Review Administrator Guide

17-October-2018

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USE GET HELP NOW & FAQS

As a ScholarOne Abstracts Administrator, one of your greatest help tools is ScholarOne's **Frequently Asked Questions** tab on our help site, Get Help Now. Our FAQs provide immediate answers to common user questions.

In addition, Get Help Now offers downloadable guides (such as this one), video tutorials, and the ability to **Create a Case** to get assistance from our support group. We recommend that you bookmark our help site and visit often.

FAQs All

FAQ Title	Last Modified Date
What is Review Chair role?	08/29/2017
Where/How do I find who has completed their reviews?	12/28/2017
Why does my review appear as incomplete even though I have filled in all the required information?	03/01/2017
How to assign a reviewer to an abstract?	10/05/2017
What are the requirements for an abstract status to change from Submitted or Re-submitted to Scored?	12/13/2016
How to create Message (Invitation) templates via Speaker Management?	12/28/2017
How can I search on Invitation Status for users via Admin Center?	03/22/2017
How do I send an email reminder to an individual reviewer?	12/28/2017
What are Persistent Invitation Links?	05/17/2017
What is the Super User Admin role?	03/22/2017
Can we add Custom Questions	03/22/2017
What is Speaker Management and where can it be accessed?	12/28/2017
How to schedule Sessions or Events?	07/06/2017
How to add rooms in the Session Center?	07/20/2017
Where can I add the Invitation Close Date item?	05/17/2017

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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 Abstracts **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 Abstracts through your normal log in process.

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


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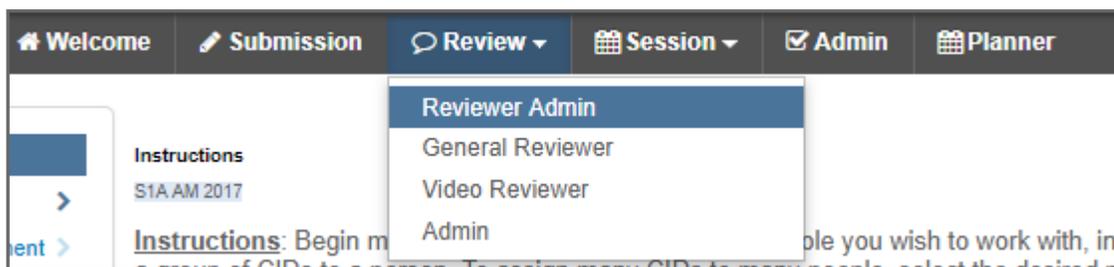
REVIEWER ADMIN

The Reviewer Admin role is used to assign abstract submissions to reviewers. ScholarOne Abstracts 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
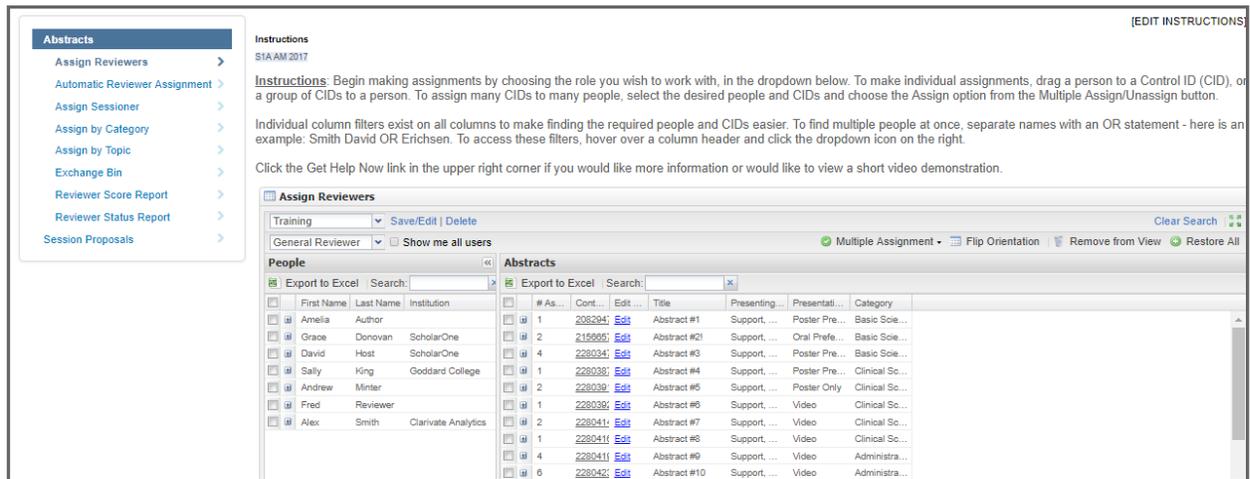
Screen Component	Description
Menu Options	Access the **Assign Reviewers** screen and the reports.
Save Views	Save a view that you designed then access the view anytime through the drop-down list.
Role Selection	Choose a role to work with so the system knows which role to make the assignments to.

Search Options	Narrow your views according to the specified search criteria.
Assignment Controls	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 a 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. Beside 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.

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.


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.
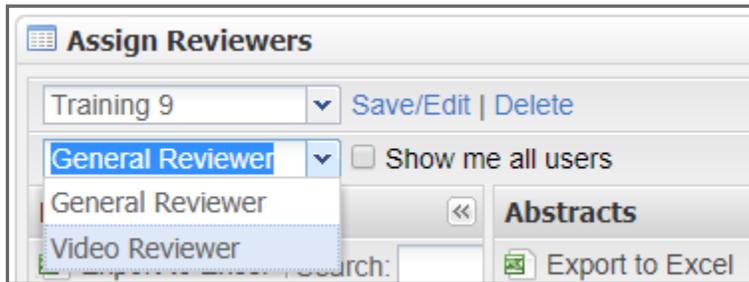
Select the **Show me all users** checkbox to view a full list of users in your database. De-select this box to view only people who have already been assigned the Reviewer role.
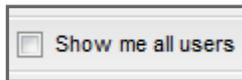
Note: The Reviewer Chair role and functions are described in a later section of this document.

Locate a Reviewer

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

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.

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.

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.

Finding Reviewers Using Page Controls

To find a person who is assigned 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.

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

Make Review Assignment

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

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 assignment of abstracts to Chair/Sessioners. Options for Assign Sessioner are available in the left menu. The assign Chair option uses the main Assign Reviewers grid.

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.

