



**SCHOLARONE**  
CONFERENCES

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# Reviewer Admin User Guide

*Updated April 2025*



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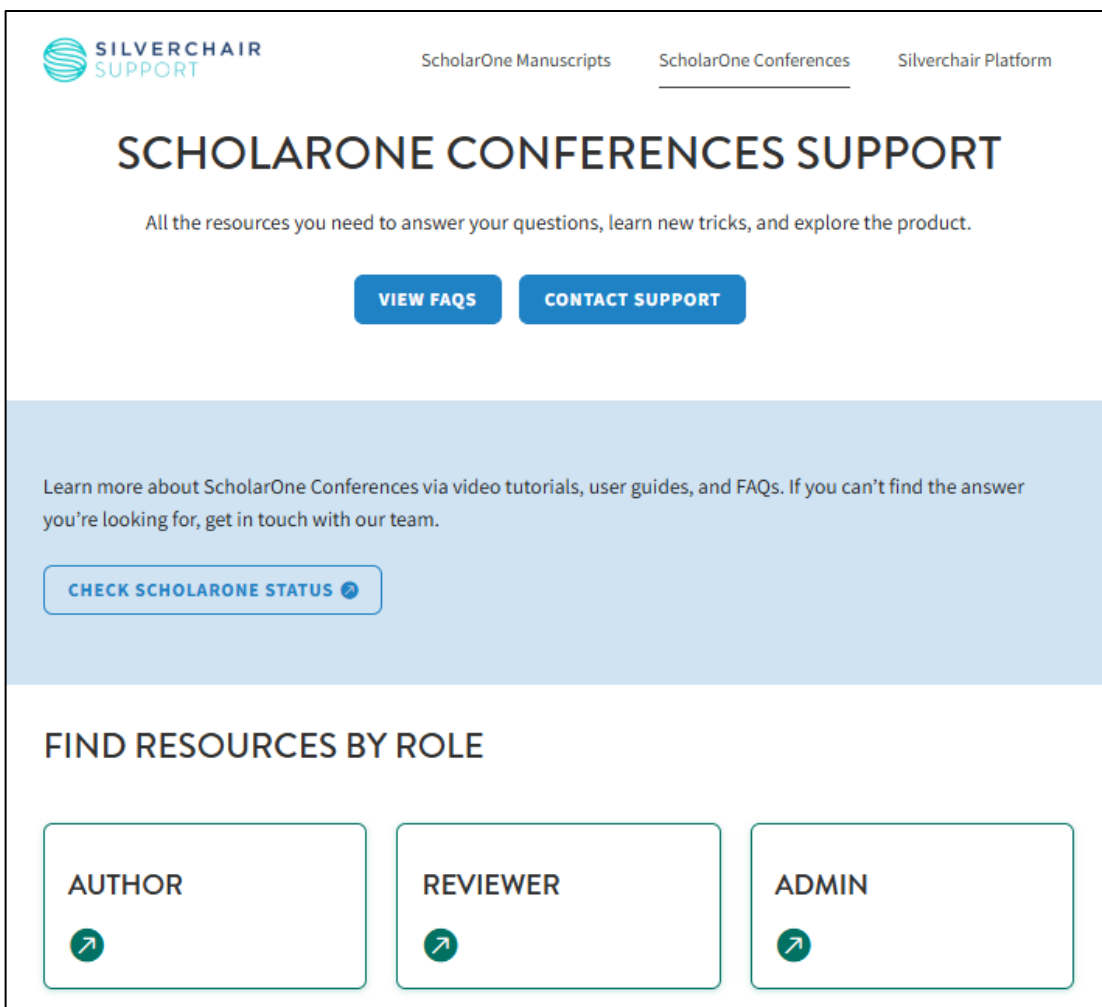
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## USE GET HELP NOW AND FAQS

As a ScholarOne Conferences Admin, one of your greatest help tools is our [Support](#) page. Our [FAQs](#) provide immediate answers to common user questions.

In addition, we offer downloadable guides (such as this one), video tutorials, and the ability to Submit a Question/Create a Case to get assistance from our Customer Support Team. We recommend that you bookmark our help site and visit often.



The screenshot shows the ScholarOne Conferences Support page. At the top, there is a navigation bar with the Silverchair Support logo on the left and three links: 'ScholarOne Manuscripts', 'ScholarOne Conferences' (which is underlined), and 'Silverchair Platform'. Below the navigation bar, the main heading is 'SCHOLARONE CONFERENCES SUPPORT'. Underneath this heading is a subtext: 'All the resources you need to answer your questions, learn new tricks, and explore the product.' Below the subtext are two blue buttons: 'VIEW FAQS' and 'CONTACT SUPPORT'. A light blue banner follows, containing the text: 'Learn more about ScholarOne Conferences via video tutorials, user guides, and FAQs. If you can't find the answer you're looking for, get in touch with our team.' Below this banner is a button labeled 'CHECK SCHOLARONE STATUS' with a question mark icon. The bottom section is titled 'FIND RESOURCES BY ROLE' and contains three white boxes with green borders. The first box is labeled 'AUTHOR' and has a green arrow icon. The second box is labeled 'REVIEWER' and has a green arrow icon. The third box is labeled 'ADMIN' and has a green arrow icon.

## USING THIS DOCUMENT

The **Review Center** may be customized for each meeting's specific needs. The role names and fields used in this document may differ from your implementation; however, the essential functions will be the same. The instructions are divided by type of role and include Reviewer, Reviewer Admin, and Reviewer Chair functions. You may have more than one reviewer role.

## OVERVIEW OF THE REVIEW CENTER

The ScholarOne Conferences **Review Center** facilitates the management and completion of abstract review. The Reviewer Admin tools allow for rapid assignment of reviewers to abstracts through filter and multiple assignment features; subsequently, reviewers can access abstracts easily to enter scoring information online or offline.

The Review Center has four main components: a page to assign submissions to reviewers and/or sessioners, a page to manage reviewer progress, and a page to review the collected scoring information and potentially make decisions for each submission. There is also a page for reviewers to perform their assigned reviews.

## ACCESSING THE REVIEW CENTER

Log in to ScholarOne Conferences through your normal log in process.

Click the **Review** tab. Select the role you want to access from the dropdown.

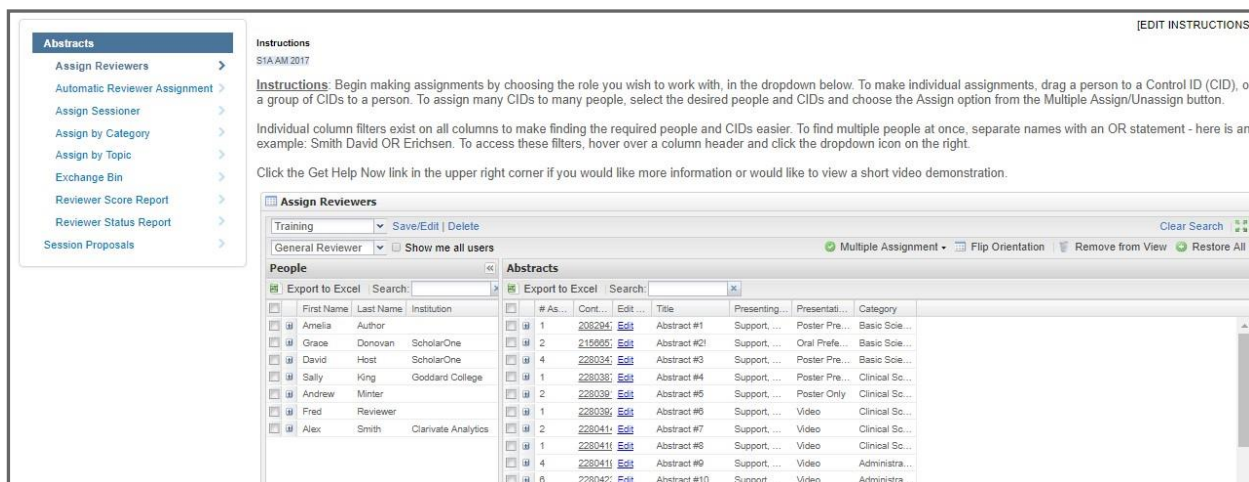


## REVIEWER ADMIN


The Reviewer Admin role is used to assign abstract submissions to reviewers. ScholarOne Conferences is very flexible and allows you to assign a single submission to a reviewer or a reviewer to a submission. Assign multiple submissions to a single reviewer or multiple submissions to multiple reviewers. Additionally, you may view the Reviewer Score Report and the Reviewer Status Report to track the progress of reviews.

If your site is configured to use sessioners in the **Session Center**, assign the sessioners to abstracts using the same tools as assigning reviewers. Instead of using a review role to populate the grid, you will use a sessioner role. The assignment tools below can also be applied to assigning sessioners as well as reviewers.

## KEY SCREEN COMPONENTS



Screen Component	Description
<b>Menu Options</b>	Access the <b>Assign Reviewers</b> screen and the reports.
<b>Save Views</b>	Save a view that you designed then access the view anytime through the drop-down list.
<b>Role Selection</b>	Choose a role to work with so the system knows which role to make the assignments to.
<b>Search Options</b>	Narrow your views according to the specified search criteria.
<b>Assignment Controls</b>	Use the assignment controls to make multiple assignments and change the view to assist you in viewing reviewer and abstract listings.

People Pane	Displays the listing of people for the selected role. The Email Address column may be added to the People Pane which will then allow you to click on a reviewer's email address. This action brings up the hyperlinked template which you may use to send the email.
Abstracts Pane	Displays abstracts for assignment; you may view proof of the submission by clicking on the Control ID.
Page Controls	Use Page Controls to navigate through the full list of People and Abstracts. There are separate controls for the People and Abstracts.
Export to Excel	Export either reviewer data or abstract data from the grid sections.
Multiple Assignment	Use the option to assign multiple abstracts to multiple reviewers or assign by Control ID under this tab.
Flip Orientation	Move the people and abstracts panes to a vertical orientation.
Remove from View	This allows you to remove assigned abstracts out of view when the abstract assignment process is complete.
Restore All	Return hidden abstracts to the full abstracts pane.
	Expand the grid to full screen.



## EDITING ABSTRACTS FROM THE REVIEW CENTER

Before beginning to assign abstracts or at any time you are on the Assignment page, the Status Report, or the Score Report, you can edit abstracts. Besides each Control ID will be an **Edit** link. Click this link and you will be taken into the submission pages. From there, edit what is necessary, then click **Finish**. You will then return to the **Review Center** by closing out of the abstract.

Assign Reviewers

Select One...

Save/Edit | Delete

Review Center

Show me all users

Clear Search

Multiple Assignment

Flip Orientation

Remove from View

Restore All

People

Abstracts

Export to Excel

Search:

First Name	Last Name	Institution
Amelia	Author	Silverchair
Bathilda	Bagshot	
Bastjan	Buks	Silverchair
Dasha	Cohen	Silverchair
Arthur	Dent	California Institute o
John	Fairbanks	Clarivate Analytics
Wilbur	Grant II	
Leo	Gursky	

Export to Excel

Search:

Control ID	Edit Abstr.	Title	Presenting Author	Presentation Type	Category	Subcategory	# Assigned
3923145	Edit	Test 1	Buks, Bastijan	Oral or Poster	I. Fundamental Prope...	a. Electronic Structure and Cri...	4
3929359	Edit	Video 1	Dent, Arthur	Video Submissions 10 min	Category #1	none	3
3929684	Edit	Poster	Heatcliff, Kate	Poster			2
3929687	Edit	abstract	Rochester, Jane	Oral	III. Spintronics - Fund...	f. Spin-Orbitronics	2
3976807	Edit	Test 1	Smith, Alex	Poster	IX. Magnetic Recording	d. Recording Physics, Model...	0
4320097	Edit	Test 2	Bedfordic, Katheryn				0
4320104	Edit	Test from new...	Bedfordic, Katheryn				0

You can also view reviewers' comments by clicking on the Control ID to view the proof. The fields must be added to the Review Admin proof to make them visible on the abstract proof. Proof configuration is available under Administration>Client Configuration>Proof.

Proof									
CONTROL ID: 3923145									
TITLE: Test 1									
PRESENTATION TYPE: Oral or Poster									
CURRENT CATEGORY: I. Fundamental Properties and Cooperative Phenomen									
KEYWORDS: i. ii.									
ABSTRACT BODY:									
Introduction: test									
Methods: test									
Results: test									
REVIEWER COMMENTS (ALL):									
Arthur Dent: [No Comments] Leo Gursky: [No Comments] Kate Heatcliff: [No Comments] Maja Janka Skelci: comment to admin Mina Stojanovic: [No Comments]									
SCORES (ALL):									
Arthur Dent - (Originality) 5   (Score Column #2) 4   (Score Column #3) 5   (Score Column #4) 4   (Score Column #5) 5									
Leo Gursky - (Originality) 5   (Score Column #2) 5   (Score Column #3) 5   (Score Column #4) 4   (Score Column #5) 4									
Kate Heatcliff - (Originality) 5   (Score Column #2) 5   (Score Column #3) 5   (Score Column #4) 5   (Score Column #5) 4									

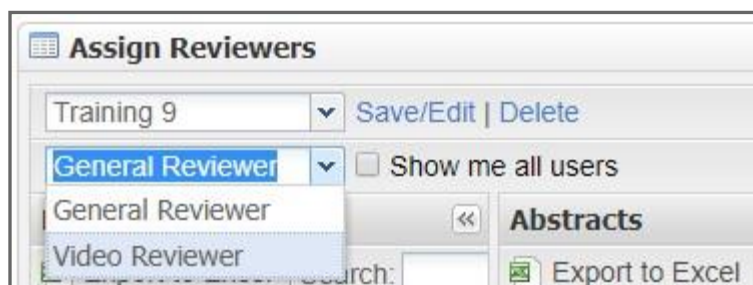
Abstracts									
Export to Excel		Search:		Multiple Assignment					
Control ID	Edit Abstr...	Title	Presenting Author	Presentation Type	Category				
3923145	Edit	Test 1	Buks, Bastijan	Oral or Poster	I. Fundamental				
3929359	Edit	Video 1	Dent, Arthur	Video Submissions 10 min	Category #1				
3929684	Edit	Poster	Heatcliff, Kate	Poster					
3929687	Edit	abstract	Rochester, Jane	Oral	III. Spintronics				
3976807	Edit	Test 1	Smith, Alex	Poster	IX. Magnetic R				
4320097	Edit	Test 2	Bedfordic, Katheryn						
4320104	Edit	Test from new...	Bedfordic, Katheryn						

## ASSIGNING PEOPLE TO ABSTRACTS

### Select a Role

Begin by selecting the role you wish to work with. Commonly, you will select the **Reviewer** role, or the Reviewer role your society has named the general role for reviewers. If your site has only one reviewer role, it will be automatically selected. Users who have been granted the role of **Reviewer** can be filtered by this role for an easy way to locate a reviewer. However, a user new to reviewing abstracts may not yet have been given the role. You may need to identify them from the full list of site users.

Select General Reviewer from the Role Selection list.



Select the **Show me all users** checkbox to view a full list of users in your database. De-select this box to view only people who have already been assigned the Reviewer role.




