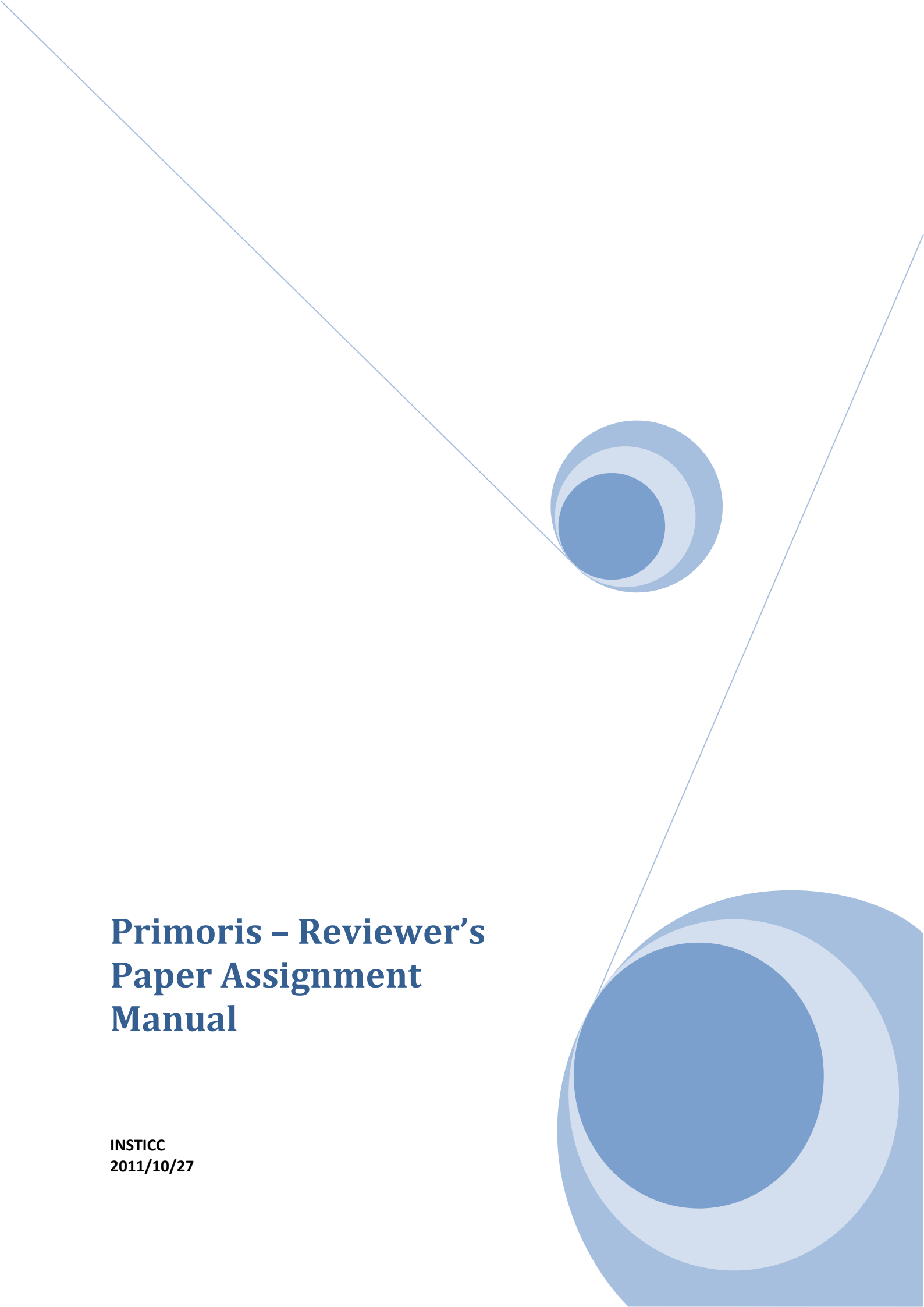


A decorative graphic on the right side of the page. It features two blue circles of different sizes, one above the other. The top circle is smaller and has a dark blue center with a lighter blue ring. The bottom circle is larger and also has a dark blue center with a lighter blue ring. Two thin blue lines originate from the top left and top right corners of the page, extending towards the circles and then curving around them.

Primoris – Reviewer's Paper Assignment Manual

**INSTICC
2011/10/27**

Table of Contents

Table of Contents	2
Table of Figures	3
Introduction	5
Conventions and Notation.....	6
In The User Manual	6
In The Reference Manual	7
User Manual	8
1 Start Window	9
2 Logging in – Online Mode	10
2.1 Load Event	10
3 Working with the Offline Mode	12
3.1 Loading an Event File.....	12
4 Automatic Distribution	14
5 Manual Distribution.....	16
5.1 Assigning and Unassigning Papers to Reviewers.....	16
6 Assignment Validation and Saving Current Work	17
7 Advanced Facilities	18
7.1 Paper & Reviewer Information.....	18
7.1.1 Details.....	18
7.1.2 Tooltips.....	18
7.2 Windows Dock & Float	20
7.3 Notifications	21
7.4 Menu Notifications.....	23
7.5 Menu Color Information.....	24
Reference Manual	28
8 Start Window	29
9 Online Work Mode	30
10 Offline Work Mode	33
11 Automatic Distribution	35
12 Manual Distribution.....	39
13 Assignment Validation	45
14 Known Issues	49
14.1 Multiple Reviewers Selection	49
Glossary	51

Table of Figures

Figure 1.1 PRIMORIS – RPA Welcome window.	9
Figure 2.1 PRIMORIS – RPA Welcome window.	10
Figure 2.2 Online Mode – Roles.	11
Figure 3.1 Offline Mode – Start Window.	12
Figure 3.2 Offline Mode – Chosen File.	12
Figure 3.3 Offline Mode – Load Event.	12
Figure 4.1 Distribution Window.	14
Figure 5.1 Manual Distribution – Paper Assignment	16
Figure 6.1 Assignment Validation window	17
Figure 7.12 Manual Distribution – Paper and Reviewer Information	18
Figure 7.13 Manual Distribution – Reviewer Tooltip	19
Figure 7.14 Manual Distribution – Paper Information	19
Figure 7.15 Manual Distribution – Paper Tooltip	20
Figure 7.16 Manual Distribution – Floating Windows.....	21
Figure 7.25 Manual Distribution – Notification Current Reviewers.....	22
Figure 7.26 Manual Distribution – Notifications – Top5 Reviewer Suggestion.....	22
Figure 7.27 Manual Distribution – Notifications – Reviewer	23
Figure 7.28 Manual Distribution – Help Notifications.....	24
Figure 7.29 Manual Distribution – Notifications	24
Figure 7.30 Color Information menu	25
Figure 7.31 Color Information menu	25
Figure 7.32 Table Color Changes	26
Figure 7.33 Color Changes Successfully Applied	26
Figure 7.34 Manual Distribution window with color changes	27
Figure 8.1 PRIMORIS - RPA Welcome window.	29
Figure 9.1 Online Work Mode window	30
Figure 9.2 Save Downloaded Event.....	31
Figure 9.4 Submit Event to PRIMORIS Database.....	32
Figure 10.1 Offline Work Mode.....	33
Figure 10.2 Open a Local File.....	33
Figure 10.3 Loading an Event	34
Figure 11.1 Automatic Distribution window	35
Figure 11.2 Information after automatic paper assignment.....	36
Figure 11.3 Manual Distribution choose	37
Figure 11.4 Manual Distribution window with Automatic Assignment results	37

Figure 11.5 Exclusively Manual Distribution	38
Figure 11.6 Manual Distribution window without Automatic Assignment results.....	38
Figure 12.1 Manual Distribution window.....	39
Figure 12.2 Automatic Redistribution window	42
Figure 12.3 Color Information menu.....	42
Figure 12.4 Table Color Changes	43
Figure 12.5 Color Changes successfully applied	44
Figure 12.6 Manual Distribution window with color changes	44
Figure 13.1 Assignment Validation window.....	45
Figure 13.2 Save Original File with changes	46
Figure 13.3 Export to Database menu.....	47
Figure 13.4 Authentication window.....	47
Figure 13.5 Submit Event option.....	47
Figure 13.6 Save Assignments for Later Submission option	48
Figure 14.1 Multiple Reviewer Selection – Issue Demonstration	49
Figure 14.2 Multiple Selection Issue – How To Fix.....	50
Figure 14.3 Multiple Selection Issue Fixed	50

Introduction

The present document includes both PRIMORIS – Reviewer’s Paper Assignment User and Reference Manuals.

In the **User Manual** you will find a step by step guide on how to execute the papers assignment to reviewers.

The User Manual is intended to guide you along the main functionalities normally used to accomplish this task quickly and easily.

In the **Reference Manual** you will find a detailed description of each page and functionality provided by PRIMORIS – Reviewer’s Paper Assignment.

The Reference Manual is primary intended to allow the Chair to check if some required functionality is available, where it may be found and how to use the provided functionality to achieve the task.

INSTICC hope you will find these manuals useful to help you with your task; nevertheless, we would very much appreciate if you could send us your feedback about these manuals and about the PRIMORIS system itself directly to secretariat@insticc.org so that we can consider them in future updates and revisions.

Conventions and Notation

Notice that, throughout all these manuals, some described functionalities, buttons or tabs may not be available depending on the phase you are dealing with.

Chapters of both manuals as well as figures along both manuals are enumerated sequentially along one single list, in order to simplify your browsing and referencing.

NOTE: The following sections are intended to help you reading the manuals in a clear and straightforward way. You do not need to read them in order to achieve your tasks but they may help you browsing the manuals.

In The User Manual

Main tasks, the ones that may require several steps in order to be achieved, are numbered as shown in Figure 1.

1 Example of Main Task enumeration

Figure 1

Sub tasks are numbered as shown in Figure 2 and makes sense only inside the Main Task.

1.1 Example of Sub task enumeration

Figure 2

All steps required to achieve all the tasks are sequentially numbered in one single numbered list throughout all the User Manual and aligned left, as shown in Figure 3, so that your eyes may follow it without bothering with 'NOTE's and explanations.

- 1 First step
2. Second step
3. Third Step.

Figure 3

Explanations are right aligned and marked as a 'NOTE' as shown in Figure 4 so that you may disregard them if you just want to follow the steps.

NOTE: This is an explanation about where you are or what are you doing.

Figure 4

Relevant Explanations that should be clearly noticed are left aligned and marked as a 'RELEVANT NOTE' as shown in Figure 5 so that you see them even if you just want to follow the steps.

RELEVANT NOTE: This is a relevant note about the steps that should be executed.

Figure 5

In The Reference Manual

The content of PRIMORIS Main pages, those that aggregate several functionalities are enumerated as shown in Figure 1.

The content of secondary pages, tabs and separators are numbered as shown in Figure 2.

Explanations are right aligned and marked as 'NOTE', as shown in Figure 4 so that you may disregard them if you just want to find some relevant topic or keyword.

Relevant Explanations that should be clearly noticed are left aligned and marked as a 'RELEVANT NOTE' as shown in Figure 5.

In this User Manual you will find a step by step guidance on how to execute the reviewer's paper assignment procedure.

1 Start Window

1. **Double click** on the shortcut to Primoris – RPA in your desktop and a new window will pop up (Figure 1.1).

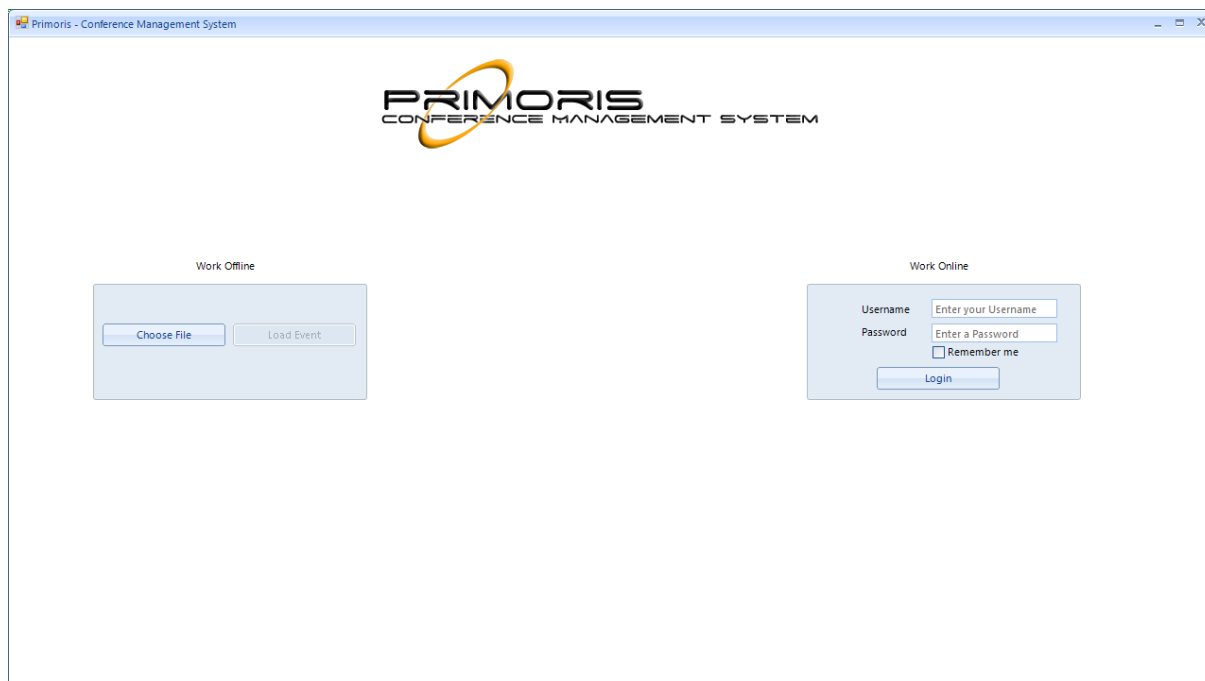


Figure 1.1 PRIMORIS – RPA Welcome window.

2. If you have received the file containing the pre-distribution from the secretariat then go to the **offline mode** (left side – work offline) and to Section 3 of this manual, otherwise go to the next step.
3. If no file was received from the secretariat then you should go to the **online mode** (right side – work online) and to Section 2 of this manual – available only for the **Program Chair**.

2 Logging in – Online Mode

4. **Type in your username and password** using the '**Work Online**' frame.
5. **Press the 'Login'** button to validate your credentials and you'll be redirected to Section 2.1 (Figure 2.2).

NOTE: If the **username** or **password** are incorrect, an error message will be shown.

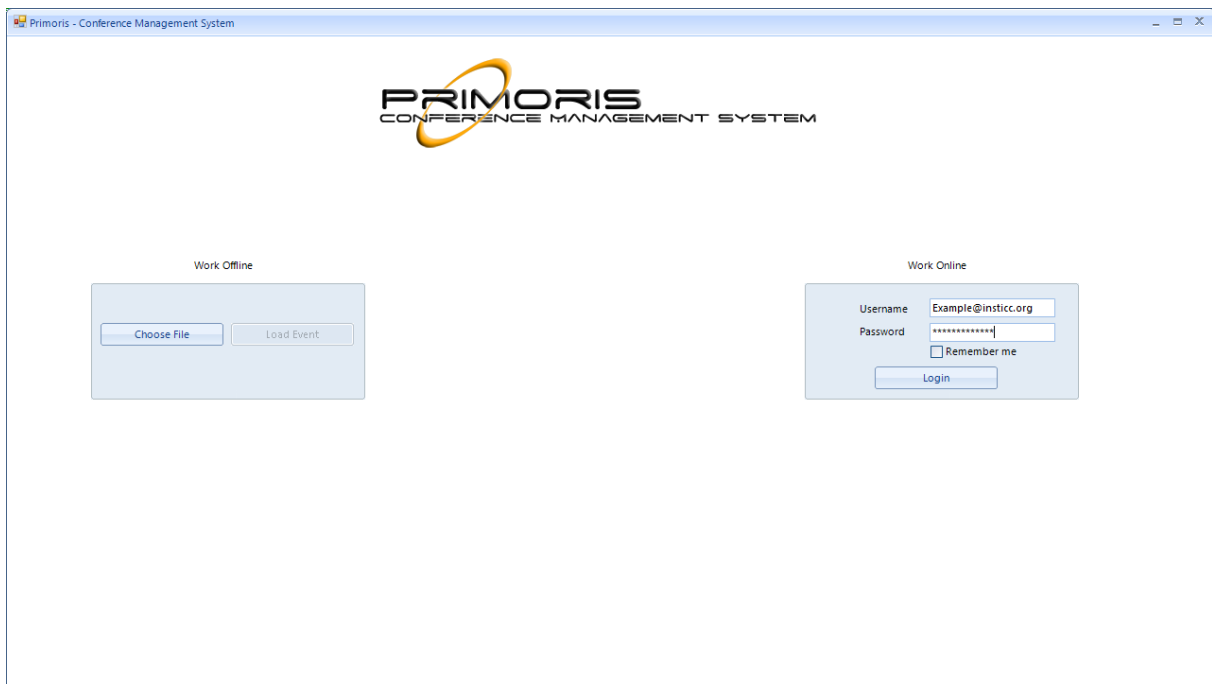


Figure 2.1 PRIMORIS – RPA Welcome window.

2.1 Load Event

6. Once logged in you should choose the **role 'Program Chair'** and the corresponding **Event**.

Welcome jteixeira@insticc.org

Choose Event

Role

Event

Files Awaiting for Submission

Event Name	Downloaded at	Download will expire in	Submit	Delete

Downloaded Events

Event Name	Downloaded at	Download will expire in	Unlock Event

Figure 2.2 Online Mode – Roles.

7. Once having selected the **role** and **event** press the '**Load Event**' button.
8. The system will now ask you to save the event on your computer. After this step you go to Section 4.

