

2012



exbo
ABSTRACTS

Easy and automated
process for the
submission and
review of abstracts.

User and Reviewer Guide

A simple step-by-step guide to
the Exbo Abstracts website for
users and abstract reviewers

www.exbo.co.za/abstracts



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Introduction

Welcome to the Exbo Abstracts user and reviewer guide.

Many people feel a little daunted when they encounter a new system so this guide is here to provide simple and clear instructions on how to navigate through the Exbo Abstracts website and complete the required functions, such as registering and logging in as a user, as well as uploading and reviewing abstracts, without any difficulty.

Please note that registration on the site is free and any information provided by the user will be used for the purposes of this website only, without exception.



Registering on Exbo Abstracts

On the homepage of the Exbo Abstracts website, select the conference for which you would like to register by opening the dropdown menu on the top centre of the homepage and *left clicking* on the required conference.

CONFERENCES

Please choose a conference.

- HECUB 2012
- Please select...
- Demo Conference for testing
- HECUB 2012
- IACR 2012
- Nutrition Congress Africa 2012
- OTASA 2012
- SAGES/SASES 2012
- SARIMA Conference 2012
- SASOG & VSSA 2012

Background

This site has been created for the Conference automated. Authors can submit their details and communicate with both - notifying reviewers whether or not their papers/posters have been accepted.

Conference administrators can extract valuable information out of the system - such as unactivated accounts, abstracts still to be reviewed, downloads of all abstracts, and so on. A comprehensive control panel is available to them, which allows them to customise much of the process to suit their needs, and have the system do a lot of the work that used to be manually completed.

If you wish to test the system, you can register for the "Demo conference" and upload a dummy abstract. Contact us if you are a conference administrator who wants to see the control panel, or use the system for your next conference. Just drop us an [email](#).

Overview of the process

[How to use this site](#) (user manual - 1.2MB)

Here's a short step-by-step guide:

- select a conference from the dropdown list at the top of this page
- register on the system, filling in your contact details
- look for the "activation mail" that is sent to you, and click on the link in it, to activate your profile
- log in with the username and password you selected
- update your profile/bio if necessary
- add your abstracts under "My Abstracts"
- if you are a reviewer, click on "My Reviews" to see what is waiting for your score.
- logout

Menu

- Home
- Contact us
- About us
- Site instructions

This automatically diverts you to a new page.

- 1) At the bottom right of this page, *left click* on the **register** button.

DEMO CONFERENCE FOR TESTING

ATAS

DATES

Abstracts will be accepted from 2011-05-01 until 2018-10-05.
 Access to this site will close on 2019-05-15.

INFORMATION

This is a test conference - you can register a profile and submit abstracts.
 No-one will really review them :)
 Feel free to play around with the system
 If you need more info, drop us a mail at info@atas.co.za

WEBSITE

More information about this website can be found at the [conference website](#).
 If you have difficulty, mail the administrator on ccrc@atas.co.za

Menu

- Home
- Conference info
- Conference admin
- My instructions

Login

User:

Pass:

[Forgot my password](#)

2) This takes you to the registration page.

3) Fill in all the blank fields. Be sure to provide a valid email address (necessary to complete the registration process.) Remember that any information provided will be used for the purposes of this website only, without exception.

REGISTER - DEMO CONFERENCE FOR TESTING

Please fill out the following in order to register for this conference. Please note that your personal information is only used for the purposes of this website and is never given to any third party.

An email will be sent to the email address you fill in here in order for you to confirm that you wish to join this site

Title:

Firstname:

Surname:

Email:

Confirm Email:

Telephone:

Cellular:

Country:

Username:

Password:

Confirm Password:

Security Code: ← Input the conference ID. 

Menu

- Home
- Conference info
- Conference admin
- My instructions

Login

User:

Pass:

[Forgot my password](#)

4) Left click on **Register**.