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**Note:** The Reviewer Chair role and functions are described in a later section of this document.

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### Locate a Reviewer

To find a specific person, you may sort, filter, or page through the people to find the reviewer you want.

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**Tip:** When assigning a submission for review by a person not designated with the Review role, the user will be automatically granted that role when an abstract is assigned. You do not need to set their reviewer role prior to making the assignment.

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Single-Sign-On (SSO) meeting sites can restrict review and session assignments to their members only. This is a configurable item and should be discussed with your Client Implementation Manager.

## Sorting

Users are sorted by Last Name. To sort by a different column, you may simply click on the column header. A blue arrow appears indicating that the display is sorted by this column in ascending order. Click again to change from ascending to descending order. The arrow changes orientation depending on your sort option.

Abstracts							
Export to Excel		Search: <input type="text"/>					
<input type="checkbox"/>	Control ID	Edit Abstr...	Title	Presenting Author	Presentation Type	Category	# Assigned
<input checked="" type="checkbox"/>	3923145	<a href="#">Edit</a>	Test 1	Buks, Bastijan	Oral or Poster	I. Fundamental Prope...	4
<input type="checkbox"/>	3929359	<a href="#">Edit</a>	Video 1	Dent, Arthur	Video Submissions 10 min	Category #1	3
<input type="checkbox"/>	3929684	<a href="#">Edit</a>	Poster	Heatcliff, Kate	Poster		2
<input type="checkbox"/>	3929687	<a href="#">Edit</a>	abstract	Rochester, Jane	Oral	III. Spintronics - Fund...	2
<input type="checkbox"/>	3976807	<a href="#">Edit</a>	Test 1	Smith, Alex	Poster	IX. Magnetic Recording	0

## Filter by Role

To view only those users with a specific role, remove the checkmark from the **Show me all users** checkbox. Ensure that the appropriate role is listed in the role selection drop-down list. The People Pane will then display only people with that role designation.

General Review

▼

☐ Show me all users

## Finding Reviewers Using Page Controls

To find a person who is assigned to the Reviewer role, ensure the **Show me all users** checkbox is unchecked. Users with the Reviewer role will be listed in the People pane. Use the page controls at the bottom of the people pane to go to a specific page, the next page, or the last page.

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Page 1 of 7

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**Tip:** Create filters to locate reviewers. See the CHANGING YOUR VIEW section below to learn how to create filters.

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## Make Review Assignment

ScholarOne Conferences allows you to make assignments in many ways. Assign reviewers to abstracts or abstracts to reviewers. Assign one at a time or by multiples.

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**Note:** This guide focuses on the assignment of abstracts for review. Assignment of abstracts to Chairs/Sessioners is also available in the **Review Center**. The same processes are applicable to the assignment of abstracts to Chair/Sessioners. Options for Assign Sessioner are available on the left menu. The assign Chair option uses the main Assign Reviewers grid.

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## Assign a Single Reviewer to a Single Abstract

To assign a reviewer to an abstract, drag and drop the reviewer to the abstract. When you click the reviewer, the checkbox for the reviewer becomes selected. Drag your mouse to the abstract. When you have selected an abstract, a blue dotted line appears above the abstract Control ID. Release the mouse button to make the assignment. To assign an abstract to a reviewer, follow the same process, but select the abstract and drag it to the top of the reviewer's name.

People

Export to Excel

Search:

	First Name	Last Name	# As...
	Amelia	Author	1
	Grace	Donovan	13
	David	Host	11
	Sarah	James	1
	Andrew	Minter	7
	Fred	Reviewer	1
	Chris	Smith	3

Abstracts

Export to Excel

Search:

	# As...	Cont...	Edit ...	Title	Presenting...	Submi...	Presentati...	Category
	1	208294	<a href="#">Edit</a>	Abstract #1	Support, ...	Abstra...	Poster Pre...	Basic Scie...
	3	215665	<a href="#">Edit</a>	Abstract #2!	Support, ...	Abstra...	Oral Prefe...	Basic Scie...
	2	228034	<a href="#">Edit</a>	Abstract #3	Support, ...	Abstra...	Poster Pre...	Basic Scie...
	1 selected row(s) <a href="#">dit</a>			Abstract #4	Support, ...	Abstra...	Poster Pre...	Clinical Sc...
	2	228039	<a href="#">Edit</a>	Abstract #5	Support, ...	Abstra...	Poster Only	Clinical Sc...
	3	228039	<a href="#">Edit</a>	Abstract #6	Support, ...	Case ...	Video	Clinical Sc...
	2	228041	<a href="#">Edit</a>	Abstract #7	Support, ...	Case ...	Video	Clinical Sc...

## Assign Multiple to Single

To assign multiple abstracts to a single reviewer, follow the same process, but select the abstracts and drag them to the reviewer's name.

Assign multiple reviewers to an abstract or multiple abstracts to a reviewer in one action. Select the reviewers in the People pane by clicking the checkbox for each reviewer. Click and drag the reviewers to the abstract. When the blue dotted line is above the abstract, release the mouse button to make the assignments. Follow the same process to assign multiple abstracts to a reviewer.

People				Abstracts									
Export to Excel   Search: <input type="text"/>				Export to Excel   Search: <input type="text"/>									
<input type="checkbox"/>	First Name	Last Name	# As...	<input type="checkbox"/>	# As...	Cont...	Edit ...	Title	Presenting...	Submi...	Presentati...	Category	
<input checked="" type="checkbox"/>	Amelia	Author	2	<input type="checkbox"/>	1	208294	<a href="#">Edit</a>	Abstract #1	Support, ...	Abstra...	Poster Pre...	Basic Scie...	
<input type="checkbox"/>	Grace	Donovan	13	<input type="checkbox"/>	3	215665	<a href="#">Edit</a>	Abstract #2!	Support, ...	Abstra...	Oral Prefe...	Basic Scie...	
<input checked="" type="checkbox"/>	David	Host	11	<input type="checkbox"/>	2	228034	<a href="#">Edit</a>	Abstract #3	Support, ...	Abstra...	Poster Pre...	Basic Scie...	
<input type="checkbox"/>	Sarah	James	1	<input type="checkbox"/>	6	228038	<a href="#">Edit</a>	Abstract #4	Support, ...	Abstra...	Poster Pre...	Clinical Sc...	
<input type="checkbox"/>	Andrew	Minter	7	<input type="checkbox"/>	2	228039	<a href="#">Edit</a>	Abstract #5	Support, ...	Abstra...	Poster Only	Clinical Sc...	
<input checked="" type="checkbox"/>	Fred	Reviewer	2	<input type="checkbox"/>	3	228039	<a href="#">Edit</a>	Abstract #6	Support, ...	Case ...	Video	Clinical Sc...	
<input type="checkbox"/>	Chris	Smith	3	<input checked="" type="checkbox"/>	3 selected row(s)		<a href="#">lit</a>	Abstract #7	Support, ...	Case ...	Video	Clinical Sc...	

## Assign Multiple Reviewers to Multiple Abstracts

You may assign multiple reviewers to multiple abstracts in a single action. Select the reviewers in the People pane by clicking the checkbox for each reviewer. Select the abstracts in the Abstracts pane by clicking the checkbox for each abstract. Select the **Multiple Assignments** tab at the top of the grid and choose **Assign selected people to abstracts** from the drop-down list. Undo the assignments by using the **Unassign selected people to abstracts** in the **Multiple Assignment** drop down.

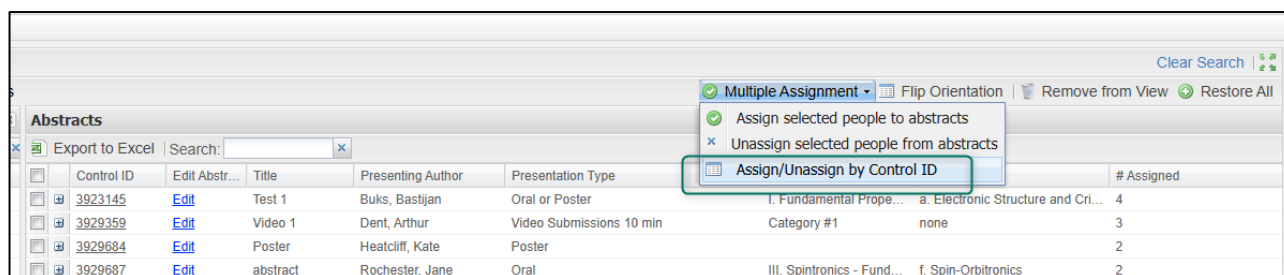
Abstracts									
Export to Excel   Search: <input type="text"/>									
<input type="checkbox"/>	Control ID	Edit Abstr...	Title	Presenting Author	Presentation Type				# Assigned
<input type="checkbox"/>	3923145	<a href="#">Edit</a>	Test 1	Buks, Bastijan	Oral or Poster	I. Fundamental Prope...	a. Electronic Structure and Cri...		4
<input type="checkbox"/>	3929359	<a href="#">Edit</a>	Video 1	Dent, Arthur	Video Submissions 10 min	Category #1	none		3
<input type="checkbox"/>	3929684	<a href="#">Edit</a>	Poster	Heatcliff, Kate	Poster				2
<input type="checkbox"/>	3929687	<a href="#">Edit</a>	abstract	Rochester, Jane	Oral	III. Spintronics - Fund...	f. Spin-Orbitronics		2
<input type="checkbox"/>	3976807	<a href="#">Edit</a>	Test 1	Smith, Alex	Poster	IX. Magnetic Recording	d. Recording Physics, Modell...		0

## Assign Abstracts by Control ID

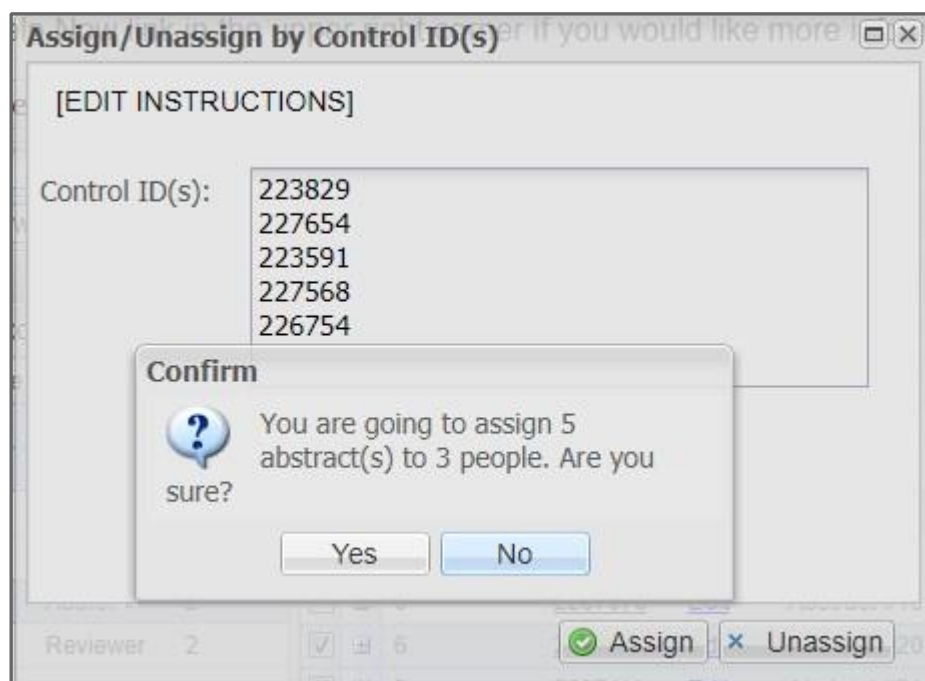
You may have a spreadsheet of Control IDs with their corresponding reviewers indicated. It is possible to assign abstracts to reviewers by Control ID using the **Multiple Assignment** dropdown option **Assign/Unassign by Control ID**.

First select the reviewers for the assignment by checking their names. Click on the

**Multiple Assignment** button and select **Assign/Unassign by Control ID**

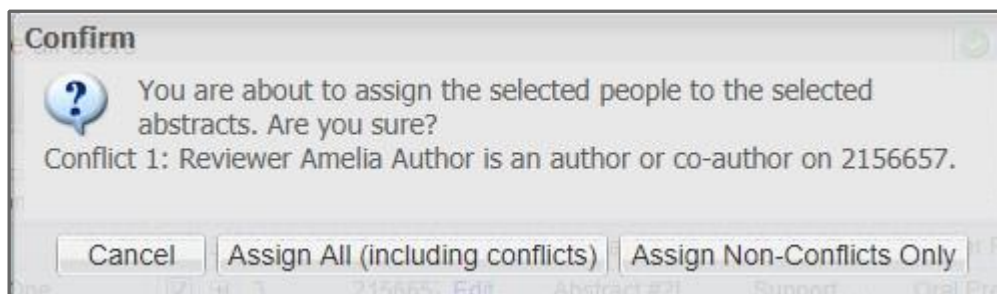


In the pop-up box, insert the appropriate Control IDs. Cut and paste from an Excel document or separate the Control IDs by commas. Click **Assign** and answer **Yes** to the confirmation message.



## Reviewer Assignment Warning

A warning will advise if a Reviewer to be assigned is an Author or Co-Author on the abstract. This applies to Assign by Reviewer and Sessioner, Assign by Control Id, Drag and Drop Assignment, and Multiple Assignment. If a conflict arises, you will be able to cancel and return to the assignments page, assign all (including the conflicts), or assign only the non-conflicts. The remaining conflicts will still need to be assigned.



## Viewing Assignments

Click the expand button for any reviewer or abstract to view assignments.

Abstracts						
Export to Excel		Search: <input type="text"/>				
<input type="checkbox"/>	Control ID	Edit Abstr...	Title	Presenting Author	Presentation Type	Catego
<input checked="" type="checkbox"/>	3923145	<a href="#">Edit</a>	Test 1	Buks, Bastijan	Oral or Poster	I. Fund
	7466419		Dent Arthur		California Institute of Technology	
	7466425		Gursky Leo			
	7466424		Heatcliff Kate			
	6178373		Janka Skelic Maja		Inst Account	
<input type="checkbox"/>	3929359	<a href="#">Edit</a>	Video 1	Dent, Arthur	Video Submissions 10 min	Catego
<input type="checkbox"/>	3929684	<a href="#">Edit</a>	Poster	Heatcliff, Kate	Poster	
<input type="checkbox"/>	3929687	<a href="#">Edit</a>	abstract	Rochester, Jane	Oral	III. Spir

The assignments are displayed. Note in the example below, the reviewer is expanded as well as the abstract to which he is assigned. You can see the abstract under the reviewer's name and the name of reviewer under the abstract.