Assign Multiple to Single

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

## 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.

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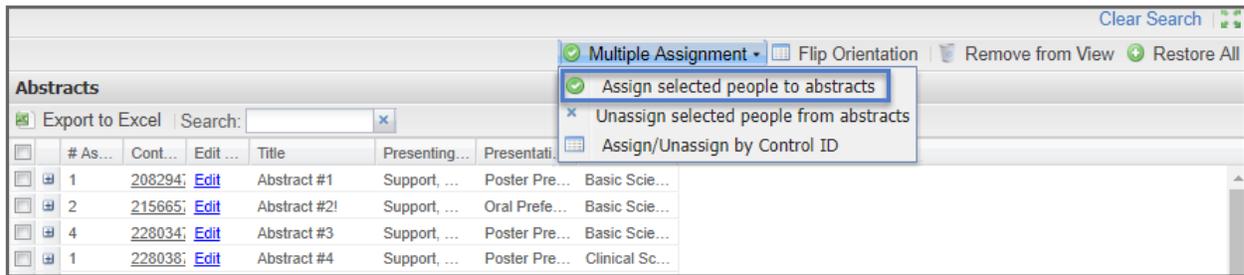
Assign Abstracts by Control ID

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**
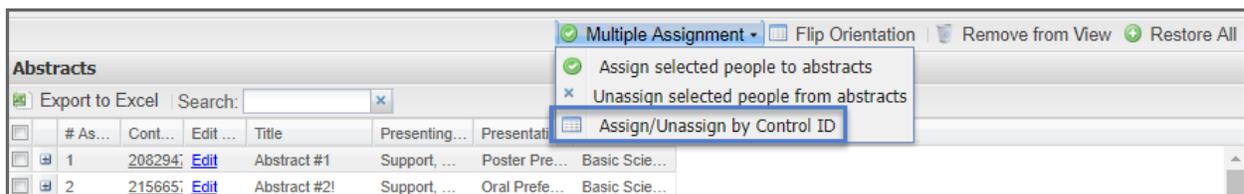

In the pop-up box, insert the appropriate Control IDs. Cut and paste from an Excel document or separate the Control IDs by commas. Click **Assign** and answer **Yes** to the confirmation message.
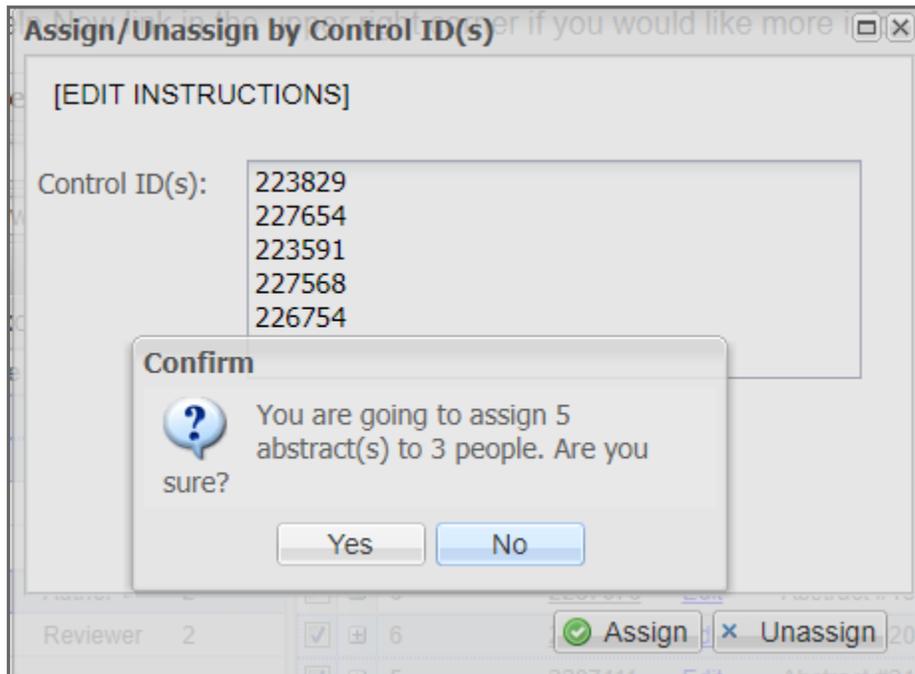
Reviewer Assignment Warning

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.
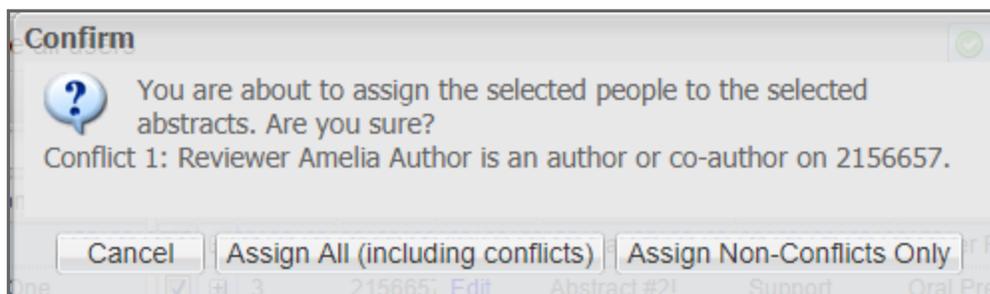
Viewing Assignments

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

The assignments display. 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.

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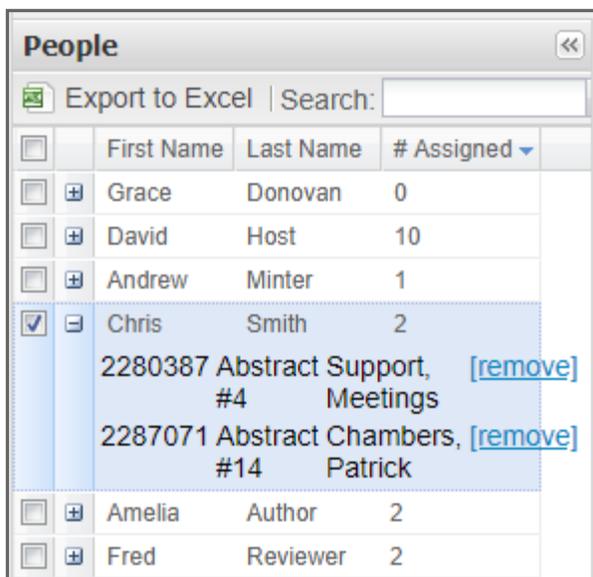
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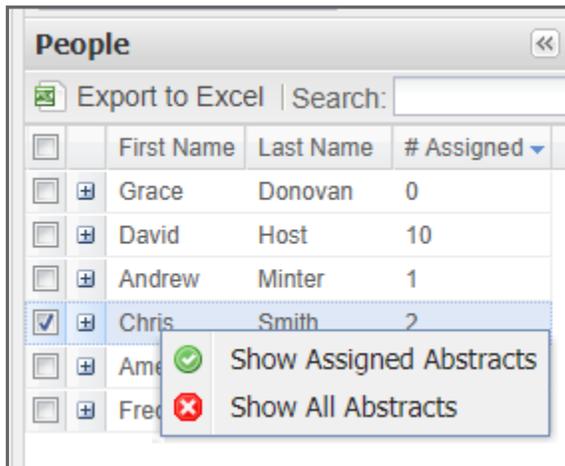
Removing Assignments

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

Single Assignment

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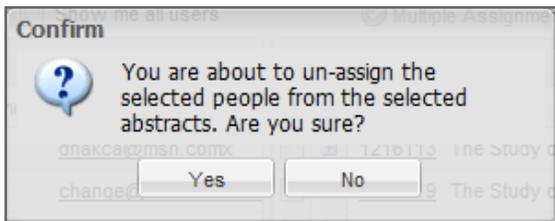
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Multiple Assignments

