# PVP2027 Webtool Training

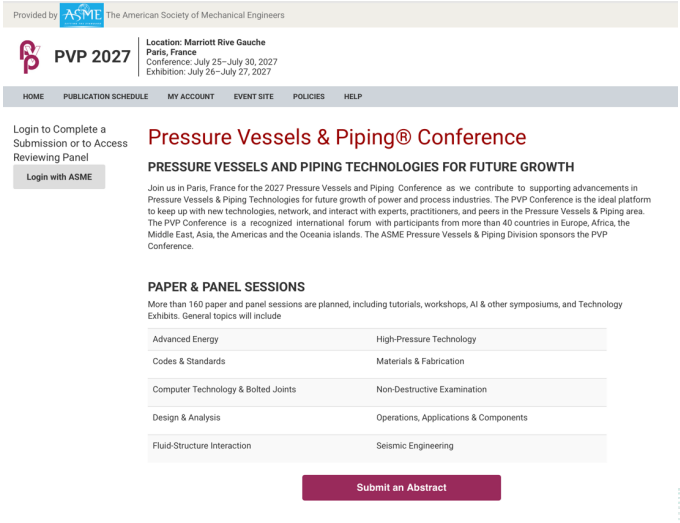
## Creating Sessions & Adding Session Organizers

## Reviewing Draft Papers

# Creating Sessions

# Access The Tool Site.

As a Track Chair login to:
https://pvp.secure-platform.com/a




Any issues logging in please submit a ticket to our Webtool Help Desk Form.

# Access the Session Creation Page

» Start building your sessions by clicking on the link:

» https://pvp.secure-platform.com/a/organizations/main/solicitations/293/sessions/create

» This link is unique to the PVP 2027 Conference.

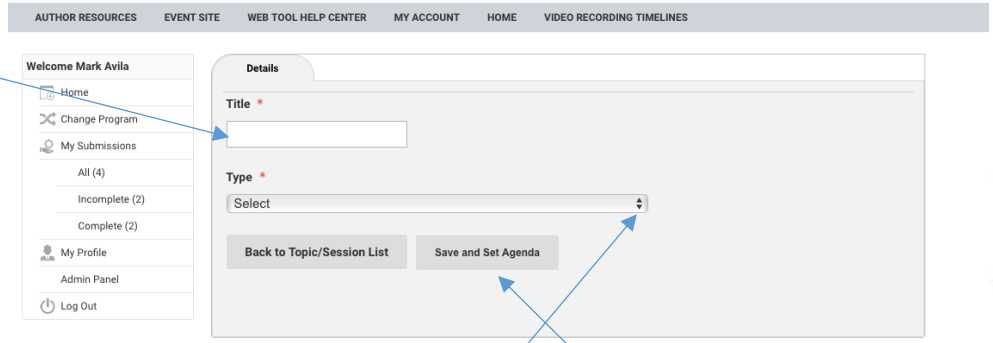
# Create your first session.

Enter the session number and session title.

Please use the correct session numbering format,
i.e. **01-01: Advanced Modelling for NDE**
01 = Track Name
01-01 = Session Number

Remember, you need to add a session title after the number.

You may change the title but please keep the numbering format the same.