People				Abstracts							
Export to Excel   Search: <input type="text"/>				Export to Excel   Search: <input type="text"/>							
	First Name	Last Name	# Assigned		# Assigned	Control ID	Edit ...	Title	Presenting...	Submission Role	Category
<input type="checkbox"/>	Grace	Donovan	0	<input type="checkbox"/>	1	2082947	<a href="#">Edit</a>	Abstract #1	Support, ...	Abstract Submi...	Basic Science
<input checked="" type="checkbox"/>	David	Host	10	<input type="checkbox"/>	3	2156657	<a href="#">Edit</a>	Abstract #2!	Support, ...	Abstract Submi...	Basic Science
<input type="checkbox"/>	Andrew	Minter	1	<input checked="" type="checkbox"/>	1	2280347	<a href="#">Edit</a>	Abstract #3	Support, ...	Abstract Submi...	Basic Science
	2280347 Abstract Support, #3 Meetings <a href="#">[remove]</a>					4931913		Minter Andrew		<a href="#">[remove]</a>	
<input type="checkbox"/>	Chris	Smith	2	<input type="checkbox"/>	4	2280387	<a href="#">Edit</a>	Abstract #4	Support, ...	Abstract Submi...	Clinical Science
<input type="checkbox"/>	Amelia	Author	2	<input type="checkbox"/>	1	2280391	<a href="#">Edit</a>	Abstract #5	Support, ...	Abstract Submi...	Clinical Science
<input type="checkbox"/>	Fred	Reviewer	2	<input type="checkbox"/>	1	2280392	<a href="#">Edit</a>	Abstract #6	Support, ...	Case Study Su...	Clinical Science
				<input type="checkbox"/>	1	2280414	<a href="#">Edit</a>	Abstract #7	Support, ...	Case Study Su...	Clinical Science

View assignments for a person by right-clicking on the person's name and selecting **Show Assigned Abstracts**.

People			
Export to Excel   Search: <input type="text"/>			
	First Name	Last Name	# Assigned
<input type="checkbox"/>	Grace	Donovan	0
<input type="checkbox"/>	David	Host	10
<input type="checkbox"/>	Andrew	Minter	1
<input checked="" type="checkbox"/>	Chris	Smith	2
<input type="checkbox"/>	Amelia		
<input type="checkbox"/>	Fred		

☒ Show Assigned Abstracts  
☐ Show All Abstracts

## Removing Assignments

Assignments can be removed in several ways depending on your needs.

### Single Assignment

To remove a single assignment, expand either the person or abstract list to see the assignment. Scroll to the right and click the **[remove]** link.



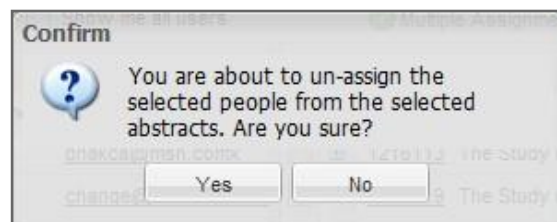
People			
Export to Excel   Search: <input type="text"/>			
<input type="checkbox"/>	First Name	Last Name	# Assigned
<input type="checkbox"/>	Grace	Donovan	0
<input type="checkbox"/>	David	Host	10
<input type="checkbox"/>	Andrew	Minter	1
<input checked="" type="checkbox"/>	Chris	Smith	2
2280387 Abstract Support, #4 Meetings [remove]			
2287071 Abstract Chambers, #14 Patrick [remove]			
<input type="checkbox"/>	Amelia	Author	2
<input type="checkbox"/>	Fred	Reviewer	2

## Multiple Assignments

To remove multiple assignments from a single Reviewer or more than one Reviewer, select the abstracts in the **Abstracts Pane** and select the Reviewer(s) in the **People Pane**. Click the **Multiple Assignment** button and choose **Unassign selected people from abstracts**.

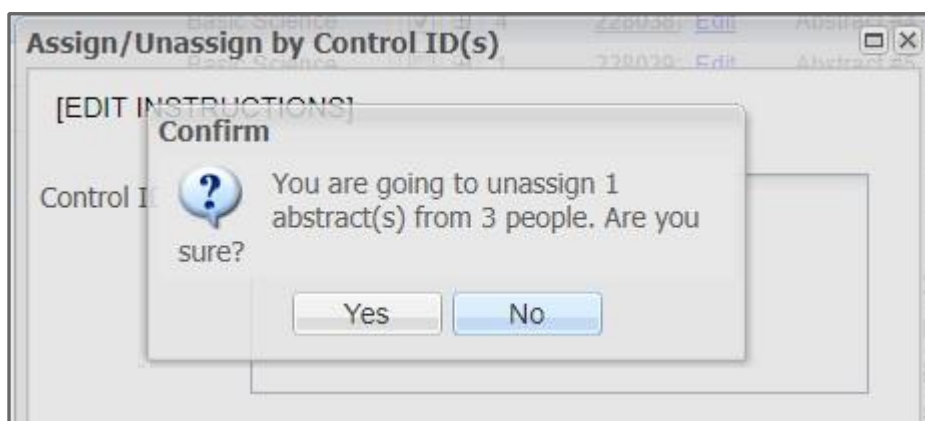


Click **Yes** to confirm the action.



## Remove Assignment by Control ID

To remove assignments by Control ID, first select the Reviewers. Select the **Multiple Assignment** option and select **Assign/Unassign by Control ID**. Insert the Control ID(s) and select **Unassign**. In the pop-up confirmation, click **Yes**.



## AREA OF EXPERTISE AND POTENTIAL REVIEWER

### Area of Expertise

Additional resources for you to match reviewers to abstracts are the **Area of Expertise** field on the Person data and the **Category** field on the Abstract data.

Use the filter on these fields to match **Area of Expertise** to a related **Category**. Then, drag and drop or click Multiple Assignment to make assignments.

Assign Reviewers

Select One...

Save/Edit | Delete

Review Center

Show me all users

Multiple Assignment | Flip Orientation | Remove from View | Restore All

People

Export to Excel | Search: [x]

	First Name	Last Name	Instituti...	# As...	Area of Expertise
<input type="checkbox"/>	Amelia	Author	Silverc...	1	
<input type="checkbox"/>	Bathilda	Bagshot		0	
<input type="checkbox"/>	Bastijan	Buks	Silverc...	3	Yes
<input type="checkbox"/>	Dasha	Cohen	Silverc...	0	Yes
<input type="checkbox"/>	Arthur	Dent	Califor...	3	Yes
<input type="checkbox"/>	John	Fairbanks	Silverc...	0	
<input type="checkbox"/>	Wilbur	Grant II		0	
<input type="checkbox"/>	Leo	Gursky		2	

Abstracts

Export to Excel | Search: [x]

	Category	Control ID	Edit Abstr...	Title	Presentation Type	Subcategory
<input type="checkbox"/>	I. Fundamental Properties and Coopera...	3923145	Edit	Test 1	Oral or Poster	a. Electronic Structure
<input type="checkbox"/>	Category #1	3929359	Edit	Video 1	Video Submissions 10 min	none
<input type="checkbox"/>		3929684	Edit	Poster	Poster	
<input type="checkbox"/>	III. Spintronics - Fundamentals and Dev...	3929687	Edit	abstract	Oral	f. Spin-Orbitronics
<input type="checkbox"/>	IX. Magnetic Recording	3976897	Edit	Test 1	Poster	d. Recording Physics,
<input type="checkbox"/>		4320097	Edit	Test 2		
<input type="checkbox"/>		4320104	Edit	Test from new ...		
<input type="checkbox"/>		4374080	Edit	Abstract 1		

**Note:** Area of Expertise is applied to the user's account and may not be configured for all sites.

### Potential Reviewer

If configured, the Potential Reviewer field can also be added to the People section of the grid. A **Potential Reviewer** is a user that has answered **Yes** to a custom question which asks if they wish to be considered as a Reviewer (if configured). Assignment of abstracts can then be made based on positive responses. Filter to only the positive responses by clicking on the down arrow and setting the filter in the dropdown.

## **ASSIGNMENT OPTIONS: ASSIGN BY CATEGORY, ASSIGN BY TOPIC, AND THE AUTOMATIC REVIEWER ASSIGNMENT TOOL**

### **Assign by Category**

In the left menu of the **Review Center**, you will find an option to assign abstracts to reviewers, sessioners, and chairs by categories. This feature automatically assigns all abstracts within a category to a specified reviewer(s), sessioner(s) or Chair(s). It must be noted that *all* abstracts are assigned to the reviewers (sessioners and Chairs) and partial category assignments are not possible.

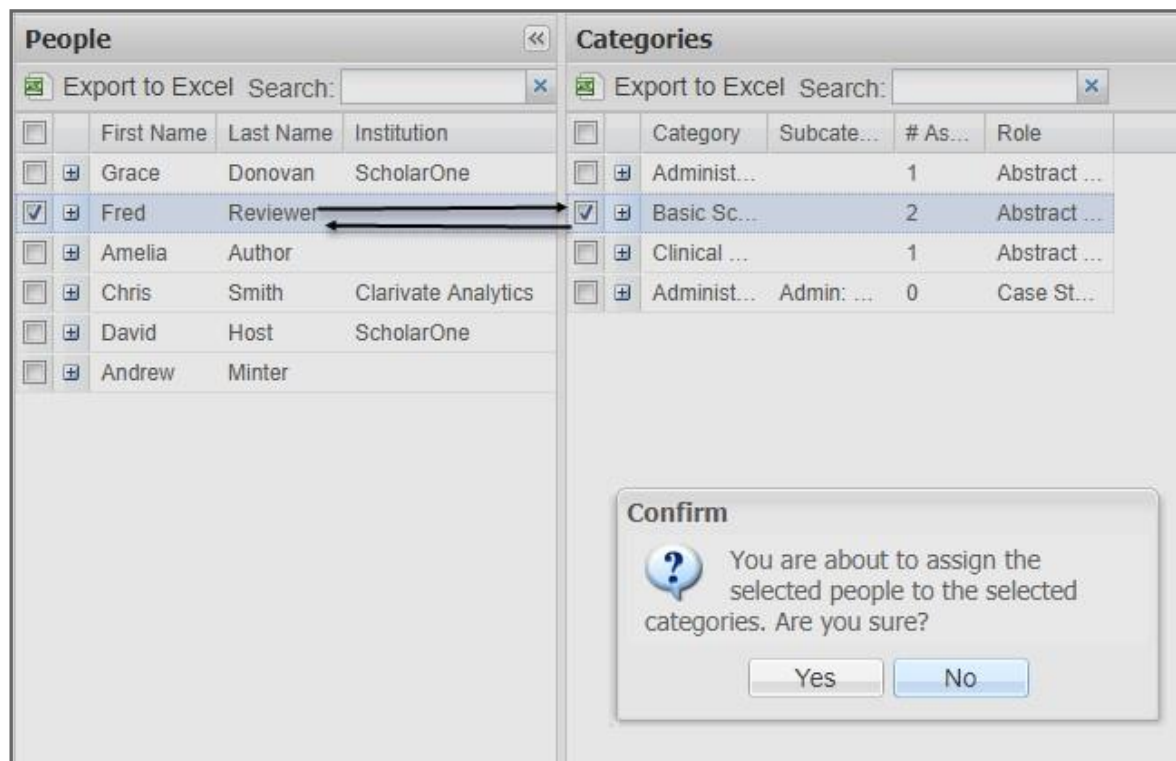
This option is often used for chairs and sessioners working with the review assignment process. For example, chairs are assigned to a category and then they can manage the review process (assign reviewers and make recommendations and/or decisions). Sessioners would be able to session all abstracts in their assigned category.

Select **Assign by Category** from the left menu.



The following instructions refer to assigning abstracts to reviewers, but the same processes are applicable to the assignment of sessioners and chairs. The first step in the process is to select the role to work with. For example, if you are making assignments to a sessioner you would select a sessioner role from the dropdown instead of the Reviewer role.

To make a single assignment, check the Reviewer name and the category. Drag and drop the reviewer to the top of the category name or the category to the top of the reviewer's name. Click **Yes** to confirm your selections.



**People**

	First Name	Last Name	Institution
<input type="checkbox"/>	Grace	Donovan	ScholarOne
<input checked="" type="checkbox"/>	Fred	Reviewer	
<input type="checkbox"/>	Amelia	Author	
<input type="checkbox"/>	Chris	Smith	Clarivate Analytics
<input type="checkbox"/>	David	Host	ScholarOne
<input type="checkbox"/>	Andrew	Minter	

**Categories**

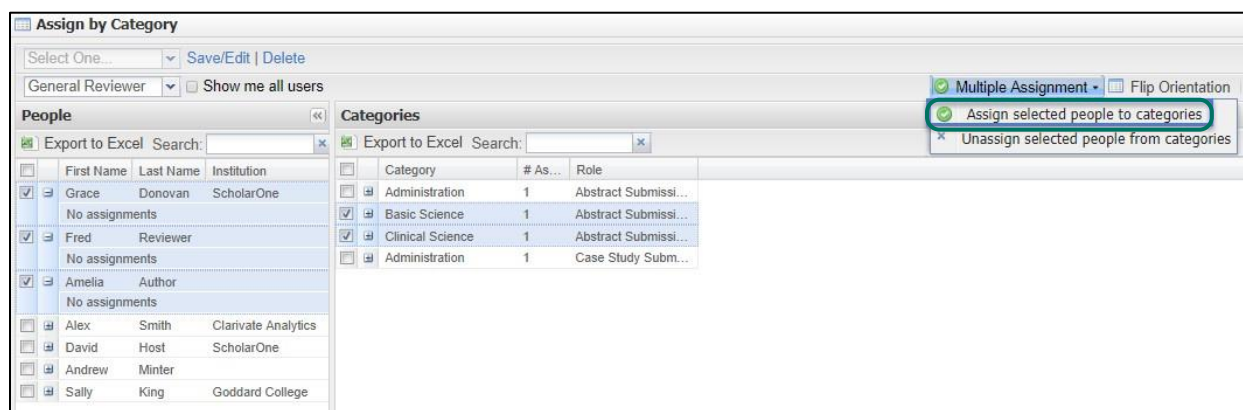
	Category	Subcate...	# As...	Role
<input type="checkbox"/>	Administ...		1	Abstract ...
<input checked="" type="checkbox"/>	Basic Sc...		2	Abstract ...
<input type="checkbox"/>	Clinical ...		1	Abstract ...
<input type="checkbox"/>	Administ...	Admin: ...	0	Case St...

**Confirm**

? You are about to assign the selected people to the selected categories. Are you sure?

Yes No

To make multiple assignments, check the reviewers' names and the corresponding categories. Then select the **Multiple Assignment** dropdown to select **Assign Selected People to Categories**. Answer **Yes** to the pop-up confirmation.



**Assign by Category**

Select One... Save/Edit | Delete

General Reviewer Show me all users

**People**

	First Name	Last Name	Institution
<input checked="" type="checkbox"/>	Grace	Donovan	ScholarOne
<input checked="" type="checkbox"/>	Fred	Reviewer	
<input checked="" type="checkbox"/>	Amelia	Author	
<input type="checkbox"/>	Alex	Smith	Clarivate Analytics
<input type="checkbox"/>	David	Host	ScholarOne
<input type="checkbox"/>	Andrew	Minter	
<input type="checkbox"/>	Sally	King	Goddard College

**Categories**

	Category	# As...	Role
<input type="checkbox"/>	Administration	1	Abstract Submissi...
<input checked="" type="checkbox"/>	Basic Science	1	Abstract Submissi...
<input checked="" type="checkbox"/>	Clinical Science	1	Abstract Submissi...
<input type="checkbox"/>	Administration	1	Case Study Subm...