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**.
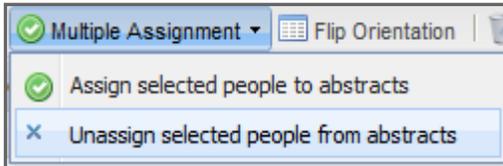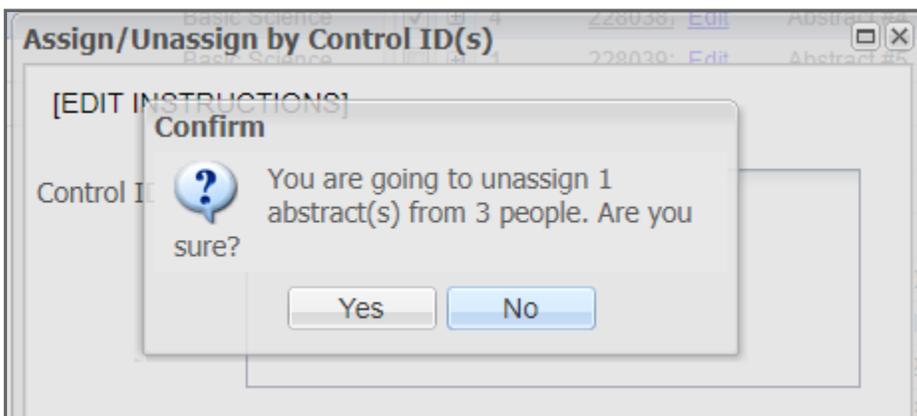

Click **Yes** to confirm the action.

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.

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 the 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.
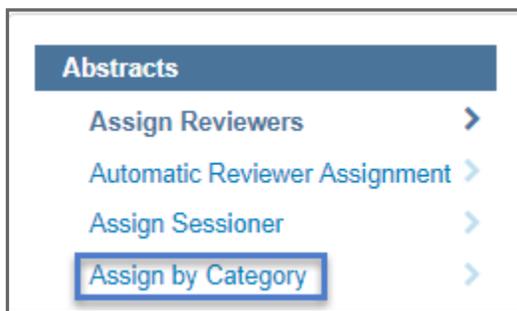
The following instructions refer to assigning abstracts to reviewers, but the same processes are applicable to the assignment of sessioners and chairs. The first step in the process is to select the role to work with. For example, if you are making assignments to a sessioner you would select a sessioner 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.
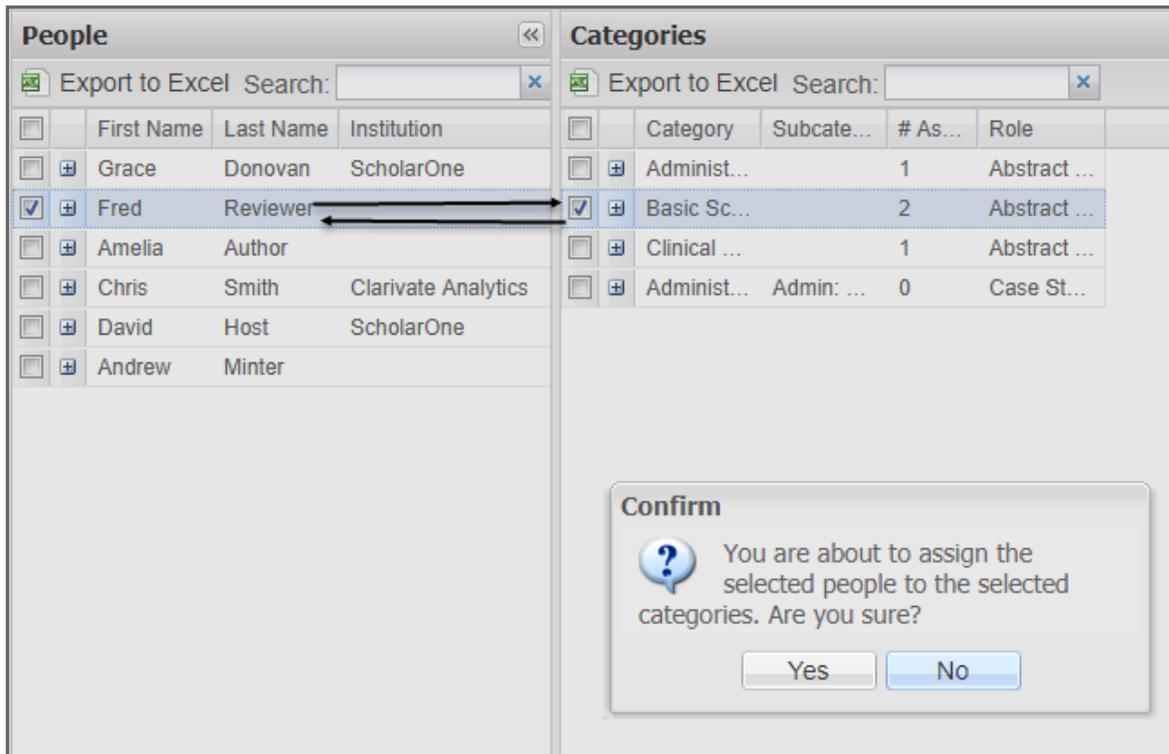
To make multiple assignments, check the reviewers' names and the corresponding categories. Then select the **Multiple Assignment** dropdown to select **Assign Selected People to Categories**. Answer **Yes** to the pop-up confirmation.

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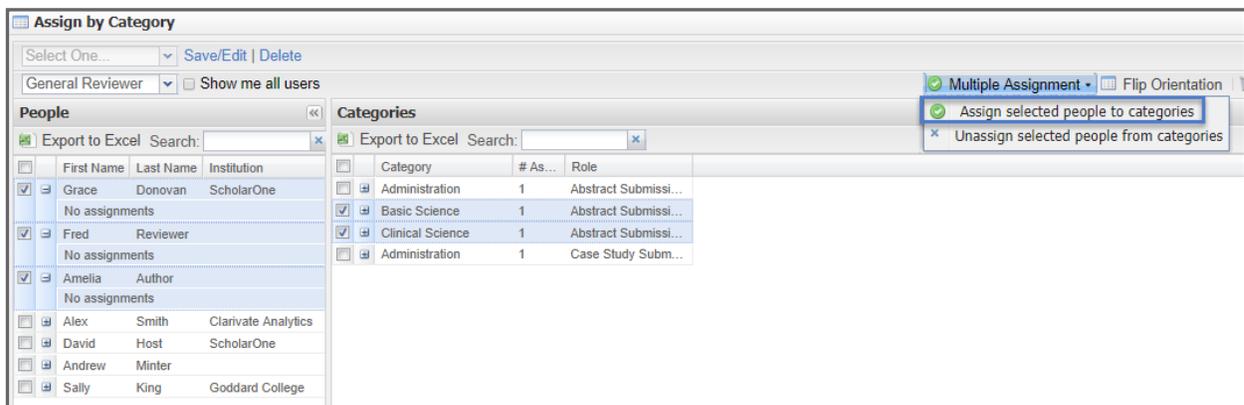
Note: To unassign a category from a reviewer, click on the word "Remove" next to the category in the reviewer's expanded view. To remove multiple categories from one or more reviewers, use the **Unassign Selected People from Categories** in the **Multiple Assignment** dropdown.

