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

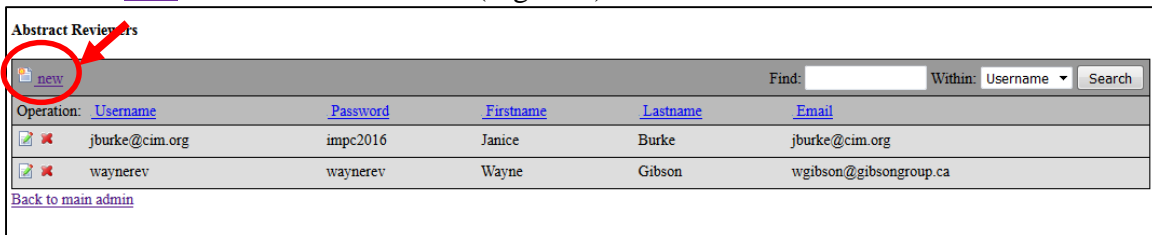4. Click on new to add a new reviewer (Figure 2).

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 ☐	
Send	
* denotes required field	

Figure 3 – Adding a new reviewer

6. 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!

7. 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.

8. On the main table, click on number (e.g., 2) beside your theme in the Papers Uploaded column (Figure 4).

Figure 4 – **Papers Uploaded** column on main administrative page

9. 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.

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 <u>each</u> 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).