Multiple Assignment Flip Orientation

Assign selected people to categories

Unassign selected people from categories

**Note:** To unassign a category from a reviewer, click on the word “Remove” next to the category in the reviewer’s expanded view. To remove multiple categories from one or more reviewers, use the **Unassign Selected People from Categories** in the **Multiple Assignment** dropdown.

Once the assignments are made, export the data to Excel by clicking on the **Export to Excel** option at the top of the People and Category sections of the grid.

Assign by Category

Select One... Save/Edit | Delete

Review Center Show me all users

People

Export to Excel

Search:

	First Name	Last Name	Institution
<input type="checkbox"/>	Sarah	James	Silverchair
<input type="checkbox"/>	Adela	Tot	Asian Business Sch.
<input type="checkbox"/>	Kosta	Popadic	ScholarOne
<input type="checkbox"/>	John	Fairbanks	Clarivate Analytics
<input type="checkbox"/>	Mina	Stojanovic	Clarivate Analytics ...
<input type="checkbox"/>	Maja	Janka S...	Inst Account

Categories

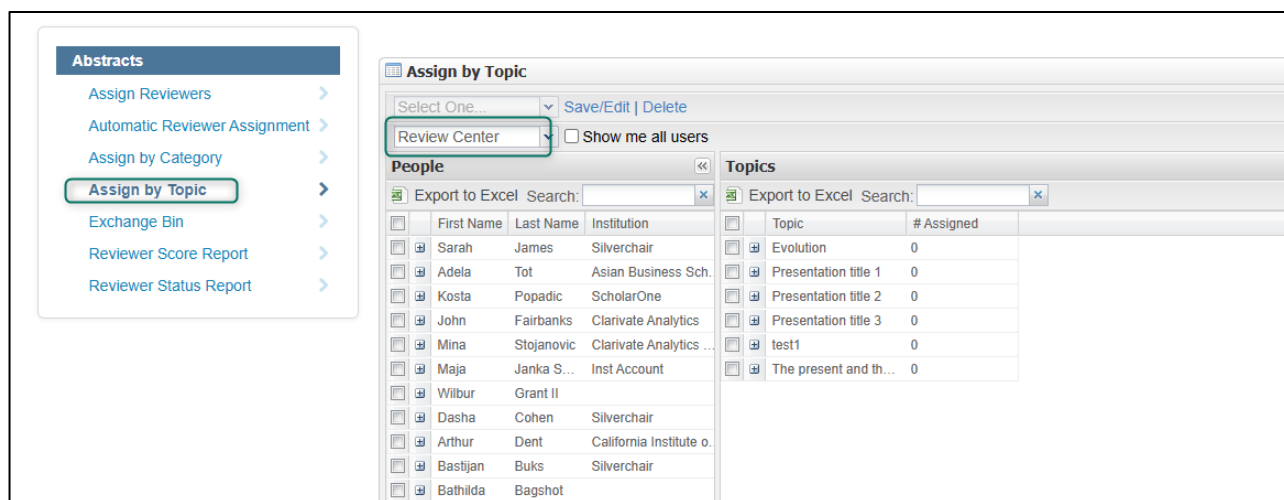
Export to Excel

Search:

	Category	Subcate...	# Assigned	Role
<input type="checkbox"/>	I. Fundamental Properties and Coope...		2	Invited Speaker \$
<input type="checkbox"/>	I. Fundamental Properties and Coope...	a. Electr...	0	Invited Speaker \$
<input type="checkbox"/>	I. Fundamental Properties and Coope...	b. Highly...	0	Invited Speaker \$
<input type="checkbox"/>	I. Fundamental Properties and Coope...	c. Quant...	0	Invited Speaker \$
<input type="checkbox"/>	I. Fundamental Properties and Coope...	d. Low-...	0	Invited Speaker \$
<input type="checkbox"/>	I. Fundamental Properties and Coope...	e. Topol...	0	Invited Speaker \$

## Assign by Topic

In rare situations, assignments by Session Topic is available. This is used in conjunction with Symposia functionality when Session Topics are chosen during abstract submission. To access the assignment process, select Assign by Topic from the left menu in the Review Center. As with Assignment by Category, you can use the Assign by Topic functionality to assign abstracts to reviewers. The first step is to select the role to work with.



**Abstracts**

- Assign Reviewers >
- Automatic Reviewer Assignment >
- Assign by Category >
- Assign by Topic >**
- Exchange Bin >
- Reviewer Score Report >
- Reviewer Status Report >

**Assign by Topic**

Select One... Save/Edit | Delete

Review Center ☐ Show me all users

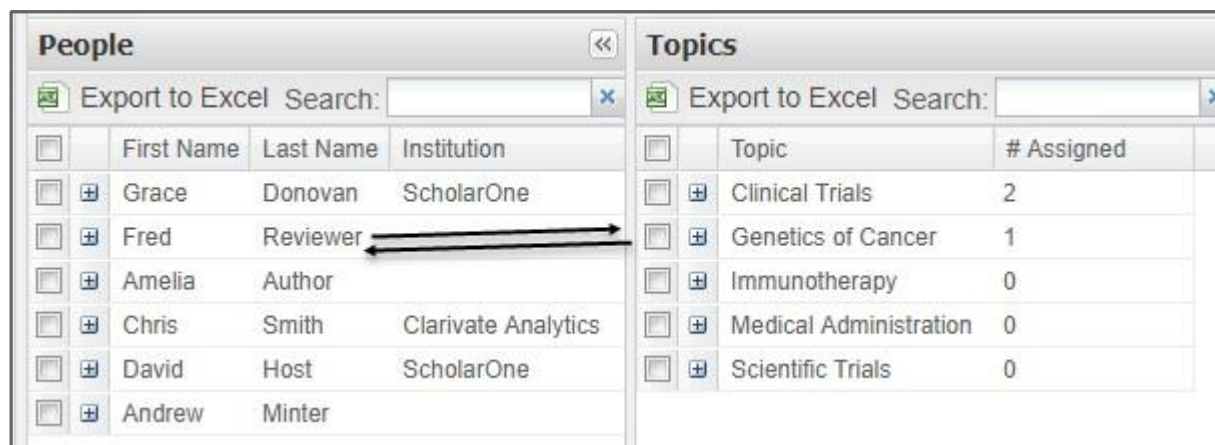
**People**

First Name	Last Name	Institution
Sarah	James	Silverchair
Adela	Tot	Asian Business Sch.
Kosta	Popadic	ScholarOne
John	Fairbanks	Clarivate Analytics
Mina	Stojanovic	Clarivate Analytics ...
Maja	Janka S...	Inst Account
Wilbur	Grant II	
Dasha	Cohen	Silverchair
Arthur	Dent	California Institute o.
Bastijan	Buks	Silverchair
Bathilda	Bagshot	

**Topics**

Topic	# Assigned
Evolution	0
Presentation title 1	0
Presentation title 2	0
Presentation title 3	0
test1	0
The present and th...	0

To make a single assignment, check the Reviewer name and the Topic. Drag and drop the reviewer to the top of the topic name or the topic to the top of the reviewer's name.



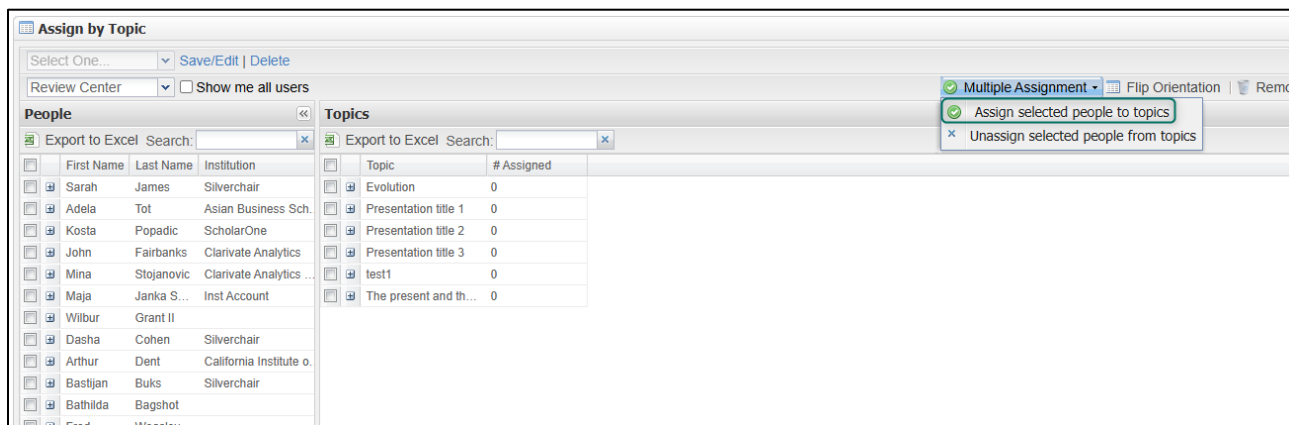
**People**

First Name	Last Name	Institution
Grace	Donovan	ScholarOne
Fred	Reviewer	
Amelia	Author	
Chris	Smith	Clarivate Analytics
David	Host	ScholarOne
Andrew	Minter	

**Topics**

Topic	# Assigned
Clinical Trials	2
Genetics of Cancer	1
Immunotherapy	0
Medical Administration	0
Scientific Trials	0

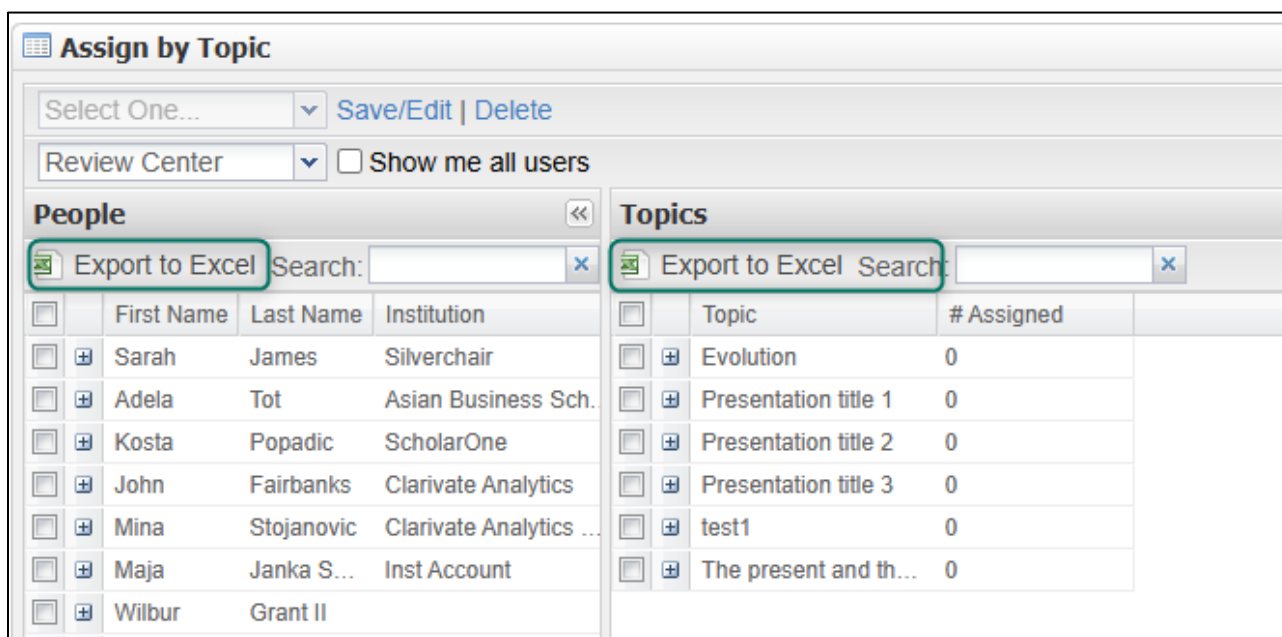
To make multiple assignments, check off the reviewers' names and the corresponding topics. Then select the **Multiple Assignment** dropdown to select **Assign Selected People to Topics**. Answer **Yes** to the pop-up confirmation.



The screenshot shows the 'Assign by Topic' interface. At the top, there are buttons for 'Select One...', 'Save/Edit', and 'Delete'. Below these are dropdowns for 'Review Center' and a checkbox for 'Show me all users'. The interface is divided into two main sections: 'People' and 'Topics'. Both sections have an 'Export to Excel' button and a search bar. The 'People' section lists reviewers with their first and last names and institutions. The 'Topics' section lists topics and the number of people assigned to each. A dropdown menu is open, showing options: 'Multiple Assignment', 'Assign selected people to topics' (highlighted), and 'Unassign selected people from topics'.

**Note:** To unassign a topic from a reviewer, click on the word **“Remove”** next to the Topic in the reviewer's expanded view. To remove multiple topics from one or more reviewers, use the **Unassign Selected People from Topics** in the **Multiple Assignment** dropdown.

The data may be exported by clicking on the **Export to Excel** buttons at the top of the People and Topic grid sections.



This screenshot shows the same 'Assign by Topic' interface, but with the 'Export to Excel' buttons in both the 'People' and 'Topics' sections highlighted with red rectangles. The 'People' table lists reviewers like Sarah James, Adela Tot, Kosta Popadic, John Fairbanks, Mina Stojanovic, Maja Janka S..., and Wilbur Grant II. The 'Topics' table lists topics like Evolution, Presentation title 1, Presentation title 2, Presentation title 3, test1, and The present and th... with their respective assigned counts.

**Note:** Stubs are not available for reviewer assignment.



## Automatic Reviewer Assignment Tool

This feature expedites the review assignment process by using an automatic tool within the **Review Center**. This tool will automatically assign reviewers to abstracts based on the parameters you set. When configured for your site, the menu option appears on the left.

### Preparing the Automatic Assignment Tool

To begin, you will select options for certain values:

- Maximum number of abstracts to be assigned to a reviewer
- Minimum number of reviews required per abstract
- A choice of one of the following automation styles:
  - Limit assignments based on a reviewer role
  - Limit assignments based on the account question “Do you want to be a reviewer?” (potential reviewer). This option requires the site to be configured to ask this question on the user account creations.
  - Limit assignments based on “Area of Expertise” as outlined in account creation. The site must be configured to collect this information if the tool is to be used by this method.
- The Submission Role option allows you to specify which submission roles for which you want to make assignments. If no role is selected, the tool assumes you wish to assign for all submission roles.

Fill out the below values and complete a Test Run before performing the “Run” function to make the final assignments. The “Run” function cannot be undone. The Test Run will be required to have been run 12 hours or less before selecting the Run function. The Test Run will also have to be rerun if there are any changes in values since the last Test Run was executed.

