



WI 2011

CMT Guide for Track Chairs

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Version 2



Scope

- This document is intended as a short guide to follow the reviewing activities/ workflow tasks relevant to the 10th International Conference on Wirtschaftsinformatik (WI 2011 - www.wi2011.ch)
- WI 2011 will use Microsoft CMT as the reviewing tool (<https://cmt2.research.microsoft.com/WI2011/>)
- WI 2011 follows slightly different reviewing processes compared with the past editions (rebuttal and discussion phases are new) in order to improve the quality of papers
- General as well as reviewing-phase specific activities/ tasks in CMT that are relevant for track chairs (CMT: Associate Chairs) are briefly illustrated in this document
- A detailed documentation can be found online using [this link](#)



Reviewing Phases/Deadlines

- Reviewer and AE Entries in CMT (deadline: **6 August 2010**)
- Paper Submission (deadline: **23 August 2010**)
- Bidding & Desk Rejection (deadline: **30 August 2010**)
- AE and Reviewer Assignment (deadline: **6 September 2010**)
- Reviewing (deadline: **17 October 2010**)
- Rebuttal (deadline: **24 October 2010**)
- Discussion (deadline: **31 October 2010**)
- Meta-reviewing (deadline: **14 November 2010**)
- Track & General Conference Meetings (**15, 19 & 20 November 2010**)
- Notification (deadline: **22 November 2010**)
- Re-evaluation of Conditional Accepts (deadline: **6 December 2010**)
- Submission of Camera Ready Copies (deadline: **13 December 2010**)



General Responsibilities

- Track Chairs (TC) will be responsible for all the reviewing activities in CMT until the track meeting
- General Chairs (GC) will take over all the activities from the TCs in CMT from the notification deadline
- CMT Administrator (Tom Philip) will be responsible for setting the status variables for all conference track activities in CMT
- CMT Track Manager, who manages CMT on behalf of the TCs, will be responsible for all conference track activities/processes within the track



Communication in CMT

- CMT allows contacting associate editors (CMT: Meta-Reviewers) and reviewers through e-mail
- GCs will be responsible for sending out the following e-mails to authors, reviewers and associate editors (AE):
 - Confirmation of the receipt of papers (24 August 2010)
 - Inform reviewers and AEs about reviewing (7 September 2010)
 - Inform authors about rebuttal (18 October 2010)
 - Inform reviewers and AEs about discussion (25 October 2010)
 - Inform AEs about meta-reviewing (1 November 2010)
 - Paper notification (including desk rejection) and registration information (22 November 2010)
 - Confirmation of the receipt of camera-ready papers and further instructions for the conference (14 December 2010)
- In general, CMT does not send out any automatic notifications (not even for account creation) – e-mails should be sent out by the intended user
- CMT managers should monitor the review and meta-review progress to ensure smooth transition between reviewing phases, which are already tightly scheduled
- Each phase requires communication between the involved groups in a way the activities are organized (centrally/decentrally) within the track



General Tasks: Manage AEs and Reviewers

Associate Chair Console

Track: Test

- Conference Track Workflow Summary
- + Test [Edit](#)

Main Menu

Data Browser ([Create New Custom View](#))

- Papers

- [View/Edit Active Papers](#)
- [Submit Paper for Author](#)
- [View/Restore Deleted Papers](#)
- [View/Edit Disputed Conflicts](#)

- Bidding and Assignments

- [Manage Reviewer Invites](#)
- [Manage Meta-Reviewer Invites](#)
- [Manage Reviewers and Meta-Reviewers](#)
- [Manage Meta-Reviewer Groups](#)
- [Bulk Import Reviewers](#)

- Reviewers can be imported in bulk using the bulk import template available from the link 'Manage Reviewer Invites' or added individually
- Please note that the AEs can also import reviewers to CMT
- AEs (Meta-Reviewers) can be imported to CMT similar to reviewers using the link 'Manage Meta-Reviewer Invites'
- The status of all reviewers and AEs can be checked under 'Manage Reviewers and Meta-Reviewers'



General Tasks: Manage AEs and Reviewers

To import reviewers in bulk, click on the link 'Bulk Invite Reviewers'

Manage Reviewer Invites

Track: Test

[View Accepted Invites](#) | [View Not Responded Invites](#) | [View All Invites](#) | [View Deleted Invites](#) | [Bulk Invite Reviewers](#) | [Invite Reviewer](#)

- Download Template

To invite a list of reviewers please download the appropriate template below and fill in the reviewer information. If you are using "Subject Areas" template please note that secondary subject areas must be separated by a semicolon (;). After you are done, please upload the file.

