

Instructions for Track / Symposium Leaders

How to Navigate the Online System

when Assigning Reviewers

1. To access the IMPC 2016 Paper Management System, log in with your username and password at: <https://security.gibsongroup.ca/impc/reviewer/> *The system times out after 15 min. of inactivity, save changes often!*

2. Click on [Administrative Section](#)

A. ADDING REVIEWERS TO THE ROSTER SO THEY CAN ACCESS THE SYSTEM

3. To add an individual to the reviewer roster, click on [Abstract Reviewer Administration](#) (Figure 1).



Figure 1 – Screen that loads when you click [Administrative Section](#)

4. Click on [new](#) to add a new reviewer (Figure 2).

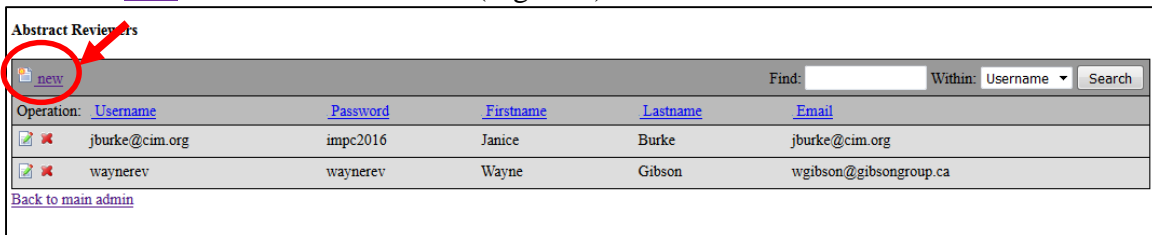


Figure 2 – Selecting “new” to add reviewer to roster

5. Complete the mandatory fields (*) (Figure 3). We recommend using the reviewer email as the User Name and impc2016 as the password. Then check the box for your theme (in this example, Electrometallurgy 2016) and click **Send** button

Add Abstract Reviewer (Level 3 Reviewer)

*User Name:

*First Name:

*Last Name:

Email:

Phone:

*Password:

Electrometallurgy 2016

Requires Reassignment

* denotes required field

Figure 3 – Adding a new reviewer

- On the confirmation screen that loads, click the [Back](#) button. You will now see the reviewer in the roster (Figure 2).

B. ASSIGNING REVIEWERS TO PAPERS

ONLY PAPERS ASSOCIATED WITH ORAL PRESENTATIONS REQUIRE REVIEWERS!

- If you are on the reviewer roster page (Figure 2), click [Back to main admin](#) at the bottom of the page. If you are logging in to the system, log in with your username and password at: <https://security.gibsongroup.ca/impc/reviewer/> and click on [Administrative Section](#).
- On the main table, click on number (e.g., 2) beside your theme in the Papers Uploaded column (Figure 4).

IMPC 2016 Theme	Abstracts Submitted	Abstracts Approved	Abstracts Approved Poster	Abstracts Awaiting Approval	Abstracts Approved or Withdrawn	Papers Uploaded	Papers Approved	Papers Orals	Papers Posters	Papers Awaiting Approval	Papers Not Approved or Withdrawn
4th International Symposium on Iron Control in Hydrometallurgy	54	53	0	1	0	1	0	0	0	1	0
Asset Management: Sampling, Metal Accounting, Surveys and Flowsheet Improvement	16	14	0	0	2	1	0	0	0	1	0
Characterization: Mineralogy, Geometallurgy	40	35	1	0	4	1	0	0	0	1	0
Comminution: AG/SAG, Crushers, HPGR, Tumbling and Stirred Mills	73	61	0	0	12	1	0	0	0	1	0
Dewatering: Thickening, Filtering, Drying	15	13	0	0	2	0	0	0	0	0	0
Electrometallurgy 2016	22	22	2	2	2	2	0	0	0	2	0
Environment, Recycling and Social Responsibility	39	37	0	0	2	0	0	0	0	0	0
Extractive Metallurgy: Hydro and Pyrometallurgy	60	46	0	0	14	4	0	0	0	4	0
Flotation: From Chemistry to Machines	134	120	0	1	13	5	0	0	0	5	0
IMPC Commissions: Education, Mineral Processing for the Future	4	4	0	0	0	0	0	0	0	0	0
Industry Poster	167	0	167	0	0	2	0	0	0	2	0

Figure 4 – Papers Uploaded column on main administrative page

- On the listing of papers in your theme, assign reviewers **ONLY** to papers with formatting approved (Figure 5). Columns 5 and 6 show reviewers assigned. Click [Edit](#).

View All Papers

[Back to main admin](#)
[Export Table](#)

Paper ID	Operation	Formatting Approved	Internal Notes - Formatting, etc.	Assigned Reviewer1	Assigned Reviewer2	Author First Name	Author Last Name	Author Email	Author Country	Working Title	Final Title	Presentation Preference	Session Name	Author Comments
101	Edit	Yes	TESTT123	Wayne Gibson - LEVEL3		Paul	Cicccone	paulc@pro.net	Canada	Test Dec17-2014	Final test paper	Oral	Requires Reassignment	This is a 2nd test. With a version 2 abstract 12:57. Primary graduate selected.
116	Edit	Pending		Wayne Gibson - LEVEL3		Wayne	Gibson	wgibson@gibsongroup.ca	Canada	WSG May 25 Upload Test	WSG Test Paper - Nov 18	Oral	Requires Reassignment	Test paper for the demonstration

Figure 5 –Papers Uploaded table

10. Scroll down to **Reviewer Assignments/Comments/Recommended Actions** and select reviewers 1 and 2 from the dropdown menus (Figure 6). Be sure to click Submit button after selecting each reviewer.

Reviewer Assignments/Comments/Recommended Actions

Assign/Reassign Reviewer 1: Wayne Gibson (waynerev) - LEVEL3

Reviewer 1 Paper Comments: testddd
Paper Rating 1: Good
Award Score: 0
Recommended Paper Action 1: Accept Oral - No Revisions Required
Reviewer 1 File:

Assign/Reassign Reviewer 2: Select Reviewer

Figure 6 –Assigning reviewers from the dropdown menus

11. Clicking [Back](#) at the bottom or top of the page will take you back to the **Papers Uploaded** table, where you will now see the reviewers assigned in columns 5 and 6 (Figure 5).