

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

(Manual for Organizers)

- 1 Entry System Login and Basic Page
- 2 Check Paper Bibliographic Data and Approve Abstract
- 3 Check Draft and Request Reviews by Three Reviewers
- 4 Verify the Review and Approve the Draft
- 5 Approve the Final Manuscript

【 1 - 1 】Entry System Login and Basic Page

Access the URL below to login

<https://tech.jsae.or.jp/setc2019/>

When the login page opens, enter your e-mail address and password.

* The first time you log in, you will have to create a password. The procedure to do so is described on the following page.

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

Test Conference 2017

Login

Messages for Users

The Official website of Test Conf 2017 is [here](#).
If you are the administrator of the conference, please click "Reissue Password" and get your account.

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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Login page

【 1 - 2 】Entry System Login and Basic Page

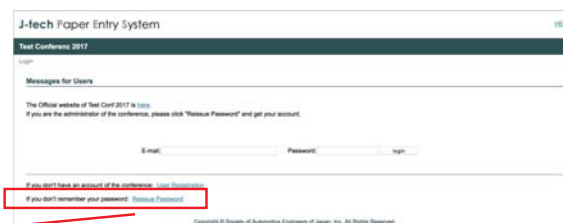
【First-time login】

Use the "If you don't remember your password: [Reissue Password](#)" link at the bottom of the page to change your password.

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

You will be asked for your e-mail address when you click the link. Enter it and click Submit. An e-mail informing you that your password has been issued will be sent to the address you entered. You can use the password indicated in that e-mail to log in.

- * Your e-mail address has already been registered with the JSAE.
 - * Contact us if you do not remember the address you have registered.
- Contact: setc2019TCoffice@jsae.or.jp



Login page

★ [TestConf2017] Requesting Change of Your Password.
From: [JSAE] Secretariat of TEST CONF
To: [JSAE] One Org. +
Dear [JSAE] One Org., User name
Your ID and Password were issued as follows:
Your ID: org01@jsae.or.jp E-mail address
Your PW: MZA)Etrn9 Password
After login the system, please change your password.
Please login to the system and change the PW to your own at the earliest opportunity.
Sincerely yours,
This email is created automatically by J-tech Paper Entry System. PLEASE DO NOT REPLY!

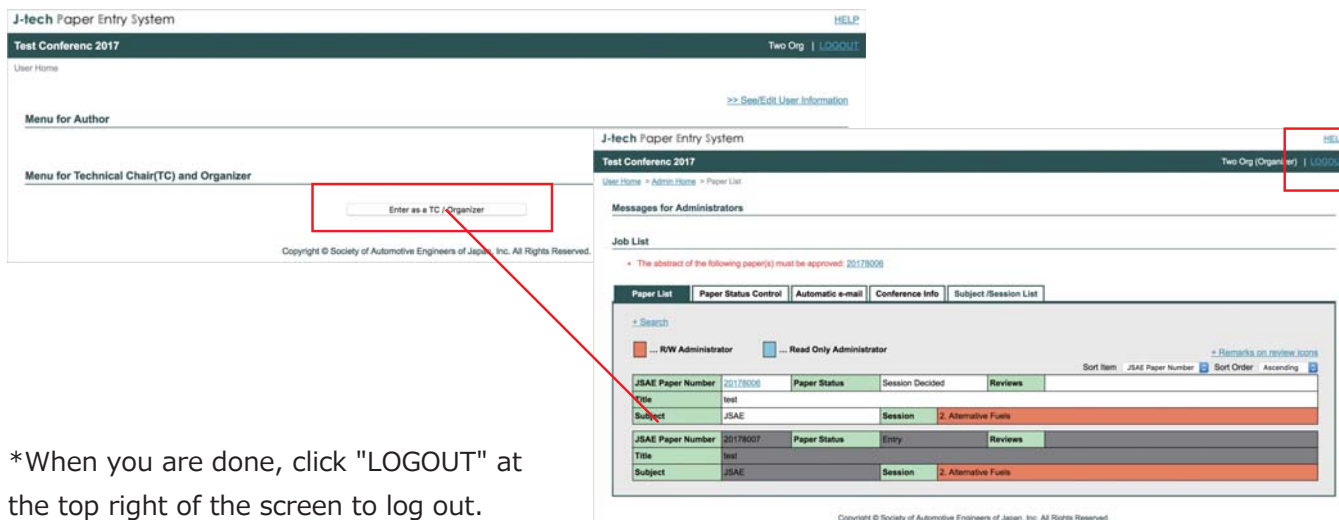
Office / TestConf2017
Affiliation: Society of Automotive Engineers of Japan, Inc.
TEL: +81-3-3262-8213 / Fax: +81-3-3261-2204
E-mail: orgoffice@jsae.or.jp