Please make sure to save the file as "Tab Delimited" before uploading it here.

[Bulk Import Template](#)

[Bulk Import Template with Subject Areas](#)

Download the bulk import template and add the reviewers in the text (tab delimited) file

- Import Reviewer Invites

Please upload the file with the list of reviewers.

File Name:

Import the data to CMT



General Tasks: Manage AEs and Reviewers

Single Reviewers can be added using the link 'Invite Reviewer'

Manage Reviewer Invites

Track: Test

[View Accepted Invites](#) | [View Not Responded Invites](#) | [View All Invites](#) | [View Deleted Invites](#) | [Bulk Invite Reviewers](#) | [Invite Reviewer](#)

Following is the summary of the contents of the file.

- Users shown under "New Users" section do not currently exist in the system.

User account for "New Users" will be automatically created when they are invited as reviewer.

- New Users

First Name	Middle Initial	Last Name	Email	Organization
Tim		Strippy	wi2011.testuser4@gmail.com	University of Berne
Alosious		James	wi2011.testuser5@gmail.com	University of Vienna
Rachael		Jones	wi2011.testuser7@gmail.com	University of Hamburg

[< Back to Import Invites](#)

[Invite Everyone as Reviewers](#)

Check the list of reviewers and click on 'Invite Everyone as Reviewers'



General Tasks: Manage AEs and Reviewers

Manage Reviewer Invites

Track: Test

[View Accepted Invites](#) | [View Not Responded Invites](#) | [View All Invites](#) | [View Deleted Invites](#) | [Bulk Invite Reviewers](#) | [Invite Reviewer](#)

Reviewer invites were successfully imported. You can now send an invitation to them.

[View Reviewer Invites](#) | [Send Invite Emails](#)

- Once the reviewer is imported to CMT, an individual account will be created in CMT
- Invite email needs to be sent after adding the reviewer
- Invite emails can be customized with more information about the track
- Reviewers should be informed that they have to enter their email as login name on the website
<https://cmt2.research.microsoft.com/WI2011/Default.aspx> and click on 'Reset your password' to receive the password
- Reviewer/Meta-Reviewer invites are valid for 14 days



General Tasks: Manage AEs and Reviewers

Manage Reviewer Invites

Track: Test

[View Accepted Invites](#) | [View Not Responded Invites](#) | [View All Invites](#) | [View Deleted Invites](#) | [Bulk Invite Reviewers](#) | [Invite Reviewer](#)

Note: This view shows only **accepted** invites for users that are **not reviewers** (same as applying filter *InviteStatus=Accept AND IsR* view allows you to add users who accepted the invitation to the Reviewer role. To see all active invites, resend invites or delete exist above.

2 Invites, 0 Delete, 0 Resend, (2 Reviewer, 2 Changed)

First Name Last Name Email Organization	Invite Status	Invitee Comment	Is Reviewer? ± / -
Alosious James (University of Vienna) <wi2011.testuser5@gmail.com>	Accept		<input checked="" type="checkbox"/> changed
Tim Strippy (University of Berne) <wi2011.testuser4@gmail.com>	Accept		<input checked="" type="checkbox"/> changed

Once the reviewer has accepted the invitation ('View Accepted Invites'), the reviewer status 'Is Reviewer?' should be marked explicitly and saved for the reviewer role to get activated



Bidding & Desk Rejection (24 August – 30 August 2010)

Papers that should be issued desk rejection (i.e., rejection without reviews) have to be marked as such in CMT. Click on 'View/Edit Paper Reviews, Discussions, Author Feedback And Status' to change the status of the paper.