Select the session type:
Technical Session

Click Save and Set Agenda

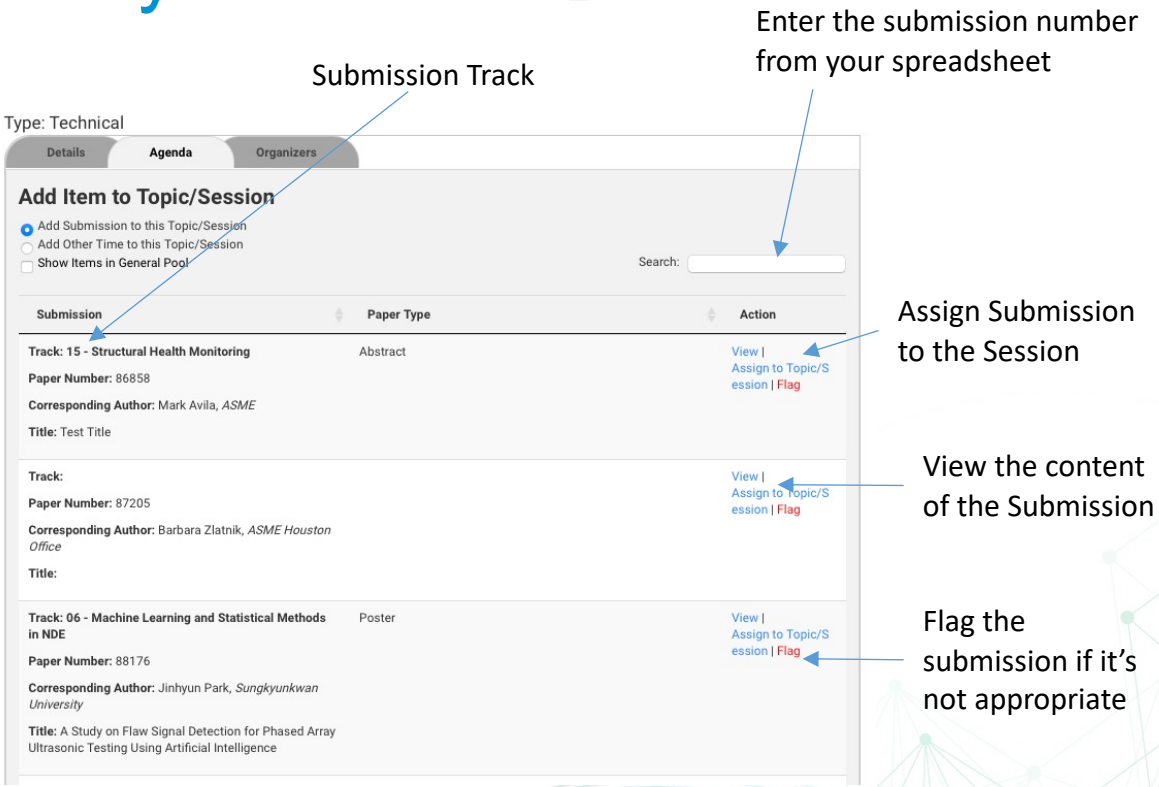
# Assign submissions to your session

Select the paper from the list.

This list will display **ALL** submissions for the conference.

Please wait for list to load to see the track name.

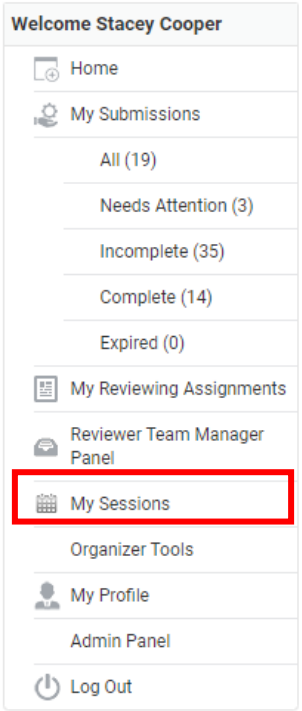
You can also reference the attached spreadsheet for your paper numbers.



