

User Guide for SPIE Submission Review System (formerly MySPIE)

Instructions for Conference Chairs

Instructions for Reviewers

Questions? Contact your SPIE Coordinator

INSTRUCTIONS FOR CONFERENCE CHAIRS: TABLE OF CONTENTS

Click on topic below to link to content

Introducing the SPIE Review System for Conference Chairs	
BENEFITS AND FUNCTIONALITY	
HOW TO ACCESS REVIEW SYSTEM	1
Overview (Home) Tab	2
FUNCTION	
HOW TO CHECK REVIEW ASSIGNMENTS AND REVIEW STATUS	2
SAVE TIME: ASSIGN MULTIPLE REVIEWERS AT ONCE	3
SAVE TIME: EDIT FINAL DECISIONS BY GROUP (Mark Multiple Papers as Accept/Reject, Invited, Keynote/Poster)	4
Assign by Topics Tab	5
FUNCTION	5
ASSIGNING PAPERS BY TOPIC	5
Individual Reviewer Assignments Tab	6
FUNCTION	6
ASSIGNING INDIVIDUAL PAPERS TO INDIVIDUAL REVIEWERS	6
UN-ASSIGNING PAPERS TO REVIEWERS	6
CHECKING REVIEW ASSIGNMENTS	6
ADDING REVIEWERS	6
UNABLE TO ASSIGN REVIEWERS?	6
Email Assignments Tab: Notify Reviewers About Their Assignments	7
FUNCTION	7
My Review Assignments Tab: Chairs Can Enter ALL Reviews onto One Page	8
Reports Tab	9
FUNCTION	9
PRESENTATION REPORT: Conference Submission Detail	9
PRESENTATION REPORT: Generate PDF compilation of all attached files	
PRESENTATION REPORT: Reviewer Ratings, Recommendations, and Comments (.csv)	
PRESENTATION REPORT: Topics and Reviewer Ratings by Paper (.csv)	
MANUSCRIPT REPORT: Missing Manuscript Report	
MANUSCRIPT REPORT: Reviewer Ratings, Recommendations, and Comments (.csv)	
MANUSCRIPT REPORT: Topics and Reviewer Ratings by Paper (.csv)	
Committee Members Tab	
FUNCTION	10
Symposium Papers Tab: View Submissions from another Conference	11
FUNCTION	
View ABSTRACT SUBMISSION Details	12
PAPER DETAILS (for abstract)	
REVIEW RATING AND COMMENT (for abstract)	
FINAL CHAIR DECISION (for abstract)	
ASSIGNED REVIEWERS & COMMENTS (for abstract)	
CHECKING SUBMISSION STATUS OF SUPPLEMENTAL ABSTRACT FILE	
HOW TO DOWNLOAD PDF COMPILATION OF ALL SUPPLEMENTAL ABSTRACT FILES	
View MANUSCRIPT SUBMISSION Details	
PAPER DETAILS (for manuscript)	
REVIEW RATING AND COMMENT (for manuscript)	
FINAL CHAIR DECISION (for manuscript)	
ASSIGNED REVIEWERS & COMMENTS (for manuscript)	
CHECKING SUBMISSION STATUS OF MANUSCRIPT FILE	
Email Review Comments to Author	
Check Status of Review Comments Emailed to Author	
Instructions for Reviewers	



Introducing the SPIE Review System for Conference Chairs

BENEFITS AND FUNCTIONALITY

- Manage most review tasks from one page
- Transparent review system; easy to view where papers are in the process, who is assigned to review papers, how much work has been done
- Color-coded progress indicators and indicators for sent emails
- Simplified functionality for assigning papers to reviewers
- Ability to assign all papers to all Reviewers at the same time
- Incremental rating scale for scoring papers
- Edit decisions or other information (presentation type, review decision, etc.) as a group edit
- Simplified reporting of review results
- Improved accessibility to all SPIE account information and Task List through new SPIE.org My Account dashboard

HOW TO ACCESS REVIEW SYSTEM

- 1. Sign in to http://spie.org/myaccount (or if you are already logged in to SPIE.org, click on the link in the upper left corner by your name that says "View Your Account").
- 2. From the Account Dashboard, go to the section on "MySPIE Submission System" and click on the meeting of interest.

My Account	
ON THIS PAGE	Account Dashboard
MySPIE Submission System	The account dashboard provides a central location for accessing and maintaining your account, professional information, and related information with SPIE. Check back here periodically to find new management features as they become available.
Account Settings	MySPIE Submission System
My Conference Schedule	Access your active submissions or conferences and reviews
SPIE Profile	SPIE Solar Energy + Technology 2

- 3. Select a Symposium from the drop-down box.
- 4. Click on the action you would like to perform, such as "Review Presentations" (or "Review Manuscripts" if you're at that stage).

LASE SPIE Photonics West	Manage Active Submissions SPIE Submission System
	SPIE LASE 3
	Conference: LA101: Solid State Lasers XXIII: Technology and Devices Program Coordinator: Lowell, Jen (jenl@spie.org) Review Presentations 4 Pending Review 75: Accepted 0 Rejected 0

Reviewers can ONLY SEE submissions ASSIGNED to them



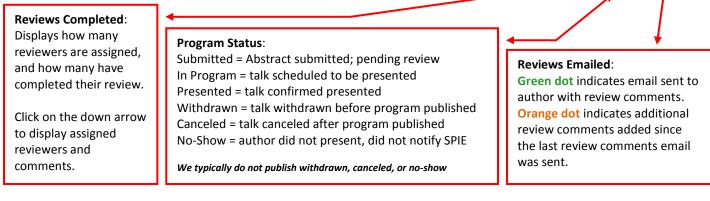
Overview (Home) Tab

FUNCTION: Gives you an overview of the full list of submissions and their current review status, and program status. You can also perform certain actions on a group of selected papers. These particular actions can SAVE TIME:

- 1) Assign one or more papers to <u>multiple</u> reviewers at once.
- 2) Complete your review (final chair decision) one at a time, or multiple papers at once.

HOW TO CHECK REVIEW ASSIGNMENTS AND REVIEW STATUS

	ference								View Call	Details •
en	view 🏦		I Reviewer Email nments Assignme	My Re Assign			iommi Memb			
V	erview -	All Presentatio	ons							
air	Decision: 0 Cor	npleted 46 Total				F	ilter B	y: View All		•
_	select All (46)		hitro and here	Creat Decis	nor press	niteron type second presented	on type asted As	services trained	Proge	n Status Retireat
		nts Emailed:		-	Oral	Oral		2 completed 7 assigned	✓ Submitted	
	since the la	t indicates additiona ast email was sent, or ts to all reviewers.	· ·	-	Oral	Orai	•	1 completed 7 assigned	Submitted	
1	Green dot	indicates you have so assignments.	ent an email to the re	eviewer	Oral	Oral		1 completed 7 assigned	 Submitted 	
	LA110-5	Investigations of laser ablation processes in th	Gecys, Paulius Ctr. for Physical Sciences and Technology	Pending	Oral	Oral	•	1 completed 7 assigned	 Submitted 	•
	LA110-6	Theoretical analysis of laser cutting of metals	Bruegmann, Michael Univ. Bern	Pending	Oral	Oral		0 completed 7 assigned	- Submitted	4
		Spot size dependence of	Shimizu, Hisashi			Poster, but		1 completed		



