

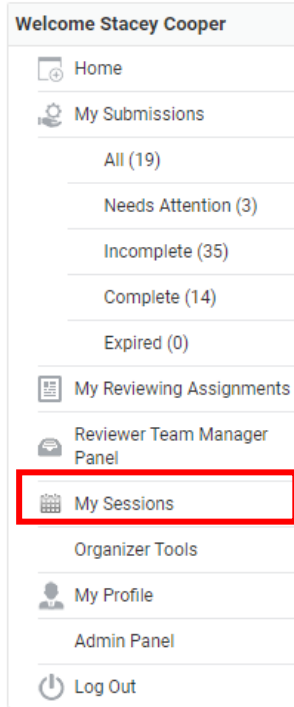
ICONE29

Webtool Training

Adding Track Organizers

IF NEEDED

Navigate to My Sessions



- Login to your organizer account
- Select My Sessions or My Tracks/Sessions
(Only Primary Track Organizer has access to do this)

Select the Conference

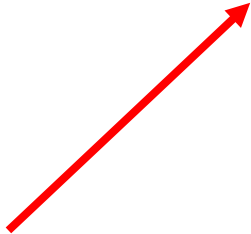
Welcome Stacey Cooper

[Home](#) / [My Sessions](#)

Select Conference

Search:

Conference	Action
IMECE Test Environment	Open



Select “Open” for the conference

Select the Topic/Session

Name	Type	Primary Contact	Email	# of Minutes	# of Items	Finalized	Action
01-01-01 Test Session	Technical Session	Cooper, Stacey	coopersl@asme.org	0 / 180	0	No	Edit Details
01-01-02	Technical Session	Cooper, Stacey	coopersl@asme.org	0 / 180	0	No	Edit Details
01-01-03	Technical Session	Cooper, Stacey	coopersl@asme.org	0 / 180	0	No	Edit Details
01-01-04 Public Session Test	Technical Session	Cooper, Stacey	coopersl@asme.org	15 / 180	1	No	Edit Details
01-02-05 My Test Session	Technical Session	Cooper, Stacey	coopersl@asme.org	0 / 180	0	No	Edit Details
01-02-06 My New Test Session	Technical Session	Cooper, Stacey	coopersl@asme.org	60 / 180	4	Yes	Edit Details
1-2 Aircraft	Technical Session	Cooper, Stacey	coopersl@asme.org	105 / 180	7	No	Edit Details
jack IE test	Topic	Cooper, Stacey	coopersl@asme.org	65 / 100	13	No	Edit Details
test	Technical Session	Cooper, Stacey	coopersl@asme.org	30 / 180	2	No	Edit Details
testing Session	Topic	Admin, System	noreply@secure-platform.com	90 / 90	6	Yes	View Details

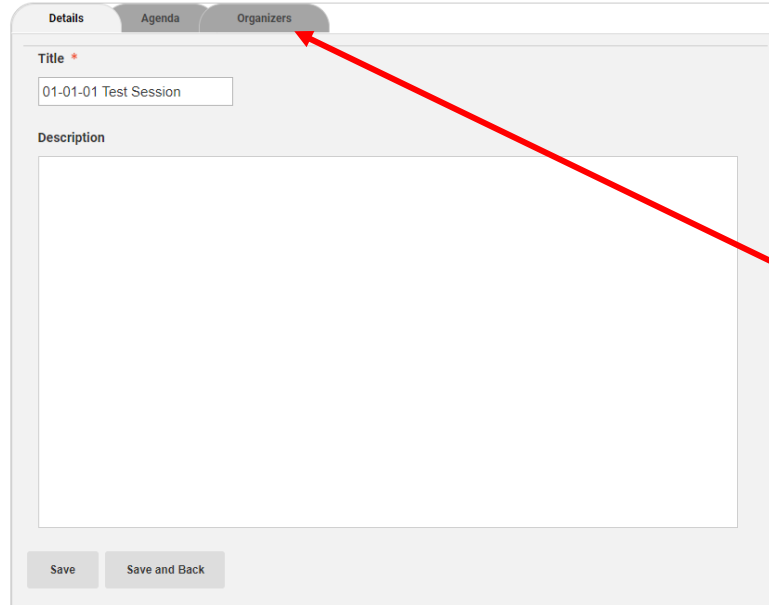
Select Edit Details

(Only the Primary Track Organizer will have this link!)