3 Working with the Offline Mode

3.1 Loading an Event File

9. Press the '**Choose File**' button to choose the file which contains all the information about the event.

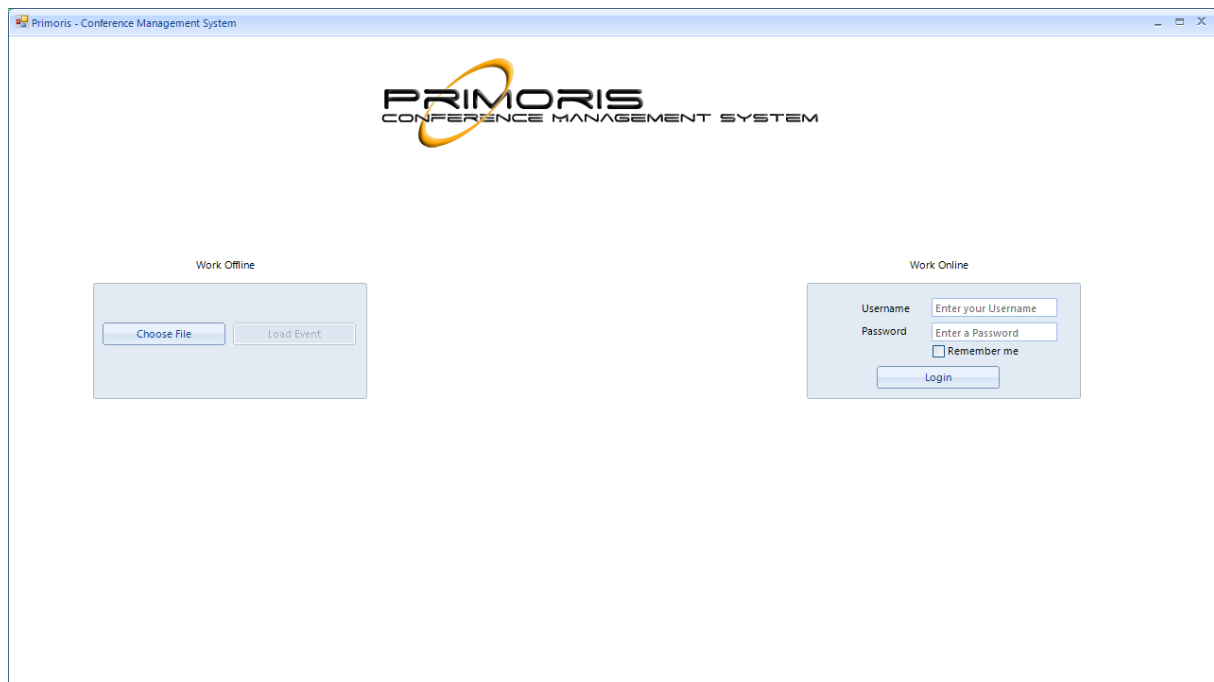


Figure 3.1 Offline Mode – Start Window.

NOTE: You can only choose **Zipped** files (*.zip)

10. After choosing the file, a **message in red** will appear (as in Figure 3.2) and you should then click on the '**Load Event**' button (Figure 3.3). Once the file is loaded you will be redirected to:
 - a. If you are acting as a **Program Chair** then you'll be redirected to Section 4 otherwise go to the next step.
 - b. If you are acting as an **Area Chair** then you'll be redirected to Section 5.

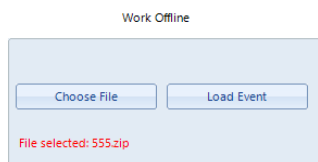


Figure 3.2 Offline Mode – Chosen File.

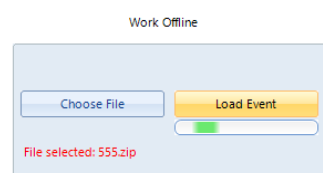


Figure 3.3 Offline Mode – Load Event.

4 Automatic Distribution

This window is divided in three different areas:

- Automatic Papers Assignment – where you can **read information** about the working event and **adjust the parameters** to a new **Automatic Distribution**;
- Exclusively Automatic Distribution – where you can **start a new Automatic Distribution** and **proceed to Manual Reviews Distribution**;
- Ignore Automatic Distribution and do Manual Distribution – where you can **proceed to Manual Distribution without** taking into consideration the **Automatic Distribution** and its parameters.

11. If **no distribution was done** (no file was sent by the secretariat) then you should adjust the parameters to start a new automatic distribution (see section 11). Use the following parameter intervals:

- a. **Reviews Number**: from 2 to 5 reviews per paper (**Suggestion: 4**);
- b. **Minimal Match %**: no less than 25% (**Suggestion: 35%**);
- c. **Extra Reviews**: No more than 2 extra reviews per reviewer (**Suggestion: 0**).

Primoris - Conference Management System

Automatic Papers Assignment

Reviews Number:

Minimal Match (%):

Extra Reviews:

Paper Type: ☐ Regular ☐ Position ☒ Regular + Position

98 Papers loaded from which:
79 Regular Papers
19 Position Papers

210 Reviewers loaded

68 Papers already distributed to 63 Reviewers.
Originating a total of 123 assignments

Exclusively Automatic Distribution

Ignore Automatic Distribution and do Manual Distribution

Figure 4.1 Distribution Window.

12. Once the parameters are adjusted **click** on the **'Start Distribution'** option (Figure 4.1);



Figure 4.1: Start Distribution

13. Once the automatic distribution is complete you'll receive a report informing with its results and the 'Manual Reviews Distribution' button will be made available (Figure 4.2).

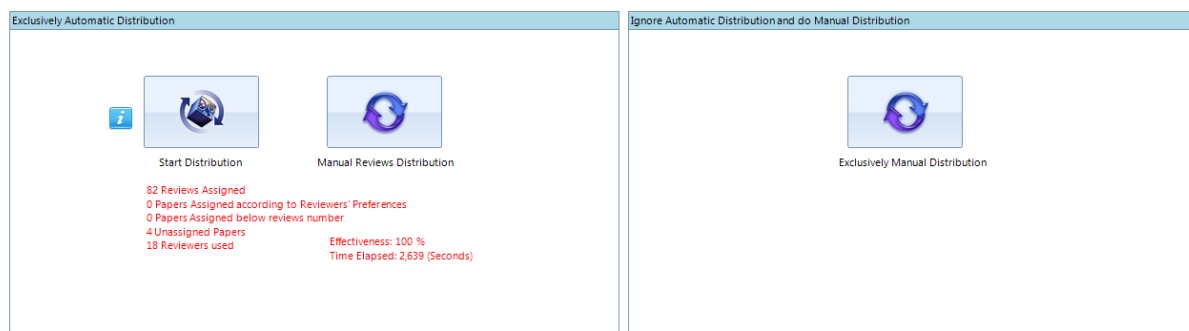


Figure 4.2 Distribution Window – Distribution Report.

14. If you are satisfied with the results obtained from the automatic distribution you can **click** the '**Manual Reviews Distribution**' button to **proceed** to **manual distribution** at Section 5, otherwise go back to step 11 or if you wish to ignore the automatic distribution go to next step.
15. Having decided not to use the automatic distribution, or disregarding any distribution already done, you should click on the option '**Exclusively Manual Distribution**'. You'll be redirected to Section 5.

6 Assignment Validation and Saving Current Work

19. Go to the menu option 'Validation' and choose 'Assignment'.
20. In the validation assignment window you can validate all paper assignments. If the current assignment is to be reviewed by the Area Chairs then you should set all to 'Temp' by clicking on the option "Temporary all". Otherwise, you can validate all assignments by clicking on 'Validate All'.

Distribution Information			Assignment Validation		
#Paper	Reviewer	Distribution Type	Yes	No	Temp
9	H. Pierreval	Auto	☐	☐	☐
9	Naoufel Cheikhrouhou	Auto	☐	☐	☐
10	Peter Csaba Tlveczky	Auto	☐	☐	☐
13	Mikel Petty	Auto	☐	☐	☐
14	Yu Zhang	Auto	☐	☐	☐
15	Mikel Petty	Auto	☐	☐	☐
15	Shaoen Wu	Auto	☐	☐	☐
20	Klaus G. Troitzsch	Auto	☐	☐	☐
21	Giovanni Stea	Auto	☐	☐	☐
21	Hassan Diab	Auto	☐	☐	☐
23	Giovanni Stea	Auto	☐	☐	☐
30	Manuel Resinas	Auto	☐	☐	☐
33	H. Pierreval	Auto	☐	☐	☐
33	Mamadou Seck	Auto	☐	☐	☐
34	Yu Zhang	Auto	☐	☐	☐
37	Klaus G. Troitzsch	Auto	☐	☐	☐
39	Gert-Jan de Vreede	Auto	☐	☐	☐
39	Gregory Zacharewicz	Auto	☐	☐	☐
42	H. Pierreval	Auto	☐	☐	☐
46	Mura Ivan	Auto	☐	☐	☐
49	C. Michael Overstreet	Auto	☐	☐	☐
50	C. Michael Overstreet	Auto	☐	☐	☐
52	Shaoen Wu	Auto	☐	☐	☐
53	Adel Elmaghraby	Auto	☐	☐	☐
53	Shaoen Wu	Auto	☐	☐	☐
54	Manuel Resinas	Auto	☐	☐	☐
54	Nick T. Koussoulas	Auto	☐	☐	☐
55	Manuel Resinas	Auto	☐	☐	☐

Temporary All Assign All Unassign All

Figure 6.1 Assignment Validation window

21. Save your work by choose the menu option 'File' and then 'Save Original File with changes'.
22. If there are you still have assignments to change and want to return to the previous window, then go to the menu option 'File' and then 'Return to Manual Distribution'. Go to Section 5.

7 Advanced Facilities

7.1 Paper & Reviewer Information

Everything in the **Manual Distribution window** is supported by the use of tooltips so that you can have as much information as possible.

7.1.1 Details

If you **want information** about a specific **reviewer** or **paper**, press the **respectably row / column** and the paper information **frame** or reviewer information frame **will be updated**.

By selecting a paper you will be able to access information such, **Number, Title, Keywords, Authors, Topics, Abstract** and **Top 5 Reviewer Match Suggestion**.

By selecting a reviewer you will be able to access information such as, **Name, Country, Email, Areas, Topics, Top 5 Paper Match Suggestion**.

Primoris - Conference Management System

RedistributeValidationOptionsHelp

Notifications

Assignments

Papers	Ngela Nebot	Adel Elmaghraby	Adel Mhand	Alexandra Gra	Alexandre Muz	Alfonso Urgue	Andrés Jover	Andreas D'Ambr	Andreas Tok	Antonia A. Talo	Armin Zimmer	Artur Bonnet	Ashish Gupta	Benny Tshilone	Björn Johansson	Bo Chen	Bo Hu Li																	
#N	#R	0	4	1	4	0	4	2	3	2	3	0	5	1	4	1	5	0	5	0	4	0	3	0	4	1	3	1	3	0	3	0	4	2
1	3	32%	0%	0%	0%	0%	0%	21%	0%	0%	0%	61%	23%	25%	0%	24%	0%	65%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
2	3	0%	0%	0%	0%	0%	0%	27%	0%	0%	0%	83%	65%	35%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
4	2	0%	0%	33%	0%	0%	31%	0%	0%	0%	0%	33%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
5	3	21%	0%	0%	68%	81%	16%	21%	20%	0%	0%	89%	81%	14%	0%	13%	0%	14%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
8	2	63%	52%	71%	92%	56%	63%	23%	61%	58%	35%	83%	15%	0%	0%	0%	0%	74%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
9	2	0%	0%	0%	73%	73%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
10	2	0%	0%	0%	73%	0%	0%	0%	0%	0%	0%	31%	0%	45%	34%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
13	2	85%	0%	0%	73%	73%	35%	85%	40%	0%	0%	72%	0%	0%	0%	0%	0%	76%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
14	2	32%	0%	62%	61%	0%	74%	0%	0%	0%	0%	61%	0%	0%	24%	0%	65%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
15	2	85%	0%	0%	73%	73%	35%	85%	40%	0%	0%	72%	0%	0%	0%	0%	76%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
18	3	0%	32%	0%	30%	0%	0%	0%	40%	0%	0%	72%	0%	0%	0%	0%	33%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
20	2	0%	0%	0%	55%	60%	0%	0%	0%	0%	0%	55%	57%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
21	2	0%	24%	0%	22%	0%	0%	0%	32%	0%	0%	22%	0%	0%	25%	47%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	

Paper Information

Number: 1

Title: Graph description of Soft Fault on Manufacturing Systems

Top 5 Reviewer Suggestion - Paper #1

Reviewer	Preference	Match	Assign
Claudia Frydman	I may review this paper	84.06734 %	☐
Durk Jouke van der Zee	I may review this paper	83.894 %	☐

Reviewer Information

Name: Adel ElmaghrabyCountry: United StatesEmail: adel@louisville.edu

Areas: Methodologies and Technologies;

Top 5 Paper Suggestion - Adel Elmaghraby

#P	Preference	Match	Assign
84	I may review this paper	83.44425 %	☐
88	I may review this paper	77.53114 %	☐

Paper Filters

Reviewer Filters

Color Information

Redock All

Figure 7.1 Manual Distribution – Paper and Reviewer Information

7.1.2 Tooltips

On **mouse-over** on a **reviewer** you will see a **tooltip** showing **information** such as **Name, Areas, Topics** and **Country**.

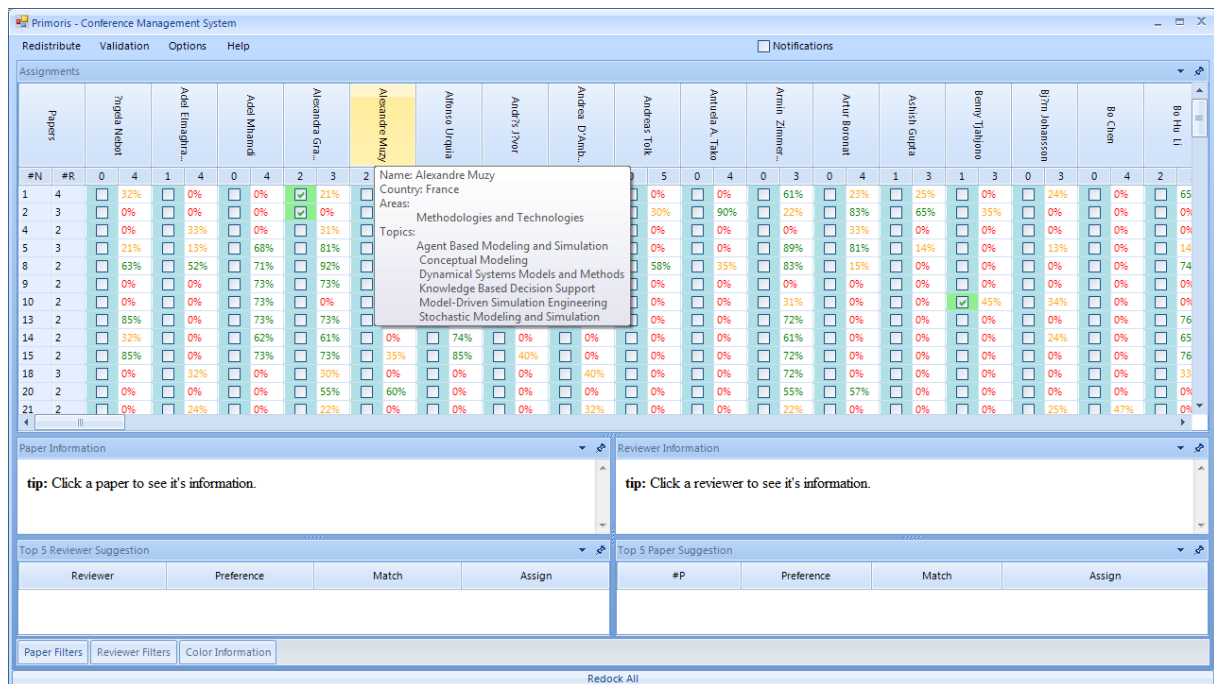


Figure 7.2 Manual Distribution – Reviewer Tooltip

If you place the **mouse** over the **#R** column you will get a **tooltip** with the **current reviewers** for the related paper.

NOTE: Current reviewers for a paper are related to an assignment. Assignments can result from a previous distribution, by an automatic distribution or even by hand distribution.

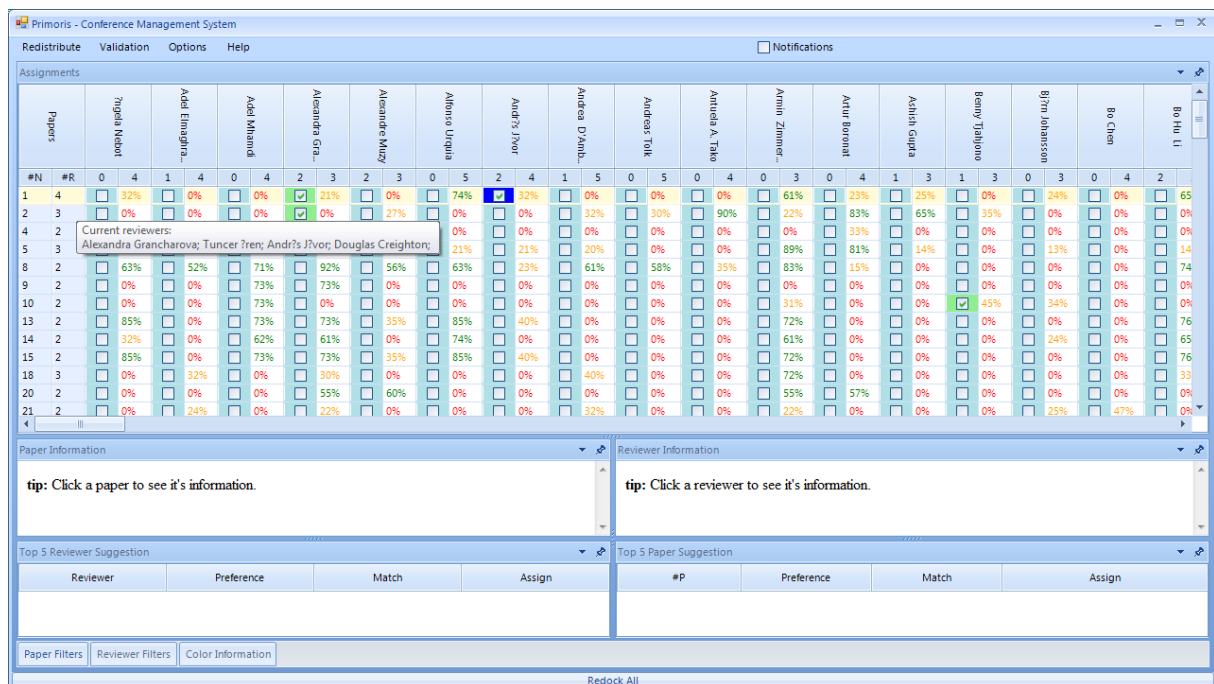


Figure 7.3 Manual Distribution – Paper Information

On mouse-over on a paper you will see a tooltip showing information such as Title, Authors, Topics and Country.

