

Resolving Abstracts

The Resolve tool lets you set - or edit - the status of each submitted abstract. Administrators or Review Group Chairs, who have been given resolve privileges, are the only people that are given access to the resolve.

Where to Begin

From the Electronic Submission page, select Resolve Abstracts from the Peer Review Tools.

Review Committees Listing

The first page you will come to contains a table labeled Abstracts Assigned to Your Review Groups, with each of the review groups listed.

- The Resolve button will take you directly to the screens where you can view the abstract, their score(s) and set the abstract status.
- The Report button will create a table listing the abstracts within that review committee.
 1. Use the check boxes, or the Clear All or Select All buttons, to select the abstracts on which you wish to run a report.
 2. Use the Sort pick list to select how you want to sort the list of abstracts.
 3. Use the Get Report button to generate a page displaying a Short or Long version of the abstract for those you have selected.
 - A Short Report contains the Tracking ID, Abstract Type, Track & Session, Author Information, Title, Abstract Text, Annotations, and Review Status.
 - A Long Report contains all of the information in Short Report as well as any other submission steps viewable by the reviewers, such as Category, Keywords, Equipment Requests, and Scheduling Issues.

Reviewing an Abstract

How to Get There

From the Electronic Submission page, select Review Abstracts from the Peer Review Tools.

Review Committees Listing

- The first page you will come to contains a table labeled Review Committees, with the following items:
- The Review button will bring the reviewer to the abstracts he/she has been assigned. See [Reviewing an Abstract](#) below for more information.
- The Report button will create a table listing the abstracts within that review committee. This is useful if you wish to read or print out the abstracts for review.
 - Use the check boxes, or the Clear All, Select All, or Unreviewed buttons, to select the abstracts on which you wish to run a report.
 - Use the Sort pick list to select how you want to sort the list of abstracts.
 - Put a check in the box labeled Send report as email to: to send the selected abstracts via email to one or more email addresses. The abstracts can be sent in a zip file with

- the individual abstracts included or as individual rtf (Rich Text Format) attachments. Hint: if you have several abstracts, you should use the zip option.
- Use the Get Report button to generate a page displaying a Short or Long version of the abstract for those you have selected.
 - Short Report: contains Tracking ID, Abstract Type, Track & Session, Author Information, Title, Abstract Text, Annotations, and Review Status.
 - Long Report: contains all of the information in Short Report as well as any other submission steps viewable by the reviewers, such as Category, Keywords, Equipment Requests, and Scheduling Issues.

Reviewing an Abstract

1. On the page listing individual abstracts, you may sort the list of abstracts by using the pick list to select your sorting criteria and then click the Sort button on the upper right hand corner of the abstracts table.
2. You may view the full abstract by clicking on the Abstract Title - it will appear in a separate pop-up window.
3. After reading the abstract, close the full abstract window and return to the abstracts table. Use the drop-down menu in the Status/Rank column to assign a status or rank to that abstract.
4. You may add more detailed comments for this abstract by selecting Comments and entering those into the text box provided. Be sure to click Save and Close before returning to the abstracts table or your comments will not be saved in the system.
5. When finished reviewing the abstract and adding comments, select Save and Return to return to the individual abstracts page.

Reports

There are three major categories under reports that can be used to keep track of abstract submission, review, scheduling, submission payment (if applicable), and other processes throughout the meeting.

- Standard Reports
- Mailing Labels
- Custom Reports

How to Get There

From the Electronic Submission page, select Meeting Reports from the Administrator Tools set. A page of short instructions appears on the screen - read this page before going any further. When you are finished, select the Continue button at the bottom of the page.

Standard Reports

From the Instructions page, click Standard Reports on the left hand shaded menu of options. The Standard Report table appears on the screen. There are 20 available status reports that can either be displayed on the screen and/or e-mailed to users as an attachment in a tab delimited file (with the exception of the first report, Abstract Type by Abstract Status.) Once users receive this report, it can be saved as an MS Excel file and manipulated as needed. Reports are grouped together in the following categories:

1. Reports associated with Abstracts
 - Abstract Type by Abstract Status: This report displays the current number of abstracts in each of the abstract status categories for each abstract type defined for the meeting.
 - Draft Abstracts: This report lists the abstracts that are currently in Draft status.
 - Submitted Abstracts: This report lists the abstracts that are currently in Submitted status, along with any scoring data given during the review, if the review is a ranked review.
 - Accepted Abstracts: This report lists the abstracts that were accepted, along with any scoring data given during the review, if the review is a ranked review.
 - Rejected Abstracts: This report lists the abstracts that were rejected during the review process, along with any scoring data given during the review, if the review is a ranked review.
 - Withdrawn Abstracts: This report lists the abstracts that were that have been withdrawn after submission, along with any scoring data given during the review, if the review is a ranked review.

