

SCHOLARONE

Quick Start Guide

Track Chairs



This guide covers initial startup with ScholarOne to assigning mini-track chairs to making your final recommendations.

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 address to receive an e-mail with your account information.

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 (Fig. 1):

Welcome Welcome to the *AMCIS 2014 Manuscript Submission* site. The center links below indicate which "roles" you can currently perform . Click on a link to begin working in the role (e.g., Author, Reviewer, etc.) in Manuscript Central. You can return to this screen to change centers at any time by clicking on the "Main Menu" link above.

NOTE: If you are reviewer and you have not selected your preferred mini-tracks for review, click the "Edit Account" link in the upper right corner of the page, then go to Step 3 and complete this information.

 [Author Center](#)  [Reviewer Center](#)  [Mini-track Chair Center](#)

 [Track Co-Chair Center](#)  [Track Chair Center](#)

1. ScholarOne Dashboard

Featured Role Centers:

The **Track Chair** (TCHR) and **Mini-track Chair** (MCHR) centers allow editors to take actions such as assigning reviewers as well as tracking the progress of reviews. Further, the **Track Co-Chair Center** (TCCHR) allows co-chairs to view the current submission count for any track listed within the conference.

Assigning Papers:

The TCHR center shows the papers in queue with the Mini-track Chairs. As a TCHR, you will have access to view all papers in your review center and assign them to their chosen minitrack.

Assigning papers to their mini-tracks is among the first steps as papers come in to ScholarOne. As a TCHR, you will receive notification that a paper is awaiting its mini-track assignment. Sometimes, papers may not be assigned to the chosen minitrack chair (e.g., an author on the paper is one of the minitrack chairs) or the paper is not a very good fit for that minitrack). Please refer to the spreadsheet found within ScholarOne (Track Chair Center and attached on Mini-track assignment system messages) for all email addresses associated with 2014 minitracks.

Use the Track Chair center to assign papers to their mini-tracks using the following directions:

1. Click the “Awaiting Mini-track Chair Assignment” option. This is where you will view papers that were recently submitted to your track (fig. 2). If there is nothing in the queue, there is nothing for you to assign.

2 - Original Submissions

- 0 Awaiting Track Chair Assignment
- 1 Awaiting Mini-track Chair Assignment**
- 2 Awaiting Reviewer Selection
- 0 Awaiting Reviewer Assignment
- 0 Awaiting Reviewer Scores
- 0 Awaiting Mini-Track Chair Recommendation
- 0 Awaiting Track Chair Recommendation
- 0 Awaiting Admin Decision
- 0 Admin Approve Decision
- 0 Paper Decisions Complete

2. Begin the mini-track assignment process

2. From this point, you will want to “Take Action” as listed in the third column. Select “PAPER-Assign MCHR.”

| Awaiting Mini-track Chair Assignment | | | | Manuscripts 1-1 of 1 |
|--------------------------------------|---------------------------------|------------------|--|-------------------------------------|
| Manuscript ID ↑ | Manuscript Title | Date Submitted ↓ | Status | Take Action |
| Manuscript Type | Submitting Author | | | |
| AMCIS- [REDACTED]-2014 | [REDACTED] [View Submission] | 08-Jan-2014 | MCHR: Not Assigned TCCHR: Not Assigned TCHR: Track Chairs, SIGADIT | <input checked="" type="checkbox"/> |
| Paper | [REDACTED] | | • Assign Mini-track Chair | |

3. Take Action

- The next step provides a link to “Search for a Mini-track Chair.” See Fig. 3:

| Mini-track Chair List | | | | |
|---|------|--------|---------|--------|
| Order | Name | Status | History | Remove |
| Mini-track Chair List Search for a Mini-track Chair | | | | |
| No one has been added yet. | | | | |

4. Search for the Mini-track Chair(s)

- Use the “Advanced Search” to search with the associated email address of the Mini-track chair (refer to the aforementioned list of associated email addresses). See Fig. 4:

Advanced Search

Mini-track Chair Account Information

Salutation: First (Given) Name: Middle Name: Last (Family) Name:

Degree: **E-Mail Address:** Comments:

Institution: Department:

City: State/Province: Postal Code: Country:

Roles:

Where to Search:

Exclude Institution*:

Exclude Postal Code*:

*Multiple entries separated by commas are permitted

Exclude unavailable Mini-track Chair

Search via email address for the proper Mini-track/chair.

5. Search with Email Addresses

ScholarOne: Quick Start Guide for Track Chairs (TCHRs)

- Upon entering your search for the specific email address, the Mini-track/chair will appear. Click the “+” featured under “Add to List” on the far right of the search result to direct the paper to their mini-track center.

1 Records Found

Search Criteria: E-Mail Address = "sigad104@alishet.org", Roles = "20th Americas Conference on Information Systems -- Mini-track Chair", Where to Search = "20th Americas Conference on Information Systems"

Modify Search | New Search | Create New Mini-track Chair Account 1 of 1

| Name | Institution | Current | Add to List |
|---|-------------|----------------|-------------|
| | | Past 12 Months | |
| Mini Track, Impacts of IS Imp. Impacts of information system implementation on organizational performance AU REV MCHR | | 0 | + |
| | | 0 | |

AU Author REV Reviewer MCHR Mini-track Chair TCCHR Track Co-Chair TCHR Track Chair ADM Admin
PROG Production Editor Client Configuration COMPEG Configuration Support Config Center

Close Window

6. Search Results for Mini-track

Note: only one mini-track chair can be assigned to any given paper. Therefore, the track chair will need to divide the papers up in assigning them to each mini-track chair. There is no facility in ManuscriptCentral to share papers among multiple accounts at one time, other than at the reviewer level.