# Adding Track Organizers

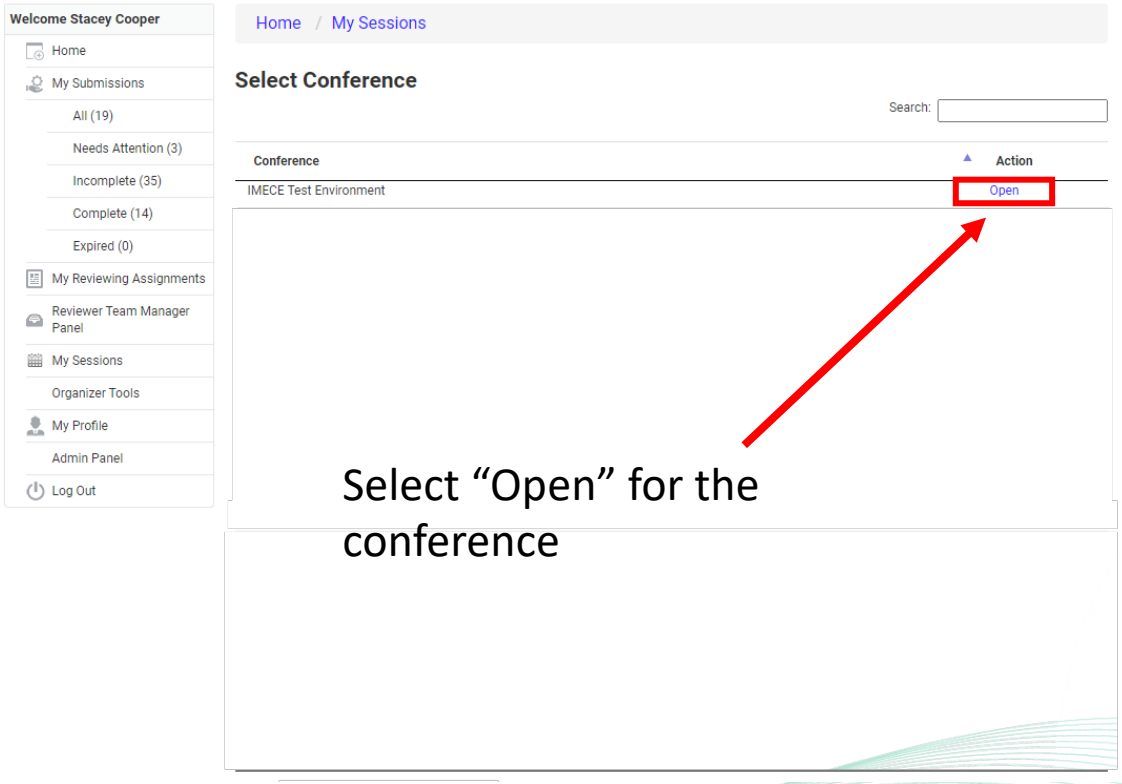
***IF NEEDED***

# 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




Select “Open” for the conference

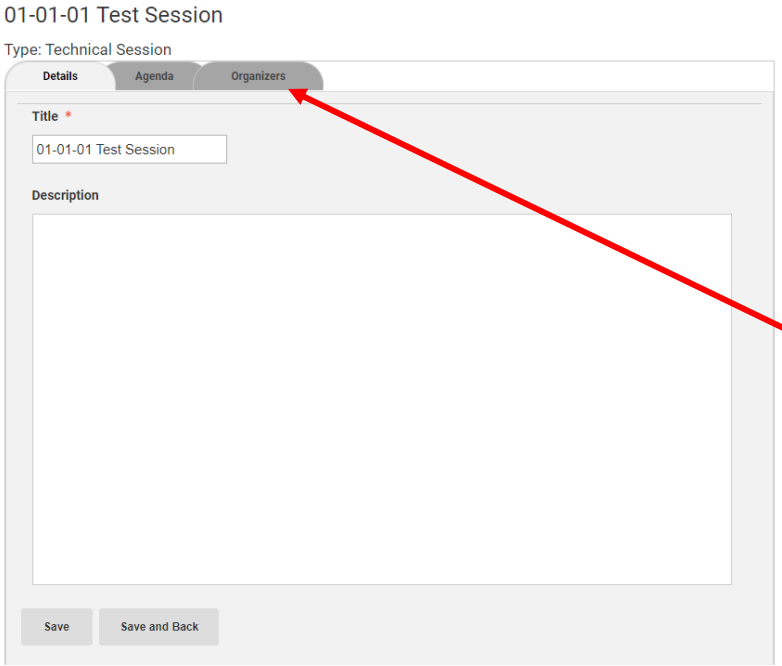
# Select the Topic/Session

| 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!)