2. Reports associated with Abstract Authors
 - Authors' Abstract Status: This report returns the current number of abstracts by type and status for each submitting author.
 - Author Contact Report: This report returns the contact information for all abstract authors.

3. Reports associated with Reviewing Abstracts
 - Abstracts Not Assigned to a Review Group: This report lists the abstracts that have not been assigned to a review group. TIP: This report should be EMPTY when you have assigned ALL abstracts to a group.
 - Abstracts Assigned to Review Group but NOT to a Reviewer: This report lists the abstracts that have been assigned to a review group, but have not yet been assigned to any reviewers. TIP: This report should be EMPTY when you have assigned ALL abstracts to at least one reviewer.
 - Reviewer Status: This report lists each of the reviewers, his or her total number of abstracts to review, the number of reviews completed, and the number of reviews still outstanding.
 - Rank Review Status Report: This report lists the review status for each of the abstracts assigned to each of the individual reviewers.
 - Rank Review Score Details: This report will return the rank review score details for all abstracts that have been submitted for review.
 - Reviewer Profile: This report returns the standard deviation, low score, high score, average score, most common score, and percentile ranking information for each reviewer for each review group.

To run one of the above reports, click on the report name which is a link that will bring up another browser window that displays the report name and some instructions. You will also see a table with the available fields for that report. You may Select All or Clear All of the available fields, or click on each of the individual boxes to designate which fields you want in your report. Lastly, using the drop down menu, you can select which of those available fields you wish to sort by; the default for all reports will be Tracking Id. For each report, you may do one or both of the following:

- Display the report on the screen by clicking the Continue button on the top or the bottom of the screen. You may use the Print button on your browser window to print the report. At the bottom of the screen, click the Back to Report Options button to go back and modify your report options or the Close Window button to close that browser screen.
- Email the report to yourself in a tab delimited file attachment. Put a check in the box next to the Send delimited report as email checkbox, enter your email address in the Email Address text box (you can enter multiple email addresses), key in a message subject in the Email Subject Line text box, and click the Continue button at the bottom of the screen. A message will display confirming that the email was sent, along with a Back to Report Options button to go back and modify your report options and a Close Window button to close that browser screen.

Custom Report Generator

If you are looking for data not available in any of the Standard Reports, you can run a Custom Report.

Generate a Custom Report:

1. On the Meeting Reports page, select the Custom Reports link.
2. This will bring you to the standard search screen found in various places throughout the system.
3. Select the criteria for which you are searching.
NOTE: If you DO NOT select ANY criteria on which to search, your search results will be ALL ABSTRACTS. Therefore, the more criteria you select, the fewer your results.
You can search on all types of criteria, including:
 - Tracking Id
 - Abstract Type
 - Abstract Status
 - Membership Category
 - Track
 - Session
 - Review Group
 - Scheduling Information
4. Once you select each of your criteria, click the "Search for Abstracts" button at the top or bottom of the page.
5. NOTE: There is a Clear All button immediately above both "Search for Abstracts" buttons if you selected criteria that you want to clear.
 - Your search results will be listed in a table with a check mark next to each one. You may check or uncheck the box next to those abstracts you wish to include or exclude from your report. Use the Clear All or Select All buttons to deselect or select all abstracts.
 - When finished selecting abstracts, click the Continue Building Report button at the top or bottom of the page.
 - This will bring you to the Custom Report Generator - Options screen. Here you can choose the fields in the database to include in your report. You can use the Clear All or Select All buttons to deselect or select all abstracts or check individual boxes to include in the report.

- Below the listed fields, you can specify the sort order for the abstracts you selected. The options are Tracking ID, Abstract Type, Author, Track, Title, Abstract Status, and Scheduling Information.
- Use the Number of results to view at a time pick list to select how many results you would like to view on a page. You can choose from: All, 10, 25, 50, or 100.
- You may...
 - Display the report on the screen by checking the box in front of that option.
 - Send a delimited report by email to yourself or someone else by checking off the box in front of that option. Be sure to enter the full email address (e.g., abc@cos.com) or the report will not be sent. You have the option to add a subject line for your email as well.
- When finished, select the Continue button.
- If you have selected to display the report on screen, you may use the Print option in your browser to print it.
- If you have sent the report in an email, it will arrive in your in-box within 30 minutes, unless the report is over 1000 records. The email will contain detailed instructions on how to open the file. Contact the COS Abstract Management System Help Desk from the top navigation bar on the top of the page if you experience difficulty.

When finished viewing or printing meeting status reports, you may

- Use your Back button once to return to the Custom Report Generator - Options screen and other report builder screens.
- Select Home Page from the top navigation bar to return to the Electronic Submission page.

