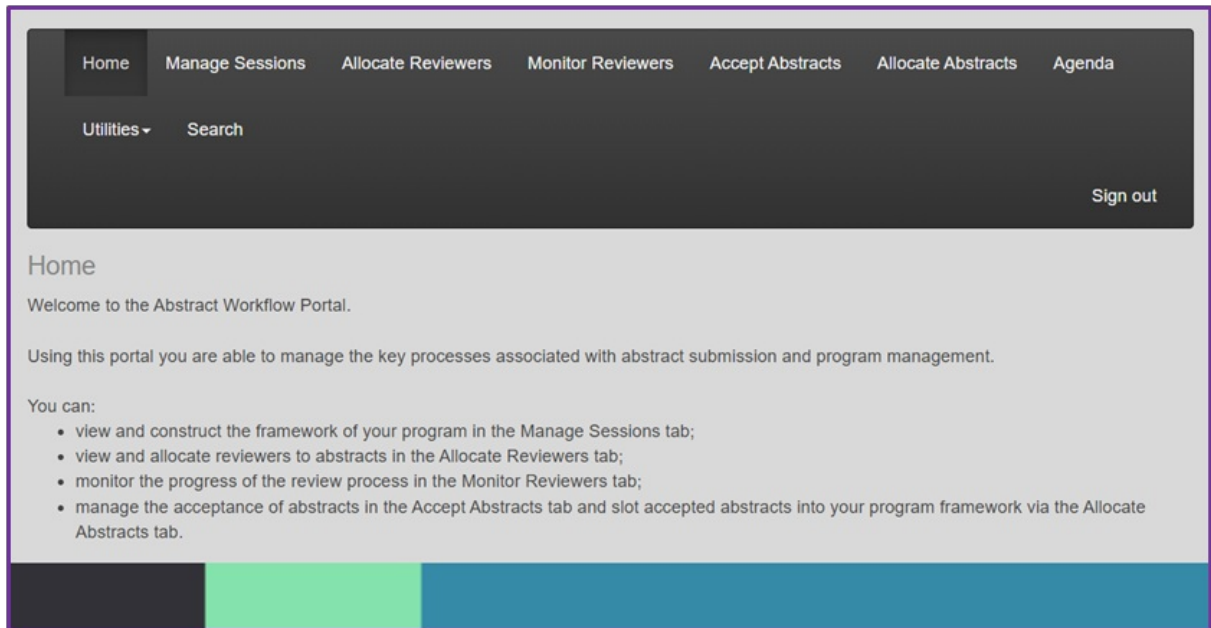


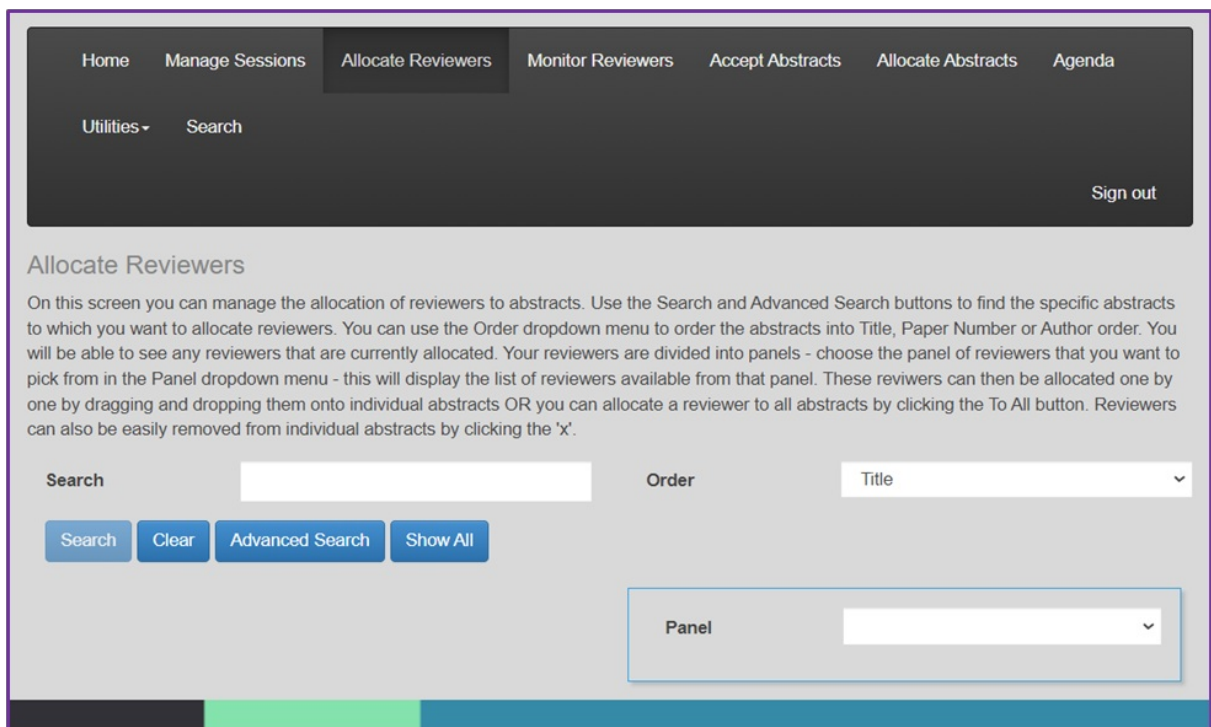
# How are reviewers assigned to presentations via the Abstract Workflow app (and how do I create a review panel)?

