Paper Reviewing User Guide

Release 0.97

Indico Team

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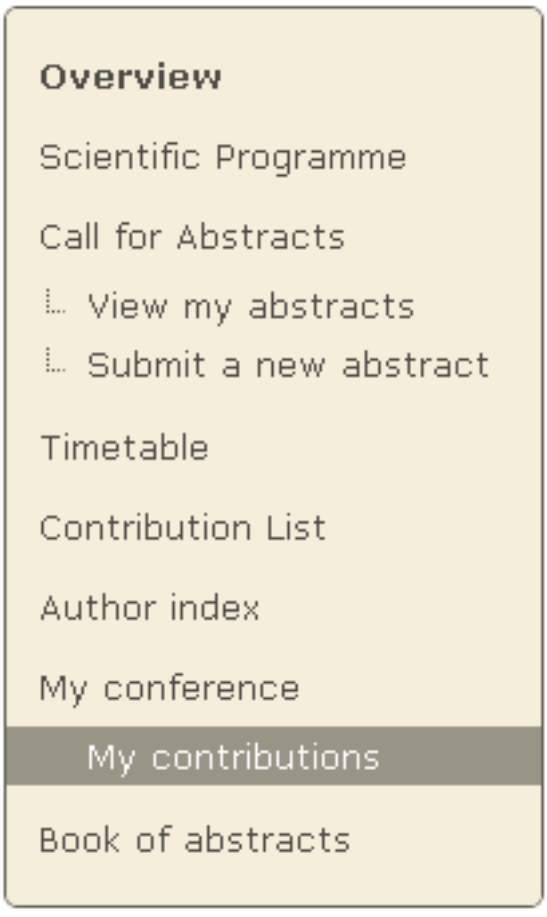
CHAPTER

ONE

PAPER REVIEWING MODULE AUTHOR'S GUIDE

1.1 Getting started

Firstly, you must log in to the system; you will find a link `My contributions` in the left menu under `My Conference`.



1.2 My Contributions Area

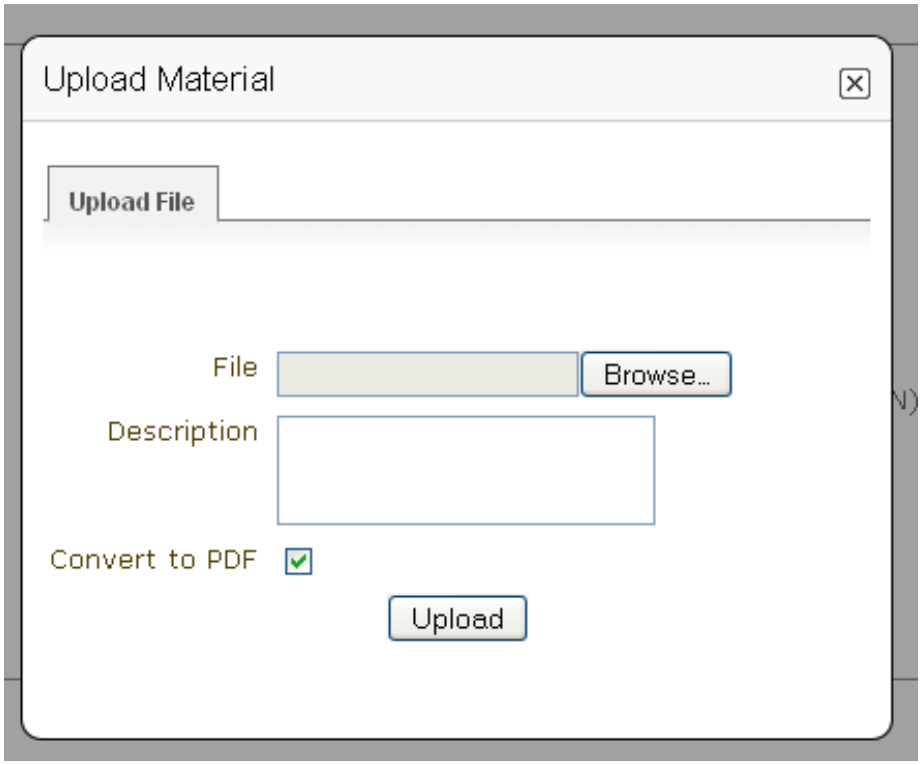
You can access the list of contributions and follow their status from `My contributions`:

By clicking on the name you can access the specific information for the contribution.

