

# Peer Review Management System (PRMS)

“The New Web Tool”

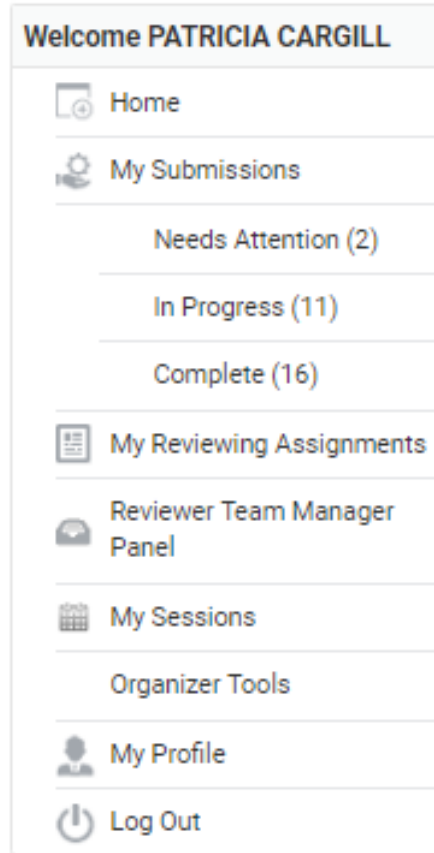
# What is Different

- This is not an apples to apples reproduction of the current system
  - Most functionality still exists
    - It may be in a different format or location
  - Staff will create all sessions
  - New Terminology
    - You will not see screens defined by roles of Symposium Coordinator, Topic Organizer, etc.

# 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!
- SC/TO/SO 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

Reviewer – review draft papers

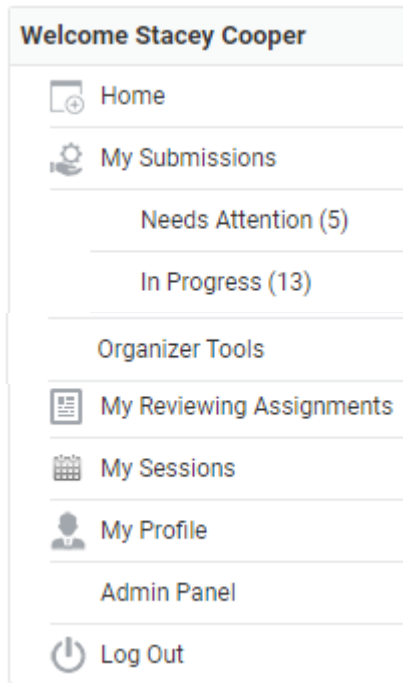
## My sessions

- 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

**Note: Some navigation items will not appear until after a submission has been received.**



You will need to assign papers to sessions in order to assign reviewers and review papers.

*Note: Staff will create sessions for all tracks and topics.*

Search:

Name	Type	Primary Contact	Email	# of Minutes	# of Items	Finalized	Action
1.2 Aircraft Engine	Oral	Cooper, Stacey	coopersl@asme.org	30 / 60	2	No	<a href="#">Edit Details</a>
1.3 Aircraft Engines	Oral	Smith, Natalie	natalie.smith@swri.org	0 / 180	0	No	<a href="#">View Details</a>
1.6 Testing	Oral	Cooper, Stacey	coopersl@asme.org	0 / 60	0	No	<a href="#">Edit Details</a>
2.1 Ceramics Session	Oral	Cooper, Stacey	coopersl@asme.org	15 / 60	1	No	<a href="#">Edit Details</a>
3.1 Coal	Oral	Cooper, Stacey	coopersl@asme.org	0 / 120	0	No	<a href="#">Edit Details</a>
39.1 Axial Flow Fan & Compressor Aerodynamics	Oral	Cooper, Stacey	coopersl@asme.org	0 / 180	0	No	<a href="#">Edit Details</a>

The list of sessions you have been assigned will be displayed on the next screen. Click on the “Edit Details” link to start organizing your session.

