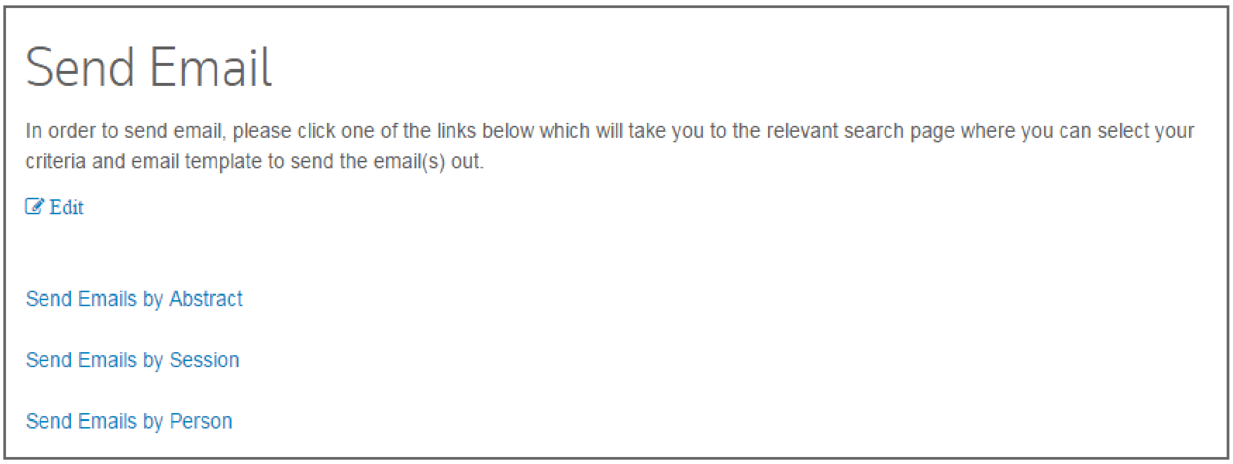
Email Attachments

Admins can attach files to system emails, custom emails, and speaker management emails. It is possible to remove an attachment when using the "**Edit Before Sending Email**". Attachment must be 6 megabytes or less in size.



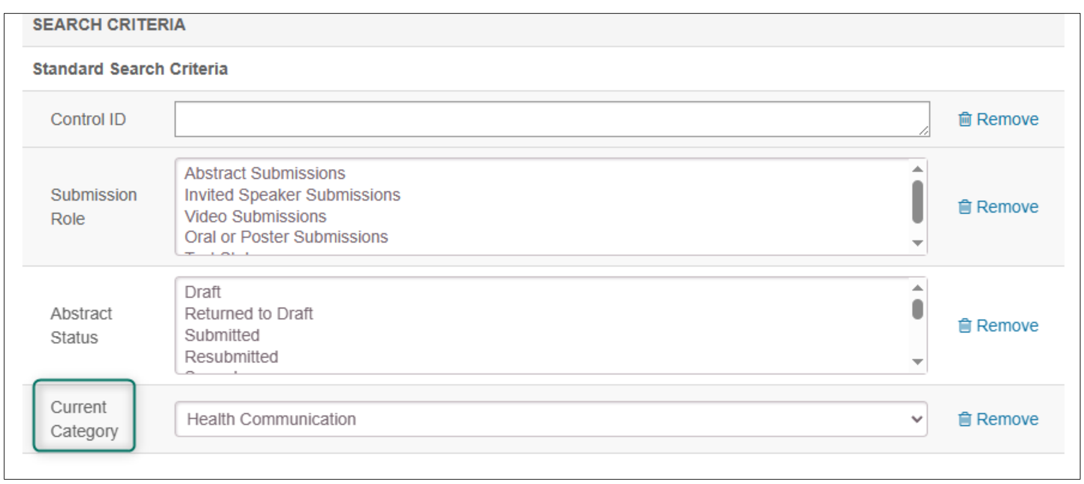
SEND EMAIL

Click **Send Email** under **Email Administration** to begin the process of sending your custom email. When you click **Send Email**, you will be given three choices for sending out the custom emails: by abstract, by session, or by people. Selecting one of these options will then take you to the **Search** functionality.



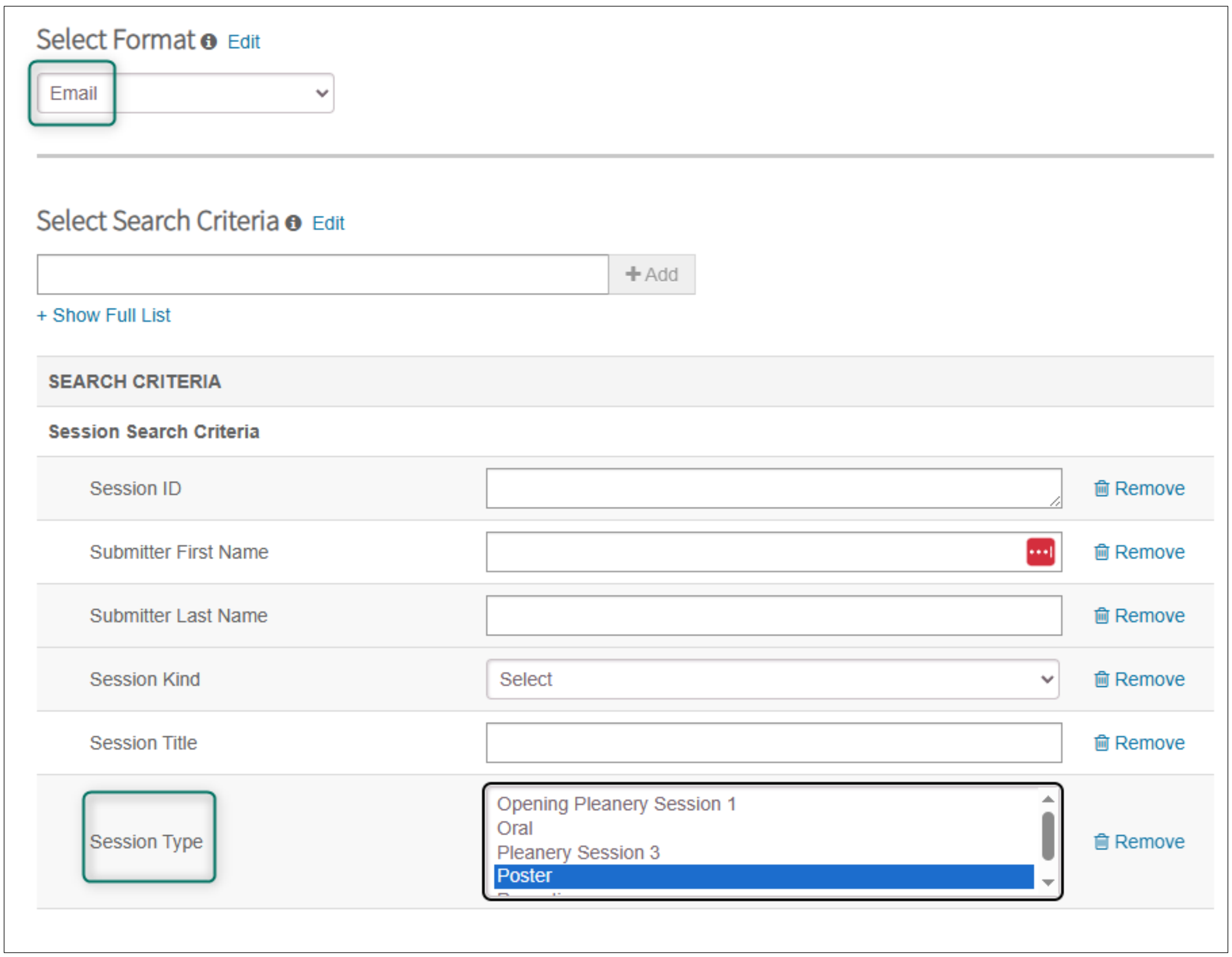
Abstract-based Emails

Select the Abstract format to begin. Using the Abstract selection, you can create your targeted set of data using the **Standard Search Criteria** and other select criteria. Select the **Email Format** to begin. The Abstract Search is abstract-based data. A typical **Abstract Custom Email** would be to search for all abstracts in a specific category (add Current Category from Select Search Criteria).



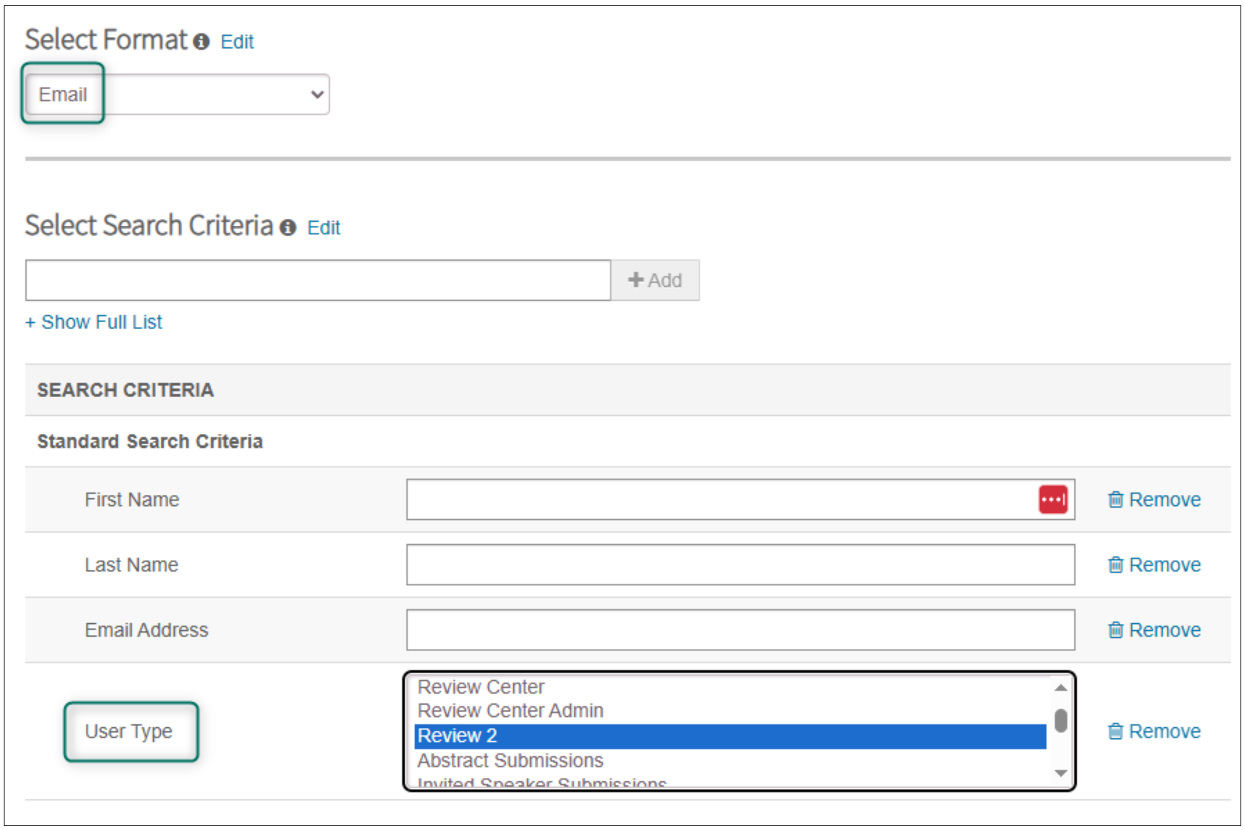
Session-based Emails

Using the **Session Search Criteria** section, you can create your targeted set of data using the **Standard Search Criteria** and other select criteria. Select the **Email Format** to begin. The Session Search is session-based data. A typical **Session Custom Email** would be to search for all sessions of a specific kind (poster sessions, for example).



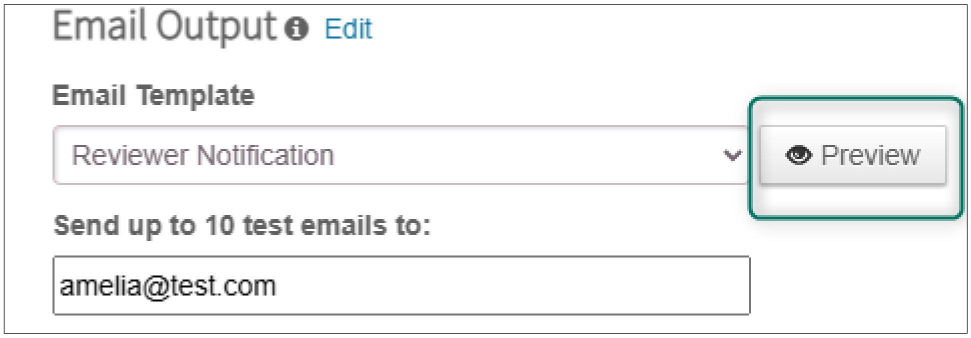
People-based Emails

Using the **People Search Criteria** selection, you can target emails to specific groups of users. To begin, select the **Email** format. Then using your template, select the search criteria you wish to use. A typical search would be to find all users with the Reviewer role.

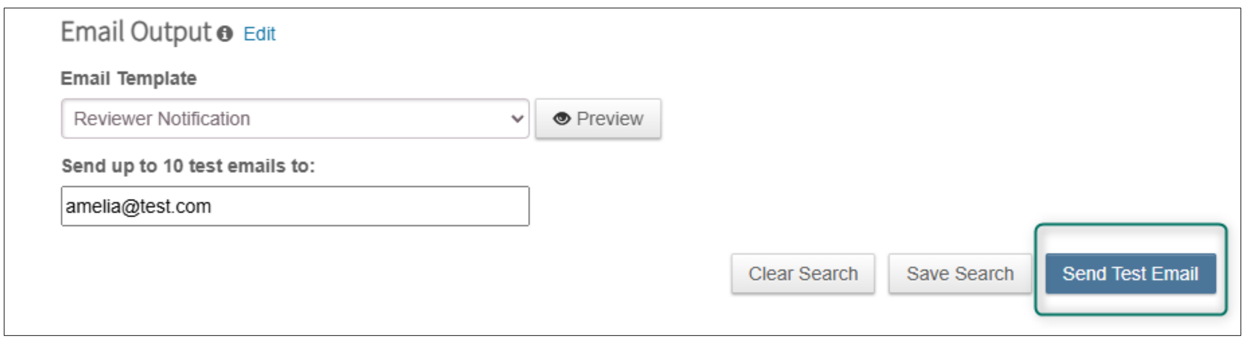


Sending Emails

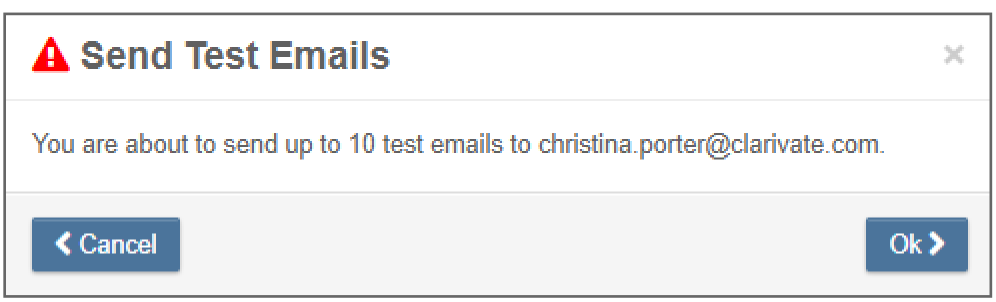
Whether you are using abstract, session, or people data for your Email creation/send, your next step is to choose your template. You will also be asked to test your custom email by having ten sample emails sent to your email address. You can also preview the template to assure your tagging is correct. Your test emails will pull in the data the tags represent.



