

CRMS World Online Training: Getting Started


Hello, welcome to the CRMS-World Online Training! The following document will help you get started on the system. Here, we'll learn to do the following three things:

1. Find the CRMS-World review site and log into it.
2. Learn about the CRMS-World site and the materials available on it.
3. Get to the review screen.

Alright, let's go!

1. Finding the CRMS-World review site and logging into it.

Here is an image of the CRMS-World main page:

 System status is normal; last modified Wed, May 23, 2012 at 4:32 PM Reverted to using icus/gatt instead of ic/gatt.			
Review	Search/Browse	Documentation	Stats/Reports
Review		Search/Browse	
Review My Unprocessed Reviews My Held Reviews		Historical Reviews	
Documentation		Stats/Reports	
Decision Tree Decision Tree Help Not Class A Help Stanford Renewal Database Help Determination Guidelines Review Interface Help CRMS Wiki/FAQ		My Review Stats	

You can get here by logging into <https://crmstest.dev.umdl.umich.edu/cgi/c/crms/crms?sys=crmsworld>. You will be asked to authenticate before you can log in unless you already have an active session. At the login screen, put in your username and password. The username is the name of your University of Michigan "friend account." If you don't have a friend account, you can get one here at <https://friend.weblogin.umich.edu/friend/>. Enter the email address you intend to use. You will be sent an email with instructions on how to activate your account.

In order to get your account approved for reviewing, please send your name, you friend account name, and your institution name to Rick Adler, at rcadler@umich.edu, with the subject line CRMS-World New User Approval.

Log in now, if you haven't already, and we'll take a look at the CRMS-World interface.

CRMS World Online Training: Getting Started

2. Learning about the CRMS-World site and the materials available on it.



System status is **normal**; last modified Wed, May 23, 2012 at 4:32 PM
Reverted to using icus/gatt instead of ic/gatt.

Review	Search/Browse	Documentation	Stats/Reports
--------	---------------	---------------	---------------

Review	Search/Browse
Review My Unprocessed Reviews My Held Reviews	Historical Reviews
Documentation	Stats/Reports
Decision Tree Decision Tree Help Not Class A Help Stanford Renewal Database Help Determination Guidelines Review Interface Help CRMS Wiki/FAQ	My Review Stats

As you can see, the review interface is divided into four quadrants:

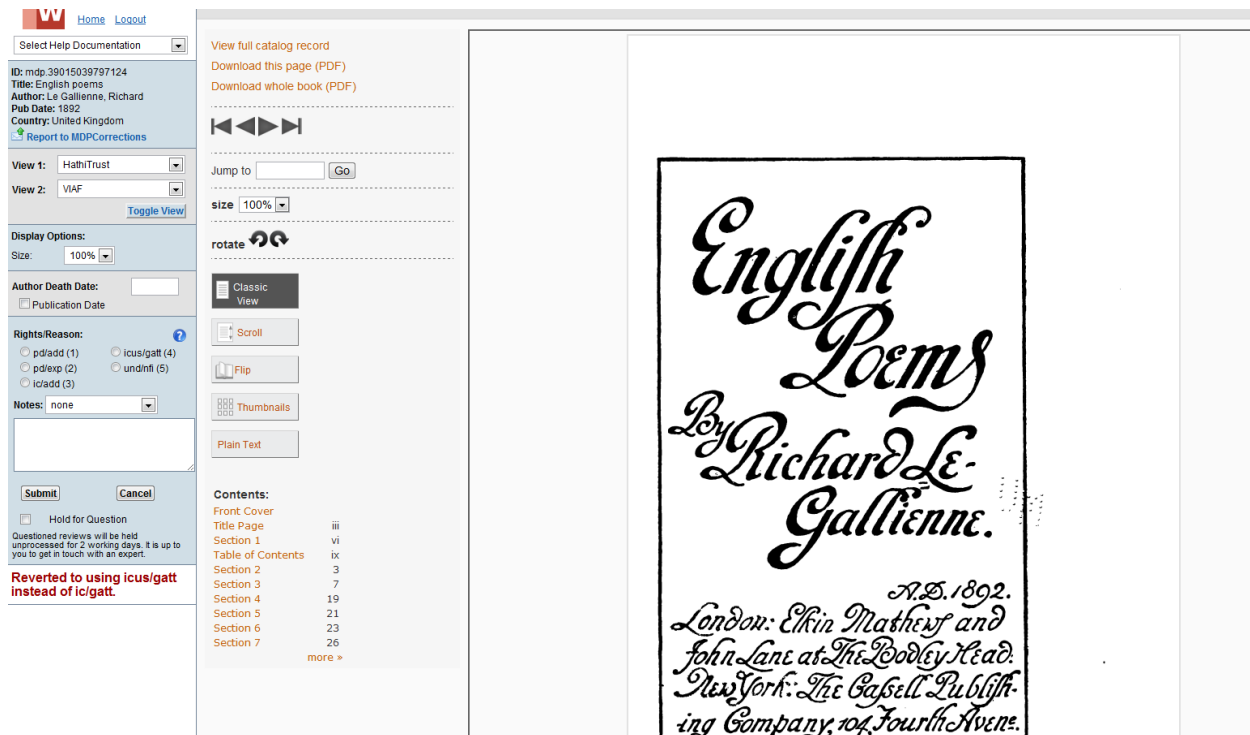
1. **Review**- this is where the actual work of reviewing can be reached. **“Review”** takes you to the CRMS-World review interface, which we’ll talk about later. **“My Unprocessed Reviews”** leads to all the reviews that you have done that have not been “processed” by the system. Generally, reviews are processed daily, at around 5 AM EST. You can use this link to check to make sure you made the right determination for a record, or to change a determination after you have submitted one. **“My Held Reviews”** allows you to check all reviews on which you have placed a “hold.” Placing a record on hold can be done from the main review interface, and will be discussed later.
2. **Search/Browse**- this allows you to look at historical reviews, that is, reviews that have already been processed by the system. This is useful in case you want to see how pervious decisions of yours were handled, and how conflicting reviews in which you were involved were adjudicated.
3. **Documentation**- you can access the CRMS-World documentation here. All of the training materials, reference materials, and other documentation are available here. In addition, the CRMS-World wiki is here. You can use the wiki to look up challenging issues, to ask questions, and to help your fellow reviewers with their problems.
4. **Status/Reports**- this page allows you to check your personal review statistics, as well as the total project statistics to date. You can see how many reviews you have done, how long you have

CRMS World Online Training: Getting Started

spent in the system, and into which categories your reviews are sorting. This page may be very useful to you as you try to keep track of your time commitment to IMLS.

3. Getting to the review screen.

Once you're in the CRMS-World system it's easy to get to the review screen. Just click on "Review" in either the top toolbar or the upper right quadrant. You should see an image that looks like this:



There's a lot going on here, but don't worry, we're going to talk about this interface more in the next lesson. Let's check one important thing before going on though. As you can see from the image above, there is a scan from a book in HathiTrust on the right hand of the review display. If this scan is not there, and instead you see a screen stating that full text is not available for copyright reasons, please contact Rick Adler at rcadler@umich.edu.

Alright! Thank you for your attention so far. At the end of this segment, you should be able to 1) find the CRMS-World home page, 2) navigate the home page and be familiar with the materials available to you on it, and 3) get to the review interface. If you can do those, you're ready for the next lesson: Understanding the Review Process.

CRMS World Online Training: Getting Started

Contacts:

Rick Adler
Project Manager, CRMS-World
rcadler@umich.edu

Bobby Glushko
Program Manager, CRMS-World
rglushko@umich.edu
732-615-9935