

Manual of International Conference Paper Entry System for “Organizer”

JSAE International Conference Committee



Society of Automotive Engineers of Japan, Inc.

Step1: Login the Paper EntrySystem.

- You receive an e-mail from the Paper Entry System .
- Access the URL written in the e-mail, then login the system with the account you are already given.

差出人: "[JSAE] Secretariat of SETC2017" <setc2017tc.office@jsae.or.jp> 宛先: r" <org01@jsae.or.jp>
件名: [SETC2017] You Are Selected as an Organizer. (#20179000) 日時: Wed, 28 Sep 2016 11:28:56 +0900

Mr. Test Organizer,
You are selected as an Organizer for the following paper.
JSAE Paper No: 20179000
Primary Author: Mr. Kazuya Shimada
Title: Test Test Test
Subject: *TEST*
Session: 1 *Test*

Please login to the system from the following URL and proceed to work on.
https://tech.jsae.or.jp/setc2017/admin/paper_list.aspx
The Password as the Organizer has been already informed to you by JSAE.
If you have lost or forgotten, please contact JSAE.



J-tech Paper Entry System [HELP](#)

23rd Small Engine Technology Conference

Login

Messages for Users

The Official website of SETC2017 is [here](#).
If you are the administrator of the conference, please click "Reissue Password" and get your account.

Note) Microsoft Internet Explorer 9 or the latest version displays the system correct.

E-mail: Password:

If you don't have an account of the conference: [User Registration](#)
If you don't remember your password: [Reissue Password](#)

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Step2: Select the Paper to be Processed

- ❑ Check the “Job List” of “The abstract of the following paper(s) must be approved”, then click the link.
- ❑ There may be other tasks in the “Job List”.

J-tech Paper Entry System [HELP](#)

23rd Small Engine Technology Conference Test Organizer (Organizer) | [LOGOUT](#)

[User Home](#) > [Admin Home](#) > Paper List

Messages for Administrators

Job List

• The abstract of the following paper(s) must be approved: [20179000](#)

Paper List | Conference Info | Subject / Session List

... Show R/W Papers Only ... R/W Administrator ... Read Only Administrator

Subject: [ALL](#)
Session: [ALL](#)

Click [item name](#) to sort listed items.
Reviewers: No of valid reviewers / No of all reviewers
Reviews: No of completed reviews / No of all reviews

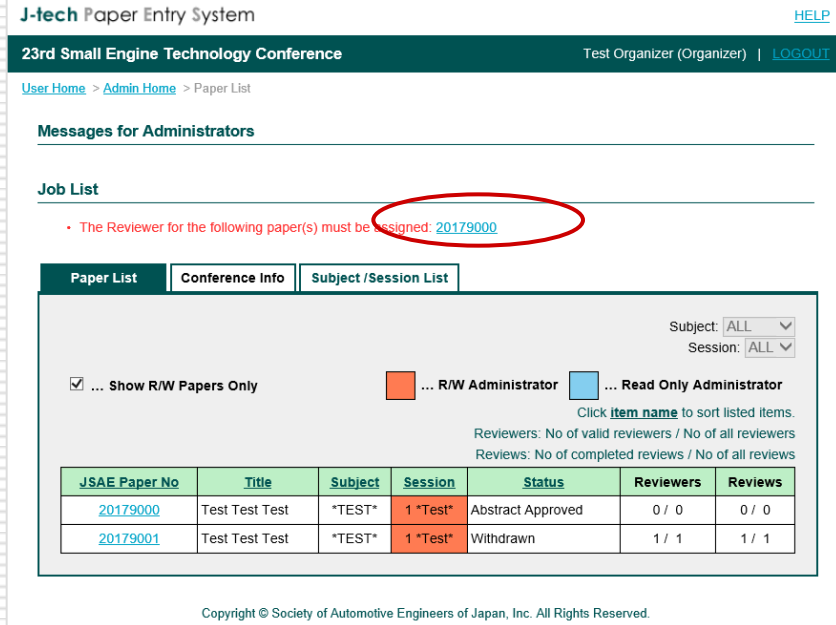
JSAE Paper No	Title	Subject	Session	Status	Reviewers	Reviews
20179000	Test Test Test	*TEST*	1 *Test*	Session Decided	1 / 1	1 / 2
20179001	Test Test Test	*TEST*	1 *Test*	Withdrawn	1 / 1	1 / 1

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Step4: Select the Paper to be Processed

- If you get an e-mail from the Author, login this system and go to “Paper List” page.
- Check “Job List” of “The Reviewer for the following paper(s) must be assigned” and click the link.