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 Topic

In rare situations, assignment 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.
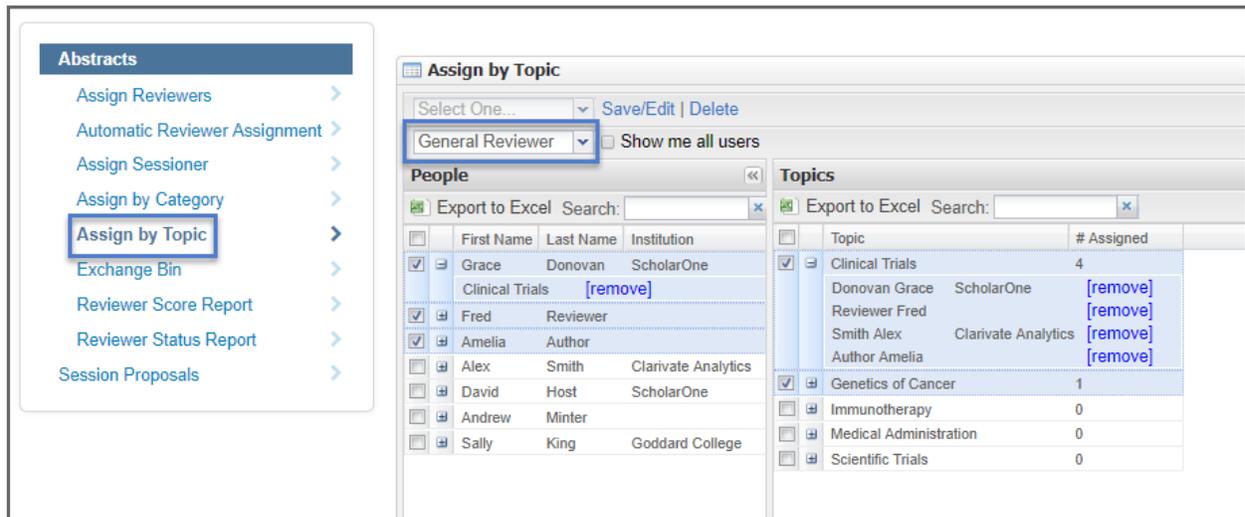
To make a single assignment, check the Reviewer name and the Topic. Drag and drop the reviewer to the top of the topic name or the topic to the top of the reviewer's name.
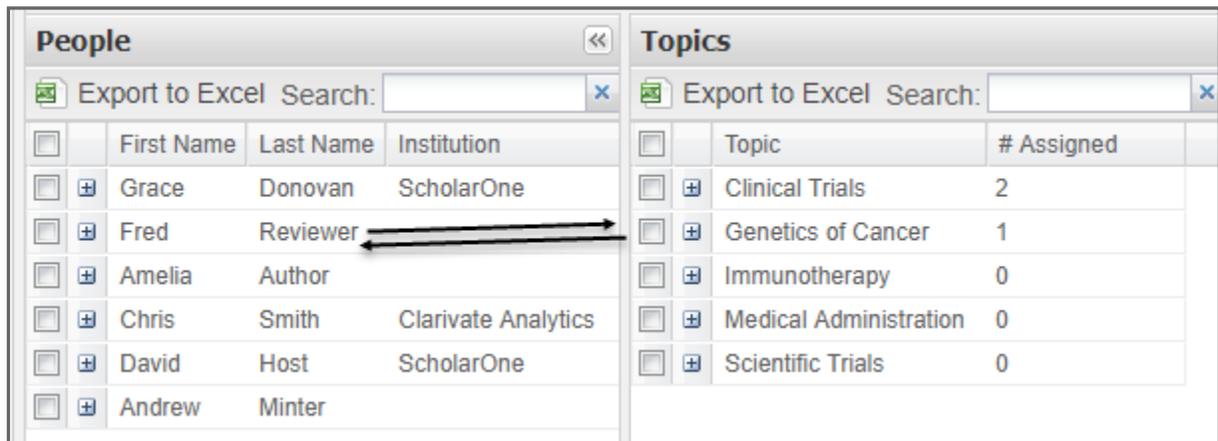
To make multiple assignments, check off the reviewers' names and the corresponding topics. Then select the **Multiple Assignment** dropdown to select **Assign Selected People to Topics**. Answer **Yes** to the pop-up confirmation.

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.

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`

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

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

   * 3.a. Limit assignments based on role: `General Reviewer`

   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: `Abstract Submission, Case Study Submission`

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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.
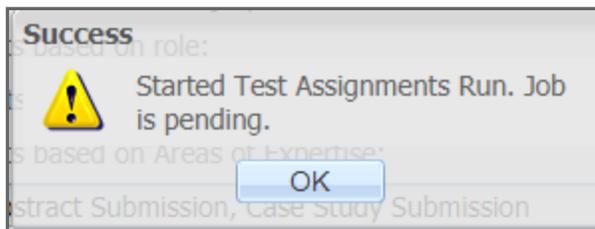
Use the **Refresh** button to get updated information on the test run. Once the run is complete, a message will appear: **Download Most Recent Test Run csv Files**.
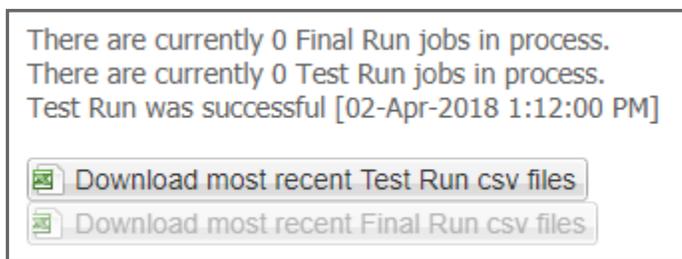
Review the two .csv files via Excel. When you are satisfied with the resulting assignments, click the **Run** option. Note, the **Run** option will not work if a test run has not been performed within the previous 12 hours. When the final run is complete, the two .csv files will be available for review. If adjustments need to be made, use **Assign Abstracts** options from the left menu.
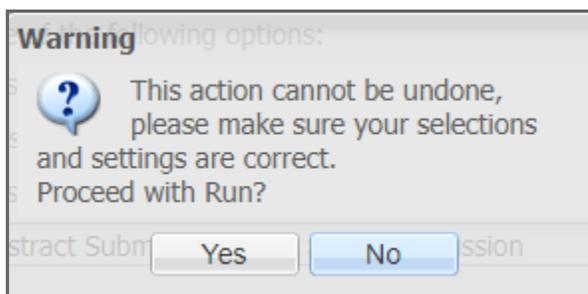
CHANGING YOUR VIEW

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.

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**.