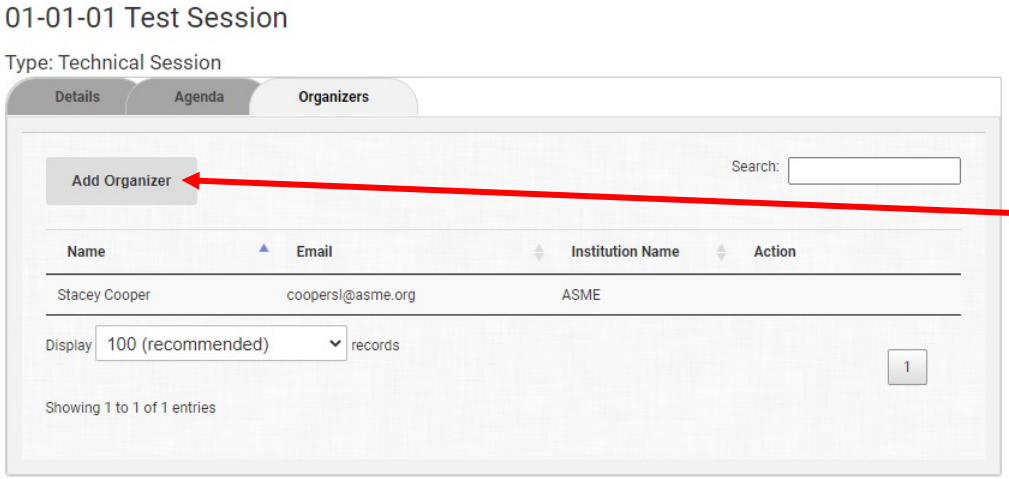
# Select the Organizer Tab




Select the Organizers tab

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

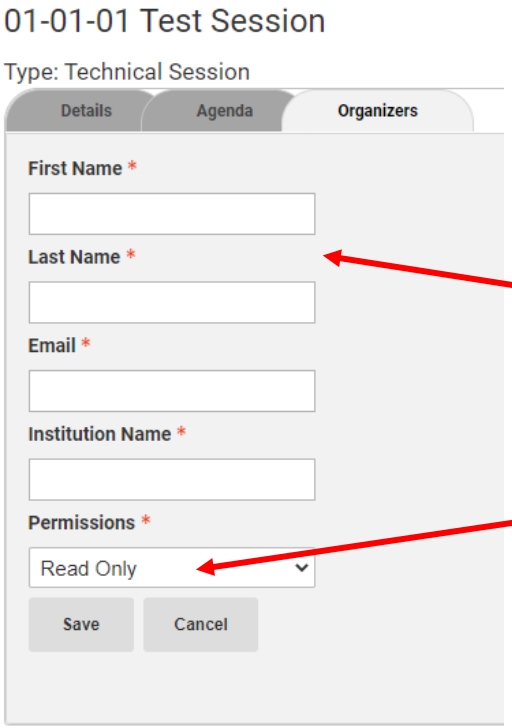
# Adding Organizer




Click on the Add Organizer button

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

# Complete Organizer Details



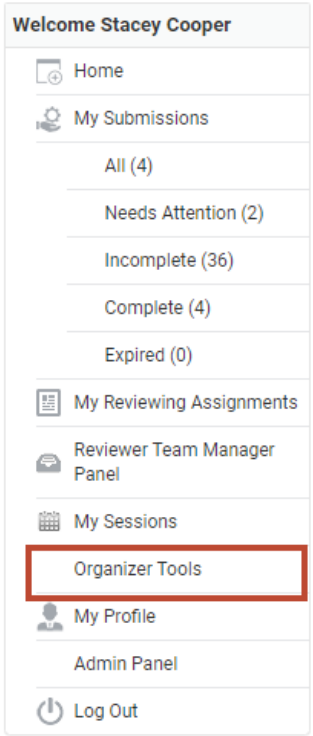

Type in required fields.
(Make sure you enter the email address the co-organizer(s) use to login.)