Select the Organizer Tab

01-01-01 Test Session

Type: Technical Session



The screenshot shows a web application interface for editing a session. At the top, there are three tabs: 'Details', 'Agenda', and 'Organizers'. The 'Organizers' tab is currently selected and highlighted. Below the tabs, there is a form with a 'Title' field containing '01-01-01 Test Session' and a large 'Description' text area. At the bottom of the form, there are two buttons: 'Save' and 'Save and Back'. A red arrow points from the text 'Select the Organizers tab' to the 'Organizers' tab.

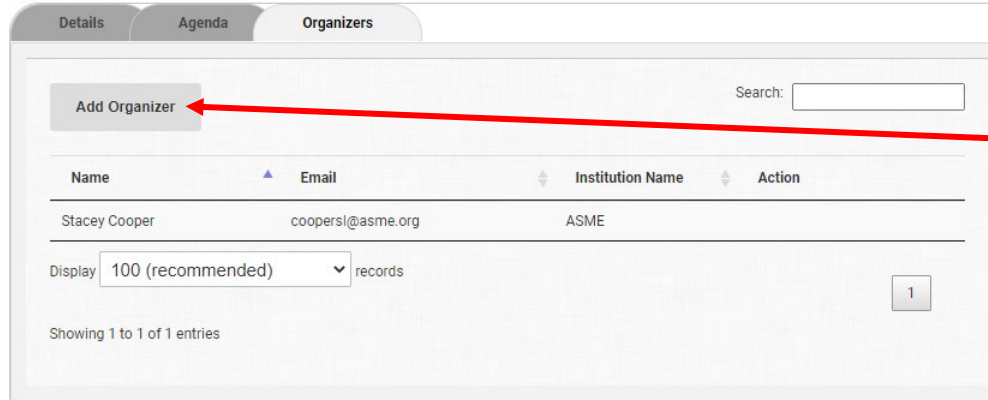
Select the Organizers tab

(Only the Primary Track Organizer will have this link!)

Adding Organizer

01-01-01 Test Session

Type: Technical Session



The screenshot shows the 'Organizers' tab for a session titled '01-01-01 Test Session' with the type 'Technical Session'. The interface includes a search bar, an 'Add Organizer' button (highlighted with a red arrow), and a table of organizers. The table has columns for Name, Email, Institution Name, and Action. One organizer is listed: Stacey Cooper, cooperst@asme.org, ASME. Below the table is a 'Display' dropdown set to '100 (recommended)' records and a 'Showing 1 to 1 of 1 entries' message.

Name	Email	Institution Name	Action
Stacey Cooper	cooperst@asme.org	ASME	

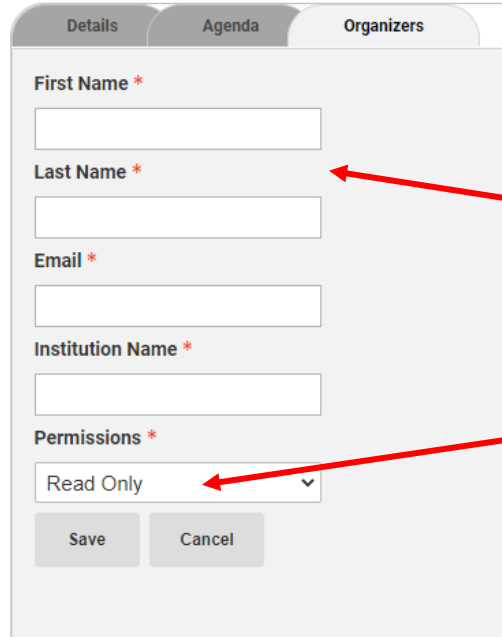
Click on the Add Organizer button

(Only the Primary Track Organizer will have this link!)

Complete Organizer Details

01-01-01 Test Session

Type: Technical Session



The screenshot shows a web form titled 'Complete Organizer Details' with three tabs: 'Details', 'Agenda', and 'Organizers'. The 'Organizers' tab is selected. The form contains the following fields:

- First Name ***: A text input field.
- Last Name ***: A text input field. A red arrow points to this field from the text 'Type in required fields. (Make sure you have the email the co-organizers uses to login to ASME!)'.
- Email ***: A text input field.
- Institution Name ***: A text input field.
- Permissions ***: A dropdown menu with 'Read Only' selected. A red arrow points to this dropdown from the text 'Set the permissions to Collaborator'.
- Buttons**: 'Save' and 'Cancel' buttons at the bottom.