Last Modified on 10/23/2024 4:35 am EDT

1. Log into the Abstract Workflow app.



2. Click the 'Allocate Reviewers' navigation tab to see options:

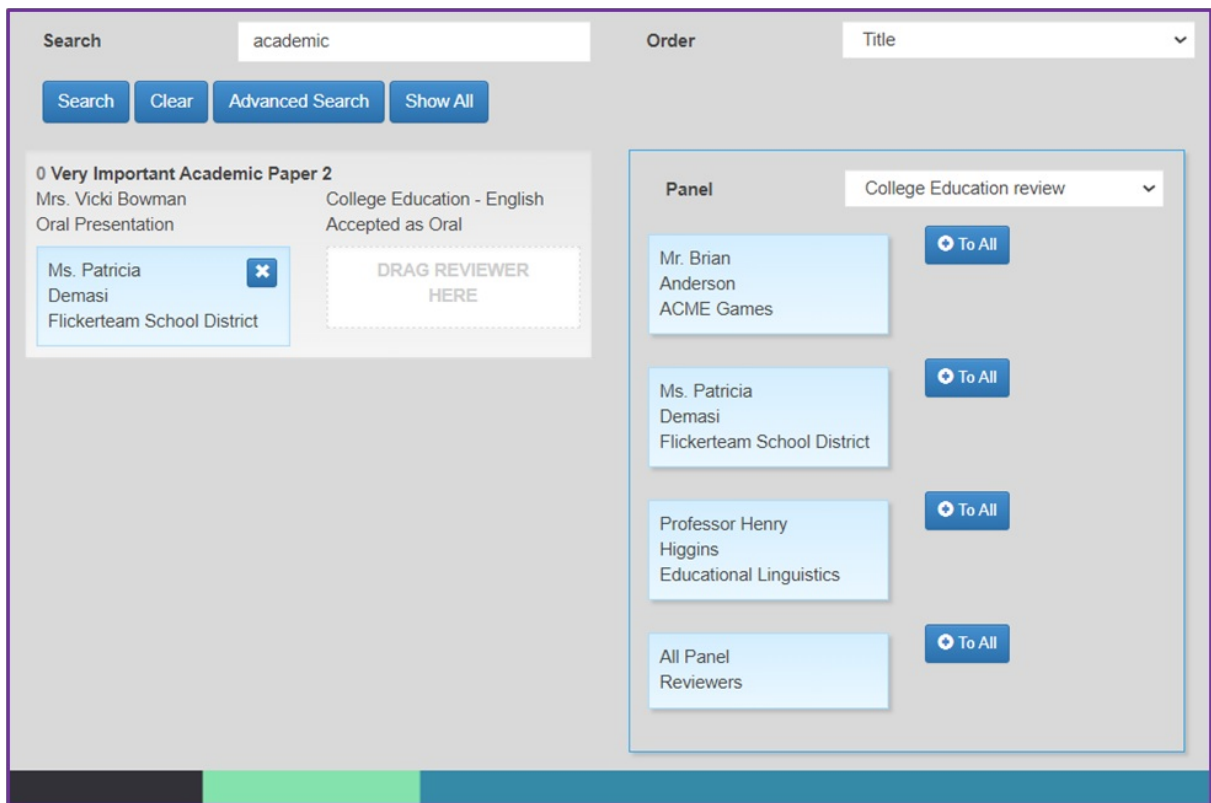


3. Search for the paper(s) you want to assign reviewers to by either using the 'Search' field, 'Advanced Search' or the 'Show All' button.