After inputting the email and template data, click **Send Test Emails**.

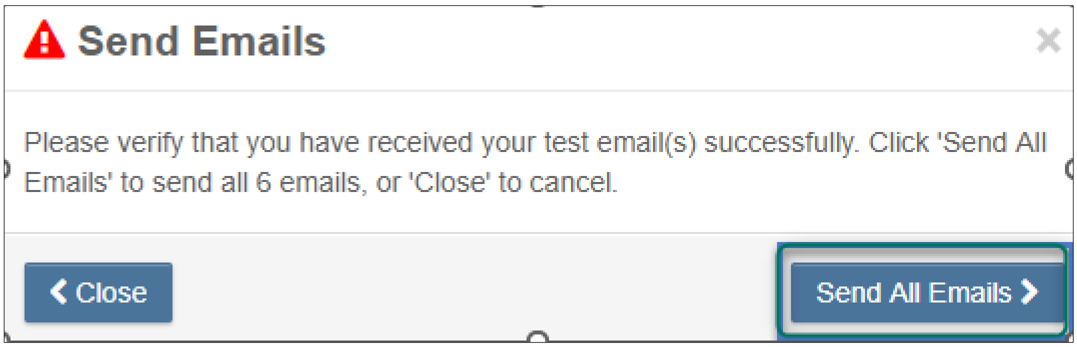


You will get a confirmation of the emails being sent to you. Click **Cancel** if you know you have an error before sending the test email. Sending test emails is first step of sending an email. Click **Ok** to send the test emails.



The emails will be sent to the email address specified. Preview your emails to assure your tags are displaying correctly and that formatting is correct. If you have an error in the email template that you want to fix, click on **Close** to return to the beginning of the email send process. Fix your template and begin by sending yourself 10 emails.

Click **Send All Emails** after you verify the template is correct. Your email send will then be complete. You will see a confirmation of each email that was sent.



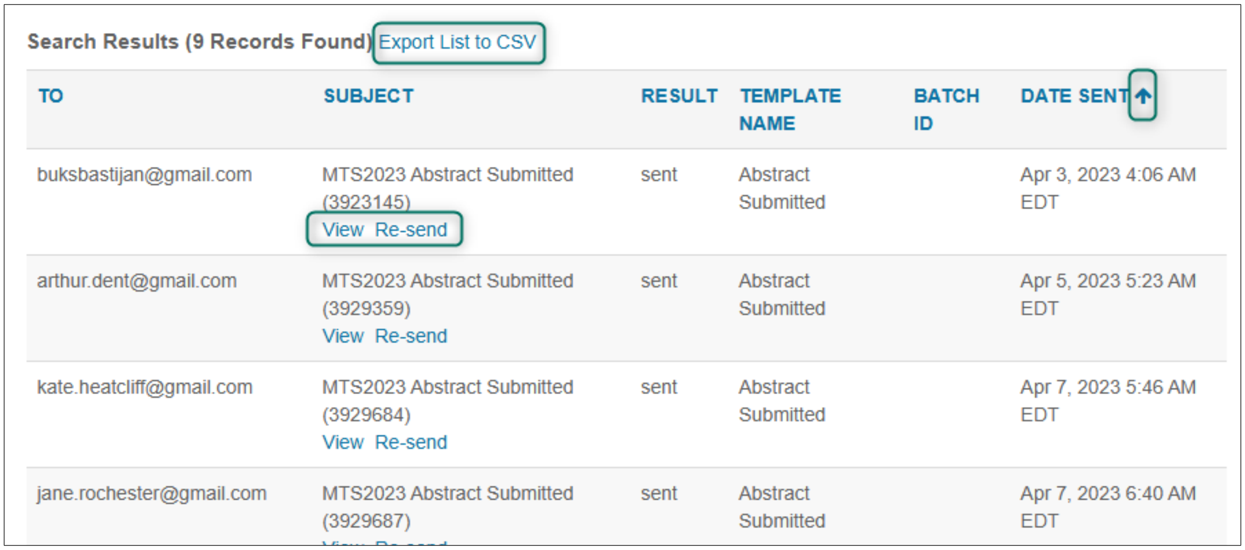
SEARCH FOR EMAILS

You can search for previously sent emails using the **Search Emails** function. There are several criteria to use to search for specific emails - From: email address and To: email address, Abstract ID, Session ID, or Batch ID. You may also search for all emails that used a specific template, for emails based on a time frame, as well emails based on CC: and BCC: fields or the email status.

Email Templates are grouped by type, custom and system email templates. Under each group, the templates are then ordered alphabetically by name. If you use Speaker Management, there will also be a section for Invitation emails.

In the search results, the date and time each email was delivered is available. In conjunction, you may download a .csv file of the search results for further manipulation in Excel. You can also order the search results by clicking on any column in the search results returned.

From the search results, you can view and manually resend emails. You can preview and edit recipients and contents prior to re-sending the email.



Search Results (9 Records Found) Export List to CSV

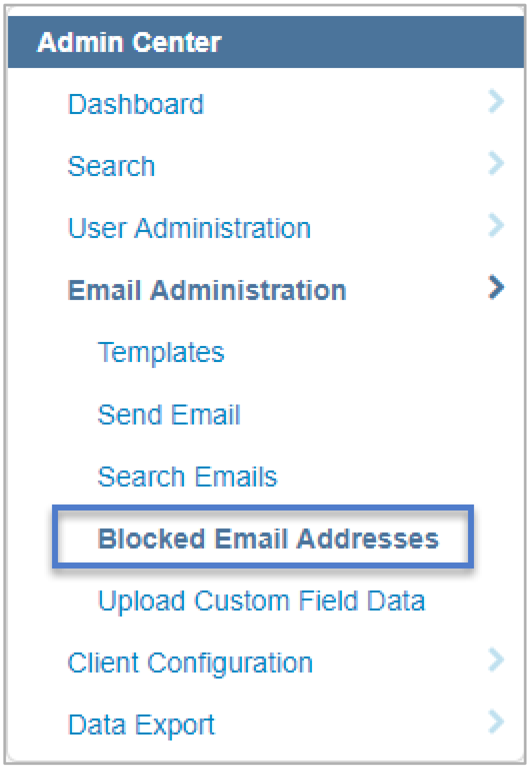
TO	SUBJECT	RESULT	TEMPLATE NAME	BATCH ID	DATE SENT
buksbastijan@gmail.com	MTS2023 Abstract Submitted (3923145) View Re-send	sent	Abstract Submitted		Apr 3, 2023 4:06 AM EDT
arthur.dent@gmail.com	MTS2023 Abstract Submitted (3929359) View Re-send	sent	Abstract Submitted		Apr 5, 2023 5:23 AM EDT
kate.heatcliff@gmail.com	MTS2023 Abstract Submitted (3929684) View Re-send	sent	Abstract Submitted		Apr 7, 2023 5:46 AM EDT
jane.rochester@gmail.com	MTS2023 Abstract Submitted (3929687)	sent	Abstract Submitted		Apr 7, 2023 6:40 AM EDT

SYSTEM BLOCKED EMAILS

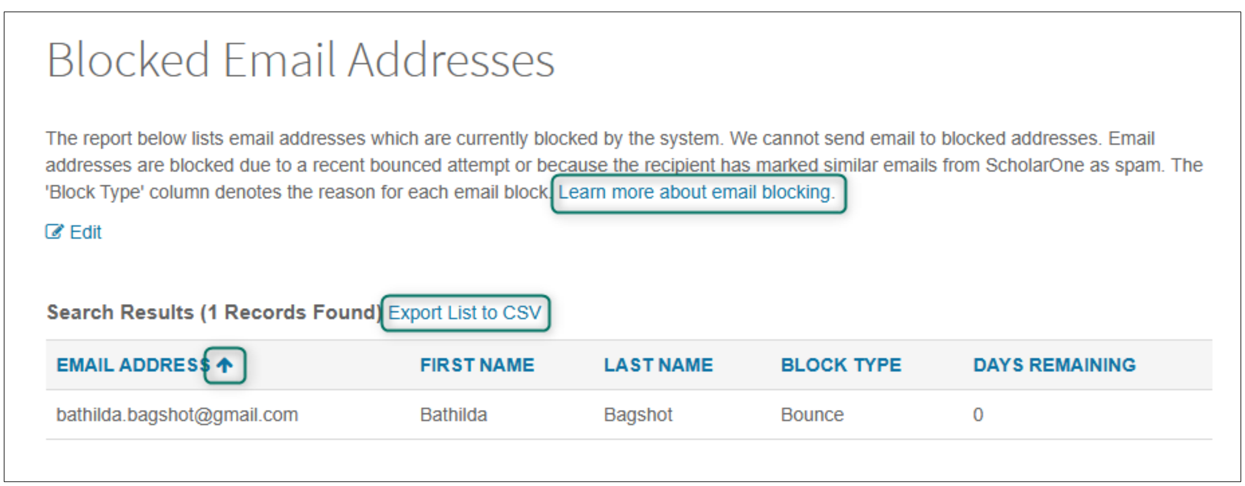
There are two types of email blocks:

- Bounce emails: email addresses that have expired, email addresses that are misspelled, or emails that go to inboxes which are full.
- Complaints: user has flagged the system email address as spam.

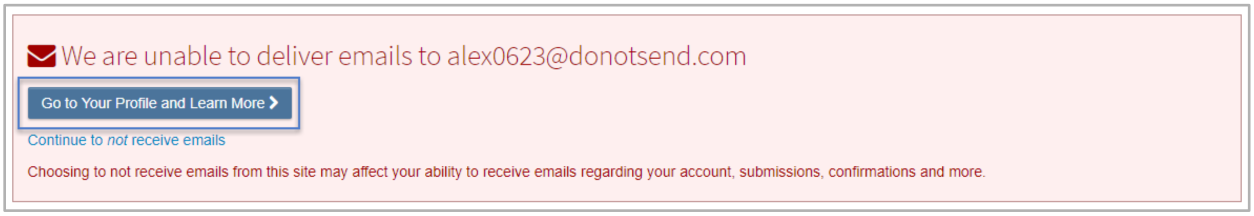
To monitor blocked addresses, view the **Blocked Email Addresses** report under **Admin>Email Administration>Blocked Email Addresses**. This report will include bounced email addresses and complaint email addresses.



The report can be sorted by any column and can be exported to a .CSV file. Click the **Learn More About Email Blocking** link to access the full email guidelines. The link is available in the instructions above the report results. The report also shows the number of days remaining before another email will be attempted on a bounced email.



When a user has a blocked address (bounce or complaint), they will be alerted when they login.



Blocked Emails: Bounces

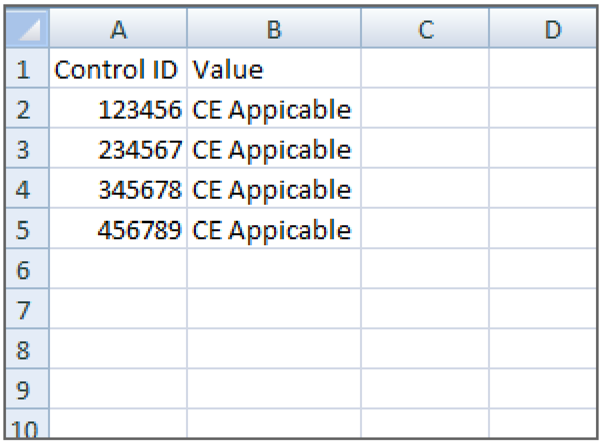
When an email is marked as a bounce, the system will not attempt to send another email to that address for 14 days. A user can access the account after 14 days to verify the email address and to resume receiving emails. At any time, a user can update the account's email address to immediately resolve the email issue.

Blocked Emails: Complaints

For complaint bounces, the system will not attempt another email send until the user confirms they wish to receive emails again. Users can restart emails to their address at any time but must first unmark the email as spam in their email client. Holds on complaint bounces do not carry the 14-day suppression.

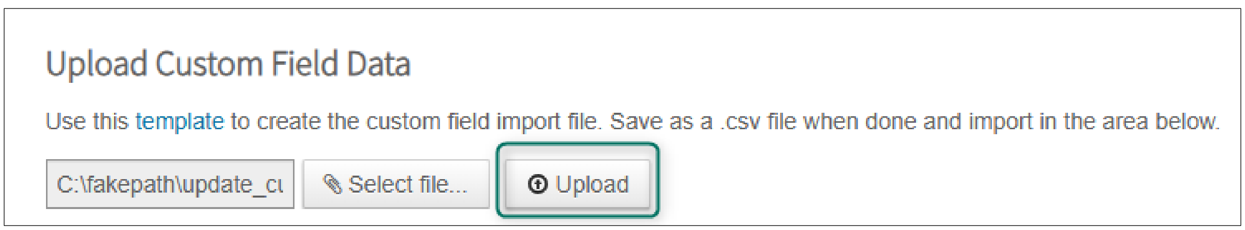
UPLOAD CUSTOM FIELD DATA

A Society may wish to send out emails including data not part of the system and therefore not readily obtainable via a variable tag. This section in **Emails** allows you to populate a special field in the database with your unique data. A tag can then be created to house this data. The tag used is called **##custom_field_1##.** ***A template is provided for the input file***. Here is a sample template:



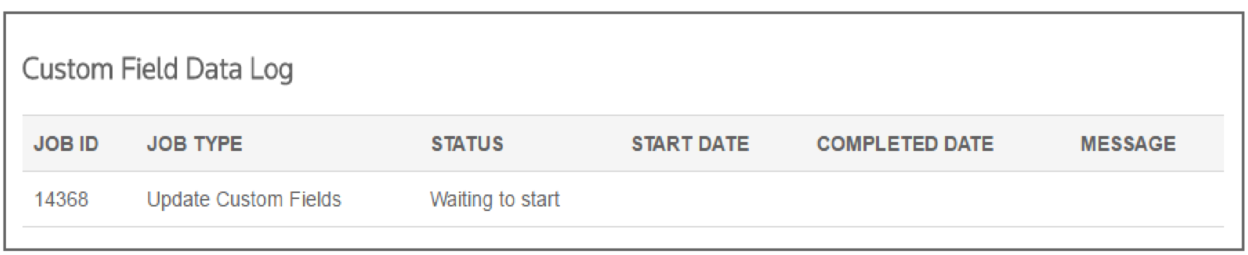
	A	B	C	D
1	Control ID	Value		
2	123456	CE Applicable		
3	234567	CE Applicable		
4	345678	CE Applicable		
5	456789	CE Applicable		
6				
7				
8				
9				
10				

Once the template is complete, save it as a .csv file and upload it using the file upload.



