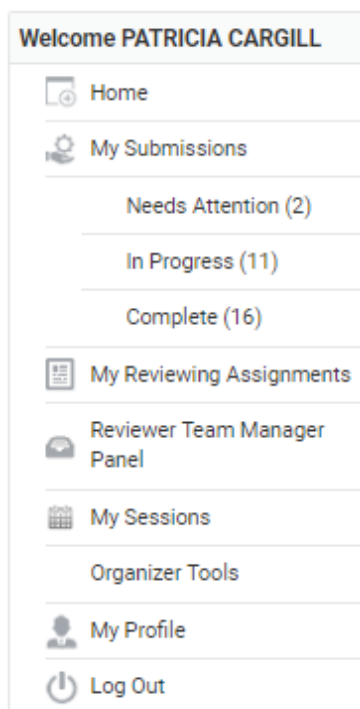


Peer Review Management System (PRMS)

Schedule

- Process has many steps that must be done in series
 - All deadlines close at 11:59 pm ET
 - Reviewers will lose access to submissions at this time
- If you are late or incomplete to a deadline, it puts untenable pressure on the downstream steps
- Deadlines are completion dates, not start dates
- Start early!
- Track, Topic, and Session Organizers all need to check, monitor, support, and push along progress and quality throughout their span of responsibilities
 - Send reminders to start tasks and meet deadlines
 - Check status and address problems regularly

Overview of Navigation



My submissions

- Authors

My reviewing assignments

(This will only appear AFTER abstracts have been submitted to technical area)

- SC/TO – accept/reject abstracts
- Reviewer – review draft papers

Reviewer Team Manager Panel

- Conference/Program Chair – see all sessions, organizers, abstracts/papers, status

My sessions

- SC/TO – go into session, pull abstracts into sessions
- SC/TO – assign session organizer, change title, description
- SO – add co-chair, change title, description
- SO, TO, or SC – reorder papers, remove papers, add to other sessions

Organizer tools

- All organizers - shows big list of all abstracts and papers
- All organizers – can export excel file showing all papers
- SO – assign reviewers, view reviews, make paper decision

Welcome Stacey Cooper

- Home
- My Submissions
 - Needs Attention (1)
 - In Progress (2)
- Organizer Tools
- My Reviewing Assignments
- My Sessions
- My Profile
- Admin Panel
- Log Out



Click on “My Reviewing Assignments” to review the abstracts submitted to your track or topic.

Reviewer Module

Select Entry Round

Search:

Program	Round	# Pending	# Reviewed	Action
ASME 2020 Turbo Expo	Short Abstracts	33	6	Open
ASME 2020 Turbo Expo	Draft Papers	1	5	Open

- The number of short abstracts that are pending review and those that have been reviewed will be displayed.
- This is also the area where you will go if you are assigned to review draft papers.
- Click on the “Open” link to view the abstracts.

Reviewer Module

Search:

Category Name	# Pending	# Reviewed	Action
View All Categories	33	6	Open
Technical Paper Publication	23	5	Open
Tutorial of Basics	4	1	Open
Turbomachines for Clean Power and Propulsion Paper	3	0	Open
Maintenance, Repair and Overhaul (MRO) for Turbomachinery in the light of Digitalization	3	0	Open

- The next screen will list all abstracts by paper type. Like the previous screen, you will see the number of submissions pending review and those that have been reviewed.
- Click on the “Open” link to review all the abstracts or select by paper type.

Random

Test Phase Iv	VIEW SUBMISSION
Category: Technical Paper Publication - Turbo	Score: -
Submission # 310	
Track 1 Aircraft Engine	
Number of Times Reviewed: 0	
Test Abstract Smith 1001	VIEW SUBMISSION
Category: Technical Paper Publication - Turbo	Score: -
Submission # 286	
Track 1 Aircraft Engine	
Number of Times Reviewed: 0	
Testing Organizer Assignment	VIEW SUBMISSION
Category: Technical Paper Publication - Turbo	Score: -
Submission # 317	
Track 1 Aircraft Engine	

Refine your search

Search

Search

Status

Any

☐ Scored

☐ Unscored

☐ Started

Category

Any

Any

Change | Clear

Select Track

Any

Reset all filters

- Click on the title of the submission or on the “View Submission” link to view the abstract submission information.
- Refine your search by searching for a specific submission or filter out those that have been reviewed.
- Additional reviews are not needed if the abstract has already been reviewed.