Type in required fields.

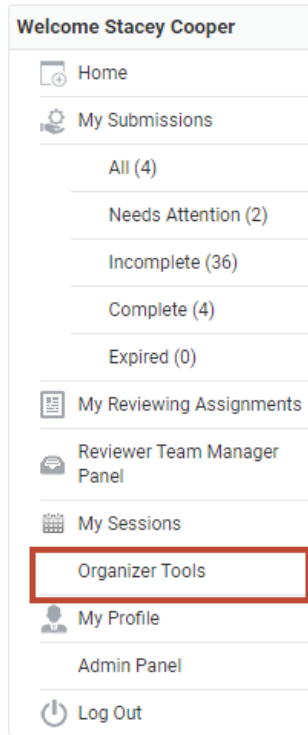
(Make sure you have the email the co-organizers uses to login to ASME!)

Set the permissions to Collaborator

Co-Organizer will receive an email about the topic assignment.

Paper Review Process

Paper Review Process



- Login to your account
- Click on “Organizer Tools”

Paper Actions

Program Code	Program Name	Action
GT2021	4-Round (ASME Testing Only - OW DO NOT USE)	<div>Actions ▾<ul style="list-style-type: none">List PapersProgram StatisticsEmail Reminders</div>
3ROUND2020	3-Round (ASME Testing - OW DO NOT USE)	
TESTMTG	Test Meeting - June 2020	

- Click on “List Paper” to view the submissions. This will take you to the paper management screen.
- *Ignore Program Statistics, this is not functional*

Paper List Screen

Clear Filters

Tracks

☐ Track 1 Aircraft Engine

☐ Track 50 Student Poster

☐ ASME General Testing

Sessions

Submission Status

Reviewing Status

Show100entriesSearch:

Code	Status	Session Title	Paper Title	Authors	Reviewed	Reviewers	Track	Submission Type	Action
290	Abstract Submitted	01-02-06 My New Test Session	Test Abstract Smith 1005	Natalie Smith	0		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
291	Abstract Submitted	01-02-06 My New Test Session	Test Abstract Smith 1006	Natalie Smith	0		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
297	Revised Paper Under Review	jack IE test	29-09 Abstract	System Admin, Mohamed Elgohary	0	Stacey Cooper	Track 1 Aircraft Engine	Technical Paper Publication (Iran)	Actions
299	Full paper	01-01 Test Session	Adding Authors	Stacey Cooper	1		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
300	Draft Paper Under Review	01-01 Test Session	Another Amazing Test Submission	Stacey Cooper	0		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
301	Awaiting Abstract paper	05-031-03: My Session	N/A	Stacey Cooper	0				Actions
302	Full paper	jack IE test	Asme Phase Iv Test	jack clarke	0	Stacey Cooper Harald Schoenenborn	Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions

Search: Users can search by any text that may be displayed on the screen.

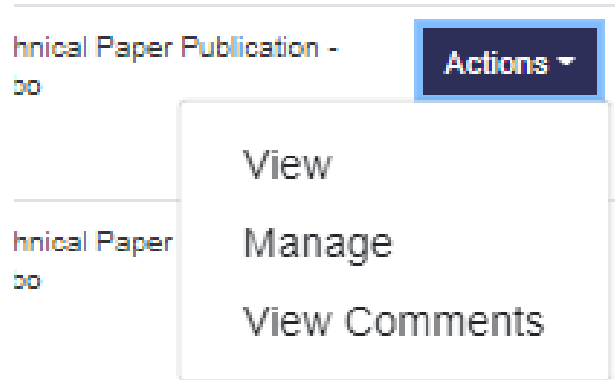
Column sorting: Click on the arrows next to the column to sort in ascending or descending order.