Set the permissions to Collaborator

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

# Paper Review Process

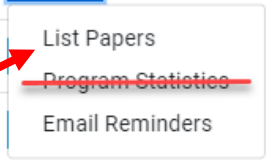
# Paper Review Process




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

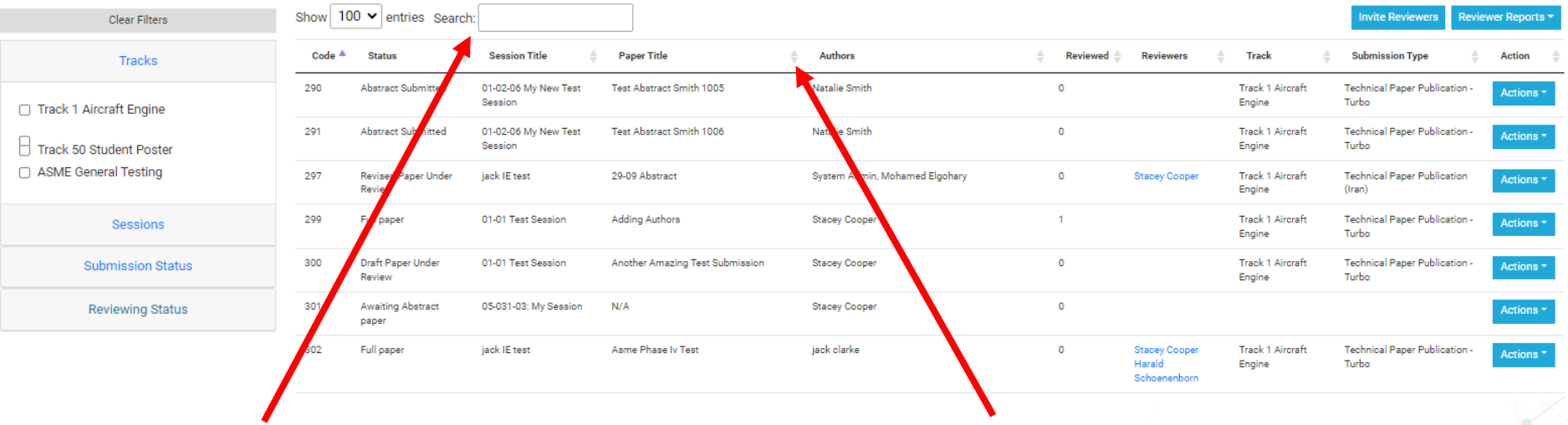
# Paper Actions

| Program Code | Program Name | Action |
|---|---|---|
| GT2021 | 4-Round (ASME Testing Only - OW DO NOT USE) | Actions |
| 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*

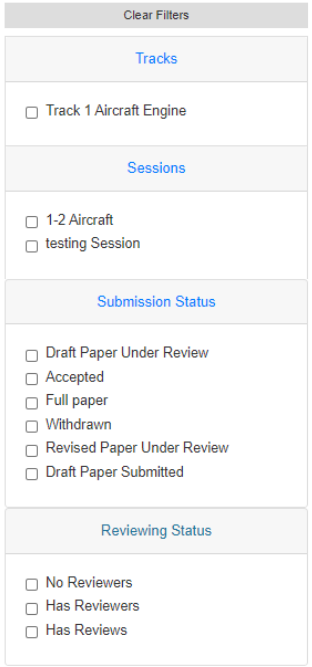
# Paper List Screen




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.