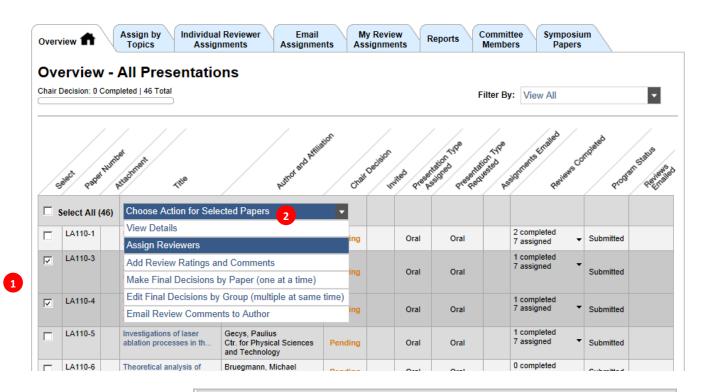


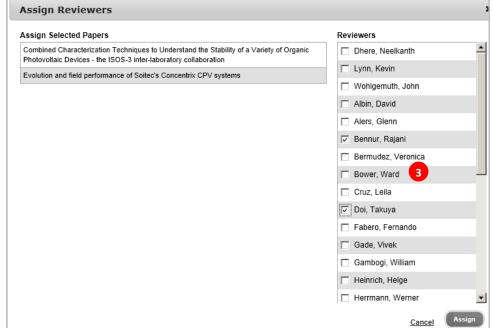
SAVE TIME: ASSIGN MULTIPLE REVIEWERS AT ONCE

You can assign multiple reviewers to multiple abstracts or manuscripts from the overview tab. **CAUTION**: While there is a quick way to assign multiple reviewers to one or more papers, there is no way to unassign in bulk. Unassigning reviewers must be done one reviewer at a time, via the "<u>Individual Reviewer Assignments</u>" tab.

- 1. Select the group of papers you want to assign.
- 2. From the "Choose Action for Selected Papers" drop-down box, select "Assign Reviewer."
- 3. An "Assign Reviewers" box will pop up; select the reviewers from the list, then click "Assign."
- 4. Repeat steps 1-3 until you've completed your assignments.

NOTE: Reviewers can ONLY see submissions assigned to them.







SAVE TIME: EDIT FINAL DECISIONS BY GROUP (Mark Multiple Papers as Accept/Reject, Invited, Keynote/Poster)

You can select a group of papers (or all papers) and edit the Final Chair Decisions, such as Accept/Reject, Invited, assign Oral/Poster/Keynote, on the entire group papers at the same time. You can select the same decision for all, or customize.

HINT: Run the report "<u>Reviewer Ratings, Recommendations, and Comments</u>" first (<u>see Reports Tab</u>) and use as a guide to make your final decisions.

- 1. Select group of papers that you are ready to make the final chair decision for.
- 2. Click on the drop-down box and select "Edit Final Decisions by Group (multiple at same time)."

		All Presentatio	ns					
Chair	Decision: 0 Comp	bleted 46 Total				Filte	r By: View All	*
/ .	select paper with	st transfer	Putro and Artill	Chair De	Invited Press	nation Type presentation of	he head the set of the	Proper Sales
	Select All (46)	Choose Action for Sele						
7	LA110-1	View Details		ing	Oral	Oral	2 completed	Submitted
		Assign Reviewers		ing	Urai	Orai	7 assigned	Submitted
	LA110-3	Add Review Ratings an	d Comments				1 completed 7 assigned	
		Make Final Decisions b	y Paper (one at a time)	ing	Oral	Oral		Submitted
	LA110-4	Edit Final Decisions by	Group (multiple at same	time)			1 completed	
		Email Review Commer	its to Author	ing	Oral	Oral	7 assigned 🔻	Submitted
~	LA110-5	Investigations of laser ablation processes in th	Gecys, Paulius Ctr. for Physical Sciences and Technology	Pending	Oral	Oral	1 completed 7 assigned	Submitted
V	LA110-6	Theoretical analysis of laser cutting of metals	Bruegmann, Michael Univ. Bern	Pending	Oral	Oral	0 completed 7 assigned	Submitted
V	LA110-7	Spot size dependence of LIPSS formation threshol	Shimizu, Hisashi Keio Univ.	Pending	Oral	Poster, but Oral okay	1 completed 7 assigned	Submitted
	LA110-9	Dynamics of interference of	Sakakura, Masaaki		0.1	Oral	1 completed	O. have
	EATTO-5	femtosecond laser-in	Kyoto Univ.	Pending	Oral	Urai	7 assigned	Subm

- 3. Use the top row to change ALL papers in group to same decision (such as marking entire group as Accepted).
- 4. Use drop-down boxes in each paper to customize decision by paper.
- 5. Click "Save Decisions" to make chair decisions final

Edit Final Decisions by Group

Changing the "Chair Decision" to "Accept" or "Reject" will close the review. To reopen the review, change to "Pending."

Pape	THE	Nation & Primer	Creat Decit	son mited	hs	agree Type	portested Type Status
	3 Set all	selected presentations to:	select 💌	select	- select	-	
LA110-1	Focal length stabilization of a tunable lens int	Eberle, Gregory	Pending -	_	- Oral	Oral	Submitted
A110-3	Surface structuring of zirconium based bulk meta	Dold, Claus	Pending 💽	No .	- Oral	Oral	Submitted
A110-4	Real-time adaptive optimization of laser induced	Srisungsitthisunti, Pornsak	Pending 💌	No	- Oral	- Oral	Submitted
A110-5	Investigations of laser ablation processes in th	Gecys, Paulius	Pending 💌	No	• Oral	Oral	Submitted
A110-6	Theoretical analysis of laser cutting of metals	Bruegmann, Michael	Pending -	No	• Oral	■ Oral	Submitted
A110-7	Spot size dependence of LIPSS formation threshol	Shimizu, Hisashi	Pending 💌	No	• Oral	Poster, but okay	
A110-9	Dynamics of interference of femtosecond laser-in	Sakakura, Masaaki	Pending -	No	Oral	Oral	Submitted



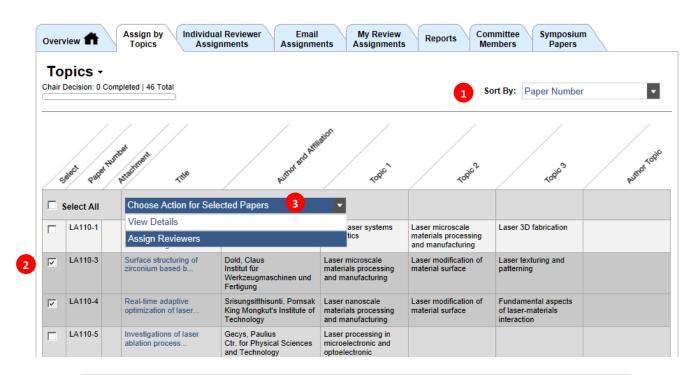
Assign by Topics Tab

FUNCTION: Allows you to assign reviewers based on the topics authors selected via the abstract submission wizard.

ASSIGNING PAPERS BY TOPIC

- 1. You can sort the list by paper number or topics.
- 2. To assign papers to reviewers, select the group of papers you want to assign.
- 3. From the "Choose Action for Selected Papers" drop-down box, select "Assign Reviewer."
- 4. An "Assign Reviewers" box will pop up; select the reviewers from the list, then click "Assign."

NOTE: Reviewers can ONLY see submissions assigned to them.