## 1.2 Aircraft Engine

Type: Oral

Details

Agenda

Organizers

**Title \***

1.2 Aircraft Engine

**Description**

Morbi laoreet metus ut tortor congue, quis laoreet odio dictum. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Cras vitae suscipit nibh. Sed feugiat felis vel porttitor sollicitudin. Fusce malesuada elementum enim, a tristique orci feugiat nec. Ut sit amet sollicitudin nisl. Nulla vehicula magna vel mi consectetur, id iaculis lectus consectetur. Integer semper urna ex, non auctor libero luctus ac. Vestibulum interdum libero eget arcu auctor dignissim. Aliquam erat volutpat.

In hac habitasse platea dictumst. In vestibulum mattis magna, ut placerat justo tempus et. Aenean aliquet ex vel interdum mollis. Nullam scelerisque ligula purus, ut pretium arcu accumsan eget. Suspendisse at enim mi. Donec pulvinar finibus diam sed egestas. Sed a enim non est suscipit imperdiet. Phasellus et magna nisl. Suspendisse faucibus tellus ut faucibus vehicula. Suspendisse ipsum nibh, rhoncus non aliquet vel, pretium ut ante. Donec tempor risus sit amet fringilla viverra. Ut rhoncus volutpat finibus. Sed sed quam et urna placerat consectetur.

Save

Save and Back

The first tab will let you adjust the session title and enter the session description.

## 1.6 Testing

Type: Oral

[Detail](#) [Agenda](#) [Organizers](#)

### Add Item to Session

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

Search:

Submission	Category	Action
<b>Title:</b> Sample Submission <b>Track:</b> Track 1 Aircraft Engine <b>Region:</b> North America <b>Keywords:</b>	Technical Paper Publication	<a href="#">View</a>   <a href="#">Assign to Session</a>   <a href="#">Flag</a>
<b>Title:</b> Testing Again <b>Track:</b> Track 1 Aircraft Engine <b>Region:</b> North America <b>Keywords:</b>	Technical Paper Publication	<a href="#">View</a>   <a href="#">Assign to Session</a>   <a href="#">Flag</a>
<b>Title:</b> Sample Paper Submission <b>Track:</b> Track 1 Aircraft Engine <b>Region:</b> North America <b>Keywords:</b> [{"value": "Aerospace Applications"}]	Technical Paper Publication	<a href="#">View</a>   <a href="#">Assign to Session</a>   <a href="#">Flag</a>

The Agenda tab is where you will start assigning submissions to the session.

Click on “View” to view the submission details.

Click on “Assign to Session” to move the submission into the session.

Click on “Flag” if the you feel that the submission should be assigned to another track. Staff will then re-assign as needed. You will be able to re-assign abstracts within your own track.



## 1.6 Testing

Type: Oral

Detail

Agenda

Organizers

Add Organizer

Search:

Name	Email	Institution Name	Action
Camille Cruz Alfonzo	CruzAlfonzoC@asme.org	ASME	<a href="#">Make Primary</a>   <a href="#">Remove</a>
Stacey Cooper	coopersl@asme.org	ASME	

Display  records

Showing 1 to 2 of 2 entries

1

## 1.6 Testing

Type: Oral

Detail

Agenda

Organizers

First Name \*

Last Name \*

Email \*

Institution Name \*







Save


Cancel

Click on the “Organizer” tab to assign your session organizers/chairs.

You are only required to enter their name, email, and company.

Click on “Make Primary” to assign the lead organizer/chair.

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

 Click on “Organizer Tools” to begin the draft paper review process.



## TURBO EXPO

**Phoenix Convention Center, Phoenix, AZ**

Conference: June 17 – 21, 2019

Exhibition: June 18 – 20, 2019

[HOME](#)[ABOUT ▼](#)[PROGRAM ▼](#)[SPEAKERS](#)[SPONSOR/EXHIBIT ▼](#)[SPONSORS](#)[VENUE/TRAVEL ▼](#)[REGISTRATION](#)[AUTHOR RESOURCES](#)

Welcome Stacey Cooper

[Admin Panel](#)[Log Out](#)

Program Code	Program Name	Action
GT2020	ASME 2020 Turbo Expo (OpenWater Sandbox)	<a href="#">List Abstracts</a>

- Click on “List Abstracts” to view the papers awaiting review.

