

# CRMS World Online Training: Getting Started

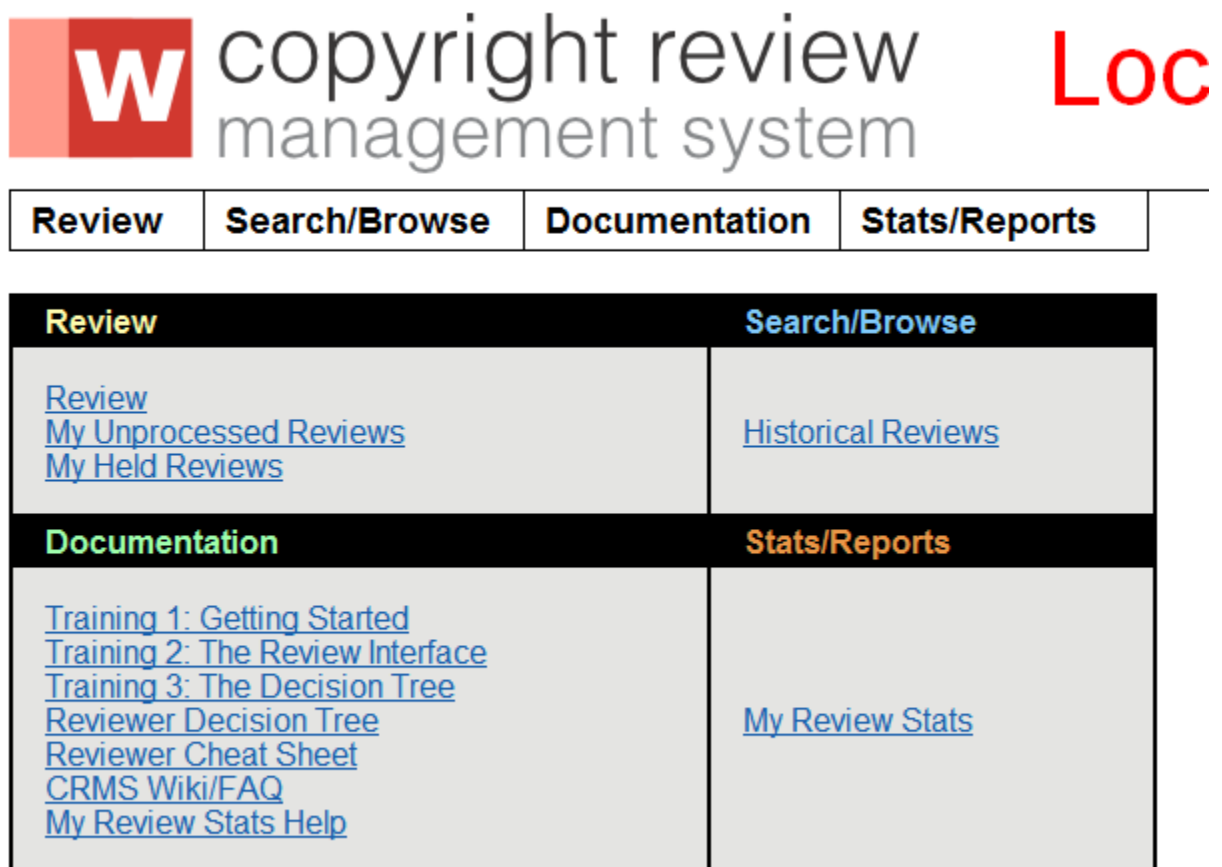
Hello, welcome to the CRMS-World Online Training! The following document will help you get started on the system. Here, we'll learn to do the following three things:

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:



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ou can get here by logging into <https://crmstest.dev.umd.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


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<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, your friend account name, and your institution name to Rick Adler, at [rcadler@umich.edu](mailto: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.

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

 copyright review  
management system

Loc

Review	Search/Browse	Documentation	Stats/Reports
<a href="#">Review</a> <a href="#">My Unprocessed Reviews</a> <a href="#">My Held Reviews</a>	<a href="#">Historical Reviews</a>	<a href="#">Training 1: Getting Started</a> <a href="#">Training 2: The Review Interface</a> <a href="#">Training 3: The Decision Tree</a> <a href="#">Reviewer Decision Tree</a> <a href="#">Reviewer Cheat Sheet</a> <a href="#">CRMS Wiki/FAQ</a> <a href="#">My Review Stats Help</a>	<a href="#">My Review Stats</a>

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,

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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 previous 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 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:

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The screenshot displays the CRMS World Online Training interface. On the left, a sidebar contains user information (Hello Hiromi Morikawa), a search bar, and various controls for viewing and displaying the document. The main area shows a book review for 'AN AMATEUR ANGLER'S DAYS IN DOVE DALE' by Edward Marston. The review includes a title, author, publication date, and a list of sections. The right side of the interface shows a scan of the book's title page, which includes the title, author, and publisher information.

**Left Sidebar:**

- W Hello Hiromi Morikawa
- Home Logout
- Select Help Documentation
- ID: mdp.39015063998465
- Title: An amateur angler's days in Dove Dale
- Author: Marston, Edward
- Pub Date: 1888
- Country: United Kingdom
- Report to MDPCorrections
- View 1: HathiTrust
- View 2: VIAF
- Toggle View
- Display Options:
- Size: 100%
- Author Death Date:
- Publication Date Pull Pub Date
- Rights/Reason:
- Notes: none
- Submit Cancel
- Hold for Question
- Questioned reviews will be held unprocessed for 2 working days. It is up to you to get in touch with an expert.

**Main Review Area:**

- Title more » An amateur angler's days in Dove Dale, or, How I spent ...
- View full catalog record
- Download this page (PDF)
- Download whole book (PDF)
- Jump to Go
- size 100%
- rotate
- Classic View
- Scroll
- Flip
- Thumbnails
- Plain Text
- Contents:
- Front Cover
- Title Page
- Section 1 1
- Section 2 12
- Section 3 23
- Section 4 34
- Section 5 45
- Section 6 59
- Section 7 76
- Section 8 1
- more »

**Right Side (Book Scan):**

Marston, Edward

AN AMATEUR ANGLER'S  
DAYS IN DOVE DALE

OR

HOW I SPENT MY THREE  
WEEKS' HOLIDAY

(JULY 24—AUG. 14, 1884)

"The statesman, lawyer, merchant, man of trade,  
Pants for the refuge of some rural shade,  
Where, all his long anxieties forgot,  
Amid the charms of a sequester'd spot,  
He may possess the joys he thinks he sees."  
COWPER.

SECOND EDITION

LONDON  
SAMPSON LOW, MARSTON, SEARLE, & RIVINGTON  
Limited  
St. Dunstan's House  
FETTER LANE, FLEET STREET, E.C.  
1888  
(All rights reserved)

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](mailto: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.

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