[Bulk Import Meta-Reviewer Assignments](#)

- Reviews, Discussions, and Paper Decision Making

[View Review Progress By Reviewer](#)

[View Meta-Review Progress By Reviewer](#)

[View/Edit Paper Reviews, Discussions, Author Feedback And Status](#)

[Import Paper Statuses](#)

[Virtual PC Meeting Wizard](#)

[Manage Assigned Reviewers and Meta-Reviewers visibility of Paper](#)

[Statuses and Reviewing Data](#)

[Author Notification Wizard](#)

[Manage Schedule](#)

- Work Space

[Manage Notes](#)

[Import Notes](#)

[Manage Paper Ra](#)



Bidding & Desk Rejection (24 August – 30 August 2010)

- Change the paper status from 'Awaiting Decision' to 'Desk Reject'
- Change the 'Enabled?' variable for discussion from 'Disabled' to 'Enabled' and click on 'View/Post' to post the short review with rejection reason
- GCs will review the rejection reason and inform the authors about the rejection

View/Edit Paper Reviews, Discussions, Author Feedback And Status Track: Test

Show All Papers > [Apply Advanced Filters](#)

Export | Email | Bulk Edit | Customize This View | Create Scheduled Report

Note: Export, email and bulk edit functionalities apply only to the papers shown below.

14 Papers

Paper Paper ID Title File Available? Primary Contact Author Number of Notes Primary Subject Area	Paper Status	Assigned	Reviews		Discussion		Author Feedback		Reviews Read Only?
	Edit Help		Completed % Completed	Completed % Completed	Enabled?	Message Count	Requested?	Submitted?	
ID: 1 Add Note View Notes (1) Test Paper1 P. , Tom* Primary Subject Area: None of the above	Desk Reject Change	1 Email	0 (0 %)	0 (0 %)	Enabled?	0 View/Post	No Change	No	No
ID: 2 Add Note Test Paper2 P. , Tom* Primary Subject Area: None of the above	Awaiting Decision Change	0	0 (0 %)	0 (0 %)	Disabled?	0 View/Post	No Change	No	No



Bidding & Desk Rejection (24 August – 30 August 2010)

Open a new topic and post the review with rejection reason

Paper Discussion

[Download Paper](#) | [View All Reviews](#) | [View Author Feedback](#) | [View All Messages](#) | [New Topic](#) | [Threaded View](#)

[Subscribe](#)

Track Test
Paper ID 1
Title Test Paper1

- Specify Filtering Criteria (Find all messages satisfying ALL specified criteria.)

[Find Messages](#) Note: Please click here to retrieve the results.

1 Message [Start A New Topic](#)

[Time](#) | [First Name](#) | [Last Name](#) | [Email](#) | [Topic](#) | [Number Of Files](#)



Tim Graf (UZH) <wi2011.testuser1@gmail.com> 8/5/2010 5:14:20 AM

[Reply](#) | [Edit](#) | [Delete](#)

Topic: Rejection Reason

Text: The problem with this paper is the following.



Bidding & Desk Rejection (24 August – 30 August 2010)

- TCs may decide whether bidding should be allowed for the track
- AEs and reviewers can be invited to bid for papers by sending e-mails from the 'Manage Reviewers and Meta-Reviewers' link

Manage Reviewers and Meta-Reviewers

Track: Test

[Show All Reviewers](#) | [Show All Meta-Reviewers](#) | [Apply Advanced Filters](#) | [Add Reviewer or Meta-Reviewer](#)

[Save Changes](#) | [Discard Changes](#) | [Email All Reviewers](#) | [Export](#) Note: Export functionality applies only to the users shown below.

5 Users, 5 Reviewers, 1 Meta-Reviewers, 0 Changed (please remember to click 'Save Changes' in order for your changes to be saved)

First Name	Last Name	Email	Organization	Entered Subject Areas	Entered Reviewer Type	Entered Conflict Domains	Number of Conflicting Authors	Is Reviewer in Selected Track?	Is Meta-Reviewer in Selected Track?
Alosious	James	wi2011.testuser5@gmail.com	University of Vienna	Yes	Yes	No	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jancy	John	wi2011.test6@gmail.com	University of Hamburg	No	No	No	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Muhammed	Tarik	wi2011.test8@gmail.com	University of Graz	No	No	No	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tim	Graf	wi2011.testuser1@gmail.com	UZH	No	Yes	No	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tim	Strippy	wi2011.testuser4@gmail.com	University of Berne	Yes	Yes	No	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



