

Manual of J-tech Paper Entry System for “Organizer”

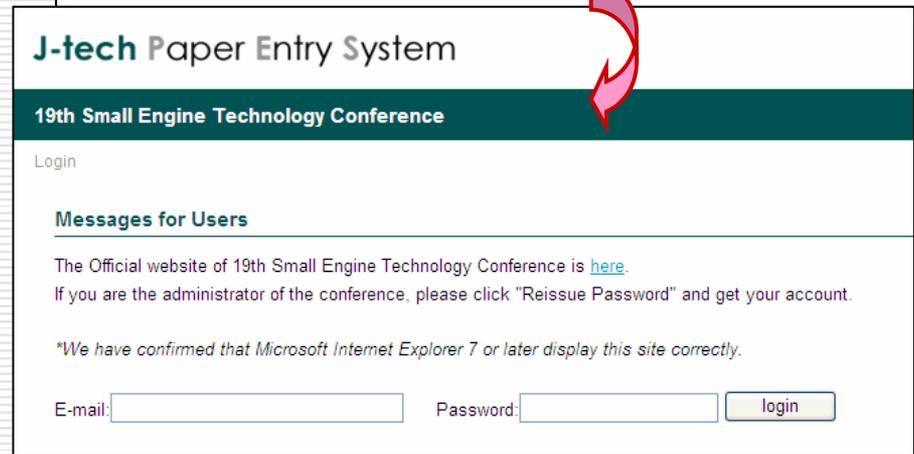
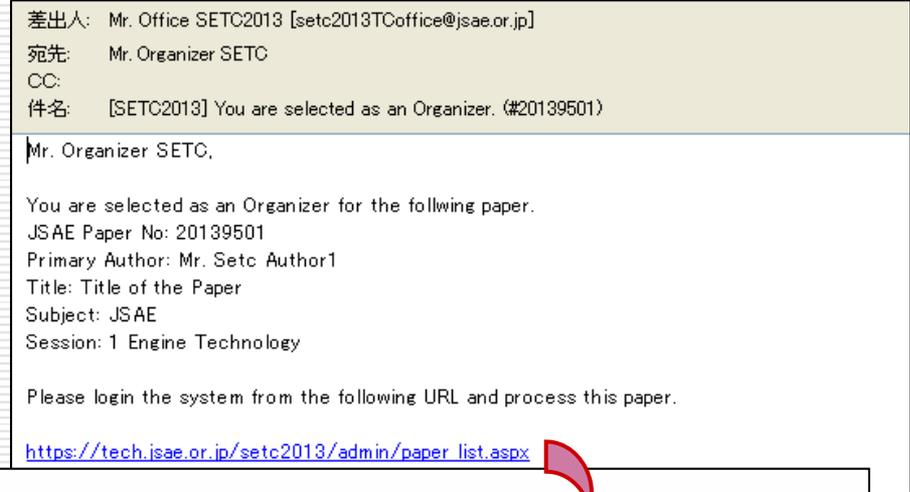
JSAE International Conference Committee



Society of Automotive Engineers of Japan, Inc.

Step1: Login the Paper Entry System.

- 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.



Step2: Select the Paper to be Processed

- ❑ Click the “Enter as a TC/Organizer” button.
- ❑ 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

19th Small Engine Technology Conference

Organizer SETC | [LOGOUT](#)

User Home

[>> See/Edit User Information](#)

Menu for Author

[>> Submit a new Paper](#)

Menu for Technical Chair(TC) and Organizer

Enter as a TC / Organizer

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J-tech Paper Entry System

19th Small Engine Technology Conference

Organizer SETC (Organizer) | [LOGOUT](#)

