

# **Abstractlogic (AL)**

## **Web based abstract Management Administration, submission, communication, reviewing, reporting, importing and exporting**

Shocklogic's™ Abstractlogic\* is an on-line abstract management system (part of the Eventlogic Suite). The administrator module and abstract submission forms are available 24/7, 365 days a year from any computer with access to the Internet and a browser. It requires no exotic software (none) to be installed in your offices and no limitation in the amount of users that can access it from any location. No bottlenecks.

Abstractlogic\* allows the painless creation of very flexible abstract submission forms. It allows users with no html knowledge to easily create and edit submission forms and have the changes immediately available for the submitters on-line. In addition the submitted abstracts may be reviewed and scored through an extensive reviewing module, a programme of sessions can then be created.

This manual focuses on the main steps of managing the papers using Abstractlogic\*.

## **To Access the System**

Go to <https://www5.shocklogic.com/scripts/JMCommon/JMLoginAbsDemo.asp>

Key in your username and password in the login page

You are now in the Abstract Logic system of your conference

On the left of the page, you will see parameters that will bring you through the various features.

Just click on the arrow ">" to open up the columns

## **1.01 Project Settings**

Within the first section of the parameters menu, the settings of the current project must be specified. A project name, start date and end date should be specified.

The screenshot shows the Abstractlogic web interface. At the top, the logo 'abstractlogic' is visible. To the right of the logo, user information is displayed: 'User: Accipe, Aurelie (aurelieslog)', 'Client Id: SHOCKLOGIC', 'Project Id: DEMO0001', and 'Project'. Further right, statistics are shown: 'Total Abstracts: 931' and 'Total Scored: %' with a '2' next to it. Below this is a navigation bar with icons for home, back, forward, search, and other functions, along with menu items: 'Form Setup', 'Form Design', 'Administration', 'Submitters Login Area', and 'Reviewing'. The main content area is titled '1.01 Project Settings (HTML Editor ON)'. On the left, a sidebar menu lists various settings categories, with '1 Parameters' expanded to show '1.01 Project Settings' selected. The main form contains the following fields:

- Project name: Shocklogic - Demo Event 001 - TEST
- Project URL: www.shocklogic.com
- Project start date: 2/3/2005 (with a calendar icon)
- Project end date: 12/31/2020 (with a calendar icon)
- Expected no. of abstracts: (empty field)
- Venue: (empty field)
- Venue Address: Whitehall, City of Westminster, UK

Below the Venue Address field, a map is displayed showing the location of Whitehall in London, with labels for 'The Mall', 'Charing Cross', 'Embankment', and 'The Royal Horseguards'.

1.01.1 **Project name** (will appear on the project menu list, at the top right of the project and as the browser heading when opening the form).

1.01.2 **Project URL** (can be used to specify URL for the project registration form or for the event website etc.)

- 1.01.3 **Start date** (start date for the project – select from date picker).
- 1.01.4 **End date** (end date for the project – select from date picker).
- 1.01.5 **Expected no. of abstracts** (display the expected number of abstract for this project)
- 1.01.6 **Venue** (name of the venue)
- 1.01.7 **Venue address** (enter here the address of the venue and view on google maps below)

### 3.02 Status – Creating Status

The abstract status menu allows the creation of various status which can be assigned to submitted abstracts. A default status can be set for all new submissions, as well as specifying which status this automatically updates to and which status allow the submitter to gain login access.

The screenshot shows the 'abstractlogic' interface. At the top, it displays user information: 'User: Accipe, Aurelie (aurelieslog)', 'Client Id: SHOCKLOGIC', 'Project Id: DEMO0001', 'Project: Project', 'Total Abstracts: 931', and 'Total Scored: % 2'. Below this is a navigation bar with icons and tabs: 'Form Setup', 'Form Design', 'Administration', 'Submitters Login Area', and 'Reviewing'. The main content area is titled '3.02 Status (HTML Editor ON)'. On the left, there is a sidebar menu with categories: '1 Parameters', '2 Select Fields', '3 Maintenance', and '3.02 Status'. Under '3 Maintenance', there are sub-items like '3.01 Abstract Categories', '3.02 Status', '3.03 Record Languages', etc. The '3.02 Status' item is selected, showing a list of status codes: '0 Submitted - (Abstracts)', '002 second\_submitted - (Abstracts)', '003 Submitted + updated - (Abstracts)', '004 Rjected - (Abstracts)', '005 Non-Live emailed 060606 - (Abstracts)', '009 test - (Abstracts)', and '100 Status code for reviewer - (Reviewer)'. To the right of this list are 'New', 'Edit', and 'Delete' buttons. Below the list is a configuration form for a status code, with fields for 'Status code', 'Description', 'Caption for My Page', and checkboxes for 'Use as Default Status', 'Apply this status to Abstract', 'Apply this status to Reviewer', and 'Allow login'.

- 3.02.1 **Status code** (specify an alpha-numeric code for the status).
- 3.02.2 **Description** (text description for the status).
- 3.02.3 **Caption for my page** (will appear on the submitter login page as abstract status).
- 3.02.4 **Use as Default Status** (select this check box if you wish to define this status as the default status for new abstract submissions)
- 3.02.5 **Apply this status to Abstract** (select this checkbox to apply the selected status to the abstracts)
- 3.02.6 **Apply this status to Reviewer** (select this checkbox to apply the selected status to the reviewers)
- 3.02.7 **Allow login** (submitters assigned this status will have access to the login page)
- 3.02.8 **View only (non-editable)** (if activated will allow submitters to login to their submission but restrict access to a non-editable, view only mode).
- 3.02.9 **Update to status** (a status which a submitted abstract will automatically update to once changes have been made)
- 3.02.10 **Update to Status for Reviewer** (a status which a reviewer will automatically update to once changes have been made)
- 3.02.11 **Denied Login Message** (text within the warning pop-up)

### 3.04 Abstract Topics – Defining Topics

Within this menu topic choices can be created which abstracts can then be grouped under. Submitters will be able to select the topic area which best fits their abstract submission. Searches and sort's can then be performed by topic to act as a way of filtering information. Selecting the use of topics and the number of topics available on the form are defined in menu 1.02.