AE and Reviewer Assignment (31 August 2010 – 6 September 2010)



- Bidding and Assignments

[Manage Reviewer Invites](#)

[Manage Meta-Reviewer Invites](#)

[Manage Reviewers and Meta-Reviewers](#)

[Manage Meta-Reviewer Groups](#)

[Bulk Import Reviewers](#)

[Manage Reviewer Quota](#)

[Manage Reviewer Assignments, Bids and Conflicts](#)

[Reviewer Automatic Assignments/Export Assignment Data](#)

[Bulk Import Reviewer Assignments](#)

- The maximum number of papers that the reviewer has agreed to review can be entered using the link 'Manage Reviewer Quota'
- The quotas can be entered for each reviewer or in bulk using the bulk import template, which can be downloaded from the link.
- Meta-Reviewers are specialized reviewers with more rights (than reviewers) in CMT; the quota for meta-reviewers should be set to '0'.



AE and Reviewer Assignment (31 August 2010 – 6 September 2010)



Each paper requires 1 AE and 3 reviewers

- Manual assignment of AEs for papers are done under 'Manage Meta-Reviewer Assignment and Bids'
- Automatic assignment of AEs can be made under 'Meta-Reviewer Automatic Assignments/Export Assignment Data'
- Please note that the quality of automatic assignment will be impacted if papers have very few bids. A combination of automatic and manual assignments could ensure that the reviewers have the right expertise.





AE and Reviewer Assignment (31 August 2010 – 6 September 2010)



TC may choose to delegate the reviewer assignment to the AE

- Manual assignment of reviewers for papers are done under 'Manage Reviewer Assignment , Bids and Conflicts'
- Automatic assignment of reviewers can be made under 'Reviewer Automatic Assignments/Export Assignment Data'
- Please note that the quality of automatic assignment will be impacted if papers have very few bids. A combination of automatic and manual assignment will ensure that the reviewers have the right expertise.

- Bidding and Assignments

[Manage Reviewer Invites](#)

[Manage Meta-Reviewer Invites](#)

[Manage Reviewers and Meta-Reviewers](#)

[Manage Meta-Reviewer Groups](#)

[Bulk Import Reviewers](#)

[Manage Reviewer Quota](#)

[Manage Reviewer Assignments, Bids and Conflicts](#)

[Reviewer Automatic Assignments/Export Assignment Data \(more info\)](#)

[Bulk Import Reviewer Assignments](#)

[Manage Meta-Reviewer Assignments and Bids](#)

[Meta-Reviewer Automatic Assignments/Export Assignment Data \(more info\)](#)

[Bulk Import Meta-Reviewer Assignments](#)



AE and Reviewer Assignment (31 August 2010 – 6 September 2010)



•Manual bulk assignment of reviewers and AEs using XML data can be done using the links 'Bulk Import Reviewer Assignments' and 'Bulk Import Meta-Reviewer Assignments'

- Bidding and Assignments

[Manage Reviewer Invites](#)

[Manage Meta-Reviewer Invites](#)

[Manage Reviewers and Meta-Reviewers](#)

[Manage Meta-Reviewer Groups](#)

[Bulk Import Reviewers](#)

[Manage Reviewer Quota](#)

[Manage Reviewer Assignments, Bids and Conflicts](#)

[Reviewer Automatic Assignments/Export Assignment Data \(more i](#)

[Bulk Import Reviewer Assignments](#)

[Manage Meta-Reviewer Assignments and Bids](#)

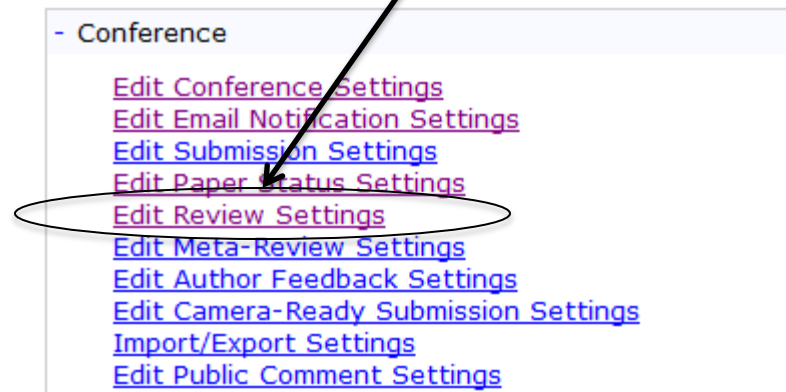
[Meta-Reviewer Automatic Assignments/Export Assignment Data \(i](#)