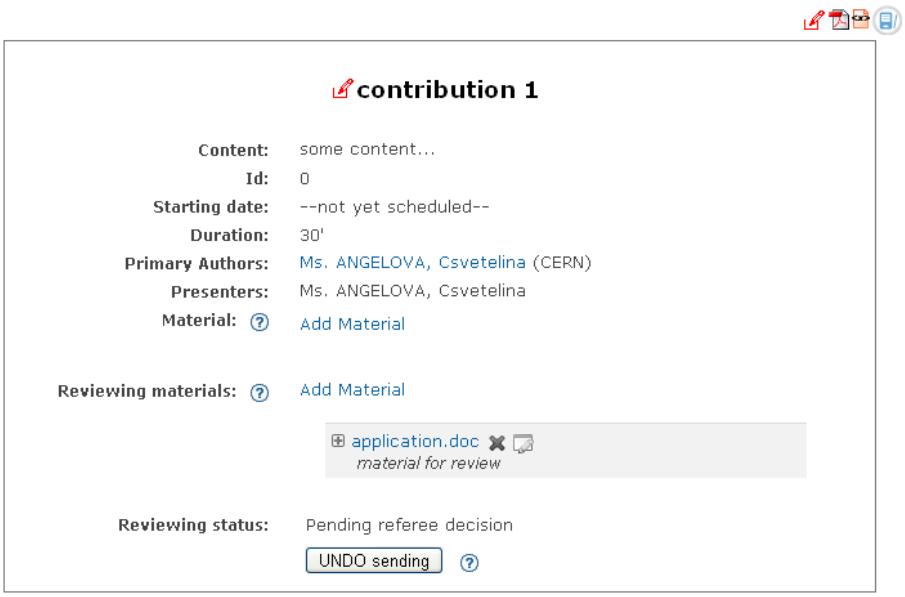
1.3 How to submit the material for the contribution

- The next step will be to submit your material. You can do this by clicking on the contribution name. Use `Add Material` link, next to `Reviewing materials`. Here you must add the material to be reviewed. Only the material added in this section will be judged by the reviewing team.

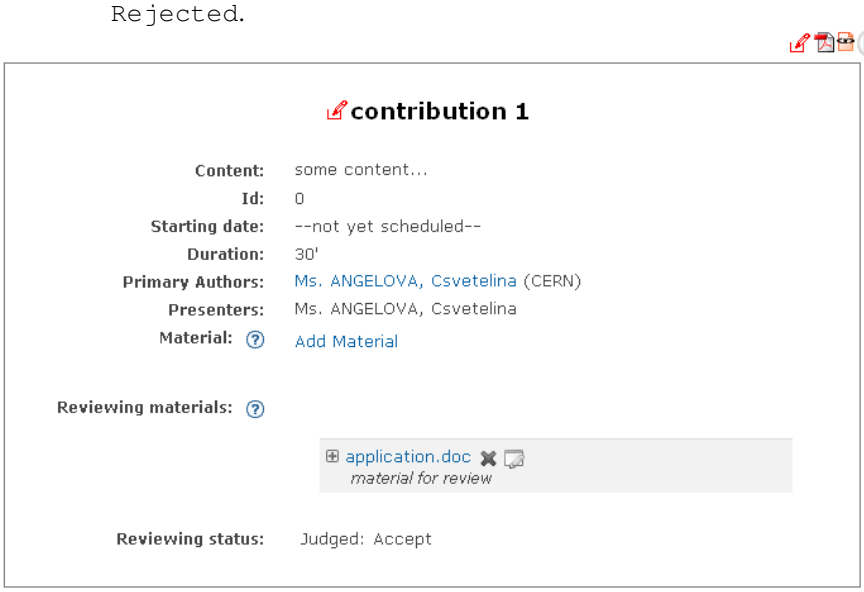
- Choose the file(s) for your contribution. You may add a description and convert your file to PDF format. After that click on `Upload`.