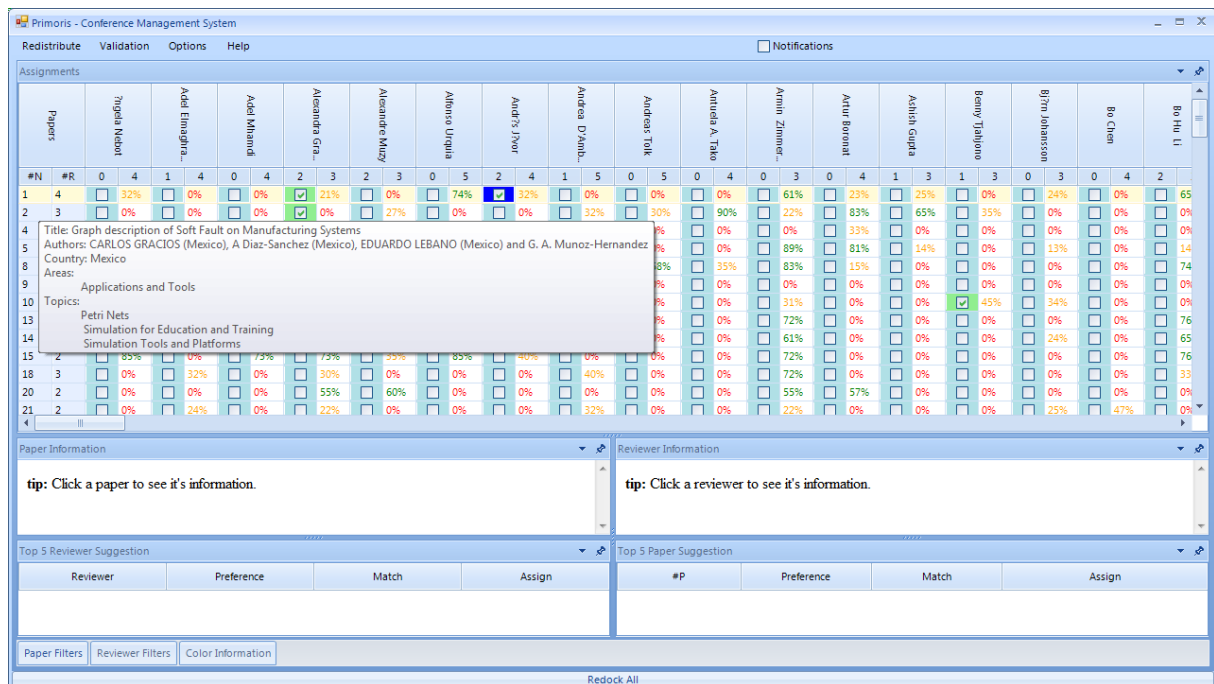


Figure 7.4 Manual Distribution – Paper Tooltip

7.2 Windows Dock & Float

It is possible to **arrange** the **layout** as you want. All frames will enter the **floating mode** if you **double-click** them at the **title bar**. It is possible then to **resize** them, **hide** them, but **won't** be able to **close** them.

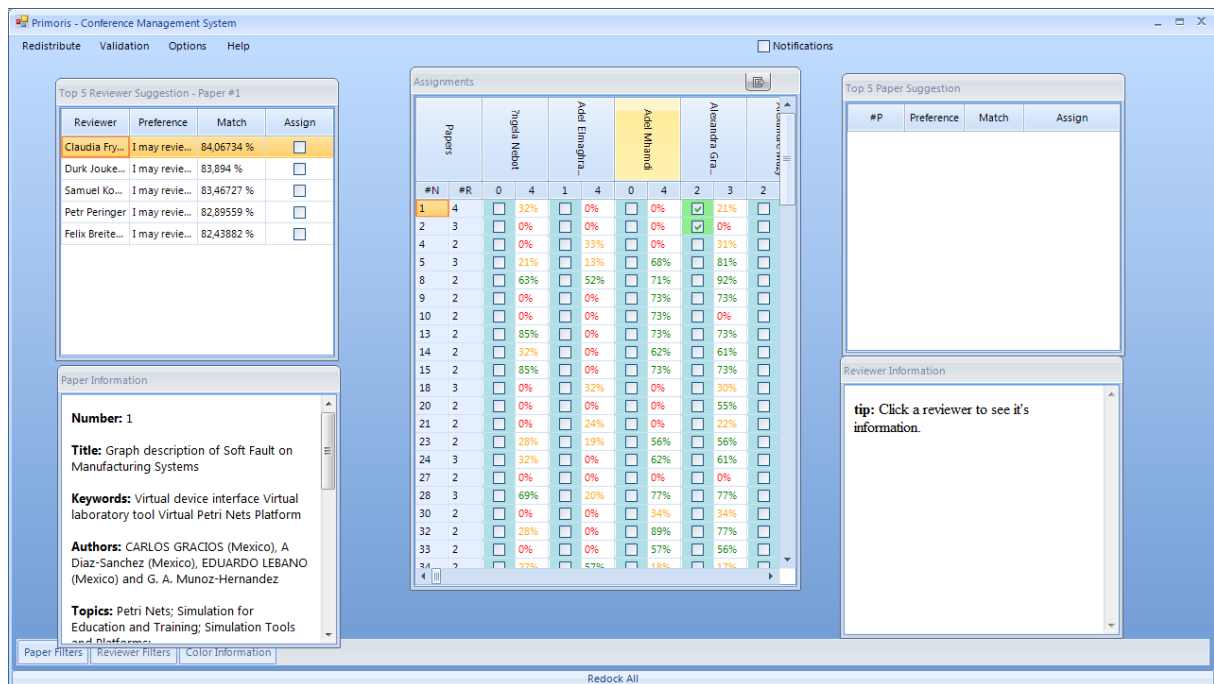


Figure 7.5 Manual Distribution – Floating Windows

To **auto rearrange** the **layout** at the **default position**, you can press the **‘Redock All’** button located at the **bottom** of the **main window**. All frames **will** then be **rearranged** to its **default position**.

7.3 Notifications

By **activating** the **‘Notifications’** checkbox you will **enable desktop alerts**. Desktop **alerts** will help you on getting **more information** about what you see.

When the notifications are enabled, and if you select the papers **‘#R’** column you will get a desktop alert.

Primoris - Conference Management System

Redistribute Validation Options Help ☒ Notifications

Assignments

Papers	Ngila Ndori	Adel Elmehrik...	Adel Mhand	Alexandra Gra...	Alexandra Muz...	Alfonso Urgila	Andrés Jiver	Andrés D'Am...	Andrés Tok	Antonia A. Telo	Amin Zime...	Artur Benoit	Ashish Gupta	Benny Tshono	Björn Johansson	Bo Chen	Bo Hu Li				
#N	#R	0	4	1	4	0	4	2	3	2	3	0	5	0	4	0	3	0	4	2	65
1	4	☐	32%	☐	0%	☐	0%	☐	21%	☐	0%	☐	0%	☐	0%	☐	0%	☐	0%	☐	0%
2	3	☐	0%	☐	0%	☐	0%	☐	0%	☐	0%	☐	0%	☐	0%	☐	0%	☐	0%	☐	0%
4	2	☐	0%	☐	33%	☐	0%	☐	31%	☐	0%	☐	0%	☐	0%	☐	0%	☐	0%	☐	0%
5	3	☐	21%	☐	13%	☐	68%	☐	81%	☐	16%	☐	21%	☐	20%	☐	0%	☐	0%	☐	14
8	2	☐	63%	☐	52%	☐	71%	☐	92%	☐	56%	☐	63%	☐	23%	☐	61%	☐	58%	☐	74
9	2	☐	0%	☐	0%	73%	☐	73%	☐	0%	0%	☐	0%	☐	0%	☐	0%	☐	0%	☐	0%
10	2	☐	0%	☐	0%	73%	☐	73%	☐	0%	0%	☐	0%	☐	0%	☐	0%	☐	0%	☐	0%
13	2	☐	85%	☐	0%	73%	☐	73%	☐	35%	85%	☐	40%	☐	0%	☐	0%	☐	0%	☐	76
14	2	☐	32%	☐	0%	62%	☐	61%	0%	0%	74%	☐	0%	☐	0%	☐	0%	☐	0%	☐	65
15	2	☐	85%	☐	0%	73%	☐	73%	☐	35%	85%	☐	40%	☐	0%	☐	0%	☐	0%	☐	76
18	3	☐	0%	☐	32%	☐	0%	☐	30%	☐	0%	☐	0%	☐	40%	☐	0%	☐	0%	☐	33
20	2	☐	0%	☐	0%	0%	☐	55%	60%	☐	0%	☐	0%	☐	57%	☐	0%	☐	0%	☐	0%
21	2	☐	0%	☐	24%	☐	0%	22%	0%	☐	0%	☐	32%	☐	0%	☐	25%	☐	47%	☐	0%

Paper Information

Number: 1

Title: Graph description of Soft Fault on Manufacturing Systems

Tip: Click a reviewer to see it's information.

Top 5 Reviewer Suggestion - Paper #1

Reviewer	Preference	Match	Assign
Claudia Frydman	I may review this paper	84.06734 %	☐
Durk Louke van der Zee	I may review this paper	83.894 %	☐

Top 5 Paper Suggestion

#P	Preference	Match	Assign

Reviewer Information

Paper: 2

Current Reviewers

Alexandra Grancharova; Douglas Creighton; Fernando Barros;

Figure 7.6 Manual Distribution – Notification Current Reviewers

If you click on a paper you will get the **Top 5 Reviewer Suggestion** desktop alert.

Primoris - Conference Management System

Redistribute Validation Options Help ☒ Notifications

Assignments

Papers	Ngila Ndori	Adel Elmehrik...	Adel Mhand	Alexandra Gra...	Alexandra Muz...	Alfonso Urgila	Andrés Jiver	Andrés D'Am...	Andrés Tok	Antonia A. Telo	Amin Zime...	Artur Benoit	Ashish Gupta	Benny Tshono	Björn Johansson	Bo Chen	Bo Hu Li				
#N	#R	0	4	1	4	0	4	2	3	2	3	0	5	0	4	0	3	0	4	2	65
1	4	☐	32%	☐	0%	☐	0%	☐	21%	☐	0%	☐	0%	☐	0%	☐	0%	☐	0%	☐	0%
2	3	☐	0%	☐	0%	☐	0%	☐	0%	☐	0%	☐	0%	☐	0%	☐	0%	☐	0%	☐	0%
4	2	☐	0%	☐	33%	☐	0%	☐	31%	☐	0%	☐	0%	☐	0%	☐	0%	☐	0%	☐	0%
5	3	☐	21%	☐	13%	☐	68%	☐	81%	☐	16%	☐	21%	☐	20%	☐	0%	☐	0%	☐	14
8	2	☐	63%	☐	52%	☐	71%	☐	92%	☐	56%	☐	63%	☐	23%	☐	61%	☐	58%	☐	74
9	2	☐	0%	☐	0%	73%	☐	73%	☐	0%	0%	☐	0%	☐	0%	☐	0%	☐	0%	☐	0%
10	2	☐	0%	☐	0%	73%	☐	73%	☐	0%	0%	☐	0%	☐	0%	☐	0%	☐	0%	☐	0%
13	2	☐	85%	☐	0%	73%	☐	73%	☐	35%	85%	☐	40%	☐	0%	☐	0%	☐	0%	☐	76
14	2	☐	32%	☐	0%	62%	☐	61%	0%	0%	74%	☐	0%	☐	0%	☐	0%	☐	0%	☐	65
15	2	☐	85%	☐	0%	73%	☐	73%	☐	35%	85%	☐	40%	☐	0%	☐	0%	☐	0%	☐	76
18	3	☐	0%	☐	32%	☐	0%	☐	30%	☐	0%	☐	0%	☐	40%	☐	0%	☐	0%	☐	33
20	2	☐	0%	☐	0%	0%	☐	55%	60%	☐	0%	☐	0%	☐	57%	☐	0%	☐	0%	☐	0%
21	2	☐	0%	☐	24%	☐	0%	22%	0%	☐	0%	☐	32%	☐	0%	☐	25%	☐	47%	☐	0%

Paper Information

Number: 1

Title: Graph description of Soft Fault on Manufacturing Systems

Tip: Click a reviewer to see it's information.

Top 5 Reviewer Suggestion - Paper #1

Reviewer	Preference	Match	Assign
Claudia Frydman	I may review this paper	84.06734 %	☐
Durk Louke van der Zee	I may review this paper	83.894 %	☐

Top 5 Paper Suggestion

#P	Preference	Match	Assign

Reviewer Information

Paper: 1

Top 5 Reviewer Suggestion (by Match Level)

Claudia Frydman - I may review this paper - 84.06734%

Durk Louke van der Zee - I may review this paper - 83.894%

Samuel Kounov - I may review this paper - 83.46727%

Petr Peringer - I may review this paper - 82.89559%

Felix Breitenacker - I may review this paper - 82.43882%

Figure 7.7 Manual Distribution – Notifications – Top5 Reviewer Suggestion

If you click on a reviewer you will get the **Top 5 Reviewer Suggestion** and **Current Papers** desktop alerts.

The screenshot displays the 'Primoris - Conference Management System' interface. The main window is titled 'Assignments' and shows a grid of reviewer assignments for various papers. The grid has columns for reviewer names and checkboxes for assignment status. The reviewer 'Adel Elmaghraby' is highlighted in orange. Below the grid, there are sections for 'Paper Information' and 'Reviewer Information'. The 'Paper Information' section shows 'Number: 1' and 'Title: Graph description of Soft Fault on Manufacturing Systems'. The 'Reviewer Information' section shows 'Name: Adel Elmaghraby', 'Country: United States', 'Email: adel@louisville.edu', and 'Areas: Methodologies and Technologies;'. Below these, there are two tables: 'Top 5 Reviewer Suggestion - Paper #1' and 'Top 5 Paper Suggestion - Adel Elmaghraby'. The 'Top 5 Reviewer Suggestion' table lists reviewers like Claudia frydman and Durk Jouke van der Zee with their preference and match percentages. The 'Top 5 Paper Suggestion' table lists papers with their preference and match percentages. At the bottom right, there are two desktop alerts: 'Reviewer: Adel Elmaghraby Top 5 Paper Suggestion (by Match Level)' and 'Reviewer: Adel Elmaghraby Current Papers'.

Figure 7.8 Manual Distribution – Notifications – Reviewer

7.4 Menu Notifications

If you want **information** about **Notifications** you must **press** the **Help** menu and **select** **Notifications**. You **will** then **get an information message**.