Select Track *

Track 1 Aircraft Engine

Select a Paper Type *

If you do not know your paper type, choose the option Technical Publication

Tutorial of Basics

A prepared instructional lesson on a specified area. It will not be published in the conference proceedings.

Insert the Title *

The paper title should be typed in upper and lowercase letters, not all capital letters or all lowercase letters. Example: This Is How the Paper Title Should Be Typed

This Is My Paper Title

Provide an Abstract *

Type your abstract or cut and paste the text from a word-processing file in the space provided below. Minimum of 400 words and a maximum of 650 words.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam erat sem, accumsan id nisi malesuada, placerat viverra enim. Nullam viverra neque neque, id elementum lorem dapibus eget. Etiam tempus tellus dui, et viverra dolor tempus a. Aliquam ornare, sapien vel dignissim consequat, enim ex viverra urna, at gravida neque felis vitae nunc. Ut ultrices, neque sit amet faucibus accumsan, leo odio dapibus nunc, non suscipit augue tellus ac urna. Fusce viverra malesuada rutrum. Orci varius natoque penatibus et magnis dis parturient montes, nascetur

This Is My Paper Title

Category:
Tutorial of Basics

Submission #
080

Evaluation Form

Do you accept or reject this submission? *

Select







Notes / Comments

Cancel and Go Back

Save and Back to List

Save and Go to Next

- The left side of the screen will display the submission information.
- The right side is where you will make your decision and enter any comments to the organizers. These comments will not be sent to the authors.
- Click on “Save and Back to List” to return to the previous screen or “Save and Go to Next” to view the next abstract awaiting review.

Welcome Stacey Cooper	
	Home
	My Submissions
	Needs Attention (5)
	In Progress (13)
	Complete (22)
	My Reviewing Assignments
	My Sessions
	My Profile
	Organizer Tools
	Log Out

Abstracts must be assigned to sessions in order to start the review process.

Note: Sessions will be created on November 16, 2020

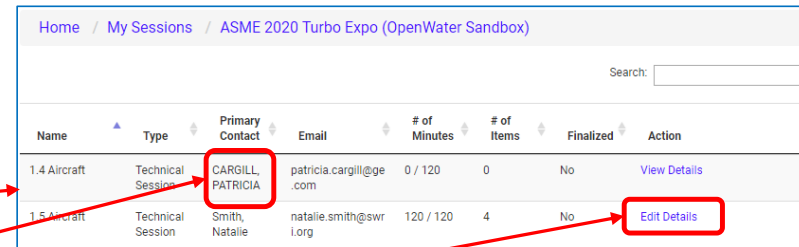
How to set up sessions

Important order of steps:

1. Organize abstracts into sessions
2. Assign SOs

Go to **My Sessions** on the main menu.

You should see a list of all sessions for your track

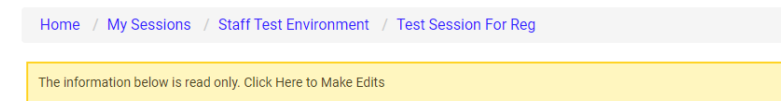


Home / My Sessions / ASME 2020 Turbo Expo (OpenWater Sandbox)								
Search: <input type="text"/>								
Name	Type	Primary Contact	Email	# of Minutes	# of Items	Finalized	Action	
1.4 Aircraft	Technical Session	CARGILL, PATRICIA	patricia.cargill@ge.com	0 / 120	0	No	View Details	
1.5 Aircraft	Technical Session	Smith, Natalie	natalie.smith@swr.l.org	120 / 120	4	No	Edit Details	

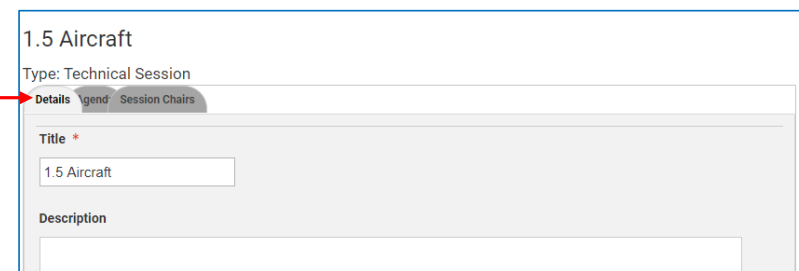
You should show up as primary contact. *This will change to the SO when you assign one.*

To work with a session, click on Edit Details.