The screenshot displays the 'abstractlogic' application interface. At the top, it shows user information (Accipe, Aurelie), project ID (DEMO0001), and statistics (Total Abstracts: 931, Total Scored: 2%). The navigation bar includes icons for home, back, forward, search, and other functions, along with menu items: Form Setup, Form Design, Administration, Submitters Login Area, and Reviewing. The left sidebar is expanded to '3 Maintenance', with '3.04 Abstract Topics' selected. The main area shows a list of topics with 'New', 'Edit', and 'Delete' buttons. A form for adding a new topic is visible below the list, with fields for 'Topic id', 'Name', 'Allow free text', and 'Hint for free text', and a 'Save' button.

3.04.1 **Topic ID** (specify an alpha-numeric code for the topic).

3.04.2 **Name** (specify a name for the topic. Will appear on the form for topic selection).

## **4 Reviewing – Creating an Abstract Review System**

Menu six allows users to create the reviewing module of the abstract management process. Score sets can be created, allowing the definition of the procedure for reviewers to follow when scoring submissions. Other options allow users to set up the list of reviewers and define the parameters of the page reviewers have access to when they log in. Topics and submissions can then be assigned to reviewers, the scores given and number of submissions that have been reviewed can then be monitored by the user.

### **-----Main Review-----**

#### **4.01 Reviewers Setup – Adding New and Viewing Existing Reviewers**

This menu allows users to, add reviewers to the project, assign topics to each reviewer and create individual login and passwords. Once established the list of reviewers will appear, along with the topics and number of submissions assigned to each reviewer and the percentage of allocated submissions that have been scored by the reviewer. Users can also communicate to reviewers from this menu through the creation of individual and bulk emails.

- > 1 Parameters
- > 2 Select Fields
- > 3 Maintenance
- ▼ 4 Reviewing
  - Main Review--
  - 4.01 Reviewers Set-up
  - 4.02 Import from Excel
  - 4.03 Reviewer Settings
  - 4.04 Score Set
  - 4.05 Activate Review Preview
  - 4.06 Reviewer Assign Bulk
  - 4.07 Reviewer Assign Individual
  - 4.08 Express add to Reviewer
  - 4.09 Delete scores/allocation
  - Prel Review--
  - 4.01(p) Reviewer Settings
  - 4.02(p) Score Set
  - 4.03(p) Reviewer Assign Bulk
  - 4.04(p) Reviewer Assign Individ.
  - 4.05(p) Express add to reviewer
- > 5 Sessions/Scheduling

View Reviewers

Scores : ALL Status : --- All ---

Show 50 entries Search:

Showing 1 to 50 of 115 entries

<input type="checkbox"/>	Id	User	Pass	Name	Email	Status	Topics	Allocated	Scored
<input type="checkbox"/>	10389	fredrik	QTWSD	Fredrik Warberg	fredrik@shocklogic.com			0	0%
<input type="checkbox"/>	10388	e	MGEEN	e	xxx@xxx.xx		35	0	0%
<input type="checkbox"/>	10387	yty	BKDWR	anna	anna@shocklogic.com			0	0%
<input type="checkbox"/>	10386	w	w	jim	w		21	0	0%
<input type="checkbox"/>	10385	TEST	TEST		A@A.com		35	0	0%
<input type="checkbox"/>	10384	TESTER	test		daveid@shocklogic.com		22	0	0%
<input type="checkbox"/>	10383	t	tt	tt	anna@shocklogic.com		18 19 20 21 22	0	0%
<input type="checkbox"/>	10382	2075	BANCA				13 14 15	0	0%
<input type="checkbox"/>	10381	2074	BBKQX		ian@shocklogic.com			0	0%
<input type="checkbox"/>	10380	2073	NYBXK					0	0%
<input type="checkbox"/>	10379	2072	KUVRW					0	0%
<input type="checkbox"/>	10378	2071	WZOKW	x			12 13	0	0%
<input type="checkbox"/>	10377	2070	ZGXYM	s			08 09	0	0%
<input type="checkbox"/>	10376	2069	RGLOU	jim			14	0	0%

**Reviewer Display:**

- 4.01.1 **Hits per page** (specify the number of reviewers to view per page).
- 4.01.2 **Scores** (select to view all reviewers, reviewers with all complete or incomplete scoring from the drop down box).
- 4.01.3 **Toggle checkbox** (will select all reviewers in list).
- 4.01.4 **ID** (user defined reviewer ID).
- 4.01.5 **Name** (reviewer name).
- 4.01.6 **Email** (reviewer email).
- 4.01.7 **Topics** (list of topic codes allocated to reviewer).
- 4.01.8 **Allocated** (number of submissions allocated to reviewer).
- 4.01.9 **Scored** (percentage of allocates submissions which have been reviewed).

**Action Options:**

- 4.01.10 **Add** (will open the add reviewer menu in a new window. See 4.01.12).
- 4.01.11 **Email** (will open the email window to send emails to selected reviewers).
- 4.01.12 **Delete** (will delete the selected reviewers).
- 4.01.13 **Filter** (specify to view reviewers with completed or incomplete scorings).

Shocklogic - Demo Event 001 - TEST - Google Chrome  
[https://www5.shocklogic.com/scripts/jmevent/Reviewer\\_1.asp?Client\\_Id='SHOCKLOGIC'&Project\\_Id='DEMO0001'&Reviewr\\_Id=&Form\\_Id=10011&a=Y](https://www5.shocklogic.com/scripts/jmevent/Reviewer_1.asp?Client_Id='SHOCKLOGIC'&Project_Id='DEMO0001'&Reviewr_Id=&Form_Id=10011&a=Y)

**Create or Edit reviewers details**

Reviewer Id

Status :

Name

User name\*

Password\*

Email Address\*

Allow preliminary review

Allow review

**Additional reviewer details**

Family name

First name

Company

Address 1

Address 2

Address 3

Address 4

Country

4.01.14 **Reviewer ID** (assign an alphanumeric ID to the reviewer).