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

Messages for Administrators

Job List

- The abstract of the following paper(s) must be approved: 20139501

Paper List | Conference Info | Subject / Session List

Subject: ALL
Session: ALL

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

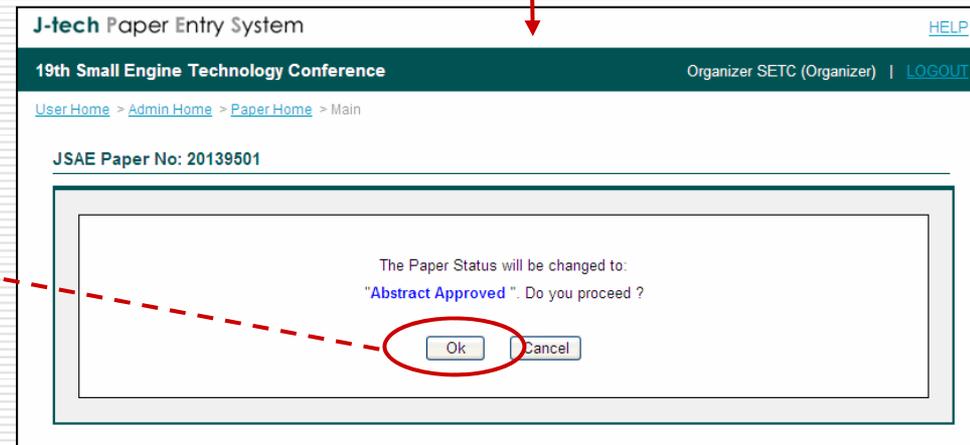
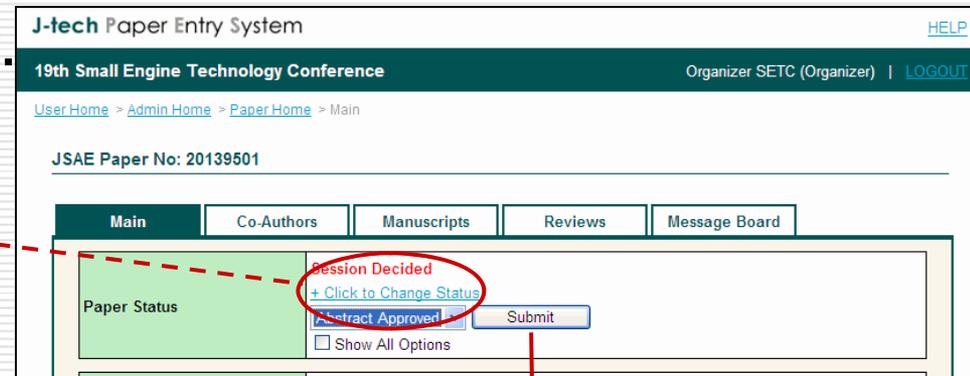
Click [item name](#) to sort listed items.

JSAE Paper No	Title	Subject	Session	Status	Reviewers	Reviews
20139501	Title of the Paper	JSAE	1 Engine Techno...	Session Decided	0	0



Step3: Check the Abstract of the Paper

- ❑ Check the paper's content.
- ❑ If the paper meets a requirement of the conference, click "+ Click to Change Status", then select the "Abstract approved" and click the "Submit" button.
- ❑ Click "OK" button.
- ❑ Wait the notification from the Author.



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”, then click the link.

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

19th Small Engine Technology Conference Organizer SETC (Organizer) | [LOGOUT](#)

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

Messages for Administrators

Job List

• The Reviewer for the following paper(s) must be assigned: [20139501](#)

Paper List | [Conference Info](#) | [Subject / Session List](#)

Subject: Session:

Show RW Papers Only RW Administrator Read Only Administrator

Click [item name](#) to sort listed items.

JSAE Paper No	Title	Subject	Session	Status	Reviewers	Reviews
20139501	Title of the Paper	JSAE	1 Engine Techno...	Abstract Approved	0	0



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

19th Small Engine Technology Conference

Organizer SETC (Organizer) | LOGOUT

User Home > Admin Home > Paper Home > Reviews

JSAE Paper No: 20139501 Title: Title of the Paper Primary Author: Setc Author1

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
Not Disclosed Item(s)	Reviewer's introduction, Paper Rate, Recommend for Journals

Assign Reviewer

JSAE Paper No: 20139501 Title: Title of the Paper Primary Author: Setc Author1

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

No reviewer has been assigned for the paper.

Items marked with * are necessary.

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@sae.or.jp"/>
E-mail Subject	[SETC2013] Asking for paper review. (#20139501)
E-mail Content	<input type="text"/>

This e-mail is automatically generated from J-tech Paper Entry System by the operation of Mr. Organizer SETC (Society of Automotive Engineers of Japan, Inc.)



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 not disclosed.)

The screenshot displays the J-tech Paper Entry System interface. At the top, it shows the system name and conference details: "19th Small Engine Technology Conference" organized by SETC. A "Job List" section contains a message: "The Draft Manuscript of the following paper(s) must be evaluated: 20139501". Below this is a "Paper List" table with columns for JSAS Paper No, Title, Subject, Session, Status, Reviewers, and Reviews. The table lists paper 20139501 with status "Abstract Approved" and 3 reviewers. A "Reviews" tab is selected, showing a "Disclosure of Review Items to the Author" section. It lists "Disclosed Item(s)" as "Scores, Comments" and "Not Disclosed Item(s)" as "Reviewer's introduction, Paper Rate, Recommend for Journals". An "Assign Reviewer" button is present. Below, a table shows review details for "Reviewer3" with an "Assigned Date" of 12/11/30 and a "Reviewed Date" of 12/11/30. The "Review Status" is "Confirmed", and a dropdown menu allows changing it to "Open".

