SCHOLARONE Quick Start Guide Mini-track Chairs (AEs)



This guide covers initial startup with ScholarOne to assigning reviewers to paper submissions.

Getting Started with ScholarOne:

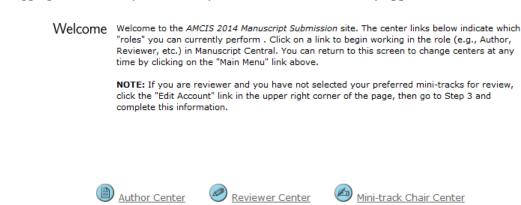
Point your browser to: http://mc.manuscriptcentral.com/amcis2014. To access the site, enter your user credentials.

Unsure of your password? Refer to the 'Password Help' option on the login screen:

Password Help. Enter your e-mail ad information.	dress to receive an e-mail v	vith your account
E-Mail Address:		℧ Go

Use the Password Help box located on the login screen for ScholarOne. For security reasons, ScholarOne will not send your current password. Instead, you will receive an email that provides instructions on resetting your password.

Upon logging into the site, you will find your welcome screen and any applicable role centers:



Featured Role Centers:

The *Mini-track Chair* (MCHR) centers allow editors to take actions such as assigning reviewers as well as tracking the progress of reviews. In most workflows, the MCHR selects and assigns reviewers.

Click on your MCHR center to get started.

Assigning Papers for Review:

The MCHR center will show the manuscripts awaiting reviewer selection, reviewer assignment, reviewer scores, MCHR recommendation and finally, the completed papers count.

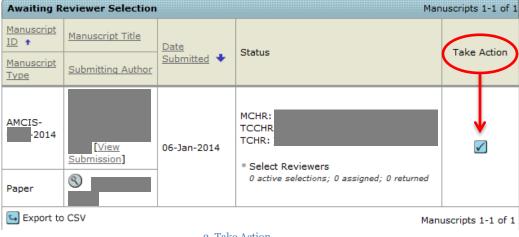
Use the MCHR center to assign papers to reviewers and to manage the review process:

1. Click the "Awaiting Reviewer Selection" option. This is where you will view papers that were recently submitted to your mini-track (fig. 1). If the is nothing in the queue, there is nothing for your to assign.



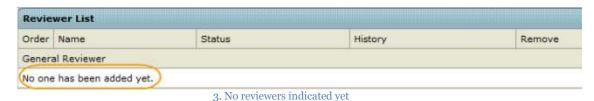
Because AMCIS suggests 2-3 reviewers per paper, you may see a manuscript in a few different queues in the List section of your dashboard. This is because the same paper is in different stages with each respective reviewer.

2. From this point, you will want to "Take Action" as listed in the third column.

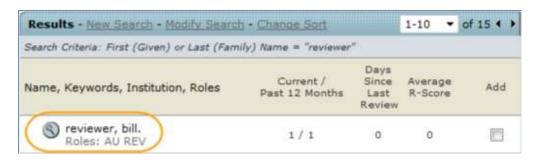


2. Take Action

3. The next steps will show how to search and assign reviewers. Fig. 3 illustrates that there are not any reviewers to this particular paper:



4. There are a number of options to use to locate a reviewer. Search using whichever option you prefer; search results will then display.



4. Click the magnifying glass for more information on the reviewer



5. Add a reviewer

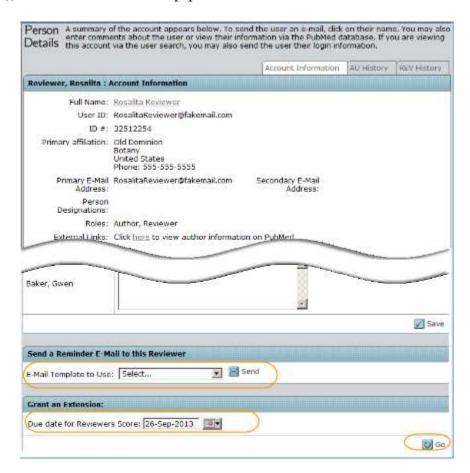
5. Once you have located the reviewer(s), click the "Add" checkbox at the far right and then click the "+ Add" button near the bottom.

6. Once you have located all reviewers for the manuscript, their names will appear in the Reviewer List with the option to assign. By clicking on the "Assign" option, an editable email will open and you may send an email message via ScholarOne to the reviewers.

The email that the reviewer receives will provide directions on completing the review and score sheet.

7. During this time, monitor the process to ensure that reviewers are accepting and that reviews are coming in on time. To send the reviewer(s) reminder messages, access the account information tab of the Person Details.

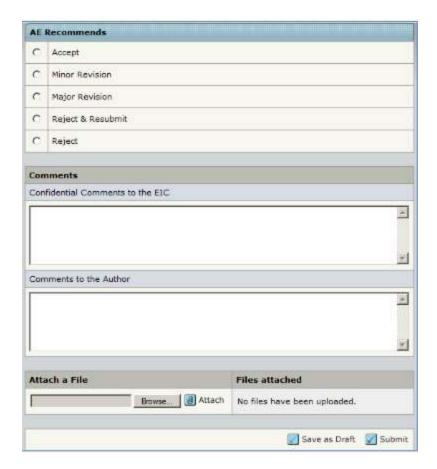
It is *crucial* that minitrack chairs monitor the acceptance of review invitations as each paper requires at least two reviewers. If reviewers decline the invitation (or do not even acknowledge the invitation), add other reviewers to the paper.



7. Send reminder messages

8. Once the required number of reviews has been returned, they will display for a recommendation.

To make your recommendation to the TCHR (EIC in some cases), you will need to choose a recommendation and enter any applicable comments to the TCHR and comments to the author.



8. Making a recommendation

At this time, the TCHR will make their final recommendations to render a decision to the author.

Thank you for using this help guide. For any questions related to the review process, please email amcis.savannah@gmail.com.