Filtering

Clear Filters
Tracks
<input type="checkbox"/> Track 1 Aircraft Engine
Sessions
<input type="checkbox"/> 1-2 Aircraft <input type="checkbox"/> testing Session
Submission Status
<input type="checkbox"/> Draft Paper Under Review <input type="checkbox"/> Accepted <input type="checkbox"/> Full paper <input type="checkbox"/> Withdrawn <input type="checkbox"/> Revised Paper Under Review <input type="checkbox"/> Draft Paper Submitted
Reviewing Status
<input type="checkbox"/> No Reviewers <input type="checkbox"/> Has Reviewers <input type="checkbox"/> Has Reviews

- Filter by
 - Track
 - Topics/Session
 - Submission Status
 - Review Status
- Filtering will remain in place as you navigate through multiple pages.

Paper Actions



- View
 - Opens a new window to view submission details (abstract, authors, draft paper submission, revised draft paper submission).
 - Click on the navigation links to view desired page.
- Manage
 - Assign Reviewers
 - Make Decision on Papers
 - Click on Paper Title to view submission details.
- View Comments
 - View Reviewer Inputs

Viewing the Submission

» View

The screenshot shows a web interface for viewing a submission. At the top, a breadcrumb navigation path is displayed: 'Abstract Submission' → 'Authors' → 'Draft Paper Submission' → 'Revised Draft Paper Submission'. The 'Draft Paper Submission' link is highlighted with a red box, and a red arrow points from it to the first bullet point on the right. Below the breadcrumbs, the 'iThenticate Score' is shown as '86' in a text box. A red arrow points from this score to the second bullet point. Below the score, the 'iThenticate Url' is displayed as 'https://asmeextensionsandbox.azurewebsites.net/ithenticate/view/52869202'. A red arrow points from this URL to the second bullet point. Below the URL, there is a link 'Open Link in New Window'. Further down, the 'Upload Draft Paper' section is visible, with a note 'PDF format required' and a file name 'paperscs.pdf'. A red arrow points from this file name to the third bullet point. At the bottom of this section is a button labeled 'View in Fullscreen'.

Abstract Submission → Authors → **Draft Paper Submission** → Revised Draft Paper Submission

29-09 Abstract
Paper Type
Technical Paper Publication

iThenticate Score

86

iThenticate Url

<https://asmeextensionsandbox.azurewebsites.net/ithenticate/view/52869202>

[Open Link in New Window](#)

Upload Draft Paper *

PDF format required

[paperscs.pdf](#)

[View in Fullscreen](#)

- Follow the breadcrumb navigation at the top of the submission to view each round.
- View the [iThenticate score](#) and click on the link to view the report.
- View the draft paper.

Paper Management Screen

29-09 Abstract - jack IE test

Revised Draft Papers

<< Back to List Reviewers Decisions

Round Name Finalized

Revised Draft Papers

+ Add Reviewer

Reviewer Reports ▾

Full Name	Keywords	Sector	Score	Email	Action
Stacey Cooper	allow, gas	Industrytest	Not Scored	scoops@gmail.com	Remove

Round Name Finalized

Draft Papers

Reviewer Reports ▾

Full Name	Keywords	Sector	Score	Email	Action
-----------	----------	--------	-------	-------	--------

No Items

» Manage

- Defaults to Reviewer tab.
 - Add reviewers to the paper
 - Clicking on this button opens the reviewer database.
 - Download review reports
 - View reviewer status

Adding a Reviewer to a Paper

Assign Reviewer to Paper

Search

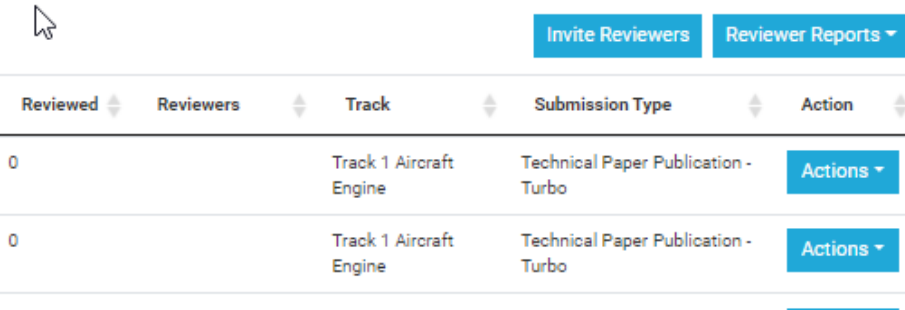
First Name	Last Name	Email	Sector	Institution	Keywords	Reviews Assigned	Actions
System	Admin	noreply@secure-platform.com		Texas A&M University		106	Assign
System	Admin	bbnn_gg@yahoo.com	Government	ow test	Fan, compressor, and turbine aerodynamic design, Modeling, bad	0	Assign
Test	Author	scoops@gmail.com	Industrytest	ASME	allow, gas	110	Assign
Aaron	Byerley	aaron.byerley@usafa.edu				4	Assign