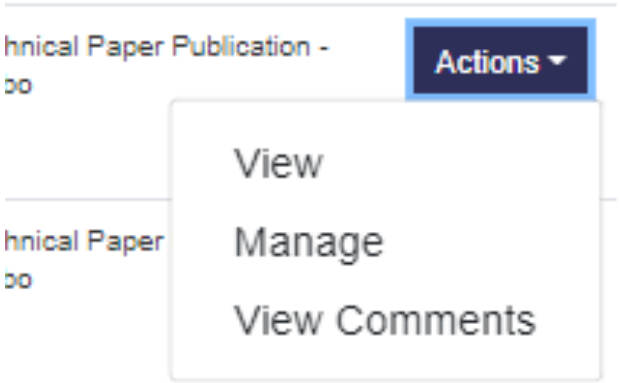
# Filtering




- Filter by
  - Track
  - Topics/Session
  - Submission Status
  - Review Status

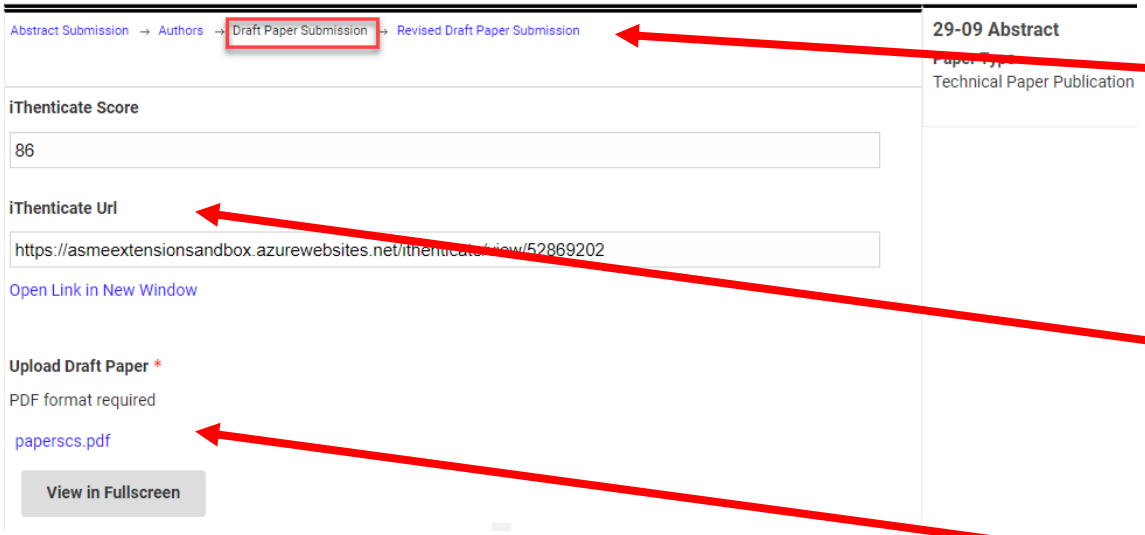
- Filtering will remain in place as you navigate through multiple pages.

# 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

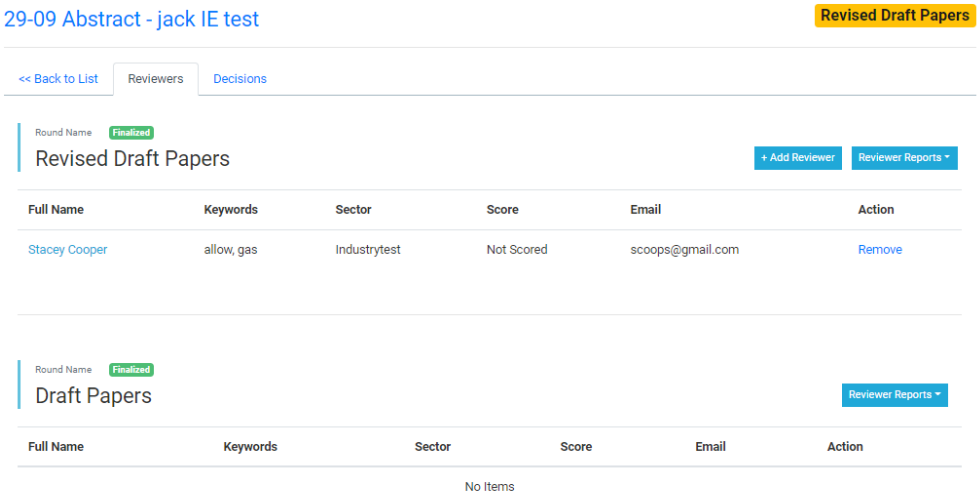
# Viewing the Submission




## » View

- 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.