Author Communication Tool

The Author Communication Tool is a powerful way to communicate with every author in the system. You can use this tool to send all types of correspondence, including:

- Submission Deadlines
- Accept/Reject Notices
- Scheduling Information
- Deadline Extensions

There are three steps to follow when using the author communication tool:

1. Search for Your Target Group
2. Refine the Email Distribution List (Optional)
3. Compose your Email

How to Get There

From the Electronic Submission Home Page, select Author Communication Tool in the Communication Tools section.

Searching for Your Target Group

The first step in using the email message builder involves selecting criteria and searching for authors who meet these criteria.

The criteria include:

1. Tracking Id
2. Abstract Type
3. Abstract Status
4. Membership Category
5. Track
6. Session
7. Scheduling Information

This will allow you to narrow down your email recipient list to include only those authors who meet the criteria you have selected.

To Select Criteria and Complete Step 1:

1. From the Author Communication Tool - Email Message Builder screen, check the box next to each criterion you wish to use in narrowing your search for authors. For example, if you wish to email all authors who have an Invited Abstract (if Invited Abstracts is an abstract type) in draft status, you would select Invited Abstract in the Abstract Type section and Draft in the Abstract Status section.
2. When finished selecting criteria, select the Submit button at the bottom of the page. The results of your search are gathered and you are taken to the next steps in the process - refining the list of recipients and composing your email message.

Refining the Email Distribution List (Optional)

In the To: field, you will see a button labeled Edit List of Recipients. This can be used if you wish to further refine the list of authors who will receive your message. This button will bring up a separate window with the list of email recipients that were a result of your original search.

Each author name has a code next to it that designates his/her role (Primary Author, Co-Author, Presenter, Submitter, or Alternate Role).

Edit List of Recipients

- Check the box next to the code description at the top of the list to select all authors with the appropriate code. For example, if you want to send your email to all Primary Authors, check the Primary Authors box at the top of the list. You may select more than one code description. You may also select the Clear All button at top of the page to clear all checks from the boxes.
- After you have defined your recipients, you must select the Update List button. The system will automatically update the list to reflect the selection(s) you made.
- You may also go through the list one at a time and check or uncheck individual names that you wish to add or remove from the list of recipients. Authors who have no email address in their author record will not have a checkbox next to their name.
- When finished, select the Save Changes button. You must SAVE CHANGES before continuing through the system!
- The Results Saved screen will appear, confirming your changes. The message "Finished saving: Number of email address checked = 200" will be displayed. When finished

viewing this screen, select the Close button. You will be returned to the original window that contains your email message.

Composing the Email

The last step in using the email message builder involves creating the email message itself using a mail-merge format, similar to those found in word processing software.

Creating Your Email Message:

1. The following fields must be populated to successfully send your email message:
 - From: This text box is hard coded in the system to ans@cos.com.
 - Send notification to: Enter into this box the email address(es) of those who want to receive a notice that the email that was sent. The message will contain the text of the email itself and the names and email addresses of the message recipients. You can enter in multiple email addresses separated by a comma.
 - Send a copy of message to: Enter into this field the email address(es) of those who want to receive a copy of the email that was sent. You can enter in multiple email addresses separated by a comma. Only one copy of the email will be sent.
 - Reply To: In the Reply to field, enter the email address to which authors should reply. This can be anyone's email address - whomever should get the responses to the message.
 - Subject: Enter the subject of the message in this text box.
 - Body: Enter the body of the message into this text box.

Use the appropriate Template Fields (located on the right hand side shaded area of the page) into the body of your message. Clicking on the appropriate tag allows you to merge fields from the database, sending each recipient a custom email. For example, you might type:

Dear <AUTHOR_FIRST_NAME> <AUTHOR_LAST_NAME>,

When the recipient receives the email, it will read:

Dear John Smith,

Hints and Tips

- Make sure to include the tracking id of the abstract (using the Tracking ID template field) so there is no confusion as to which abstract the email is referring. It is not uncommon for an author to draft one abstract and submit a duplicate.
- Use the template fields as if you were typing in the actual name, tracking id, etc., so be sure to include spaces between your tags where you would like a space to appear in the body of the message.
- Do not include HTML formatting in your message as some email packages may not support HTML.

The following is a sample email to authors, notifying them of the submission deadline.

Dear <AUTHOR_FIRST_NAME> <AUTHOR_LAST_NAME>,
Thank you for your interest in the meeting. As of today, your abstract, tracking id

<TRACK_ID> is still in <ABSTRACT_STATUS> status. If you wish this abstract to be considered for review, please log back on and complete the remaining steps by November 1, 2002.