Only one data set can be imported at a time. To remove previous data, insert "**blank**" in the value column of the template and upload it as a new template.

A Custom Field Data Log is available for reference.

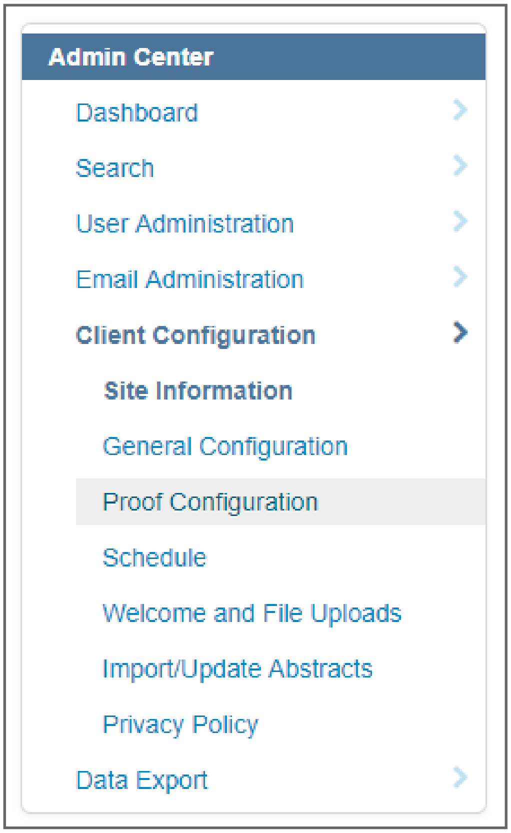


Custom Field Data Log

JOB ID	JOB TYPE	STATUS	START DATE	COMPLETED DATE	MESSAGE
14368	Update Custom Fields	Waiting to start			

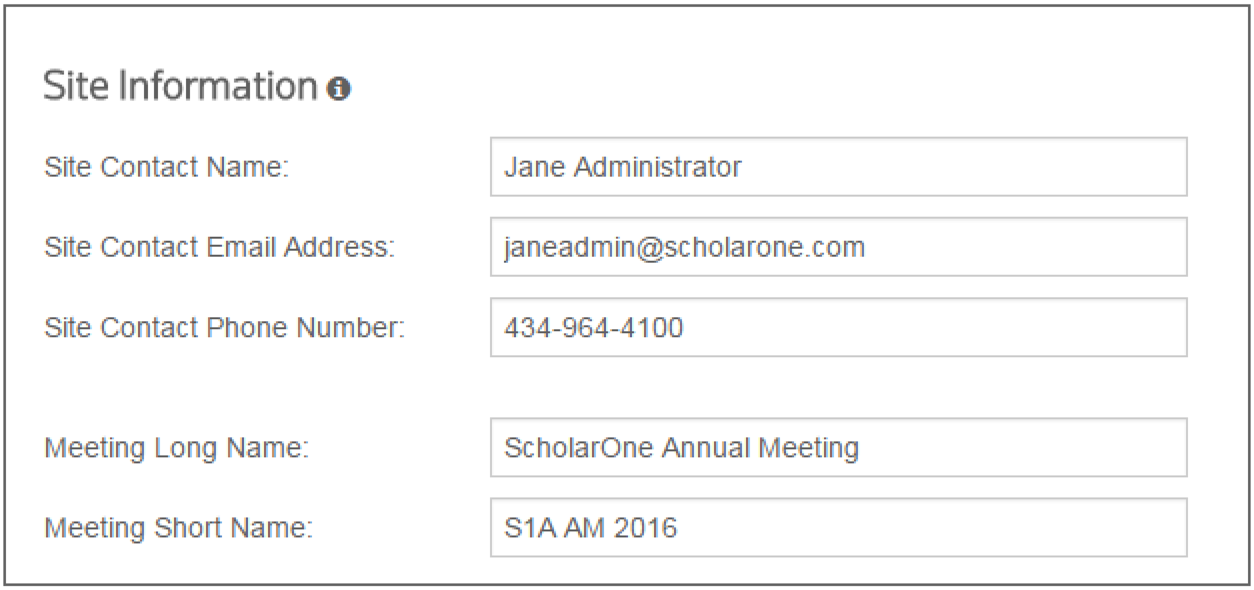
CLIENT CONFIGURATION

This section of Administration gives you the flexibility to configure certain parts of the system including some sections previously inaccessible to an Admin.



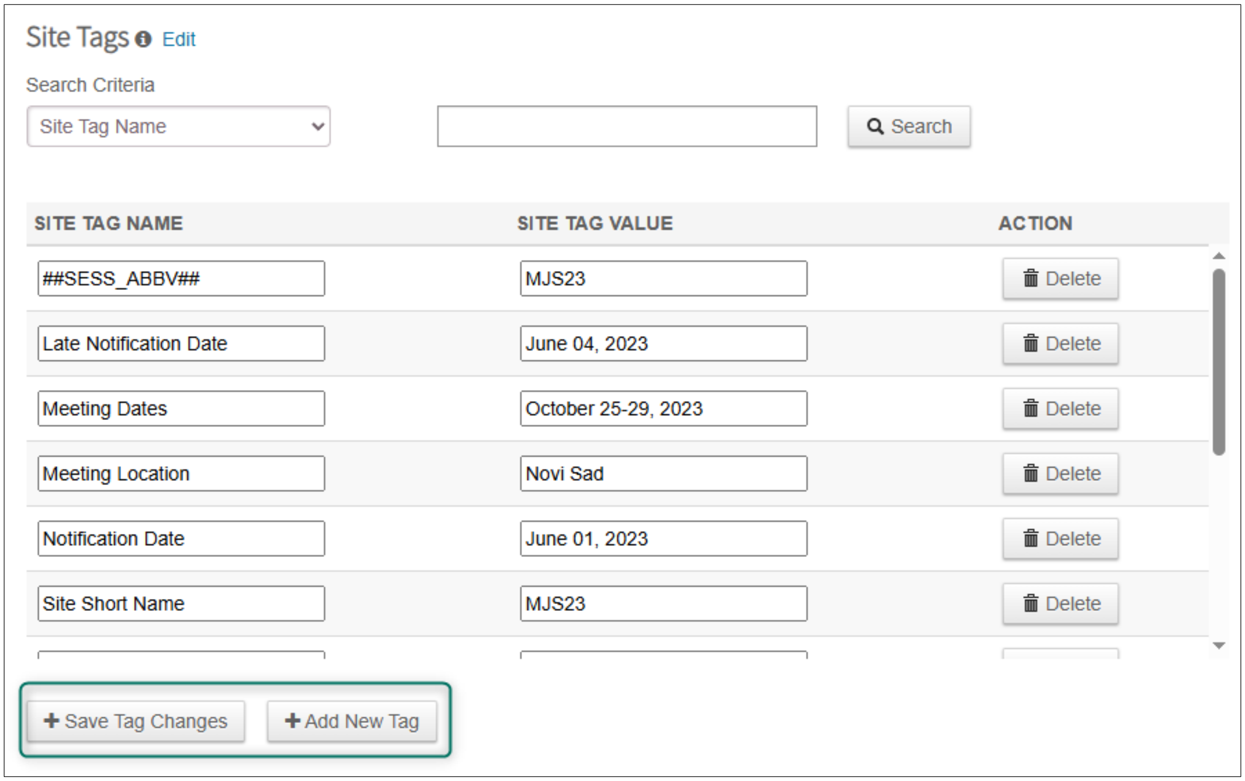
SITE INFORMATION AND SITE TAGS

Site information tags are applicable to every site. There are five tags that must be configured for use in emails and instruction pages. They are: Site Contact Name, Site Contact Email Address, Site Contact Phone Number, Meeting Long Name and Meeting Short Name. These tags are useful in setting up signatures in emails, creating the Welcome Page message, and all instructions throughout the site.



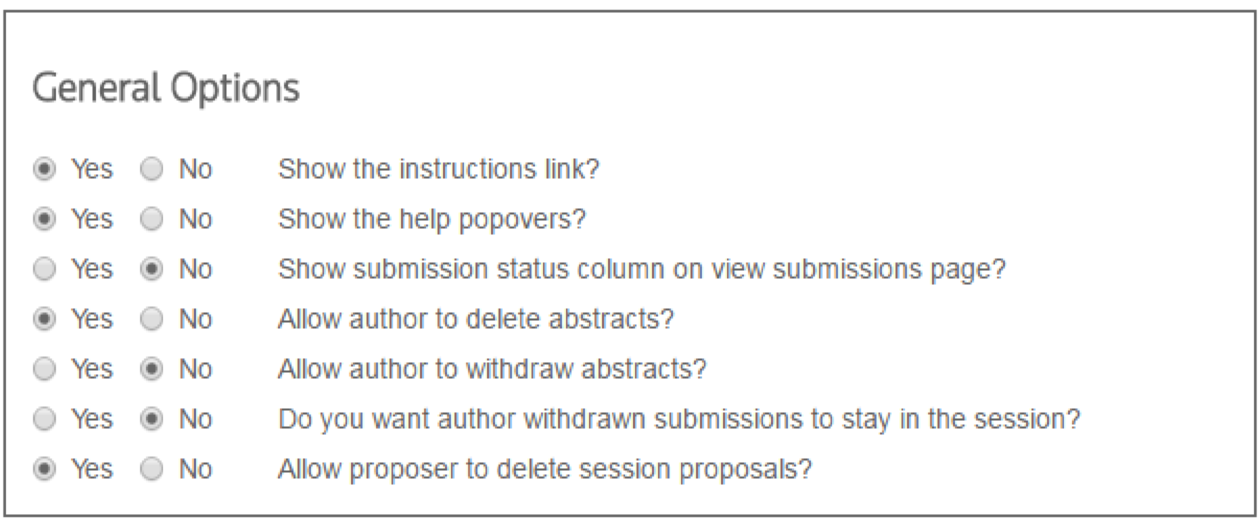
Site Tags are unique tags that you can create to use in emails and instruction pages. You may wish to have a tag for Notification Date, for example. This lets you change the tag value at any time and emails and instructions will all be automatically updated. Site tags will appear in all capital letters at the top of the tag list.

To add a new tag, click **Add New Tag** at the bottom of the tag list. If you change a tag value, update the list by clicking on **Save Tag Changes**.



GENERAL CONFIGURATION

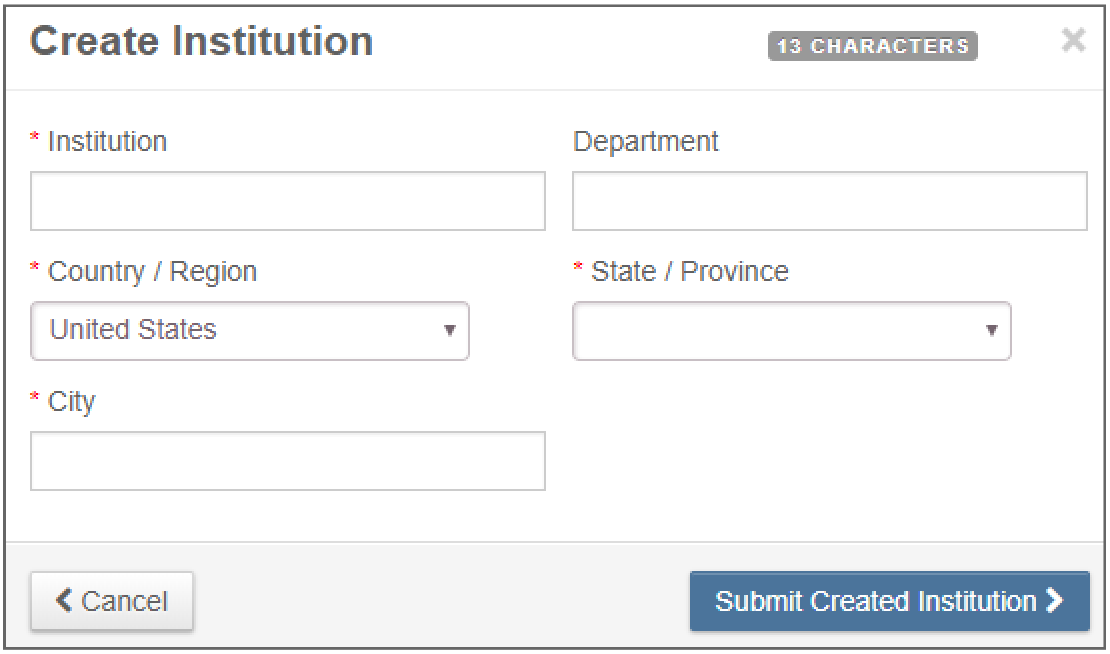
There are several items under **General Configuration**. This section provides control of key user functionality available within the **Submission** and **Session Proposal** centers.



- Show the instructions link: this option allows you to control whether the “Full Instructions” link displays to users in the Submission and Session Proposals centers.
- Show the help popover: this option allows you to determine whether the help popovers appear for the user.
- Show submission status column on view submission page: this allows an author to see what status an abstract is in at that moment. The decision status would show here.
- Allow authors to delete abstracts: this prevents an author from accidently deleting an abstract during the submission period.
- Allow authors to withdraw abstracts: this prevents an author from accidently withdrawing a submission. This makes the admin the only one with the ability to withdraw abstracts.
- Do you want author withdraw submissions to stay in the session: this prevents an author from withdrawing an abstract that has already been sessioned. It also allows you to control what abstracts are in each session, especially when sessioning is final.
- Allow proposer to delete session proposals: if configured for proposals, this allows you to maintain the integrity of a session that has already been sessioned in the Session Center.

Institution List

Next is the **Institution List** feature. Upload a set of common institutions so that when an author creates an account or adds co-authors, the institution field will automatically populate once the first few letters are typed in by the user.



There is a 300-entry limit to the institution list. You can cut and paste the list into the text block or use a file upload link. To obtain the file upload link; upload a .txt file in the **Welcome and File Upload** section of **Client Configuration**. Insert the link in the **Institution List** box.

Submission and Session Proposal Text Editor Functions

Submission Text Editor Functions limit the types of formatting an author can use in the title, body, and images sections of the submission. To turn off bolding of a title for example, uncheck the **Bold** option under the **Title** section. The items that can be turned off are Bold, Italicize, Underline, Subscript, Superscript, and Capitalize. The Capitalize function converts the first letter of each word to a capital letter. For example: This Is An Example Of A Capitalized Title. This is a common editor option to turn off.

Submission Text Editor Options

TEXT EDITOR OPTIONS	TITLE	BODY & IMAGES
Bold	☐	☐
Italics	☑	☑
Underline	☑	☑
Subscript	☑	☑
Superscript	☑	☑
Capitalize	☐	☐

System Page Instructions

System Page Instructions gives you quick access to some instructional pages that are difficult to navigate to normally. By clicking Edit, you can update any of these pages with your society specific language. **Login** is one page that is commonly updated via the **System Page Instructions**.