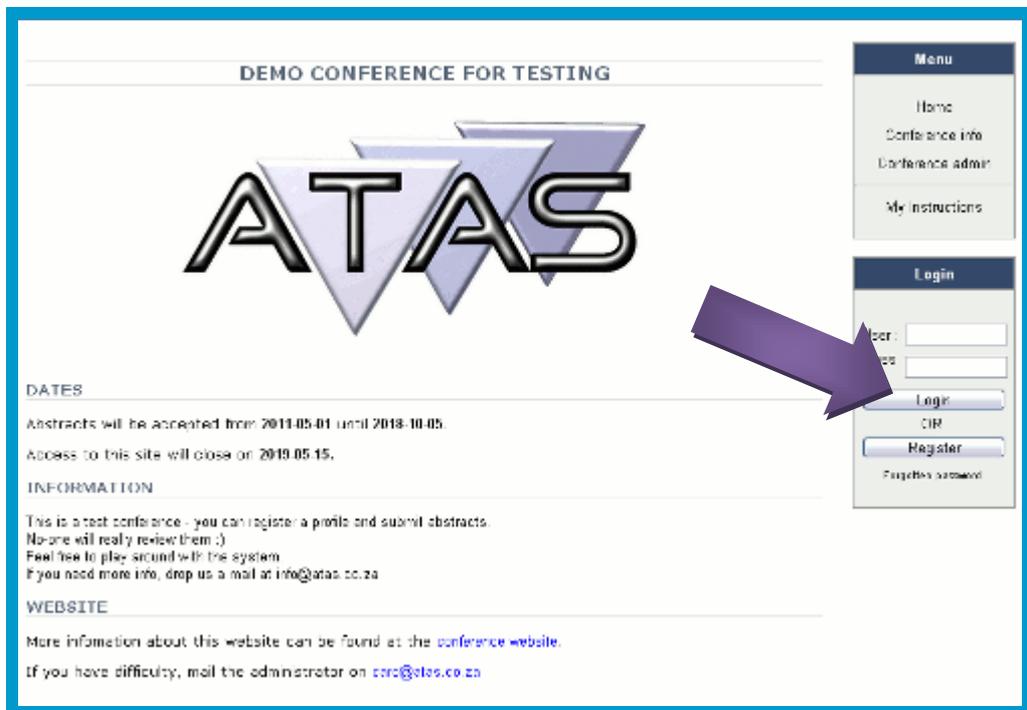
- 5) Remember that this registration registers you for that particular conference only.

Please Note: If you encounter any problems registering your account, repeat the registration procedure, making sure the information you have entered is correct. (Check that you have provided a valid email address.) If the problem persists, please contact the webmaster with your query at help@exbo.co.za

You are now ready to log into Exbo Abstracts.

Logging into Exbo Abstracts

- 1) Return to the Exbo Abstracts homepage and once again select the relevant conference by opening the dropdown menu on the top centre of the homepage and *left click* on the required conference.
- 2) Now that you have registered, you have a username and password. Enter your username and password in the relevant field in the block on the bottom right.
- 3) *Left click* on the **Login** button.



Please Note: If you type in your username or password incorrectly, the same page will reload in order for you to repeat the process with the correct details.

You can now view your profile and account.

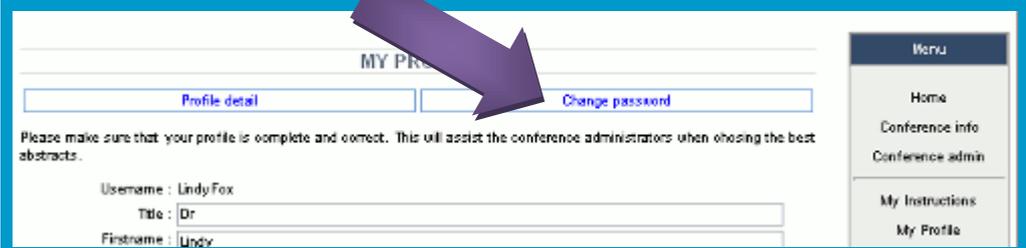
Profile and Account

- 1) Once you have clicked **login**, you are diverted to a page containing your registration information.
- 2) To change, update or complete the **Biography** field, type the information into the relevant field and *left click* the **Update** button at the bottom of the page. Please be aware that all the fields must be completed before you can use the site.

