TABLE OF CONTENTS

Select an item in the table of contents to go to that topic in the document.

USE GET HELP NOW & FAQS ................................................................. 1
USING THIS DOCUMENT ........................................................................ 2
OVERVIEW OF THE REVIEW CENTER ..................................................... 2
ACCESSING THE REVIEW CENTER .......................................................... 2
GENERAL REVIEW ................................................................................. 2
REVIEW THE SUBMISSION ...................................................................... 3
CHANGING YOUR VIEW .......................................................................... 4
  Sorting .................................................................................................. 4
  Display or Hide Columns ................................................................. 6
  Reorder Columns ............................................................................. 7
  Filter Displayed Information .......................................................... 8
  Viewing in Full Screen .................................................................... 9
SCORING ............................................................................................... 10
  Scoring Online .............................................................................. 10
  Scoring Offline ............................................................................. 11
  Key Points: ................................................................................... 12
PRINTING .............................................................................................. 17
USE GET HELP NOW & FAQs

As a ScholarOne Abstracts Reviewer, 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, an online user guide, and the ability to Submit a Question/Create a Case to get assistance from our Customer Support team. You can also submit suggestions on how you think we can enhance the system. We recommend that you bookmark our help site and visit often.

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Get Help Now - Reviewer/Decisior Support Portal

**GET HELP NOW**

**REVIEWS TRAINING MATERIALS**
- Reviewer Guide  [PDF May 2017]
- Reviewer Canal Video Tutorial (14:31)

**DECISOR TRAINING MATERIALS**
Note: Decisions are now entered on the Review grid. Please refer to the Reviewer Admin Guide for instructions.
- Reviewer Admin Guide  [PDF April 2018]

**REVIEWS/DECISORS SUPPORT PORTAL**
Our Frequently Asked Questions provide answers to relevant topics for Reviewers and Decisors of our system.
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.

Note: For information on the Reviewer Chair role, please see the Reviewer Admin Guide.

OVERVIEW OF THE REVIEW CENTER

ScholarOne Abstracts Review Center facilitates the management and completion of abstract review. Reviewer’s access abstracts easily and can enter scoring information online or offline.

ACCESSING THE REVIEW CENTER

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

Click the Review tab.

GENERAL REVIEW

The General Review role is used by those with submission assignments to review.

The Abstract Reviews page displays any submission reviews assigned to you as a reviewer. From this page, you may access the submission for review, enter a review score, and make recommendations (if applicable). You may also export your list of abstracts for review, enter scores and recommendations offline, and import your
completed scoring. A completed review is indicated by a green checkmark at the right of the score sheet.

If configured, you can leave comments to the author and confidential comments to the committee. The View/Edit option allows you to view the comments you entered and if needed, you can edit your comments.

**REVIEW THE SUBMISSION**

To review a submission, click the associated Control ID.

**Note:** Hover over the title in the grid to see the full title in a pop-up window.

The submission displays for your view. You can print by clicking the Print button. Click Save then Close Window when finished.
CHANGING YOUR VIEW

You may customize your view to display the information sorted as you specify. You may also filter the display to limit the submissions listed.

Sorting
To sort by a column, you can simply 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, you may place your mouse over any column header and click the down-arrow to 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-list on the column header. Click the **Add** button to select a column then select ascending or descending order. Repeat for each column you want to sort by. You may 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. Select the **Columns** item to view a list of available columns. Place a check next to any column you wish to display. Uncheck any column you wish to hide.

![Abstract Reviews]

**Reorder Columns**
You may re-order the columns in your view by dragging and dropping the column header. Click the column header of the column you want 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 **Conflict** column is being moved to the right of the **Score** column.

![Column Reordering Example](image)

**Filter Displayed Information**

You can filter the data displayed to meet your specific needs. There are two views to choose from: **Reviews Awaiting Completion** and **Completed Reviews**. Use the drop-down menu in the Views selection to access each option.

![Filter Options](image)

You can also choose to filter by selecting one or more values from a column. Place your mouse over any column header and click the down-arrow. Hover over **Filters** then check all values to include from the checklist.
To remove filters from the current view, click the **Clear Search** link in the upper right corner of the grid. This refreshes the view to include all submissions.

**Note:** Use the Search feature to show only the abstracts that fit your specified criteria.

**Viewing in Full Screen**

To view the displayed data in a full screen mode, click green arrow icon.
To return to the standard view, click the **Close window and return** button.

**SCORING**

There are several ways to enter scores for your reviews. You may score online by entering the scores directly into the **Abstract Reviews** page. You may also enter scores offline in a spreadsheet and upload the scores. Instructions for each method are below.

**Scoring Online**

Enter a score by clicking in the **Score** column for an abstract. Select a score from the list. The contents of the list may be customized for a specific site and may differ from the example. There may be several scoring columns configured. Hover over the options for a description of the scoring options.

If configured, enter a recommendation code by clicking in the **Recommendation Code** field for the abstract. Select one or more options from the list. This is a configurable option and your score sheet may not include recommendation codes.
If applicable to your site, Conflict and Wrong Category checkboxes may be included. If you believe you have a conflict of interest in reviewing a submission, click the Conflict checkbox. Examples of conflicts include if you are an author on the submission, know the submitting author or are affiliated with the primary institution of the submitting author. Check the Wrong Category checkbox if you believe the category on the submission is incorrect and want the society to review it.