Welcome Stacey Cooper

Admin Panel

Log Out

Invite Reviewers

Export Scores

Show10▼entries

Search:

Code	Status	Session Title	Abstract Title	# Reviewed / Reviewers	Comments	Track	Action
032	Full Papers	2.3 Ceramics	This Is the Sixth Test Submission	1 / 1	<a href="#">View Comments</a>	Track 2 Ceramics	<a href="#">View   Manage</a>
044	Full Papers	2.3 Ceramics	Test 117	1 / 1	<a href="#">View Comments</a>	Track 2 Ceramics	<a href="#">View   Manage</a>
045	Full Papers	2.3 Ceramics	Test 118	0 / 1	<a href="#">View Comments</a>	Track 2 Ceramics	<a href="#">View   Manage</a>

- The next screen will list all papers awaiting review.
- The review status is displayed for each paper.
- Click on “Manage” to assign reviewers to the paper.
- Click on Invite Reviewers to invite a reviewer who is not in the database.

# This Is the Sixth Test Submission - 2.3 Ceramics

**Draft Papers**

[<< Back to List](#)

**Reviewers**

[Decisions](#)

Round Name

**Finalized**

## Draft Papers

[+ Add Reviewer](#)

[Export Scores](#)

Full Name	Keywords	Sector	Score	Email	Action
Stacey Cooper	Acoustic Emission, Additives	Industry	Not Scored	scoops@gmail.com	<a href="#">Remove</a>

- The next screen will display the paper title, session, and list of reviewers assigned
- Click on “Add Reviewer” to assign a reviewer to the paper.

## Assign Reviewer to Paper

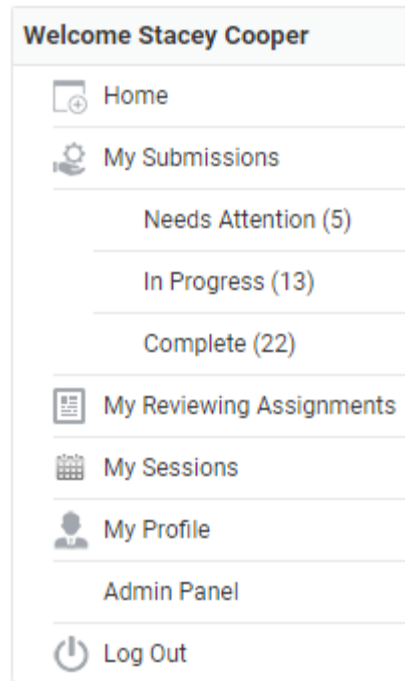


<div>Search</div>					
Full Name	Email	Sector	Institution	Keywords	Actions
A M Pradeep	ampradeep@aero.iitb.ac.in	Academia	Indian Institute of Technology Bombay	aerodynamics	<a href="#">Assign</a>
Aamir Farooq	aamir.farooq@kaust.edu.sa	Academia	KAUST	Combustion	<a href="#">Assign</a>
Aaron Byerley	aaron.byerley@usafa.edu	Academia	USAF Academy	aerodynamics, Aerothermodynamics, surge, Compressor stall, Turbomachinery blading design, Turbines, Film Cooling, Engines, Computational Fluid Dynamics (CFD) and	<a href="#">Assign</a>

Close

- Select a reviewer from the available list.
- If you do not see the reviewer in the list a URL will be provided so that the organizer can send the opt-in email for the reviewer database.

# Draft Paper Review



Click on “My Reviewing Assignments” to begin the draft paper review process.

## Reviewer Module

### Select Entry Round

Search:

Program	Round	# Pending	# Reviewed	Action
ASME 2020 Turbo Expo	Short Abstracts	32	7	<a href="#">Open</a>
ASME 2020 Turbo Expo	Draft Papers	1	5	<a href="#">Open</a>

Click on the “Open” to start the paper review process.



