

## Reviewing a Paper

First you must log in as a director to review a paper. 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 director's username and password 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 reviewing a paper for.



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



Click on the name of the abstract you want to review. If you want to search for a specific abstract to review, 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 review, click on the name of it.

After clicking on the name of the abstract, you should be on a page titled '#1 Review'. On this page you can look at the information about the abstract. You can look through information such as the authors, the title, and the abstract itself. In order to review the actual abstract, click the link of the file name. The file name is under the heading 'Submission' next to the category 'Review Version'. After clicking on the link a dialog box should open, click 'Open'.

**SUBMISSION**

Authors: Gregory B Kilbride

Title: Meeting Minutes 1/27

Track: General Papers

Director: Gregory Kilbride

Review Version: **1-2-1-RV.DOCX** 2010-04-02

Upload a revised file to serve as the Review Version:

Supp. files: None

If you want to assign the abstract to a reviewer then click the 'Select Reviewer' button next to the 'Paper Review' heading.

**PAPER REVIEW** [SELECT REVIEWER](#) [VIEW REGRETS, CANCELS](#)

If you wish to make an existing user a reviewer then you can click the 'Enroll Existing User as Reviewer' button. Once you click that button, select the user you wish to make a reviewer by checking the checkbox next to their name and click the 'Enroll Selected Users' button at the bottom of the screen.

If you wish to make a new user and make them a reviewer, then click the 'Create New Reviewer' button. Create the new reviewer as you would a new user.

Once you have found or created the user you wish to review the document, click on the 'Assign' button next to their name in the 'Select Reviewer' screen.

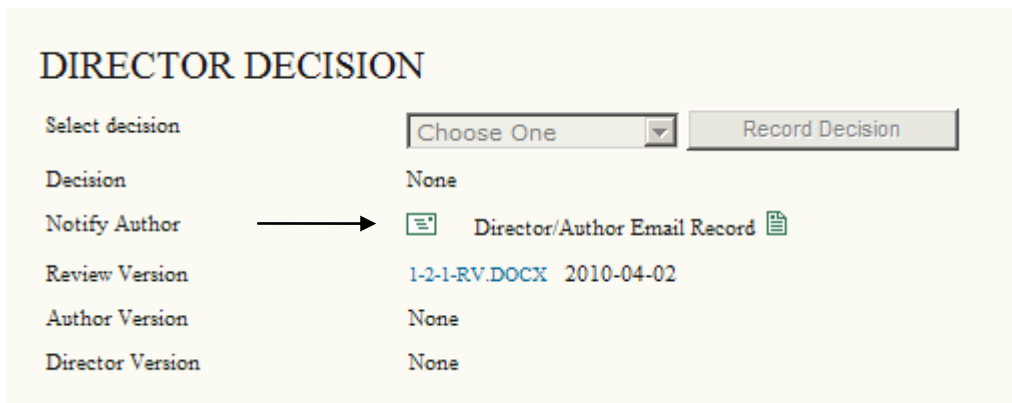
| NAME                                  | REVIEWING INTERESTS | DONE | WEEKS | LATEST | ACTIVE | ACTION                 |
|---------------------------------------|---------------------|------|-------|--------|--------|------------------------|
| <a href="#">JERRY DOUGLAS BELLOIT</a> |                     | 0    | —     | —      | 0      | <a href="#">ASSIGN</a> |
| <a href="#">DEAN FREAR</a>            |                     | 0    | —     | —      | 0      | <a href="#">ASSIGN</a> |
| <a href="#">MARR HUNTER</a>           |                     | 0    | —     | —      | 0      | <a href="#">ASSIGN</a> |
| <a href="#">GREGORY B KILBRIDE</a>    |                     | 0    | —     | —      | 0      | <a href="#">ASSIGN</a> |
| <a href="#">DANIELLE LEVAN</a>        |                     | 0    | —     | —      | 0      | <a href="#">ASSIGN</a> |
| <a href="#">TEST USER</a>             |                     | 0    | —     | —      | 0      | <a href="#">ASSIGN</a> |

After assigning a reviewer make sure to email the reviewer by clicking the mail icon under the heading 'Request' next to the chosen reviewer's name. If you wish to assign a different reviewer to the abstract, click 'Clear Reviewer' and assign a new reviewer.



If you wish to review the abstract yourself then select a decision from the drop down box next to the category 'Select a Decision' under the heading 'Director Decision'. You can either accept the abstract, reject the abstract, or request revisions. After you make your choice, click the 'Record Decision' button. On the screen that pops up, click the 'Ok' button.

If you choose to request revisions, then be sure to email the author notifying them what changes they should make. To email them click the mail icon next to the 'Notify Author' category.



After you make your decision, make sure to click the 'Complete' button to finalize all decision making made on this page.