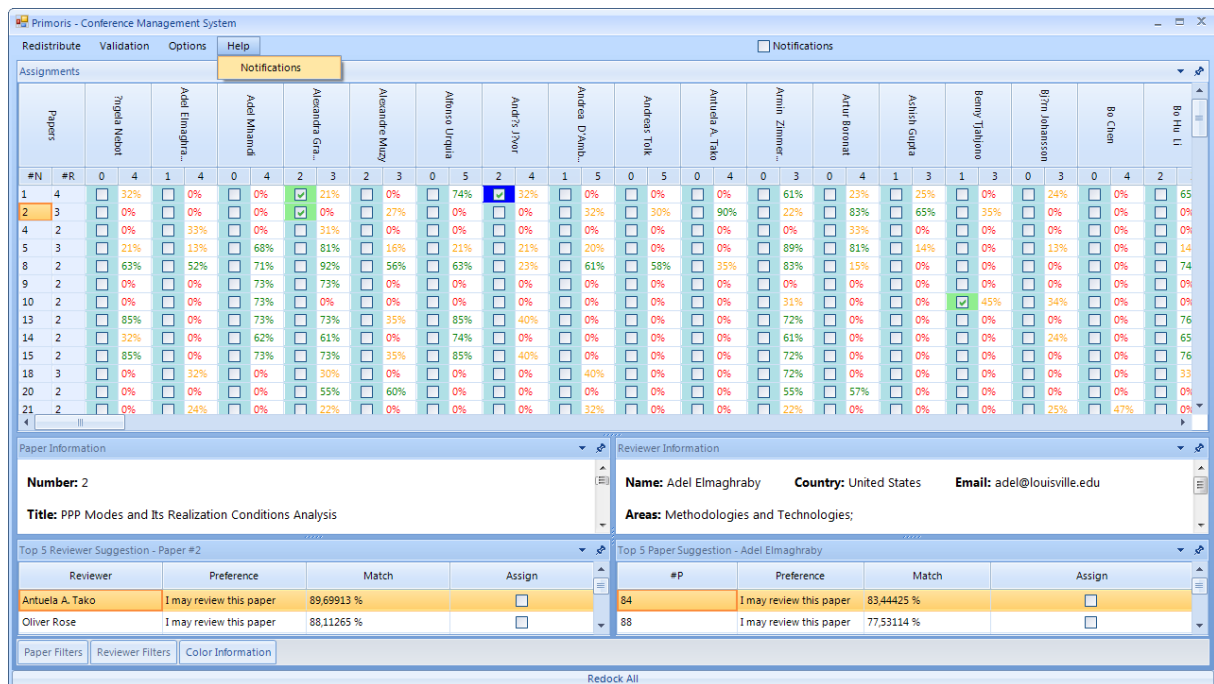


Figure 7.9 Manual Distribution – Help Notifications

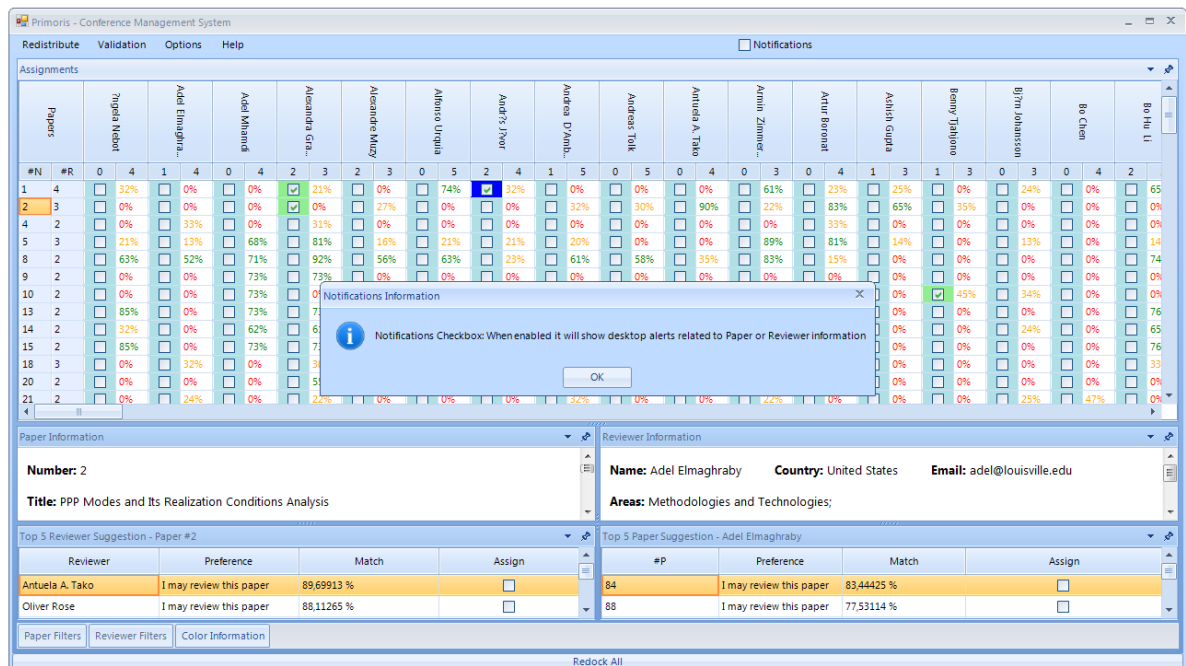


Figure 7.10 Manual Distribution – Notifications

7.5 Menu Color Information

The 'Help -> Color Information' menu allows you to change table colors.

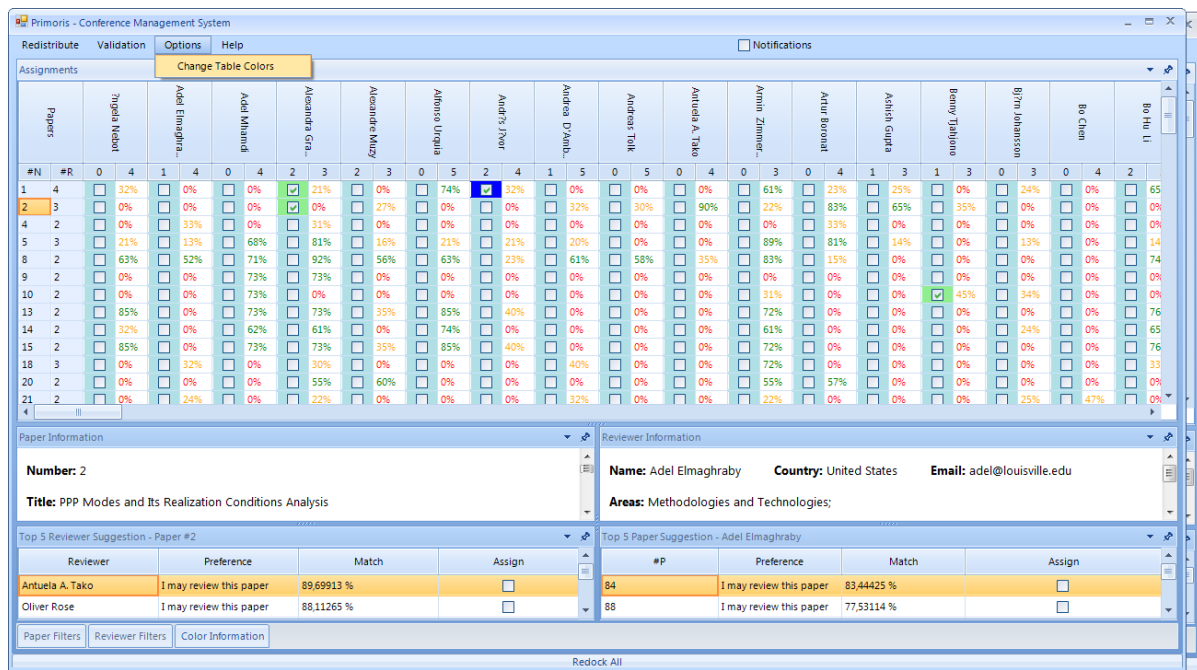


Figure 7.11 Color Information menu

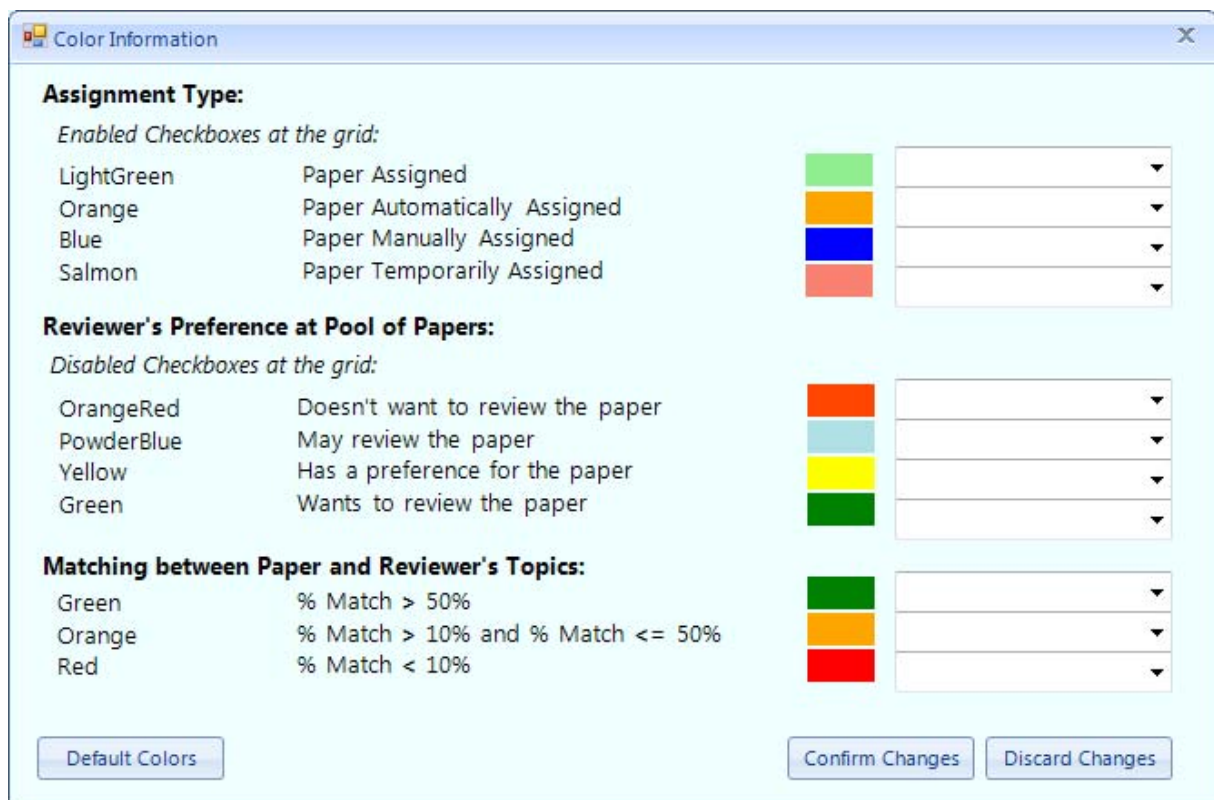


Figure 7.12 Color Information menu

This window has all the information about the different colors used on the table, and allows you to change any color. To do so, you must click on the dropdown list near the color and select the new color.

For more information you can see the Reference Manual where this option is detailed (Figure 12.4).

Color Information

Assignment Type:
Enabled Checkboxes at the grid:

DarkCyan

Paper Assigned

Orange

Paper Automatically Assigned

Blue

Paper Manually Assigned

Salmon

Paper Temporarily Assigned

DarkCyan

Reviewer's Preference at Pool of Papers:
Disabled Checkboxes at the grid:

OrangeRed

Doesn't want to review the paper

PowderBlue

May review the paper

Yellow

Has a preference for the paper

Green

Wants to review the paper

Matching between Paper and Reviewer's Topics:

Green

% Match > 50%

Orange

% Match > 10% and % Match <= 50%

Red

% Match < 10%

Default Colors

Confirm Changes

Discard Changes

Figure 7.13 Table Color Changes

Primoris - Conference Management System

Redistribute
Validation
Options
Help

☐ Notifications

Assignments

Papers	Typia Mabel	Adel Elmaghraby	Adel Mhand				
#N	#R	0	4	1	4	0	4
1	4	☐	32%	☐	0%	☐	0%
2	3	☐	0%	☐	0%	☐	0%
4	2	☐	0%	☐	33%	☐	0%
5	3	☐	21%	☐	13%	☐	68%
8	2	☐	63%	☐	52%	☐	71%
9	2	☐	0%	☐	0%	☐	73%
10	2	☐	0%	☐	0%	☐	73%
13	2	☐	85%	☐	0%	☐	73%
14	2	☐	32%	☐	0%	☐	62%
15	2	☐	85%	☐	0%	☐	73%
18	3	☐	0%	☐	32%	☐	0%
20	2	☐	0%	☐	0%	☐	0%
21	2	☐	0%	☐	24%	☐	0%

Color Information

Assignment Type:
Enabled Checkboxes at the grid:

DarkCyan

Paper Assigned

Orange

Paper Automatically Assigned

Blue

Paper Manually Assigned

Salmon

Paper Temporarily Assigned

DarkCyan

Reviewer's Preference at Pool of Papers:
Disabled Checkboxes at the grid:

OrangeRed

Doesn't want to review the paper

PowderBlue

May review the paper

Yellow

Has a preference for the paper

Green

Wants to review the paper

Matching between Paper and Reviewer's Topics:

Green

% Match > 50%

Orange

% Match > 10% and % Match <= 50%

Red

% Match < 10%

Default Colors

Confirm Changes

Discard Changes

Color Change

Color Changes Successfully Applied.

OK

Benay Tashiro

3

1

3

0

3

0

4

2

5%

0%

0%

24%

0%

0%

0%

65%

Bryn Johnson

3

0

3

0

3

0

4

2

5%

35%

0%

0%

0%

0%

0%

0%

Bu Chen

3

0

3

0

3

0

4

2

4%

0%

0%

13%

0%

0%

0%

14%

Bo Hu Li

3

0

3

0

3

0

4

2

4%

0%

0%

0%

0%

0%

0%

74%

Number: 2

Title: PPP Modes and Its Realization Conditions Analysis

Areas: Methodologies and Technologies;

Top 5 Reviewer Suggestion - Paper #2

Reviewer	Preference	Match	Assign
Antuella A. Tako	I may review this paper	89.69913 %	☐
Oliver Rose	I may review this paper	88.11265 %	☐

Top 5 Paper Suggestion - Adel Elmaghraby

#P	Preference	Match	Assign
84	I may review this paper	83.44425 %	☐
88	I may review this paper	77.53114 %	☐

Paper Filters
Reviewer Filters
Color Information

Redock All

Email: adel@louisville.edu

Figure 7.14 Color Changes Successfully Applied

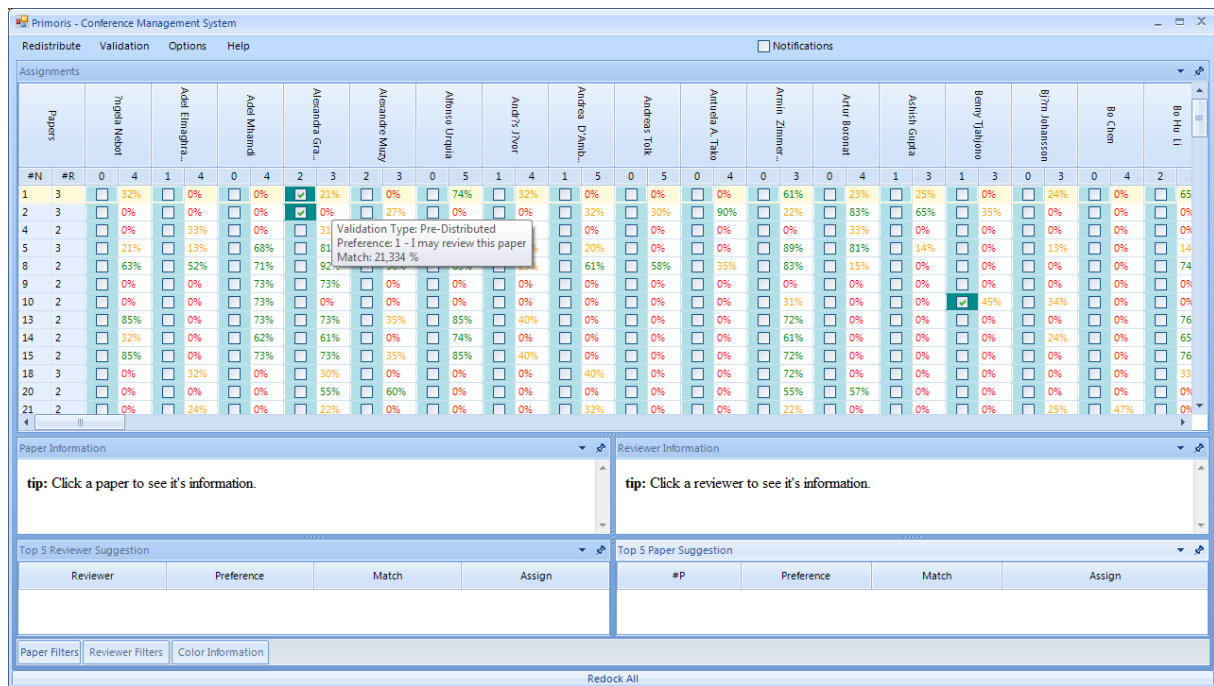


Figure 7.15 Manual Distribution window with color changes

In this Reference Manual a description of every active item such as buttons, menus, or filters on each Primoris – Reviewer’s Paper Assignment page is given in order to allow the Chair to check if some required functionality is available, where it may be found and how to use the provided functionality to achieve the task.

8 Start Window

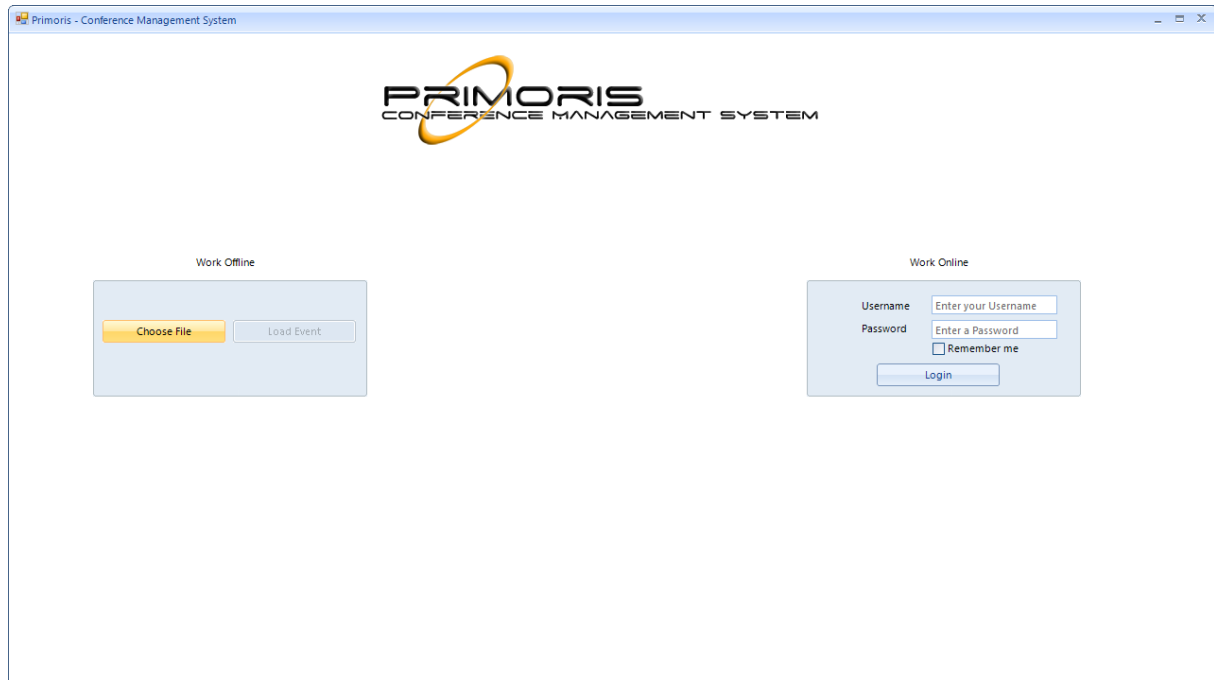


Figure 8.1 PRIMORIS - RPA Welcome window.

