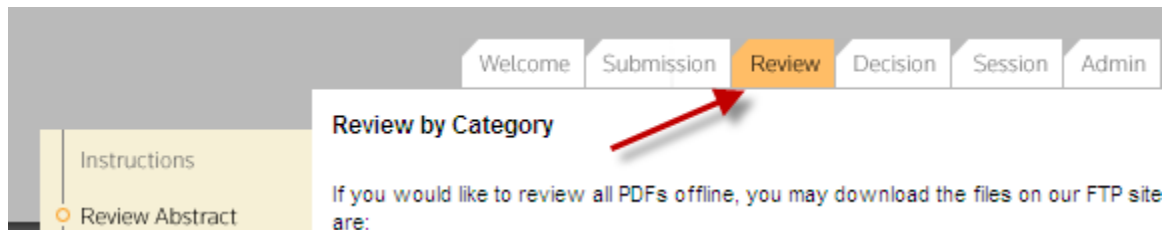


Reviewer Instructions

Step 1: Log in to the site _____

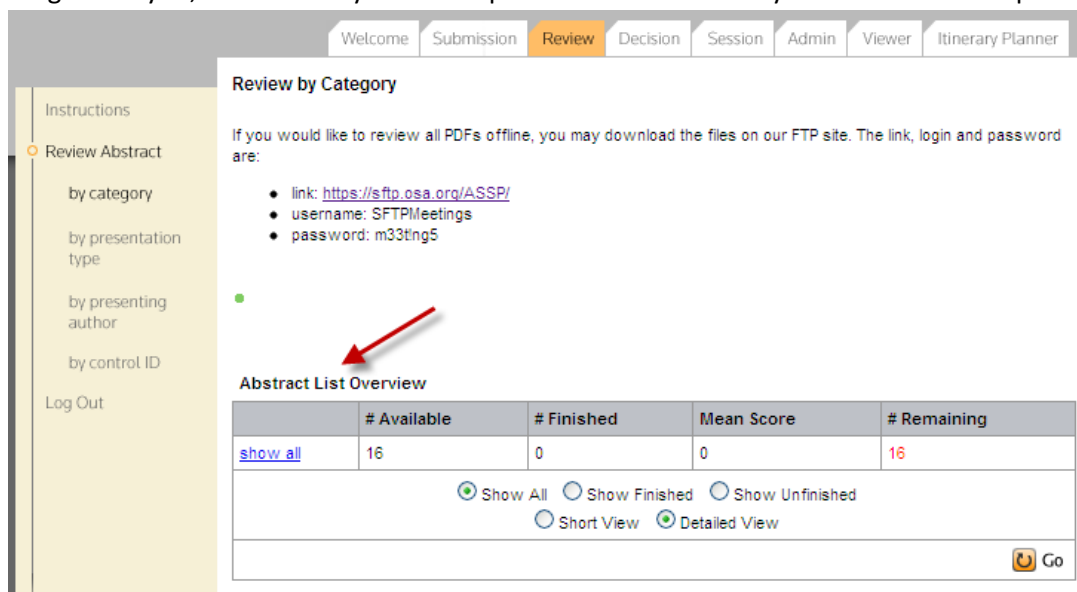
Step 2: Go to the review center by clicking the review tab at the top of the page. If you do not have the review tab, contact your site administrator and let them know you need the reviewer role added to your account and assignments for review.



Upon clicking this tab, you are required to answer/agree to the statement below. Failure to agree to this will log you out of the system and you may not proceed with the review process.



Once in the Review Center, you will see the Abstract List Overview area where you can see a summary of information regarding your assignments. Here you can keep track of the number of submissions assigned to you, the number you've completed and the number you have left to complete.




Step 3 – Begin Reviewing

Immediately below the Abstract List Overview are the submissions waiting for your review. To view a submission, click on a “control id” – this will open a proof of the submission with a link to the attached paper. Once you have reviewed the submission and are ready to score the paper, find the “score” dropdown and choose your desired score. If you have a recommendation to add, choose that from the dropdown as well. Press “Save” to ensure your changes are recorded. Repeat this for all submissions assigned to you (be sure to save after each one) until you see there are zero remaining in your Abstract List Overview area. When you see this, you are done.

If you feel you have a conflict of interest for a paper, check that box and press “Save.” Similarly, if you feel the paper was submitted to the wrong category, simply check that box and press “Save.”

Abstract List Overview

	# Available	# Finished	Mean Score	# Remaining
show all	16	0	0	16
<input checked="" type="radio"/> Show All <input type="radio"/> Show Finished <input type="radio"/> Show Unfinished <input checked="" type="radio"/> Short View <input type="radio"/> Detailed View				
				 Go


Abstracts filtered by Category: All

#	Control ID	Conflict of Interest	Wrong Category	Score	Recommendation
					<input checked="" type="checkbox"/> Save
1	989529	<input type="checkbox"/>	<input type="checkbox"/>	None ▾	None ▾
2	994072	<input type="checkbox"/>	<input type="checkbox"/>	None ▾	None ▾
3	994100	<input type="checkbox"/>	<input type="checkbox"/>	None ▾	None ▾
4	994114	<input type="checkbox"/>	<input type="checkbox"/>	None ▾	None ▾
5	994124	<input type="checkbox"/>	<input type="checkbox"/>	None ▾	None ▾


Additional Tips:

- If you would like view several submissions at once, there are a couple of options for this at the bottom of the page. To see this, try clicking the “Print all on this page” radio button followed by “Print” (be sure to choose the HTML options first to see what’s going to happen).

Score Card Options



Print with Scorecard 

Print without Scorecard

Printing Options 

HTML options: Print all on this page PDF options: Print all on this page

Print all assigned abstracts Print all assigned abstracts

  Print

○

Parting Notes - If you would like to watch a general video on how to complete a review, click here:
<http://achelp.abstractcentral.com/courses/reviewer/4.html>