Co-organizers will see a View Details link and will need to click on the text in the yellow box on the next screen.



The Details tab will let you change the title and add a description. *Retain the session number in the title, there is no separate session number. Do not delete the session number!*



1.5 Aircraft

Type: Technical Session

Details | Agenda | Session Chairs

Title *

1.5 Aircraft

Description

The Agenda tab is where you pull abstracts into that session. (See next slide.)

The Session Chairs tab is where you assign an SO to the session.

How to put papers in sessions

- The Agenda tab is where you pull abstracts into that session.
- The session agenda is listed.
- View shows details of the submission.
- Remove will remove it from the session; then you will be able to pull it into a different session.
- Click on Add Item to Session, then Add Submission to this Session.
- A list of abstracts in your track will appear.
- The Search box will allow you to search for a paper number rather than scrolling through the whole list.
- Click on Assign to Session. Now it will show up above in your agenda.

The screenshot shows the '2.5 Ceramics - new title' session page. The 'Agenda' tab is active, displaying a table of submissions. Red arrows point from the text instructions to specific UI elements: the 'Agenda' tab, the 'View' link for a submission, the 'Add Session Item' button, the 'Add Submission to this Session' radio button, the search box, and the 'Assign to Session' link.

Home / My Sessions / ASME 2020 Turbo Expo (OpenWater Sandbox) / 2.5 Ceramics - new title

2.5 Ceramics - new title

Type: Technical Session

Detail Agenda Session Chairs

Search:

Participant Role	Details	Minutes	Action
+	Submission Track: Track 2 Ceramics Submission Number: 061 Title: Test From Natalie 1	30	View Remove
+	Submission Track: Track 2 Ceramics Submission Number: 062 Title: Test From Natalie 2	30	View Remove
+	Submission Track: Track 2 Ceramics Submission Number: 069 Title: Test From Natalie 3	30	View Remove

Total: 90 Minute(s)

Allowed Session Minutes: 120

[Add Session Item](#) [Finalize my Session](#)

Add Item to Session

☒ Add Submission to this Session
☐ Add Other Time to this Session

[Cancel](#)

Search:

Submission	Category	Action
Track: Track 2 Ceramics Submission Number: 069 Title: Test 144	Technical Paper Publication	View Assign to Session

How to assign Session Organizers

- The Session Chairs tab is where you assign an SO to the session.
- Click “Add Session Chair”
- Entry for SO information will appear. Input information and click Save. The SO name should appear in the list with yours.
- When the session is completely set (all abstracts assigned), click “Make Primary”.
- ***Note, the Make Primary function will switch all viewing and editing rights from the Track/Topic Organizer to the SO.***
- Each SO will receive an automatic email notification about the session assignment, but it is always a good idea to follow-up with a separate email (spam filters, multiple email addresses, etc.)

The top screenshot shows the 'Session Chairs' tab for a session titled '1.5 Aircraft'. It includes a search bar and a table of assigned session chairs. The table has columns for Name, Email, and Institution Name. Two entries are listed: Natalie Smith (natalie.smith@swri.org, Southwest Research Institute) and Patricia Cargill (patricia.cargill@ge.com, GE Aviation). A 'Make Primary' button is visible next to Patricia Cargill's entry.

The bottom screenshot shows the 'Add Session Chair' form. It includes fields for First Name, Last Name, Email, and Institution Name, each marked with an asterisk. There are 'Save' and 'Cancel' buttons at the bottom.

Name	Email	Institution Name	Action
Natalie Smith	natalie.smith@swri.org	Southwest Research Institute	
PATRICIA CARGILL	patricia.cargill@ge.com	GE Aviation	Make Primary

1.5 Aircraft
Type: Technical Session
Detail / Agenda / Session Chairs
Add Session Chair
Search:
First Name *

Last Name *

Email *

Institution Name *

Save Cancel

Welcome Stacey Cooper

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 - Complete (22)
- My Reviewing Assignments
- My Sessions
- My Profile
- Organizer Tools
- Log Out

The paper review process is completed in the Organizer Tools area

How to see details of your papers

Go to **Organizer Tools**, from the main menu.