If you want to assign the paper to a MCHR who is not originally in the minitrack, you may also click **Create New Mini-track Chair Account**. This can be done on the search results page.

1 Records Found

Search Criteria: E-Mail Address = "sigad104@alishet.org", Roles = "20th Americas Conference on Information Systems -- Mini-track Chair", Where to Search = "20th Americas Conference on Information Systems"

Modify Search | New Search | Create New Mini-track Chair Account 1 of 1

| Name | Institution | Current | Add to List |
|---|-------------|----------------|-------------|
| | | Past 12 Months | |
| Mini Track, Impacts of IS Imp. Impacts of information system implementation on organizational performance AU REV MCHR | | 0 | + |
| | | 0 | |

AU Author REV Reviewer MCHR Mini-track Chair TCCHR Track Co-Chair TCHR Track Chair ADM Admin
PROG Production Editor Client Configuration COMPEG Configuration Support Config Center

Close Window

7. Create a new mini-track chair account for assignment

By completing the steps to add a new MCHR, the new account will be created. If the person already has an account without MCHR privilege, then it will be added to their existing account.

- Once you have assigned all papers to their mini-tracks, the MCHRs should assign 2-3 reviewers to each paper (Fig. 6). The MCHRs monitor the process and ensure that each paper has enough reviewers who have accepted the role and that the reviews come in on time. If the MCHRs have not completed these steps, the TCHRs should encourage them to do so.

Following the review process, the MCHRs submit their own recommendation for each manuscript. Some manuscripts will receive a clear accept/reject but many will call for revisions. These recommendations are then provided to the TCHRs.

Track Chair Lists

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

1 - Proposal Submissions

- 0 Assign Track Co-Chair
- 0 Awaiting Track Co-Chair Recommendation
- 0 Awaiting Track Chair Decision
- 0 Admin Approve Decision
- 0 Proposal Decisions Complete

2 - Original Submissions

- 0 Awaiting Mini-track Chair Assignment
- 1 Awaiting Reviewer Selection
- 0 Awaiting Reviewer Assignment
- 0 Awaiting Reviewer Scores
- 0 Awaiting Mini-Track Chair Recommendation
- 0 Awaiting Track Chair Recommendation
- 0 Awaiting Admin Decision
- 0 Admin Approve Decision
- 0 Paper Decisions Complete

3 - Revisions

- 0 Manuscripts Awaiting Camera Ready Version
- 0 Awaiting Track Chair Decision
- 0 Track Chair Approve Decision (Proposals Only)

Manuscript previously assigned to a MCHR by a TCHR; awaiting reviewer assignment.

- After the MCHRs are assigned a paper, they must assign reviewers (view from the TCHR Center).

Next Steps for TCHRs:

TCHRs should make their recommendations based on the guidance from program chairs and provide such recommendations to the program chairs. The program chairs will send final approvals to authors.

Getting Started with Recommendations:

To make the recommendation to the program chairs, the TCHR will need to choose a recommendation and then fill out the comments to the author section.

Go to the Track Chair Center. You will see the status of the papers in your track. Papers that have received MCHR recommendations will be listed in the 'Awaiting Track Chair Decision' list. Click on the link to see all papers in that category.

| Awaiting Track Chair Decision | | | | Manuscripts 1-2 of 2 |
|--|----------------------------------|------------------|--|-------------------------------------|
| Manuscript ID ↑ | Manuscript Title | Date Submitted ↓ | Status | Take Action |
| Manuscript Type | Submitting Author | | | |
| ██████████ | Test [View Submission] | 22-Apr-2011 | AE: Account, Testing AE (proxy) CHR: Chairs, Track 16 ADM: Chau, Michael ADM: Kempken, Maggie | <input checked="" type="checkbox"/> |
| 16. Knowledge Management and Business Intelligence | Account, Testing | | • Make Decision | |

9. Make a recommendation

Click on the 'Take Action' button to the right of the paper you wish to make a recommendation for. This takes you to the 'Make Decision' screen. The top lists the manuscript information.

Regular - Track Chair Decision

Make a Decision

Accept
 Accept and Nominate for Best Paper Award
 Reject

Decision Comments (Not Sent to the Author):

Create Draft E-Mail
 Save
 Send for Approval

Reviews

reviews required to make decision:

██████████
 • Accept with Revisions
 • [view review](#)

██████████
 • Accept with Revisions
 • [view review](#)

Save

Recommendations

██████████
 • Accept With Revisions
 • [view recommendation](#)
 • [rescind](#)

10. Track Chair Recommendation

The middle section is where you can make your recommendation. Accept (which means conditional accept subject to revisions) Accept and Nominate for Best Paper, or Reject. To the right of the area you can see all reviewer reports and MCHR recommendations for the manuscript with links that can be used to view the detailed reviews. You may also use the comment area to provide confidential feedback to the program chairs.

Once you make your decision and draft an email, the program chairs will send the decisions all at once and they will then appear in your decisions complete queue.

ScholarOne: Quick Start Guide for Track Chairs (TCHRs)

Thank you!

If you have any questions about this document or how to use ManuscriptCentral, please feel free to contact us at amcis.savannah@gmail.com.