This window represents the welcome window of the PRIMORIS - RPA, which is divided by two frames: *Work Offline* and *Work Online*.

In the frame '*Work Offline*' there are two elements:

1. The '**Choose File**' button: allows the user to choose a file with information about an event from his personal computer.
2. The '**Load Event**' button: allows the user to load the information in the selected event.
Note: this button is enabled after the event chooses.

In the frame '*Work Online*' there are two elements:

1. The '**Username**' and '**Password**' boxes: the user fills them with their credentials to login into the system.
2. The '**Login**' button: used to verify the user's credentials and access to the online work mode.

9 Online Work Mode

After a successfully login the user can access his user **roles**.

The screenshot shows a web application window titled "Primoris - Conference Management System". The interface includes a welcome message "Welcome jteixeira@insticc.org", a "Choose Event" section with a "Role" dropdown and an "Event" dropdown, and a "Download" button. Below this is a "Files Awaiting for Submission" table with columns: Event Name, Downloaded at, Download will expire in, Submit, and Delete. At the bottom is a "Downloaded Events" table with columns: Event Name, Downloaded at, Download will expire in, and Unlock Event.

Event Name	Downloaded at	Download will expire in	Submit	Delete
------------	---------------	-------------------------	--------	--------

Event Name	Downloaded at	Download will expire in	Unlock Event
------------	---------------	-------------------------	--------------

Figure 9.1 Online Work Mode window

This window contains two dropdown lists, one contains the roles that correspond to the user and other with a list of events associated to the role selected.

NOTE: the list of events can be changed by choosing another role.

The '**Load Event**' button allows the user to load the information about the selected event.

NOTE: The user will be asked to save the selected event. In case of future work with this event you won't need to download it again.

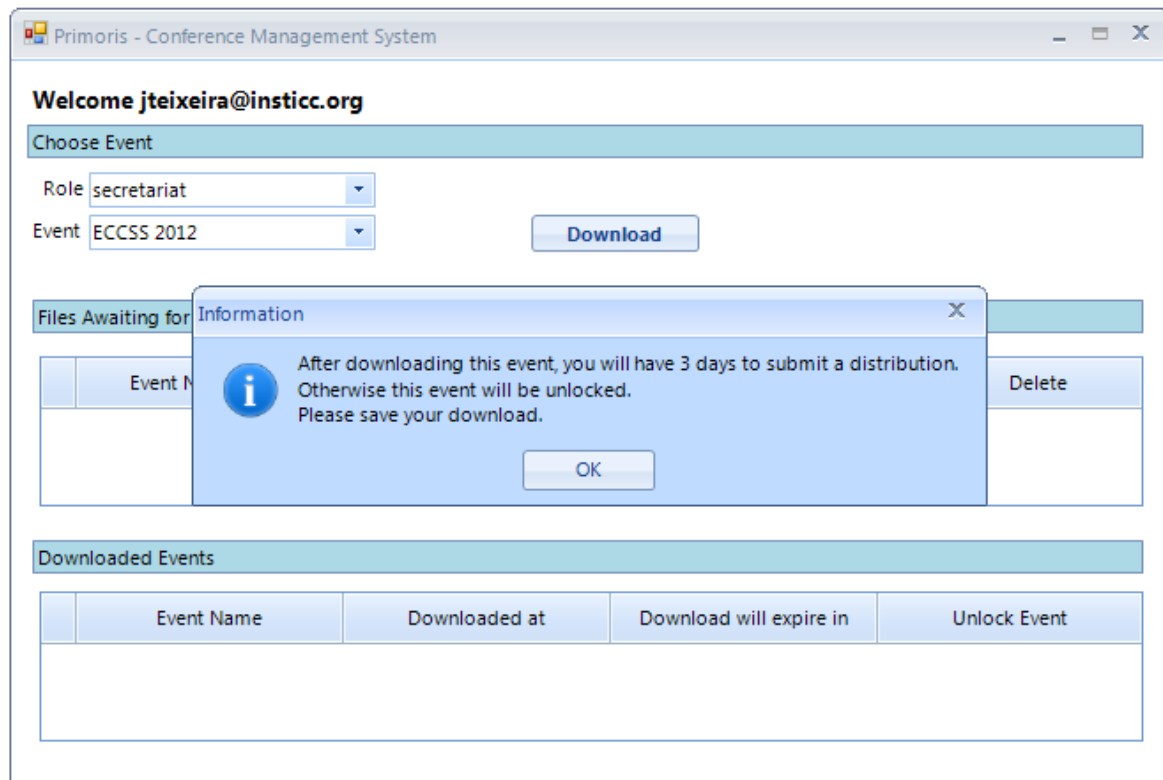


Figure 9.2 Save Downloaded Event

This windows also allows the user to submit an event. The user will be asked to **choose a file** in your computer.

NOTE: The user will only be able to select **Zipped Files (*.zip)**.

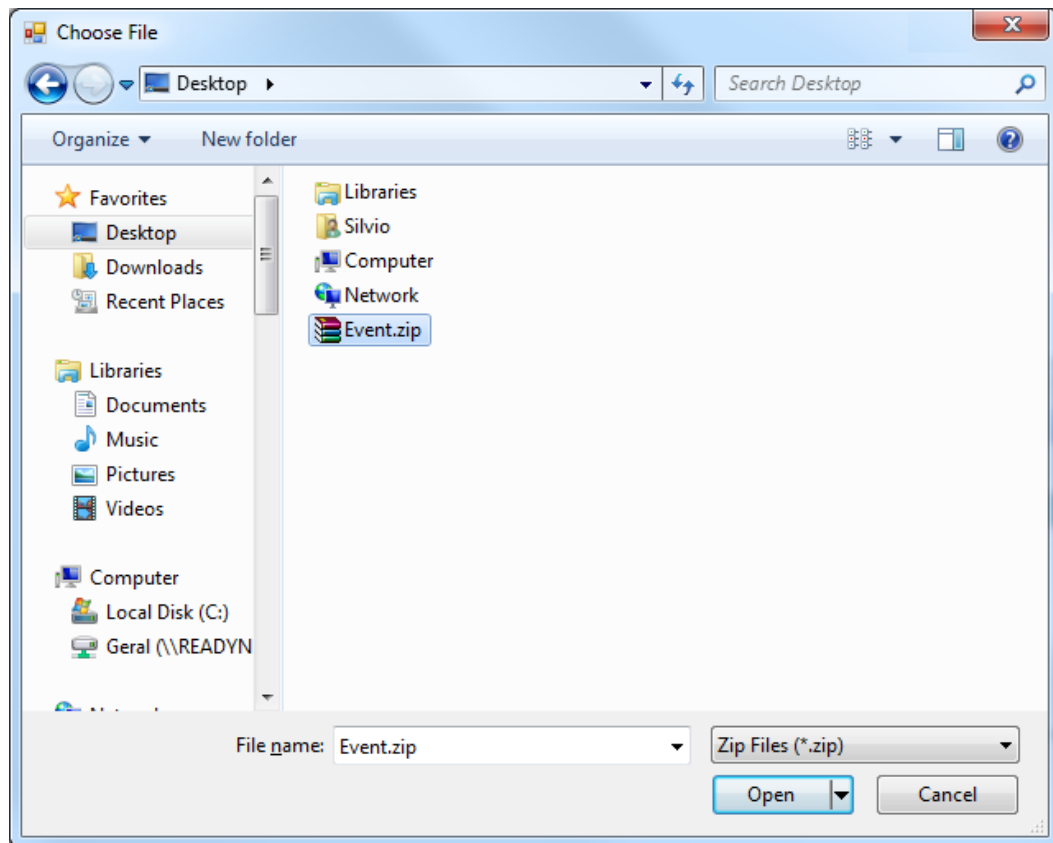


Figure 9.3 Submit Event to PRIMORIS Database

After selecting the desired **event** you can **press** the '**Open**' button and your file will be sent to the PRIMORIS database.

NOTE: To send the file to PRIMORIS database it will be required an active connection to the internet. In the case of impossibility to send the file the user will get an error message.

When the program finishes uploading the file, the user will get an **information window** with '**File successfully uploaded**'.

10 Offline Work Mode

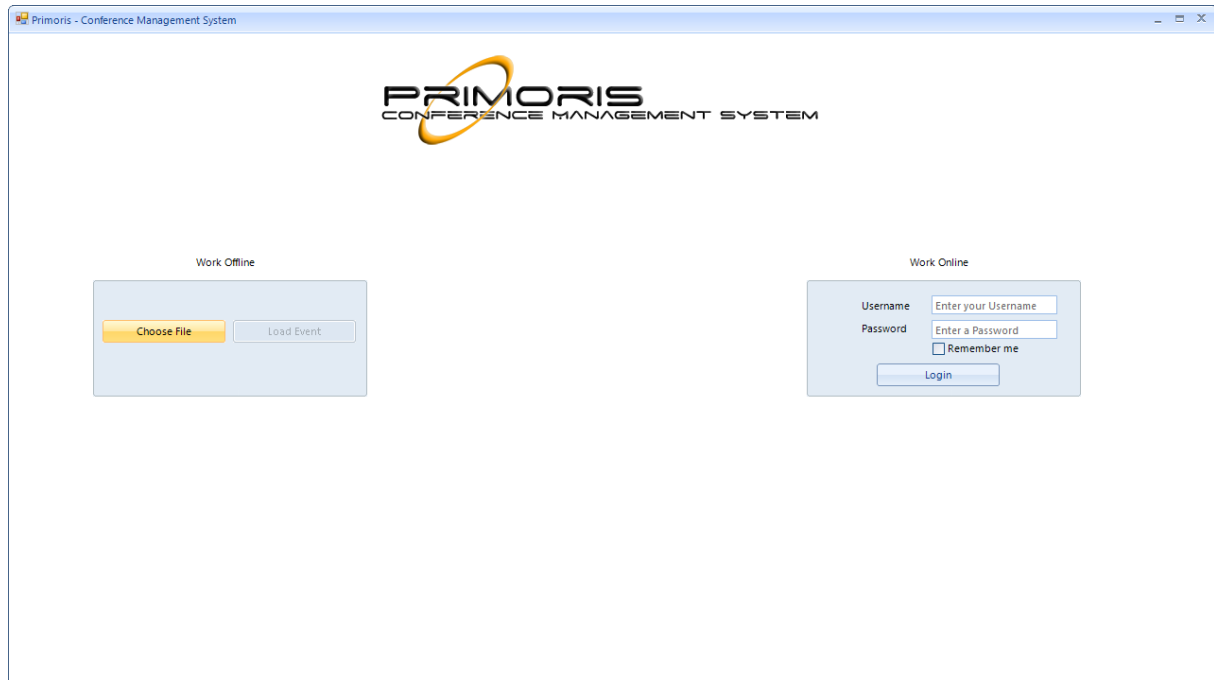


Figure 10.1 Offline Work Mode

The '**Choose File**' button opens a window to choose a file.

NOTE: The user can only choose **Zipped files (*.zip)**

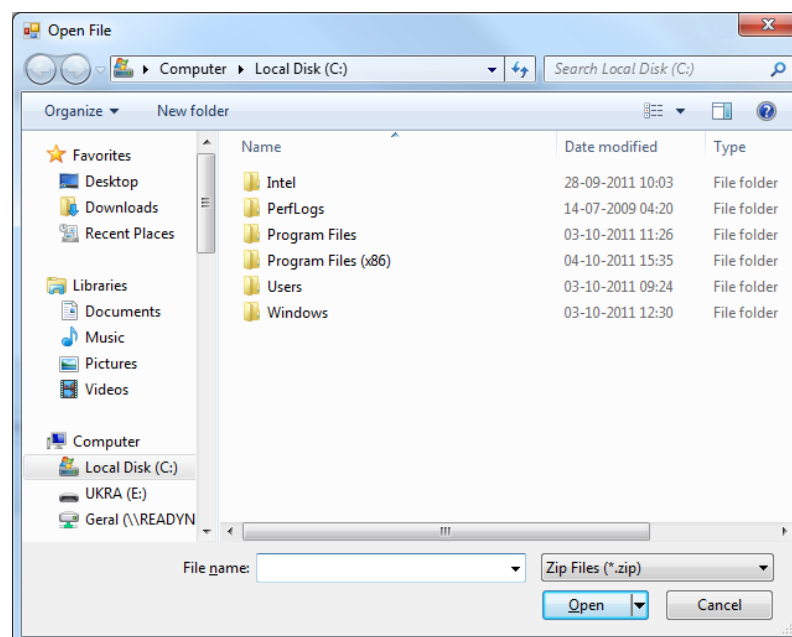


Figure 10.2 Open a Local File

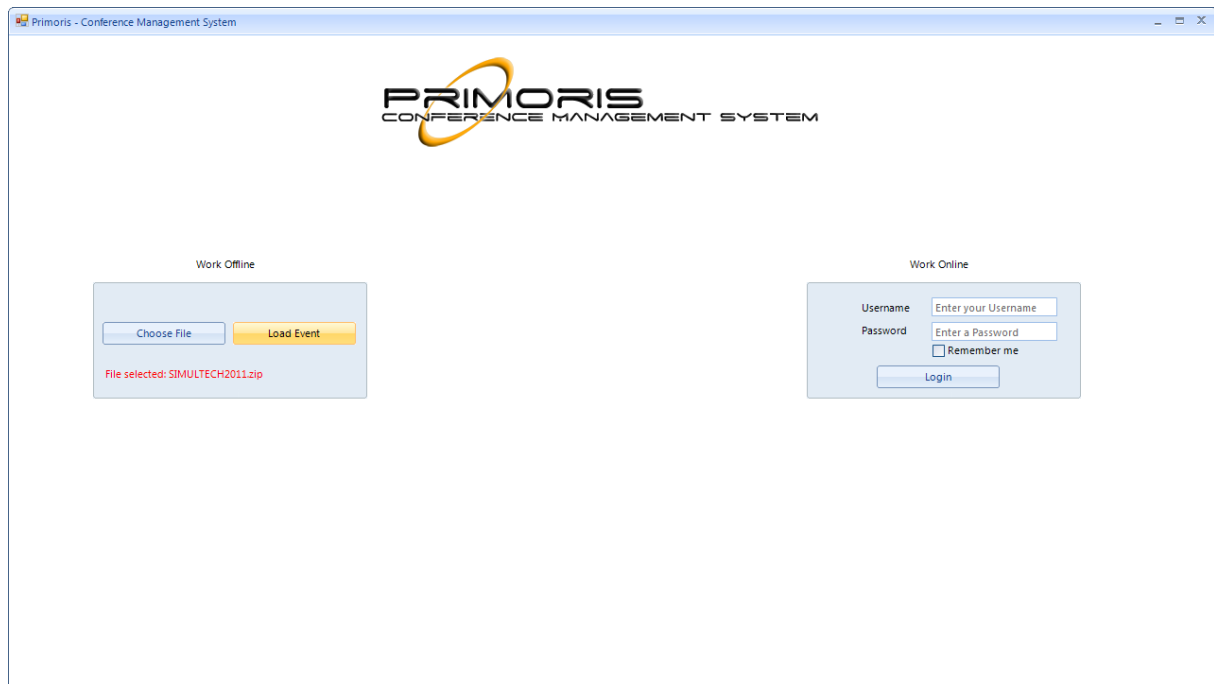


Figure 10.3 Loading an Event

The '**Load Event**' button redirects to the Automatic Distribution window (Figure 11.1).

11 Automatic Distribution

Primoris - Conference Management System

Automatic Papers Assignment

Reviews Number:

Minimal Match (%):

Extra Reviews:

Paper Type: ☐ Regular ☐ Position ☒ Regular + Position

98 Papers loaded from which
79 Regular Papers
19 Position Papers

210 Reviewers loaded

68 Papers already distributed to 63 Reviewers.
Originating a total of 123 assignments

Exclusively Automatic Distribution

 Start Distribution

 Manual Reviews Distribution

Ignore Automatic Distribution and do Manual Distribution

 Exclusively Manual Distribution

Figure 11.1 Automatic Distribution window

This window represents the Automatic Distribution window, which contains several elements:

1. The **information in red** contains information about the event loaded:
 - a. Number of total papers loaded, which can be of regular or position type;
 - i. Number of regular papers loaded;
 - ii. Number of position papers loaded;
 - b. Number of reviewers loaded;
 - c. Number of papers previously distributed and the number of reviewers that corresponded to them;
 - d. Number of the previously distributions;
2. The **'Reviews Number'** label: allows the user to choose a minimal number of reviews for each paper;
3. The **'Minimal Match (%)'** label: allows the user to choose a minimal percentage match between papers and reviewers;
4. The **'Extra Reviews'** label: allows the user to choose a number extra of reviews to assign to each reviewer;
5. The **'Paper Type'** radio buttons: allow the user to choose which kind of papers will be used in the distribution: Regular, Position or both;
6. The **'Start Distribution'** button: allows the user to do an automatic distribution based on the chosen values in **'Reviews Number'**, **'Minimal Match (%)'** and **'Extra Reviews'** labels and **'Paper Type'** radio buttons.
7. The **'Manual Distribution'** button: allows the user to do a manual distribution based on the results of the **'Start Distribution'** button.

NOTE: this button is only enabled after '**Start Distribution**' success.

8. The '**Exclusively Manual Distribution**' button: allows the user to do a manual distribution without the results of the '**Start Distribution**' button.