Example of sent e-mail

【 1 - 3 】Entry System Login and Basic Page

【Main Page after Logging In】

Click the [Enter as a TC / Organizer] button under the Menu for technical Chair(TC) and Organizer heading. This will bring up the following page.



Paper List	Paper Status Control	Automatic e-mail	Conference Info	Subject / Session List
Job List				
The abstract of the following paper(s) must be approved: 20178006				
+ Search				
RW Administrator Read Only Administrator				
JSAE Paper Number	20178006	Paper Status	Session Decided	Reviews
Title	test			
Subject	JSAE	Session	2. Alternative Fuels	
JSAE Paper Number	20178007	Paper Status	Entry	Reviews
Title	test			
Subject	JSAE	Session	2. Alternative Fuels	

*When you are done, click "LOGOUT" at the top right of the screen to log out.

Actions page

【 1 - 4 】Entry System Login and Basic Page

Job List

This field shows the jobs you are responsible for as an organizer in red. Always check the Job List when you log in.

This field is empty if you have no pending organizer tasks.

JSAE Paper Number	Paper Status	Session Decided	Reviews
20178006	Abstract Approved	Session	2. Alternative Fuels
20178007	Entry	Session	2. Alternative Fuels

Paper list

This is a list of the technical papers assigned to you by the Technical Chair. You can click on the [+ Remarks on review icons](#) link for information on the icons displayed next to the reviews for the JSAE Paper Number, Paper Status, Reviews, Title, Subject or Session fields.

Subject/Session List

You can view the list of Subjects and Sessions. You cannot make additions or modifications from this page.

* Organizers do not perform Paper Status Control, Automatic e-mail, or Conference Info-related tasks, and therefore do not have access to those pages.

【 1 - 5 】Entry System Login and Basic Page

The menu tabs change when you access the paper details page from either the Job List or the Paper List.

JSAE Paper Number	Paper Status	Session Decided	Reviews
20178006	Abstract Approved	Session	2. Alternative Fuels
20178007	Entry	Session	2. Alternative Fuels

JSAE Paper Number	Paper Status	Session Decided	Reviews
20178006	Abstract Approved	Session	2. Alternative Fuels
20178007	Entry	Session	2. Alternative Fuels

Paper List page after logging in using the [Enter as a TC / Organizer] button.

JSAE Paper Number	Paper Status	Session Decided	Reviews
20178006	Abstract Approved	Session	2. Alternative Fuels
20178007	Entry	Session	2. Alternative Fuels

JSAE Paper Number	Paper Status	Session Decided	Reviews
20178006	Abstract Approved	Session	2. Alternative Fuels
20178007	Entry	Session	2. Alternative Fuels

Page shown after accessing the paper details page from the Paper List page.

【 2 - 1 】Check Paper Bibliographic Data and Approve Abstract

Organizers verify and approve the bibliographic data for the papers assigned to them by the Technical Chair (TC).

● Check that the content of the bibliographic data for the paper is appropriate for the Subject and Session, and if so, approve the Abstract.

Click the [Enter as a TC / Organizer] button after logging in. This will bring up the following page.

The task below will be listed under the Job List.
• The abstract of the following paper(s) must be approved: 20178006

Click the paper number, which is presented in blue. This will bring up the bibliographic data. Check the Subject and Session fields, and check that the contents of the Abstract are appropriate.