Assign Selected Papers	Reviewers
Computational Analysis of Evaporation In Tailored Microchannel Evaporators	Becker, Holger
Dynamic analysis of angiogenesis in transgenic zebrafish embryos using a 3D multilayer chip based technology.	P- Gray, Bonnie
4	Anthony, Brian
	Gale, Bruce
	Henning, Albert
	🔽 Lin, Yu-Cheng
	Lin, Yuehe
	🔲 O'Sullivan, Ciara
	Papautsky, lan
	Chenk, Harald
	🔲 Stieglitz, Thomas
	🔲 van den Berg, Albert
	🔲 Wang, Wanjun
	🔲 Weigl, Bernhard



Individual Reviewer Assignments Tab

FUNCTION: Allows you to assign and/or un-assign papers to specific reviewers, and check review statuses.

ASSIGNING INDIVIDUAL PAPERS TO INDIVIDUAL REVIEWERS

- 1. From the "Individual Reviewer Assignments" tab, click on the name of the reviewer that you want to assign papers to.
- 2. Click on the "Unassigned Papers" tab to see the list of possible papers to assign to that reviewer.
- 3. Select the papers you want to assign to that reviewer
- 4. From the "Choose Action for Selected Papers" drop-down box, select "Assign Reviewer."

NOTES:

- Reviewers can ONLY see submissions assigned to them.
- If you are assigning **MANUSCRIPT** reviewers from this tab, we recommend that before you begin your assignments, jot down which talks have withdrawn or canceled so that you can exclude them from your assignments (see Overview tab, Program Status column).

Overview Assign by Topics		ual Reviewer ignments		Review Reports	Committee Members	Symposium Papers			
Assignments for:									
Prof. Craig B Arnold - Reviews: 0 Completed 9 Assigned									
Select Reviewer: Assigned Papers Unassigned Papers									
Dr. Yoshiki Nakata Chair 17 completed 46 assigned		//	~	histor and here	Hon 10 St	perfect Comparts			
<u>Dr. Beat Neuenschwander</u> Chair 39 completed 46 assigned	4	salect paper No.	Figer Line	Authoran	Pairot pecon	Perference Contracto			
Dr. Stephan Roth Chair 0 completed 46 assigned		Select All	Choose Action for Sele	ected Papers 4					
Prof. Xianfan Xu			LA110-3		View Details				
Chair			Assign Reviewer						
0 completed 46 assigned			Add Review Ratings ar	nd Comments					
Prof. Craig B Arnold Program Committee 0 completed 9 assigned		LA110-4	Make Final Decisions & Comments	by Paper and Email Revie	W				
Prof. J. Thomas Dickinson Program Committee 0 completed 8 assigned	3	LA110-5	Investigations of laser ablation process	Gecys, Paulius Ctr. for Physical Sciences and Technology					
Prof. Jan J Dubowski Program Committee		LA110-6	Theoretical analysis of laser cutting of	Bruegmann, Michael Univ. Bern					
Program Committee	_	1 A 110 7	Snot size dependence of	Shimizu Hiesehi					

UN-ASSIGNING PAPERS TO REVIEWERS

To un-assign a paper, go to the "Assigned Papers" tab, select the paper, then from the "Choose Action for Selected Papers" drop-down box, select "Unassign Reviewer."

CHECKING REVIEW ASSIGNMENTS

After you have assigned papers to reviewers, you can check the assignments by looking at the "Individual Reviewer Assignments" tab, then the "Assigned Papers" tab.

ADDING REVIEWERS

If you need to add a name to your list of reviewers, <u>email your SPIE Coordinator</u> specifying the reviewer's name, affiliation, email address, and conference.

UNABLE TO ASSIGN REVIEWERS?

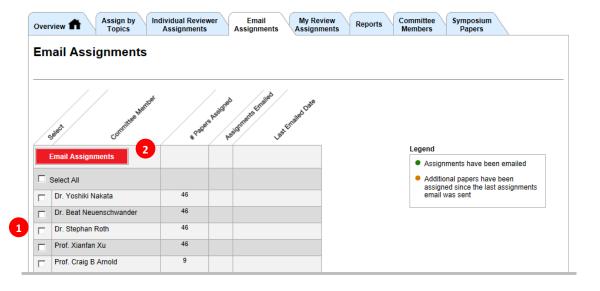
If you are unable to assign reviewers, it is either because your conference is set up to assign all submissions to all reviewers, or your conference is not set up to allow reviews. To change this, you will need to <u>email your SPIE</u> <u>Coordinator</u> to request the ability to assign specific reviewers to specific papers.



Email Assignments Tab: Notify Reviewers About Their Assignments

FUNCTION: Allows you to send a message to your reviewers with review assignments and instructions.

- 1. Select the reviewer's name.
- 2. Click "Email Assignments."
- 3. A box will pop up to display the message that will be sent. Type your instructions to reviewers in the text box, and these instructions will be included in your message. Sample:
 - Please review the following submissions. All reviews must be completed by [add due date for your reviewers to complete their assignments]. Provide a rating, recommendation, and detailed comments for each paper. Ratings should be based on the following considerations [add criteria reviewers should use for reviewing the papers] (the scale is based on 1 low to 5 high). Include your recommendation to accept or reject the paper, and include detailed, constructive comments that be sent to the authors.
- 4. Once you are ready to send the review assignment message to reviewers, click "Email Assignments."



Email Assignments

Write your specific instructions including due date for reviews prior to emailing assignments. Your instructions will be inserted into the template email below. 2

Instructions to Reviewers	
3	
Save my instructions above	
Preview of Assignments Email	Sending Assignments To:
{(MemberName)},	Dr. Brandon Shaw
{(ChairInstructions)}	Dr. John Ballato
You have been assigned the following manuscripts to review for the conference Fiber Lasers XI: Technology, Systems, and Applications.	
{(PaperCollection)}	
To access the review system, http://spie.org/MyAccount and click on the meeting name under MySPIE Submission System.	
Any questions regarding your assignments should be directed to me. If you have questions or concerns about the Review System contact your SPIE Conference Program Coordinator, Jen Lowell at jenl@spie.org.	
Thank You, Prof. Siddharth Ramachandran	
Email Assignments Cancel	



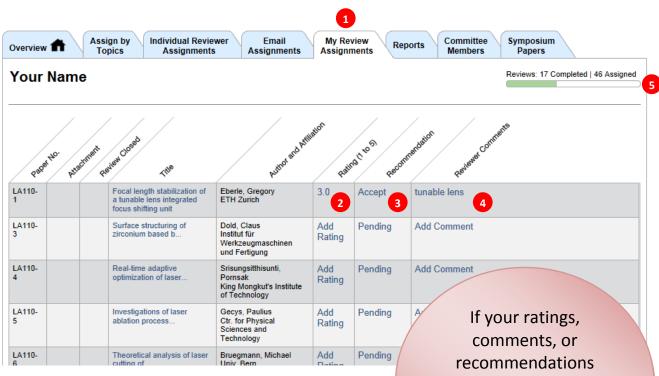


×

My Review Assignments Tab: Chairs Can Enter ALL Reviews onto One Page

Note: This is NOT the same as the Final Chair Decision. This is for conference chairs to rate and review like a reviewer. If you want to mark multiple papers as accepted or rejected, etc. (for the Final Chair Decision), see How to EDIT FINAL DECISIONS BY GROUP (Mark Multiple Papers as Accept/Reject, Invited, Keynote/Poster).

