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# **Paper Reviewing User Guide**

***Release 0.97***

**Indico Team**

November 11, 2010



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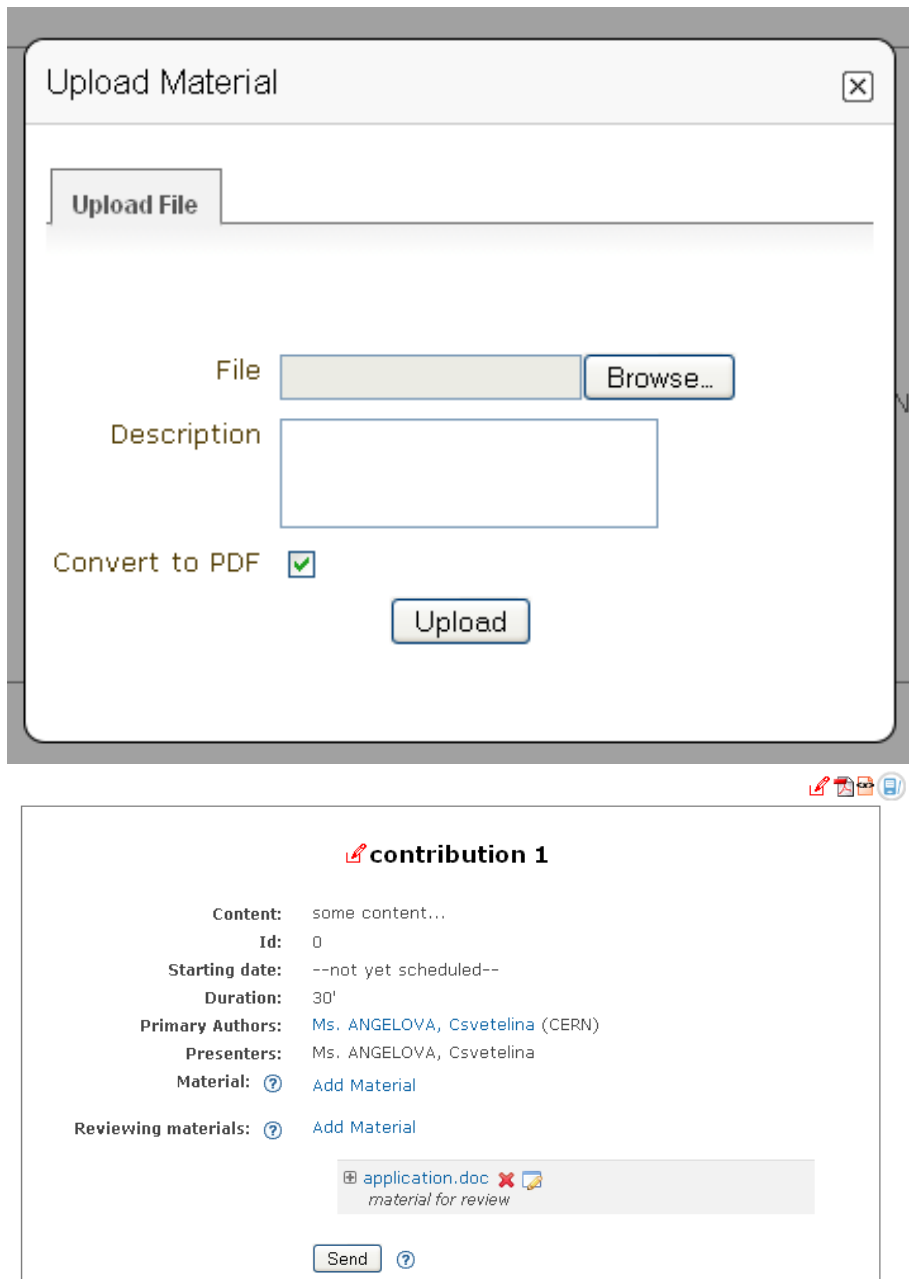
# PAPER REVIEWING MODULE AUTHOR'S GUIDE

## 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`.












The image shows two screenshots from a software application. The top screenshot is a dialog box titled "Upload Material" with a close button (X) in the top right corner. Inside the dialog, there is a tab labeled "Upload File". Below the tab, there is a "File" label next to a text input field, followed by a "Browse..." button. Below that is a "Description" label next to a larger text input field. At the bottom left, there is a "Convert to PDF" checkbox which is checked with a green checkmark. At the bottom center, there is an "Upload" button. The bottom screenshot shows a review interface for "contribution 1". It lists various fields: "Content" (some content...), "Id" (0), "Starting date" (--not yet scheduled--), "Duration" (30'), "Primary Authors" (Ms. ANGELOVA, Csvetelina (CERN)), and "Presenters" (Ms. ANGELOVA, Csvetelina). Below these, there are two links: "Material: ? Add Material" and "Reviewing materials: ? Add Material". At the bottom, there is a list of materials for review, showing "application.doc" with a red X icon and a document icon, and the text "material for review". Below this list is a "Send" button and a help icon (?).

- 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.

 **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](#)

application.doc










material for review


**Reviewing status:** Pending referee decision

UNDO sending



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

 **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:** 

application.doc





material for review

**Reviewing status:** Judged: Accept

- 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](#)

**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