The screenshot shows the 'J-tech Paper Entry System' interface. At the top, there's a 'Test Conference 2017' header. Below it, a 'Job List' section highlights a task: 'The abstract of the following paper(s) must be approved: 20178006'. A red arrow points from this task to the 'Bibliographic data details page' for paper 20178006. This page shows the 'Paper Status' as 'Session Decided' with a '+ Click to Change Status' link. The 'JSAE Paper Number' is 20178006. The 'Subject (TC's Name)' is 'JSAE: (One Chair(RW))' and the 'Session (Organizer's Name)' is '2. Alternative Fuels (Two Org(RW))'. The 'Title' is 'test'. The 'Abstract' text is: 'Engineers, as practitioners of engineering, are people who invent, design, analyze, build, fulfill objectives and requirements while considering the limitations imposed by practice (Latin Ingeniator[3]) is derived from the Latin words Ingeniare ("to contrive, devise") and Qualifications of an engineer typically include a 4-year bachelor's degree in an engineering discipline plus 4-6 years of peer-reviewed professional practice (per engineering board examinations)'. The 'Type of Paper Submission' is 'Written with presentation' and 'Published or Unpublished' is 'Unpublished'.

Bibliographic data details page

【 2 - 2 】Check Paper Bibliographic Data and Approve Abstract

[No issues with the Subject, Session, or bibliographic data contents]

【No issues with the Subject, Session, or bibliographic data contents】

If there are no issues with the bibliographic data, click on [+ Click to Change Status](#) in the **Paper Status** field. This will reveal a new option. Check that it says **[Abstract Approved]**, and click Submit.

The following dialog box will come up.

The Paper Status will be changed to: "Abstract Approved ". Do you proceed ?
Click [OK] to complete the verification of the bibliographic data.

Confirming the [Abstract Approved] option displays the following message.

The Paper Status has been changed successfully.

The screenshot shows the 'Paper Status' field with a dropdown menu open. The dropdown options are 'Session Decided', '+ Click to Change Status', 'Abstract Approved', and 'Show All Options'. A red box highlights the 'Abstract Approved' option. Below the dropdown, a dialog box asks 'The Paper Status will be changed to: "Abstract Approved ". Do you proceed ?' with 'OK' and 'Cancel' buttons. A red arrow points from the 'Abstract Approved' option to the 'OK' button. Below the dialog box, a confirmation message is displayed: 'The Paper Status has been changed successfully.' The 'Paper Status' field now shows 'Abstract Approved' with a '+ Click to Change Status' link.

【 2 - 3 】 Check Paper Bibliographic Data and Approve Abstract

【Error in the Subject or Session】

【Error in the Subject or Session】

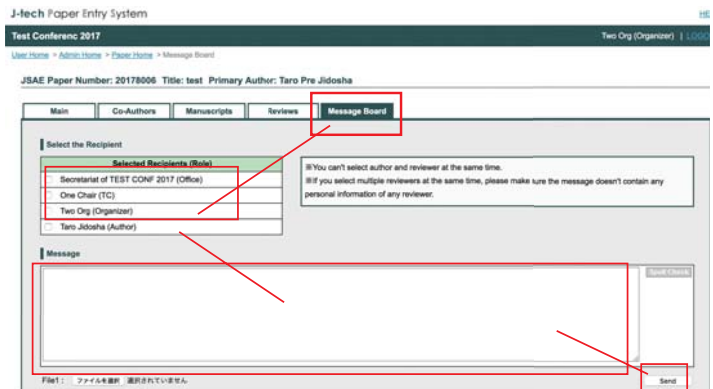
Use the **Message Board** to notify the office or the Technical Chair (TC). Do not change the status before sending the notification.

Click the **Message Board** tab. This will display the message board.

- If there is an error in the Subject, tick the Office check box.
- If there is an error in the Session, tick the TC check box.

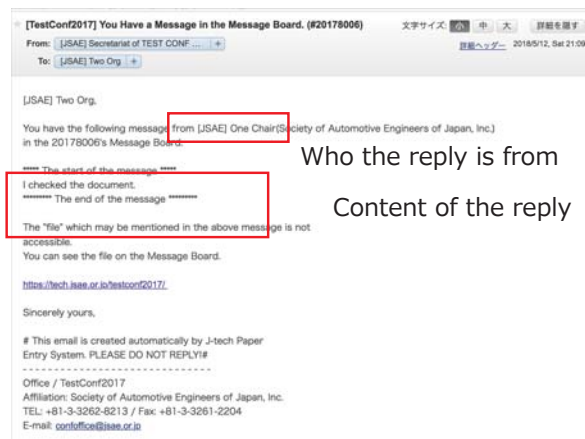
Write a comment in the Message field, and click the [Send] button.