Program Code	Program Name	Action
GT2020	ASME 2020 Turbo Expo (OpenWater Sandbox)	List Abstracts Emails

Click on List Abstracts

Shows papers in your session(s) all in one list.

Page Size: 10

[Invite Reviewers](#) [Reviewer Reports *](#)

Code	Status	Session Title	Abstract Title	Authors	# Reviewed / Reviewers	Comments	Track	ASME Paper Number	Action
417	Awaiting Draft Paper	Test Session For Reg	Testing	Stacey Cooper	0 / 0	View Comments	Student Poster		Actions
432	Awaiting Revised Paper	Test Session For Reg	Testing Reg	Stacey Cooper	0 / 0	View Comments	Aircraft Engine		Actions
435	Accepted	Test Session For Reg	Submission 65	Stacey Cooper	0 / 0	View Comments	Student Poster		Actions
437	Awaiting Revised Paper	Test Session For Reg	Submission 20	Scoops Test Account	0 / 0	View Comments	Ceramics		Actions
440	Accepted	Test Session For Reg	Submission 5	JRC Test Account	0 / 0	View Comments	Aircraft Engine		Actions
442	Accepted	Test Session For Reg	Submission 80	Icone Test User	1 / 1	View Comments	Ceramics		Actions

Organizer functions:

Select Reviewer Comments to download an excel file. (Later this will contain more info but for now it will have the papers with their session numbers.)

View the current status of the submission.

How to assign reviewers

Go to **Organizer Tools**, from the main menu, click on List Abstracts (previous page).

To see the paper, click on View under Actions, then click “Draft Paper Submission” for the PDF, “Authors” to see who the authors are – check to avoid conflicts with reviewers

Go back to previous page.

To assign reviewers, click on Manage under Actions, make sure you are on the Reviewers tab, then Add Reviewer, then Assign. **Reviewers will receive an email for each paper assignment.**

The reviewer does not have to Accept the review in this system. Reviewers may Recuse themselves; you will not be notified via email; they will just disappear from the tool.

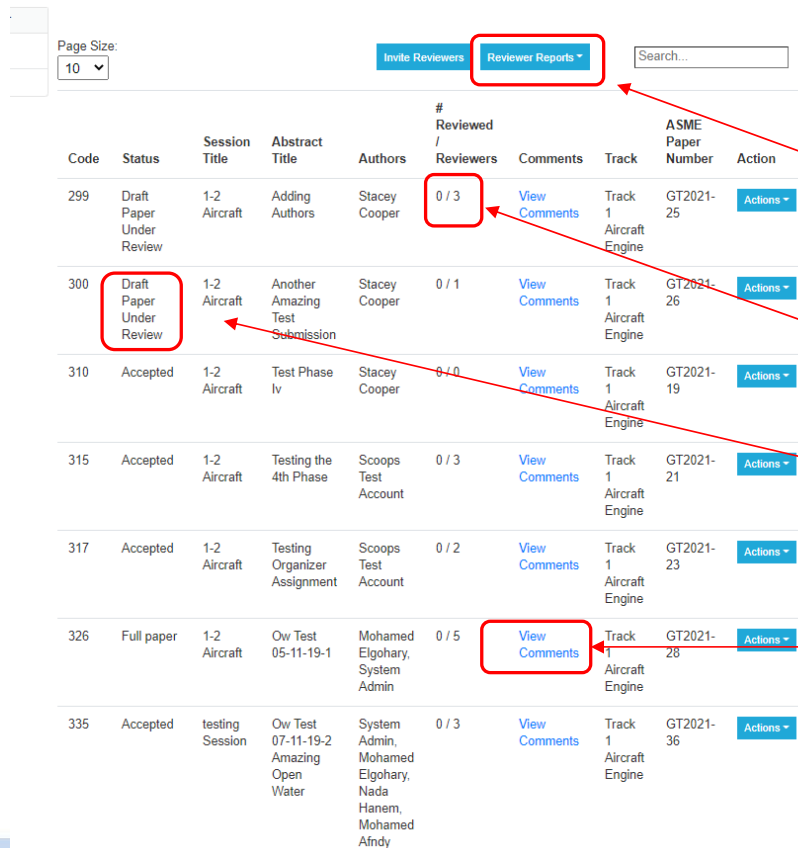
The system will allow you to assign more than two reviewers but please don't do this.