4.01.15 **Name** (specify the reviewers name).

4.01.16 **User name** (specify a user name for reviewer login).

4.01.17 **Password** (specify a password for reviewer login).

4.01.18 **Email address** (specify the reviewers email).

#### 4.02 Upload/Import from Excel – Import Reviewer Data from MS Excel Template

This menu allows users to import the above template once you have added your data. The information will then appear in the corresponding fields within the system. The browse button can be used to select the Excel file to be imported.

abstractlogic User: Accipe, Aurelie (aurelieslog) Project Id: DEMO0001 Total Abstracts: 931 Total Scored: % 2  
 Client Id: SHOCKLOGIC Project

Form Setup Form Design Administration Submitters Login Area Reviewing

1 Parameters  
 2 Select Fields  
 3 Maintenance  
 4 Reviewing  
 --Main Review--  
 4.01 Reviewers Set-up  
 4.02 Import from Excel  
 4.03 Reviewer Settings  
 4.04 Score Set  
 4.05 Activate Review Preview  
 4.06 Reviewer Assign Bulk  
 4.07 Reviewer Assign Individual  
 4.08 Express add to Reviewer  
 4.09 Delete scores/allocation  
 --Prel Review--  
 4.01(p) Reviewer Settings  
 4.02(p) Score Set  
 4.03(p) Reviewer Assign Bulk  
 4.04(p) Reviewer Assign Indiv.  
 4.05(p) Express add to reviewer  
 5 Sessions/Scheduling

Import data from Excel

This program allows you to upload an Excel spreadsheet in the Shocklogic standard format. The contents of this spreadsheet can then be imported into the Abstractlogic Reviewer database.

Please select Excel file:  
 No file chosen

Set Allow Review as checked:

To download the Excel template, right-click the link below and choose 'Save as' from the menu that appears.

**IMPORTANT NOTE:**

- Do **NOT** modify the formatting of the template in any way! (Do not change titles, add/remove columns).
- The Country Code is the same list of codes you have configured on your account in Menu 3.20.
- Use the same XLS format as the template

**4.02 Download the Excel template.** Shocklogic MS Excel template can be used to upload data to Abstractlogic\* in bulk.

### 4.03 Reviewer Settings – Defining Parameters of Review Pages

The reviewer settings menu allows users to design the parameters of the reviewer login page and the pages the reviewer views when reviewing an abstract. Text and graphics can be added to these pages using HTML editors to provide an introduction and instruction to the reviewing process for the reviewer.

abstractlogic User: Accipe, Aurelie (aurelieslog) Project Id: DEMO0001 Total Abstracts: 931 Total Scored: % 2  
 Client Id: SHOCKLOGIC Project

Form Setup Form Design Administration Submitters Login Area Reviewing

1 Parameters  
 2 Select Fields  
 3 Maintenance  
 4 Reviewing  
 --Main Review--  
 4.01 Reviewers Set-up  
 4.02 Import from Excel  
 4.03 Reviewer Settings  
 4.04 Score Set  
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 4.06 Reviewer Assign Bulk  
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 4.08 Express add to Reviewer  
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 --Prel Review--  
 4.01(p) Reviewer Settings  
 4.02(p) Score Set  
 4.03(p) Reviewer Assign Bulk  
 4.04(p) Reviewer Assign Indiv.  
 4.05(p) Express add to reviewer  
 5 Sessions/Scheduling

4.01(p) Reviewer Settings (HTML Editor ON)

Reviewer login page Abstract list page Abstract review page Abstract review page - Score section

Form Style VOLFORM

Heading for login page

Introduction text for login page

Paragraph Font Family Font Size **B** *I* U [Rich Text Editor Icons]

Welcome to your submitter login page.  
 You have been assigned abstracts to be reviewed for the preliminary review process, please login here.

### Reviewer login page

**4.03.1 Form style** (select a style from the page from the drop down list of styles created in menu 4.3).

**4.03.2 Heading for login page** (will appear at the top of reviewer login page).

- 4.04.3 **Introduction text for login page** (can be text/graphics etc. will appear at the top of reviewer login page above user name and password fields).
- 4.03.4 **Caption for user ID** (will appear next to reviewer user name entry field).
- 4.03.5 **Caption for password** (will appear next to reviewer password field).
- 4.03.6 **Caption for login button** (will appear on reviewer login button if different from default 'login').
- 4.03.7 **End text for login page** (can be text/graphics etc. will appear at the bottom of reviewer login page below user name and password fields).
- 4.03.8 **Caption for Email** (will appear next to the Email entry box)
- 4.03.9 **Caption for Send button.** (text for the send button box)

### **Abstract list page**

- 4.03.10 **Heading for abstract list page** (will appear at the top of abstract list after reviewer login).
- 4.03.11 **Introduction for abstract list page** (can be text/graphics etc. will appear below heading as page intro).
- 4.03.12 **Insert field** (insert/personalise document with data collected during submissions)
- 4.03.13 **Caption for print selected button** (text for the print selected button)
- 4.03.14 **Caption for print page button** (will appear on print button if different from default 'print').
- 4.03.15 **Caption for logout button** (will appear on logout button if different from default 'logout').
- 4.03.16 **Heading for abstract** (will appear at the top of the abstract)
- 4.03.17 **Heading for selected** (caption for "select all" checkbox on reviewer list page)
- 4.03.18 **Heading for Abstract Id** (caption for abstract id heading on reviewer list page)
- 4.03.19 **Heading for Abstract Title** (caption for abstract title heading on reviewer list page)
- 4.03.20 **Heading for Score** (caption for score heading on reviewer list page)
- 4.03.21 **Heading for Topics** (caption for topic heading on reviewer list page)
- 4.03.22 **Heading for not scored** (caption for not scored heading on reviewer list page)
- 4.03.23 **Heading for unable** (caption for unable to review)
- 4.03.24 **End text for abstract list page** (can be text/graphics etc. will appear below abstract list as end text).