The screenshot displays the 'MY PROFILE' page with the following elements:

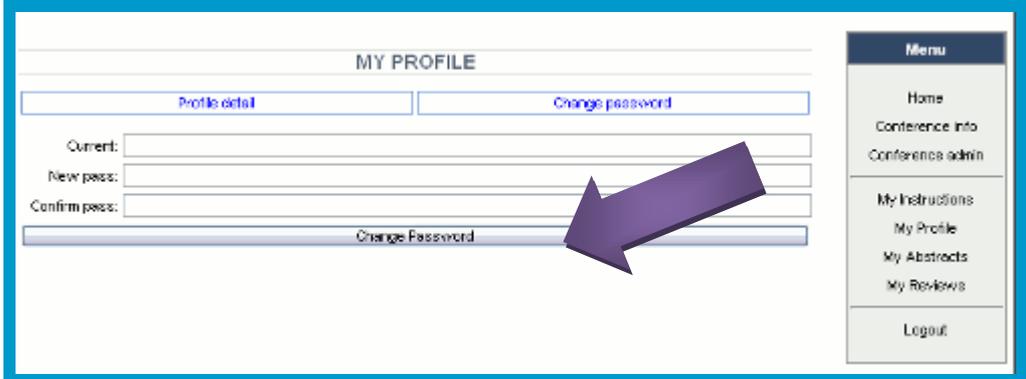
- Navigation:** 'Profile detail' and 'Change password' buttons at the top.
- Instructions:** A note stating, 'Please make sure that your profile is complete and correct. This will assist the conference administrators when choosing the best abstracts.'
- Form Fields:**
 - Username: LindyFox
 - Title: Dr
 - Firstname: Lindy
 - Surname: Steyn
 - Email: lindysteyn@hotmail.com
 - Telephone: 041 4872648
 - Cellular: 082 5555555
 - Country: South Africa
 - Employer: Atlas
 - Age at start of Congress: ≤35, >35
 - Occupation: Nutritionist, Dietitian, Other
 - Member of: NSSA, ANS, ADSA
- Biography:** A text area labeled 'Bio:' with a note: 'Please state your qualifications, present appointment, and briefly describe yourself in sentence format. Your bio needs to be more than 20 words long.'
- Buttons:** 'Logout' in the top right, 'Login' in the middle right, and 'Update' at the bottom center.
- Arrow:** A purple arrow points to the 'Update' button.

- 3) To change your password, *left click* on the **Change Password** link in blue, located underneath the **MY PROFILE** banner.



The screenshot shows the 'MY PROFILE' page. At the top, there is a banner with 'MY PROFILE' and two buttons: 'Profile detail' and 'Change password'. A purple arrow points to the 'Change password' button. Below the banner, there is a message: 'Please make sure that your profile is complete and correct. This will assist the conference administrators when choosing the best abstracts.' Below this message, there are input fields for 'Username : Lindy Fox', 'Title : Dr', and 'Firstname : Lindy'. On the right side, there is a 'Menu' sidebar with links: Home, Conference info, Conference admin, My Instructions, and My Profile.

- 4) Once the new page has loaded, enter your current password in the **Current** field, and your new password twice in the two relevant fields. Take care to type in the passwords correctly. *Left click* on the **Change Password** button.



The screenshot shows the 'MY PROFILE' page with the password change form. The form has three input fields: 'Current:', 'New pass:', and 'Confirm pass:'. Below the form is a 'Change Password' button. A purple arrow points to the 'Change Password' button. The 'Menu' sidebar on the right is updated with additional links: My Profile, My Abstracts, My Reviews, and Logout.

You are now all set to use the Exbo Abstracts site. Let's look first at the functions that you can perform as a user.

User Options

Once you have logged in and set up your profile, there are various tasks you can perform:

The screenshot displays the 'MY PROFILE' page. At the top, there are two tabs: 'Profile detail' (selected) and 'Change profile'. Below the tabs, a message reads: 'Please make sure that your profile is complete and correct. This will assist the conference administrators in choosing the best abstracts for you.' The profile information is as follows:

- Username: LindyFox
- Title: Dr
- Firstname: Lindy
- Surname: Steyn
- Email: lindyansteyn@hotmail.com
- Telephone: 041 4872648
- Cellular: 002 5565565
- Country: South Africa
- Employer: Atlas
- Age at start of Congress: ≤35, >35
- Occupation: Nutritionist, Dietitian

On the right side, there is a 'Menu' box with the following options: Home, Conference info, Conference admin, My Instructions, My Profile, My Abstracts, My Reviews, and Logout. Below the menu is a 'Login' box with the text 'Hello LindyFox, welcome back.' and a 'Logout' button. A purple arrow points from the 'Menu' box to the 'Profile detail' tab.

