

CMS User Guide

1. Logging into the application

The first screen that you will be presented with is the log in screen. Here you can input your credentials and log in or create an account. If you do not have an account you can create one by choosing the create account option. If you do so you will be required to input your full name, email and password. A pop-up will appear if an error occurs during the account creation or if the entered credentials in the log in screen are incorrect.

2. Author functionalities

After logging in you will be transported to the author screen. Here you can upload a proposal or a document and view your proposals. Choosing to upload a proposal will open a window where you will be required to fill out all the information regarding to the proposal. If you are a PCMember you can go to your respective screen via the “manage conference” button. If you are not a PCMember this button will be grey-ed out.

3. PCMember and (Co)Chair functionalities

On this screen a PCMember can either bid on papers, go to the reviewer screen or go back to the author screen, all other options being grey-ed out because they are available only to (Co)Chairs. A Chair can also modify deadlines, assign reviewers, decide on inconclusive reviews and choose a section to supervise. On the section selection menu a (Co)Chair is presented with a table to which they can add their name to the row of a certain section. The only rows that can be modified by the user are the one where their name is filled in or the ones that are blank.

4. Reviewer functionalities

On the reviewer screen one can write reviews or view other people’s reviews on the paper assigned to the current user. In the first use-case the user is presented with a list of papers. They must choose one from the list and the data related to it will be displayed near the list. Upon reading assessing the proposal the reviewer can give a grade by selecting it from a dropdown to the right of the paper’s data and write their thoughts in the textbox from below the paper’s data.

5. Speaker functionalities

The authors with accepted papers will be presented after logging in with the speaker screen instead of the author screen. Here they can select from a list of reviews of his papers which one to read, upload a new paper document, upload a presentation and choose which section to present in. By choosing the last option they will be presented with a window that displays all the available sections in a list. Here the user must click on an option and then the choose button to commit his choice.