The screenshot shows the 'J-tech Paper Entry System' interface. At the top, it displays '23rd Small Engine Technology Conference' and the user role 'Test Organizer (Organizer)'. The breadcrumb trail is 'User Home > Admin Home > Paper List'. A message for administrators states: 'The Reviewer for the following paper(s) must be assigned: 20179000', with the paper ID circled in red. Below this, there are tabs for 'Paper List', 'Conference Info', and 'Subject /Session List'. The 'Paper List' tab is active, showing a table with columns: JSAE Paper No, Title, Subject, Session, Status, Reviewers, and Reviews. The table contains two rows: one for paper 20179000 (Abstract Approved, 0/0 reviewers) and one for paper 20179001 (Withdrawn, 1/1 reviewers). The 'Session' column for both papers is highlighted in red. The interface also includes filters for 'Subject' and 'Session', checkboxes for 'Show R/W Papers Only', 'R/W Administrator', and 'Read Only Administrator', and a note to click 'item name' to sort items. Review statistics are shown as 'Reviewers: No of valid reviewers / No of all reviewers' and 'Reviews: No of completed reviews / No of all reviews'. The footer contains the copyright notice: 'Copyright © Society of Automotive Engineers of Japan, Inc. All Rights Reserved.'

JSAE Paper No	Title	Subject	Session	Status	Reviewers	Reviews
20179000	Test Test Test	*TEST*	1 *Test*	Abstract Approved	0 / 0	0 / 0
20179001	Test Test Test	*TEST*	1 *Test*	Withdrawn	1 / 1	1 / 1



Step5: Assign Reviewers

- ❑ Go to “Reviews” page and assign at least three Reviewers.
- ❑ Wait until all the reviewers submit their reviews.

J-tech Paper Entry System [HELP](#)

23rd Small Engine Technology Conference Test Organizer (Organizer) | [LOGOUT](#)

[User Home](#) > [Admin Home](#) > [Paper Home](#) > Reviews

JSAE Paper No: 20179000 Title: Test Test Test Primary Author: Kazuya Shimada

Main Co-Authors Manuscripts **Reviews** Message Board

A reviewer for this paper must be assigned.

Disclosure of Review Items to the Author

Disclosed Item(s)	Scores, Comments
Undisclosed Item(s)	Reviewer's introduction, Paper Ratings, Recommendation for Journals

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J-tech Paper Entry System [HELP](#)

23rd Small Engine Technology Conference Test Organizer (Organizer) | [LOGOUT](#)

[User Home](#) > [Admin Home](#) > [Paper Home](#) > Reviews(Edit)

JSAE Paper No: 20179000 Title: Test Test Test Primary Author: Kazuya Shimada

Main Co-Authors Manuscripts **Reviews** Message Board

No reviewer has been assigned for the paper.

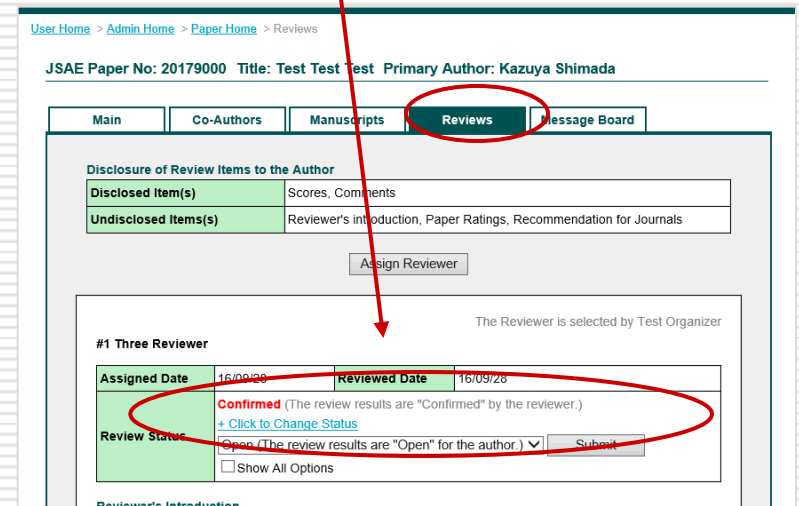
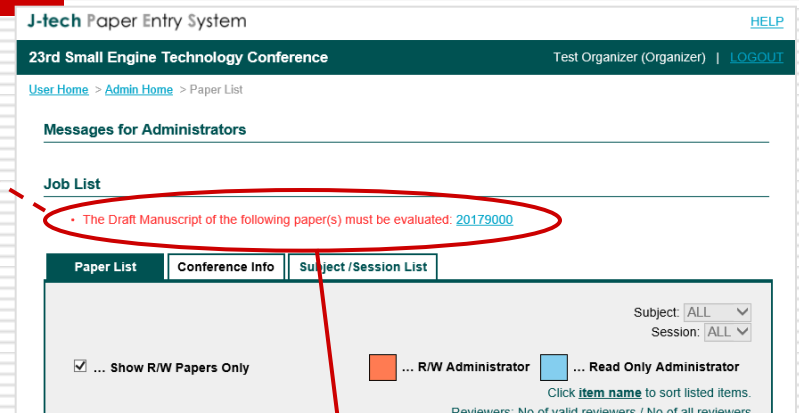
(*) required