- 1. Make sure you are on the "My Review Assignments" tab, and that you have assigned papers for you to review.
- 2. Enter review rating directly onto this page (click on "Add Rating" and enter score, then click "Save" to save). Please provide a rating (the scale is based on 1 low to 5 high).
- 3. Enter recommendation to accept or reject (click on "Pending" and select "Accept" or "Reject").
- 4. Enter reviewer comments directly onto this page (click on "Add Comment" and type comments, then click "Save" to save).
- 5. See tally of papers assigned to you to review, and tally of reviews you've completed.



REMEMBER

If you changed the "Chair Decision" to "Accept" or "Reject," the review is closed. To reopen the review, change to "Pending." This can be done in bulk on the Overview tab, or individually within the submission, under "Chair Final Decision." If your ratings, comments, or recommendations **disappear**, refresh your browser to see the changes you've made.



Reports Tab

FUNCTION: Allows you to generate presentation and manuscript reports.

- 1. To generate a presentation or manuscript report from the list, click on the title of the report.
 - If you see a PDF icon
 Is next to the report
 title, it will open as a
 PDF.
 - If you see "(.csv)" next to the report title, it will open in MSExcel.

eports air Decision: 0 Completed 122 Total	
Presentation Reports Conference Submission Detail Solutions, contact author information, presenter biography, abstract text, topic choices, and a link to an extra file if it was requested and submitted. Generate PDF compilation of all attached files Some conferences request, or require a supplemental file to be submitted in addition to the text abstract. This report compiles all of the extra files into one PDF file for review. Reviewer Ratings, Recommentations, and Comments (.csv) This report is a spreadsheet that includes a list of paper numbers, and review comments for each submission they are assigned to review (if their reviews are completed). Topics and Reviewer Ratings by Paper (.csv) This report is a spreadsheet that includes a list of tracking numbers, contact authors and affiliations, chair acceptance decisions, coresentation type requests, topic choices, average ratings (from the reviewers), how many reviewers were assigned to each submission and now many reviewers were been completed.	Manuscript Reports The following Manuscript Reports will be available after the conference is in Manuscript Report Missing Manuscript Report Reviewer Ratings, Recommendations, and Comments Topics and Reviewer Ratings by Paper

PRESENTATION REPORT: Conference Submission Detail

This report includes full presentation submission details: the list of authors, contact author information, presenter biography, abstract text, topic choices, and a link to an extra file if it was requested and submitted. [Reviewers also have access to this report]

PRESENTATION REPORT: Generate PDF compilation of all attached files

Some conferences request, or require a supplemental file to be submitted in addition to the text abstract. This report compiles all of the extra files into one PDF file for review. *[Reviewers have access to this report if conference is set up to accept supplemental abstract files]*

PRESENTATION REPORT: Reviewer Ratings, Recommendations, and Comments (.csv)

This report is a spreadsheet that includes a list of paper numbers, paper titles, assigned reviewers and their ratings, recommendations, and review comments for each submission they are assigned to review (if their reviews are completed).

PRESENTATION REPORT: Topics and Reviewer Ratings by Paper (.csv)

This report is a spreadsheet that includes a list of tracking numbers, paper numbers, links to supplemental files (if available), paper titles, contact authors and affiliations, chair acceptance decisions, presentation type requests, topic choices, average ratings (from the reviewers), how many reviewers were assigned to each submission and how many reviews have been completed.

MANUSCRIPT REPORT: Missing Manuscript Report

This report includes a list of manuscripts that still need to be submitted and contact author information for follow up.

MANUSCRIPT REPORT: Reviewer Ratings, Recommendations, and Comments (.csv)

This report is a spreadsheet that includes a list of paper numbers, paper titles, assigned reviewers and their ratings, recommendations, and review comments for each manuscript they are assigned to review (if their reviews are completed).

MANUSCRIPT REPORT: Topics and Reviewer Ratings by Paper (.csv)

This report is a spreadsheet that includes a list of paper numbers, links to manuscripts (if available), paper titles, contact authors and affiliations, chair acceptance decisions, presentation types, topic choices, average ratings (from the reviewers), how many reviewers were assigned to each manuscript, and how many reviews have been completed.



Committee Members Tab

FUNCTION: Use this tab to view your committee members, and send them emails

ven	view f Assign by Ind Topics	N	nail My Review Report Assignments Report	rts Committee Symposium Members Papers			
Committee Members							
0	aset committee Mentoes	Contritue Pole	Prillagion	Erall			
E	mail						
	Select All						
	Dr. Zakya H Kafafi	Chair	National Science Foundation	Email address will display here			
	Prof. Christoph J Brabec	Co-chair	Friedrich-Alexander-Univ. Erlangen- Nürnberg				
	Dr. Paul A Lane	Co-chair	U.S. Naval Research Lab.				
	Prof. Paul L Burn	Program Committee	The Univ. of Queensland				
	Prof. René A Janssen	Program Committee	Technische Univ. Eindhoven				
	Dr. Bernard Kippelen	Program Committee	Georgia Institute of Technology				
	Dr. Ana F Nogueira	Program Committee	Univ. Estadual de Campinas				
	Dr. Barry P Rand	Program Committee	IMEC				
	Prof. Ifor D Samuel	Program Committee	Univ. of St. Andrews				
	Prof. Sean E Shaheen	Program Committee	Univ. of Colorado at Boulder				
	Prof. Jiangeng Xue	Program Committee	Univ. of Florida				
	Prof. Yang Yang	Program Committee	Univ. of California, Los Angeles				
	Prof. He Yan	Program Committee	Hong Kong Univ. of Science and Technology				
	Prof. Teketel Yohannes	Program Committee	Addis Ababa Univ.				

Symposium Papers Tab: View Submissions from another Conference

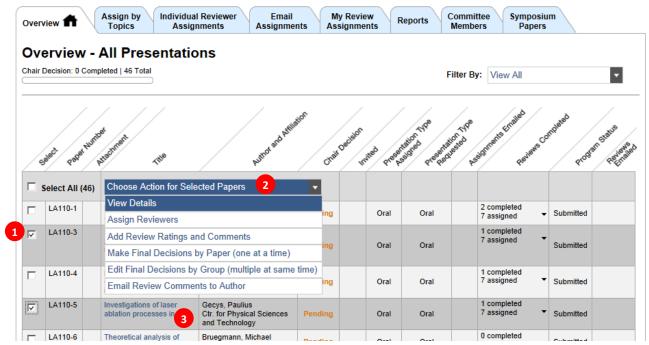
FUNCTION: Use this tab to view submissions from another conference within your symposium.

- 1. Click on the conference title to open up the list of submissions within that conference.
- 2. Click on a conference chair's name to email a conference chair.
- 3. Click on the Conference Program Coordinator's name to send an email to the SPIE Coordinator.

Overview	, 🕇	Assign by Topics Assignments Assignments My Review	Reports Committee Symposium Members Papers						
Conf	Conference List for SPIE LASE								
G	interence vol	se contract the	Chast College Constant						
LA101	LA101	Solid State Lasers XXIII: Technology and Devices	Clarkson, W. Andrew, Univ. of Southamp Shori, Rams K., Naval Air Warfare Ctr. Weapons Div.						
LA102	LA102	Laser Resonators, Microresonators, and Beam Control XVI	Kudryashov, Alexis V., Moscow State Open Univ. Paxton, Alan H., Air Force Research Lab. Ilchenko, Vladimir S., OEwaves, Inc.						
LA103	LA103	Fiber Lasers XI: Technology, Systems, and Applications	Ramachandran, Siddharth, Jen Lowell Boston Univ.						
LA104	LA104	High Energy/Average Power Lasers and Intense Beam Applications VIII	Davis, Steven J., Physical Sciences Inc. Heaven, Michael C., Emory Univ.						