Close

» Assigning Reviewers

- Search by
 - First or last name
 - Email address
 - Company
 - Keywords
- The number of papers assigned to the reviewer is displayed
- Click “assign” to add the reviewer to the paper.
 - Reviewers will receive an email notification for each assignment.

Can't Find Your Reviewer?



Reviewed	Reviewers	Track	Submission Type	Action
0		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
0		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions

- Go back to the main paper list screen and click on the “Invite Reviewers” button.
- This will copy the URL below to your computer. Paste this into an email message to your new reviewer.
- <https://icone.secure-platform.com:443/a/judgeSolicitationProfiles/create?solicitationId=186>

Reviewer Opt-In Guidance

- » Make sure your reviewer completes the opt-in process.
 - Some new users to ASME stop the process after creating their ASME account.
 - **THEY HAVE NOT COMPLETED THE PROCESS!!**
- » Reviewers will see the text below when they have successfully opted-in.

Thank you for signing up for the OMAE reviewer database.

The Review Process

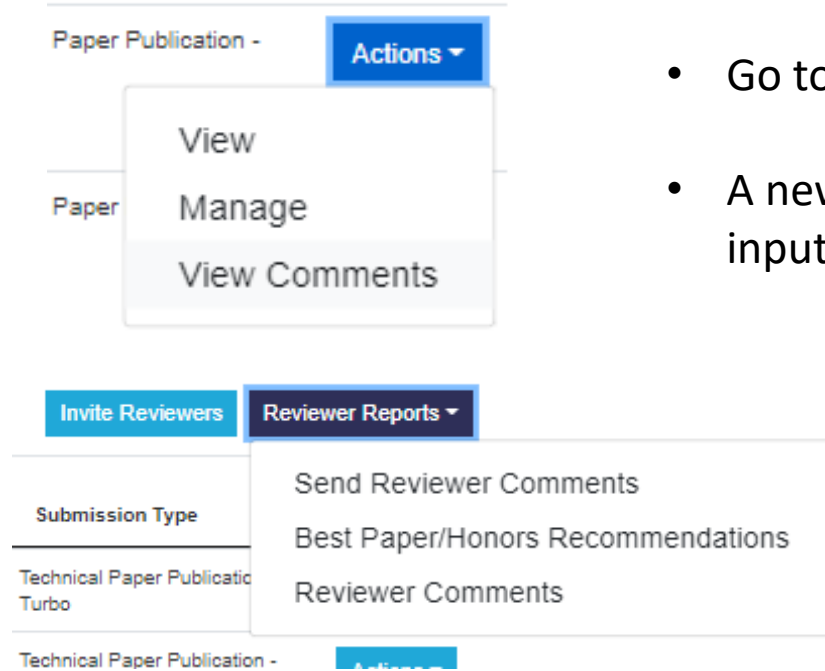
The purpose of review is to determine whether a paper is acceptable for publication, needs revision, or should be rejected. Recommendations must be supported by specific and critical comments. **Reviewing is a confidential process involving only the reviewer, program-making agency, and the editorial department.** Papers recommended for publication should be of high quality and of current technical interest. If rejection is recommended, keep in mind that you should state reasons in a professionally appropriate manner.

Please review the [ethical obligations of reviewers](#) before you begin reviewing papers.

- » Reviewers will become available for assignment approximately 30 minutes after seeing the above text.