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.
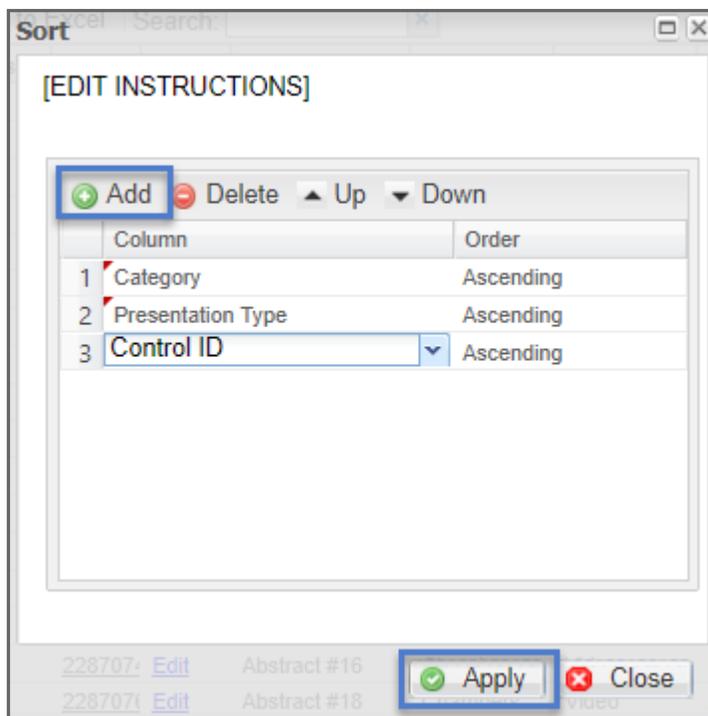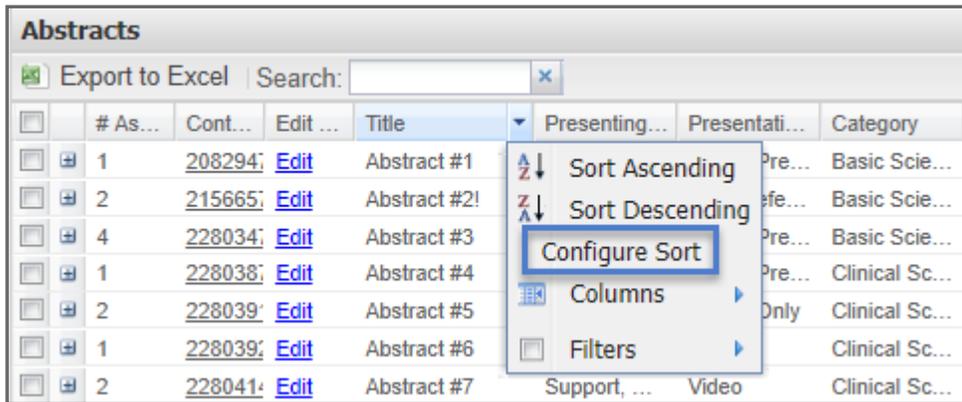
Display or Hide Columns

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.

**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.
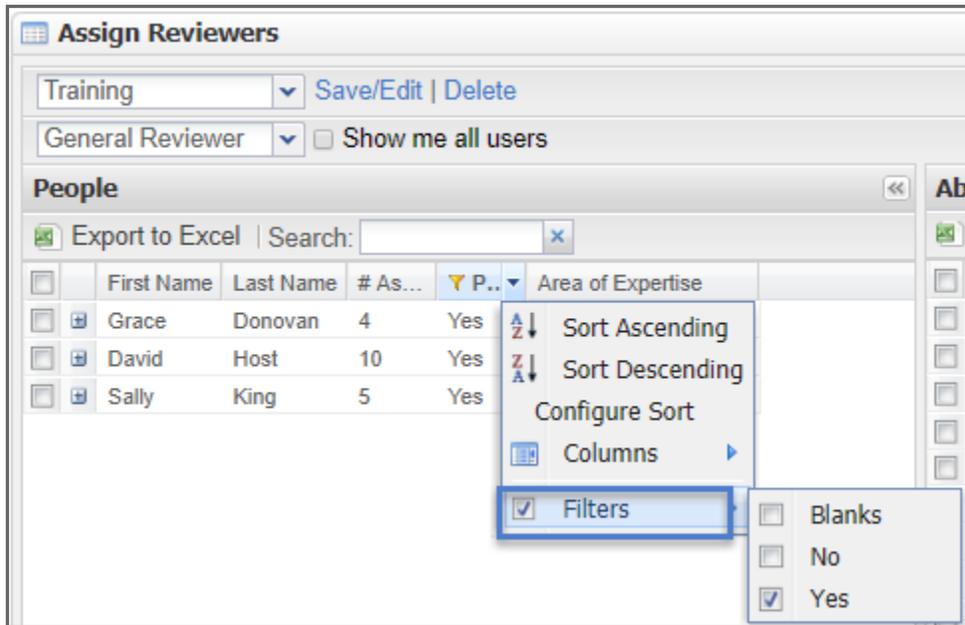
To save the filtered view, click the **Save/Edit** link.
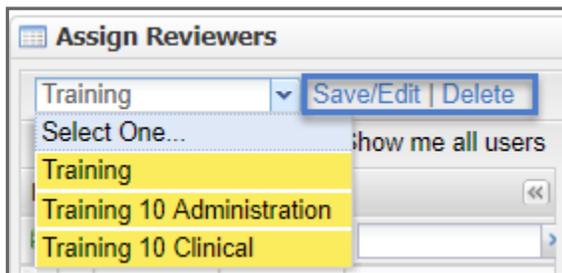
The Save Grid Configuration window displays. Enter a **Name** for your custom filter. Select the **Use as Default** checkbox if you want this to be your default view. To save your filters for the view, click **Add Filters.** If you want to make this view available to

other users of the site, click the checkbox and select the appropriate roles. Click
Save to finish.
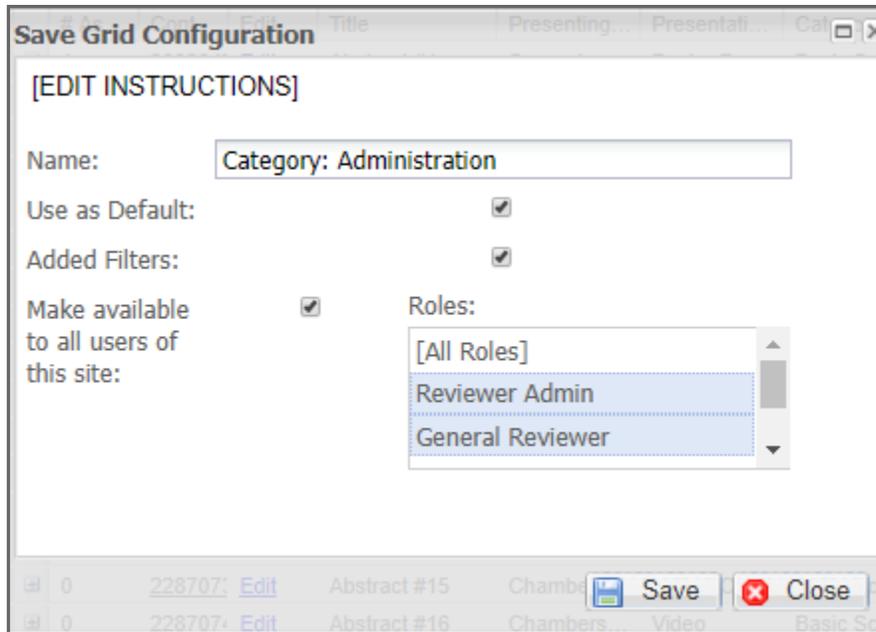
The view is now listed in the views drop-down list.
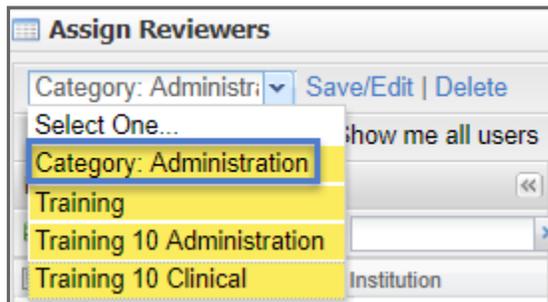
To delete a view, select it in the filters drop-down list then click the **Delete** option.
Click **Yes** to confirm.