If you don't see your desired reviewer in the list, send them an email and ask them to “opt in” by clicking this link:
<https://pvp.secure-platform.com:443/a/judgeSolicitationProfiles/create?solicitationId=141>

You should see the reviewer's name in the list approximately 30 minutes after they opt-in.

How to see review results

Go to **Organizer Tools**, from the main menu, click on List Abstracts.



The screenshot shows the ASME List Abstracts interface. At the top, there is a 'Page Size' dropdown set to 10, and two buttons: 'Invite Reviewers' and 'Reviewer Reports'. A red box highlights the 'Reviewer Reports' button, with an arrow pointing to the text 'Shows papers in your session(s)'. Below the buttons is a search bar. The main table lists abstracts with columns: Code, Status, Session Title, Abstract Title, Authors, # Reviewed / Reviewers, Comments, Track, ASME Paper Number, and Action. Red boxes and arrows highlight specific elements: a red box around the 'Draft Paper Under Review' status in row 300, with an arrow pointing to the text 'Go to Reviewer Reports > Reviewer Comments. This will include results from all the reviews.'; a red box around the '0 / 3' in the '# Reviewed / Reviewers' column for row 299, with an arrow pointing to the text 'This shows reviews completed and reviews assigned'; a red box around the 'View Comments' link for row 299, with an arrow pointing to the text 'This will state the current status of the paper.'; and a red box around the 'View Comments' link for row 326, with an arrow pointing to the text 'Click here to see the review results for each reviewer for that paper.'

Code	Status	Session Title	Abstract Title	Authors	# Reviewed / Reviewers	Comments	Track	ASME Paper Number	Action
299	Draft Paper Under Review	1-2 Aircraft	Adding Authors	Stacey Cooper	0 / 3	View Comments	Track 1 Aircraft Engine	GT2021-25	Actions +
300	Draft Paper Under Review	1-2 Aircraft	Another Amazing Test Submission	Stacey Cooper	0 / 1	View Comments	Track 1 Aircraft Engine	GT2021-26	Actions +
310	Accepted	1-2 Aircraft	Test Phase Iv	Stacey Cooper	0 / 0	View Comments	Track 1 Aircraft Engine	GT2021-19	Actions +
315	Accepted	1-2 Aircraft	Testing the 4th Phase	Scoops Test Account	0 / 3	View Comments	Track 1 Aircraft Engine	GT2021-21	Actions +
317	Accepted	1-2 Aircraft	Testing Organizer Assignment	Scoops Test Account	0 / 2	View Comments	Track 1 Aircraft Engine	GT2021-23	Actions +
326	Full paper	1-2 Aircraft	Ow Test 05-11-19-1	Mohamed Elgohary, System Admin	0 / 5	View Comments	Track 1 Aircraft Engine	GT2021-28	Actions +
335	Accepted	testing Session	Ow Test 07-11-19-2 Amazing Open Water	System Admin, Mohamed Elgohary, Nada Hanem, Mohamed Afndy	0 / 3	View Comments	Track 1 Aircraft Engine	GT2021-36	Actions +

Shows papers in your session(s).

Organizer functions:

Go to Reviewer Reports > Reviewer Comments. This will include results from all the reviews.

This shows reviews completed and reviews assigned

This will state the current status of the paper.

Click here to see the review results for each reviewer for that paper.

See review results in View Comments

Welcome Stacey Cooper

Log Out

This Is a Second Test

Category

Technical Paper Publication - Turbo

Submission #

642

Session Chair(s) / Email(s)

Stacey Cooper, scoops@gmail.com

Qian 'ow test Wang, quw6@psu.edu

Draft Paper Round

Session Organizer Recommendation:

Session Organizer Comments for Author:

Originality

Judge	Score
Reviewer 1	Acceptable

Engineering Relevance

Judge	Score
Reviewer 1	Good

Scientific Relevance

Judge	Score
Reviewer 1	Good

Goals And Outcomes Comments

Judge	Score
Reviewer 1	It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humour and the like).

Originality Comments

Judge	Score
Reviewer 1	It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humour and the like).

Credibility Comments

Judge	Score
Reviewer 1	It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humour and the like).

Scroll down to view all reviewer inputs and comments.



How to make your recommendation

Go to **Organizer Tools**, from the main menu, click on List Abstracts.