Log into the Abstract Management System at:

<http://www.ans.org/meetings>

Go to "Create/Edit an Abstract" and make sure that every check box on the left-hand menu is checked, including the "Submit" step.

If you are experiencing trouble during the submission process, please contact the Help Desk. We look forward to your participation at the meeting!

- You may preview the message by selecting the Preview button. This is not required, but is useful in making sure what you want to send is correct. The preview will be displayed in a separate browser window so you never leave your original message. Click the Close button to return to the Message Builder Page.
- You may also clear all of the information from the screen by using the Clear button. You will then need to repeat the steps above in Creating Your Email Message.
- When you have finished composing your email and editing your list of recipients, and you have previewed your message, select the Send Message button.
- The next screen displays "Message will be processed and you'll be notified via email when it is done."

Reviewer Communication Tool

The Reviewer Communication Tool is a powerful way to communicate with all reviewers in the system. You can use this tool to send all types of information, including:

- Review Deadlines
- Reviewer Instructions
- How many reviews they have outstanding
- A note of thanks for their participation

There are three steps to follow when using the Reviewer Communication Tool:

1. Searching for Your Target Group
2. Refining the Email Distribution List (Optional)
3. Composing the Email

How to Get There

From the Electronic Submission Home Page, select Reviewer Communication Tool in the Communication Tools section.

Searching for Your Target Group

The first step in using the email message builder involves selecting criteria and searching for reviewers who meet these criteria.

The criteria include:

1. Review Status

- Those with Outstanding Reviews
 - Those with All Reviews Completed
2. Review Groups

This will allow you to narrow down your email recipient list to include only those reviewers who meet the criteria you have selected.

To Select Criteria and Complete Step 1:

1. From the Reviewer Communication Tool screen, check the box next to each criterion you wish to use in narrowing your search for reviewers. For example, if you wish to email reviewers who have outstanding reviews within a particular review group, you would select those with Outstanding Reviews in the Review Status section and the particular group in the Review Groups section.
2. When finished selecting criteria, select the Submit button at the top or bottom of the page. The results of your search are tallied and you are taken to the next steps in the process, refining the list of recipients and composing your e-mail message.

Refining the Email Distribution List (Optional)

- In the To: field, you will see an Edit List of Recipients button. This can be used if you wish to further refine the list of authors who will receive your message. This button will bring up a separate window with the list of email recipients that were a result of your search.
- You must go through the list one at a time and check or uncheck individual names that you wish to add or remove from the list of recipients.
- When finished, select the Save Changes button. Note: You must SAVE CHANGES before continuing through the system!
- A screen will display confirming your changes. The message "Requested changes made, 20 records affected" will be displayed. When finished viewing this screen, select the Close button. You will be returned to the original window that contains your email message.

Composing the Email

The last step in using the email message builder involves creating the message itself using a mail-merge format, similar to those found in word processing software.

Creating Your Email Message:

1. The following fields must be populated to successfully send your email message:
 - From: Enter email address of the sender.
 - Send notification to: Enter email address(es) of those who want to receive a notice of the email that was sent. The message will contain the text of the email itself and the names and email addresses of the recipients of the message. You can enter in multiple email addresses, separated by a comma.
 - Send a copy of message to: Enter email address(es) of those who want to receive a copy of the email that was sent. You can enter in multiple email addresses, separated by a comma. Note: Only one copy of the email will be sent.
 - Reply To: Enter the email address in the text box to which authors should reply. This can be anyone's email address.

- Subject: Enter the subject of the message in this text box.
- Body: Enter the body of the message in this text box.

Use the appropriate Template Fields (located on the right side the page) in the body of your message. Clicking on the appropriate tag allows you to merge fields from the database, which customizes each recipient's email. For example, you might type:

Dear <REVIEWER_FIRST_NAME> <REVIEWER_LAST_NAME>,

When the recipient receives the email, it will read:

Dear John Smith,

Hints and Tips

- Use the template fields as if you were typing in the words, so be sure to include spaces between your tags where you would like a space to appear in the body of the message.
- Do not include HTML formatting in your message as some email packages may not support HTML.
- You may also attach a file to your message if you have a pre-formatted instructional document or other text you'd like to send along with this email. You can do this by:
 - Clicking on the Browse button at the bottom, just above the Send Message button.
 - Finding the file on your system and attaching.
- You may preview the message by selecting the Preview button. This is not required, but is useful in making sure what you want to send is correct. The preview will be displayed in a separate browser window, so that you never leave your original message. Click the Close button to return to the Message Builder Page.
- You may also clear all of the information from the screen by using the Clear button. You will then need to repeat the steps above, under Creating Your Email Message.
- When you have finished composing your email, editing your list of recipients, and previewing your message, select the Send Message button.
- The next screen displays "Message will be processed and you'll be notified via email when it is done."