The screenshot displays the 'Automatic Papers Assignment' window in the Primoris - Conference Management System. The window is divided into three main sections. The top section contains input fields for 'Reviews Number' (set to 2), 'Minimal Match (%)' (set to 30), and 'Extra Reviews' (set to 0). Below these is a 'Paper Type' section with radio buttons for 'Regular', 'Position', and 'Regular + Position' (which is selected). To the right of these inputs, red text provides summary statistics: '98 Papers loaded from which: 79 Regular Papers, 19 Position Papers', '210 Reviewers loaded', and '68 Papers already distributed to 63 Reviewers. Originating a total of 123 assignments'. The bottom section is split into two panels. The left panel, titled 'Exclusively Automatic Distribution', shows two buttons: 'Start Distribution' and 'Manual Reviews Distribution'. Below these buttons, red text displays the following statistics: '82 Reviews Assigned', '0 Papers Assigned according to Reviewers' Preferences', '0 Papers Assigned below reviews number', '4 Unassigned Papers', '18 Reviewers used', 'Effectiveness: 100 %', and 'Time Elapsed: 2,673 (Seconds)'. The right panel, titled 'Ignore Automatic Distribution and do Manual Distribution', contains a single button labeled 'Exclusively Manual Distribution'.

Figure 11.2 Information after automatic paper assignment

After the distribution, it appears some **information in red** about it:

1. The '**Global number of assigned Papers**': represents the global number of distributed papers;
2. The '**Preferential Papers assigned**': represents the number of papers that have been assigned according to the reviewer's preference;
3. The '**Assigned Papers below minimum Revisions**': represents the number of papers who has been distributed below the minimal reviews number;
4. The '**Unassigned Papers**': represents the number of papers without any review assigned;
5. The '**Reviewers were used**': represents the number of reviewers who has been used in the distribution;
6. The '**Effectiveness**': represents the distribution effectiveness;
7. The '**Time Elapsed**': represents the time taken to distribute the papers to the reviewers.

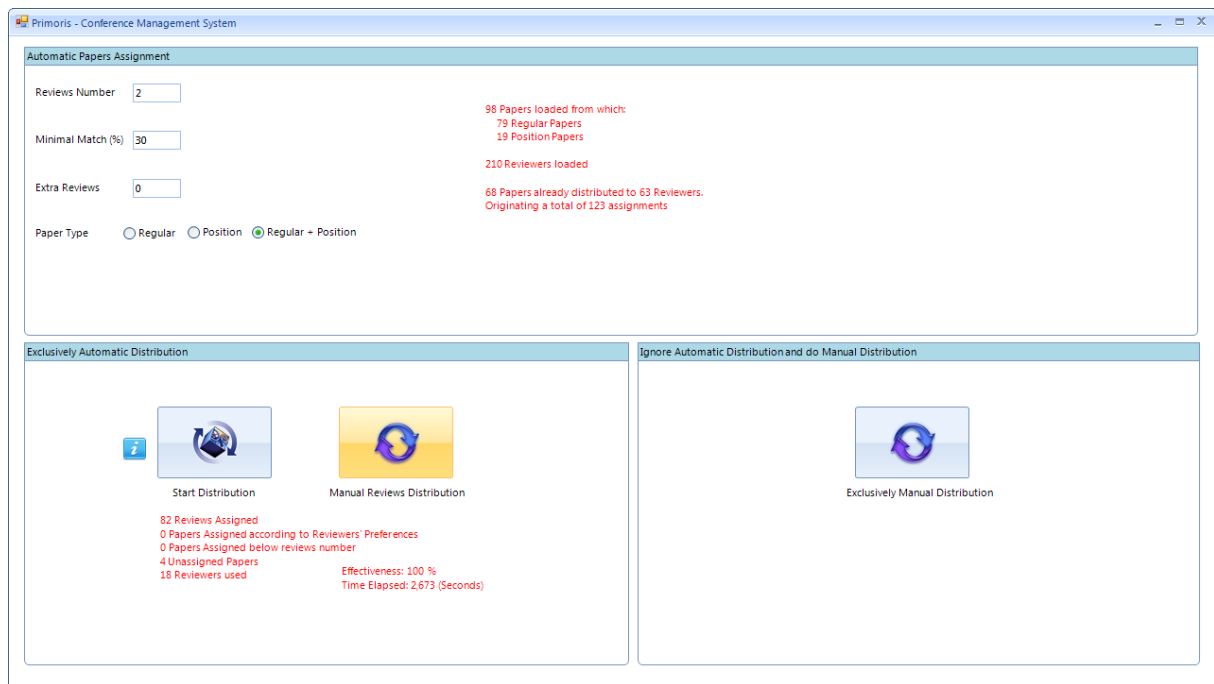


Figure 11.3 Manual Distribution choose

After choosing the 'Manual Distribution' it will appear the **Manual Distribution** window based on the results of the 'Start Distribution' button.

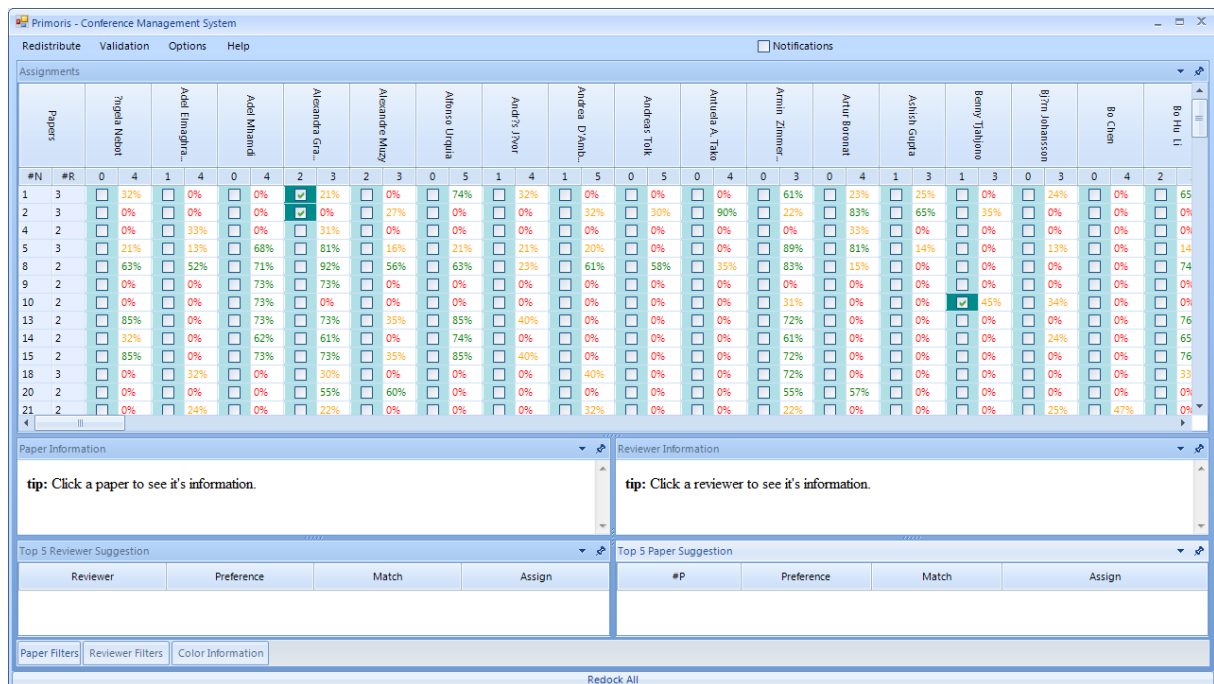


Figure 11.4 Manual Distribution window with Automatic Assignment results

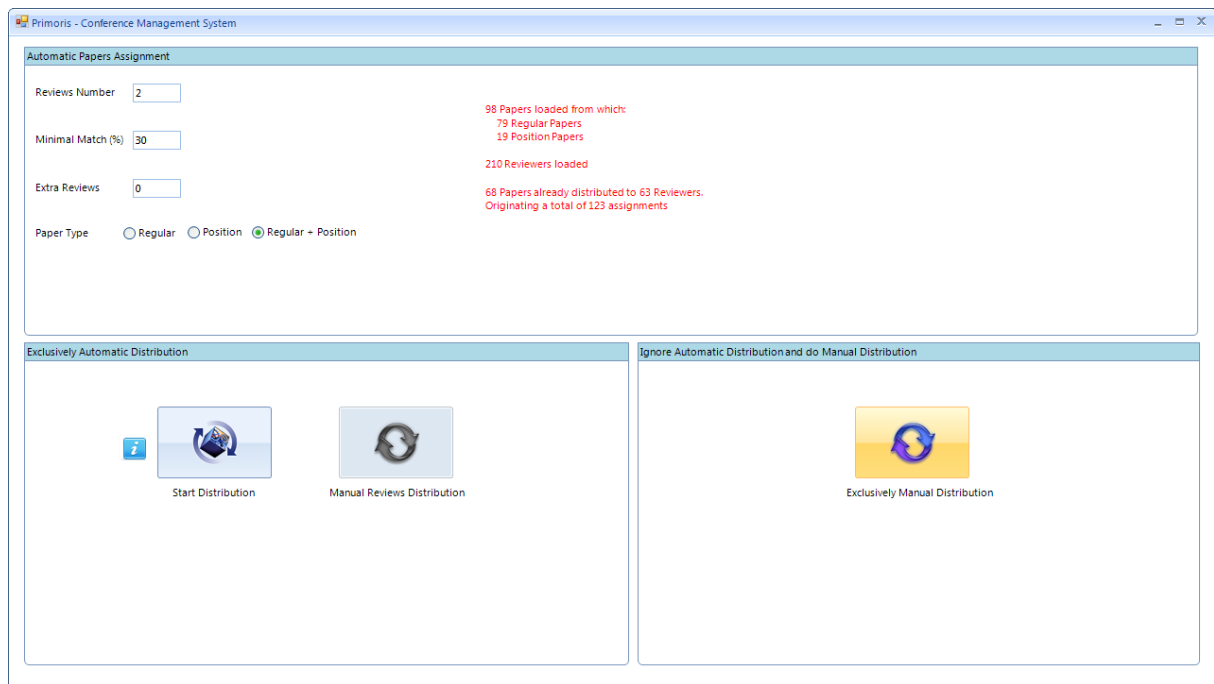


Figure 11.5 Exclusively Manual Distribution

After choosing the 'Exclusively Manual Distribution' button, will appear the **Manual Distribution** window without the results of the 'Start Distribution' button.

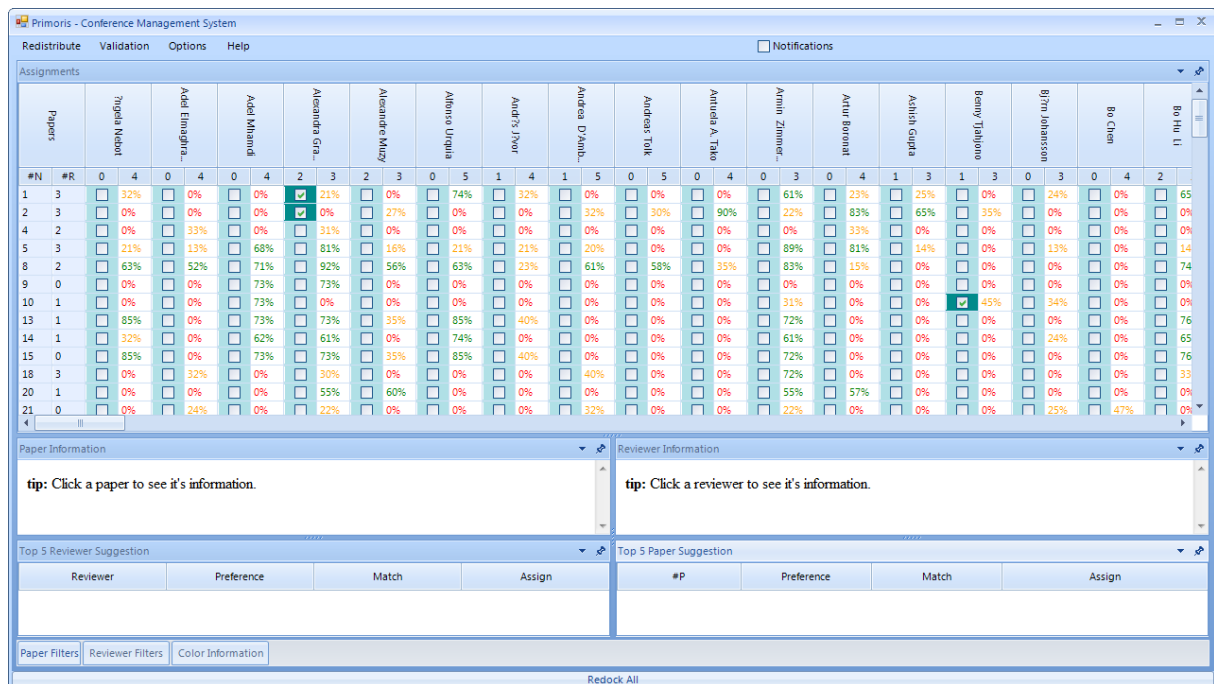


Figure 11.6 Manual Distribution window without Automatic Assignment results

12 Manual Distribution

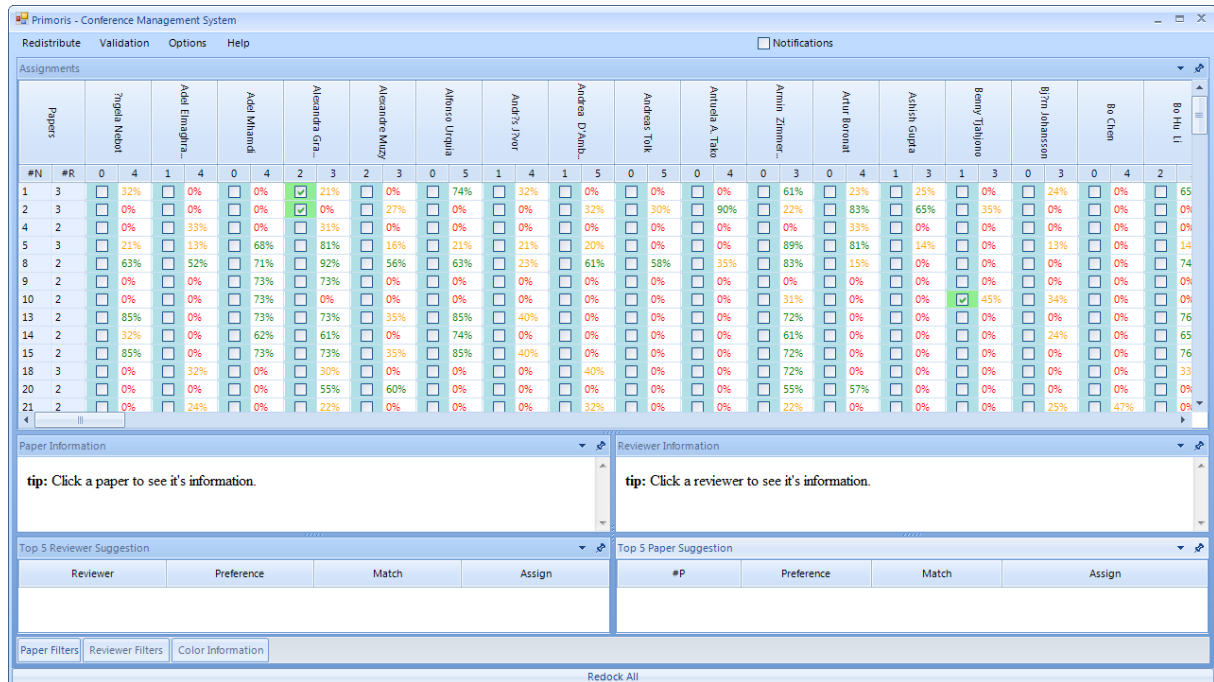


Figure 12.1 Manual Distribution window

This window represents the Manual Distribution window, which contains several elements:

1. The **'Assignments'** panel: contains a table with the reviewers' name (columns) and with the papers' number (lines). In addition, this table contains the reviews' number for each paper, and for each reviewer the number of current revisions and maximum reviews. This table contains other relevant information such as:
 - a. Checkboxes with colors representing the preference level;
 - b. Percentage match between paper and reviewer;
 - c. Tooltip with:
 - i. Paper details
 - ii. Reviewer details
 - iii. Current Reviewers of each paper
 - iv. Validation type, preference match and exact match

NOTE: To do a manual assignment, the user should click on a checkbox that the paper is assigned to the reviewer.

2. The **'Paper Information'** panel: contains the details of the paper;
3. The **'Reviewer Information'** panel: contains the details of the reviewer;
4. The **'Search Filters'** panel: contains the search options for paper or reviewer:
 - a. Paper Search
 - i. The **'Search Paper'** label: allows the user to enter the text to be searched;
 - ii. The **'Search'** button: allows the user to perform the search;

- iii. The **'Clear'** button: allows the user to clear the paper search;
 - b. Reviewer Search
 - i. The **'Search Paper'** label: allows the user to enter the text to be searched;
 - ii. The **'Search'** button: allows the user to perform the search;
 - iii. The **'Clear'** button: allows the user to clear the reviewer search;
- 5. The **'Paper Filters'** panel: contains the search paper filters with some options:
 - a. **'Topics'**: corresponds to the filters based on the papers' topics;

NOTE: if the paper has areas, the filters will be based on the papers' areas.