JSAS Paper No	Title	Subject	Session	Status	Reviewers	Reviews
20139501	Title of the Paper	JSAE	1 Engine Techno.	Abstract Approved	3	3

Assigned Date	Reviewed Date	Review Status
12/11/30	12/11/30	Confirmed



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.

J-tech Paper Entry System

19th Small Engine Technology Conference

Organizer SETC (Organizer) | LOGOUT

User Home > Admin Home > Paper Home > Main

JSAE Paper No: 20139501

Main Co-Authors Manuscripts Reviews Message Board

Paper Status: Abstract Approved
+ Click to Change Status
Draft Approved Submit
 Show All Options

JSAE Paper No	20139501
SAE Paper No	
Subject (TC's Name)	JSAE (TC SETC[RW])
Session (Organizer's Name)	1 Engine Technology (Organizer SETC[RW])



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”.

The image displays an email notification and a corresponding web interface. The email, from Mr. Office SETC2013, informs the author that their final manuscript has been uploaded successfully. It includes the paper number (20139501) and title. The web interface, titled 'J-tech Paper Entry', shows the 'Paper Status' section with a dropdown menu set to 'Final Approved' and a 'Submit' button. A confirmation dialog box is shown below, asking 'The Paper Status will be changed to: "Final Approved". Do you proceed?' with 'Ok' and 'Cancel' buttons. Red dashed lines and circles highlight the 'Final Approved' status in the dropdown and the 'Ok' button in the dialog.

差出人: Mr. Office SETC2013 [setc2013TCoffice@jsae.or.jp] 送信日時: 2012/11/30 (金) 17:18
宛先: Mr. Setc Author1
CC:
件名: [SETC2013] Your final manuscript has been uploaded successfully. (#20139501)

Mr. Setc Author1,

Thank you for uploading your Final Manuscript on J-tech system.
Your final manuscript has been uploaded successfully.

JSAE Paper No: 20139501
Title: Title of the Paper

Your information of J-tech system and the Final Manuscript must be identical, such as Authors' names and affiliations, Paper title, and so on.
If you made changes on your Final Manuscript, please make adjustment on the J-tech system by the Final Manuscript submission deadline date.
Secretariat of SETC2011 will edit the Final Program by using the J-tech information.

JSAE Paper No: 2013 https://tech.isae.or.jp/setc2013/author/paper_list.aspx

Main Co-Authors Manuscripts Reviews Message Board

Paper Status Draft Approved
[+ Click to Change Status](#)
Final Approved Submit
 Show All Options

The Paper Status will be changed to:
"Final Approved". Do you proceed ?
Ok Cancel



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.

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

19th Small Engine Technology Conference Organizer SETC (Organizer) | [LOGOUT](#)

[User Home](#) > [Admin Home](#) > [Paper Home](#) > Message Board

JSAE Paper No: 20139501 Title: Title of the Paper Primary Author: Setc Author1

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

Select the Recipient

Selected Recipients (Role)
<input checked="" type="radio"/> Office SETC2013 (Office)
<input type="radio"/> TC SETC (TC)
<input type="radio"/> Organizer SETC (Organizer)
<input type="radio"/> Setc Reviewer3 (Reviewer)
<input type="radio"/> Setc Reviewer2 (Reviewer)
<input type="radio"/> Setc Reviewer1 (Reviewer)
<input type="radio"/> Setc Author1 (Author)

Message [Spell Check](#)



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.