- 1) **Home:** You can return to the Exbo Abstracts homepage by *right clicking* on **Home** in the box on the top right. From the homepage, you can log into a different conference. Once on the homepage, select the new conference and repeat the registration or login process.
- 2) **Conference Info:** You can view information on the conference for which you have registered (dates, information, website details, etc) by *right clicking* on **Conference info** in the box on the top right.
- 3) **Conference Admin:** This option is only for users who have been made administrators. Ignore this option if you do not have administration rights. (For more information, check the **Administrator** manual)
- 4) **My Instructions:** You can access various important instructions by *right clicking* on **My Instructions** in the box on the right. Instructions include Abstract Instructions, Conference Instructions, How to use the Exbo Abstracts Site and the User Manual download. This page also contains the email address to which you can send a query if you are having any difficulty with the system.

- 5) **My Profile:** You can view and/or update your profile by *right clicking* on **My Profile** in the box on the right. (For more information, see **Profile and Account** on page 8)
- 6) **My Abstracts:** You can upload and manage conference abstracts by *right clicking* on **My Abstracts** in the box on the right. (Discussed in more detail on page 12)
- 7) **Logout:** Once you are finished using the Exbo Abstracts website, you can log out of your account by *right clicking* on **Logout** in the box on the bottom right. Remember that you can log in again at any time.

The next section contains a detailed description on how to add an abstract.

My Abstracts

Once you have registered and logged in as a user (see page 4 and 7), *right click* on **My Abstracts** in the box on the right.

You are directed to a new page.

To add an abstract:

- 1) Select a category from the dropdown menu by *right clicking* on it.
- 2) Fill in the relevant information: title of abstract, co-author's name and email (if applicable), abstract type and the full abstract.
- 3) Upload any supporting documentation by *right clicking* on the **Choose File** button. This opens a window wherein you can browse for the document and upload the file.
- 4) Select the equipment required to present your abstract from the dropdown menu in the **Equipment** field by *right clicking* on the applicable item and *right clicking* on the **Add** button. Repeat this process for every necessary item. If you want to delete an item, simply *right click* on the **X** next to it.
- 5) *Left click* on **Yes** or **No** to indicate if you give permission for your presentation to be posted online for other members to read.
- 6) To submit your abstract, *left click* on **Add**.

MY ABSTRACTS

NEW ABSTRACT

Add an abstract using the form below.

Category:

Abstract Title:

Co-author:

Co-author email:

Abstract type: Paper Poster

Abstract:

Supporting Document: No file chosen

Equipment:

Permission: Do you give permission for your presentation to be uploaded (read-only) to the Conference website after the conference?
 Yes No

Menu

- [Home](#)
- [Conference Info](#)
- [Conference admin](#)

- [My Instructions](#)
- [My Profile](#)
- [My Abstracts](#)
- [My Reviews](#)