\* 1. Maximum number of assigned abstracts per reviewer:

\* 2. Minimum number of reviews required per abstract:

3. Please select at least one of the following options:

\* 3.a. Limit assignments based on role:

3.b. Limit assignments based on "Do you want to be a reviewer" question: ☐ Yes ☒ No

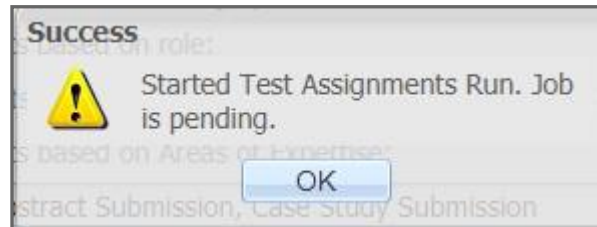
3.c. Limit assignments based on Areas of Expertise: ☐ Yes ☒ No

4. Submission roles:

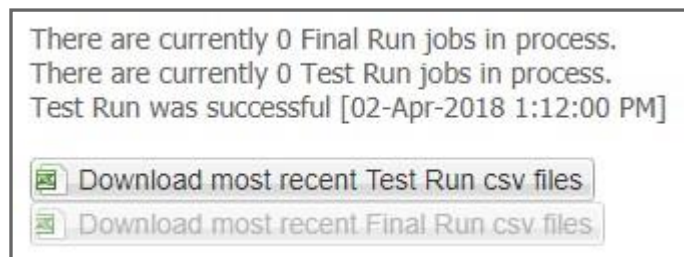


## Test Run and Executing the Automatic Assignment

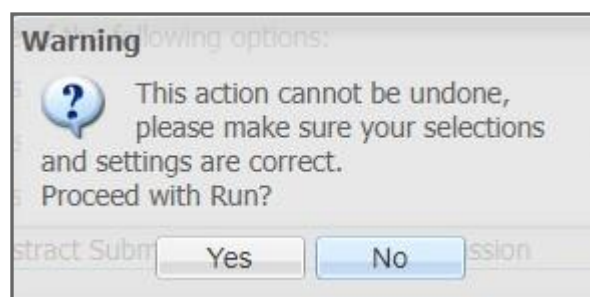
Once the selections are made, you will be required to perform a test run of the tool. Once the “**Test Run**” button has been clicked, the system will alert the admin the test run has started and that the results are pending.



Use the **Refresh** button to get updated information on the test run. Once the run is complete, a message will appear: **Download Most Recent Test Run csv Files.**



Review the two .csv files via Excel. When you are satisfied with the resulting assignments, click the **Run** option. Note, the **Run** option will not work if a test run has not been performed within the previous 12 hours. When the final run is complete, the two .csv files will be available for review. If adjustments need to be made, use **Assign Abstracts** options from the left menu.

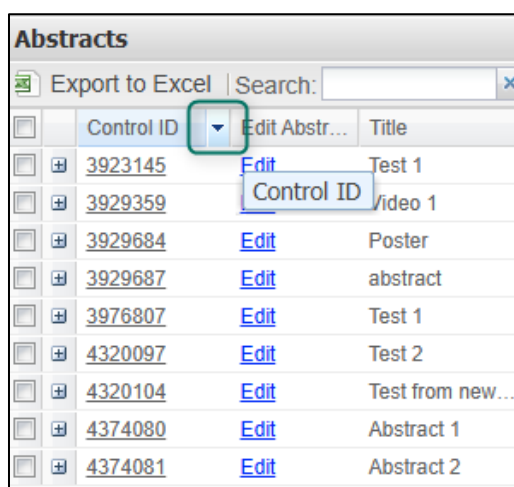


## CHANGING YOUR VIEW

Customize your view to display the information sorted as you specify. Also filter the display to limit the submissions listed and change the screen layout.

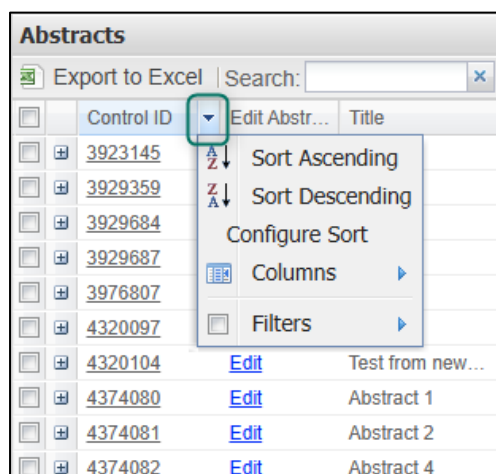
### Sorting

To sort by a column, click on the column header. An arrow appears indicating that the display is sorted by this column in ascending order. Click again to change from ascending to descending order.



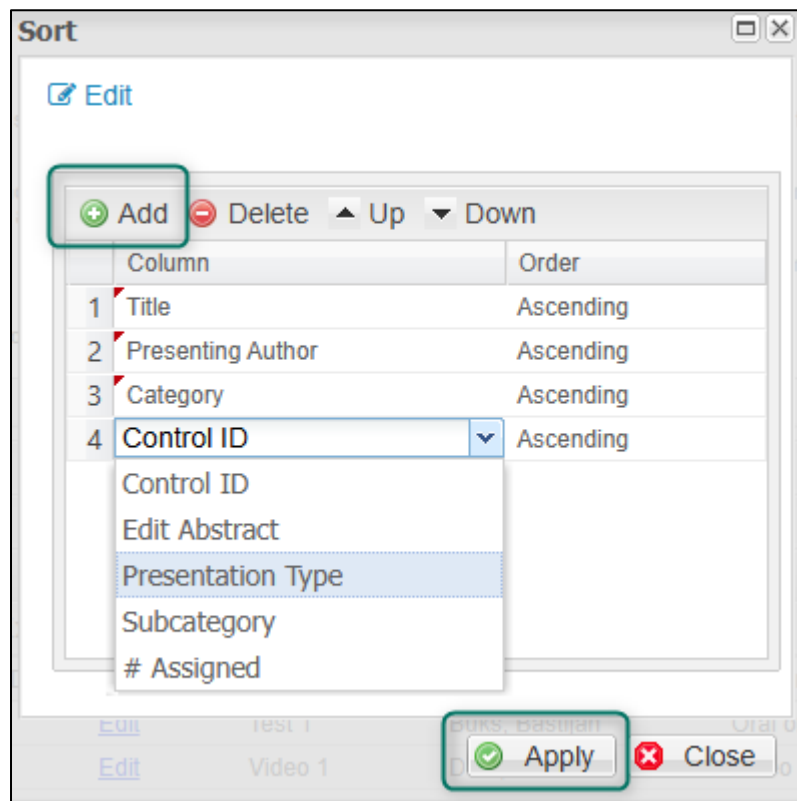
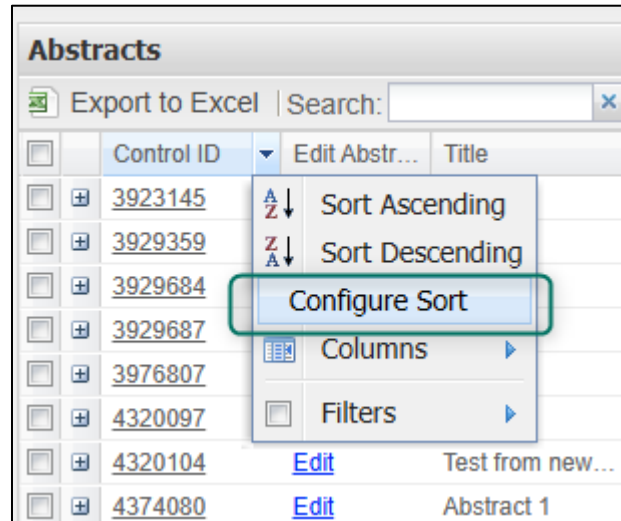
	Control ID	Edit Abstr...	Title
<input type="checkbox"/>	<a href="#">3923145</a>	<a href="#">Edit</a>	Test 1
<input type="checkbox"/>	<a href="#">3929359</a>	<a href="#">Control ID</a>	Video 1
<input type="checkbox"/>	<a href="#">3929684</a>	<a href="#">Edit</a>	Poster
<input type="checkbox"/>	<a href="#">3929687</a>	<a href="#">Edit</a>	abstract
<input type="checkbox"/>	<a href="#">3976807</a>	<a href="#">Edit</a>	Test 1
<input type="checkbox"/>	<a href="#">4320097</a>	<a href="#">Edit</a>	Test 2
<input type="checkbox"/>	<a href="#">4320104</a>	<a href="#">Edit</a>	Test from new...
<input type="checkbox"/>	<a href="#">4374080</a>	<a href="#">Edit</a>	Abstract 1
<input type="checkbox"/>	<a href="#">4374081</a>	<a href="#">Edit</a>	Abstract 2

Alternately, place your mouse over any column and select the down-arrow to the far right in the column header. This will display a list of sorting and configuration options. To sort by the selected column, choose either **Sort Ascending** or **Sort Descending**.



	Control ID	Edit Abstr...	Title
<input type="checkbox"/>	<a href="#">3923145</a>	<a href="#">Edit</a>	Test 1
<input type="checkbox"/>	<a href="#">3929359</a>	<a href="#">Control ID</a>	Video 1
<input type="checkbox"/>	<a href="#">3929684</a>	<a href="#">Edit</a>	Poster
<input type="checkbox"/>	<a href="#">3929687</a>	<a href="#">Edit</a>	abstract
<input type="checkbox"/>	<a href="#">3976807</a>	<a href="#">Edit</a>	Test 1
<input type="checkbox"/>	<a href="#">4320097</a>	<a href="#">Edit</a>	Test 2
<input type="checkbox"/>	<a href="#">4320104</a>	<a href="#">Edit</a>	Test from new...
<input type="checkbox"/>	<a href="#">4374080</a>	<a href="#">Edit</a>	Abstract 1
<input type="checkbox"/>	<a href="#">4374081</a>	<a href="#">Edit</a>	Abstract 2
<input type="checkbox"/>	<a href="#">4374082</a>	<a href="#">Edit</a>	Abstract 4

To sort by multiple columns, select **Configure Sort** from the drop-down list. Click the **Add** button then select your first sort column. Repeat for each column you want to sort by. Re-order the sort options by selecting a sort and clicking the **Up** or **Down** buttons. Click the **Apply** button.



## Display or Hide Columns

Place your mouse over any column header and select the down-arrow (far right of column header). Select the **Columns** item to view a list of available columns. Place a check next to any column you want to display. Uncheck any column you want to hide.

**Abstracts**

Export to Excel | Search:

	Control ID	Edit Abstr...	Title	Presentation Type	Category	Subcategory
<input type="checkbox"/>	<a href="#">3923145</a>	<a href="#">Edit</a>	Test 1	Oral or Poster	Fundamental Prope...	a. Electronic S
<input type="checkbox"/>	<a href="#">3929359</a>	<a href="#">Edit</a>	Video 1	Video Submissions 10	Category #1	none
<input type="checkbox"/>	<a href="#">3929684</a>	<a href="#">Edit</a>	Poster	Poster		
<input type="checkbox"/>	<a href="#">3929687</a>	<a href="#">Edit</a>	abstract	Oral		
<input type="checkbox"/>	<a href="#">3976807</a>	<a href="#">Edit</a>	Test 1	Poster		
<input type="checkbox"/>	<a href="#">4320097</a>	<a href="#">Edit</a>	Test 2			
<input type="checkbox"/>	<a href="#">4320104</a>	<a href="#">Edit</a>	Test from new...			
<input type="checkbox"/>	<a href="#">4374080</a>	<a href="#">Edit</a>	Abstract 1			
<input type="checkbox"/>	<a href="#">4374081</a>	<a href="#">Edit</a>	Abstract 2			
<input type="checkbox"/>	<a href="#">4374082</a>	<a href="#">Edit</a>	Abstract 4			
<input type="checkbox"/>	<a href="#">4374083</a>	<a href="#">Edit</a>	Abstract 6			
<input type="checkbox"/>	<a href="#">4374084</a>	<a href="#">Edit</a>	Abstract 29			

☐ Sort Ascending  
☐ Sort Descending  
☐ Configure Sort  
☒ **Columns**  
☐ Filters

- ☒ Control ID
- ☒ Edit Abstract
- ☒ Title
- ☐ Presenting Author
- ☐ Submission Role
- ☒ Presentation Type
- ☐ Sub-Presentation Type
- ☒ Category
- ☒ Subcategory
- ☐ Keywords
- ☐ Institutions (all)
- ☐ Decision Status
- ☐ Date Submitted
- ☐ Abstract Status
- ☒ # Assigned

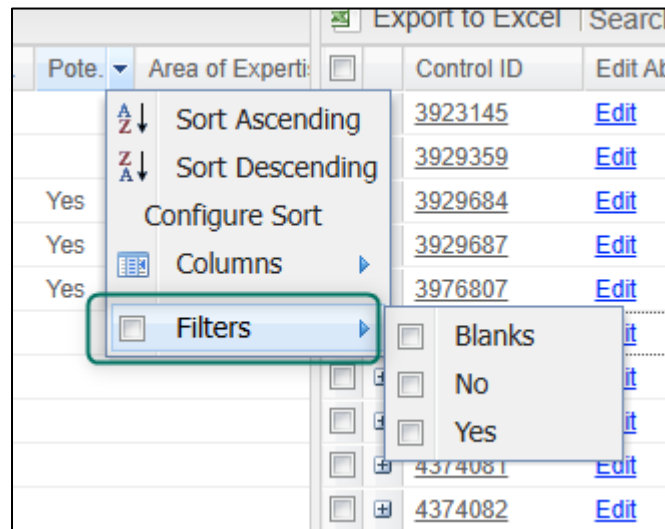
Page 1 of 1 | 50 Records per page

**Note:** In the Score Report grid, you cannot hide the required Scoring and Recommendation columns. This assures the important information they contain is always visible. Scoring columns that are configured as not required will still be optional in the grid.

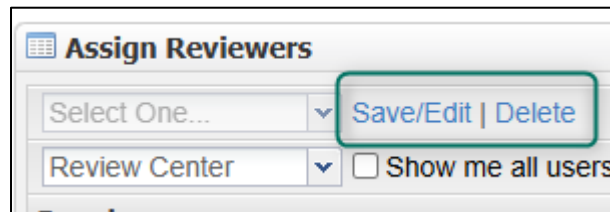
## Filter Displayed Information

Filter the data displayed to meet your specific needs. You can also create and save custom filters.

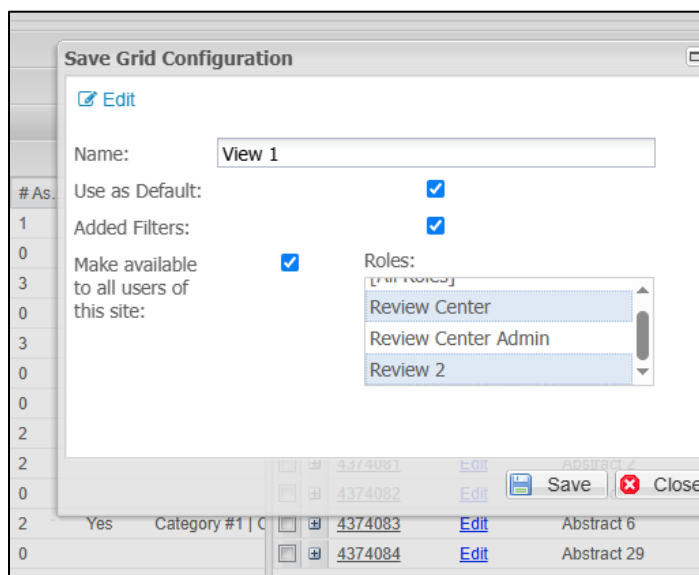
To create a filter, place your mouse over any column header and click the down arrow. Hover over **Filters** then check all values to include from the listing.