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

19th Small Engine Technology Conference Organizer SETC (Organizer) | [LOGOUT](#)

[User Home](#) > [Admin Home](#) > [Paper Home](#) > Message Board

JSAE Paper No: 20139501 Title: Title of the Paper Primary Author: Setc Author1

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

Select the Recipient

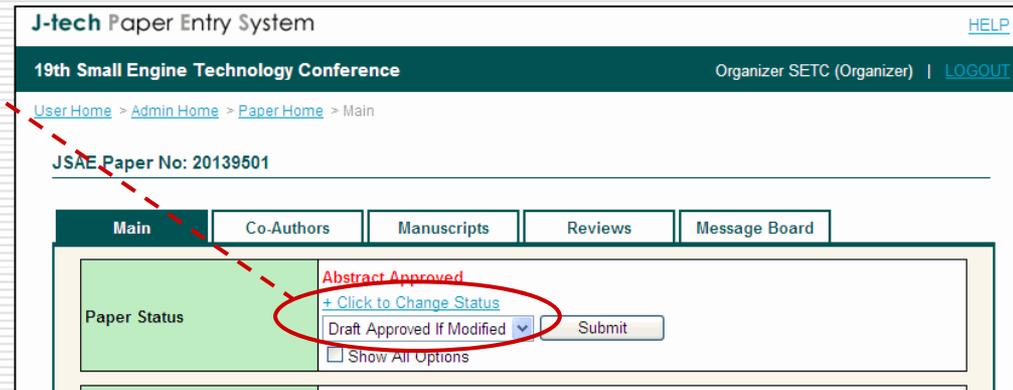
Selected Recipients (Role)
<input type="radio"/> Office SETC2013 (Office)
<input checked="" type="radio"/> TC SETC (TC)
<input type="radio"/> Organizer SETC (Organizer)
<input type="radio"/> Setc Reviewer3 (Reviewer)
<input type="radio"/> Setc Reviewer2 (Reviewer)
<input type="radio"/> Setc Reviewer1 (Reviewer)
<input type="radio"/> Setc Author1 (Author)

Message



Irregular Case3: Task for “Approved if Modified”

- If you change paper status to “Approved if Modified”, an e-mail will be sent to the Author to ask for the modification of the draft.
- After the re-posting of the draft, assign the Reviewer once again. (no matter the same Reviewer or not.)

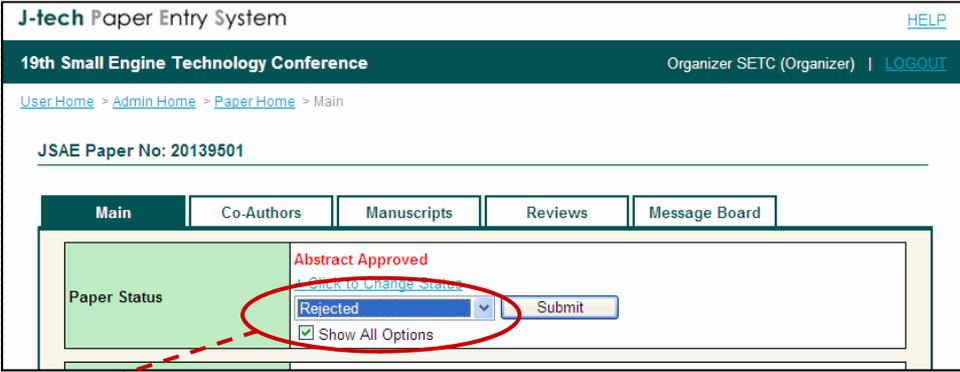


The screenshot displays the 'J-tech Paper Entry System' interface for the '19th Small Engine Technology Conference'. The page shows the 'Paper Status' dropdown menu with 'Draft Approved If Modified' selected. A red dashed line points from the text in the first list item to the 'Draft Approved If Modified' option. A red circle highlights the dropdown menu and the 'Submit' button. The interface also includes a navigation menu with 'Main', 'Co-Authors', 'Manuscripts', 'Reviews', and 'Message Board' tabs. The 'Paper Status' dropdown menu is currently set to 'Draft Approved If Modified' and has a 'Submit' button next to it. There is also a '+ Click to Change Status' link and a 'Show All Options' checkbox.



Irregular Case4: Reject the paper

- If the paper doesn't meet a requirement of the conference, you can reject the paper.
- In the case, click the “Show All Options” button, select “Rejected”, and click “Submit” button.



The screenshot shows the 'J-tech Paper Entry System' interface for the '19th Small Engine Technology Conference'. The user is logged in as 'Organizer SETC (Organizer)'. The page displays the 'JSAE Paper No: 20139501' and a navigation menu with 'Main', 'Co-Authors', 'Manuscripts', 'Reviews', and 'Message Board'. The 'Paper Status' section shows 'Abstract Approved' and a dropdown menu with 'Rejected' selected. A 'Submit' button is visible next to the dropdown. A red dashed line points from the 'Show All Options' checkbox to the 'Rejected' option in the dropdown menu.



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: setc2011TCoffice@jsae.or.jp

Thank you!



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