You will be informed by e-mail when a reply arrives. The e-mail also includes the content of the reply.



【 2 - 4 】 Check Paper Bibliographic Data and Approve Abstract

【Error in the Subject or Session】



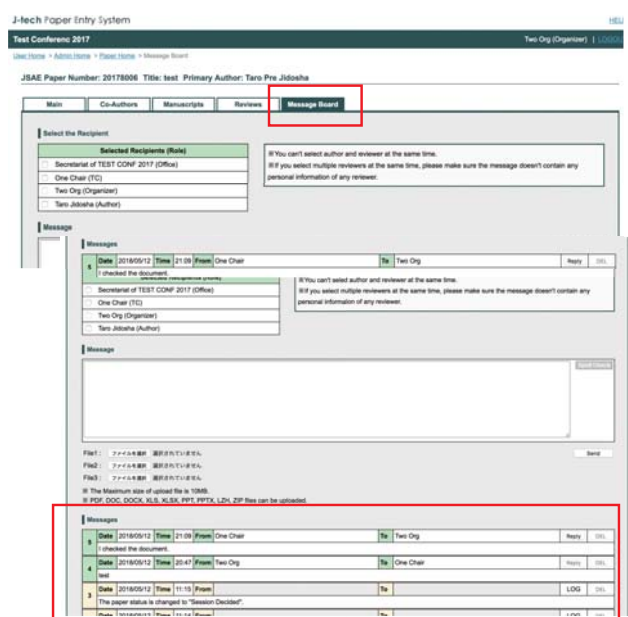
Who the reply is from

Content of the reply

Example of e-mail received when a reply to a comment is sent.

Log in again, open the relevant paper number, and check its **Message Board**.

Change the status after confirming that the Subject or Session has been properly corrected. Note that if the change in Subject or Session removes your access rights, the relevant paper will no longer be displayed in the Paper List.



Message board contents

【 3 - 1 】Check Draft and Request Reviews by Three Reviewers

The author submits a draft manuscript, which is checked by the organizer who then requests reviews from three reviewers.

You will receive a notification e-mail when an author submits a draft. When you receive the e-mail, login and check the paper.

The task below will be listed under the Job List.

• The Reviewer for the following paper(s) must be assigned: 20178006

Click on the paper number shown in blue.

You will see the “A reviewer for this paper must be assigned.” message when you open the Reviews page.

The first screenshot shows the 'J-tech Paper Entry System' interface. The 'Job List' section contains a message: 'The Reviewer for the following paper(s) must be assigned: 20178006'. Below this is a table with columns: JSAE Paper Number, Paper Status, Abstract Approved, and Reviews. The second screenshot shows the 'Reviews' page for paper number 20178006. It displays a message: 'A reviewer for this paper must be assigned.' and a table for 'Disclosure of Review Items to the Author'.

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

Assign Reviewer

【 3 - 2 】Check Draft and Request Reviews by Three Reviewers

Before requesting a review, check the contents of the draft manuscript.

Clicking the Manuscripts tab changes the information shown on the screen.

The screenshot shows the 'J-tech Paper Entry System' interface with the 'Manuscripts' tab selected. It displays the 'Draft Manuscript' section with the status 'Uploader Available' and a message: '※The system accepts PDF file only.' Below this is a table with columns: Draft Manuscript, Status in Author's Page, and Final Manuscript. The first row shows a draft manuscript with the status 'Uploader Available' and the final manuscript status 'Latest!'.

Draft Manuscript	Status in Author's Page	Final Manuscript
#1 2018/05/13 18:07 Latest!	Uploader Available	

【Draft Manuscript】

The submission date and time are shown. Click on the light blue text to download the paper (in PDF format).

Note: Always download the item marked **Latest!** when downloading a draft.