Page Size: 10 [Invite Reviewers](#) [Reviewer Reports](#)

Code	Status	Session Title	Abstract Title	Authors	# Reviewed / Reviewers	Comments	Track	ASME Paper Number	Action
642	Draft Paper Reviewed	1-1 Aircraft Engine Research	This Is a Second Test	Zack Schwartz, He Qijiao	1 / 1	View Comments	Track 1 Aircraft Engine	GT2021-0	Actions View Manage
644	Draft Paper Under Review	1-1 Aircraft Engine Research	This Is the Fourth Test	Zack Schwartz	0 / 1	View Comments	Track 2 Ceramics	GT2021-2	Actions
649	Full paper	1-1 Aircraft Engine Research	Gas Turbines	Stacey Cooper	0 / 1	View Comments	Track 1 Aircraft Engine	GT2021-8	Actions
662	Draft Paper Under Review	1-1 Aircraft Engine Research	29-9-2	System Admin, Mohamed Elgohary	0 / 1	View Comments	Track 1 Aircraft Engine	GT2021-17	Actions
666	Full paper	1-1 Aircraft Engine Research	Asme Phase 4 Test 2	jack clarke	0 / 1	View Comments	Track 1 Aircraft Engine	GT2021-52	Actions

Organizer functions:

Click Manage under Actions, then click on Decision tab.

You cannot see the review results from the Decision tab.
To see reviews, return to the abstract list and click on View Comments.

How to make your recommendation

Go to **Organizer Tools**, from the main menu, click on List Abstracts.

This Is a Second Test - 1-1 Aircraft Engine Research Draft Papers

[<< Back to List](#) [Reviewers](#) [Decisions](#)

Round Name
Draft Papers
☐ Not Suitable for This Session?

Decision
☐ Accept
☐ Revision Required
☐ Reject

Comments for Organizer

Comments for Author *

Organizer functions:

You can make a decision once you have two reviews complete

Make your recommendation for conference and for journal. (This will only appear if you select "accept.")

You can now reject a bad paper without assigning reviewers.

You cannot see the review results from the Decision tab.
To see reviews, return to the abstract list and click on View Comments.

Reviewer process (for reference)

Home / My Reviewing Assignments / Test Meeting - June 2020: Draft Papers / Submission 80

Abstract Submission → Authors → Draft Paper Submission

Draft Paper Submission

iThenticate Score

iThenticate Url

Upload Draft Paper *

PDF format required

[sample_watermark.pdf](#)

Submission 80

[Recuse Myself from Reviewing this Submission](#)

Category:
Technical Paper Publication

Submission #
442

Evaluation Form

Assess the quality and credibility of the work *

How are the methods, results, and the outcomes assessed in the paper?

fgdfgsdfg

Cancel and Go Back Save and Back to List

Click here if you can't review the paper.
Please email the SO as well.

iThenticate info

Click here to download the paper.

Inputs go here. Keep scrolling down.

Review form has been updated with
two open questions w/o minimum
word count.

There is no Submit button, only Save (scroll to the very bottom of inputs). Review is available to SO as soon as it is Saved.

Reviews cannot be updated after they are saved/submitted.

Questions / Help

- For any problems, email toolboxhelp@asme.org
- For author problems, encourage the author to email toolboxhelp@asme.org, with organizers on copy.
- This will go to Stacey Cooper and her team. You DO NOT need to email both Stacey and toolboxhelp.
- Join us for our twice-weekly help center calls

Tuesdays @ 10:00 am New York Time	Thursdays @ 2:00 pm New York Time
Join online Meeting ID: 812 794 064 Password: 708266 One Tap Mobile: +19292056099,,812794064# US (New York) +16699006833,,812794064# US (San Jose) Dial by Your Location +1 929 205 6099 US (New York) +1 669 900 6833 US (San Jose) 877 853 5247 US Toll-free 888 788 0099 US Toll-free Meeting ID: 812 794 064 Find your local number here .	Join online Meeting ID: 277 957 717 Password: 625347 One Tap Mobile +19292056099,,277957717# US (New York) +16699006833,,277957717# US (San Jose) Dial by your Location +1 929 205 6099 US (New York) +1 669 900 6833 US (San Jose) 888 788 0099 US Toll-free 877 853 5247 US Toll-free Meeting ID: 277 957 717 Find your local number here .