### **Abstract review Page:**

- 4.03.25 **Heading for review page** (will appear at the top of review page of individual abstract).
- 4.03.26 **Introduction text review page** (can be text/graphics etc. will appear below heading as page intro.).
- 4.03.27 **Heading for Category** (heading for the category)
- 4.03.28 **Heading for Keyword** (heading for the keyword)
- 4.03.29 **Heading for Language** (heading for the language)
- 4.03.30 **Hide Language** (select this checkbox to hide the language)
- 4.03.31 **Hide Topics** (select this checkbox to hide the topic of the abstracts)
- 4.03.32 **Hide Keywords** (select this checkbox to hide the keywords)
- 4.03.33 **Hide category** (select this checkbox if you do not wish the category to appear)
- 4.03.34 **End text review page** (can be text/graphics etc. will appear at the bottom of review page as end text).

## **4.04 Score Set – Defining Parameters of Abstract Scoring Process**

This menu allows a score set to be defined which will allow reviewers to specify numeric scorings for submissions. A number of scores sets can be created which will appear when a reviewer views an assigned abstract, text instruction can be added to provide instruction to the reviewer.

### **Points to consider when creating a score set:**

A score set allows reviewers to specify a numeric value for a reviewing decision. For example a score set of 0-3 could be created whereby 0 is rejected, 3 is accepted and 1-2 indicates accepted but with certain comments or alterations. When selected by the reviewer, the score will be added to the total score for

that abstract. The score weight function within the score set allows users to indicate if one scoring criteria is more important than others. For example, a weight of '1' will result in the score given by the reviewer appearing as the total score for that abstract. If a weight of '2' is assigned the score would count as double, IE. if a reviewer scored an abstract '3' a total score of '6' would be added. The weighting function also allows reviewers to indicate abstract preferences without affecting the overall abstract score. If '0' is assigned as a score weighting, all scores given by the reviewer will not be added to the overall abstract score. A 'score pool' can also be created which creates a limit of the number of total points a reviewer can allocate to their assigned abstracts. This can help prevent reviewers allocating high marks to all assigned abstracts.

- 4.04.1 **Score Id** (specify a numeric value for the score set between 1 and 10).
- 4.04.2 **Description** (will appear above score set values as score heading).
- 4.04.3 **Score information** (text that will appear above score set values underneath heading).
- 4.04.4 **Weight** (numeric weighting for score).
- 4.04.5 **Minimum value** (the minimum value which can be allocated as a score).
- 4.04.6 **Maximum value** (the maximum value which can be allocated as a score).
- 4.04.7 **Display values vertical** (select to list score values vertically on the form. If not selected vales will appear horizontally).
- 4.04.8 **Display values in dropdown** (select to list score values in a dropdown on the form. If not selected vales will appear horizontally )
- 4.04.9 **Sort order for reviewer display** (specify for score values to be listed in ascending or descending order).
- 4.04.10 **Divider line before** (will insert a line on the page before the score set values).
- 4.04.11 **Divider line after** (will insert a line on the page after the score set values).
- 4.04.12 **Total score pool** (the total points available for each reviewer to distribute. EG. A score pool of 10 would mean the reviewer can distribute a maximum of 10 points for the score set across all abstracts he/she has assigned).

#### 4.05 Activate Review Preview



This menu allows users to activate an update to the abstract review process. It will update any information that has been changed or attachments that have been added to the reviewers list of abstracts. A pop-up window will appear which will inform you of when the process has been finished.

**Activate Review Preview**

Activating abstracts: Att: 1338959

Publish done.

#### 4.06 Reviewer Assign Bulk – Assigning Abstracts to Reviewers

The bulk reviewer assign feature allows users to assign all submissions within the system to reviewers. The number of abstracts to be assigned to each reviewer and the maximum number of reviewers to be assigned to each abstract can be specified. The system will then try to assign all abstracts as accurately as possible to your request. The reviewer assign individual menu (4.08) can then be used to amend allocations from the system if required. There are also options to assign by status and to override all previously made assignments.

**4.06 Reviewer Assign Bulk**

- Abstracts will be allocated by their 1st chosen topic to the reviewer with the corresponding topic.
- Use menu option "4.04 Reviewer Assign Individual" to amend allocations and add individual allocations.

---

Maximum number of abstracts per reviewer

Maximum number of reviewers per abstract

Assign Abstracts with Status:

Replace previous assignment

---

4.06.1 **Maximum number of abstracts per reviewer** (user defined amount).