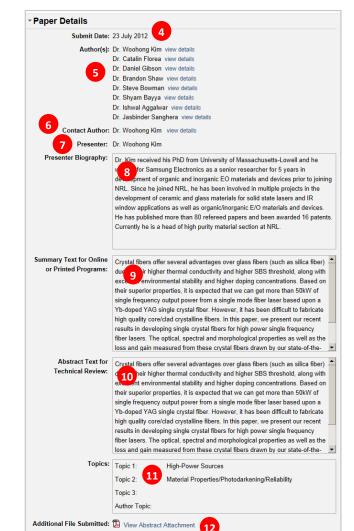
View ABSTRACT SUBMISSION Details

- 1. From the Overview tab, select the abstracts you want to view.
- 2. Click on the Choose Action for Selected Papers box and select "View Details."
- 3. If you only want to view one abstract, you can click on the paper title to open the abstract details.



PAPER DETAILS (for abstract)

- 4. Submission Date
- 5. Authors
- 6. Contact Author
- 7. Presenter
- 8. Presenter Biography
- 9. Summary Text for Online or Printed Programs
- 10. Abstract Text for Technical Review
- 11. Topics (selected by author during submission wizard)
- 12. View Additional File Submitted (if this feature is enabled for the conference)





REVIEW RATING AND COMMENT (for abstract)

- 13. Rate the abstract
- 14. Note your recommendation
- 15. Add your comments
- 16. SAVE REVIEW

If you see this message:

The chair's final decision has been made and the review of this paper is now complete. **No changes** can be made to the rating or comments.

...it is because the Chair Review Decision (under Final Chair Decision) has been changed to Accept or Reject.

FINAL CHAIR DECISION (for abstract)

- 17. Make final decisions regarding accepting or rejecting abstract. NOTE: The Chair Review Decision must be "Pending" in order for Reviewers to rate and review. Changing the final chair decision to "Accept" or "Reject" will close the submission to review.
- Recommend for Another Conference (if the paper is not suitable for your conference, you can recommend it be transferred)
- 19. Invited (mark a paper as invited)
- 20. Presentation Type Requested (displays author's request)
- 21. Presentation Type Assigned (choose oral, poster, or keynote)
- 22. Enter Chair Comments
- 23. SAVE DECISION

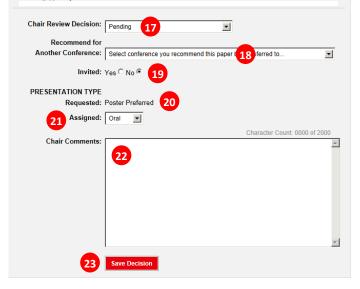
ASSIGNED REVIEWERS & COMMENTS (for abstract)

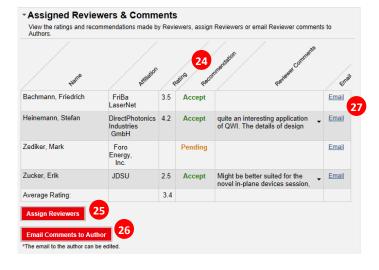
- 24. View the ratings, recommendations, and comments made by all Reviewers; this information can only be viewed by the Conference Chair
- 25. Assign additional reviewers to abstract
- Check review comments for appropriateness and email the review comments to the author (emailing author is optional, and email can be edited before sent)
- 27. Send email to reviewer

Your Review Rating Provide a rating, recommendation	J & COMMENTS ion and comments as a Reviewer. This is optional	I for Chairs.
Submission Rating:	Rating (1 to 5): 3.0 13	
Recommendation:	Pending 14 💌	
Reviewer Comment:	15	Character Count: 0000 of 10,000
16	Save Review	_

Final Chair Decision

Make your final decision regarding acceptance or rejection of a paper, or recommend that the paper be transferred to a







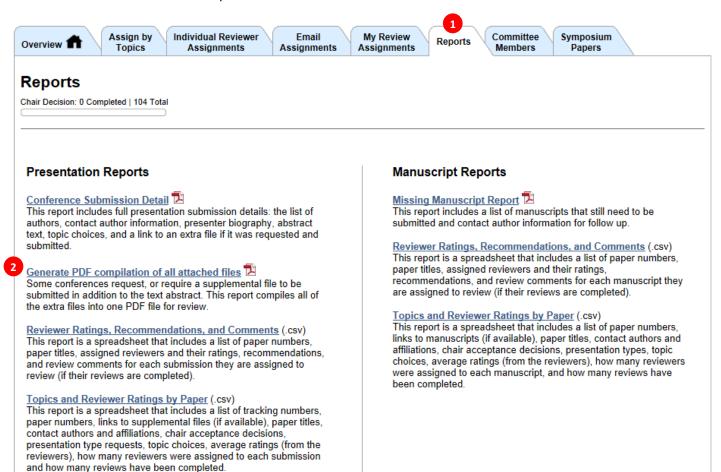
CHECKING SUBMISSION STATUS OF SUPPLEMENTAL ABSTRACT FILE

- Supplemental abstract files received are indicated by a PDF icon ¹/₂ in the Attachment column of the Overview Tab.
- Clicking on the ¹/₂ icon will open the abstract file.

]	LA103-4		all-glass optical fibers derived from sapphire	Dragic, Peter Univ. of Illinois at Urbana- Champaign	Pending	No	Oral	Oral, but Poster okay	0 completed 6 assigned T	Submitted	
I	LA103-8	12	lyperspectral optical fiber efractive index mea	Yablon, Andrew Interfiber Analysis	Pending	No	Oral	Oral	1 completed 7 assigned •	Submitted	
[LA103-8	T	Hyperspectral optical fiber	Yablon, Andrew	Pending	No	Oral	Oral	1 completed 7 assigned	Submitted	

HOW TO DOWNLOAD PDF COMPILATION OF ALL SUPPLEMENTAL ABSTRACT FILES

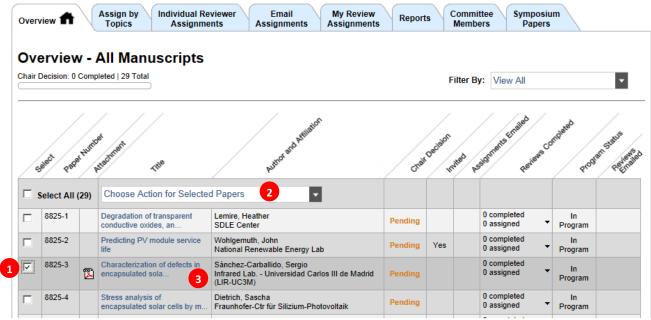
- 1. Click on the "Reports" tab.
- 2. Click on "Generate PDF compilation of all attached files."





View MANUSCRIPT SUBMISSION Details

- 1. From the Overview tab, select the paper(s) you want to view.
- 2. Click on the Choose Action for Selected Papers box and select "View Details."
- 3. If you only want to view one paper, you can click on the paper title to open the paper details.