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.
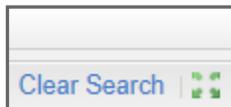
Reorder Columns

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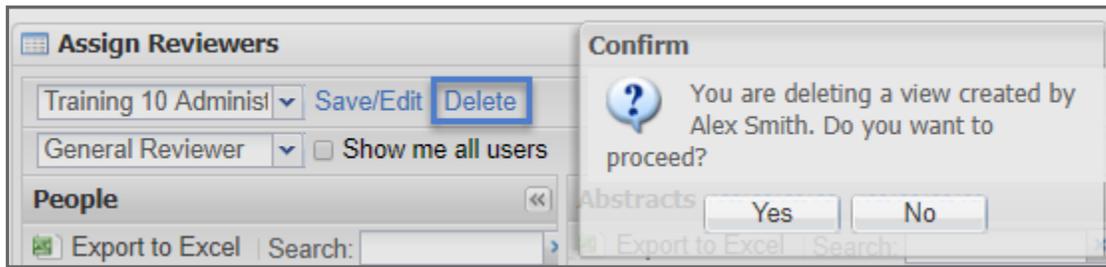 it to display. You will see blue arrows indicating the location it will display. In the example below, the Category column is being moved to the right of the Edit column.
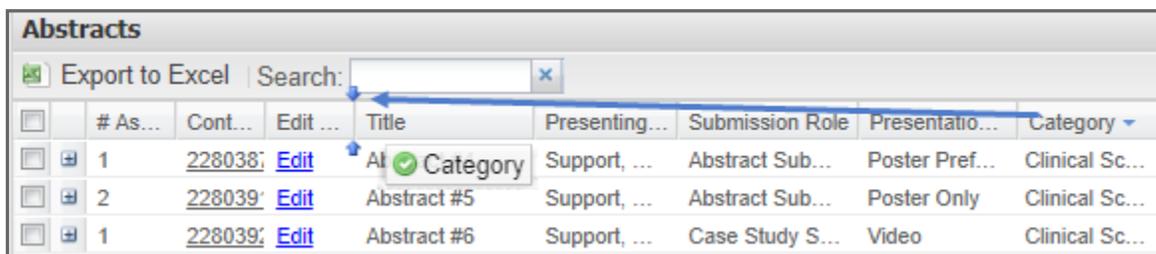
Viewing in Full Screen

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.
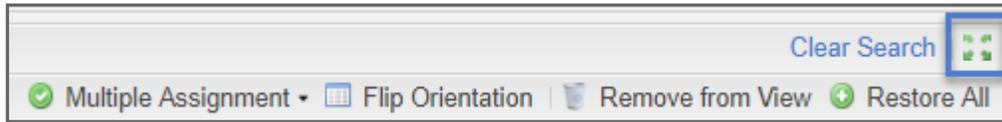
To return to the standard view, click the **Close window and return** button.
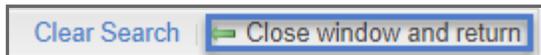
Adjust Pane and Column Width

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.

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.

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 assigment grids. Search by Control ID, title, category, for example. Use partial seach terms to expand your results.
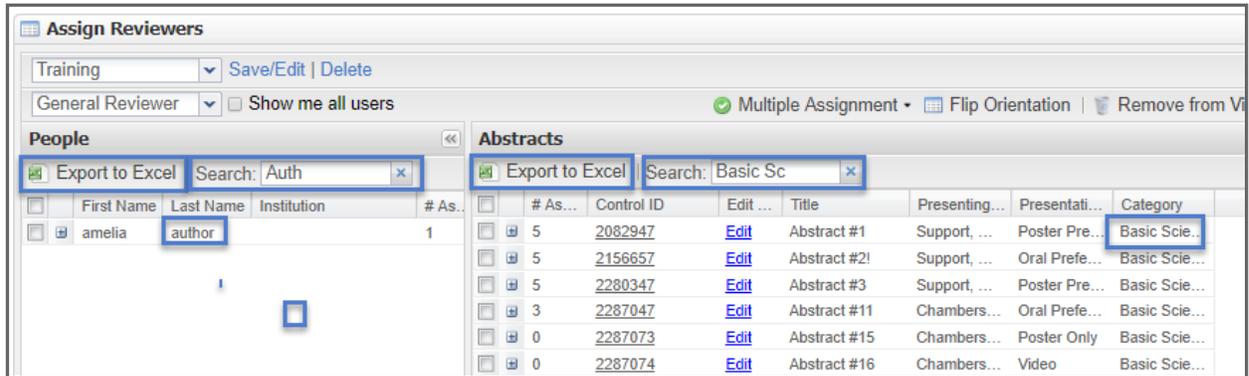
REVIEWER SCORE REPORT

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.
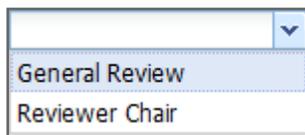
The submissions assigned for Review will display.

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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.

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 non-required field will be included in the calculation of the average score. The score will be a zero in the calculation.

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.
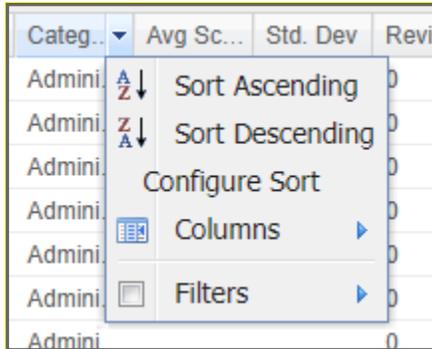
Export Reviewer Score Report

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.
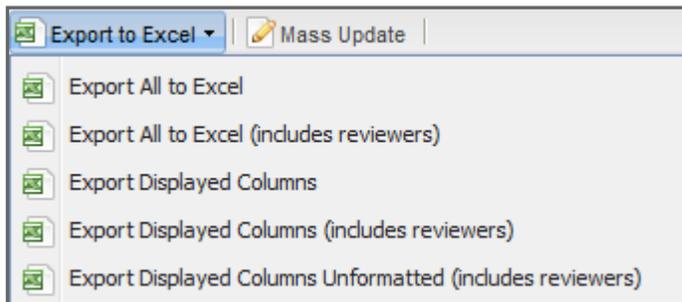
ENTER DECISIONS

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.
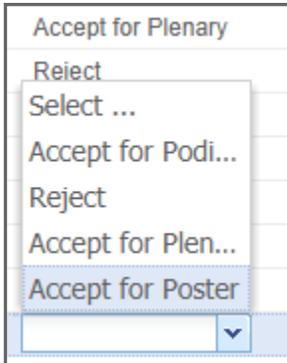
Multiple Assignment