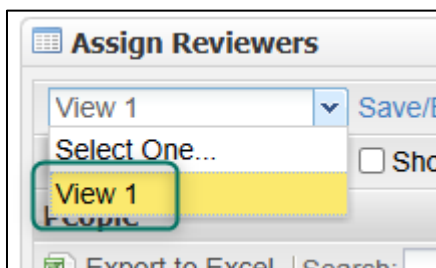
To save the filtered view, click the **Save/Edit** link.



The Save Grid Configuration window displays. Enter a **Name** for your custom filter. Select the **Use as Default** checkbox if you want this to be your default view. To save your filters for the view, click **Add Filters**. If you want to make this view available to other users of the site, click the checkbox and select the appropriate roles. Click **Save** to finish.

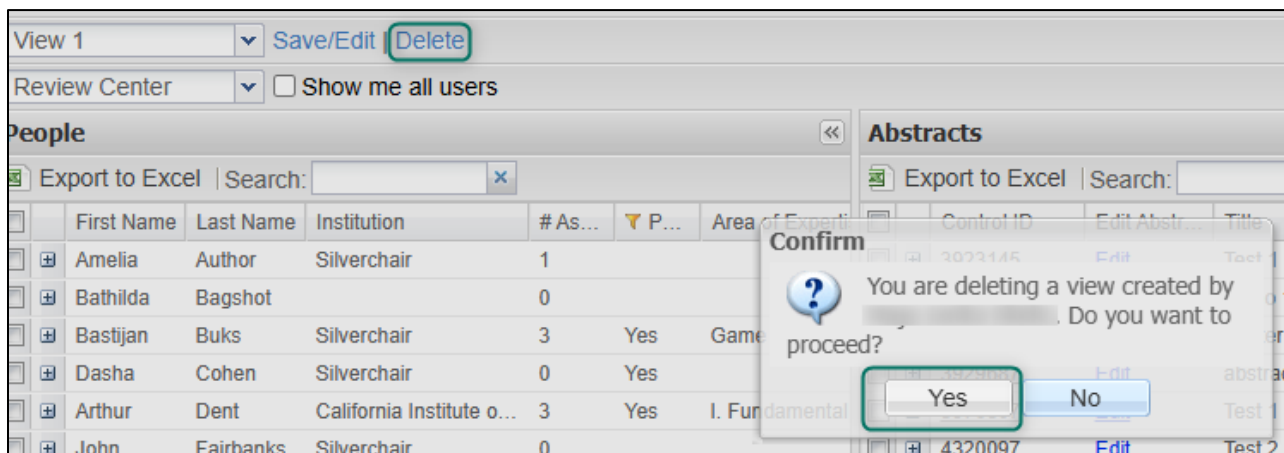


The view is now listed in the views drop-down list.



To delete a view, select it in the filters drop-down list then click the **Delete** option.

Click **Yes** to confirm.

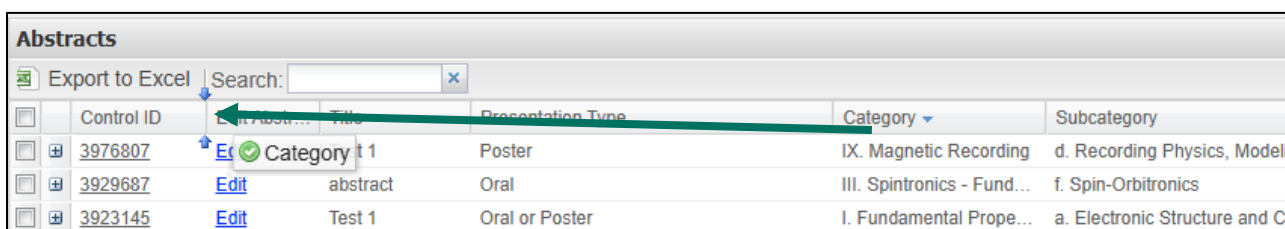


To remove filters from the current view, click the **Clear Search** link. This does not delete any saved filters but reverts the view to include all submissions.



## Reorder Columns

Reorder the columns in your view by dragging and dropping the column header to a new location. Click the column header of the column you wish to move and then drag to where you want it to display. You will see blue arrows indicating the location it will display. In the example below, the Category column is being moved to the right of the Edit column.



## Viewing in Full Screen

To view the displayed data in a full screen mode, click the **Expand this grid to full screen** button. The button consists of four arrows.



To return to the standard view, click the **Close window and return** button.



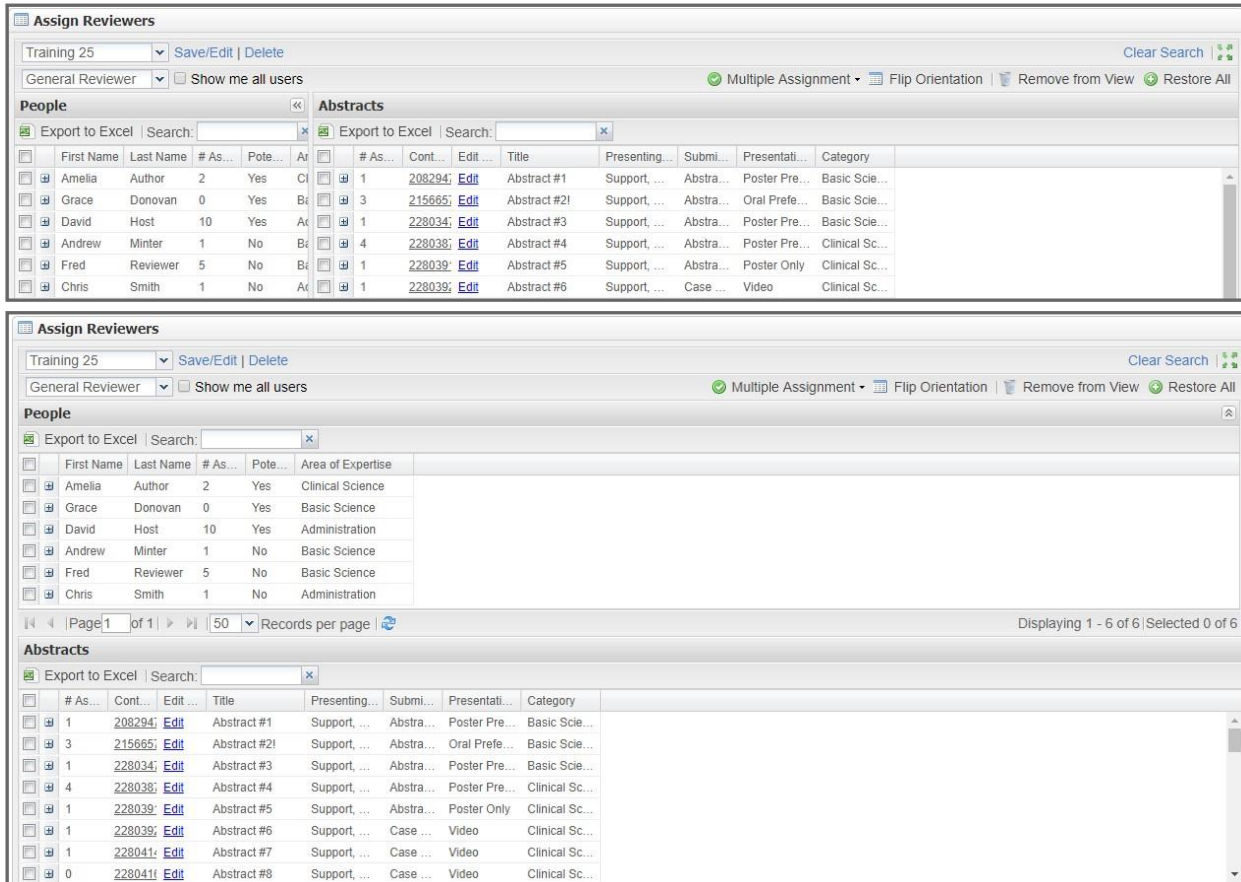
## Adjust Pane and Column Width

To change pane widths for the People and Abstract panes or the column width for any column, place your cursor over the divider between panes or columns. The cursor changes to a double-arrow. Click and drag the column to the width you desire.



## Flip Orientation

To change the orientation of the screen, click the **Flip Orientation** button. It will change the screen display from a horizontal alignment to vertical alignment as shown below.



**Assign Reviewers**

Training 25 | Save/Edit | Delete | Clear Search

General Reviewer | Show me all users | Multiple Assignment | Flip Orientation | Remove from View | Restore All

**People**

First Name	Last Name	# As...	Pote...	Ar	Area of Expertise
Amelia	Author	2	Yes	Cl	Clinical Science
Grace	Donovan	0	Yes	Ba	Basic Science
David	Host	10	Yes	Ar	Administration
Andrew	Minter	1	No	Ba	Basic Science
Fred	Reviewer	5	No	Ba	Basic Science
Chris	Smith	1	No	Ar	Administration

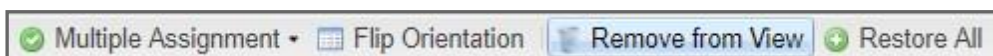
Page 1 of 1 | 50 Records per page | Displaying 1 - 6 of 6 | Selected 0 of 6

**Abstracts**

# As...	Cont...	Edit ...	Title	Presenting...	Submi...	Presentati...	Category
1	208294	Edit	Abstract #1	Support, ...	Abstra...	Poster Pre...	Basic Scie...
3	215665	Edit	Abstract #2!	Support, ...	Abstra...	Oral Prefe...	Basic Scie...
1	228034	Edit	Abstract #3	Support, ...	Abstra...	Poster Pre...	Basic Scie...
4	228038	Edit	Abstract #4	Support, ...	Abstra...	Poster Pre...	Clinical Sc...
1	228039	Edit	Abstract #5	Support, ...	Abstra...	Poster Only	Clinical Sc...
1	228039	Edit	Abstract #6	Support, ...	Case ...	Video	Clinical Sc...
1	228041	Edit	Abstract #7	Support, ...	Case ...	Video	Clinical Sc...
0	228041	Edit	Abstract #8	Support, ...	Case ...	Video	Clinical Sc...

You can Remove reviewers or abstracts from the current view. You might choose to do this if you have done all the assignments for a particular abstract and want to clear it from the listing of all abstracts. When you remove abstracts or people from the grid, you are only removing them from the current view and are making no permanent changes to the abstract or reviewer.

Select a reviewer or abstract then click the **Remove from View** button.



Multiple Assignment | Flip Orientation | Remove from View | Restore All

To restore the abstracts, you removed back into the current view, click the **Restore All** button.

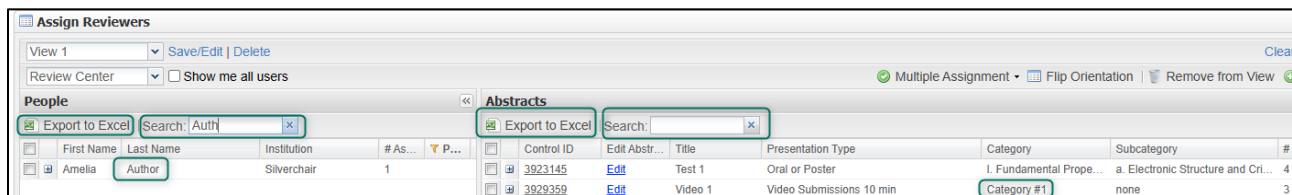




## Export to Excel and Search Options

The review center grids also support an **Export to Excel** option in both the reviewers and abstracts portions of the **Assign Reviewers** grid and the **Assign Sessioners** grid. The option is also available on **Assign by Topic** and **Assign by Category** grids. The option can also be configured for the **Session Proposals Assign Reviewer**.

Also available, is a quick **Search** feature on both sides of the assignment grids. Search by Control ID, title, category, for example. Use partial search terms to expand your results.



## REVIEWER SCORE REPORT

The Reviewer Score Report is a powerful report that allows you to view scoring information collected during the review process. You can see the aggregate scoring information for every submission assigned to someone for review (based on role). Also included is the individual scoring information for each reviewer.

### View Reviewer Score Report

Begin by selecting the **Review** role to work with from the **Role Selection** list.



The submissions assigned for Review will display.

---

**Note:** If configured as review fields, the **Wrong Category** and **Conflict of Interest** columns will appear in the **Score Report** grid. When displaying in the grid, the number of reviewers who have selected the **Conflict of Interest** or **Wrong Category** boxes on their review will display as a number in the respective column. Both columns have been added to the “**Export All to Excel**” option in the **Import/Export** selection dropdown. In the export, a “Yes” or “No” will appear in the columns to reflect whether the box was checked in the reviews.

---

**Reviewer Score Report**

Select One... Save/Edit | Delete Search:

Review Center ☐ Show me all abstracts Import/Export to Excel | Mass Update

#	Control ID	Title	Pres...	Presentation Type	Category	Avg Score	Std. Dev	Reviews	Conflict of Interest	Wrong Category	Recommendation	Re-Categorize	Decision
3	3929359	Video 1	Den...	Video Submissi...	Categ...	2	0.7071	2	0	1	Reject		Reject
2	3929684	Poster	Hea...	Poster		4.7	0.6749	2	0	0	Accept Poster		Accept as P...
4	3923145	Test 1	Buk...	Oral or Poster	I. Fund...	4.45	0.6863	4	0	1	Accept Oral/Accept...		Accept as Oral

## Non-Required Scoring Columns

The **Reviewer Score Report** can include non-required scoring columns. If Reviewers elect not to enter these non-required scores, they will still show a *Yes* for completion of the abstract review when all the required fields are complete. The nonrequired field will be included in the calculation of the average score. The score will be a zero in the calculation.

**Abstract Reviews**

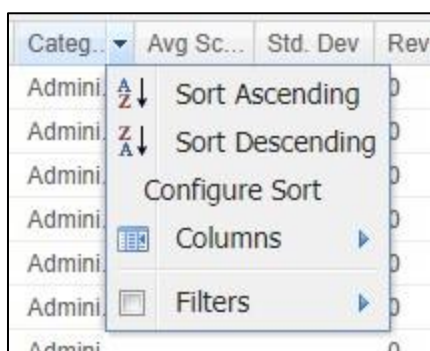
Select One... Save/Edit | Delete

Print Selected

Control ID	Reviewer Comments	Title	Conflict of Interest	Wrong Category	Originality	Score (Not required)	Compl...	Com...	Score Column #3
4374081	view/edit	Abstract 2			Select...		Select...		Select...