[Bulk Import Meta-Reviewer Assignments](#)



Reviewing (7 September 2010 – 17 October 2010)

Basic reviewing template with most relevant questions is loaded into CMT. TCs may enhance the reviewing questions using the link 'Edit Review Settings'



Reviewing (7 September 2010 – 17 October 2010)



Reviewing progress of papers can be monitored under 'View/Edit Paper Reviews, Discussions, Author Feedback And Status'

Reports about the reviewing processes can be scheduled by clicking on 'Create Scheduled Report'

View/Edit Paper Reviews, Discussions, Author Feedback And Status

Show All Papers > Apply Advanced Filters

Export | **Email** | Bulk Edit | Customize This View | **Create Scheduled Report**

Note: Export, Email and bulk edit functionalities apply only to the papers shown below.

14 Papers

Paper				Reviews			Meta-Reviews		Discussion				
Paper ID	Title	File Available?	Primary Contact	Paper Status	Assigned	Completed	% Completed	External Reviewers	Assigned	Completed	% Completed	Enabled?	Message Count
				Edit									
ID: 1	Add Note	View Notes (1)		Desk Reject Change	1 Email	0	(0 %)	0	0	0	(0 %)	Enabled Change	1 View/Post Edit Permissions
Test Paper1 P. , Tom*				Primary Subject Area: None of the above									
ID: 2	Add Note		Awaiting Decision Change	2 Email	0	(0 %)	0	1 Email	0	0	(0 %)	Disabled Change	0 View/Post
Test Paper2 P. , Tom*				Primary Subject Area: None of the above									
ID: 3	Add Note		Awaiting Decision Change	3 Email	0	(0 %)	0	1 Email	0	0	(0 %)	Disabled Change	0 View/Post
Test Paper3 P. , T.*				Primary Subject Area: None of the above									

Reviewers may be contacted by sending e-mails in bulk or individually



Reviewing (7 September 2010 – 17 October 2010)

Reviewing progress of papers by reviewer can be monitored under 'Review Progress by Reviewer'

Reviewers may be contacted by sending e-mails in bulk or individually

Review Progress By Reviewer

Track: Test

Total Number of Review Assignments: 7
 Total Number of Reviews Completed: 0
 Percentage Reviews Completed: 0 %

- Specify Filtering Criteria (Find all reviewers satisfying ALL specified criteria.)

Note: Please click here to retrieve the results.

4 Reviewers

First Name	Last Name	Email	Reviewer Type	Number Of Papers Assigned	Number of Reviews Completed	Percentage Reviews Completed	Number Of External Reviewers	
Jancy	John	wi2011.test6@gmail.com		<u>2</u>	0	0 %	<u>0</u>	View Reviews Bulk Upload Reviews Email
Muhammed	Tarik	wi2011.test8@gmail.com		<u>1</u>	0	0 %	<u>0</u>	View Reviews Bulk Upload Reviews Email



Rebuttal (18 October 2010 – 24 October 2010)

Papers should be configured to enable author feedback. Appropriate papers can be chosen by adding the filter condition “Paper Status = Awaiting Decision” in order to exclude papers with desk rejects.

View/Edit Paper Reviews, Discussions, Author Feedback And Status Track: Test

Show All Papers Apply Advanced Filters

- Specify Filtering Criteria (Find all papers satisfying ALL specified criteria.)

Paper Status = Awaiting Decision

Note: Please click here to retrieve the results.

Note: Export, email and bulk edit functionalities apply only to the papers shown below.