Characterization of defects in encapsulated solar modules using infrared lock-in thermography

PAPER DETAILS (for manuscript)

- 4. View Manuscript file
- 5. Submission Date
- 6. Authors
- 7. Contact Author
- 8. Abstract Text for Review

10. Rate the manuscript

Add your comments
 SAVE REVIEW

If you see this message:

9. Topics selected by author during submission wizard

REVIEW RATING AND COMMENT (for manuscript)

11. Note your recommendation to accept or reject

The chair's final decision has been made and the review of this paper is now complete. **No changes** can be made to the rating or comments. *...it is because the Chair Review Decision (under Final Chair*

Decision) has been changed to Accept or Reject.

Paper No.: 8825-3 Tracking No.: 0P135-OP208-5 Conference: Reliability of Photovitaic Cells. Modules. Components. and Systems VI

- Paper Details

Submit Date:	29 July 2013 5	
Author(s):	Mr. Sergio Sánchez-Carballido view details	
-	Dr. Juan Meléndez view details	
6	Dr. Fernando López view details	
	Dr. Emilio Olias view details	
7 Contact Author:	Mr. Sergio Sánchez-Carballido view details	
Abstract Text for	Infrared (IR) lock-in thermography (LIT) has been successfully used for	-
Technical Review:	etection in solar cells. Depending on the experimental setup, defects	
	shunts, serial resistances, pre-breakdown regions, etc., can be	
	qualitatively visualized or quantitatively measured. IR-LIT results improve the	
	spatial resolution (SR) in defect visualization and the signal to noise ratio	
	(SNR) between defects and sound regions as compared to the classic DC	
	thermography. The same results have been accomplished on solar modules,	
	considered as an ensemble of solar cells electrically connected. The main	
	problem that appears in IR-LIT technique is the measurement when cells	
	and modules are encapsulated, because most glasses used for	-
Topics:	Topic 1: photovoltaic cells and modules	
	Topic 2: 9 modern imaging methods	
	Topic 3: nondestructive and destructive analytical tools	
	Author Topic:	
	Abbior Topic.	
 Your Review Rating Provide a rating, recommenda 	g & Comments tion and comments as a Reviewer. This is optional for Chairs.	
	Rating (1 to 5): 3.0	
Submission Rating:		
	I do not wish to rate this paper ?	
	· · · · · · · · · · · · · · · · · · ·	
Recommendation:	Pending	
	Character Count: 0000 of 10,000	
Reviewer Comment:		-
	12	
		4
	1	2
	Save Review	
13		



View Manuscript

Return to CHAIR Table of Contents

FINAL CHAIR DECISION (for manuscript)

- 1. Make final decisions regarding accepting, rejecting, or revising manuscript. *NOTE: The Chair Review Decision must be "Pending" in order for Reviewers to rate and review the manuscript. Changing the final chair decision to "Accept" or "Reject" will close the manuscript to reviews.*
- 2. Mark invited papers (if status has changed)
- 3. Enter Chair Comments
- 4. SAVE DECISION

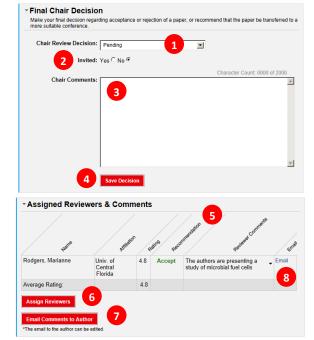
ASSIGNED REVIEWERS & COMMENTS (for manuscript)

- 5. View the ratings, recommendations, and comments made by all Reviewers; this information can only be viewed by the Conference Chair
- 6. You can also add reviewers from here
- 7. Check review comments for appropriateness and email the review comments to the author (emailing author is optional, and email can be edited before sent)
- 8. Send email to reviewer

CHECKING SUBMISSION STATUS OF MANUSCRIPT FILE

- Manuscripts received and author-approved are indicated by a PDF icon 🖾 in the Attachment column of the Overview Tab.
- Clicking on the ¹/₂ icon will open the manuscript.

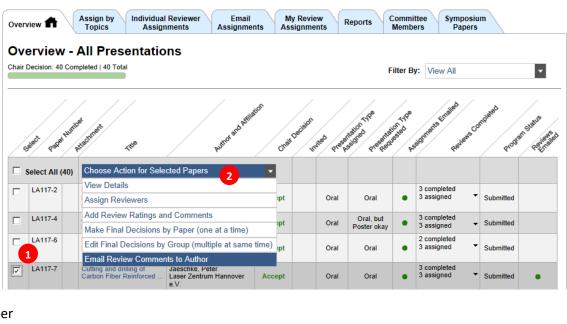
	8472-6	Reproducing wind-induced excitation of PV module	Schueneman, Herbert Westpak, Inc.	Pending	Yes	0 completed 3 assigned	In Program	
Γ	8472-7	Thermal stresses in a pre- inamed silicon-based p	Suhir, Ephraim Univ. of California, Santa Cruz	Pending	No	0 completed 3 assigned	In Program	
	8472-8	Determination of moisture ingress through back a	Kim, Namsu Korea Electronics Technology Institute	Pending	No	0 completed 3 assigned	In Program	





Email Review Comments to Author

- From the Overview tab, select the paper or group of papers that you want to send the review comments to.
- 2. Go to the dropdown list, and select "Email Review Comments to Author." This will take you to the review comments section of each paper you've selected.



Back to Overview

Review Tasks & Paper Details

Next selected paper >

LA117-7 Cutting and drilling of Carbon Fiber Reinforced Pl... Reviews: 3 completed | 3 assigned LA117-15 Superior power handling in fiber optic cables for ... Reviews: 5 completed | 5 assigned

- 3. Click on the "Email Comments to Author" button to prompt email message box to open
 - text can be modified before email is sent
 - review comments must be sent oneby-one so that you review and modify the message before sending the email.

Paper Title

Paper No.: LA117-7 Tracking No.: PW14L-LA117-7

Conference: High-Power Laser Materials Processing: Lasers, Beam Delivery, Diagnostics, and Applications III

Paper Details

Review the details of this paper including author names, abstract text, and view any attached files.

• Your Review Rating & Comments

Provide a rating, recommendation and comments as a Reviewer. This is optional for Chairs

Final Chair Decision

Make your final decision regarding acceptance or rejection of a paper, or recommend that the paper be transferred to a more suitable conference.

Assigned Reviewers & Comments

View the ratings and recommendations made by Reviewers, assign Reviewers or email Reviewer comments to Authors.

Haue	Astrilatio	e	sting Reco	normalistan parameters	
Reviewer's Name	BLZ Bayerisches Laserzentrum GmbH	2.5	Accept	~ *	Ema
Reviewer's Name	Politecnico di Bari	4.0	Accept	The paper reports on an original experimental work on the laser	Ema
Reviewer's Name	Paradigm Laser Research Ltd.	3.0	Accept	Small heat affected zones are rather obvious for short	Ema
Average Rating:		3.2			
Assign Reviewers Email Comments to Au					



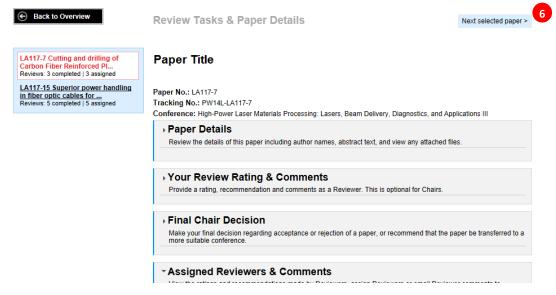
4. Once the email message box opens, you can modify any of the text within the box prior to sending the email to the author.