Send review requests to three reviewers after checking the contents of the downloaded draft.

- * The organizer him- or herself is responsible for selecting the three reviewers.
- * Reviewers are not selected by the JSAE.

【 3 - 3 】 Check Draft and Request Reviews by Three Reviewers

Click the **Reviews** tab. This will bring up the following page. The reviewers to whom you will send a request must be assigned individually. Enter the name of the reviewer, his or her e-mail address, and the deadline. Use the [Additional Message] field if you want to add more information. Click [Submit] after you finish entering the information.

The message "The New Reviewer has been assigned successfully." will come up.

Send requests to two more reviewers. Assign the next person by clicking the [Assign Reviewer] button and repeating the steps above.

Review Number 1 One Pre Reviewer			
Assigned Date	Review Due Date	Reviewed Date	Review Status
18/05/13	18/05/27		Assigned (A reviewer is "Assigned" for this paper.) Click to Change Status

The previously assigned reviewer is listed.

【 3 - 4 】 Check Draft and Request Reviews by Three Reviewers

This task is complete once you have sent requests to three reviewers. After three people have been assigned, the page display changes as shown. You can see that the **Review status** has been set to Assigned.

*On rare occasions, a reviewer will refuse to review a paper. In such cases, you will have to assign a new reviewer.

Wait for the reviews by the reviewers.

#	Name	E-mail	ReviewStatus
3	Four Org	org04@jsae.or.jp	Assigned Send Request Again
2	Two Pre Reviewer	rev02pre@jsae.or.jp	Assigned Send Request Again
1	One Pre Reviewer	rev01pre@jsae.or.jp	Assigned Send Request Again

Page after review requests have been sent to three reviewers.

【 4 - 1 】Verify the Review and Approve the Draft

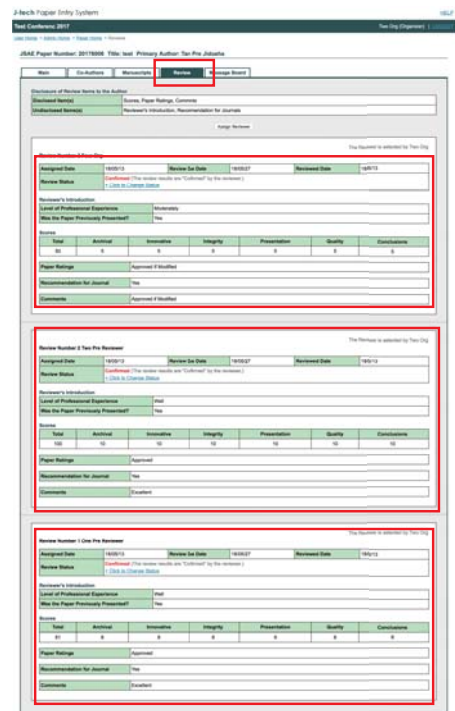
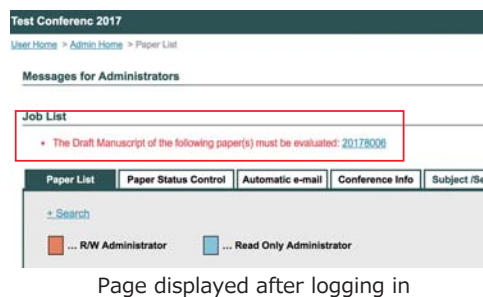
You will be informed by e-mail when the reviewers have completed their reviews. Login and check the review.

The task below will be listed under the Job List.

• The Draft Manuscript for the following paper(s) must be evaluated: 20178006

Click on the paper number shown in blue.

You will see a list of the evaluation from the three reviewers. Check each evaluation.



【 4 - 2 】Verify the Review and Approve the Draft

Check each evaluation.

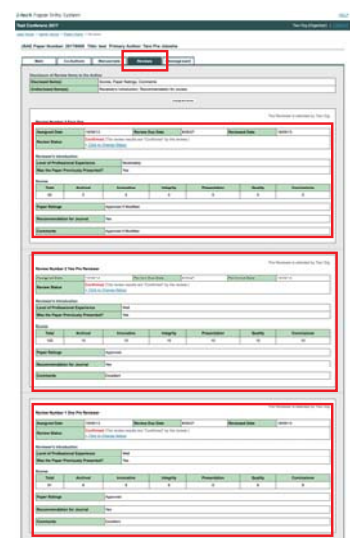
The important point here is the action to take based on the evaluations made by the reviewers. The two main cases below are described in order.