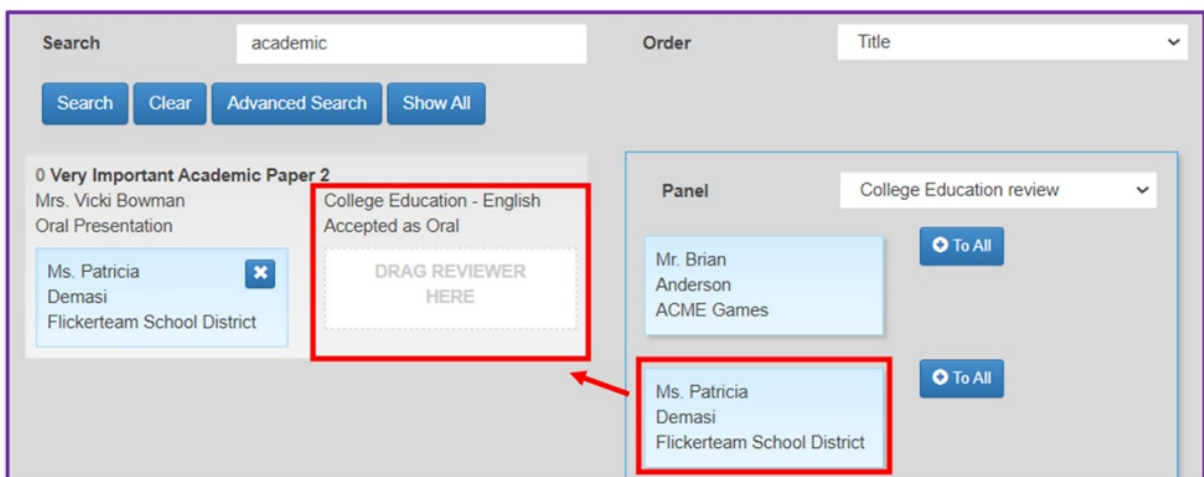
The screenshot shows the 'Allocate Reviewers' page. At the top is a navigation bar with links: Home, Manage Sessions, Allocate Reviewers (highlighted), Monitor Reviewers, Accept Abstracts, Allocate Abstracts, and Agenda. Below this is a secondary bar with 'Utilities - Search' and a 'Sign out' button. The main heading is 'Allocate Reviewers'. Below the heading is a paragraph of instructions: 'On this screen you can manage the allocation of reviewers to abstracts. Use the Search and Advanced Search buttons to find the specific abstracts to which you want to allocate reviewers. You can use the Order dropdown menu to order the abstracts into Title, Paper Number or Author order. You will be able to see any reviewers that are currently allocated. Your reviewers are divided into panels - choose the panel of reviewers that you want to pick from in the Panel dropdown menu - this will display the list of reviewers available from that panel. These reviewers can then be allocated one by one by dragging and dropping them onto individual abstracts OR you can allocate a reviewer to all abstracts by clicking the To All button. Reviewers can also be easily removed from individual abstracts by clicking the 'x'.'

The interface includes a search section with a text input containing 'Academic', an 'Order' dropdown menu set to 'Title', and four buttons: 'Search', 'Clear', 'Advanced Search', and 'Show All'. Below this is a list of abstracts. The first abstract is titled '0 Very Important Academic Paper 2' by 'Mrs. Vicki Bowman', 'Oral Presentation', 'College Education - English', and 'Accepted as Oral'. To the left of the abstract is a list of reviewers: 'Ms. Patricia Demasi' from 'Flickerteam School District', with a blue 'x' icon to remove it. To the right of the abstract is a dashed box labeled 'DRAG REVIEWER HERE'. On the far right is a 'Panel' dropdown menu.

4. Select a Review Panel from the right-hand side. (You need to already have created at least one Review Panel in Setup Panel > Presentations – see more information below.) After selecting the panel, you'll see the names of all the reviewers on that panel.



- Reviewers can be assigned manually, either by selecting “Add to all”, or by clicking & dragging names of reviewers into the box next to the presentation name (where it says “Drag Reviewer Here”).



- ALTERNATIVELY, the Auto Allocation tool can be used (if you have enabled “Allow Auto Allocation of Reviewers to Abstracts” in the Abstract Workflow App). In this case, select the maximum number of abstracts to be assigned to each reviewer, then the maximum number of reviewers per paper, then “Start”.

Search  Order

Search Clear Advanced Search Show All

0 Very Important Academic Paper 2

Mrs. Vicki Bowman College Education - English  
Oral Presentation Accepted as Oral

Ms. Patricia Demasi  
Flickerteam School District

DRAG REVIEWER HERE

Panel

Auto Allocation

Maximum abstracts per reviewer

Maximum reviewers per abstract

Start

NB – You can create a Review Panel in Setup > Presentations. Scroll down until you see Review Panel, and use the + symbol to create a panel. Name the panel and either add existing contacts, or add new contacts, to make up the panel, then save.

Presentations

LCD Projector  
3 more

Session Role +

Search

AV TECH

Host  
Panelist  
2 more

Review Criteria +

Content  
Do you feel this submission should be accepted for  
No  
Yes  
Add Tag Value

Relevance to Conference

Review Panel +

College Education review

Review Panel Setup

Details Advanced

Name\*

PANEL MEMBERS

CONTACT NAME	ORGANIZATION	NOTES
Demasi, Ms. Patricia	Flickerteam School District	<input type="text" value="Add notes"/>
Anderson, Mr. Brian	ACME Games	<input type="text" value="Add notes"/>
Higgins, Professor Henry	Educational Linguistics	<input type="text" value="Add notes"/>

New Contact Add Existing Contact

Delete Save



Read more about [abstract](#) and [presenter management](#) on our [Education Resources](#) site.