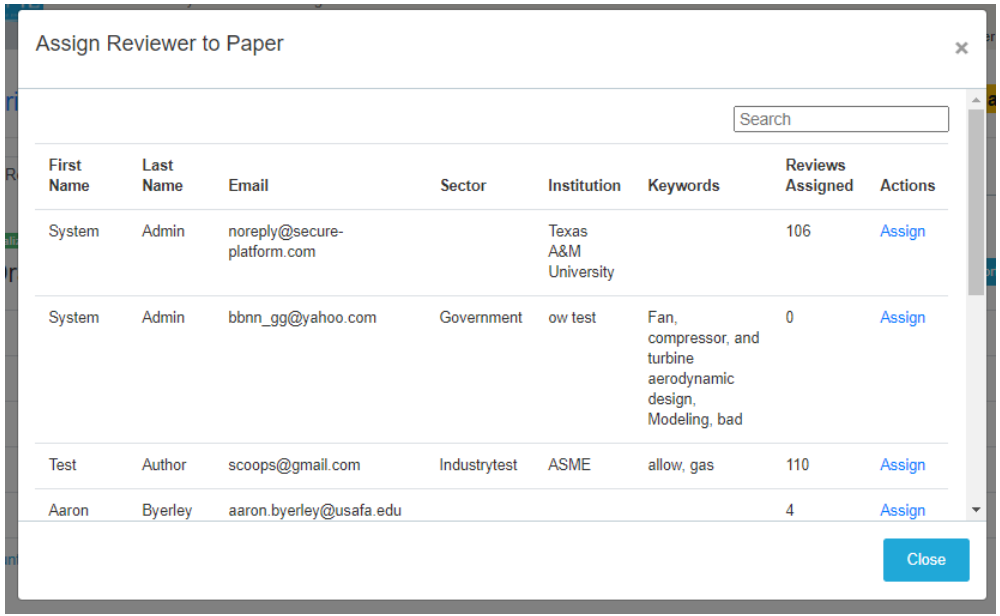
# Paper Management Screen




» Manage

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

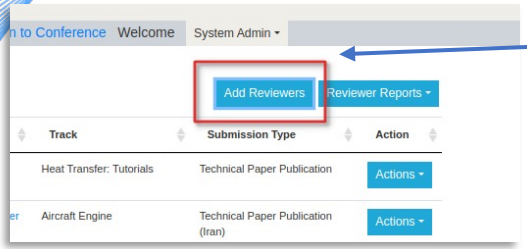
# Adding a Reviewer to a Paper

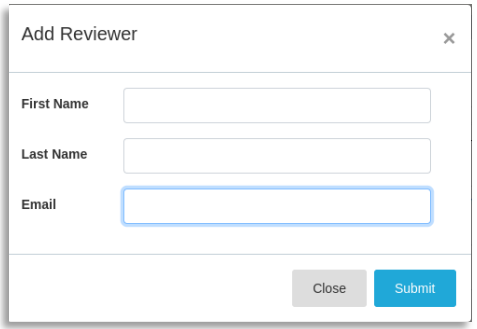


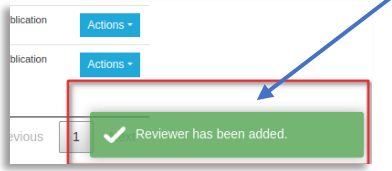

» Assigning Reviewers

- 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?



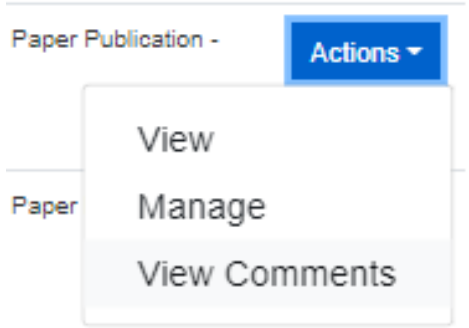



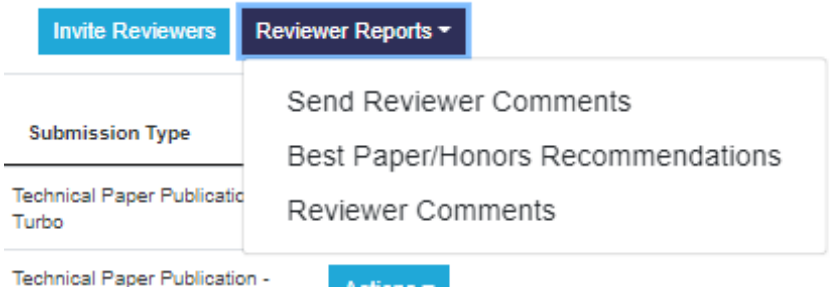

- Go back to the main paper list screen and click on “Add Reviewers”.
- Enter the reviewer’s first name, last name and email address*.
- After clicking on “submit”, a notification window will flash on the bottom right of your screen and an email will be sent to the reviewer.

**** Communicate with your reviewer first before entering an email address. Ask if an ASME account already exists and use the correct email address. Entering a wrong email address will delay the review process.***

# View Reviewer Comments

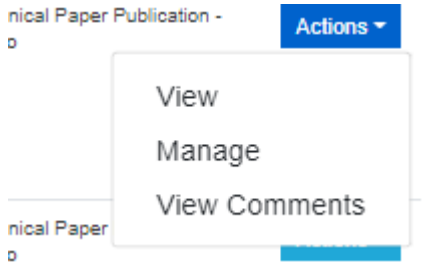



- Go to Actions > View Comments
- A new window will open displaying all reviewer inputs