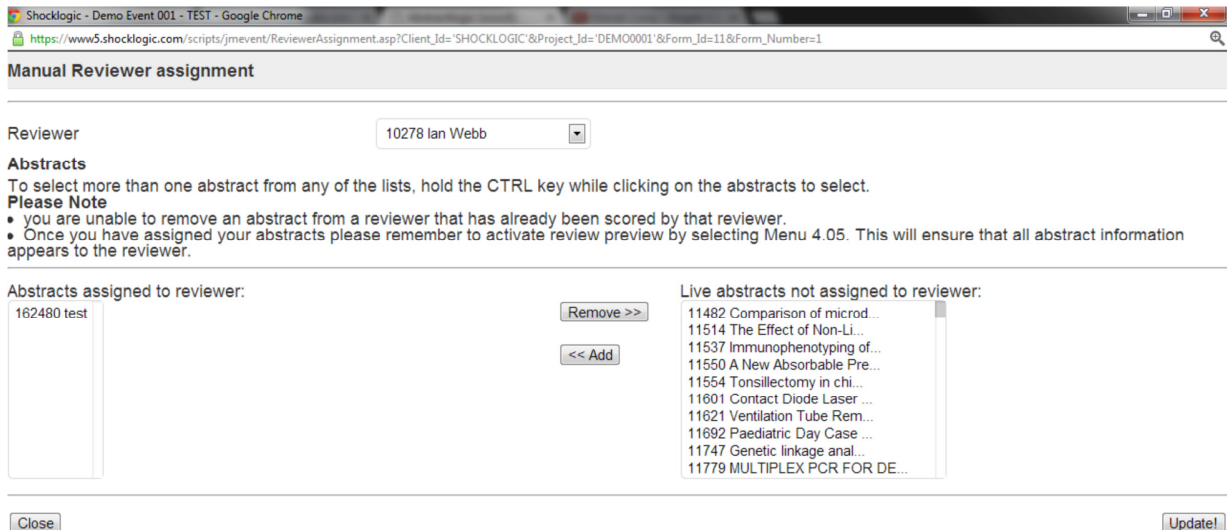
4.06.2 **Maximum number of reviewers per abstract** (user defined amount).

4.06.3 **Assign abstracts with status** (will assign only to the status selected from the drop down menu).

4.06.4 **Replace previous assignment** (if checked all previously assigned allocations to reviewers will be overwritten).

#### 4.07 Reviewer Assign Individual – Assigning Abstracts to Reviewers Individually

The individual assign feature allows users to assign and un-assign abstract submissions on a manual basis. This allows users to specify which reviewer a particular abstract is assigned to. It should be noted that it is not possible to un-assign an abstract that has already been scored by a reviewer. The abstract can however be assigned to multiple reviewers without removing the original score.



4.07.1 **Reviewer** (select the reviewer to assign an abstract to. All abstracts currently assigned to the reviewer will be displayed allowing users to add or remove abstracts from the assigned list).

4.07.2 **Remove** (use to remove selected abstracts from the reviewer).

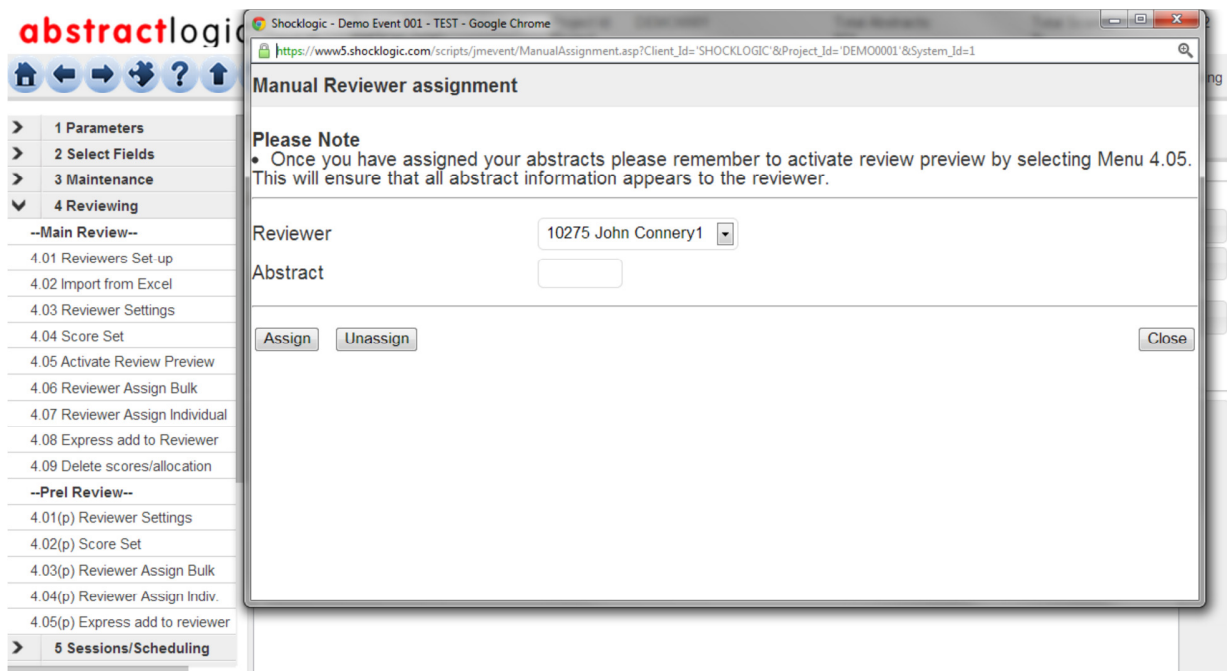
4.07.3 **Add** (use to add selected abstracts to the reviewer).

4.07.4 **Update** (will update all changes made).

4.07.5 **Close** (will close window and cancel all changes made).

## 4.08 Assign Abstract One by One

Abstractlogic allows you to assign abstract to the reviewer manually using the WAB number.



4.08.1 **Reviewer** (select the reviewer to whom you wish to assign an abstract)

4.08.2 **Abstract** (enter the abstract WAB number)

4.08.3 **Assign** (click assign to assign the abstract to the reviewer)

4.08.4 **Unassign** (click unassign to remove an abstract from the "abstract to review" list of the reviewer)

## 4.09 Delete scores/allocation

The screenshot displays the abstractlogic web application interface. At the top, the user is identified as 'Accipe, Aurelie (aurelieslog)' with client ID 'SHOCKLOGIC'. The project is 'DEMO0001' with name 'Shocklogic - Demo Event 001'. There are 931 total abstracts and 2 total scores. The interface includes a navigation menu with options like 'Form Setup', 'Form Design', 'Administration', 'Submitters Login Area', 'Reviewing', and 'Programme a'. A sidebar on the left lists various review-related tasks, with '4.09 Delete scores/allocation' selected. A modal dialog box titled 'Delete reviewer allocation/scores' is open, showing a 'Select reviewer:' dropdown menu. The background shows a table of abstracts with columns for 'Abs Id', 'Family Name', 'Status', 'Avg Score', 'Session', and 'Abs No'. The table contains several rows of abstract data, including one by 'W. King Engel'.