When the review is complete, a green checkmark will automatically appear in the right column. The checkmark also appears for completed proposal reviews.

**Scoring Offline**

There are several steps to scoring offline:

- Download a spreadsheet to enter scores. See below for instructions.
- Download the Resources file, which indicates acceptable entries in the system. This will help you to put the correct scoring information into your spreadsheet.
• Enter scores offline in the spreadsheet
• Upload the spreadsheet.

Key Points:

• Be sure to use the expected values in the Score and Recommendation fields. If the system expects a ‘3 Average ‘entry and you put a ‘3’ in the score field, the upload will fail. You can use the Download Resources option on the Import screen to see a list of acceptable entries. See below for details.

• If you intend to import your changes, you must save the file as a .CSV (comma delimited) file.

Export to Excel

To export your list of reviews, begin by selecting the submissions you want to export by clicking the checkbox for one or more Control IDs. Select the checkbox at the top to select all. If you do not select any checkboxes, all submissions will be included in the export.

Click the Import/Export button and select an export option. Export to Excel (All columns) will export all the columns of data from the Abstract Reviews page, including those currently hidden from view. Export to Excel (Displayed Columns) will export only the columns shown on your display.
The file will be generated in a CSV format and you can choose to save it or open it in Excel.

**Download Resources**

You can use the **Download Resources** option on the Import screen to see a list of acceptable entries for a column. This is useful to ensure that you enter the correct data in your spreadsheet before uploading to the system. Incorrect entries will cause the upload to fail.

Click the **Import/Export** button and choose the **Import** option.

Click the **Download resources** button to open the file in Excel.
The resources file displays the **Field Name** and **Available Values** for entry in each field. Use only the values displayed when entering scoring data offline.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Field Name</td>
<td>Available Values</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Conflict?</td>
<td>Y</td>
<td>N</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Wrong Category?</td>
<td>Y</td>
<td>N</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Score</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Recommendation</td>
<td>Newsworthy</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
</tr>
<tr>
<td>6</td>
<td>Recommendation Code</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Enter Scores

In the spreadsheet containing the list of reviews, enter a score for each of your reviews and any other scoring information required by your society. When finished, save the file as a .CSV (comma delimited) file.

Note: The columns in the Excel spreadsheet may display in a different order or some may not display depending on how you customized your grid.

Import Scores

You may import your updated spreadsheet into ScholarOne Abstracts by clicking the Import/Export button and choosing the Import option.
Select the **Browse** button and navigate to your saved .CSV file. Click **Import** to upload your file.

You will see an **Import Report** screen indicating if the upload was successful. If successful, the number of records updated is also included for your reference. If the import failed, the report will give a reason for failure.
PRINTING

To print your list of reviews, begin by selecting the submissions you wish to print by clicking the checkbox for one or more Control IDs. If you do not select any checkboxes, all submissions will be included in the printout.

Click the **Print Selected** button. There are several printing options available to you. You can print with or without the **Scorecard**. The Scorecard displays the scoring options. You may print with or without any scores already entered. Additionally, you can choose to print to your printer or to a PDF Format.
An example print-out:

**Found 3 Records**

<table>
<thead>
<tr>
<th>ABSTRACT SCORECARD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Conflict Of Interest</strong></td>
</tr>
<tr>
<td>Score: 1 2 3 4 5</td>
</tr>
<tr>
<td>Scoring Col 2: 1 2 3 4 5</td>
</tr>
</tbody>
</table>

**Recommendations:** Newsworthy

**ABSTRACT BODY:**

**Methods:** Clinical Consequences of Reflective and Defective B- and T-Cell Functions

Cytogenetic analysis of CLLP2 used to be limited due to our inability to induce metaphases in the leukemic cells with the conventional banding techniques. However, a more accurate assessment of chromosomal abnormalities has now become the comparative genomic hybridization screening. Using the interphase fluorescence in hybridization (FISHY) technique, upon testing a large number of CLLP patients at a single institution, chromosomal aberrations were detected in 82% of cases. Lee Lindsey, John Ogal.

**Materials:** Clinical Consequences of Reflective and Defective B- and T-Cell Functions

Deletion of chromosomal segment 13q 14 probably represents early clonal aberrations in CLLP, and strongly suggests the presence of a tumor suppressor gene whose loss or inactivation may be crucial in development of this disease. There has been considerable progress in recent years toward identification of the putative CLLP-associated tumor suppressor gene. Lee Lindsey, John Ogal.

**Results:** Clinical Consequences of Reflective and Defective B- and T-Cell Functions

Deletions of chromosome 11 at q 22-23 are also thought to result in inactivation of a tumor suppressor gene. The International Workshop on CLLP (IWCLL) addressed the generic issue of minimum diagnostic requirements for CLLP (which can be applied universally and not restricted only to criteria of protocol entry eligibility) and recommended a blood lymphocyte threshold of 10 by 10^9/L.

**Conclusions:** Clinical Consequences of Reflective and Defective B- and T-Cell Functions

In conclusion, the International Workshop on CLLP (IWCLL) addressed the generic issue of minimum diagnostic requirements for CLLP.
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