(1) All reviewers have entered **Approved** in the **Paper Ratings** field.

Paper Ratings	Approved
---------------	----------

(2) The reviewers have entered **Approved if Modified** in the **Paper Ratings** field.

Paper Ratings	Approved if Modified
---------------	----------------------



【 4 - 3 】Verify the Review and Approve the Draft

【All reviewers have entered [Approved] in the Paper Ratings field.】

【(1) All reviewers have entered [Approved] in the Paper Ratings field.】

Paper Ratings	Approved
---------------	----------

(1-1) If all reviewers have entered [Approved] in the **Paper Ratings** field, check that the **Paper Status** is set to **[Draft Approved]** under the **Main** tab and click [Submit].

Test Conferenc 2017

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

JSAE Paper Number: 20178006

Main Co-Authors Manuscripts Reviews Message Board

Paper Status

Abstract Approved
[Click to Change Status](#)
 Draft Approved
☐ Show All Options

JSAE Paper Number	20178006
Subject (TC's Name)	JSAE (One Chair[RW])
Session (Organizer's Name)	2. Alternative Fuels (Two One[RW])
Title	test

The Paper Status will be changed to:
"Draft Approved". Do you proceed ?

author.

(1-2) The reviewers' evaluations are made available to the author. Check that the reviewers have selected the [Open(The review results are "Open" for the author)] option under Review Status, and click Submit.

Since there are three reviews, each of them must be set to Open.

JSAE Paper Number: 2017/8006 Title: test Primary Author: Taro Pre Jidosha

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

Disclosure of Review Items to the Author

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

Review Number 3 Four Org

Assigned Date	18/05/13	Review Due Date	18/05/27	Review
Review Status	<p>Confirmed (The review results are "Confirmed" by the reviewers.)</p> <p>Click to Change Status</p> <p>Open (The review results are "Open" for the author.)</p> <p>Show All Options</p>			
			Submit	

Reviewer's Introduction

Level of Professional Experience	Moderately
----------------------------------	------------

Make reviews available to the author.

【 4 - 4 】Verify the Review and Approve the Draft

【The reviewers have entered[Approved if Modified] in the Paper Ratings field.】

【(2)The reviewers have entered [Approved if Modified] in the Paper Ratings field.】

Paper Ratings	Approved If Modified
---------------	----------------------

The reviewers enter that evaluation in the Comments field. The organizer checks the contents of the comments. The **Message Board** can be used to communicate with the reviewers if the organizer has comments on the evaluations.

(2-1)Change the Paper Status to [Draft Approved if Modified]

Check the comments entered by the reviewers, and if errors have been found in the draft, inform the author of the need to correct and resubmit the draft.

Change the Paper Status to [Draft Approved if Modified] from the Main page.

Tick the [Show All Options] check box to display that option.

Test Conferenc 2017

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

JSAE Paper Number: 20178006

Main Co-Authors Manuscripts Reviews Message B

Paper Status

Abstract Approved
[+ Click to Change Status](#)
☐ Draft Approved If Modified
☒ Show All Options

Submit

The Paper Status will be changed to:
 "Draft Approved If Modified". Do you proceed ?

OK Cancel

【 4 - 5 】Verify the Review and Approve the Draft

[The reviewers have entered [Approved if Modified] in the Paper Ratings field.]

(2-2)Make the review available to the author.

On the **Reviews** page, check that [Open(The review results are "Open" for the author)] has been selected under Review Status, and click [submit].

Since there are three reviews, each of them must be set to Open.

The author uses the contents of the reviews to correct and resubmit the draft.

A screenshot of the 'Review Status' dropdown menu. The menu is open, showing the selected option 'Open (The review results are "Open" for the author.)' and a 'Submit' button. There is also a 'Show All Options' link.

(2-3)Notify the author via the **Message Board**.