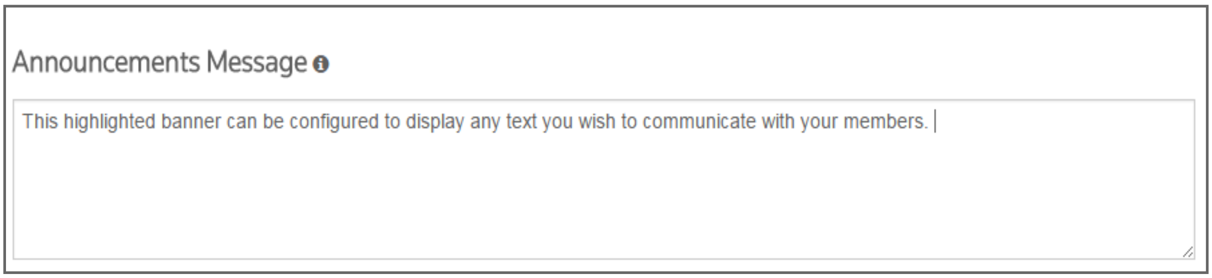
System Page Instructions

Please report all login screen deadline extensions to your Client Manager so they can update the site's schedule and inform Technical Support of the change.

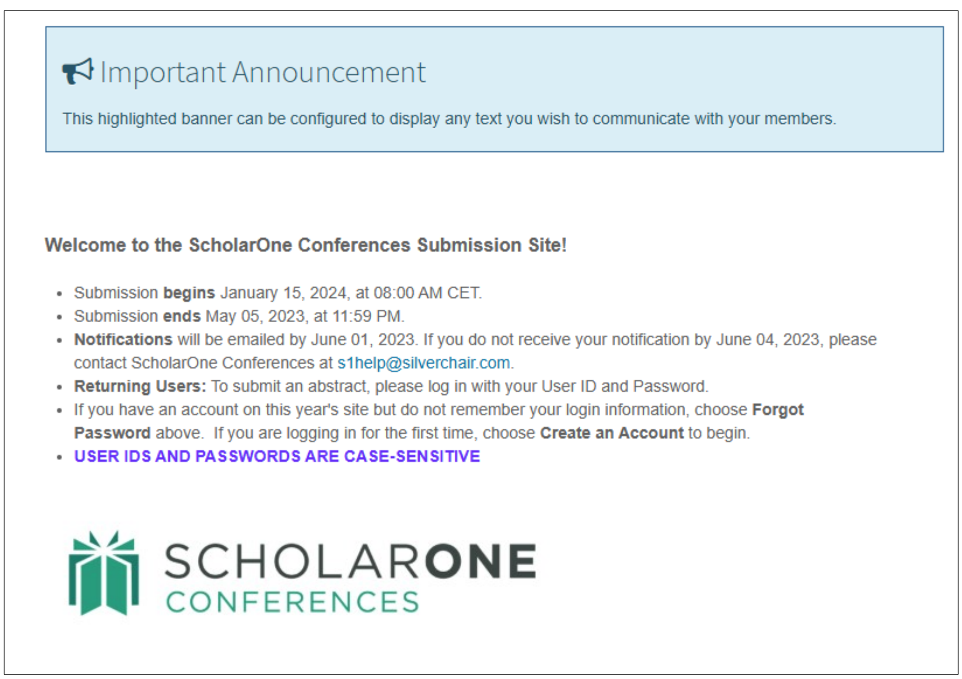
PAGE	EDIT INSTRUCTIONS
Create New Password	Edit
Multiple Role Selection	Edit
Login	Edit
Forgot Password	Edit
Access	Edit
Disclosures	Edit
Itinerary Planner Shared Session/Event Details	Edit
Itinerary Planner Shared Presentation Details	Edit
Popup for session proposal details	Edit

Announcement Message

The Announcement Message is available for configuring the **Announcement Box** that appears on the Login page and Welcome Page (single-sign-on users only). The announcement box is often used to announce an important message to the authors, such as a change in a submission deadline or when notifications are due to be distributed. ScholarOne may also use this message box to announce events such as downtimes and system upgrades. The message can be configured using HTML or plain text.



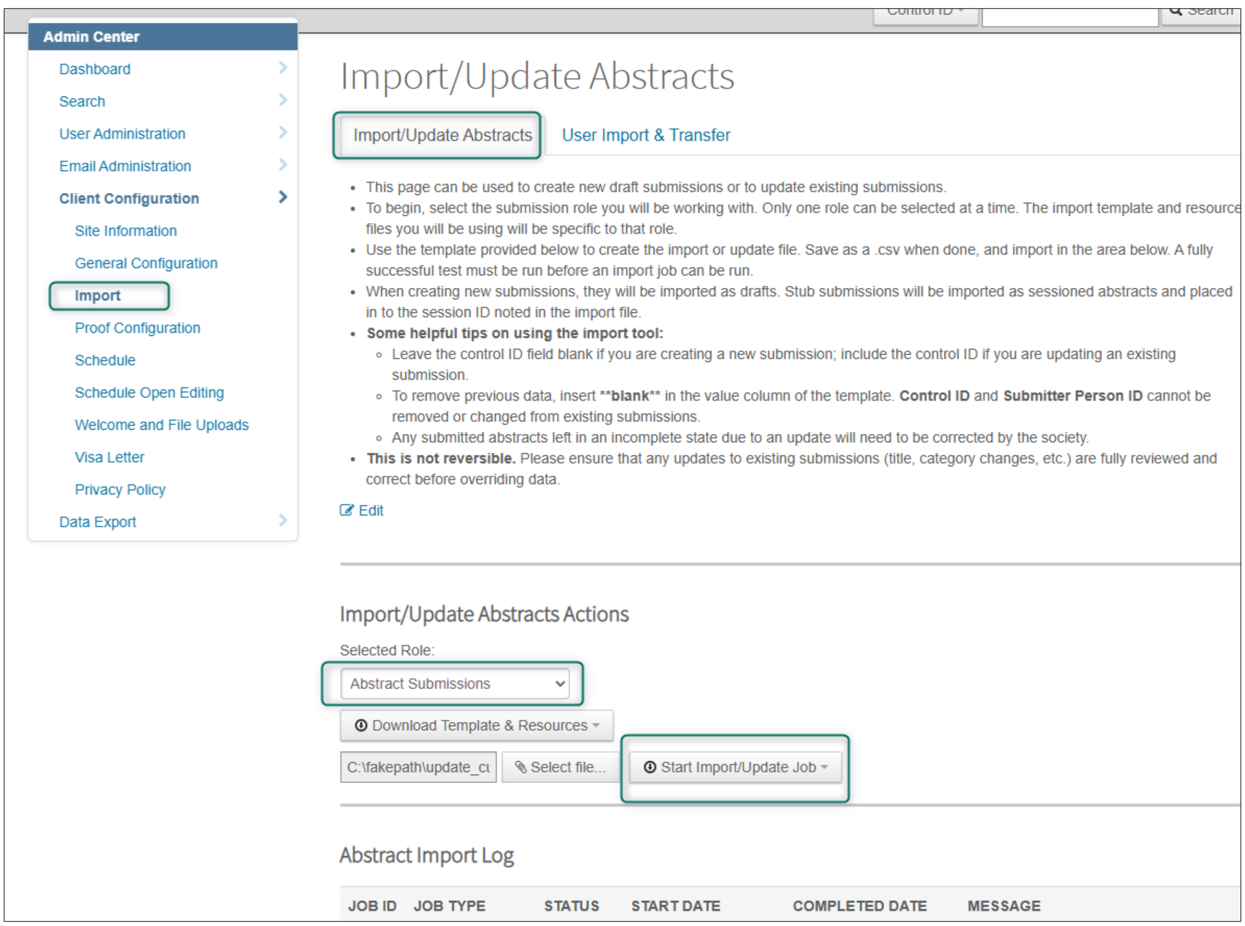
An example of an Announcement Message is below.



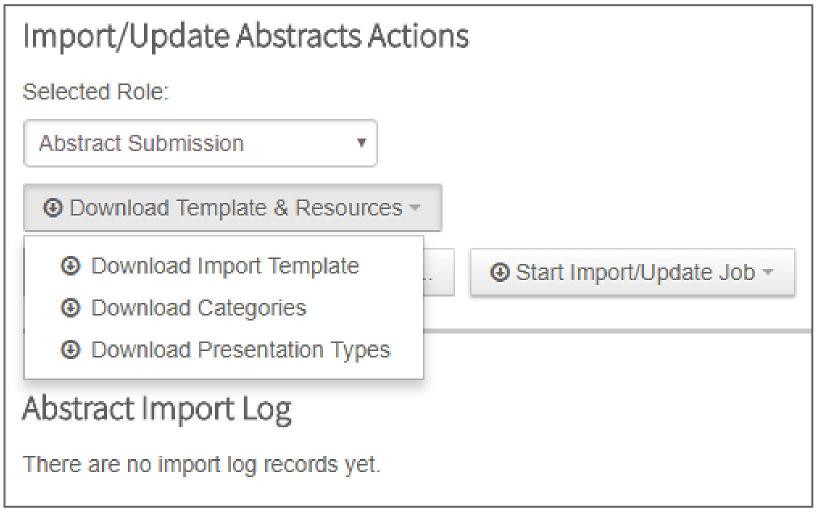
IMPORT

Import/Update Abstracts

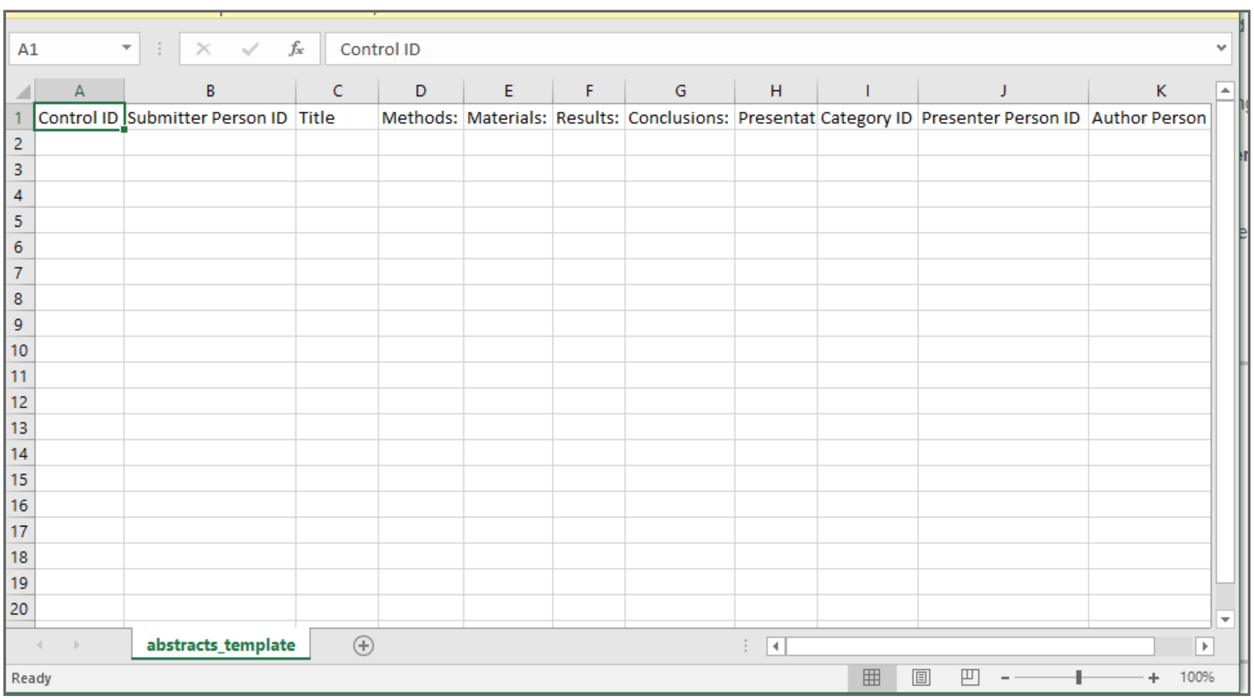
You can also create draft submissions or update existing submissions by uploading a template. The image below details the instructions and notes to perform the upload. You will need to first select a role and then create your import template. Once your template is complete, you will select the file from your drive and select **Start Import/Update Job.** Only one template can be used per role, however you may do multiple imports. You are ***required*** to perform a test before the full import will execute.



When creating new submissions, they will be imported as drafts. Stub submissions will be imported as sessioned abstracts and placed into the session ID noted in the import file. Your first step is to select the template and resource files. The templates and resource files are based on the submission role you choose.



Below is a sample of a template used for an import. This template can be used for both full imports and for updates. Careful attention needs to be paid to the **Submission Role** as this determines which submission template is used.



To remove earlier data, place **blank** in the value for that column. Control ID and Submitter Person ID cannot be removed or changed in existing submissions.

Any submitted abstracts left in an incomplete state due to an update will need to be corrected by the society. The incomplete abstracts can be found using the **Incomplete Submitted Abstracts** report found on the Submission Dashboard (referenced earlier).

This is not reversible. Please ensure that any updates to existing submissions (title, category changes, etc.) are fully reviewed and correct before overriding data.

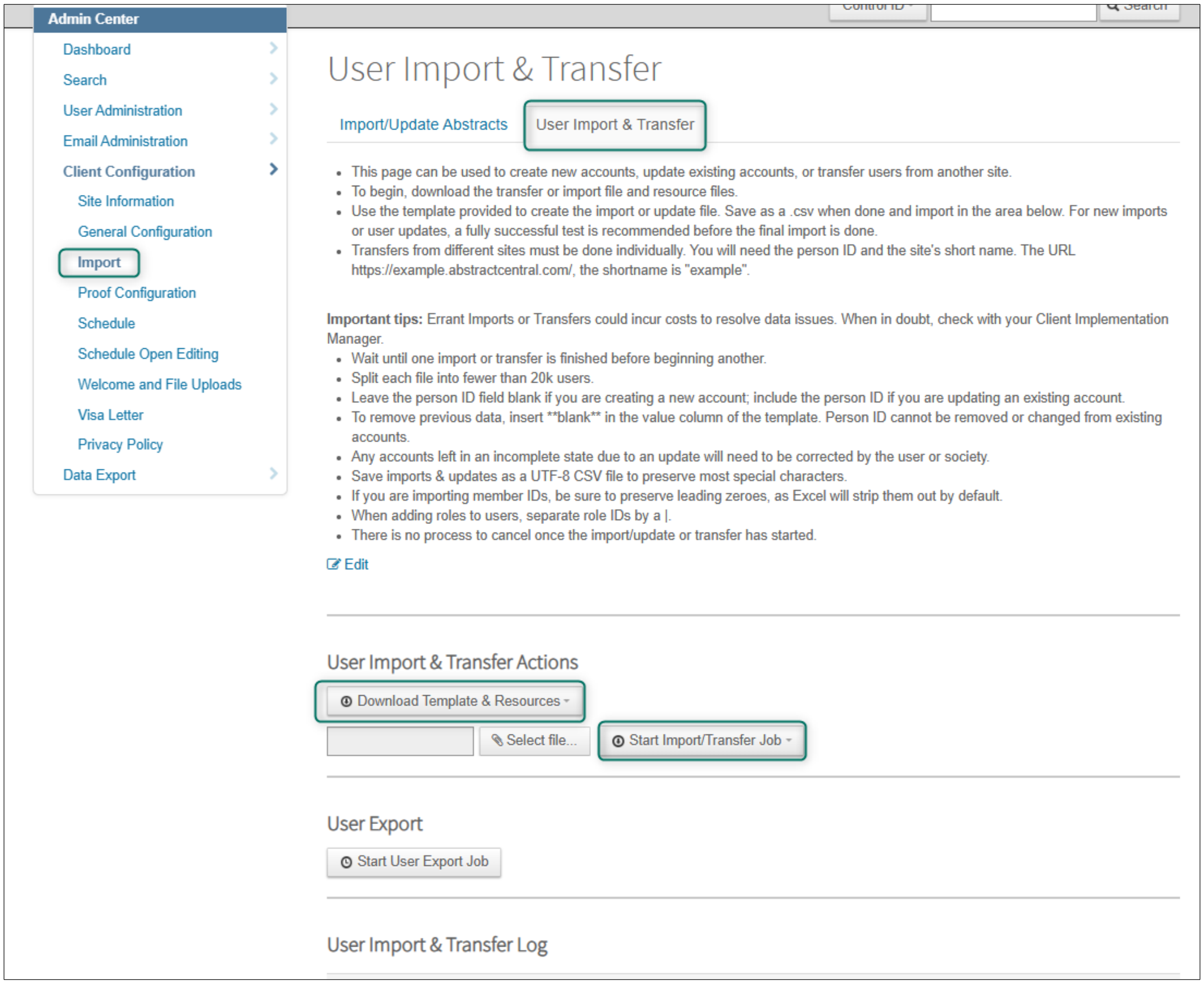
User Import & Transfer

You may wish to create new accounts in ScholarOne Conferences for a number of reasons. Some common scenarios are included below.