Prefix * (Mr./Ms./Prof./Dr.)	<input type="text"/>
New Reviewer's Name *	First <input type="text"/> Middle <input type="text"/> Last <input type="text"/>
New Reviewer's E-mail *	<input type="text" value="webmaster@jsae.or.jp"/>
E-mail Subject	[SETC2017] Request for Paper Review. (#20179000)
E-mail Content	<input type="text"/>



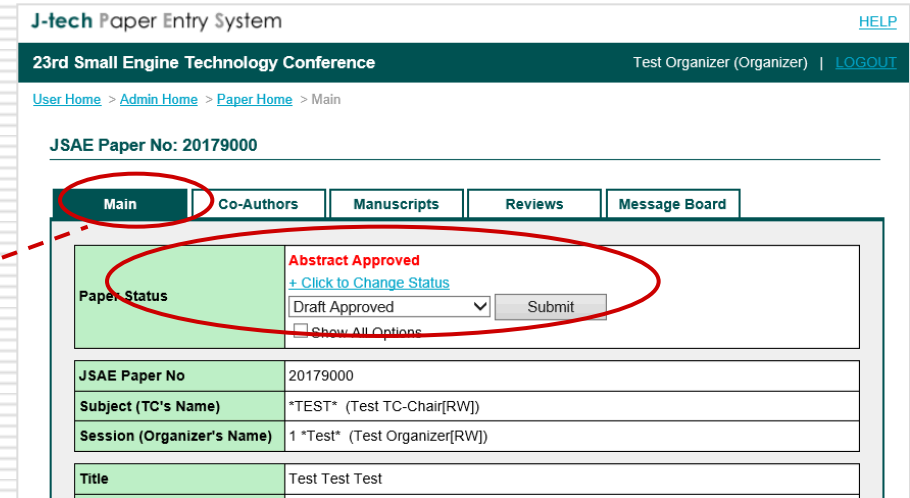
Step6: Change the Review Status

- ❑ If you get all the reviews that you requested, you get the message in your “Job List”.
- ❑ Go to “Reviews” page and check the review contents. If necessary, change each review status from “Confirmed” to “Open”.
- ❑ The review of “Open” Status can be seen by the Author. (Only the items which are disclosed.)



Step7: Decide the Evaluation

- ❑ If the paper get three reviews and they show the paper meets the requirement of the conference, go back to “Main” page and change the paper status to “Draft Approved”.
- ❑ Wait the notification from the Author.



The screenshot shows the 'J-tech Paper Entry System' interface for the '23rd Small Engine Technology Conference'. The user is logged in as 'Test Organizer (Organizer)'. The page displays the 'JSAE Paper No: 20179000' and a navigation menu with 'Main', 'Co-Authors', 'Manuscripts', 'Reviews', and 'Message Board'. The 'Main' tab is selected. The 'Paper Status' section shows 'Abstract Approved' in red, a '+ Click to Change Status' link, a dropdown menu with 'Draft Approved' selected, and a 'Submit' button. Below this, a table lists paper details: JSAE Paper No (20179000), Subject (TC's Name) (*TEST* (Test TC-Chair[RW])), Session (Organizer's Name) (1 *Test* (Test Organizer[RW])), and Title (Test Test Test).

Field	Value
JSAE Paper No	20179000
Subject (TC's Name)	*TEST* (Test TC-Chair[RW])
Session (Organizer's Name)	1 *Test* (Test Organizer[RW])
Title	Test Test Test



Step8: Change Paper Status to “Final Approved”

- ❑ If the Author upload the final paper, you get an e-mail.
- ❑ Login the system, check the final paper, and if it meets a requirement of the conference, change the status to “Final Approved”.