- b. **'Number Reviews Assigned'**: corresponds to filters based on the number of review for each paper, namely zero, one, two, three, four and four or more:
 - i. The **'0'** checkbox: allows refreshing the table with the papers with zero reviews;
 - ii. The **'1'** checkbox: allows refreshing the table with the papers with one review;
 - iii. The **'2'** checkbox: allows refreshing the table with the papers with two reviews;
 - iv. The **'3'** checkbox: allows refreshing the table with the papers with three reviews;
 - v. The **'4'** checkbox: allows refreshing the table with the papers with four reviews;
 - vi. The **'4+'** checkbox: allows refreshing the table with the papers with four or more reviews.
 - c. The match label contains two elements:
 - i. **'% Match'** label: allows the user to enter a percentage match to be used in the match filter;
 - ii. **'Apply Match'** checkbox: allows the user to do a match filter on a paper or reviewer;

NOTE 1: despite of this label is in **'Paper Filters'** panel, the filter match can be also applied on reviewers.

NOTE 2: to do this filter it is necessary to click on a paper number or on a reviewer name.

- 6. The **'Reviewer Filters'** panel: contains the search reviewer filters with the following options:
 - a. **'Area'** corresponds to filters based on the reviewers' areas;

NOTE: if the reviewer hasn't areas, the filters will be based on the reviewers' topics.

- b. **'Reviews Assigned'** corresponds to filters based on the number of revisions of each reviewer, namely *No Reviews*, *With Reviews* or *Max Reviews Reached*:

- i. The **'No Reviews'** checkbox: allows refreshing the table with the reviewers with no reviews;
- ii. The **'With Reviews'** checkbox: allows refreshing the table with the reviewers with reviews between zero and their max revisions number;
- iii. The **'Max Reviews Reached'** checkbox: allows refreshing the table with the reviewers who has been their max revisions number.

NOTE: the user can apply paper filters and reviewer filters together.

- 7. The **'Redistribute -> Automatic Redistribution'** menu: allows the user to perform an automatic redistribution
- 8. The **'Validation -> Assignment'** menu: allows the user to validate the distribution.
- 9. The **'Help'** menu: contains two submenus:
 - a. **'Color Information'** menu: allows the user to change the table colors;
 - b. **'Notifications'** menu: shows the information about notifications option to the user;
- 10. The **'Notifications'** checkbox: allows to enabled or disabled desktop alerts
 - a. If the user clicks on a paper number, a notification appears with a top 5 reviewers ordered by preferential match
 - b. If the user clicks on the paper reviews, a notification appears with the current reviewers assigned
 - c. If the user clicks on a reviewer name, a notifications appears with a top 5 papers ordered by preferential match and current papers assigned
- 11. The **'Redock All'** button: allows to return to the original panels'.

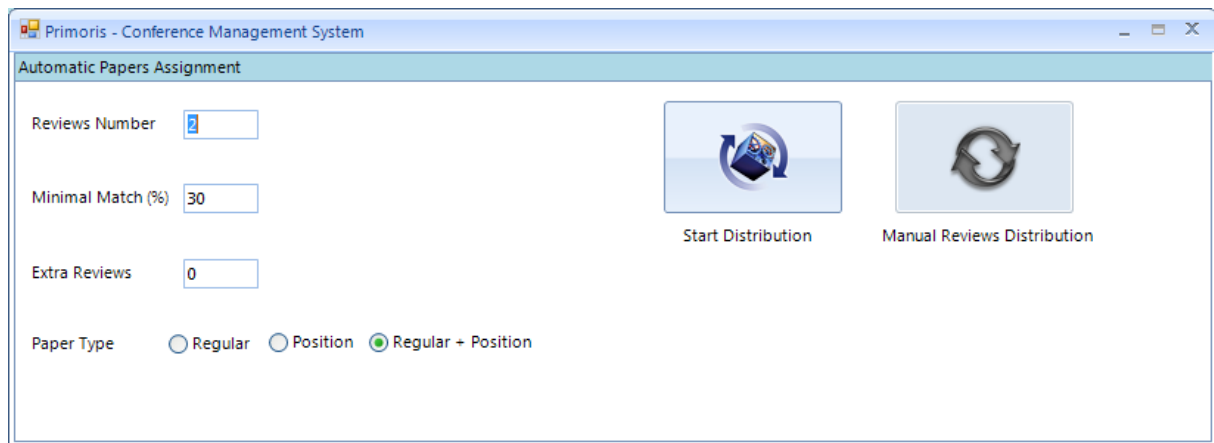


Figure 12.2 Automatic Redistribution window

This is the ‘Automatic Redistribution’ window. Which has the same information as the ‘Automatic Distribution’ superior panel (see Figure 11.1).

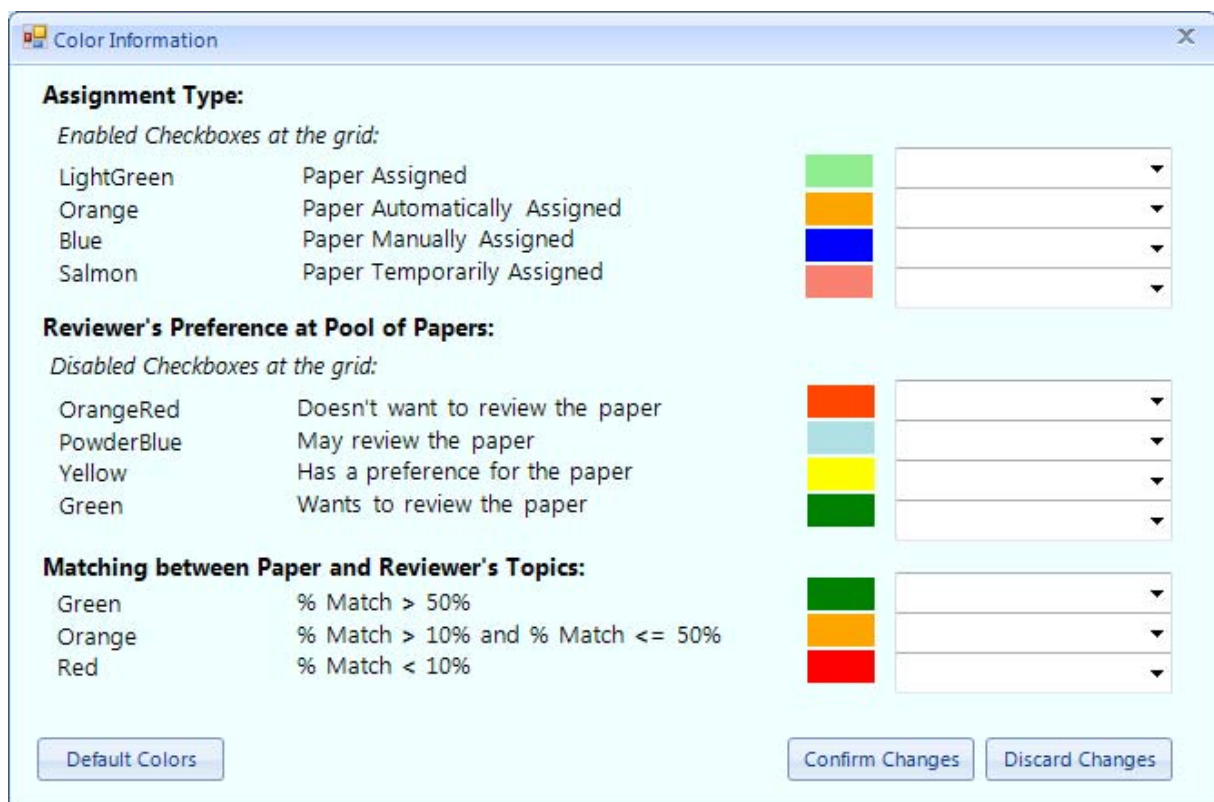


Figure 12.3 Color Information menu

After choosing the ‘Help -> Color Information’ menu, will appear a window with the information regarding the table colors. This window contains the following elements:

1. The ‘Enabled Checkboxes at the grid’ group: corresponds to the colors of the enabled checkboxes. Has three distribution types:
 - a. Paper Pre-Distributed

- b. Paper Assigned Automatically
 - c. Paper Assigned through Hand Distribution
- 2. The **'Remain Colors -> Disabled Checkboxes at the grid'** group: corresponds to the colors of the disabled checkboxes based on the reviewers' preference. Has four preference levels:
 - a. 'Doesn't wish to review the paper'
 - b. 'Reviewer may review the paper'
 - c. 'Reviewer has a preference for the paper'
 - d. 'Reviewer wants to review the paper'
- 3. The **'Percentage Colors'** group: corresponds to three levels of preference match.
 - a. '% Match > 50%'
 - b. '% Match > 10% and % Match <= 50%'
 - c. '% Match < 10%'

NOTE: next to each color there is a dropdown list that allows the user to change the color that he wants (Figures Figure 12.4, Figure 12.5 and Figure 12.6).

- 4. The **'Confirm Changes'** button: allows the user to confirm the color changes.
- 5. The **'Default Colors'** button: allows the user to restore the default table colors.

Color Information

Assignment Type:

Enabled Checkboxes at the grid:

DarkCyan	Paper Assigned		DarkCyan
Orange	Paper Automatically Assigned		
Blue	Paper Manually Assigned		
Salmon	Paper Temporarily Assigned		

Reviewer's Preference at Pool of Papers:

Disabled Checkboxes at the grid:

OrangeRed	Doesn't want to review the paper		
PowderBlue	May review the paper		
Yellow	Has a preference for the paper		
Green	Wants to review the paper		

Matching between Paper and Reviewer's Topics:

Green	% Match > 50%		
Orange	% Match > 10% and % Match <= 50%		
Red	% Match < 10%		

Default Colors Confirm Changes Discard Changes

Figure 12.4 Table Color Changes

If you click on a dropdown list, you will see a palette of all available colors.

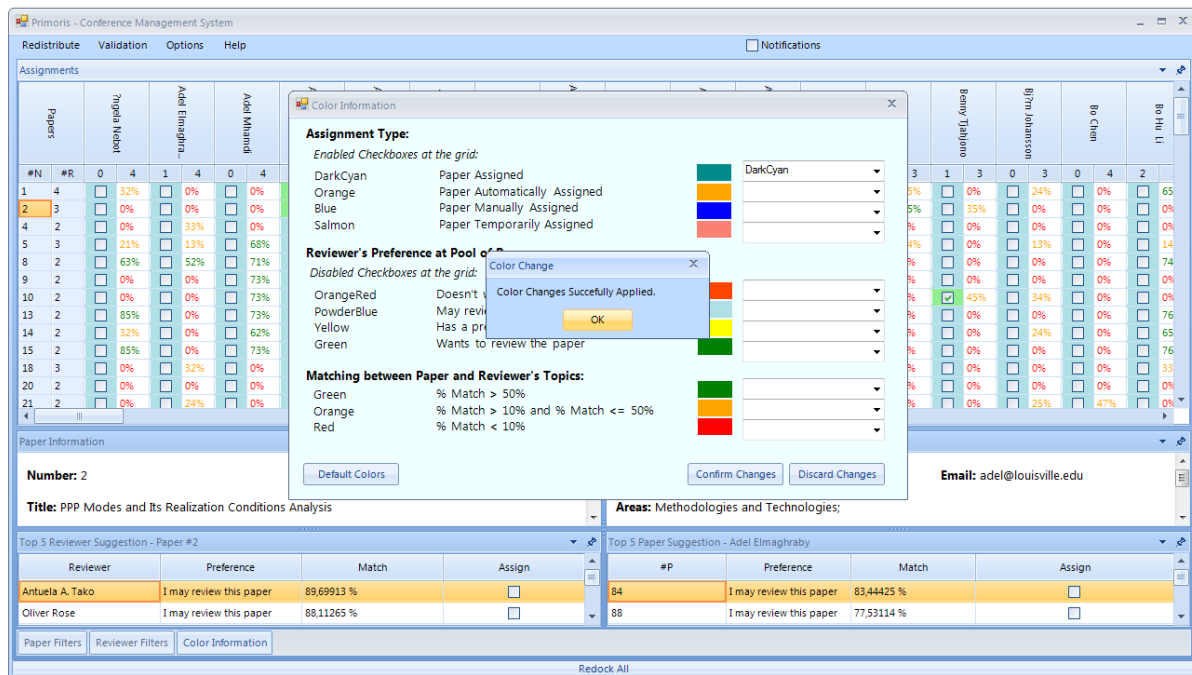


Figure 12.5 Color Changes successfully applied

After doing color changes the system will inform the user.

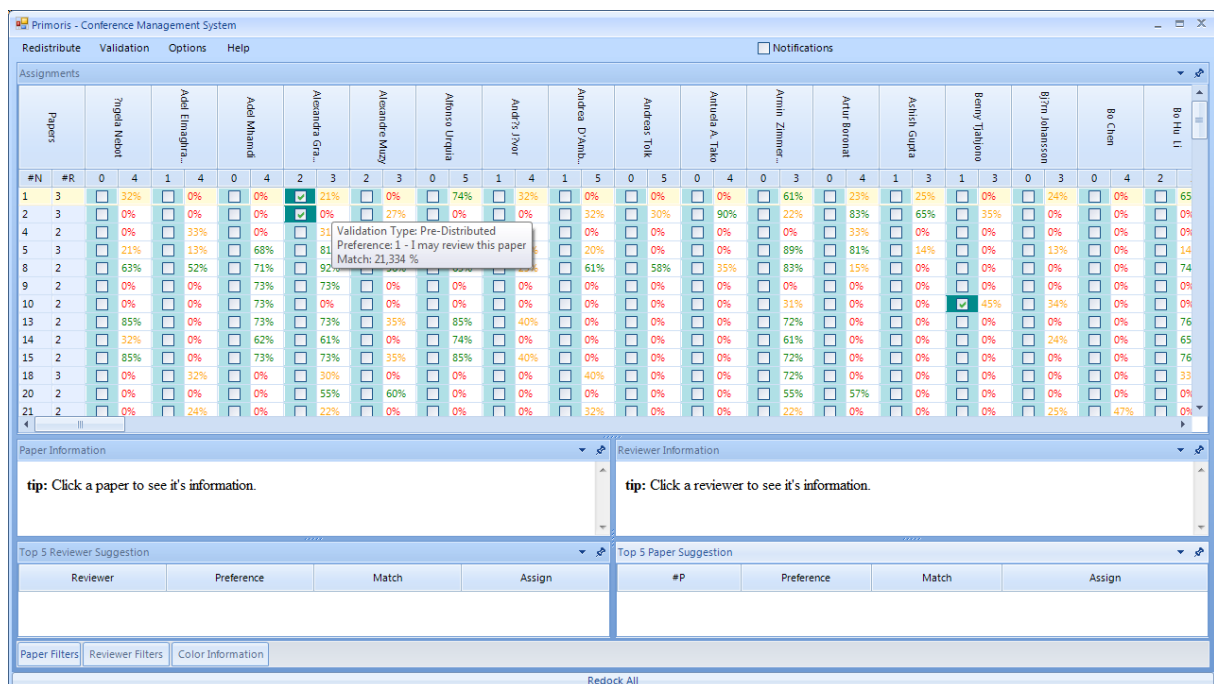


Figure 12.6 Manual Distribution window with color changes

The assignments table is then refreshed accordingly.

13 Assignment Validation

Distribution Information			Assignment Validation		
#Paper	Reviewer	Distribution Type	Yes	No	Temp
9	H. Pierrel	Auto	☐	☐	☐
9	Naoouel Cheikhrouhou	Auto	☐	☐	☐
10	Peter Csaba ?ivecky	Auto	☐	☐	☐
13	Mikel Petty	Auto	☐	☐	☐
14	Yu Zhang	Auto	☐	☐	☐
15	Mikel Petty	Auto	☐	☐	☐
15	Shaoen Wu	Auto	☐	☐	☐
20	Klaus G. Troitzsch	Auto	☐	☐	☐
21	Giovanni Stea	Auto	☐	☐	☐
21	Hassan Diab	Auto	☐	☐	☐
23	Giovanni Stea	Auto	☐	☐	☐
30	Manuel Resinas	Auto	☐	☐	☐
33	H. Pierrel	Auto	☐	☐	☐
33	Mamadou Seck	Auto	☐	☐	☐
34	Yu Zhang	Auto	☐	☐	☐
37	Klaus G. Troitzsch	Auto	☐	☐	☐
39	Gert-Jan de Vreede	Auto	☐	☐	☐
39	Gregory Zacharewicz	Auto	☐	☐	☐
42	H. Pierrel	Auto	☐	☐	☐
46	Mura Ivan	Auto	☐	☐	☐
49	C. Michael Overstreet	Auto	☐	☐	☐
50	C. Michael Overstreet	Auto	☐	☐	☐
52	Shaoen Wu	Auto	☐	☐	☐
53	Adel Elmaghaby	Auto	☐	☐	☐
53	Shaoen Wu	Auto	☐	☐	☐
54	Manuel Resinas	Auto	☐	☐	☐
54	Nick T. Koussoulas	Auto	☐	☐	☐
55	Manuel Resinas	Auto	☐	☐	☐

Temporary All Assign All Unassign All

Figure 13.1 Assignment Validation window

After choosing the 'Validation -> Assignment' menu in Manual Distribution window, will appear the 'Assignment Validation' window. This window has a table with two principal columns:

1. 'Distribution Information' column, has two sub-columns with information about:
 - a. Paper number
 - b. Reviewer name

NOTE: if the user moves the mouse to a paper number, it will show a tooltip with the paper details. If the mouse is moved over a reviewer name, it will show a tooltip with the reviewer details.

2. 'Assignment Validation' column, has four sub-columns with information about:
 - a. Distribution Type: 'Auto' or 'Manual';
 - b. Three validation types
 - i. The 'Yes' checkbox: allows the user to validate the selected Assignment
 - ii. The 'No' checkbox: allows the user to invalidate the selected Assignment
 - iii. The 'Temp' checkbox: allows the user to set the paper temporarily to the selected reviewer

At the bottom there are 2 checkboxes:

1. The 'Temporary All' checkbox: allows the user to set all papers as temporarily assigned;

2. The **'Validate All'** checkbox: allows the user to validate all Assignments.

And two menus:

1. The **'File'** menu, with two sub-menus:
 - a. The **'Save Original File with changes'** menu: allows the user to save to file all changes;
 - b. The **'Return to Manual Distribution'** menu: allows the user to return to Manual Distribution window (Figure 12.1).
2. The **'Export to Database'** menu, with two sub-menus:
 - a. The **'Export'** menu: allows the user to submit the event to the PRIMORIS database;
 - b. The **'Save Assignments for later Submission'** menu: allows the user to save the current work, to a file, for later submission.