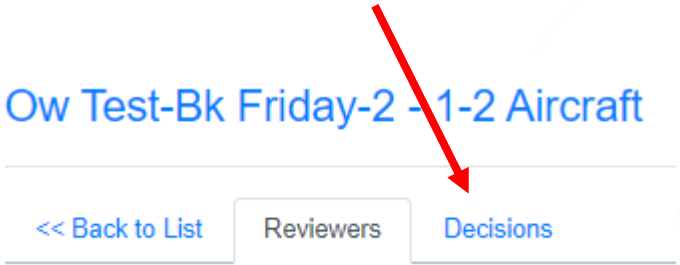



- Go to Reviewer Reports > Reviewer Comments
- This will download a comma separated file (csv) with all reviewer inputs that can be imported into Excel.

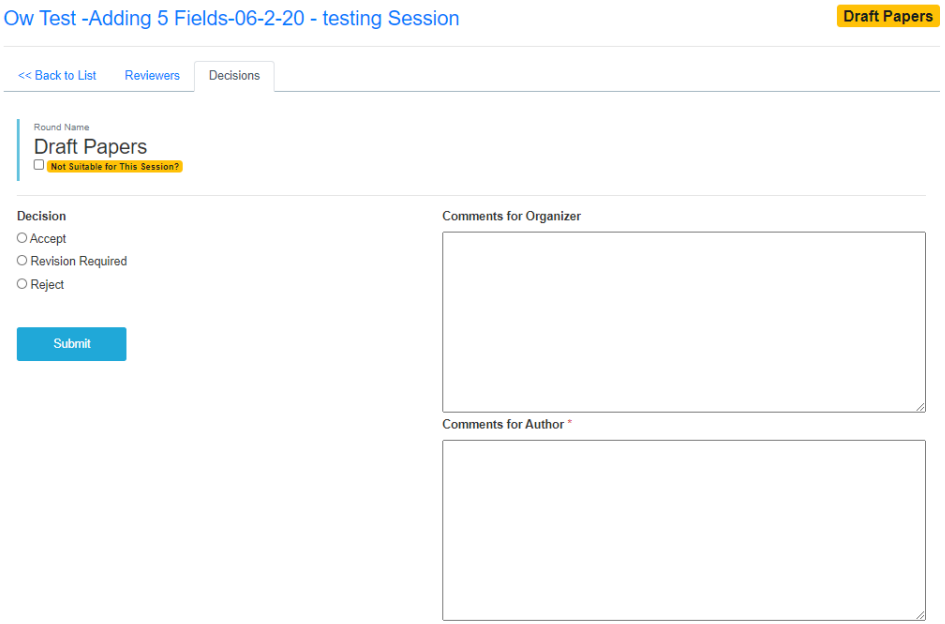
# Make a Decision on the Paper




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



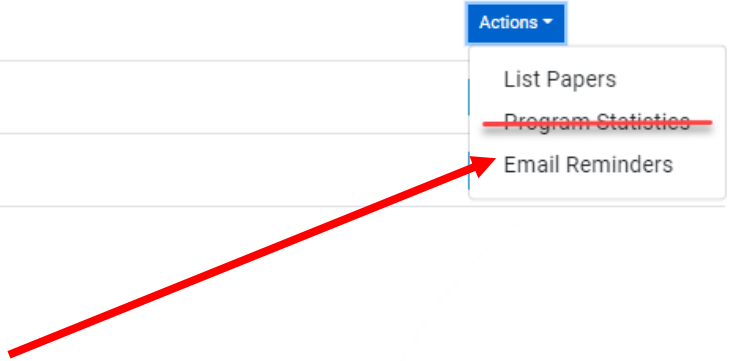
# Submitting Your Decision




- 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) | Actions |
| 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.

*Please ignore the Program Statistics selection.*

# 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?
  - 50x <1% = no problem
  - 1x 50% = 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, discus 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, please contact us at our Webtool Help Desk Form or join our twice-weekly (30-minutes) help center calls.

| Tuesdays @ 10:00 am New York Time | Thursdays @ 2:00 pm New York Time |
|---|---|
| **Join online**<br><br>**Meeting ID:** 249 327 456 920 55<br>**Passcode:** DP2cA9t7 | **Join online**<br><br>**Meeting ID:** 233 682 515 567 73<br>**Passcode:** md7pg2Nr |