13 Papers

Paper			Reviews			Meta-Reviews		Discussion		Author Feedback	
Paper ID	Title	Primary Contact	Assigned	Completed % Completed	External Reviewers	Assigned	Completed % Completed	Enabled?	Message Count	Requested?	Submitted?
ID: 2 Add Note	Test Paper2	P., Tom*	3 Email	2 (66 %) View	0	1 Email	0 (0 %) View	Disabled Change	0 View/Post	Yes Change	No
Primary Subject Area: None of the above											
ID: 3 Add Note	Test Paper3	P., T.*	2 Email	0 (0 %) View	0	1 Email	0 (0 %) View	Disabled Change	0 View/Post	Yes Change	No

‘Requested?’ variable can be changed to ‘Yes’ by choosing ‘Author Feedback Request’ from ‘Bulk Edit’ and setting it to ‘Enabled’



Rebuttal (18 October 2010 – 24 October 2010)

- Once the author feedback has been enabled for the paper, the GCs will contact authors by e-mail to provide feedback to the reviews. The e-mail template found in the file “Review Process for the WI 2011.pdf” under the section “Rebuttal” will be sent to authors with some modifications.
- Authors can view all the reviews and provide feedback in the author console

View/Edit Paper Reviews, Discussions, Author Feedback And Status Track: Test

Show All Papers Apply Advanced Filters

- Specify Filtering Criteria (Find all papers satisfying ALL specified criteria.)

Paper Status = Awaiting Decision

Note: Please click here to retrieve the results.

Note: Export, email and bulk edit functionalities apply only to the papers shown below.

13 Papers

Paper	Paper Status	Reviews			Meta-Reviews		Discussion		Author Feedback	
		Assigned	Completed % Completed	External Reviewers	Assigned	Completed % Completed	Enabled?	Message Count	Requested?	Submitted?
ID: 2 Add Note Test Paper2 P. , Tom* Primary Subject Area: None of the above	Awaiting Decision Change	3 Email	2 (66 %) View	0	1 Email	0 (0 %) View	Disabled Change	0 View/Post	Yes Change	No
ID: 3 Add Note Test Paper3 D T *	Awaiting Decision Change	3 Email	0 (0 %)	0	1 Email	0 (0 %) View	Disabled Change	0 View/Post	Yes Change	No



Discussion (25 October 2010 – 31 October 2010)

Papers should be configured to enable discussion. Appropriate papers can be chosen by adding the filter condition “Paper Status = Awaiting Decision” in order to exclude papers with desk rejects.

View/Edit Paper Reviews, Discussions, Author Feedback And Status Track: Test

[Show All Papers](#) | Apply Advanced Filters

- Specify Filtering Criteria (Find all papers satisfying ALL specified criteria.)

Paper Status = Awaiting Decision

[Add Filter Condition](#)

[Find Papers](#) Note: Please click here to retrieve the results.

[Export](#) | [Email](#) | [Bulk Edit](#) | [Customize This View](#) | [Create Scheduled Report](#)

Note: Export, email and bulk edit functionalities apply only to the papers shown below.

13 Papers

Paper			Reviews			Meta-Reviews			Discussion		Author Feedback	
Paper ID Title File Available? Primary Contact Author Number of Notes Primary Subject Area	Paper Status		Assigned	Completed % Completed	External Reviewers	Assigned	Completed % Completed	Enabled?	Message Count	Requested?	Submitted?	
ID: 2 Add Note Test Paper2 P., Tom* Primary Subject Area: None of the above	Awaiting Decision Change		3 Email	2 (66 %) View	0	1 Email	0 (0 %) View	Disabled Change	0 View/Post	Yes Change	Yes View	
ID: 3 Add Note Test Paper3 P., T.* Primary Subject Area: None of the above	Awaiting Decision Change		2 Email	0 (0 %)	0	1 Email	0 (0 %) View	Disabled Change	0 View/Post	Yes Change	No	

‘Discussion Enabled?’ variable can be changed to ‘Enabled’ by choosing ‘Discussion Enabled’ from ‘Bulk Edit’ and setting it to ‘Enabled’



Discussion (25 October 2010 – 31 October 2010)

- AEs and TCs have to ensure that papers with diverging judgments will be discussed among the reviewers and the AEs
- It will be the duty of TCs to supervise this activity and ensure that the discussions will reach a closure by the deadline

Once the discussion has been enabled for the paper, the AEs and reviewers can be contacted by e-mail to discuss the author feedback and reviews

View/Edit Paper Reviews, Discussions, Author Feedback And Status

Show All Papers | Apply Advanced Filters

- Specify Filtering Criteria (Find all papers satisfying ALL specified criteria.)