## Reviewer Module

Search:

Category Name	# Pending	# Reviewed	Action
<a href="#">View All Categories</a>	1	5	<a href="#">Open</a>
<a href="#">Technical Paper Publication</a>	0	3	<a href="#">Open</a>
<a href="#">Tutorial of Basics</a>	0	2	<a href="#">Open</a>
<a href="#">Technical Paper Publication (Iran)</a>	1	0	<a href="#">Open</a>

- Reviewers can filter by paper type for the review.
- Click on “Open” to start the draft paper review process.

DESC Score ▾	
<b>This Is My Submission</b> Category: Technical Paper Publication Submission # 044	<a href="#">VIEW SUBMISSION</a> Score: <b>47.6</b>
<b>Sample Submission</b> Category: Technical Paper Publication Submission # 052	<a href="#">VIEW SUBMISSION</a> Score: <b>38.1</b>
<b>This Is My Title</b> Category: Technical Paper Publication Submission # 073	<a href="#">VIEW SUBMISSION</a> Score: <b>35.4</b>
<b>Test Draft Submission</b> Category: Technical Paper Publication Submission # 208	<a href="#">VIEW SUBMISSION</a> Score: <b>-</b>
Items 1 -4 of 4	

#### Refine your search

##### ▼ Search

Search

##### ▼ Status

Any

☐ Scored

☐ Unscored

##### ▼ Category

Technical Paper Publication

[Change](#) | [Clear](#)

[Export Score Summary to Excel](#)  
[Export Score and Comments to Excel](#)

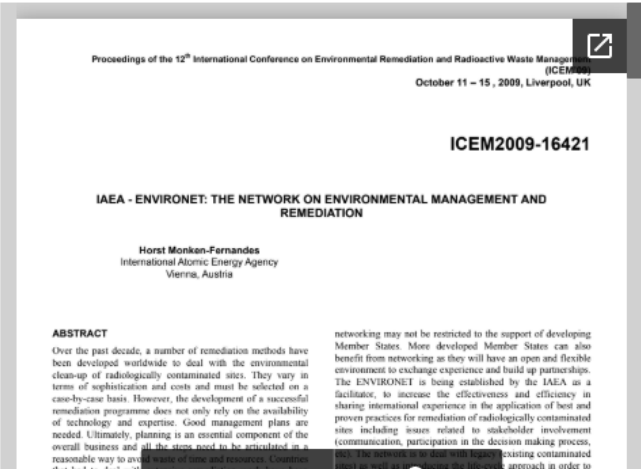
- A list of papers that have been reviewed and those that are awaiting review will be displayed.
- Users can filter by scored and unscored, filter by paper type, or search for a specific submission.
- Click on the paper title or “View Submission” to start the review.

[Submitter Information](#) → [Abstract Submission](#) → [Authors](#) → [Draft Paper Submission](#)

**Draft Paper Submission**

**iThenticate Score**

**Upload Draft Paper \***  
PDF format required  
[13859-1.pdf](#)



**Test Draft Submission**

**Category:**  
Technical Paper Publication

**Submission #**  
208

**Evaluation Form**

**Originality \***  
1 = Poor  
2 = Marginal  
3 = Accept  
4 = Good  
5 = Honor

**Engineering relevance \***  
1 = Poor  
2 = Marginal  
3 = Accept  
4 = Good  
5 = Honor

**Additional comments for author (option to upload a PDF file)**  
Note: if you use any of the commenting features in Adobe Acrobat, please remove your identity by going into the Note Properties.  
 No file chosen

- Reviewers can see the iThenticate score and match link, download the PDF file, and easily view the paper on your desktop.
- The system will automatically save your comments so that you can leave and come back at any time.
- Click on “Save and Back to List” to submit the review.