## Sort or Filter

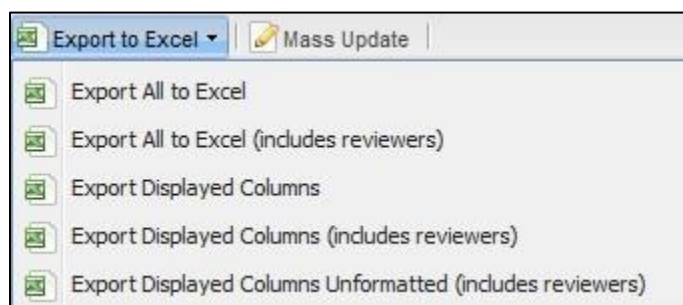
Sort submissions by clicking on any column header or search selected Control IDs by keyword in the **Filter** box. Hover over a column header and click the dropdown arrow to access filters and additional sorting options. Choose the **Configure Sort** option to further customize your report.



## Export Reviewer Score Report

To export selected Control IDs from the grid to Excel, click Export to Excel then choose the appropriate type of export. Export All selections will download all columns available on the scoring grid. Export Displayed options will only download the columns you have selected for

your scoresheet view. Includes reviewer options will download reviewer information for each abstract. Once downloaded, manipulate the data further in Excel.

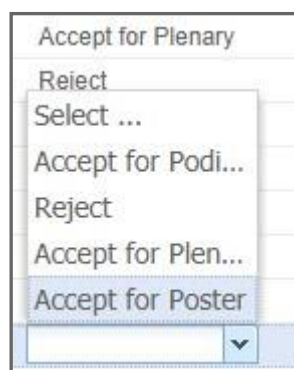


## ENTER DECISIONS

### Single Assignment

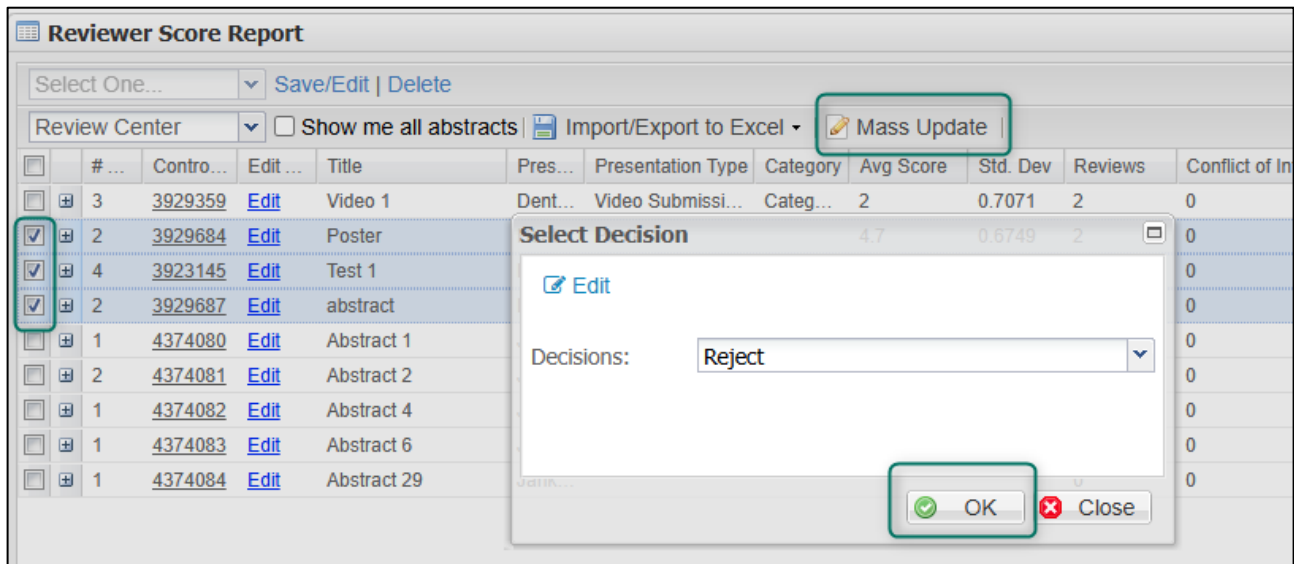
You can enter decisions directly on the Reviewer Score Report grid.

Click in the individual decision field. Select from the dropdown to choose a decision for a single submission.



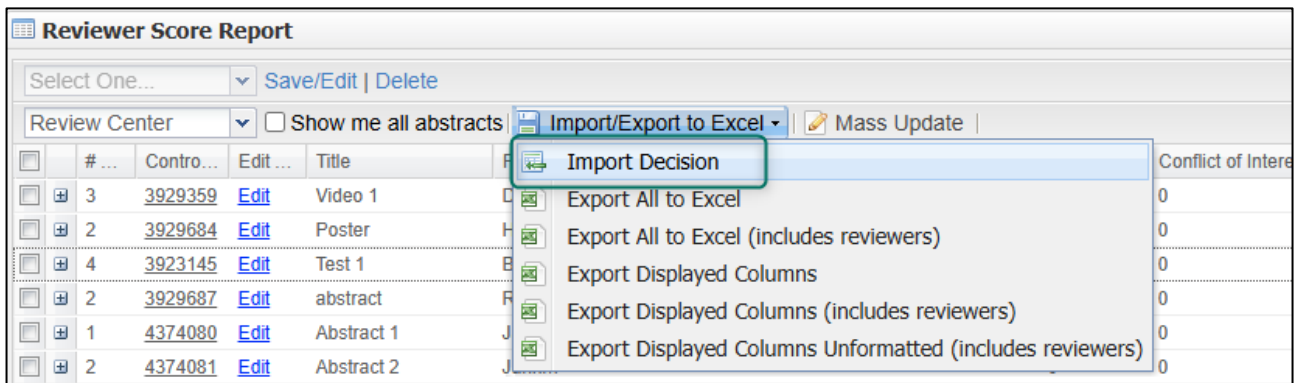
### Multiple Assignment

To enter a decision for multiple Control IDs, select appropriate Control IDs from the grid, then click the **Mass Update** option. Select the decision status to apply to the control IDs and click **OK**.



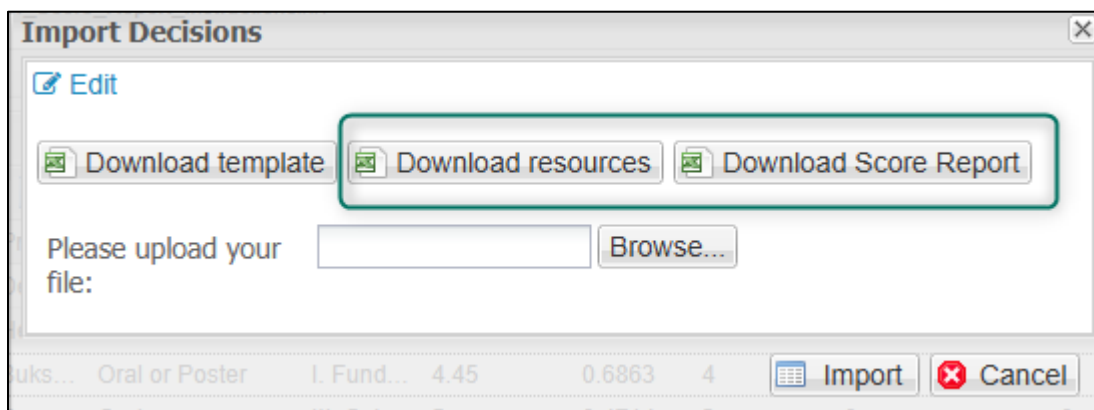
## Decision Import

You can import multiple (or all) decisions to the **Reviewer Score Report**. Download the decision template in .csv format by selecting the **Import Decision** option.



You will first want to download both the Resources and Scoresheet. The Resources file outlines the specific decision statuses you have configured for your site. These decision statuses are the only decision statuses you may use for your import. The **Score Sheet** download will be used to double check the abstracts that need decisions.

To start, select the **Download Template** option to download the import template.

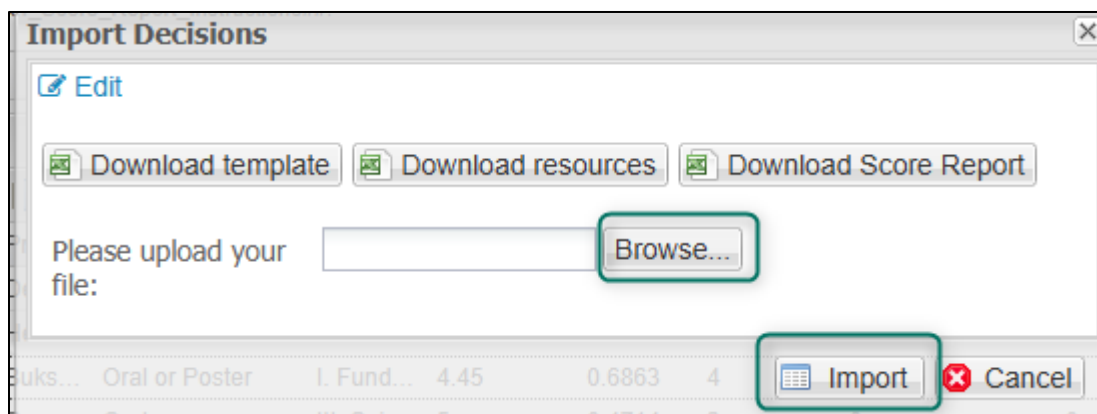


Once you downloaded the template, add the required Control IDs and Decisions for the abstract decisions you wish to upload.

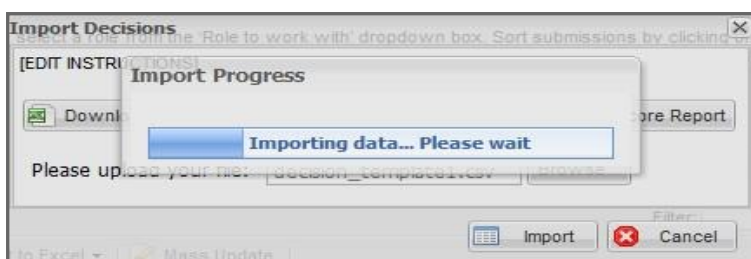
	A	B
1	Control Id	Decision
2	123456	Accept for Podium
3	234567	Accept for Oral
4	345678	Poster
5	456789	Accept for Plenary
6		
7		

Then save the template as a .csv file.

Once the template is saved, go back to the grid and select the **Browse** option to find your file and then select **Import**.



You will see an **Import Progress** bar while the data is importing.



You will not have the ability to add or update the decision for abstracts already sessioned.

---

**Note:** As with any import, the headers and resources of the templates should not be edited in any way. Doing so will make the import fail.

---

## REVIEWER STATUS REPORT

The Reviewer Status Report allows you to review the progress of reviewers. You can see the number of reviews assigned, completed, and remaining, as well as the average score given by the reviewer.

### View the Reviewer Status Report

Begin by selecting the **Review** role to work with from the **Role Selection** list.



All reviewers assigned to an abstract with the role of Reviewer displays.

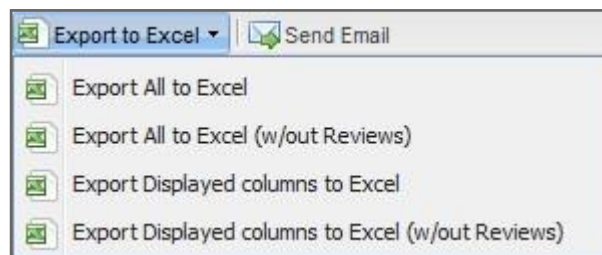
Status #2 <span>▼</span> <a href="#">Save/Edit</a>   <a href="#">Delete</a>						
General Reviewer <span>▼</span> <a href="#">Export to Excel</a> <span>▼</span>   <a href="#">Send Email</a>						
<input type="checkbox"/>	First N...	Last N...	Email	# Assigned	# Completed	# Remaining <span>▼</span>
<input type="checkbox"/>	Patrick	Smith	<a href="mailto:patrick@donotsend.com">patrick@donotsend.com</a>	15	0	15
<input type="checkbox"/>	Alex	Porter	<a href="mailto:anegovan@donotsend.de...">anegovan@donotsend.de...</a>	10	0	10
<input type="checkbox"/>	Thomas	Brady	<a href="mailto:thomasb@donotsend.com">thomasb@donotsend.com</a>	9	0	9
<input type="checkbox"/>	Gwen	Baker	<a href="mailto:gwen1@donotsend.com">gwen1@donotsend.com</a>	5	0	5
<input type="checkbox"/>	Fred	Revie...	<a href="mailto:freviewer@donotsend.demo">freviewer@donotsend.demo</a>	5	0	5
<input type="checkbox"/>	David	Host	<a href="mailto:s1ahost5@gmail.com">s1ahost5@gmail.com</a>	3	0	3
<input type="checkbox"/>	Amelia	Author	<a href="mailto:amyauthor11@donotsend...">amyauthor11@donotsend...</a>	2	0	2
<input type="checkbox"/>	Chris	Smith	<a href="mailto:christina.porter@tr.com">christina.porter@tr.com</a>	1	0	1
<input type="checkbox"/>	Sarah ...	James	<a href="mailto:sarah.b.james@clarivate.c...">sarah.b.james@clarivate.c...</a>	1	0	1
<input type="checkbox"/>	Andrew	Minter	<a href="mailto:aminter@donotsend.com">aminter@donotsend.com</a>	1	0	1

## Sort or Filter

Sort reviewers by clicking on any column header or search selected Control IDs by keyword in the **Filter** box. Filter across all columns, or within a single column. Hover over a column header and click the dropdown arrow to access filters and additional sorting options. Choose the **Sort** and **Columns** options to further customize your grid.

## Export Reviewer Status Report

To export selected Control IDs from the grid to Excel, click **Export to Excel** then choose the appropriate report option.



## Send Email by Email Address

To send an email to one reviewer, click on their email address in the grid.

Reviewer Status Report								
Select One...		Save/Edit   Delete						
Review Center		Export to Excel   Send Email						
<input type="checkbox"/>	First N...	Last N...	Area of Expertise	Email	# Assigned	# Com...	# Rem...	R-Score
<input type="checkbox"/>	Arthur	Dent	I. Fundamental Prope	arthur.dent@gmail...	3	2	1	4.7
<input checked="" type="checkbox"/>	Mina	Stojan...		mstojanovic@silve...	1	1	0	0
<input type="checkbox"/>	Bastijan	Buks	Game Studies: Identit	buksbastijan@gm...	3	2	1	3.6
<input type="checkbox"/>	Fred	Weasley		fred.weasley@gm...	1	1	0	4.8
<input type="checkbox"/>	Amelia	Author		amelia@test.com	1	0	1	
<input type="checkbox"/>	Leo	Gursky		leogursky74@gm...	2	1	1	4.6

A pop-up email appears with the To, From and Subject lines pre-populated. A basic email is outlined, and you can customize the text. This **System Template** can be found under **System Emails** in the **Email Administration** section of the **Admin** tab.

Send Email

Edit

\* To:

amelia@test.com

\* From:

admin@silverchair.com

CC:

BCC:

Subject:

S1C Site

Body:

Friday, 13-Jun

Dear Amelia Author,

Enter you message here.