Suggestions:

- <u>Requesting a Revision?</u> Include link and deadline in your email message. Sample text: Please log on to <u>http://spie.org/myaccount</u> to revise your submission. The deadline for completing your revision is [enter deadline].
- (2) Add <u>your email address</u> to the message, below your signature. Even though you are composing this message, the email is sent via the SPIE Program Coordinator's email account, so the author has no way to contact you directly unless you insert your email address.
- 5. Once you are satisfied with the email message, click the "Send Comments" button and the email will be sent to the contact author.

a as Mr. Klava D	
ear Mr. Klaus P.	Stolberg,
	117-7, Cutting and drilling of Carbon Fiber Reinforced Plastics (CFRP) by 70W short pulse nanosecond laser has received the from the Technical Committee:
EVIEWER'S CO	MMENTS:
ot clear the indus	Is on an original experimental work on the laser beam cutting and drilling of CFRP using nanosecond laser. Anyway seems to be strial benefit of using this technique from the processing speeds point of view, although excellent surface and edge characteristics is very interesting in order to get a better understanding of the mechanisms involved using short pulse nanosecond disk lasers on
	led zones are rather obvious for short nanosecond lasers. now effective cutting speed and thickness of the CFRP samples.
nank you, :HAIR'S NAME],	High-Power Laser Materials Processing: Lasers, Beam Delivery, Diagnostics, and Applications III

6. If you've chosen a group of papers to send the review comments to, click on "Next selected paper" and repeat steps 3-5.





Check Status of Review Comments Emailed to Author

In the far right column, you'll see "Reviews Emailed"

- 1. A green dot indicates that you have sent an email to the contact author with reviewer comments.
- 2. An orange dot indicates that you have sent an email to the contact author with reviewer comments, but additional review comments have been added by reviewers after you sent the initial email to the author.
- 3. If there is neither a green or orange dot in this column, this indicates that you have not yet sent any review comments to the contact author via the review system.

_		All Presentatio	ns							
hair	Decision: 40 Co	ompleted 40 Total				F	ilter B	y: View All		•
4	seet papet	hrost THE	Astron and Artill	Crief Dec	Nor Press	halon the peset	on type ested	signments trained	proses	n Status Parenal
	Select All (40)	Choose Action for Sele	cted Papers							
	LA117- 20	Laser Beam Drilling of Metal based Composites	Riegel, Harald Hochschule Aalen	Accept	Oral	Oral	•	3 completed 4 assigned	Submitted	
	LA117- 21	Characteristics of the heat resistant FBG sensor	Nishimura, Akihiko Japan Atomic Energy Agency	Accept	Oral	Oral, but Poster okay	•	3 completed 5 assigned	Submitted	
	LA117- 22	Detection of nanoscale defects in optical thin f	Chang, Ki Soo Korea Basic Science Institute	Accept	Poster	Poster	•	2 completed 3 assigned	Submitted	
	LA117- 24	In-line process control for laser welding of tit	Lempe, Benjamin Westsächsische Hochschule Zwickau	Accept	Poster	Poster	•	3 completed 3 assigned	Submitted	
	LA117- 27	New method of measurement laser beam on focal pl	Liu, Minshi Changchun Univ. of Science and Technology	Accept	Poster	Poster	•	5 completed 6 assigned	Submitted	
	LA117- 28	Monolithical aspherical beam expanding systems	Fuchs, Ulrike asphericon GmbH	Accept	Oral	Oral	•	3 completed 3 assigned	Submitted	• •
	LA117- 29	Manufacturing process to improve roughness on as	Kiontke, Sven asphericon GmbH	Accept	Oral	Oral	•	4 completed 6 assigned -	Submitted	• •
	LA117- 30	Modelling and simulation of a laser fusion cutti	Pamin, Sirko Laser Zentrum Hannover e.V.	Accept	Oral	Oral	•	3 completed 3 assigned	Submitted	•



INSTRUCTIONS FOR REVIEWERS: TABLE OF CONTENTS

Click on topic below to link to content	
Introducing the SPIE Review System for Reviewers	21
BENEFITS AND FUNCTIONALITY	21
HOW TO ACCESS REVIEW SYSTEM	21
How to Download Conference Submission Details for Abstract Review	22
How to Download Supplemental Files for Abstract Review	23
How to Enter Abstract Review Rating and Comments onto One Page	24
View Individual ABSTRACT Submission Details and Enter Individual Reviews	25
SUBMISSION DETAILS (for abstract)	25
REVIEW RATING AND COMMENT (for abstract)	25
View MANUSCRIPT Details and Complete your MANUSCRIPT Review	26
PAPER DETAILS (for manuscript)	26
REVIEW RATING AND COMMENT (for manuscript)	26

Introducing the SPIE Review System for Reviewers

BENEFITS AND FUNCTIONALITY

- Manage review tasks from one page
- Transparent review system; easy to view where papers are in the process and how much work has been done
- Incremental rating scale for scoring papers
- Option to enter all ratings and reviews on one page (the Dashboard) or go into each submission to rate and comment.
- Improved accessibility to all SPIE account information and Task List through new SPIE.org My Account dashboard

HOW TO ACCESS REVIEW SYSTEM

- 1. Sign in to <u>http://spie.org/myaccount</u> (or if you are already logged in to SPIE.org, click on the link in the upper left corner by your name that says "View Your Account").
- 2. From the Account Dashboard, go to the section on "MySPIE Submission System" and click on the meeting.

My Account					
ON THIS PAGE	Account Dashboard				
MySPIE Submission System	The account dashboard provides a central location for accessing and maintaining your account, professional information, and related information with SPIE. Check back here periodically to find new management features as they become available.				
Account Settings	*MySPIE Submission System				
My Conference Schedule	Access your active submissions or conferences and reviews				
SPIE Profile	SPIE LASE 2				

- 3. Select a Symposium from the drop-down box (if not already selected).
- 4. Click on the action you would like to perform, such as "Review Presentations" or "Review Manuscripts" (the available action will depend on *which stage* the conference is in, and *which submissions* have been assigned to you by the Conference Chair).

NOTE: You will ONLY see submissions that the conference chair has assigned to you.

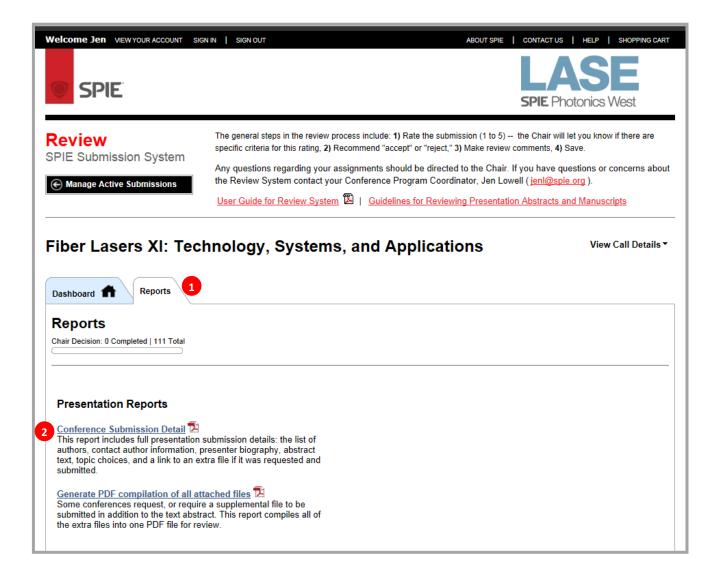
LASE SPIE Photonics West	Manage Active Submissions SPIE Submission System
	SPIE LASE
	Conference: LA103: Fiber Lasers X: Technology, Systems, and Applications Proceedings Coordinator: Lowell, Jen (jenl@spie.org)
	Review Presentations



How to Download Conference Submission Details for Abstract Review

This report includes full presentation submission details: the list of authors, contact author information, presenter biography, abstract text, topic choices, and a link to an extra file if it was requested and submitted.