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**.
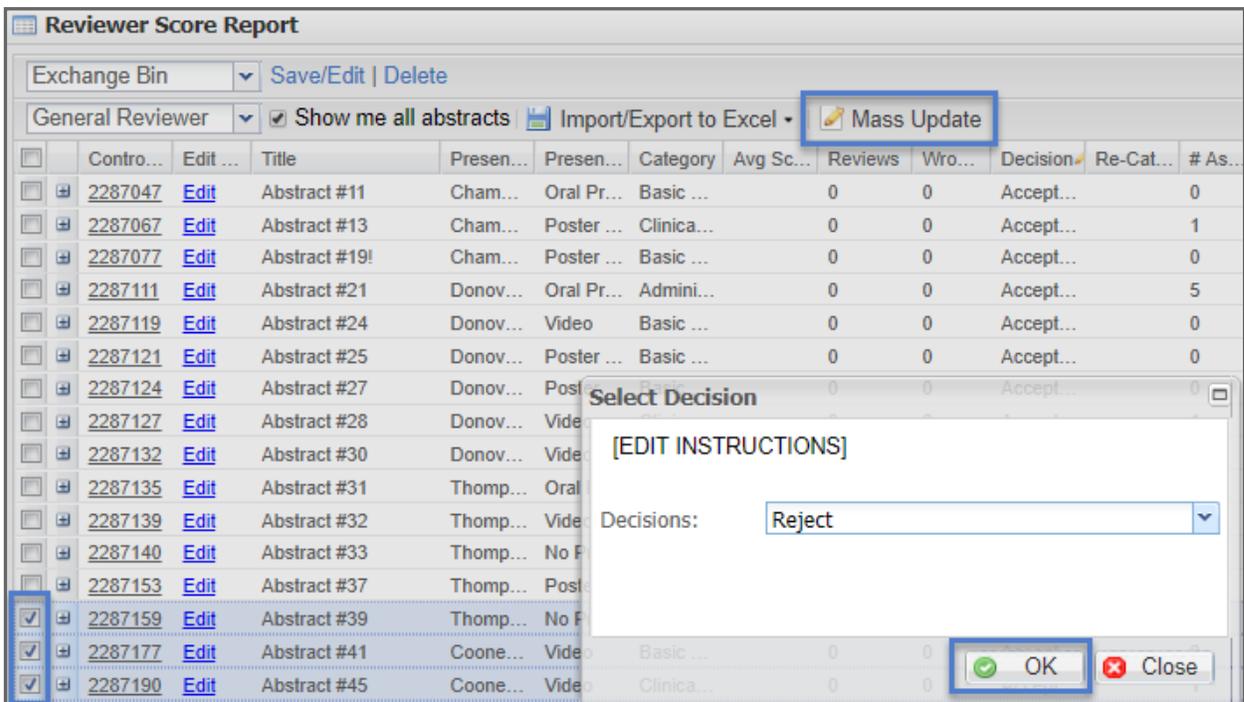
Decision Import

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.
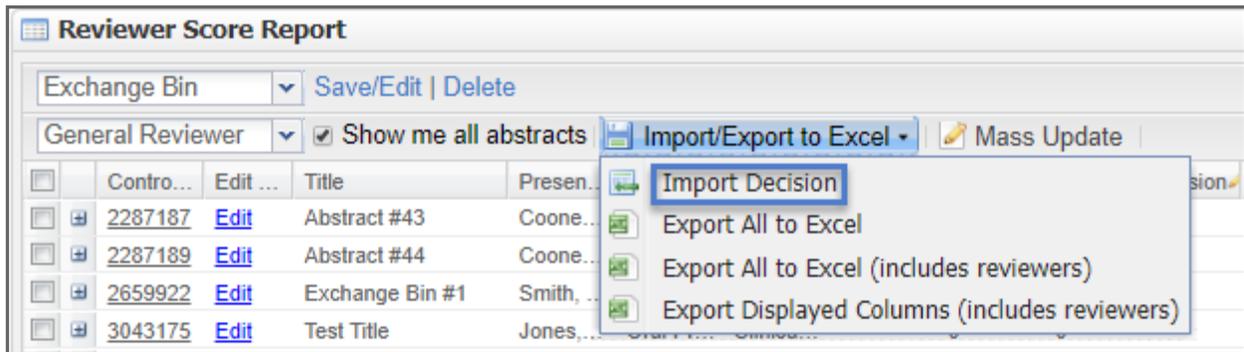
You will first want to download both the Resources and Scoresheet. The Resources file outlines the specific decision statuses you have configured for your site. These decision statuses are the only decision statuses you may use for your import. The **Score Sheet** download will be used to double check the abstracts that need decisions.
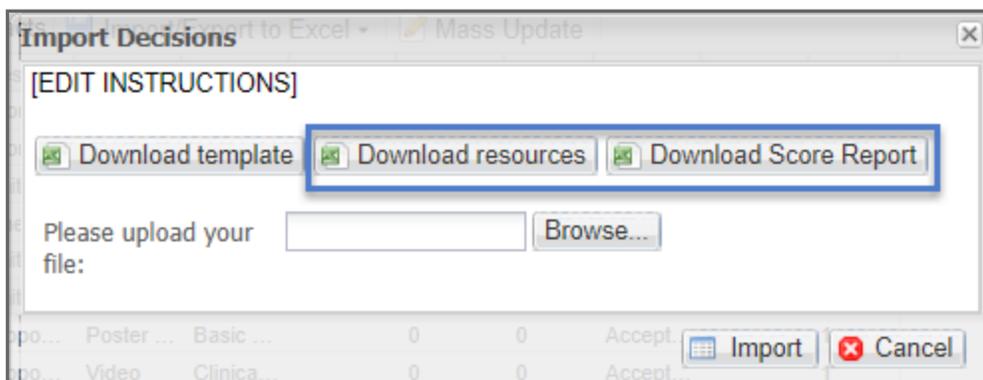
To start, select the **Download Template** option to download the import template.
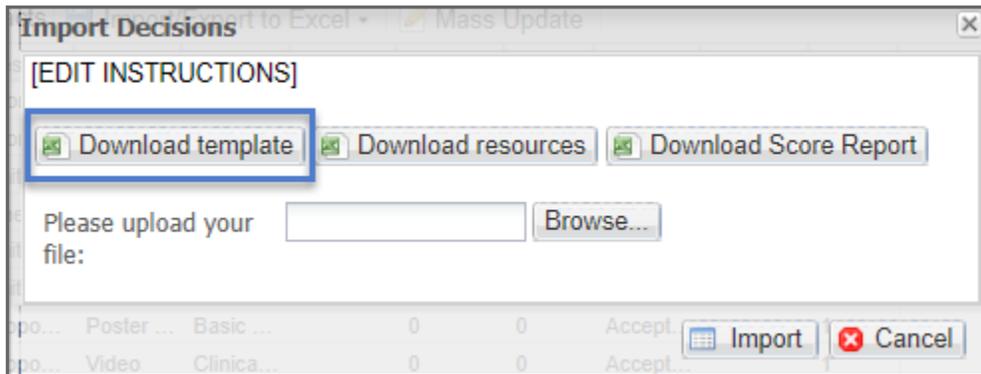
Once you downloaded the template, add the required Control IDs and Decisions for the abstract decisions you wish to upload.