差出人: “[JSAE] Secretariat of SETC2017” <setc2017tc.office@jsae.or.jp> 宛先: “Mr. Test Organizer”
件名: [SETC2017] A Final Manuscript Uploaded. (#20179000) 日時: Wed, 28 Sep 2016 11:46:44 +0900

Mr. Test Organizer,

The PDF-converted final manuscript is uploaded by one of your authors.

JSAE Paper No: 20179000
Primary Author: Mr. Kazuya Shimada
Title: Test Test Test

Please login to the system from the following URL and Check the PDF.
https://tech.jsae.or.jp/setc2017/admin/paper_list.aspx

Sincerely yours,

This email is created automatically by J-tech Paper

J-tech Paper Entry System [HELP](#)

23rd Small Engine Technology Conference Test Organizer (Organizer) | [LOGOUT](#)

[User Home](#) > [Admin Home](#) > [Paper Home](#) > Main

JSAE Paper No: 20179000

Main	Co-Authors	Manuscripts	Reviews	Message Board
<p>Paper Status: Draft Approved + Click to Change Status Final Approved <input type="button" value="Submit"/> <input type="checkbox"/> Show All Options</p>				
JSAE Paper No	20179000			
SAE Paper No				
Input your evaluation.				
Title	Test Test Test			

The Paper Status will be changed to: “Final Approved”. Do you proceed ?

SAE Journal Recommendation: Yes No
parameter is used for the selection transaction.



Irregular Case1: Ask the amendment of the Subject

- If the subject doesn't match with the paper content, go to "Message Board" page.
- Send a message to Office to ask the amendment of the Subject.

Multiple selections possible

The image shows two screenshots of the J-tech Paper Entry System. The top screenshot displays the 'Message Board' tab selected in the navigation menu. The page shows the paper status as 'Session Decided' and 'Abstract Approved'. The bottom screenshot shows the 'Message Board' page with the 'Select the Recipient' form, which lists several roles for selection: Secretariat of SETC2017 (Office), Test TC-Chair (TC), Test Organizer (Organizer), and Kazuya Shimada (Author).

J-tech Paper Entry System

23rd Small Engine Technology Conference

User Home > Admin Home > Paper Home > Main

JSAE Paper No: 20179000

Main Co-Authors Manuscripts Reviews **Message Board**

Paper Status Session Decided
+ Click to Change Status
Abstract Approved [v] Submit
 Show All Options

JSAE Paper No 20179000
Subject (TC's Name) *TEST* (Test TC-Chair[RW])
Session (Organizer's Name) 1 *Test* (Test Organizer[RW])
Title Test Test Test

23rd Small Engine Technology Conference

User Home > Admin Home > Paper Home > Message Board

JSAE Paper No: 20179000 Title: Test Test Test Primary Author: Kazuya Shimada

Main Co-Authors Manuscripts Reviews **Message Board**

Select the Recipient

Selected Recipients (Role)	
<input type="checkbox"/>	Secretariat of SETC2017 (Office)
<input type="checkbox"/>	Test TC-Chair (TC)
<input type="checkbox"/>	Test Organizer (Organizer)
<input type="checkbox"/>	Kazuya Shimada (Author)



Irregular Case2: Ask the amendment of the Session

- If the session doesn't match with the paper content, go to "Message Board" page.
- Send a message to Technical Chair to ask the amendment of the session.

The image shows two screenshots of the J-tech Paper Entry System. The top screenshot displays the 'Message Board' tab for a paper with JSAE Paper No. 20179000. The 'Message Board' tab is circled in red, and a red arrow points from it to the bottom screenshot. The bottom screenshot shows the 'Message Board' page with the 'Select the Recipient' section. The 'Selected Recipients (Role)' table is as follows:

Selected Recipients (Role)
<input type="checkbox"/> Secretariat of SETC2017 (Office)
<input type="checkbox"/> Test TC-Chair (TC)
<input checked="" type="checkbox"/> Test Organizer (Organizer)
<input type="checkbox"/> Kazuya Shimada (Author)



When you change the paper status to “Final Approved”, your role is finished!

If you have any question, please contact to the office through the following address or the Message Board of the system.

E-mail: setc2017TC.office@jsae.or.jp

Thank you!



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