- 1. Click on the "Reports" tab.
- 2. Click on "Conference Submission Detail."

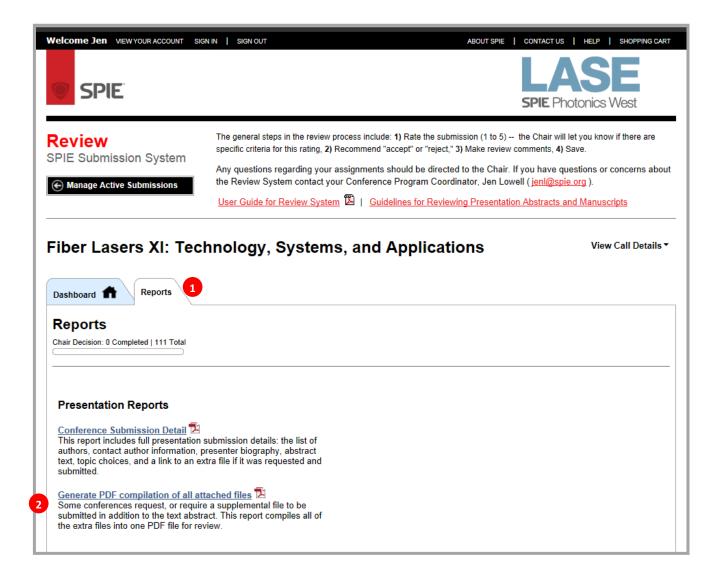




How to Download Supplemental Files for Abstract Review

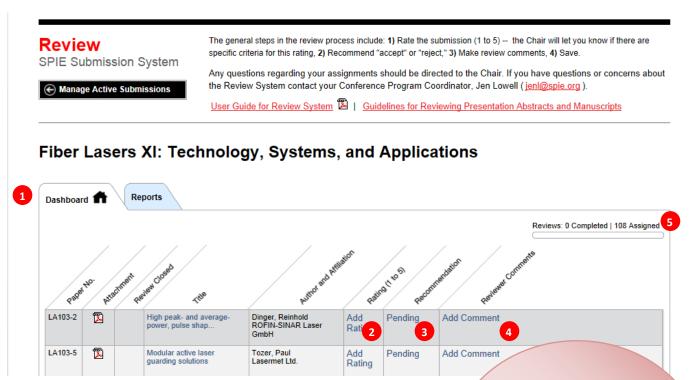
This feature is available only if the conference chair has asked SPIE to collect supplemental abstract files.

- 1. Click on the "Reports" tab.
- 2. Click on "Generate PDF compilation of all attached files."





How to Enter Abstract Review Rating and Comments onto One Page



- 1. Make sure you are on the "Dashboard" tab.
- 2. Enter review rating directly onto this page (click on "Add Rating" and enter score, then click "Save" to save). Please provide a rating (the scale is based on 1 low to 5 high).
- 3. Enter recommendation to accept or reject (click on "Pending" and select "Accept" or "Reject").
- 4. Enter reviewer comments directly onto this page (click on "Add Comment" and type comments, then click "Save" to save).
- 5. See tally of papers assigned to you to review, and tally of reviews you've completed.

If your ratings, comments, or recommendations disappear, refresh your browser to see the changes you've made.



View Individual ABSTRACT Submission Details and Enter Individual Reviews

SUBMISSION DETAILS (for abstract)

- 1. Submission Date
- 2. Authors
- 3. Contact Author
- 4. Presenter
- 5. Presenter Biography
- 6. Summary Text for Online or Printed Programs
- 7. Abstract Text for Technical Review
- 8. Topics (selected by author during submission wizard)
- 9. View Additional File Submitted (*if this feature is enabled for the conference*)

REVIEW RATING AND COMMENT (for abstract)

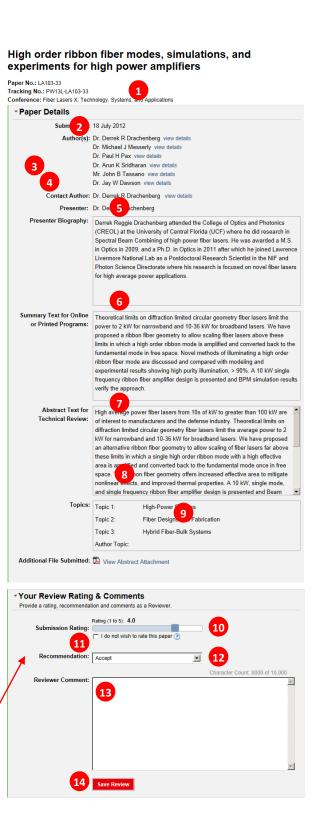
- 10. Rate the abstract
- 11. You may **opt out** of reviewing a submission if there is a conflict of interest. Include a reviewer comment to explain reason to chair.
- 12. Note your recommendation
- 13. Add your comments
- 14. SAVE REVIEW

For **Review Instructions** and **Deadlines**, contact the Conference Chair

If you see following message:

The review of this abstract is now complete. No rating or comment changes can be made at this time.

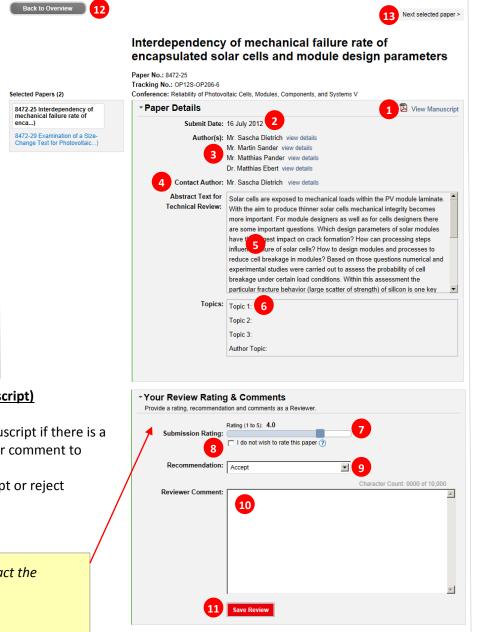
...this indicates that the conference chair has made their final decision and the submission is closed to reviews.



View MANUSCRIPT Details and Complete your MANUSCRIPT Review

PAPER DETAILS (for manuscript)

- 1. View Manuscript file
- 2. Manuscript Submission Date
- 3. Authors
- 4. Contact Author
- 5. Abstract Text for Review
- 6. Topics selected by author during submission wizard



REVIEW RATING AND COMMENT (for manuscript)

- 7. Rate the manuscript
- 8. You may **opt out** of reviewing a manuscript if there is a conflict of interest. Include a reviewer comment to explain reason to chair.
- 9. Select your recommendation to accept or reject
- 10. Add your comments
- 11. SAVE REVIEW

For **Review Instructions** and **Deadlines**, contact the Conference Chair

If you see following message: The review of this abstract is now complete. No rating or comment changes can be made at this time. ...this indicates that the conference chair has made their final decision and the submission is closed to reviews.

- 12. Return to list of papers
- 13. Go to next selected paper