## 6 User Interface – Administrator and Public Access

The user interface menu allows users to view the submission form from a number of different perspectives. The submission form can be viewed from both a submitter and administrator perspective, allowing a constant review of how changes made to the form will affect its appearance once published on-line.

6.02.1 **Abstract form public** (view the abstract submission form as it will appear on-line to submitters).



On-line Abstracts Demonstration Event 2003

- This form is best viewed with **Microsoft Internet Explorer**.
- Please complete all fields marked (\*) as these are required for administration.
- Please use tab to move to next field and Shift Tab to move to the previous one.

**Correspondence details:**

The details that you enter here will be used by the Event for Event use only. They will be used in all event documentation including the list of authors and/or Abstract book. They may be passed on to exhibiting companies or future event organisers.

Family Name: \*

First Name: \*

Address: \*

Company:

Country: \*

Telephone:

Fax:

Email: \*

Additional email:

**Abstract Category:**

Select category \*

Cancel

Next >

Powered by Shocklogic Global Engine

6.03.1 **Abstract form admin** (view the abstract submission form as it will appear for administrator access).

### 6.04 My Page Login – Viewing the Login Page

This menu allows users access the submitter login page created in menu 1.8. The view is how the login page will appear on-line to submitters.

**Submitter Login Area**

This is how a submitter login page appears. You can add your own text to instruct submitters how to log in to view and edit their submission.

User Id:

Password:

Login

6.04.1 **My page login** (view the login screen as it appears on-line to submitters).

### 6.05 Reviewers self-reg

Abstractlogic allows you to register reviewers independently meaning each reviewer can provide their demographic data with the topics they wish to review and receive a confirmation email thereafter.

abstractlogic User: Accipe, Aurelie (aurelieslog) Project Id: DEMO0001 Total Abstracts: 931 Total Scored: 2  
 Client Id: SHOCKLOGIC Project Name: Shocklogic - Demo Event 001 - 931 %

Form Setup Form Design Administration Submitters Login Area Reviewing Programme ar

1 Parameters View Abs  
 2 Select Fields State: Live  
 3 Maintenance Show 5  
 4 Reviewing  
 5 Sessions/Scheduling  
 6 User Interface  
 6.01 URLs  
 6.02 Abstract Form Public  
 6.03 Abstract Form Admin 1811  
 6.04 My Page Login 370  
 6.05 Reviewer self-reg 370  
 6.06 Reviewers Login 370  
 6.07 Prelim. Reviewers Login 370  
 6.08 Librarylogic 370  
 6.09 Programmelogic 370  
 7 Database  
 8 Reports 370  
 9 Interface language  
 10 Account 370  
 11 Log out 370

WAB Abs.No  
 Enter:

Powered by Shocklogic®

Shocklogic - Demo Event 001 - TEST - Google Chrome  
 https://www.5.shocklogic.com/scripts/jmevent/ReviewerRegistration\_1.asp?Client\_Id='SHOCKLOGIC'&Project\_Id='DEMO0001'&System\_Id=1

Reviewer Demographics

abstractlogic\* shocklogic

The details you enter will be used for all correspondence, please enter them carefully. You must choose your own username and password for logging in to the system review abstracts.

Please enter the following details:

Name   
 Address 4   
 User Name   
 email   
 Country

Cancel

370375 216 W. King Engel 0 Protection Usually Requires an Individualized Adjustable Schedule -- Not Fixed Regimentation 2006-04-21 2 0 0

## 6.06 Reviewers Login – View the Reviewer Login Page

This menu provides a link to the reviewer login page. The page will appear in a new window, displaying the page reviewers will be directed to when logging in to review assigned abstracts.

Reviewers Login Page

abstractlogic\* shocklogic  
 On-line Abstracts Demonstration Event 2003

You should have received a Login and a Password from the Scientific Committee.

In order to view, score and print the abstracts assigned to you for review, use your login and password to access the reviewers area.

If you have any questions regarding the scoring process, please contact the Scientific Secretariat at Shocklogic.

Login   
 Password

If you have not received a login and password, please send an email to [reviewer.event@shocklogic.com](mailto:reviewer.event@shocklogic.com)

Click to log

## 7 Database – Managing Abstract Submission

Once the submission form has been created, the database menu allows users to monitor, edit and perform searches of received submissions. Options are also available which allow the exporting of data to MS Excel and Access databases as well as the ability to import data to Abstractlogic\* using a MS Excel template.

### 7.01 View Abstracts – Viewing all Submitted Abstract Details

Once the abstract submission form has been published on-line, users can view the abstracts submitted, the submitter details, check for duplicates and communicate with the submitters through this menu. The menu provides the list of submissions in date order, with the latest submitted record at the top of the list.

The submissions will be listed as in the screen below. Each individual submission has links allowing users to easily review and edit the submitted information. Clicking on the Wab. no. gives access to the submitted abstract details and clicking on the authors name give access to the submitters demographics information. The list of submitted abstracts can also be filtered using the options above the list of abstracts and sorted by clicking on the links of the column headings.

Using drop down menus below the abstract list users have the ability to manage the status and the state of the abstract, updating and changing abstract as required for administrative tasks. Reports can also be viewed providing a variety of statistical information based on the abstracts viewed.

