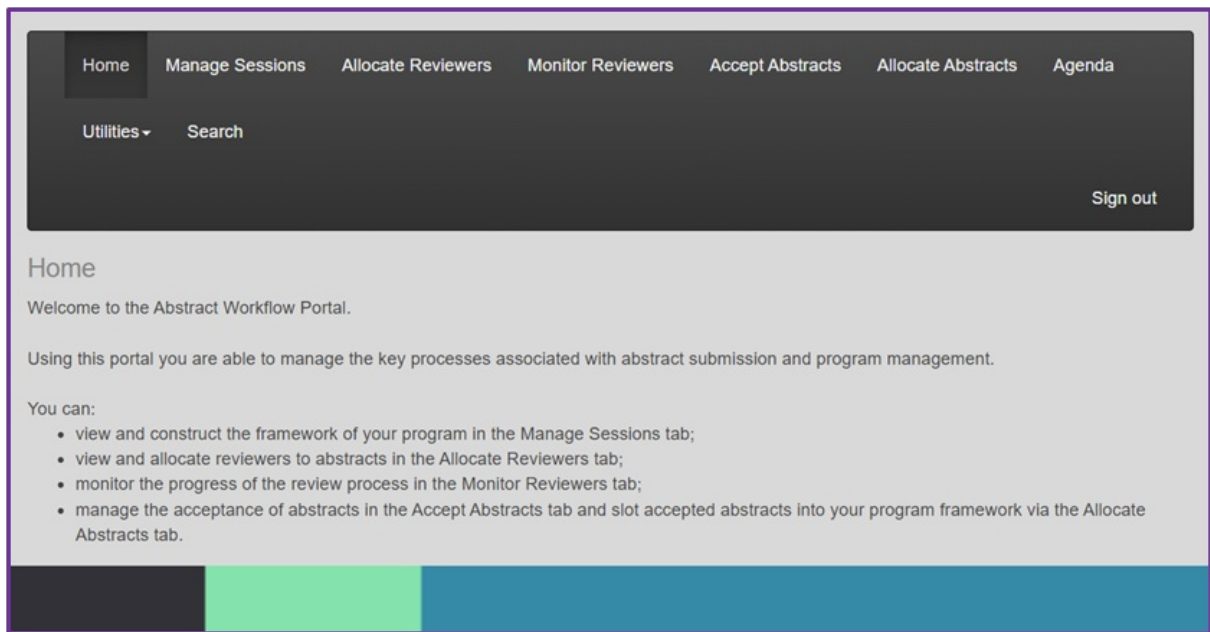


# How are reviewers assigned to presentations via the Abstract Workflow app (and how do I create a review panel)?

Last Modified on 12/11/2024 2:29 am EST

1. Log into the Abstract Workflow app.



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

The screenshot shows the 'Allocate Reviewers' page. At the top, there is a navigation menu with the following items: Home, Manage Sessions, Allocate Reviewers (highlighted), Monitor Reviewers, Accept Abstracts, Allocate Abstracts, and Agenda. Below the navigation menu, there are 'Utilities -' and 'Search' links, and a 'Sign out' button in the top right corner.

The main content area is titled 'Allocate Reviewers' and contains the following text:
 

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'.

Below the text, there is a search section with a 'Search' input field, an 'Order' dropdown menu set to 'Title', and four buttons: 'Search', 'Clear', 'Advanced Search', and 'Show All'. To the right of the search section is a 'Panel' dropdown menu.

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.

This screenshot shows the 'Allocate Reviewers' page with search results. The navigation menu and search options are the same as in the previous screenshot.

The search results section shows:
 

- Search:** Academic
- Order:** Title
- Buttons:** Search, Clear, Advanced Search, Show All

The search results list includes:
 

- 0 Very Important Academic Paper 2**
- Mrs. Vicki Bowman**
- College Education - English**
- Oral Presentation**
- Accepted as Oral**

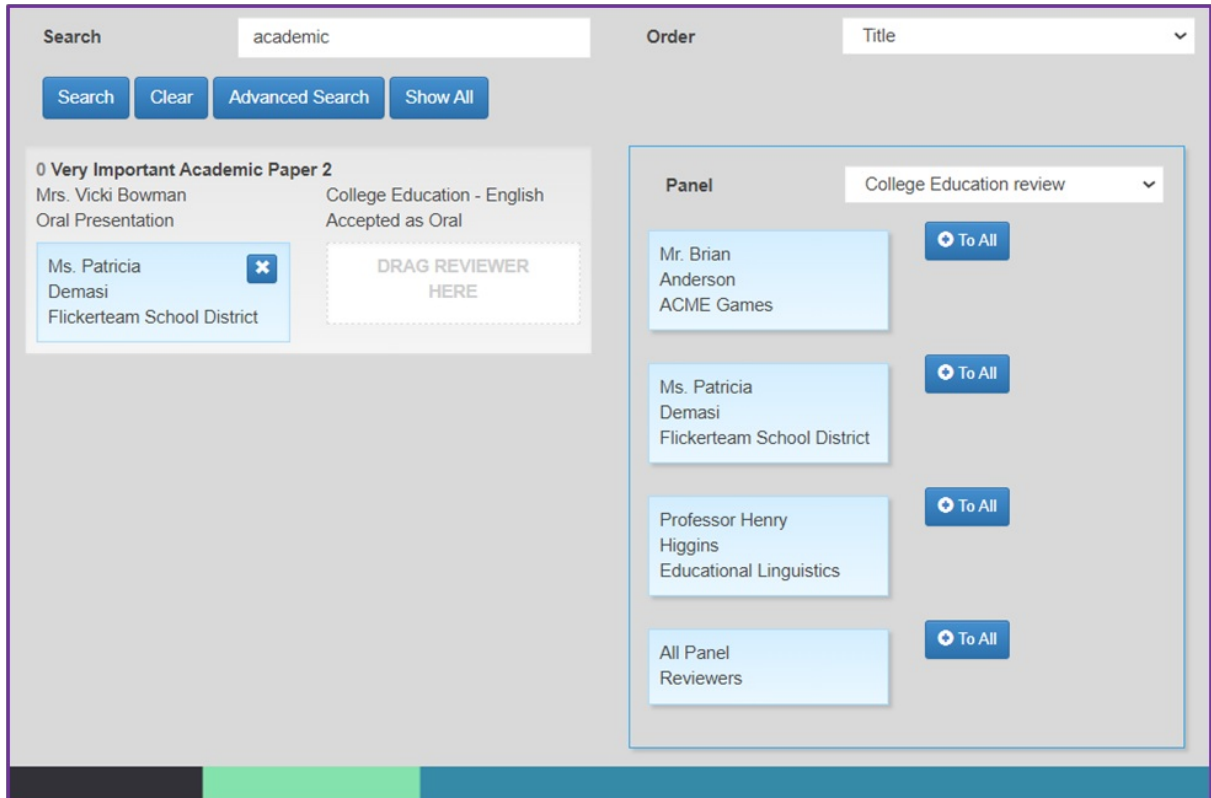
Below the search results, there is a 'Panel' dropdown menu. To the left of the panel, there is a list of reviewers:
 