- Adding Reviewers, Chairs, Hosts, Sessioners, and/or Invited Speakers from an external list
- Importing accounts from your database in advance of the site opening, in order to simplify the process of adding co-authors to a submission.

Note that accounts can be imported at any time in batches throughout your meeting cycle. The process for mass importing users to a site without Single Sign-On (SSO) is different than it is for a site with SSO.

If you need further instructions on Import and Transfer accounts, please contact your Implementation Consultant for specific guides.


Admin Center
Dashboard
Search
User Administration
Email Administration
Client Configuration
Site Information
General Configuration
Import
Proof Configuration
Schedule
Schedule Open Editing
Welcome and File Uploads
Visa Letter
Privacy Policy
Data Export
User Import & Transfer
Import/Update Abstracts
User Import & Transfer
This page can be used to create new accounts, update existing accounts, or transfer users from another site.
To begin, download the transfer or import file and resource files.
Use the template provided to create the import or update file. Save as a .csv when done and import in the area below. For new imports or user updates, a fully successful test is recommended before the final import is done.
Transfers from different sites must be done individually. You will need the person ID and the site's short name. The URL https://example.abstractcentral.com/, the shortname is "example".
Important tips: Errant Imports or Transfers could incur costs to resolve data issues. When in doubt, check with your Client Implementation Manager.
Wait until one import or transfer is finished before beginning another.
Split each file into fewer than 20k users.
Leave the person ID field blank if you are creating a new account; include the person ID if you are updating an existing account.
To remove previous data, insert **blank** in the value column of the template. Person ID cannot be removed or changed from existing accounts.
Any accounts left in an incomplete state due to an update will need to be corrected by the user or society.
Save imports & updates as a UTF-8 CSV file to preserve most special characters.
If you are importing member IDs, be sure to preserve leading zeroes, as Excel will strip them out by default.
When adding roles to users, separate role IDs by a |.
There is no process to cancel once the import/update or transfer has started.
Edit
User Import & Transfer Actions
Download Template & Resources
Select file...
Start Import/Transfer Job
User Export
Start User Export Job
User Import & Transfer Log

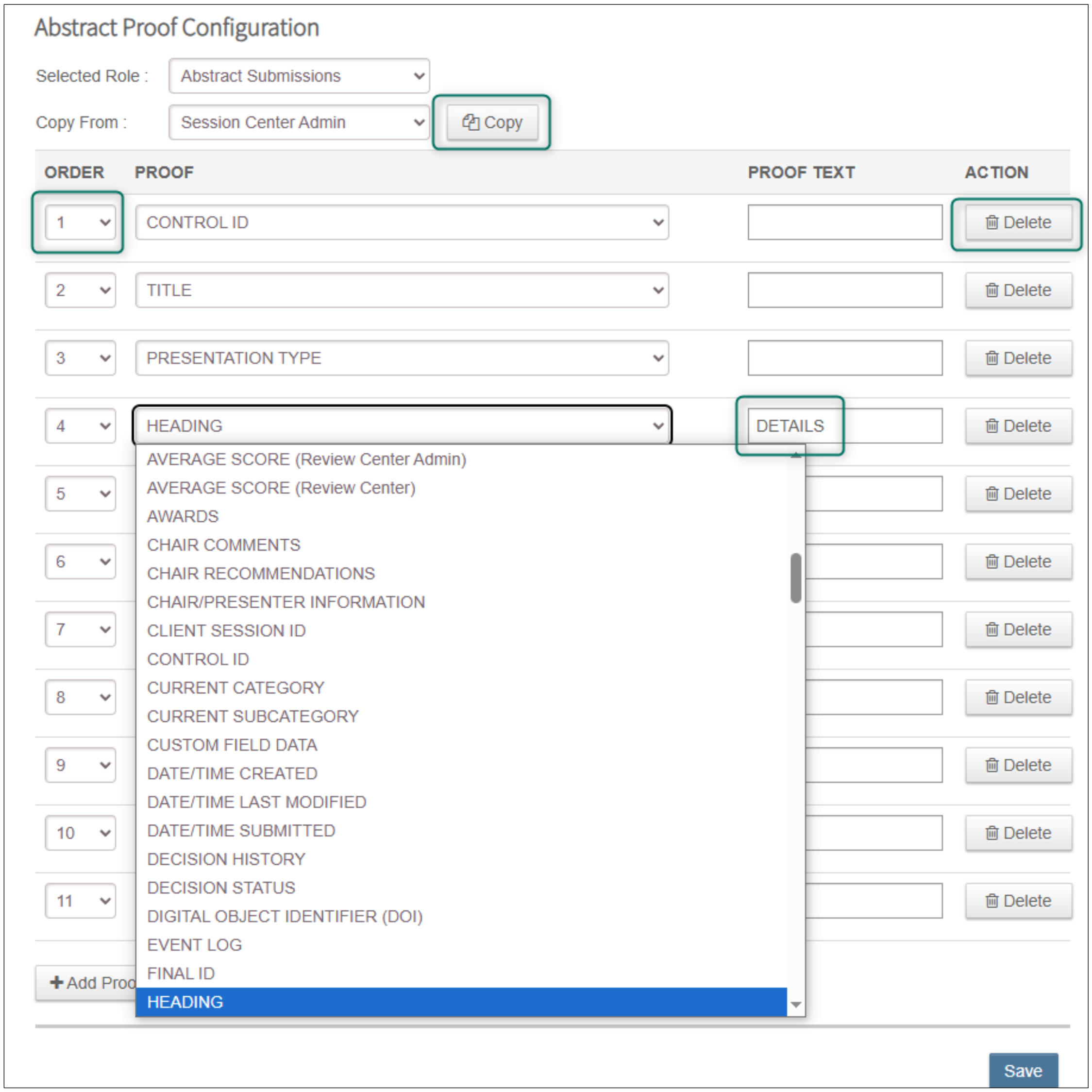
PROOF CONFIGURATION

Abstract Proof

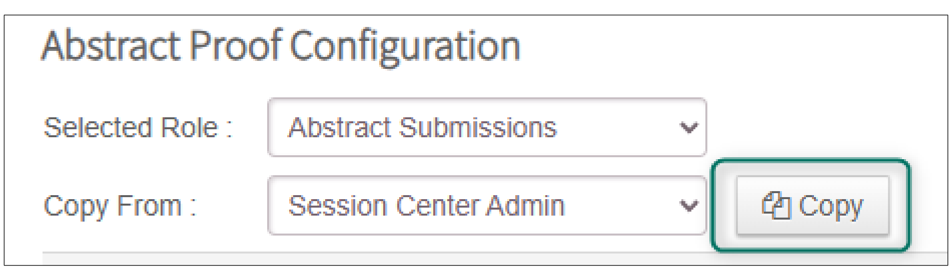
Abstract Proof configuration is a necessary step for each role on your site. By clicking on an abstract's Control ID, a user should see a fully configured proof. It is very helpful to have role-specific proofs. For example, a submission role proof will have all the data entered by the author, including custom questions. A Reviewer proof may have other data elements including Average Score or Reviewer Comments.

Using the dropdowns, select each data elements you wish to include on each specific proof. To group data elements, select the **Heading** option in the proof items dropdown and then input your label in the field to the right. Some items that are often grouped are table and image information. The **Order** column allows you to reorder proof items as needed. To add additional proof items, click **+Add Proof Item** and select the new item from the dropdown to add it to the proof.

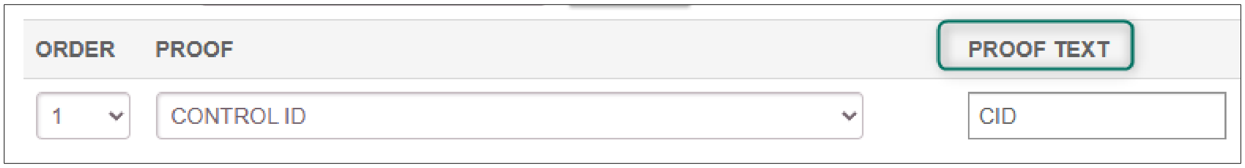
If you have a proof configured that will be the same for another role (or similar), you can copy the proof to the second role. Select the role for which you would like to create a new proof for in the Selected Role field. Then select the role to copy a proof from in the **Copy From:** field at the top of the proof configuration. Then select **Copy**. Once copied, the second role's proof can be updated or modified so that it is specific to that role.



Note: Any role specific questions cannot be copied between roles. These fields will show as Blank on the resulting new role proof.



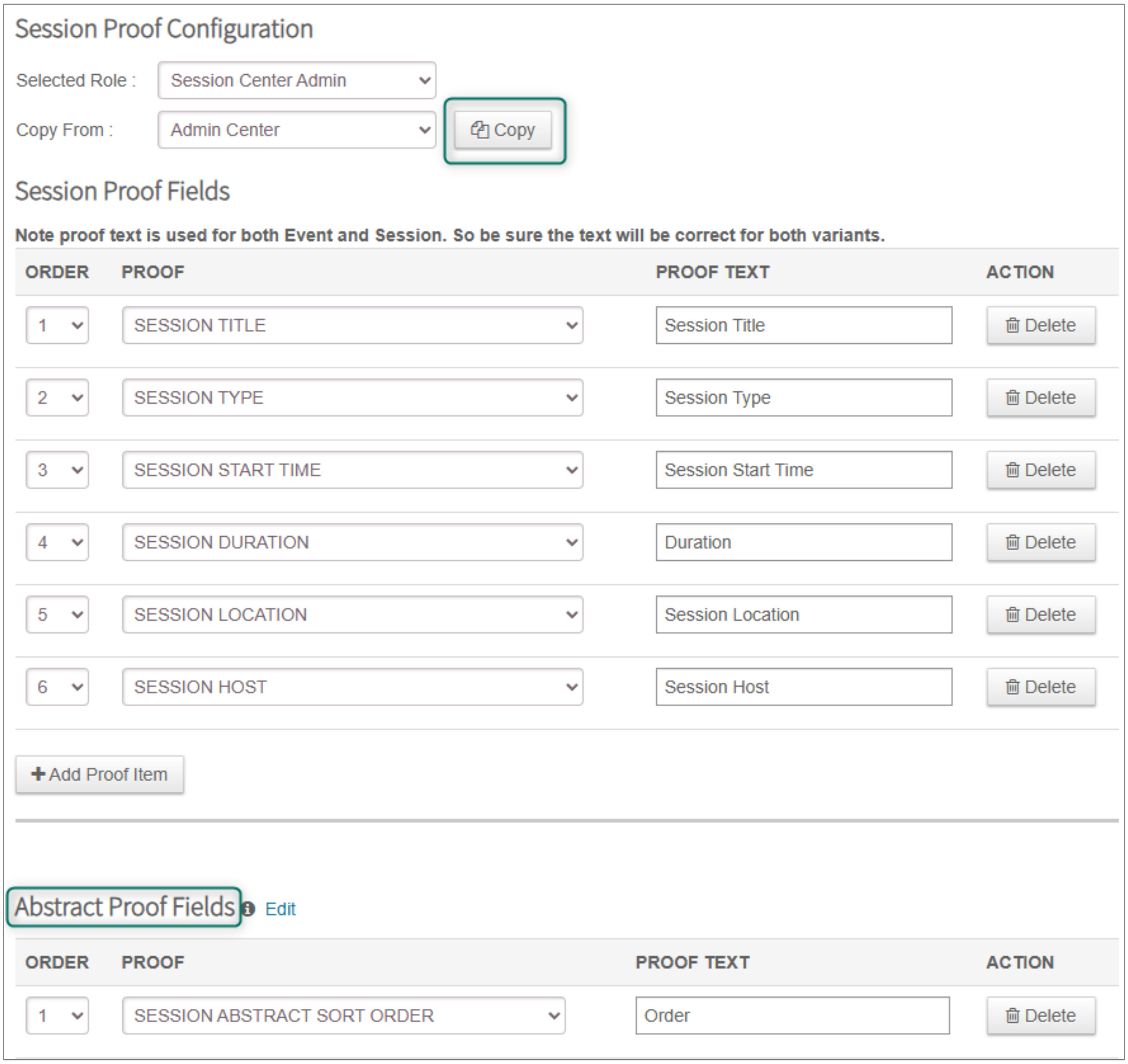
In the Proof text column, you can re-word the data element to customize it for your site.



Session Proof

As with abstracts, you will need to configure **Session Proofs** for viewing sessions. For example, you will have a **Session Admin Proof** that will likely include all the applicable data elements for a session, but you may have a **Sessioner Proof** that has only a subset of data elements pertinent to a **Sessioner**. For the **Session Proof**, you may use the **Order** column to reorder the data elements and use the **Delete** button to remove unwanted data points. Session proofs, like abstract proofs, can be copied from one role to another using the **Copy** function. Use the **Proof** text column to alter a proof item's wording. To add additional proof items, click +Add Proof Item and select the new item from the dropdown to add it to the proof.

The abstract proof fields are at the bottom of the **Session Proof.** To make a complete **Session Proof**, include both session details and abstract details. The label for a session or abstract data point can be customized in the **Proof Text** field. Use the **Order** column to change the order of the proof elements. Standard proof elements can be removed with the **Delete** button. To add or change a proof option, select the dropdown to see a listing of the proof options.