	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.**

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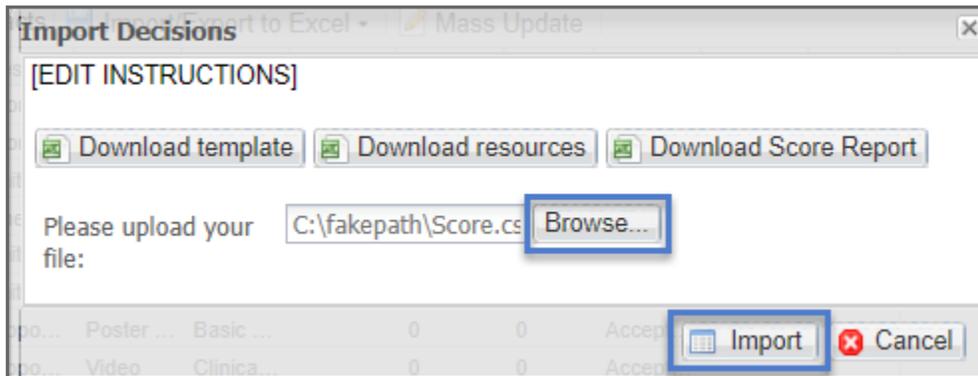
You will see an **Import Progress** bar while the data is importing.
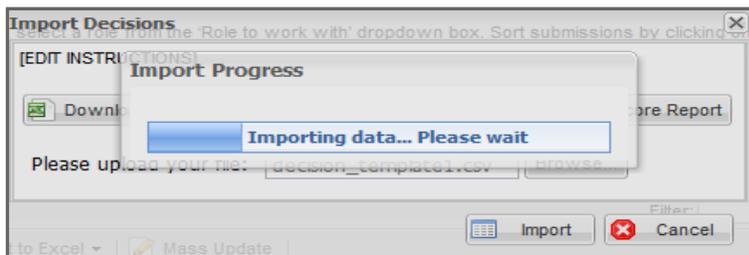
You will not have the ability to add or update the decision for abstracts already sessioned.

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.

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View the Reviewer Status Report

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

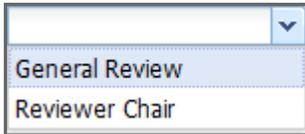All reviewers assigned to an abstract with the role of Reviewer displays.

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.
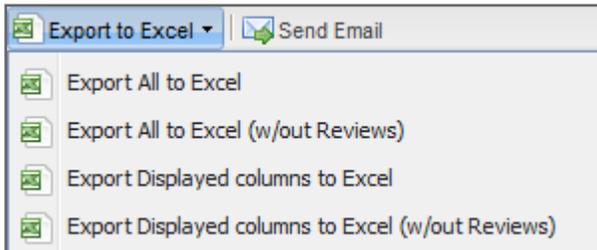
Send Email by Email Address

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

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 Send Email   ⧉⎕⨯

[EDIT INSTRUCTIONS]

* To:	thomasb@donotsend.com
* From:	alex0623@donotsend.com
CC:	
BCC:	
Subject:	ScholarOne Annual Meeting
Body:	Tuesday, 14-Aug-2018
	Dear Thomas,
	Enter your message here.
	Sincerely,
	Alex Smith
	ScholarOne Annual Meeting

💾 Send   ❌ Cancel

**Clarivate
Analytics**
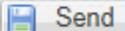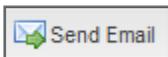
Send Mass Email

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

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** drop-down. 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.

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.

Comments for the Authors

<div style="border:1px solid #000; min-height:150px"></div>

☑ Save

Proof

CONTROL ID: 2082947
TITLE: Abstract #1
AUTHORS/INSTITUTIONS: M.R. Support, ScholarOne, Charlottesville, Virginia, UNITED STATES;
Details
CURRENT CATEGORY: Basic Science
PRESENTATION TYPE: Poster Preferred
KEYWORDS: aerospace, ADSA, anatomy.
ABSTRACT BODY:
Conclusions:: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sagittis ipsum. Praesent mauris. Fusce nec tellus sed augue semper porta. Mauris massa. Vestibulum lacinia arcu eget nulla. Class aptent taciti sociosq.

Materials:: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sagittis ipsum. Praesent mauris. Fusce nec tellus sed augue semper porta. Mauris massa. Vestibulum lacinia arcu eget nulla. Class aptent taciti sociosq.

Methods:: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sagittis ipsum. Praesent mauris. Fusce nec tellus sed augue semper porta. Mauris massa. Vestibulum lacinia arcu eget nulla. Class aptent taciti sociosq.

Results:: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sagittis ipsum. Praesent mauris. Fusce nec tellus sed augue semper porta. Mauris massa. Vestibulum lacinia arcu eget nulla. Class aptent taciti sociosq.

TABLE:
Test Table

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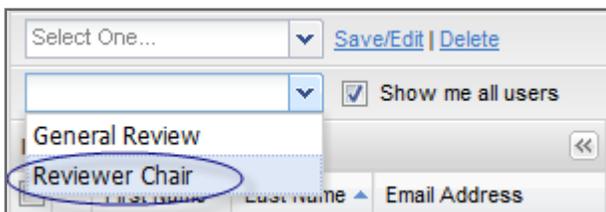
Select the **Show me all users** checkbox to view a full list of users. De-select this box to view only people who have already been assigned the Reviewer Chair role.
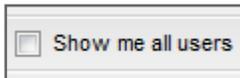
Locate a Reviewer Chair

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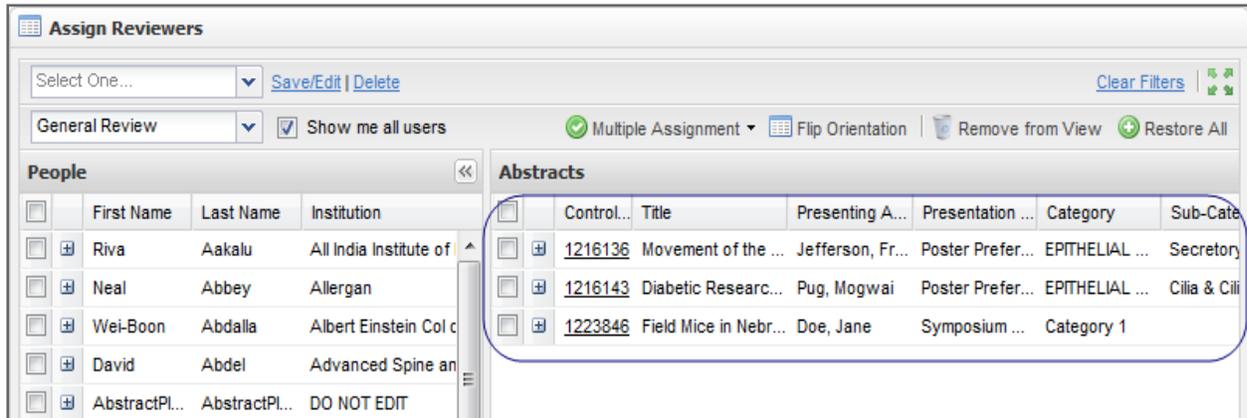
View the list of assignments for the Reviewer Chair by clicking the **Expand** button. The assignments display below the chair's name.

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 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.

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