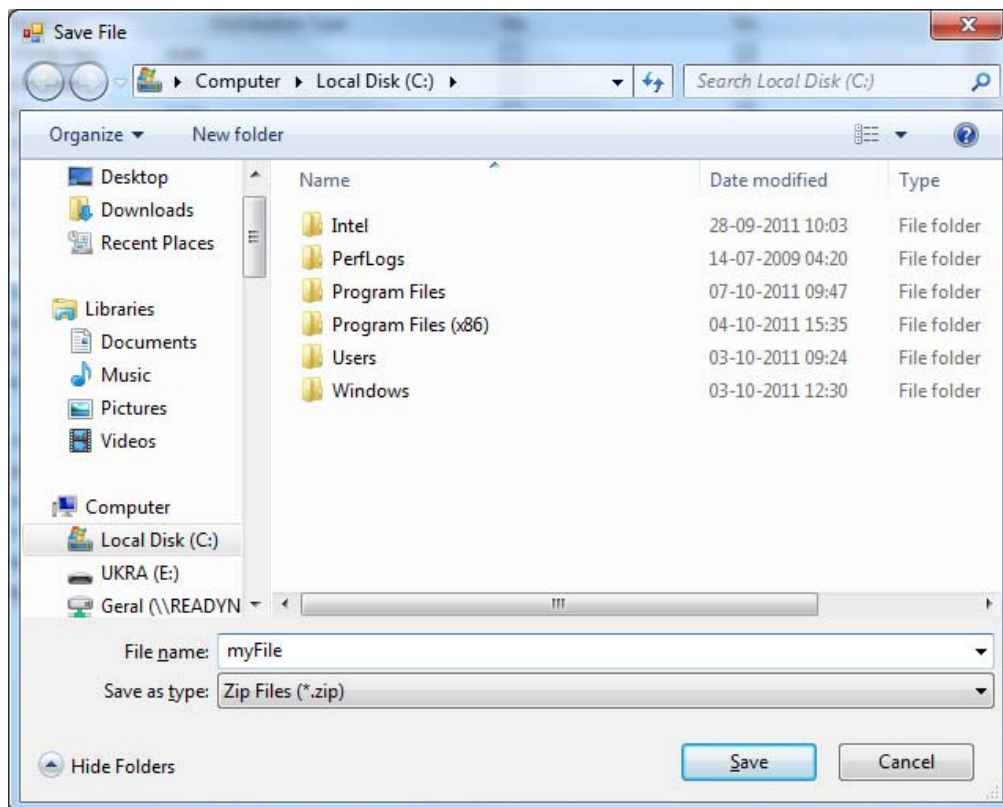


Figure 13.2 Save Original File with changes

After choosing the **'File -> Save Original File with changes'** menu, will appear a window that allows saving the event to the user personal computer. After having the work successfully saved, a notification will appear.

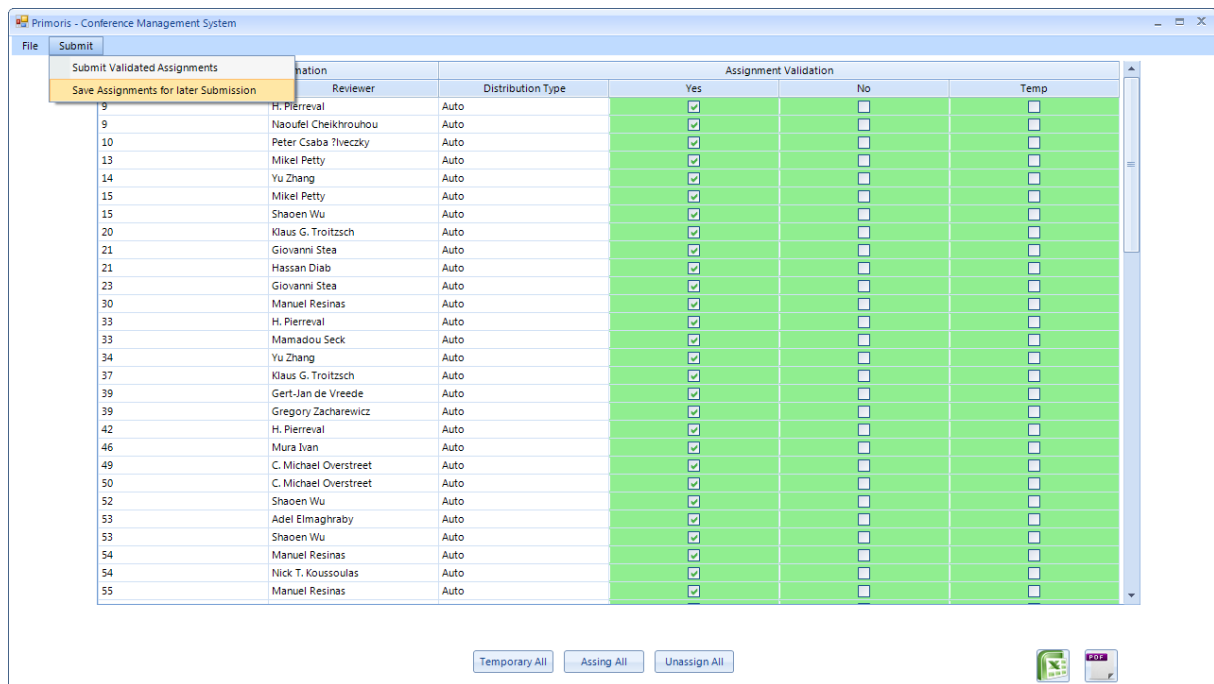


Figure 13.3 Export to Database menu

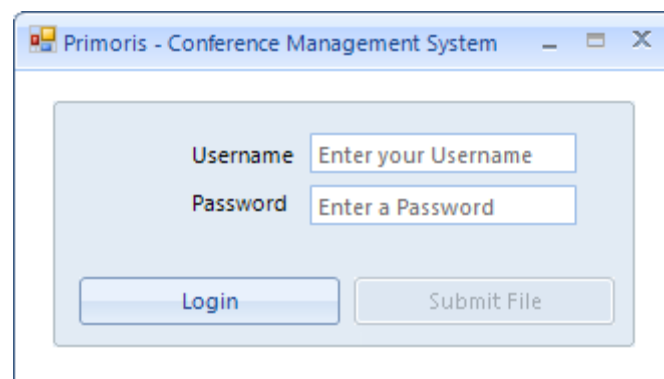


Figure 13.4 Authentication window

In the 'Export to Database -> Export' menu, an authentication window will appear.

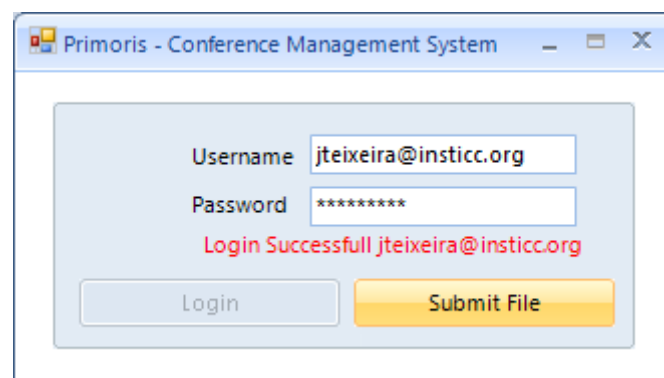


Figure 13.5 Submit Event option

After a successful login, the **‘Submit File’** button is enabled and the **‘Login’** button is disabled.

NOTE: if the user is already authenticated, then it will not be necessary to do it again. In this case the **‘Submit File’** button is enabled and the **‘Login’** button is disabled.

The screenshot displays the 'Primoris - Conference Management System' interface. The top menu includes 'Redistribute', 'Validation', 'Options', and 'Help'. A 'Notifications' checkbox is present. The main area is titled 'Assignments' and shows a grid of reviewer assignments for various papers. The grid has columns for reviewer names and checkboxes for assignment status. Below the grid, there are sections for 'Paper Information' (with a tip to click a paper for more info), 'Reviewer Information' (showing details for Alexandre Muzy, including name, country, email, and areas), 'Top 5 Reviewer Suggestion' (a table with columns for reviewer, preference, match, and assign), and 'Top 5 Paper Suggestion - Alexandre Muzy' (a table with columns for paper number, preference, match, and assign). At the bottom, there are tabs for 'Paper Filters', 'Reviewer Filters', and 'Color Information', along with a 'Redock All' button.

Figure 13.6 Save Assignments for Later Submission option

After choosing the **‘Export to Database -> Save Assignments for later Submission’** menu, the user can save the event for later submission.

14 Known Issues

14.1 Multiple Reviewers Selection

Reviewers can be selected by the clicking on their names with any of the mouse buttons (Figure 14.1).

Primoris - Conference Management System

Menu: Redistribute Validation Options Help

Notifications: ☐

Assignments

Papers	Reviewer	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
1	3	32%	0%	0%	21%	0%	74%	32%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	65%	
2	3	0%	0%	0%	0%	0%	0%	0%	32%	30%	90%	22%	83%	65%	35%	0%	0%	0%	0%	0%	0%	0%	0%	0%
4	2	0%	33%	0%	31%	0%	0%	0%	0%	0%	0%	0%	0%	33%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
5	3	21%	13%	68%	81%	16%	21%	21%	20%	0%	0%	89%	81%	14%	0%	0%	13%	0%	0%	0%	0%	0%	14%	0%
8	2	63%	52%	71%	92%	56%	63%	23%	61%	58%	35%	83%	15%	0%	0%	0%	0%	0%	0%	0%	0%	0%	74%	0%
9	2	0%	0%	73%	73%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
10	2	0%	0%	73%	0%	0%	0%	0%	0%	0%	0%	0%	0%	31%	0%	0%	45%	34%	0%	0%	0%	0%	0%	0%
13	2	85%	0%	73%	73%	35%	85%	40%	0%	0%	0%	72%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	76%	0%
14	2	32%	0%	62%	61%	0%	74%	0%	0%	0%	0%	61%	0%	0%	0%	0%	24%	0%	0%	0%	0%	0%	65%	0%
15	2	85%	0%	73%	73%	35%	85%	40%	0%	0%	0%	72%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	76%	0%
18	3	0%	32%	0%	30%	0%	0%	0%	40%	0%	0%	72%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	33%	0%
20	2	0%	0%	0%	55%	60%	0%	0%	0%	0%	0%	55%	57%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
21	2	0%	24%	0%	22%	0%	0%	0%	32%	0%	0%	22%	0%	0%	0%	0%	25%	47%	0%	0%	0%	0%	0%	0%

Paper Information

tip: Click a paper to see it's information.

Reviewer Information

Name: Alexandre Muzy Country: France Email: a.muzy@univ-corse.fr

Areas: Methodologies and Technologies;

Top 5 Reviewer Suggestion

Reviewer	Preference	Match	Assign
54	I may review this paper	78.81 %	☐
94	I may review this paper	78.70567 %	☐

Paper Filters Reviewer Filters Color Information Redock All

Figure 14.1 Multiple Reviewer Selection – Issue Demonstration

To unselect a reviewer, you must right-click it (Figure 14.2), and it will be unselected.

Primoris - Conference Management System

Redistribute Validation Options Help

Notifications

Assignments

Papers	Ngueli Nebel	Adel Ennagha...	Adel Mhand	Alexandra Gra...	Alexandre Muzy	Alfonso Urguia	Andrés Javi	Andrés Dymh...	Andrés Tok	Antonia A. Talo	Amin Zimer...	Artur Bonnat	Ashish Gupta	Benny Taljono	Björn Johansson	Bo Chen	Bo Hu Li
#N	3	0	4	2	3	0	5	1	4	1	5	0	5	0	4	0	2
1	3	32%	0%	0%	21%	0%	74%	32%	0%	0%	61%	23%	25%	0%	24%	0%	65
2	3	0%	0%	0%	0%	27%	0%	32%	30%	90%	22%	83%	65%	35%	0%	0%	0%
4	2	0%	33%	0%	31%	0%	0%	0%	0%	0%	0%	33%	0%	0%	0%	0%	0%
5	3	21%	13%	68%	81%	16%	21%	20%	0%	0%	89%	81%	14%	0%	13%	0%	14
8	2	63%	52%	71%	92%	56%	63%	23%	61%	35%	83%	15%	0%	0%	0%	0%	74
9	2	0%	0%	73%	73%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
10	2	0%	0%	73%	0%	0%	0%	0%	0%	0%	31%	0%	45%	34%	0%	0%	0%
13	2	85%	0%	73%	73%	35%	85%	40%	0%	0%	72%	0%	0%	0%	0%	0%	76
14	2	32%	0%	62%	61%	0%	74%	0%	0%	0%	61%	0%	0%	0%	24%	0%	65
15	2	85%	0%	73%	73%	35%	85%	40%	0%	0%	72%	0%	0%	0%	0%	0%	76
18	3	0%	32%	0%	30%	0%	0%	40%	0%	0%	72%	0%	0%	0%	0%	0%	33
20	2	0%	0%	0%	55%	60%	0%	0%	0%	0%	55%	57%	0%	0%	0%	0%	0%
21	2	0%	24%	0%	22%	0%	0%	32%	0%	0%	22%	0%	0%	25%	47%	0%	0%

Paper Information

tip: Click a paper to see it's information.

Reviewer Information

Name: Alexandre Muzy Country: France Email: a.muzy@univ-corse.fr

Areas: Methodologies and Technologies;

Top 5 Reviewer Suggestion

Reviewer	Preference	Match	Assign
54	I may review this paper	78.81 %	☐
94	I may review this paper	78,70567 %	☐

Top 5 Paper Suggestion - Alexandre Muzy

#P	Preference	Match	Assign
54	I may review this paper	78.81 %	☐
94	I may review this paper	78,70567 %	☐

Paper Filters Reviewer Filters Color Information

Redock All

Figure 14.2 Multiple Selection Issue – How To Fix

Primoris - Conference Management System

Redistribute Validation Options Help

Notifications

Assignments

Papers	Ngueli Nebel	Adel Ennagha...	Adel Mhand	Alexandra Gra...	Alexandre Muzy	Alfonso Urguia	Andrés Javi	Andrés Dymh...	Andrés Tok	Antonia A. Talo	Amin Zimer...	Artur Bonnat	Ashish Gupta	Benny Taljono	Björn Johansson	Bo Chen	Bo Hu Li
#N	3	0	4	2	3	0	5	1	4	1	5	0	5	0	4	0	2
1	3	32%	0%	0%	21%	0%	74%	32%	0%	0%	61%	23%	25%	0%	24%	0%	65
2	3	0%	0%	0%	0%	27%	0%	32%	30%	90%	22%	83%	65%	35%	0%	0%	0%
4	2	0%	33%	0%	31%	0%	0%	0%	0%	0%	0%	33%	0%	0%	0%	0%	0%
5	3	21%	13%	68%	81%	16%	21%	20%	0%	0%	89%	81%	14%	0%	13%	0%	14
8	2	63%	52%	71%	92%	56%	63%	23%	61%	35%	83%	15%	0%	0%	0%	0%	74
9	2	0%	0%	73%	73%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
10	2	0%	0%	73%	0%	0%	0%	0%	0%	0%	31%	0%	45%	34%	0%	0%	0%
13	2	85%	0%	73%	73%	35%	85%	40%	0%	0%	72%	0%	0%	0%	0%	0%	76
14	2	32%	0%	62%	61%	0%	74%	0%	0%	0%	61%	0%	0%	0%	24%	0%	65
15	2	85%	0%	73%	73%	35%	85%	40%	0%	0%	72%	0%	0%	0%	0%	0%	76
18	3	0%	32%	0%	30%	0%	0%	40%	0%	0%	72%	0%	0%	0%	0%	0%	33
20	2	0%	0%	0%	55%	60%	0%	0%	0%	0%	55%	57%	0%	0%	0%	0%	0%
21	2	0%	24%	0%	22%	0%	0%	32%	0%	0%	22%	0%	0%	25%	47%	0%	0%

Paper Information

tip: Click a paper to see it's information.

Reviewer Information

Name: Alexandre Muzy Country: France Email: a.muzy@univ-corse.fr

Areas: Methodologies and Technologies;

Top 5 Reviewer Suggestion

Reviewer	Preference	Match	Assign
54	I may review this paper	78.81 %	☐
94	I may review this paper	78,70567 %	☐

Top 5 Paper Suggestion - Alexandre Muzy

#P	Preference	Match	Assign
54	I may review this paper	78.81 %	☐
94	I may review this paper	78,70567 %	☐

Paper Filters Reviewer Filters Color Information

Redock All

Figure 14.3 Multiple Selection Issue Fixed

NOTE: This issue will be fixed in the next release.

Glossary

Position Paper	A position paper presents an arguable opinion about an issue. The goal of a Position Paper is to convince the audience that your opinion is valid and worthy to listen to, without needing to present completed research work and/or validated results. However, it is important to support your argument with evidence to ensure the validity of your claims. A Position Paper may be a short report and discussion of ideas, facts, situations, methods, procedures or results of scientific research (bibliographic, experimental, theoretical, or other) focused on one of the conference topic areas. The acceptance of a Position Paper is restricted to the categories of 'short paper' or 'poster', i.e. a Position Paper is not a candidate to acceptance as 'full paper'.
Regular Paper	A regular paper presents a work where the research is almost or completely finished. It does not necessarily mean that the acceptance is as a full paper. It may be accepted as a 'full paper' (30 min. oral presentation), a 'short paper' (20 min. oral presentation) or a 'poster'.