Note: There is a limit of 8 items that can be added for abstract proof fields on the session proof. Once you have reached 8 fields, the ADD PROOF ITEM will be grayed out.

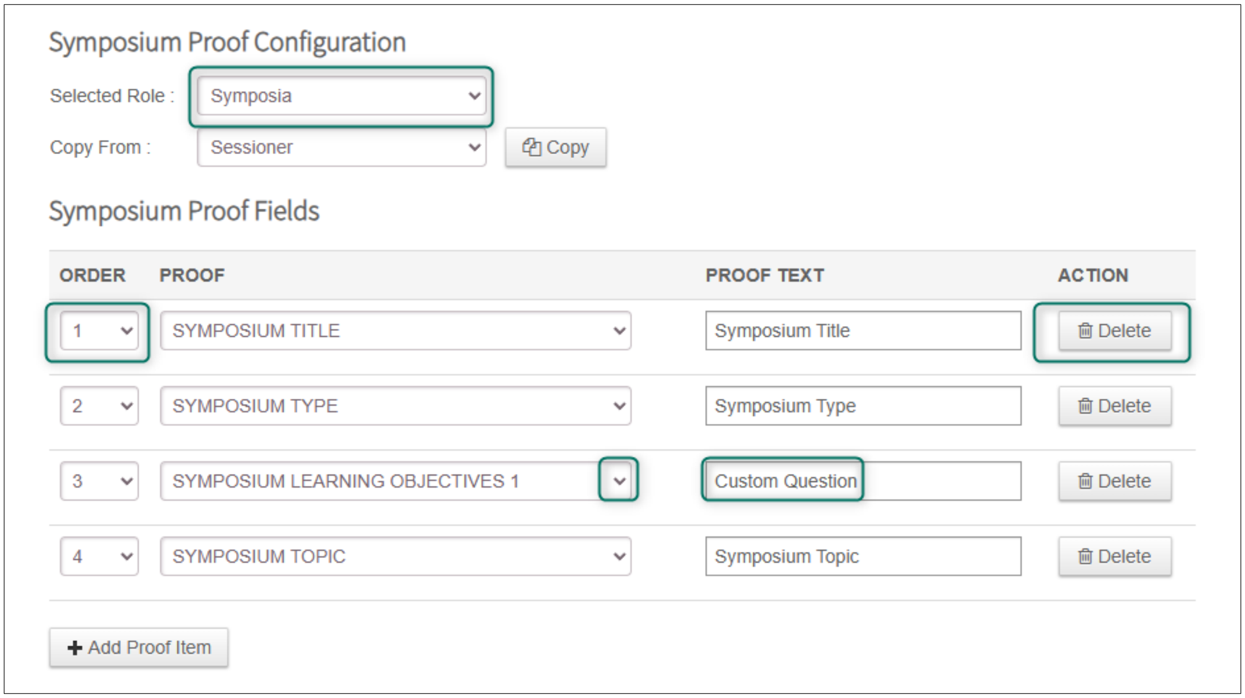
Symposia Proof

If your site is configured to use Symposia, you will also see a tab for **Symposium Proofs**. For the **Symposium Proof**, you may use the **Order** column to reorder the data elements and use the **Delete** button to remove unwanted data points. Symposium proofs, like abstract proofs, can be copied from one role to another using the **Copy** function. Use the **Proof** text column to alter a proof item's wording. To add additional proof items, click **+Add Proof Item** and select the new item from the dropdown to add it to the proof.

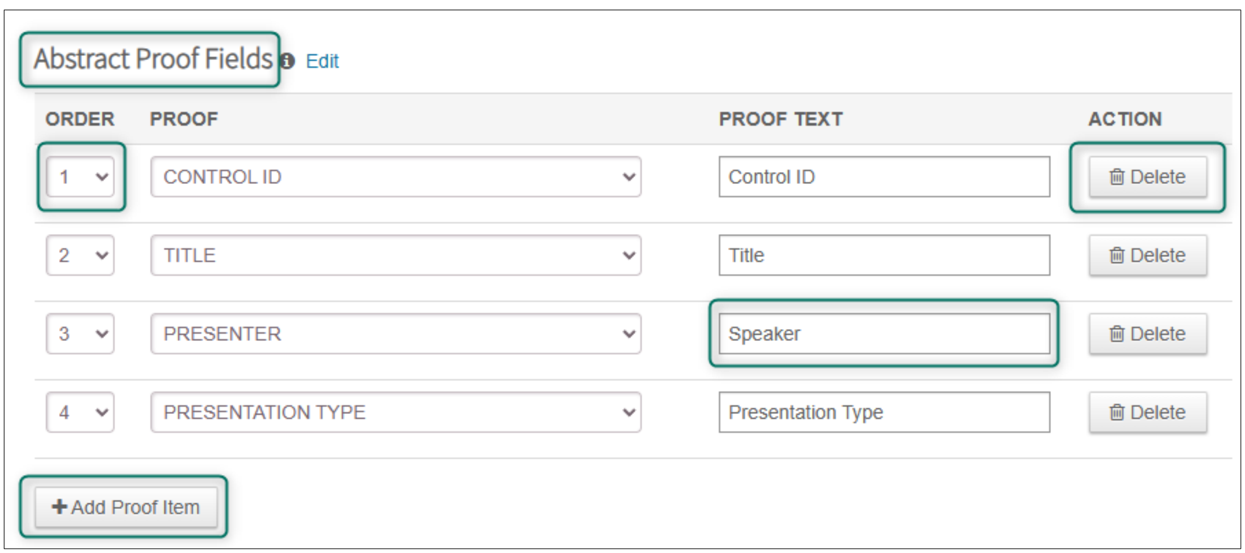
The abstract proof fields are at the bottom of the **Symposium Proof.** To make a complete **Symposium Proof**, include both symposium details and abstract details. When viewing the proof, Admins will see the Symposium details at the top, then unassigned abstracts (those not assigned to a session) under the symposium details. They will then be followed by the session proofs for those sessions tied to the symposium.

The label for a symposium or abstract data point can be customized in the **Proof Text** field. Use the **Order** column to change the order of the proof elements. Standard proof elements can be removed with the **Delete** button. To add or change a proof option, select the dropdown to see a listing of the proof options.

Note: There is a limit of 8 items that can be added for abstract proof fields on the symposium proof. Once you have reached 8 fields, **ADD PROOF ITEM** will be grayed out.



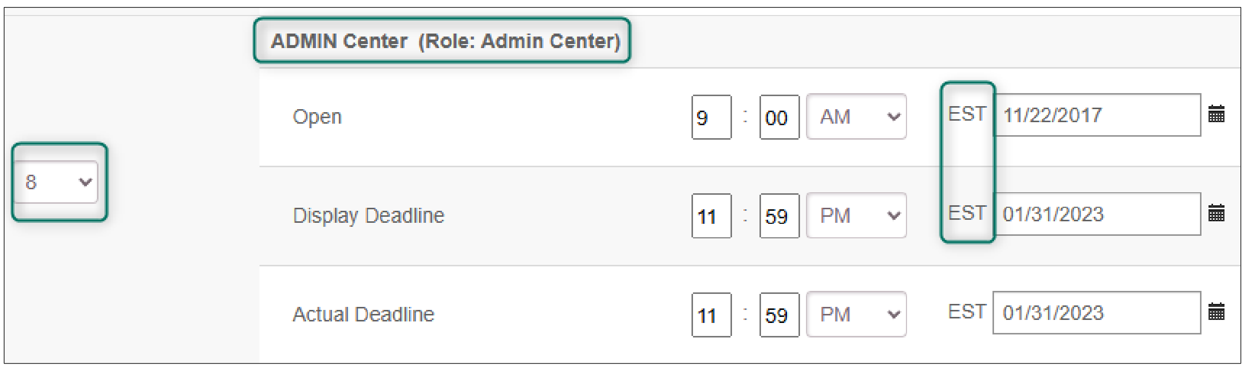
Abstract Symposia Proof Fields:



Note: If a symposium has abstracts which are not assigned to a session, the abstracts will appear at the top of the proof under the symposium header. Assigned abstracts will appear in the Abstract section below the symposium proof.

SCHEDULE

The Schedule governs the opening and closing of all roles on your site. There are three dates for each role: **Open, Display Deadline, and Actual Deadline**. Your open dates should reflect the earliest date that role will become live. For example, a submission role open date and time should be the earliest you would allow a submission. The **Display Date** is used if you wish to advertise a close date and time, but in the background keep the role open until the **Actual Deadline**. The display date appears on the author's abstract list. This strategy works well with submission roles where you want to advertise an end date/time, but really will allow final submissions to go through up until the **Actual Deadline**. This also works well with Reviewer and Sessioner roles.



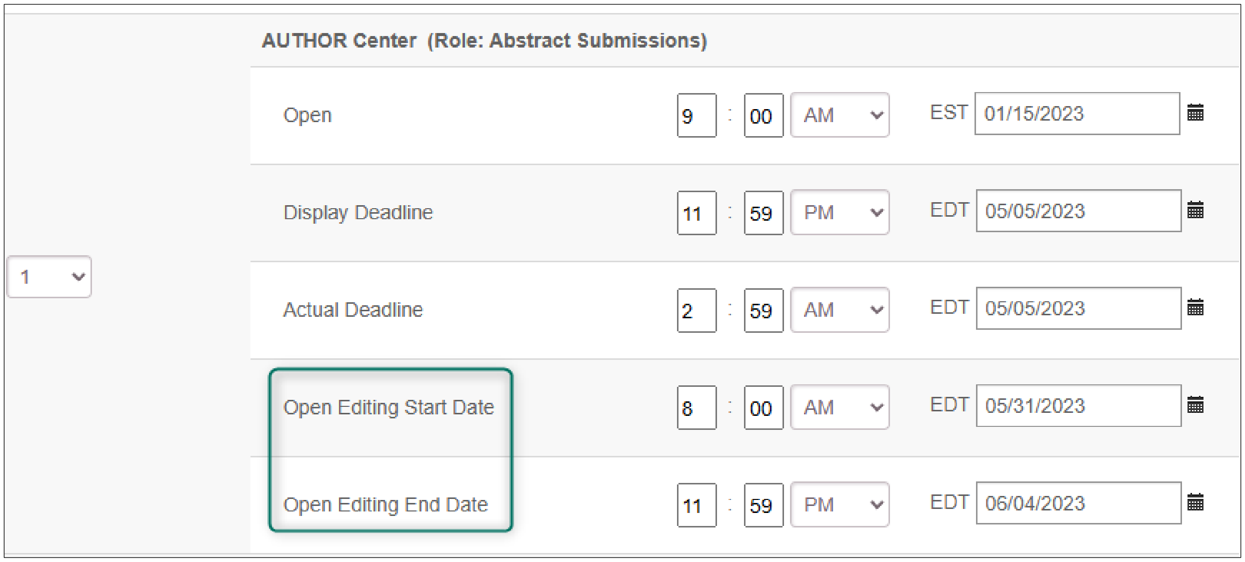
It is your responsibility to assure the dates and times on the Schedule are correct. You can make updates to your schedule directly on this page. If there is a role that is configured to not be editable (like an Admin role or export date) please contact your Client Implementation Manager to make the change.

Note: The Schedule is in Eastern Time (US). The system automatically accounts for Daylight and Standard Time as indicated above. It is not possible to change the time zone.

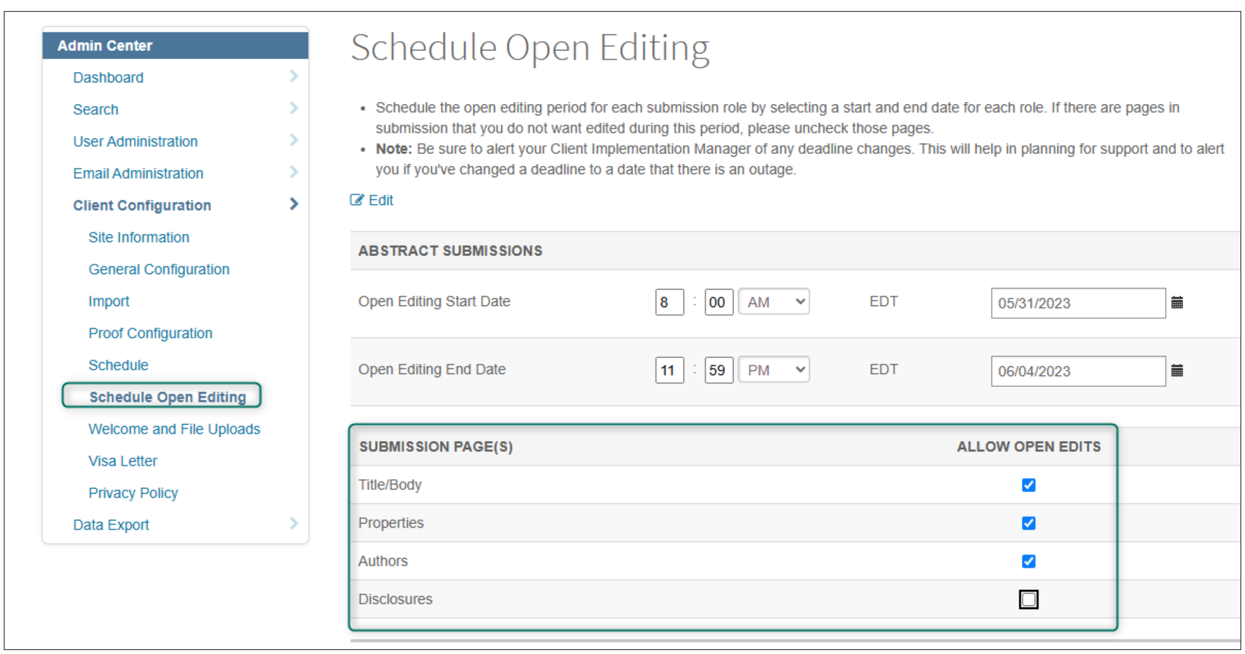
Open Editing Schedules

If a role has reached its Actual Close Date, the user will get a message stating the role access has expired.

If configured, your site may use Open Editing. The opening editing period is when a submitter can access their abstract for additional editing after the decision has been made. The Opening and Closing dates are configured below the original submission open and close dates.



To select which steps of the submission will be available during open editing, select Schedule Open Editing from the left side menu.