The screenshot shows the Abstractlogic web application interface. At the top, there is a navigation bar with the Abstractlogic logo and user information: User: Accipe, Aurelie (aurelieslog), Client Id: SHOCKLOGIC, Project Id: DEMO0001, Project Name: Shocklogic - Demo Event 001 - 931, Total Abstracts: 931, Total Scored: %, and 2. Below the navigation bar is a menu with options: Form Setup, Form Design, Administration, Submitters Login Area, Reviewing, and Programme. The main content area is titled 'View Abstracts' and includes a search bar and several filter options: State (Live), Status (All), Category (All), Topic (All), and Presentation (All). The abstract list shows 50 entries per page, with columns for Abs Id, Family Name, First Name, Abstract Title, Date Submission, Topic, Cat, Status, Avg Score, Session, and Abs No. The first few entries are:

Abs Id	Family Name	First Name	Abstract Title	Date Submission	Topic	Cat	Status	Avg Score	Session	Abs No
1916342	Pun	Gita	test	2013-04-30 29	01	0	0	0		
370387	252	goemans nathalie	TEST	2006-04-21	02	004	0	10	4123	
370385	244	Cirak	NOVEL NUCLEAR ENCODED AUTOSOMAL RECESSIVE MITOCHONDRIOPATHY	2013-04-30 03	01	004	0	40		
370384	237	Veerle Labarque	Impaired platelet adhesion on collagen surfaces and secretion defect in Duchenne muscular dystrophy patients	2006-04-21	1	004	0	40		
370383	236	Haluk Topaloglu	Limb-Girdle muscular dystrophy and mental retardation (LGMD2M) has a heterogeneous background	2006-04-21	1	004	0			
370382	232	Livija Medne	Rare Congenital Presentation of Emery-Dreifuss Muscular Dystrophy Due To A Novel De-Novo LMNA Mutation R249W	2006-04-21	3	004	0			
370381	231	Carsten G. Bonnermann	Identification and characterization of a novel putative secretory protein highly upregulated in dermal fibroblasts from patients with collagen VI deficiency	2006-04-21	3	0	0			
370380	228	Francesco Muntoni	Molecular genetic analysis of 6 glycosyltransferases in a large population of dystroglycanopathy patients significantly widens the spectrum of phenotypes resulting from POMT1, POMGn1 and Fukutin mutations	2006-04-21	3	0	0			
370379	227	Alexandra Belayew	Characterization of the DUX4c gene located within a repeated element close to the FSHD locus	2006-04-21	3	0	0			
370378	225	Uwe Dreyfuss	Glyc-O-Genetics of Walker-Warburg	2006-04-21	4	0	0			

### Filter Options:

7.01.1 **Hits per page** (specify the number of submissions to view per page).

7.01.2 **State** (specify to view live, non-live or all submissions).

NB: non-live submissions may be those which are inactive or cancelled; Abstractlogic\* never deletes a record).

7.01.3 **Status** (will filter submissions by any status created in menu 3.02).

7.01.4 **Lang** (Will filter submissions by any language created in menu 3.03).

7.01.5 **Category** (will filter submissions by any category created in menu 3.01).

7.01.6 **Pres. pref.** (will filter submissions by any presentation type created in 3.06).

### Displayed data:

7.01.7 **Toggle checkbox** (will select all submissions in list).

7.01.8 **Wab** (unique web submission number for each abstract submitted. Clicking this heading will sort by wab in numerical order).

7.01.9 **Author's Name** (full name as specified by submitter. Clicking this heading will sort by Surname alphabetically).

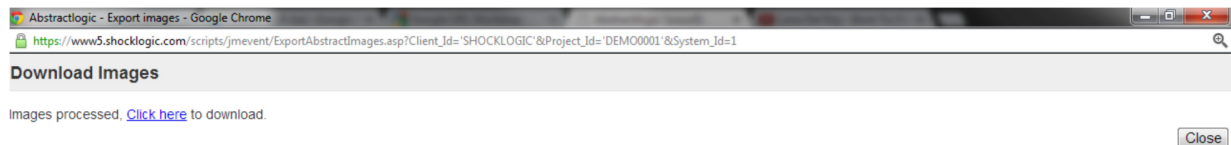
- 7.01.10 **Title** (full abstract title as specified by submitter. Clicking this heading will sort by title alphabetically).
- 7.01.11 **Date** (date of abstract submission. Clicking this heading will sort by submission date).
- 7.01.12 **Tpc.** (topic code assigned to submitted abstract, using topics created in menu 3.04).
- 7.01.13 **Sts.** (current status code of submission, using status created in menu Login Area Links).
- 7.01.14 **Avg.** (average score of abstract once reviewed).

**Action Options:**

- 7.01.17 **Add** (select to add a new submission to the database. Will open submission form in a new window).
- 7.01.18 **E-Mail** (will open the email window to send an email to all selected submissions).
- 7.01.19 **Print/Export** (select to view acknowledgement details of selected submissions. Acknowledgements will appear in a new window for printing or exporting to MS Excel).
- 7.01.20 **Pr/Ex blind** (select to view 'blind' acknowledgement details of selected submissions (without submitter and author details).
- 7.01.21 **Export** (to export to MS Office)  
*Note: In the open window*
  - a) *To download all the confirmations of submissions (abstract), select "download confirmations (.pdf)" in the open window*
  - b) *To download all the attachments, Images and tables uploaded for the submissions, select "att, Images, tables"*
- 7.01.22 **Update to status** (will change all selected submissions to the specified status).
- 7.01.23 **Update state to** (will change all selected to submissions to live/non-live).
- 7.01.24 **Preview** (select a statistic report to view from the drop down list based on the selection in the current view abstract filter of abstracts).