X Paper Status = Awaiting Decision

Add Filter Condition

Find Papers Note: Please click here to retrieve the results.

Export | **Email** | Bulk Edit | Customize This View | Create Scheduled Report

Note: Export, email and bulk edit functionalities apply only to the papers shown below.

13 Papers

Paper			Paper Status	Reviews			Meta-Reviews			Discussion	
Paper ID	Title	File Available?	Paper Status	Assigned	Completed % Completed	External Reviewers	Assigned	Completed % Completed	Enabled?	Message Count	
ID: 2	Add Note		Awaiting Decision	3	2 (66%)	0	1	0 (0%)	Enabled	0	
Test Paper2 P., Tom*			Change	Email	View		Email	View	Change	View/Post	
Primary Subject Area: None of the above									Edit Permissions		
ID: 3	Add Note		Awaiting Decision	3	0 (0%)	0	1	0 (0%)	Enabled	0	
Test Paper3 P., T.*			Change	Email			Email	View	Change	View/Post	
									Edit Permissions		



Meta-reviewing (1 November 2010 – 14 November 2010)

Meta-reviewing progress can be monitored under 'Meta-Review Progress by Reviewer'

Meta-Review Progress By Reviewer

Track: Test

Total Number of Meta-Review Assignments: 2

Total Number of Meta-Reviews Completed: 0

Percentage Meta-Reviews Completed: 0 %

- Specify Filtering Criteria (Find all reviewers satisfying ALL specified criteria.)

Add Filter Condition

Find Reviewers Note: Please click here to retrieve the results.

1 Reviewers Edit Aggregate Columns Email Meta-Reviewers Create Scheduled Report

First Name	Last Name	Email	Tracks	Number Of Meta-Reviews Assigned	Number of Meta-Reviews Completed	Percentage Meta-Reviews Completed	Number of Discussions	
Tim	Strippy	wi2011.testuser4@gmail.com	Test	2	0	0 %	1	View Meta-Reviews Email

E-mails to AEs can be sent in bulk or individually

Circle around 'Email Meta-Reviewers' button

Circle around 'Email' link



Track Meeting (15, 19, 20 November 2010)

View/Edit Paper Reviews, Discussions, Author Feedback And Status

Show All Papers > [Apply Advanced Filters](#)

[Export](#) [Email](#) [Bulk Edit](#) [Customize This View](#) [Create Scheduled Report](#)

Note: Export, email and bulk edit functionalities apply only to the papers shown below.

14 Papers

Paper	Paper Status	Reviews	
		Assigned	Completed % Completed
Paper ID Title File Available? Primary Contact Author Number of Notes Primary Subject Area	Edit Help		
ID: 1 Add Note Test Paper1 P. , Tom* Primary Subject Area: None of the above	Desk Reject Change	1 Email	0 (0 %)
ID: 2 Add Note Test Paper2 P. , Tom* Primary Subject Area: None of the above	Awaiting Decision Change	3 Email	2 (66 %) View
ID: 3 Add Note Test Paper3 P. , T.* Primary Subject Area: None of the above	Awaiting Decision Change	3 Email	0 (0 %)

•The status of each paper should be changed to either *Accept*, *Reject* or *Conditional Accept* during the track meeting using the link 'View/Edit Paper Reviews, Discussions, Author Feedback and Status'

•Alternatively, single import of all paper statuses to CMT can be made using a template from the link 'Import Paper Statuses'



CMT Administration and Support

- CMT provides e-mail support (cmt@microsoft.com) in English from Monday to Friday (9 AM to 5 PM Pacific Time)
- CMT track manager will administer all activities for the track in CMT and will be the contact person for all queries within the track
- In case problems cannot be solved by the CMT track manager, he/she can contact the CMT administrator (Tom Philip; philip@ifi.uzh.ch; +41 44 635 67 25)