

## Tutorial for Associate Editors

### 1) General Information

This document is intended to give you an overview of the most important functions of the WI submission system for the review process. For detailed information please have a look at the [ConfTool Documentation](#) or ask the support team ([wi23@uni-paderborn.de](mailto:wi23@uni-paderborn.de)).

### 2) Login Information

Associate Editors are already registered to the WI submission system (<https://www.conftool.com/wi23/>). You should have received the login details by e-mail. If you have lost your login details, they can be obtained through the links right of the login text fields ("Forgotten your user name?" and "Forgotten your password?").

### 3) Entering AE Reviews and assigning Papers to Reviewers

After logging in you have the option to **“Enter and Edit Reviews”** for the specific contributions which were assigned to you. In order to be aware of conflicts for potential reviewers, we’ve ensured that AEs are able to see the name of the authors of all papers assigned to them.


#### Enter and Edit Reviews

As a **Reviewer** you can download the contributions assigned to you here and enter your review(s) in the review form. You can then revise your review until the end of the review phase (21.04.23).

Each author will receive a message in which all "Comments for the authors" of the review will be copied, regardless of the acceptance or rejection of his/her contribution. Please take this into account when formulating the comments.

Please note that the contributions to be reviewed are unpublished works and intellectual property of other authors. This fact as well as your own professional ethics require that you never disclose the content of this work - even in part - to third parties and that you treat it as strictly confidential.

Actions
▶ Show all abstracts
▶  Print all abstracts
▶  Export all abstracts as DOC

<b>100</b>	Testing-Track Format: Full Paper <b>Testing Stuff is our Passion</b> Löhr, Bernd Organization(s): Paderborn University, Germany 1st file  Contribution_100.pdf	▶ Show Abstract ▶ Contribution Details ▶ Send E-Mail to Track Chairs ▶ Review Requests: 0 ▶ <b>Enter Associate Editor Review</b> ▶ Upload File for Author ▶ Refuse to Review ▶ Show All Reviews (0)
	You are <b>associate editor</b> for this submission: <a href="#">Show All Reviews (0)</a> Time left to submit the review: 77 days 10 hours. Deadline: 21st Apr 2023, 11:59:59pm CET	

Overview > Enter and Edit Reviews

Print View    

Contact and Legal Notice - Contact Address: [wi23@uni-paderborn.de](mailto:wi23@uni-paderborn.de)  
 Privacy Statement - Conference: WI23

Conference Software - ConfTool Pro 2.8.98+TC  
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By clicking on **“Enter Associate Editor Review”** you have the option to enter an Associate Editor Review either for a Fast & Constructive AE Reject or for a Consolidated AE Reviews. After entering the AE Review, you can view and edit the review via the menu **“Survey of your already submitted reviews”**. Furthermore, the Track Chairs can see the detailed results of your review entered in the submission system.

By clicking on **“Review Request”** you can send out requests to potential reviewers of the specific paper assigned to you. Sending out the request you can choose a deadline for the review and a request expiry date. Furthermore, the system proposes you a standardized mail, which will be automatically sent out by the system to the potential reviewer.

With the “**Review Request**”, potential reviewers get a link to the submission tool where they can “Accept” or “Reject” the review request. AEs see the results of accepting or rejecting the review request via the “**Manage Review Requests**” menu.

## **Manage Review Requests**

This function allows you to send a request (invitation) to a person to ask him/her to review the submission shown below. Please fill out the field of the form below to send out the request.

### Contribution Details

Submission Type / Conference Track: **Admin**

### Test

Submitted by: **David** (Friedrich-Alexander-Universität Erlangen-Nürnberg, Germany)

Submitted by: **David** (Friedrich-Alexander-Universität Erlangen-Nürnberg, DE), ID: 3527

**246**

⌵ Contribution Details ⌵

## List of Review Requests

List of all current review requests for this submission.

ID	Request Sender Date Request Sent Request Expiry Date	Request Receiver	Reviewer Status and Type	Invitation Status Last Update	Request Messages	Actions
2	<b>David Reviewer</b> 01/Sept/2021 08/Sept/2021	<b>Max Must</b> max-must@ User ID: 3859	User Status: Reviewer Regular Reviewer	<b>Request Accepted</b> 1st Sept 2021, 09:51:11am	<b>2 Messages</b> (1 by you)	Details Delete

## Send New Review Request

Via the function “**Show all Reviews**” in the menu “**Enter and Edit Reviews**” AEs can see all details regarding the reviews from the reviewers. Based on the reviews AEs can create their consolidated AE review. Similar to AEs Track Chairs see all Reviews from all Reviewers.

### Review Result of the Programme Committee

**The contribution is now in review.**

#### Overview of Reviews

Questions	Review 1 M. Must	Associate Editor Review 2 Your Review
Familiarity of the reviewer with the topic	8	8
Quality of Content	2	2
Significance for theory or practice	2	4
Originality and level of innovativeness	2	4
Fitting to the track	2	4
Quality of presentation	2	4
Overall recommendation	2	3
<b>Total points (out of 100)</b>	<b>20</b>	<b>33</b>

## Review 1

Message to Reviewer

### Information on the Reviewer

#### Max Must

University of Marburg, Germany

max-must@

Review entered on: 1st Sept 2021, 10:09:20am · Last Update: 1st Sept 2021, 10:26:57am

**3859**

### Evaluation of the Contribution

Quality of Content	Significance	Originality	Thematic Relevance	Presentation	Overall Recommendation	Total points (out of 100)
2	2	2	2	2	2	20

### Reviewer's Comments on the Contribution

#### Comments for the Authors:

Not good

Familiarity of the reviewer with the topic: 8



# 18<sup>th</sup> International Conference on Wirtschaftsinformatik 2023



Track Chairs don't get notified automatically by the system about any reviews submitted or any changes made to the reviews by the AEs. Therefore, we would like to encourage you to agree with the Track Chairs on specific deadlines on which all reviews have to be submitted and no more changes are made to the reviews.

So, the Track Chairs can make the final decisions and set the correct status (e.g. acceptance, in review, rejection) before the authors are notified via bulk emails. The dates for sending out the information to the authors via bulk mail are:

- 24<sup>th</sup> of March 2023 → Fast & Constructive Reports
- 26<sup>th</sup> of May 2023 → Information to Authors
- 30<sup>th</sup> of June 2023 → Final Decision to Authors