Sincerely,

Admin,

S1C Site

Send

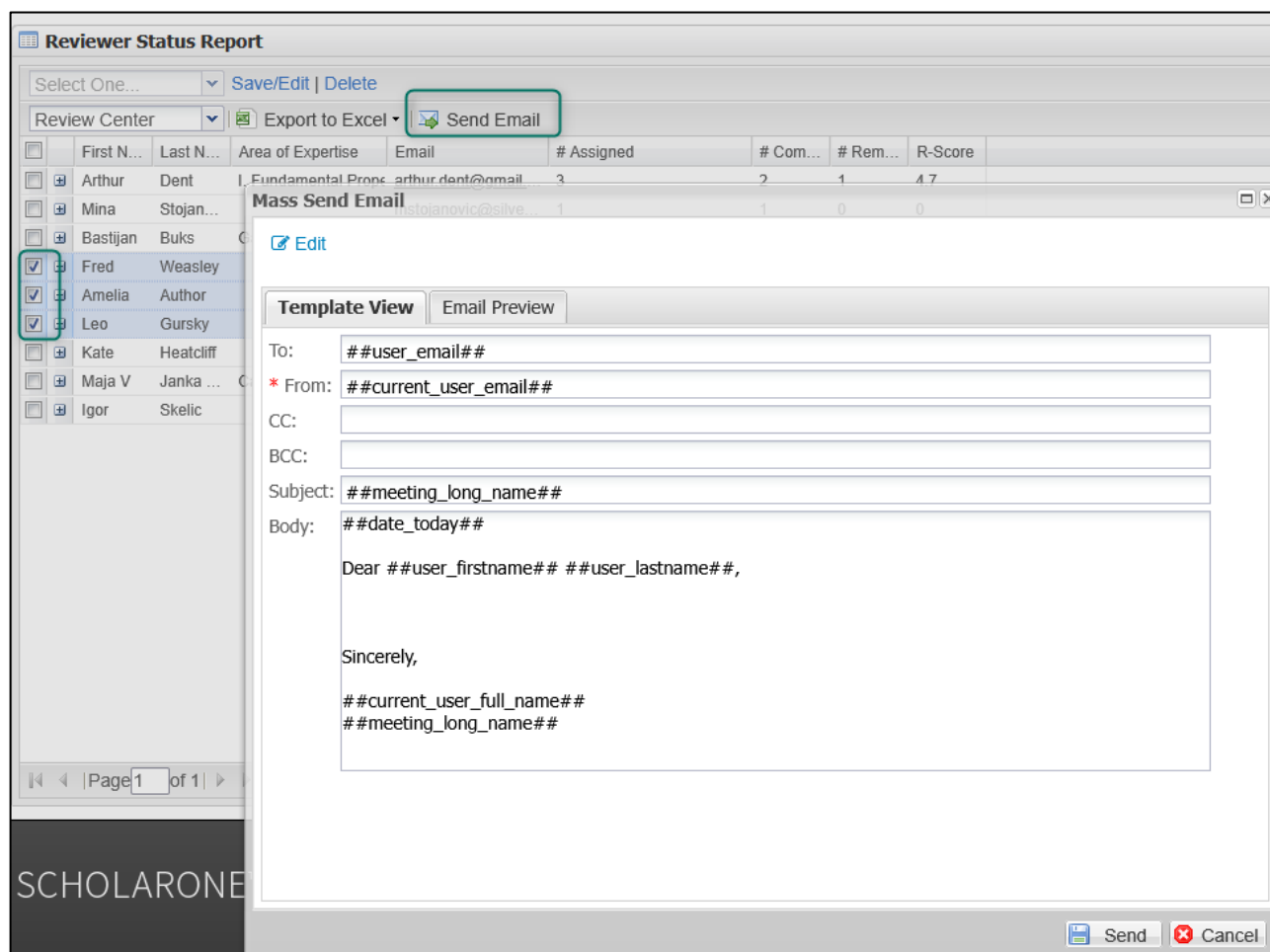
Cancel



## Send Mass Email

You can send an email to more than one reviewer directly from the **Reviewer Status Report** grid. Select one or more reviewers to email and click the **Send Email** button.

An email window display. Review the email details and use Email Preview to view each email generated. Click **Send** when finished.



The screenshot shows the 'Reviewer Status Report' grid with several reviewers selected. The 'Send Email' button is highlighted. The 'Mass Send Email' dialog box is open, showing the 'Template View' tab. The dialog contains fields for To, From, CC, BCC, Subject, and Body, with placeholder text for user and meeting information. The 'Send' button is at the bottom right.

	First N...	Last N...	Area of Expertise	Email	# Assigned	# Com...	# Rem...	R-Score
<input type="checkbox"/>	Arthur	Dent	I. Fundamental Princ	arthur.dent@gmail...	3	2	1	4.7
<input type="checkbox"/>	Mina	Stojan...		instojanovic@silve...	1	1	0	0
<input type="checkbox"/>	Bastijan	Buks						
<input checked="" type="checkbox"/>	Fred	Weasley						
<input checked="" type="checkbox"/>	Amelia	Author						
<input checked="" type="checkbox"/>	Leo	Gursky						
<input type="checkbox"/>	Kate	Heatcliff						
<input type="checkbox"/>	Maja V	Janka ...						
<input type="checkbox"/>	Igor	Skelic						

**Mass Send Email**

[Edit](#)

**Template View** | **Email Preview**

To: ##user\_email##

\* From: ##current\_user\_email##

CC:

BCC:

Subject: ##meeting\_long\_name##

Body: ##date\_today##

Dear ##user\_firstname## ##user\_lastname##,

Sincerely,

##current\_user\_full\_name##  
##meeting\_long\_name##

**Send** **Cancel**

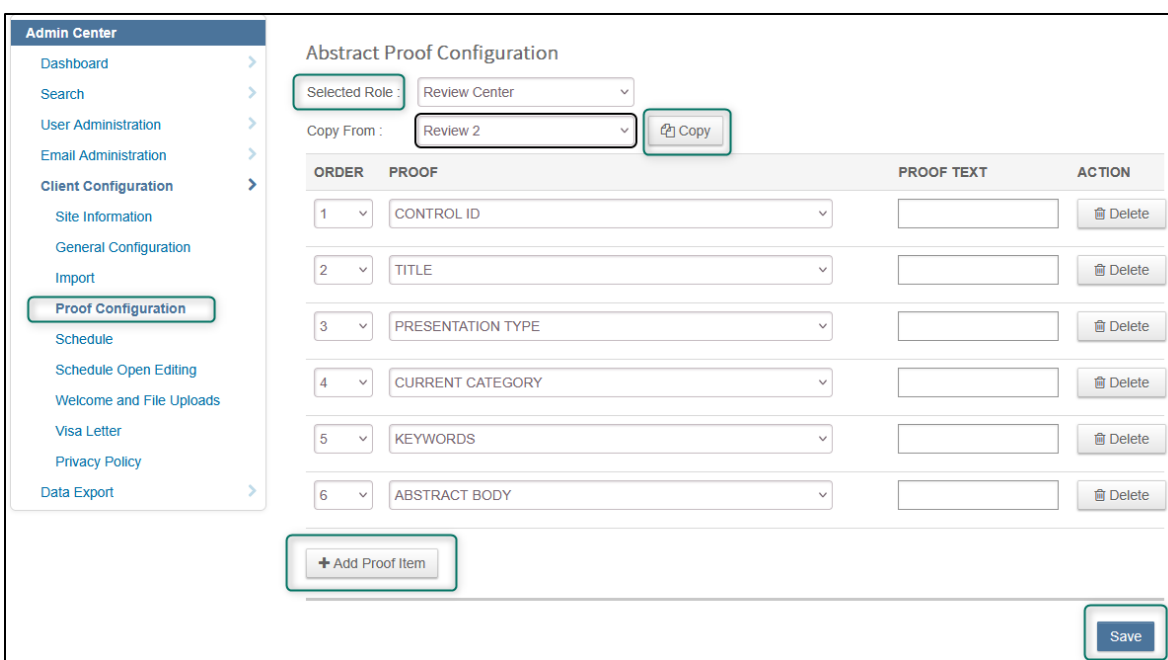
## ABSTRACT PROOF CONFIGURATION

Choose the format in which abstract proofs are viewed for each role. The **Abstract Proof Configuration** section gives you the ability to choose from 25 different fields to display, as well as the option to create your own headers. For instance, if you want Reviewers of proposals to see a different abstract proof than those who are reviewing abstracts, then you would follow the directions below.

Abstract proof configuring is completed in the **Admin Center** under **Client Configuration**. Select the role whose abstract proof you wish to format from the **Select Role** dropdown. Select the data fields that you want to appear on that particular abstract proof using the **Item** drop-down box.

To create a specific header within the proof, choose the **Heading Item**, then type the text you wish to display in the blank field next to the **Item** drop-down.

If you have similar proofs to configure (for example, if you have several review roles which require the same or similar display items), select the **Copy** options.



**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

**Abstract Proof Configuration**

Selected Role : Review Center


Copy From : Review 2 Copy

ORDER	PROOF	PROOF TEXT	ACTION
1	CONTROL ID		Delete
2	TITLE		Delete
3	PRESENTATION TYPE		Delete
4	CURRENT CATEGORY		Delete
5	KEYWORDS		Delete
6	ABSTRACT BODY		Delete

+ Add Proof Item

Save

With the configuration shown above, anyone with a role of General Reviewer will see the layout below, with the selected **Items** in the designated order.

 Edit

Proof

**CONTROL ID:** 3929359  
**TITLE:** Video 1  
**PRESENTATION TYPE:** Video Submissions 10 min  
**CURRENT CATEGORY:** Category #1  
**KEYWORDS:**  
**ABSTRACT BODY:**  
Abstract Body: Video 1  
  
**Introduction:** Videp 1  
  
**Methods:** Video 1  
  
**Results:** good

## REVIEWER CHAIR

A Reviewer Chair helps to manage the assignments of reviewers and abstracts.

You can assign a Reviewer Chair to manage a subset of abstracts. The Reviewer

Chair may be able to assign abstracts to reviewers and track completion using the Status Report and Reviewer Score Report. Please note that the Reviewer Chair must assign the abstracts for reviewers to see the abstracts in the reviewer's scoresheet.

---

**Note:** Reviewer Chair functions are specific to the site and may include all or some of the functions performed by the Reviewer Admin.

---

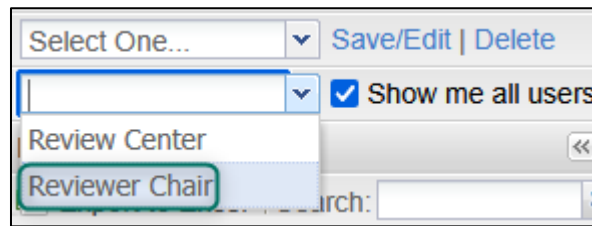
## ASSIGNING ABSTRACTS TO THE REVIEWER CHAIR

The Reviewer Admin assigns abstracts to the **Reviewer Chair** to manage.

### Select a Role

Begin by selecting the role you wish to work with. Commonly, you will select the Reviewer Chair role, or the role your society has named as the general role for reviewer chairs. Some users have been granted the role of Reviewer Chair and so filtering by this role is an easy way to locate a Reviewer Chair. However, someone new to the Reviewer Chair role may not yet have been given the role, so you may need to identify them from the full list of users.

Select Reviewer Chair from the Role Selection list.



Select the **Show me all users** checkbox to view a full list of users. De-select this box to view only people who have already been assigned the Reviewer Chair role.



### Locate a Reviewer Chair

To find a specific chair, sort, filter, or page through the people pane to find the reviewer you want.

---

**Tip:** When you assign a review to a user not designated with the Reviewer Chair role, he or she will be automatically granted that role by the system. You do not need to give the user the role prior to making the assignment.

---

### Assign Abstracts to the Reviewer Chair

Select the abstracts to assign from the abstracts list. Click and drag to the name of the **Reviewer Chair** in the **People** list to the appropriate abstract(s). Ensure that the blue dotted line is above the name of the Reviewer Chair before releasing the mouse button.

Use the **Multiple Assignment** functionality as it is used in the **Assign Abstracts to Reviewers** process. See the section of this document titled **Make Review Assignments**.

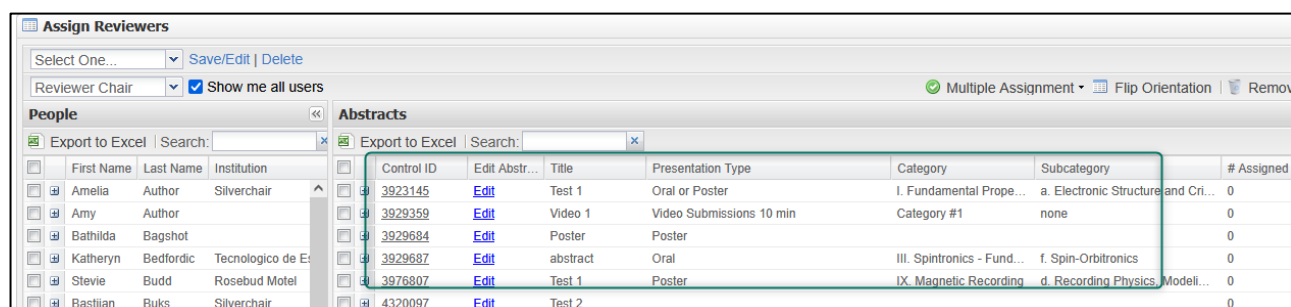
View the list of assignments for the Reviewer Chair by clicking the **Expand** button. The assignments display below the chair's name.

## ACCESSING THE REVIEWER CHAIR FUNCTIONS

The Reviewer Chair can perform many of the functions of the Reviewer Admin. From the **Review** tab in the main menu, select the **Reviewer Chair** role.

### Reviewer Chair View

The **Assign Reviewers** screen displays. The Reviewer Chair sees only the abstracts that were assigned to him or her.



The screenshot shows the 'Assign Reviewers' interface. It has two main sections: 'People' and 'Abstracts'. The 'People' section lists reviewers with columns for First Name, Last Name, and Institution. The 'Abstracts' section lists abstracts with columns for Control ID, Edit Abstr..., Title, Presentation Type, Category, Subcategory, and # Assigned. A green box highlights the 'Abstracts' table.

Control ID	Edit Abstr...	Title	Presentation Type	Category	Subcategory	# Assigned
3923145	Edit	Test 1	Oral or Poster	I. Fundamental Prope...	a. Electronic Structure and Cri...	0
3929359	Edit	Video 1	Video Submissions 10 min	Category #1	none	0
3929684	Edit	Poster	Poster			0
3929687	Edit	abstract	Oral	III. Spintronics - Fund...	f. Spin-Orbitronics	0
3976807	Edit	Test 1	Poster	IX. Magnetic Recording	d. Recording Physics Modeli...	0
4320097	Edit	Test 2				0

The Reviewer Chair can then assign the abstracts to reviewers following the same steps as the Reviewer Admin. The Reviewer Chair can also use the **Reviewer Score Report** and the **Reviewer Status Report** to view information on the progress of the reviewers (if configured). The chair can review the instructions for these features in the Reviewer Admin section of this document.

For Assistance contact our support team at: [s1help@silverchair.com](mailto:s1help@silverchair.com)

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