| Symbol | Meaning |
| --- | --- |
| !! | Must have |
| ! | Should have |
| + | Nice to have |
| X | Conflict |

# Core functions

* Delete files ! # Uploading
* Batch upload !!
  + From local folder
  + Should be extendable to pull from APIs !
* Support uploading PDFs initially !!
* Should be extendable to use other formats !
  + EndNote XML, PubMed, RIS, Zotero

# Categories

Be able to accept/reject/skip files

Statuses: - Yes !! - No !! - Conflict !! - Goes into queue for later - Later X - Goes into backlog

# Search filtering

* Search the index of the files !
  + Filter by: author, keyword, publication date (year range)
  + Multiple filters can be used at a time
  + These should be buttons - not a query language

# Exporting

* What was accepted, rejected, reviewers !!
* Pick output format !
* Pick referencing style !
* Summarise with LLM +

# Collaboration

* Users should be anonymous \*between reviewers !!
* Live collaboration +

## Roles

* Each license has an owner
  + One license may have many projects
  + Each project has some owners and some reviewers
* Roles are not mutually exclusive

### Owner !!

* See names of reviewers
* Manage reviewers
* There must be at least one owner

### Reviewers !!

#### Core reviewer !

* Their votes are required
* There must be at least 2 core reviewers

#### Conflict resolver !

* Solves conflicts
* Votes are not required for anything but conflicts

#### Spectator +

* Can view everything, but cannot do anything

# Highlighting

* Set include-exclude criteria !
* Configure per stage +
* Use word association ++

# Dashboard !

## Main dashboard !

* Overview of statuses of all files: !
  + Finished
  + One vote
  + Conflict
  + No votes
* Statistics +
  + Acceptance rate
  + Rejection rate
* Embed productivity management software ++ ## Owner dashboard +

# Notifications

* Emails when: !
  + You’re added to a project
  + When you are assigned work
  + There is a conflict you are responsible for
* Team communication software integration: +
  + MS Teams
  + Google Workspaces

# Paper queues !!

* To be reviewed !!
* Reviewed with categories: !
  + Accepted
  + Rejected
* Conflicted !!
  + Separate queue
  + Should not interrupt main workflow ## Conflict resolution !!
* Conflict resolvers are notified !
* They must vote in order for the paper to exit the conflict queue !!
* Conflict resolution strategy should be configurable at the project level:
  + Intermediary strategy
  + Re-voting by core reviewers

# Assign workload +

* Core viewers assign workloads to normal reviewers
* Core reviewer effectively becomes a management role
* Work out the details of this

# PDF Viewer !

* Zoom
* Comment
* Heading outline
* Mini-map +
* Search text
* Highlight relevant words (inclusion/exclusion)
  + Highlighting criteria menu
* Split into relevant sections (title, abstract, full text)
* Vote buttons (accept, reject, skip)

## Security

* Files should be encrypted when they are uploaded to the database !
* Sign in with: !!
  + Google
  + SSO