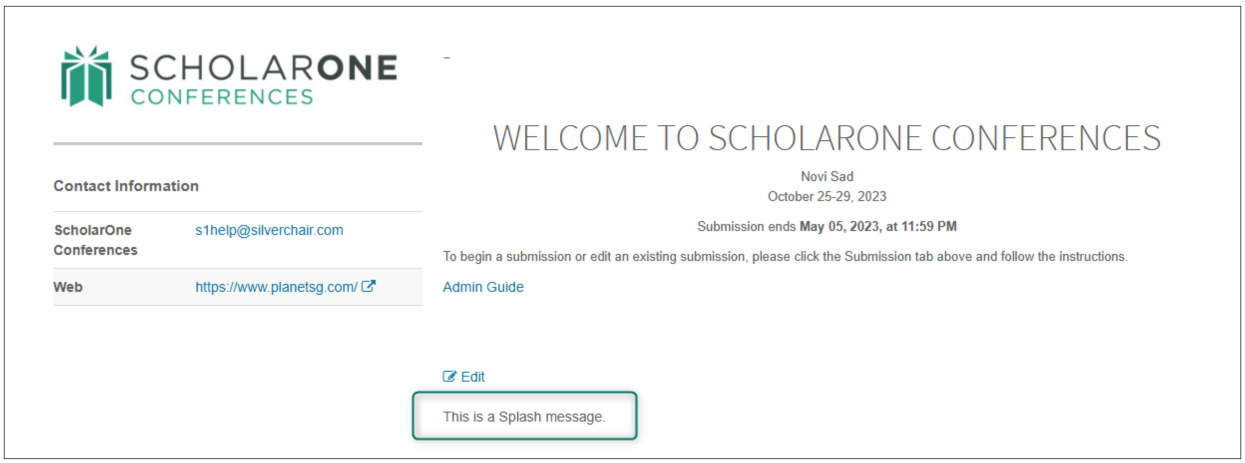


WELCOME AND FILE UPLOADS

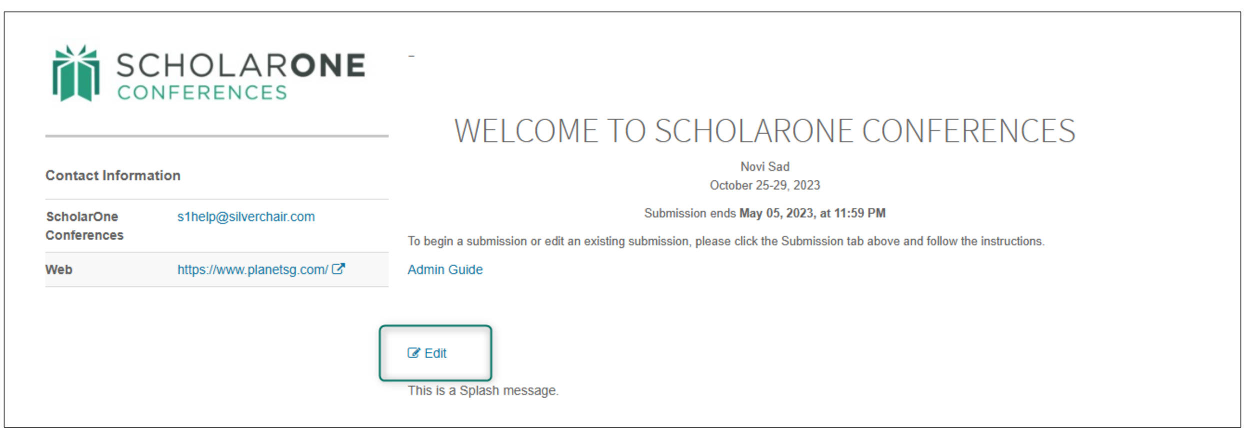
There are several options under Welcome Page and File Uploads.

The Welcome Message

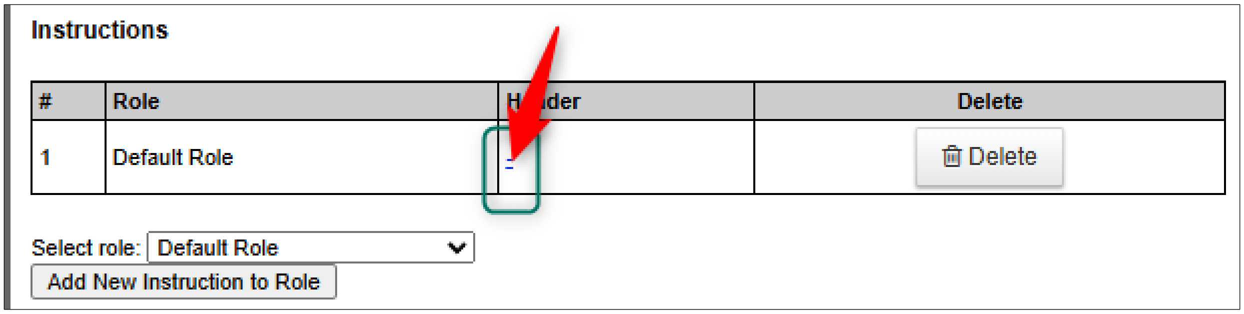
To configure additional text on your Welcome page, you can add text to the Splash Message and Additional Information text boxes. The Splash Message text will appear below your Welcome page text and cannot be edited from the Edit Instructions link on the Welcome page. It is not often used for this reason.



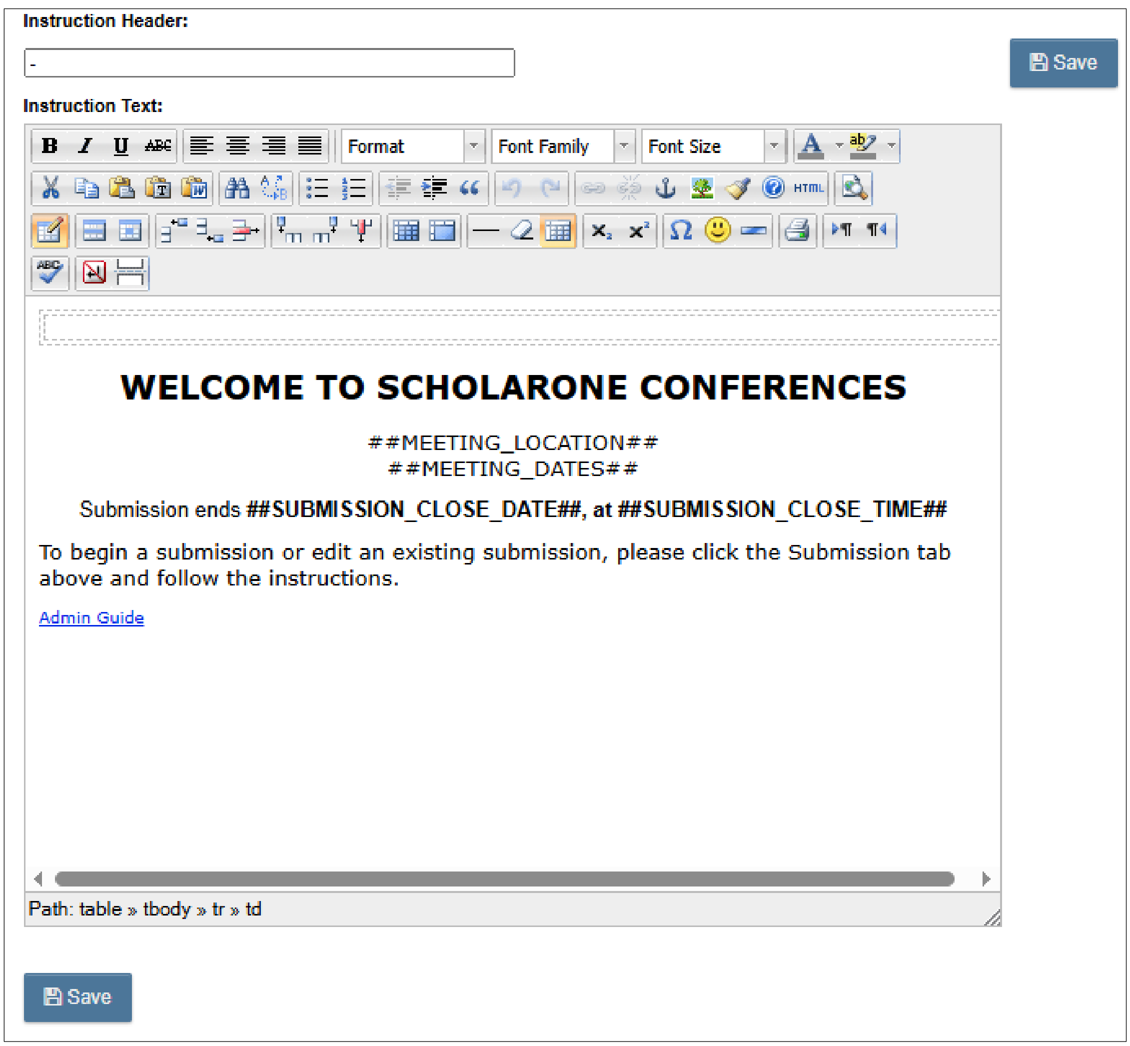
The **Welcome Message** also uses the **Edit** feature found at the bottom of the **Welcome Page** screen.



When **Edit** is clicked, a dialogue box appears; click on the header.



After this step, a WYSWIG editor appears. Using this feature, you can edit the contents of the message directly in the body text.

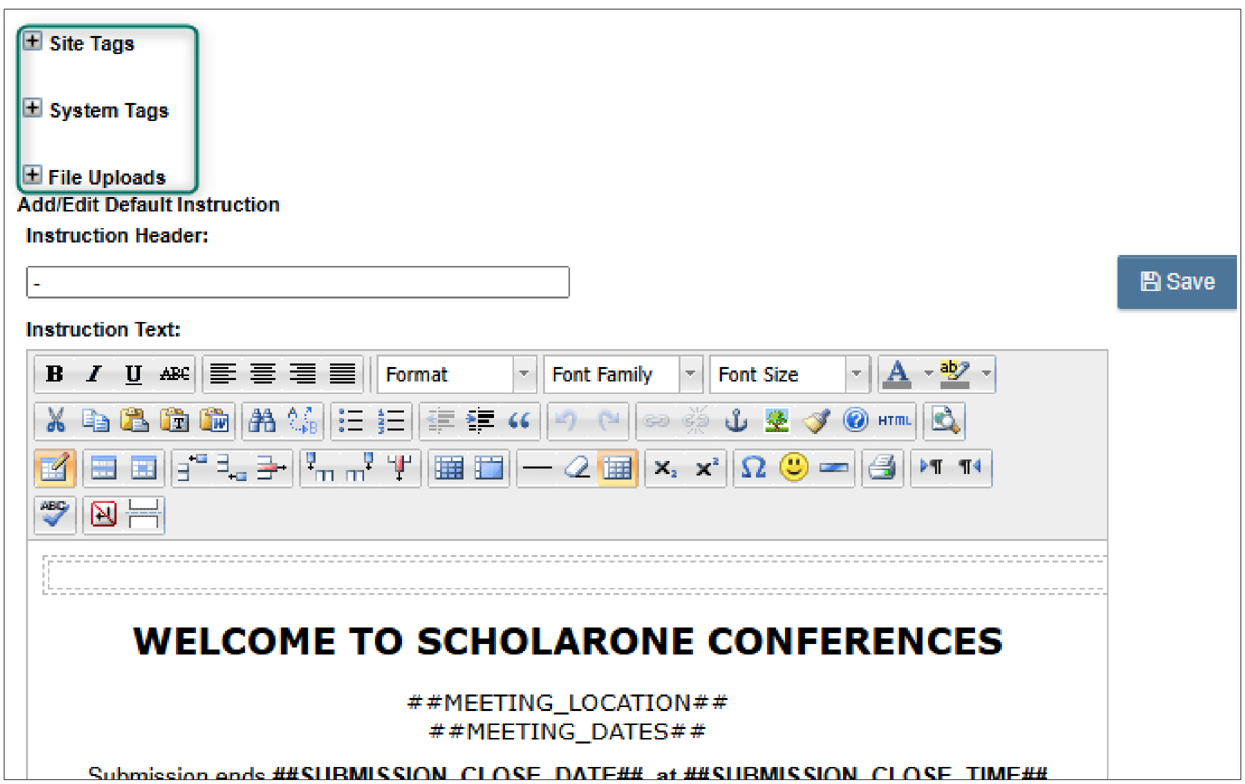


In addition to using body text, you can add information to the page contents using **System Tags**, **Variable Tags**, and **File Uploads**. Tags are preceded and ended with two-pound signs (##notification_date##).

The system tags list contains the Society specific tags configured in **Configuration Settings**. They include tags for Society Contact Name, Society Contact Email Address, and Society Contact Phone Number. Simply copy the tag and paste it into the body section.

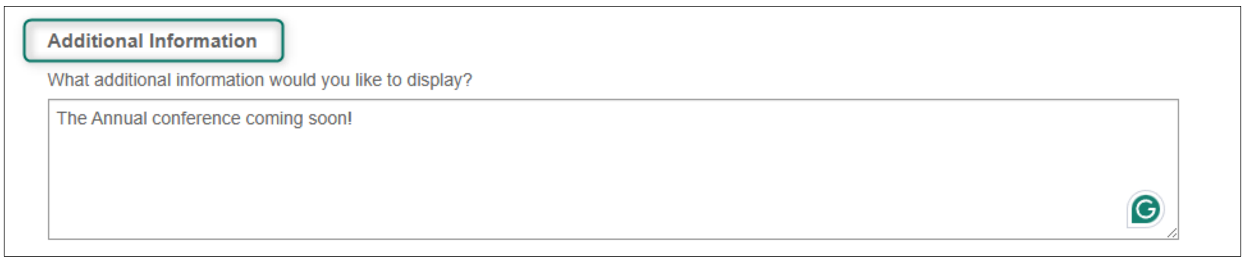
Variable tags are Society created. The tags can represent data that is used repeatedly in emails and instructions. Some examples are tags for notification date and conference location. Again, simply copy the tag and paste into the message body.

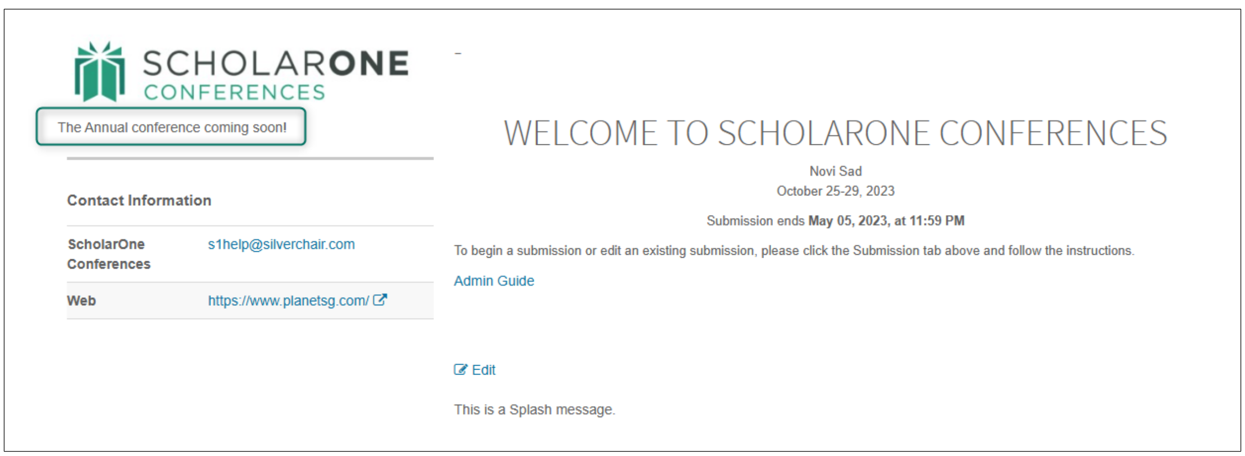
The last way to edit the **Welcome Message** is by including links to documents and/or images. Use the **File Uploads** section to choose a file, upload the file or image to the grid. Mark images if it applies. The file tag then appears for adding to the body text.



