

Tutorial for Track Chairs

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).

2) Login Information

Track Chairs 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) Viewing Submissions and Assigning AEs

After logging in you have the option to view all submissions for your track under the menu "Manage Submissions and Reviews" → "List of Submissions". Clicking on the Contribution itself, you have the option to get further information about each contribution. With the Button "Assign Associate Editors" you have the option to assign Associate Editors to specific contributions.

Assign Associate Editors (AE)

On this page you can assign program committee (PC) members and reviewers to the selected contribution.

The reviewing phase has not started, yet. It begins 24th Mar 2023, 12:00:00am CET.

Track: Testing-Track Title: Testing Stuff is our Passion ⓘ Submitted by: [redacted] Bernd ⓘ Organization / Company: [redacted] Author(s): [redacted] Bernd E-Mail Addresses of All Co-authors: [redacted] Topics: -- Keywords: bli, bla, blub	100
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Reviewers who have already been assigned:

None have been assigned yet.

All available experts:

Submission Type / Track	All submission types / tracks		
Special Filter	No special filter		
User ID	Member of the Program Committee (PC Member) / Reviewer	Biddings / Matching topics	Save New Assignment
Reviewer	Der Gallier, Asterix ⓘ	--	Associate Editor <input checked="" type="checkbox"/>
1078	Organization / Company: Gallische Universität, DE	Matching topics: 0	Set Conflict <input type="checkbox"/>
Priority Topics: --		Assigned submissions for reviewing: 0	
E-Mail: [redacted]		Max No. of Reviews: 10	
Save New Assignment			

Furthermore, you have the option to set conflicts. **Be aware** that AEs don't get notified by the system about their assignment. Therefore, **we recommend you notify all AEs via Mail about their assignments** and process them further.

4) Setting Status

Via the menu “**Results of the Reviewing Procedure & Decision About Acceptance**” you can set the status (e.g. “in review”) for each submission in your track.

5) Viewing Reviews & Accepting or Rejecting

Clicking on a specific contribution either via the “List of Submission” or the “Results of the Reviewing Procedure & Decision About Acceptance” menu Track Chairs can see all details of the reviews of specific contributions.

Contribution Details


Submission Type / Conference Track: Testing-Track

Format: Full Paper

Testing Stuff is our Passion

Bernd Lühr 

Organization(s): Paderborn University, Germany

Submitted by: Bernd 

Created: 27th Jan 2023, 03:28:03pm

Last Update: 27th Jan 2023, 03:28:03pm · Last Upload: 27th Jan 2023, 03:28:03pm

Keywords: bli, bla, blub

1 pages

100


Actions

- ▶ Show Abstract
- ▶ Edit Contribution Details
- ▶ Upload File(s)
- ▶ Change Submitting Author
- ▶ Change Contribution ID
- ▶ Copy as New Contribution
- ▶ Withdraw Submission
- ▶ Edit Remarks
- ▶ Edit Status
- ▶ Edit Final Details
- ▶ Upload Final
- ▶ Review Requests: 0
- ▶ Assign Associate Editors (AE)
- ▶ E-Mails to Authors
- ▶ Paper Log

Abstract

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Submitted File(s) ▶ History of Uploads

1st file  Lorem ipsum - Generator und Informationen.pdf

Submitted File(s) for Final Version

1st file **No upload yet.**

Remarks / Messages

Remark/Message from the Authors:

Just for testing purposes.

Review Result of the Program Committee

The decision whether this contribution will be accepted or not is still pending.

Overview of Reviews

Questions	Associate Editor Review 1 A. Der Gallier 
Familiarity of the reviewer with the topic	--
Quality of Content	--
Significance for Theory or Practice	--
Originality and Level of Innovativeness	--
Fitting to the track	--
Quality of Presentation	--
Overall recommendation	--
Total points (out of 100)	--

Review 1 (Associate Editor Review)

▶ Message to Reviewer ▶ Enter Review

Information on the Reviewer

Asterix Der Gallier

Gallische Universität, Germany

1078



18th International Conference on Wirtschaftsinformatik 2023



By clicking on “**Edit Status**” Track Chairs can make their final decision about acceptance or rejection. E-mails about rejection or acceptance are sent out via Bulk-E-mails from the WI-Organizers to the Authors on the following specific deadlines:

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

Please make sure that before the deadlines **the correct status is set** for all submissions.