

Assigning a Paper

First you must log in as a director to assign a paper to a reader. If you are already logged in, then log out and log in as a director. If you are not logged in then proceed to this URL.

<http://nabet.us/ocs/index.php/nabet/index/login>

Enter the username and password of a person who has director status on this screen.

Once you have logged in click on the link titled 'Director' in the left hand panel underneath the name of the conference you will be assigning a paper for.

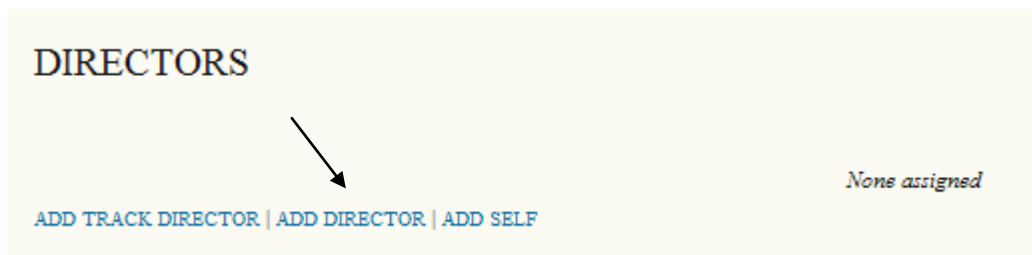


Click on the button titled 'Unassigned' in the left hand panel underneath the heading 'Submissions'.



Click on the name of the abstract you want to assign to a reader. If you want to search for a specific abstract to assign, then you can click the drop down menu and look through numerous categories to search. Once you have found the category you want to search for an abstract to search for type a word to search for and click the button titled 'Search'. Once you have found an abstract you want to assign to a reader, click on the name of it.


After clicking on the name of the abstract, you should be on a page titled '#2 Summary'. On this page you can make any changes to the abstract you deem necessary, except for changing the abstract in any way. Click the 'Add Director' button under the heading 'Directors' when you are ready to add a director for the abstract or click the 'Add Self' button, if you want to read the abstract yourself.



Look through the list of directors and select a director that you wish to assign the abstract to. When you have selected a director, click the 'Assign' button next to the name of the director you want to assign the abstract to.

NAME	CONFERENCE TRACKS	COMPLETED	ACTIVE	ACTION
NABET	—	0	0	ASSIGN ←
GREGORY B KILBRIDE	—	0	1	ASSIGN

After assigning a director, you will have to send them mail so that they will know they have an abstract to approve. If you chose yourself as the director you can skip this step. To send the director you assigned an email; click the button, next to the director's name, that looks like a letter.

DIRECTORS		REQUEST	ACTION
Director	Gregory Kilbride 	2010-04-18	DELETE

[ADD TRACK DIRECTOR](#) | [ADD DIRECTOR](#)

When you are finished you can log out of the director's account by clicking the 'Log Out' button on the right side panel, under the heading 'User'.