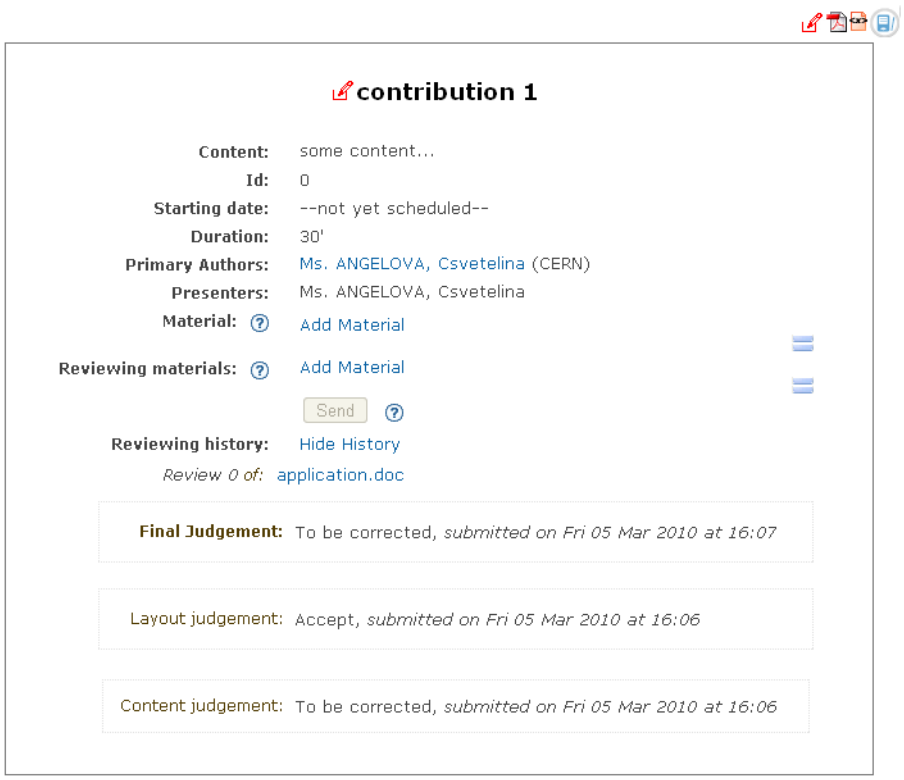
- You can send your added material for reviewing only by clicking on the `Send` button. By doing this you will "lock" your material until the end of the reviewing process. You cannot add or remove material any more, unless you have made a mistake while sending. In this case, use the `UNDO sending` button. Now you see the `Reviewing status` of your contribution.



- The reviewing process ends when the final judgement for your contribution is `Accepted` or `Rejected`.



- The reviewing process will continue if the final judgement for your contribution is `To be corrected`. You will have to send the material again, after correction. Then the reviewing process will start again. You can see the `Reviewing history` after clicking on the `Show history` link.


contribution 1
Content: some content...
Id: 0
Starting date: --not yet scheduled--
Duration: 30'
Primary Authors: Ms. ANGELOVA, Csvetelina (CERN)
Presenters: Ms. ANGELOVA, Csvetelina
Material: Add Material
Reviewing materials: Add Material
Send
Reviewing history: Hide History
Review 0 of: application.doc
Final Judgement: To be corrected, submitted on Fri 05 Mar 2010 at 16:07
Layout judgement: Accept, submitted on Fri 05 Mar 2010 at 16:06
Content judgement: To be corrected, submitted on Fri 05 Mar 2010 at 16:06