Logo above the Society Contact Information

You can configure an image and text to appear on the top left of the Welcome Page (above the client information section). The text and image link will need to be placed in the **Additional Information** box above the **Welcome** Fields section. HTML may be used to format the text and to upload the image.





Welcome Fields

On the left of the Welcome Page is a section for including **Contact Information**. The information for each item is configured in **Welcome Fields** in **Client Configuration**. The information included for **Society Name** will display on the top of proof pages.

Contact Information

ScholarOne Conferences	s1help@silverchair.com
Contact Phone	****************
Web	https://www.planetsg.com/

Site Wide Banner and File Uploads

You will upload your site banner under **Site Wide Banner and File Uploads**. We recommend that banner images be approximately 650X65 pixels in size. Click **Add File** and browse to your banner file, mark it as a banner and click **Upload**. The banner will appear across the top of each page of your site. If the banner needs to be replaced, simply delete the current banner file and upload the new file. The **Delete** button is at the far right of the file summary box.

Site Wide Banner & File Uploads Edit

FILE NAME	BANNER?	LOGO?	FILE PATH	UPLOADED ON	
banner.png	Yes	No	logos/banner.png	23-Mar-2023	
S1A-Admin-Guide.pdf	No	No	/societyimages/maja/S1A-Admin-Guide.pdf	29-Mar-2023	
S1C_logo.jpg.jpg	No	Yes	/societyimages/maja/S1C_logo.jpg.jpg	14-Apr-2025	
users_template.csv	No	No	/societyimages/maja/users_template.csv	27-Apr-2023	

+ Add File

If you are uploading a logo for the **Welcome Page**, use the **File Uploads** functionality. When you upload the file, mark it as a logo. The logo will automatically appear to the left of the **Welcome Page** above the **Contact Information** section.

You can also upload files that can be used in instructions throughout your site. Once uploaded, the **file path** can be added to the end of your URL for the full link. The full link can then be included in your instructions and will reference the uploaded file.

Site Wide Banner & File Uploads Edit

FILE NAME	BANNER?	LOGO?	FILE PATH	UPLOADED ON	
banner.png	Yes	No	logos/banner.png	23-Mar-2023	
S1A-Admin-Guide.pdf	No	No	/societyimages/maja/S1A-Admin-Guide.pdf	29-Mar-2023	
S1C_logo.jpg.jpg	No	Yes	/societyimages/maja/S1C_logo.jpg.jpg	14-Apr-2025	
users_template.csv	No	No	/societyimages/maja/users_template.csv	27-Apr-2023	

VISA LETTER

If configured for your site, the **Visa Letter** section of **Client Configuration** allows you to create a Visa Letter template that can then be configured to appear under each user's **Message** dropdown. (The **Messages** section also contains user **Invitations** and **Emails** and is located on the top right corner of each page).

There are two **General Options for Visa Letters**. You may show the **Visa Letter** to presenters when the abstract is accepted or when the abstract is sessioned.

Note: This must be set at the time of acceptance or sessioning. For example: if it is changed to Yes after an abstract is accepted or sessioned, the letter will not appear for abstracts previously accepted or sessioned prior to the configuration change.

General Options Edit

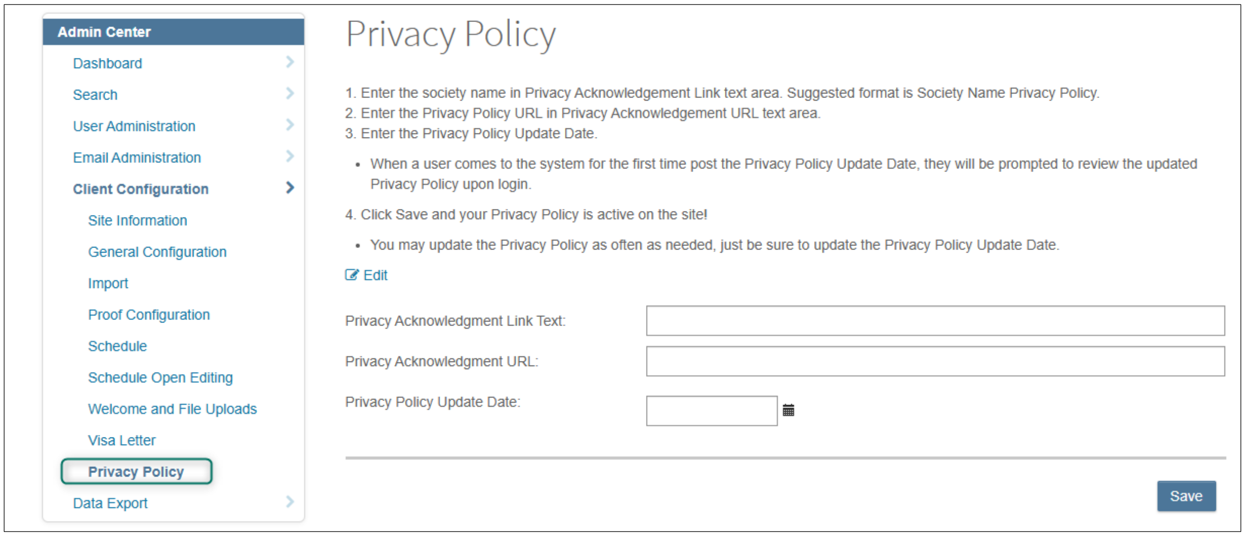
- (●) Yes ( ) No — Show visa letter in submission center for presenter(s) when abstract is accepted?
- ( ) Yes (●) No — Show visa letter in submission center for all authors when abstract is accepted?
- (●) Yes ( ) No — Show visa letter in submission center for presenter(s) when abstract is sessioned?

The **Visa Letter Body Text** can be created using the special Formatting and the Email Tags link on the top right. Only those tags and formatting options displayed can be used in visa letters.

PRIVACY POLICY

To configure the Privacy step for account creation and account edit, complete the following steps:

- Enter your society name in the **Privacy Acknowledgement Link** text field. Suggested format is *[Society Name] Privacy Policy*.
- Enter the **Privacy Policy URL** in the **Privacy Acknowledgement URL** field.
- Enter the **Privacy Policy Update Date**. You may update your **Privacy Policy** as often as needed. Edit the **Privacy Policy Update Date** field to activate the new policy.
    - When a user comes to the system for the first time after the **Privacy Policy Update Date**, they will be prompted to review the updated Privacy Policy upon login.
- Click **Save** and your **Privacy Policy** is active on your site.



Key points about the Privacy Policy:

- Society staff roles are not required to acknowledge the privacy policy as they are employees.
- Proxy users cannot change the privacy policy acknowledgement on behalf of another user.
- Admins cannot acknowledge the privacy policy when creating a new user account.
- If a user does not wish to agree to the privacy policies and chooses to remove their account, they will only be able to do so if they have no assignments within the system. The user may contact the Admin to remove those assignments, so they may be able to remove their account.

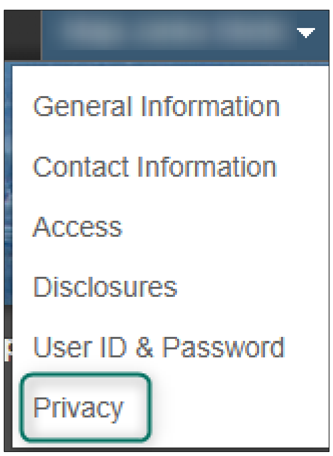
Removal of Accounts

During account creation and account updates, a user can decline their acceptance of the privacy policies. They will then indicate they are requesting the removal of their account. If their account is not tied to any abstracts, review tasks, or sessioning tasks it will be deleted, and they will get a confirmation of the deletion.

In the case that their account is tied to abstract(s), review tasks, or sessioning tasks, they will receive a message stating they must contact the society admin to remove the account.

To remove an account, you must update the user's information by removing the user from any abstracts, reviewer tasks, and/or sessioning tasks.

To remove them as an author on an abstract, perform an Abstract Search using the HTML format. In the results, you will find titles as a hyperlink. Click on the title to be taken into a submission. From there, you can remove the user as an author.



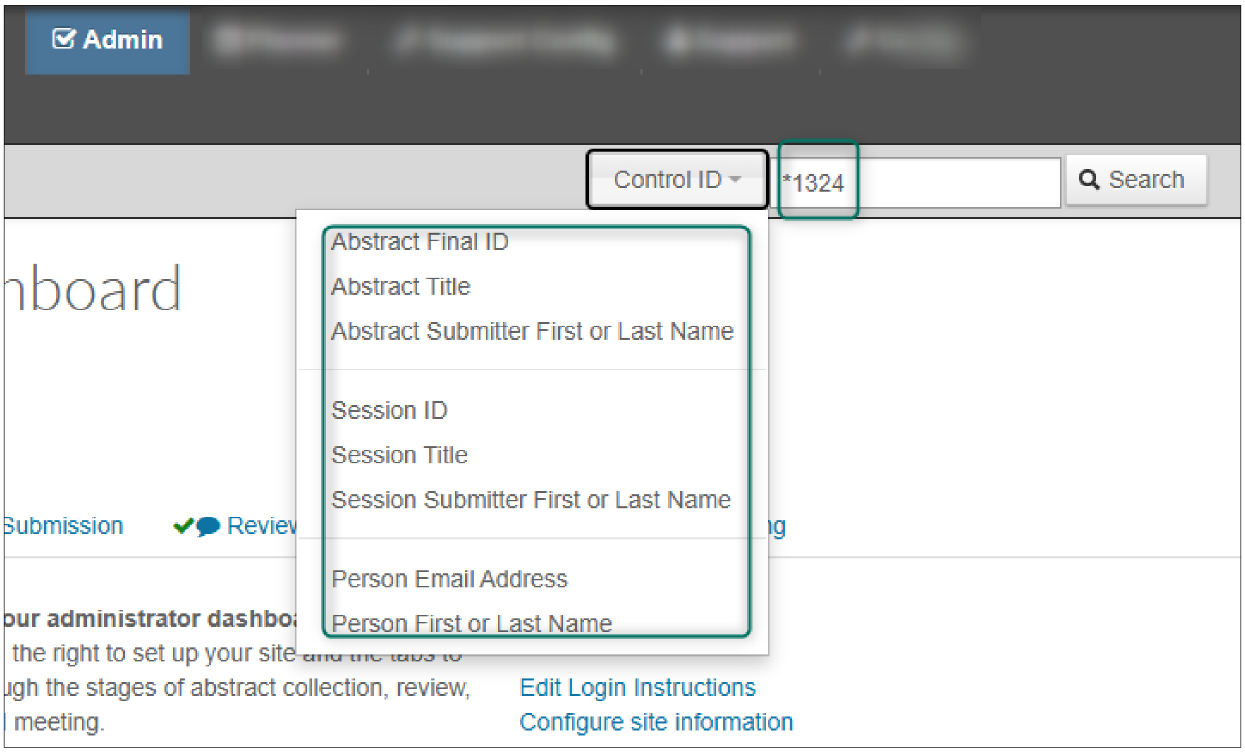
To remove reviewer tasks (if they have reviewed), access the Review Center. Search for their name in the Assign Reviewers People Grid (select the reviewer role they were assigned to). Click on the + sign to expand their assignments. Remove the abstracts assigned to the user using the Remove options to the right of each Control ID.

For session tasks, choose Assign Sessioner from the left menu in the Review Center. Choose the applicable session role and search for their name. Follow the same procedures as for removing review tasks.

When all abstracts, review tasks, and sessioner tasks have been removed, you can notify the user that they can remove their account by accessing the Privacy step on their account.

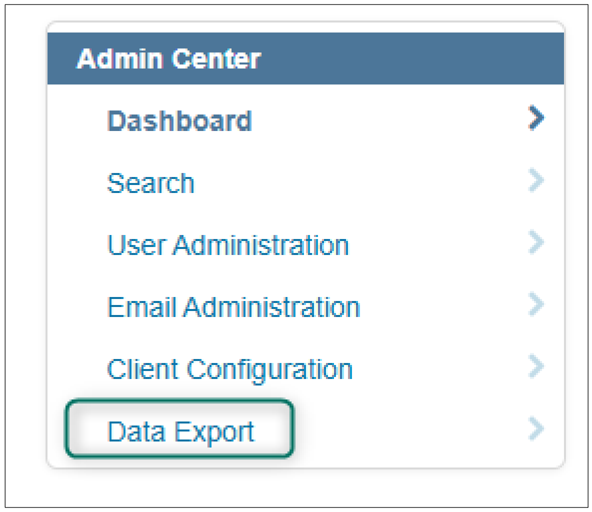
QUICK SEARCH

The Admin tab includes a Quick Search Feature. It can be used to search for abstracts, sessions, or persons. You can use a wild card search if you do not have complete information. Enter a partial search term and add an * to the end of the term.



DATA EXPORT

The **Data Export Tool** provides a way to access standard and custom reports which are programmed specifically for your data exports.



The Data Export Tool has several standard reports. If you have a custom report, you can also download the data from the tool.

Standard Reports include:

- Standard Abstract Book (html)
- Standard Program Book (html)
- Author Index (html)
- Category Index (html)
- Institution Index (html)
- Keyword Index (html)
- Standard Session Proposal Report (csv)
- Standard eCommerce Report (csv)

For detailed information on the tool, see the **Data Export Tool Guide** on **Get Help Now.**

APPENDIX

When using HTML to update instruction text or create your Welcome Message, the following entities and attributes below are allowed. Other HTML is prevented from being used. The previous unrestricted use of HTML in instructions posed a security risk and was therefore modified.

Formatting elements: "b", "i", "font", "s", "u", "o", "sup", "sub", "ins", "del", "strong", "strike", "tt", "code", "big", "small", "br", "span", "p", "div", "h1", "h2", "h3", "h4", "h5", "h6", "ul", "ol", "li", "blockquote", "hr", "em", "center"

Formatting attributes: "accesskey", "class", "contenteditable", "contextmenu", "draggable", "id", "lang", "spellcheck", "style", "tabindex", "title", "translate", "color", "background-color", "size", "target", "noshade"

Table elements: "table", "th", "tr", "td", "caption", "colgroup", "col", "thead", "tbody", "tfoot"

Table attributes: "align", "bgcolor", "border", "cellpadding", "cellspacing", "sortable", "summary", "width", "accesskey", "class", "contenteditable", "contextmenu", "draggable", "id", "lang", "spellcheck", "style", "tabindex", "title", "translate", "valign", "rowspan", "colspan"

Video elements: "video", "source"

Video attributes: "autoplay", "controls", "height", "loop", "muted", "poster", "preload", "src", "width", "accesskey", "class", "contenteditable", "contextmenu", "draggable", "id", "lang", "spellcheck", "style", "tabindex", "title", "translate"

For Assistance contact our support team at: s1help@silverchair.com

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