- Ms. Patricia Demasi
- Flickerteam School District

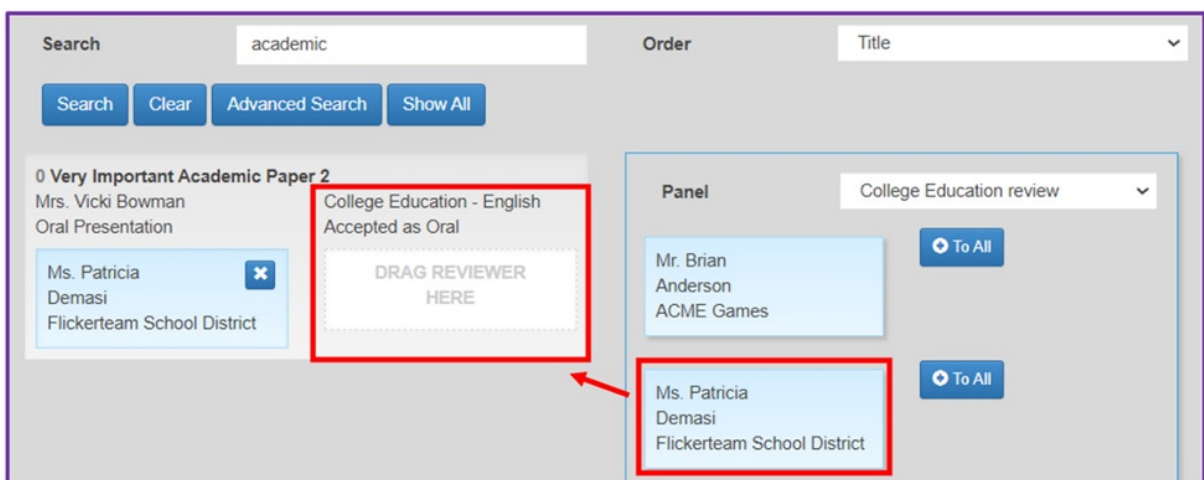
 A blue box with a close button (X) is positioned over the reviewer list. To the right of the reviewer list is a dashed box labeled 'DRAG REVIEWER HERE'.

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.

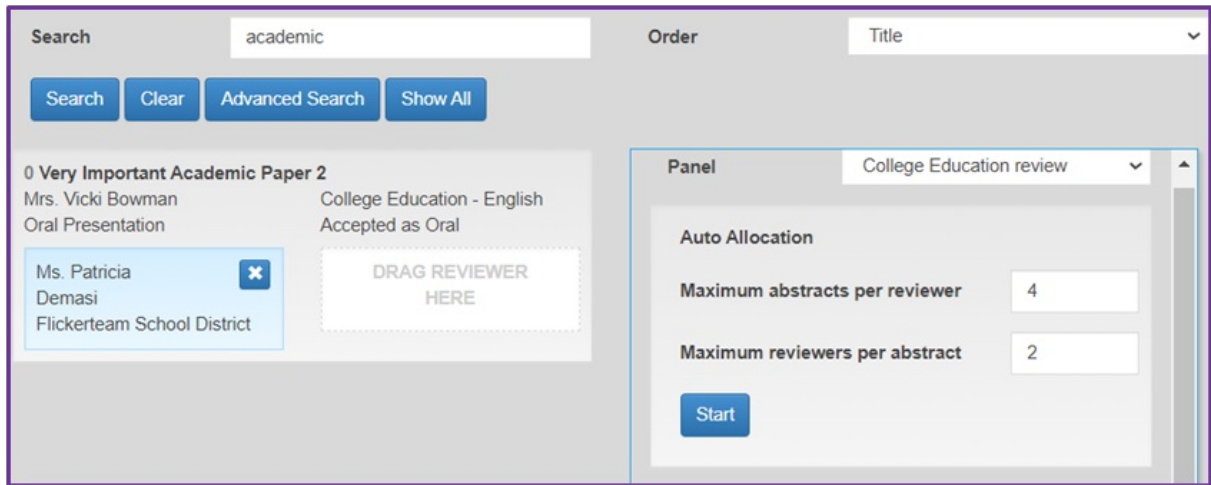


5. Reviewers can be assigned manually, either by selecting “Add to all”, or by clicking & dragging names of reviewers into the box next to the presentation name (where it says “Drag Reviewer Here”).



6. 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”.



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.