[Submitter Information](#) → [Abstract Submission](#) → [Authors](#) → [Draft Paper Submission](#)

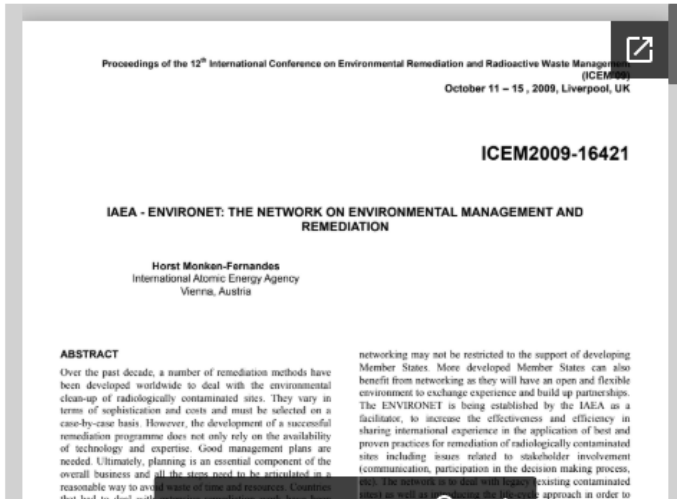
## Draft Paper Submission

iThenticate Score

Upload Draft Paper \*

PDF format required

[13859-1.pdf](#)



## Test Draft Submission

Category:

Tutorial of Basics

Submission #

208

## Evaluation Form

Accept or reject? \*

Select

Comments

300 word limit

Cancel and Go Back

Save and Back to List

- Reviews for technical presentation only submissions can be handled through the PRMS.
- Follow the same process to access the papers as on the previous screen and click on the presentation only paper type link.
- The review form will give you the options to accept/reject and submit any comments for the author.

## Make a Decision on Draft Papers and Revised Draft Papers

Welcome Stacey Cooper

Admin Panel

Log Out

Invite Reviewers

Export Scores

Show10entries

Search:

Code	Status	Session Title	Abstract Title	# Reviewed / Reviewers	Comments	Track	Action
030	Draft Papers	2.3 Ceramics	This Is the Fourth Test Submission	1 / 3	<a href="#">View Comments</a>	Track 2 Ceramics	<a href="#">View   Manage</a>
032	Full Papers	2.3 Ceramics	This Is the Sixth Test Submission	1 / 1	<a href="#">View Comments</a>	Track 2 Ceramics	<a href="#">View   Manage</a>
044	Full Papers	2.3 Ceramics	Test 117	1 / 1	<a href="#">View Comments</a>	Track 2 Ceramics	<a href="#">View   Manage</a>

- Go back to Organizers Tools > Click on List Abstracts.
- Click on “View Comments” to access the reviewer comments on the screen.
- Or click on “Export Scores” to download a report with all the reviewer comments. *(You may experience some errors viewing this report as developers are still working on this feature.)*

Round Name

Draft Papers

☐ Not Suitable for This Session?

Decision

- ☐ Accept  
☐ Revision Required  
☐ Reject

Submit

Comments for Organizer

Comments for Author

- To make a decision on the paper, enter the comments for the organizer and author.
- Make your selection if Accept, Revision Required, or Reject.
- Options for Best Paper and Journal Quality will also be available
- Notifications to authors will be sent on a rolling basis.

# Questions/Help?

- Please contact [toolboxhelp@asme.org](mailto:toolboxhelp@asme.org) or [CooperSL@asme.org](mailto:CooperSL@asme.org) with any questions.
- Join us for our twice-weekly help center calls

Tuesdays @ 10:00 am ET	Thursdays @ 2:00 pm ET
<p><a href="#">Join online</a> Meeting ID: 812 794 064 Password: 708266 <b>One Tap Mobile:</b> +19292056099,,812794064# US (New York) +16699006833,,812794064# US (San Jose) <b>Dial by Your Location</b> +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 <a href="#">here</a>.</p>	<p><a href="#">Join online</a> Meeting ID: 277 957 717 Password: 625347 <b>One Tap Mobile</b> +19292056099,,277957717# US (New York) +16699006833,,277957717# US (San Jose) <b>Dial by your Location</b> +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 <a href="#">here</a>.</p>