Inform the author of which part of the draft contains errors and requires corrections.

Tick the check box next to the author's name. Enter a comment in the Message field.

You can also upload a document with corrections marked on the draft submitted by the author.

Click the [sent] button after entering the information.

*You will then use the message board to communicate back and forth with the author several times.

A screenshot of the 'Message Board' interface. It shows a list of recipients with checkboxes. The 'Two Reviewer (Reviewed)' and 'Taro Jidosha (Author)' are selected. Below the list is a large text area for the message. There are also fields for 'File1' and 'File2' for attachments.

【 4 - 6 】Verify the Review and Approve the Draft

[The reviewers have entered [Approved if Modified] in the Paper Ratings field]

(2-4)After the author submits a corrected draft, request new reviews by reviewers.

* Sending the requests to the same reviewers is permitted.

Note: Always download the item marked **Latest!** when downloading a draft. If the reviewer evaluations indicate there is no problem, click the **Main** tab and change the **Paper Status** to [Draft Approved]. Finally, make the reviews available to the author again.

On the **Reviews** page, check that [Open(The review results are Open" for the author)] has been selected under **Review Status**, and click [submit].

A screenshot of the 'Paper Status' change dialog. It shows the current status 'Draft Approved' and the option to change it to 'Draft Approved'. There is a 'Submit' button. Below the dialog, a message says 'The Paper Status will be changed to: "Draft Approved". Do you proceed?' with 'Ok' and 'Cancel' buttons.

(In other cases) If the draft has been deemed inappropriate for a paper.

From the **Main** page, change the **Paper Status** to [Rejected].

Tick the [Show All Options] check box to display that option. Click [Submit].

The author can no longer correct and resubmit the paper.

A screenshot of the 'Paper Status' change dialog. It shows the current status 'Draft Approved' and the option to change it to 'Rejected'. There is a 'Submit' button. Below the dialog, a message says 'The Paper Status will be changed to: "Draft Approved". Do you proceed?' with 'Ok' and 'Cancel' buttons.

【 5 - 1 】Approve the Final Manuscript

You will receive a notification e-mail when an author submits the final manuscript. Login and check that final manuscript.

The task below will be listed under the Job List.

- The Final Manuscript of the following paper(s) must be checked: 20178006

Click on the paper number shown in blue.

The **Manuscripts** page opens.

Use the Final Manuscript field to check that the file has been submitted. Click the date and time to download the file.

Note: Always download the item marked **Latest!** Check the contents of the final manuscript.

Since corrections were made at the draft stage, it is unlikely that there will be problem at the final stage.

Messages for Administrators

Job List

- The Final Manuscript of the following paper(s) must be checked: 20178006

Paper List | Paper Status Control | Automatic e-mail | Conference Info | S

+ Search

Main | Co-Authors | **Manuscripts**

Draft Manuscript
Status in Author's Page: Uploader Available
※The system accepts PDF file only.
#1 2018/05/13 18:07 Latest!

Final Manuscript
Status in Author's Page: Uploader Available
※The system accepts PDF file only.
※Please update paper title, authors in your paper in the system
※The PDF converted final manuscript can be uploaded into th
#1 2018/05/13 23:14 Latest!

【 5 - 2 】Approve the Final Manuscript

In the **Main** page, check that the **Paper Status** is set to **[Final Approved]**, and click [Submit].

Lastly, you must check that the title and names of the author, and co-authors have been entered correctly. If everything is correct, tick the "I have confirmed the data." check box and click OK.

Test Conferenc 2017

User Home > Admin Home > Paper Home > Main

JSAA Paper Number: 20178006

Main | Co-Authors | Manuscripts | Reviews | Me

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

JSAA Paper Number 20178006

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

Please check that the information on the final manuscript is equal to the data on the Paper Entry System.
(The data on the system is used for the Final Program)

>>PDF file of the final Manuscript

Title: test
Primary Author: Mr. Taro Pre Jidosha (ABCDE Institute of Technology)
Co-Authors:
#1 Mr Taro Pre Jidosha (author01pre@jsae.or.jp)

☒ I have confirmed the data.

Ok Cancel

This concludes the procedure for an organizer to check one paper.