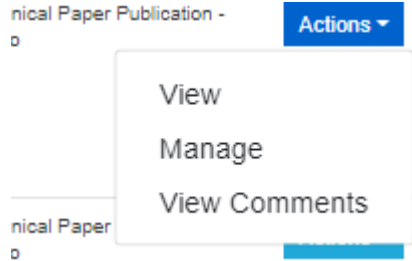
Reviewer Opt-in Step-by-Step Process: <http://asmetraining.wpengine.com/reviewer-database-opt-in/>

View Reviewer Comments



- Go to Actions > View Comments
- A new window will open displaying all reviewer inputs
- Go to Reviewer Reports > Reviewer Comments
- This will download a comma separated file (csv) with all reviewer inputs that can be imported into Excel.

Make a Decision on the Paper



- Go to Actions > Manage
- This will take you to the [paper management screen](#).
- Click on the “Decision” tab.

Ow Test-Bk Friday-2 -1-2 Aircraft

<< Back to List

Reviewers

Decisions

Submitting Your Decision

Ow Test -Adding 5 Fields-06-2-20 - testing Session

Draft Papers

<< Back to List Reviewers Decisions

Round Name
Draft Papers

☐ (Not Suitable for This Session?)

Decision

☐ Accept

☒ ~~Revision Required~~

☐ Reject

Submit

Comments for Organizer

Comments for Author *

Do no select revision
required

- Make your decision selection
 - Selecting “accept” will display the honors and journal recommendation options.
- Organizers can enter optional comments fellow Organizers.
- Fill in the required comments for the authors.

Email Reminders

Program Code	Program Name	Action
GT2021	4-Round (ASME Testing Only - OW DO NOT USE)	<div>Actions ▾<ul style="list-style-type: none">List PapersProgram StatisticsEmail Reminders</div>
3ROUND2020	3-Round (ASME Testing - OW DO NOT USE)	
TESTMTG	Test Meeting - June 2020	

- Click on “Email Reminder” to view a list of emails that you can send out to your organizers and reviewers.

Email Reminder List

Name	Description	Last sent	Action
Incomplete Reviews	Manually sent to all Reviewers with list of incomplete reviews in Draft Papers	2/18/2021 11:22:45 AM	Send Reminder
Draft Papers Awaiting Review	Manually sent with list of incomplete reviews assigned to their session/track	3/1/2021 9:51:51 AM	Send Reminder
Draft Papers Awaiting Decision	Manually sent with list of Papers that have been reviewed 4 times, yet missing Decision assigned to their session/track	10/13/2021 6:53:56 AM	Send Reminder
Revised Draft Papers Awaiting Review	Manually sent with list of incomplete reviews assigned to their session/track		Send Reminder
Revised Draft Papers Awaiting Decision	Manually sent with list of Papers that have been reviewed 4 times, yet missing Decisions assigned to their session/track	10/13/2021 6:53:52 AM	Send Reminder
Abstracts Awaiting Review	Manually sent to all Reviewers with list of incomplete in Short Abstracts		Send Reminder

These are templated emails that cannot be customized. All have the deadlines posted in the Publication Schedule.

Clicking on Send Reminder will send out the email to the group of reviewers/organizers with incomplete actions and include a report for the user to download.

Resource Materials

iThenticate Guidelines

- » Prior to assigning reviewers, organizers will need to analyze any matching results over **15%**
- » Two areas of concern: plagiarism (copying someone else's work), and lack of originality (copying your own previous published work)
- » When assessing a paper, consider:
 - Is there any source with high degrees of match ($>15\%$), or are there just lots of $<1\%$ matches of phrases?
 - $50 \times <1\% = \text{no problem}$
 - $1 \times 50\% = \text{problem}$
 - If there is a source with a high match, has that source been properly referenced in the paper?
 - Are the matches limited to the introduction, description of the analysis, experimental setup, etc., or are there high matches in the results and conclusions portions of the paper?

iThenticate Guidelines

If you have concerns, discuss it with TPC. For feedback from ASME, email toolboxhelp@asme.org

Outcomes can be:

- » Reject the paper outright.
- » Caution the author about the concerns and request changes. These changes can include properly referencing papers with matches, and/or to reword sections to reduce the degree of outright copying. Organizer should check the final paper to make sure these directions have been followed. Proceed with reviews; reviewers should also comment on matches.
- » Let the paper go through with reviews with no special action.

Questions/Help

For any problems, email toolboxhelp@asme.org or join our twice-weekly help center calls.

Tuesdays @ 10:00 am 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](#).

Thursdays @ 2:00 pm New York Time

[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](#).