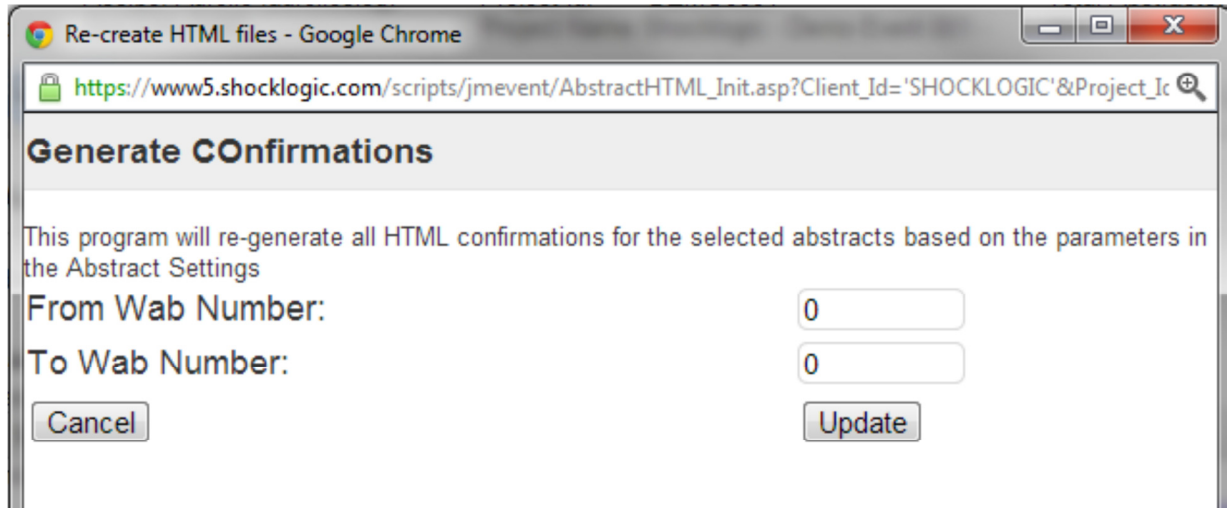
**7.04 Download Images – Saving Images to Computer Off-Line**

This menu allows the download any images you have within Abstractlogic\* which can then be saved to the users' computer.



**7.05 Generate Confirmations**

This menu allows users to create acknowledgement pages for every live submitted abstract in a project. One PDF file per acknowledgement is created and can be saved to the user's computer for off-line use.

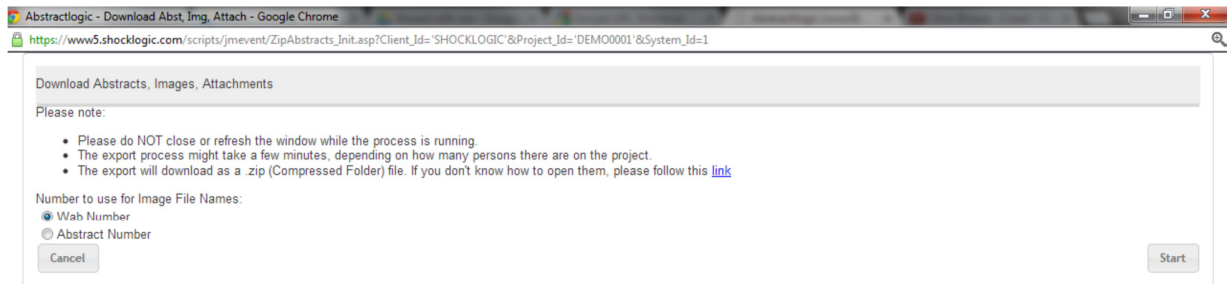


7.05.1 **From Wab Number** (enter the abstract WAB number from where you wish to start generating the confirmation(s))

7.05.2 **To Wab Number** (enter the last abstract WAB number where you wish to stop generating the confirmations)

### 7.06 Download Abst, Img, Attach – Saving Attachment Files Computer Off-Line

This menu allows for all images and abstracts to be zipped and downloaded. One file per abstract confirmation, image and attachment and image is created. These can then be saved to the users computer for off-line use.



## 8 Reports

Within Abstractlogic\* there are a number of reports, which can provide administrators with a variety of information. Every report can also be exported into MS Office applications and allows the data to be manipulated to suit your needs.

### -----Excel Reports-----

8.71 **Excel Export** (this menu allows you to export all the reports directly to excel. You must select the required report from the drop down list and then click report)

8.72 **Custom Report Builder** (this menu lists all fields available in your project for you to customise an excel report. The order in which you add the field to the report is the order in which they will come out in the report)

## Administration

### Advanced Search

The advanced search menu allows users to search for abstracts using many of the demographic and abstract fields created. The powerful search engine allows multiple criteria be added to the search which



can be defined to search live or all submissions. The search can be filtered further through the use of wildcard searching and selection groups. Help links are built in to the search engine assist users in building complex searches using both wildcard and selection groups. Each search can be saved for repeat use either within the current project or for all projects within the client account. The saved search can be managed using a delete button which appears once a saved search has been selected.

**Select search** (select to use a previously saved search from the drop-down list or to create a new search).

**Open selection group** (select to add a selection group to the search criteria).

**Help** (select for help and hints to using selection groups).

**Search field** (specify the field to add to the search criteria).

**Operator** (specify the parameters to use for search values).

**Search value** (specify the search values the criteria will search by).

**Help** (select for help and hints on using wildcard searching effectively).

**Close selection group** (select to complete the selection group created).

**Help** (select for help and hints to using selection groups).

**And/or** (specify to add a second field search. It can be used to search for participants with either both the specified fields or one of the two specified fields).

**Add** (will add the created criteria to the search list).

**Selected criteria** (will list all added search criteria).

**Remove** (will remove a search criteria from the list).

**Include live participants** (will include all live participants in the search).

**Include deleted/incomplete participants** (will include all non-live participants in the search).

**Display query (SQL)** (will display the created search in SQL format).

**Save search as** (specify a name for the search, which will appear in the select search box, 5.03.1).

**For this project** (the search will only be available to users in the current project).

**For all projects** (the search will be available to users of all projects in your current client account).

**Search!** (will perform the search using defined criteria).

## **Links**

The URL's menu lists the various URL's which should be used to publish the various forms on-line for the abstract submission process. URL's are listed for the abstract submission form, submitter login and both preliminary and main reviewer login links.