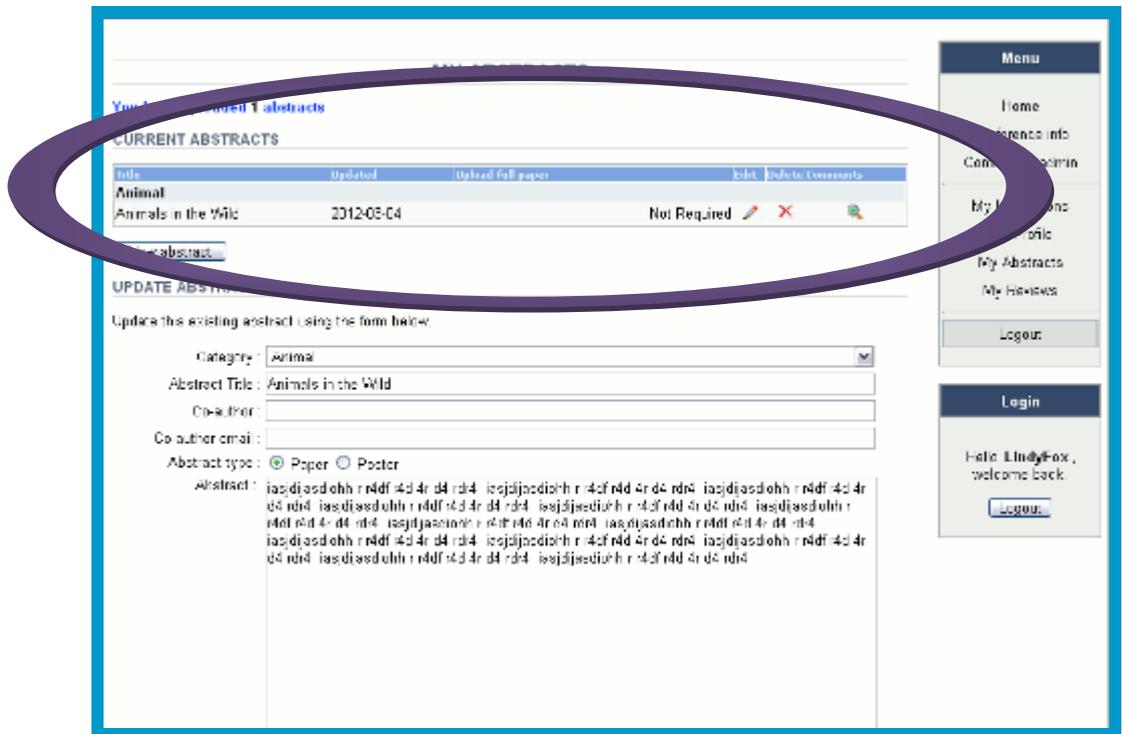
-

Login

Hello **LindyFox**, welcome back.



- 7) You will know if your abstract has loaded successfully if it appears in your list of abstracts.



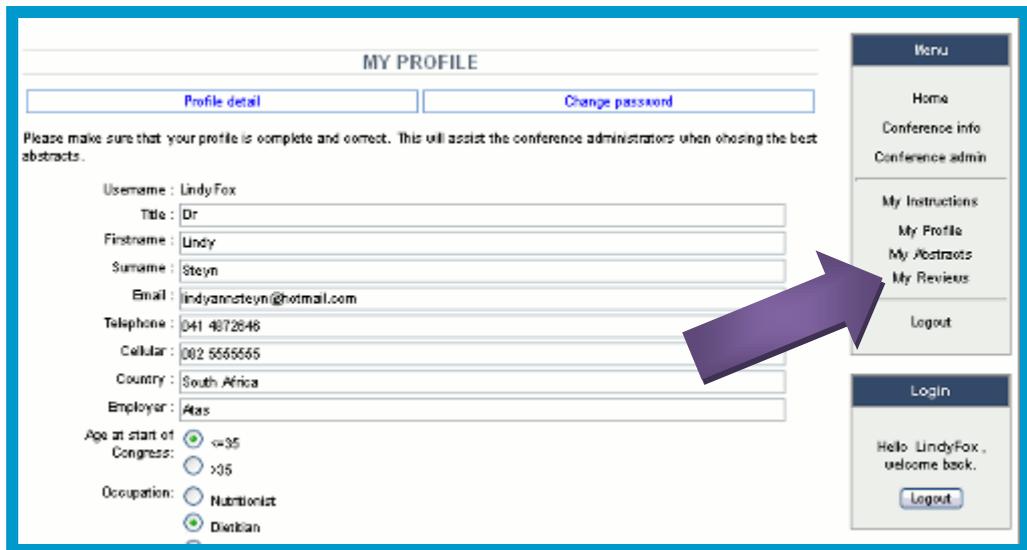
Note: Please take care to double-check all the information before you submit your abstract.

Now take look at the options that are available to you if you are a reviewer.

Reviewer Options

A reviewer has access to all the same options as a user (see **User Options** on page 10), plus one extra one: **My Reviews**.

To access your list of abstracts for review, *right click* on **My Reviews** in the box on the right.



The screenshot shows a web interface for a user's profile. The main heading is "MY PROFILE". Below it are two buttons: "Profile detail" and "Change password". A message reads: "Please make sure that your profile is complete and correct. This will assist the conference administrators when choosing the best abstracts." The profile details are as follows:

- Username: Lindy Fox
- Title: Dr
- Firstname: Lindy
- Surname: Steyn
- Email: lindyansteyn@hotmail.com
- Telephone: 041 4872848
- Cellular: 002 5555555
- Country: South Africa
- Employer: Atlas
- Age at start of Congress: <=35, >35
- Occupation: Nutritionist, Dietitian

On the right side, there is a "Menu" section with the following options: Home, Conference info, Conference admin, My Instructions, My Profile, My Abstracts, My Reviews, and Logout. Below the menu is a "Login" section with the text "Hello LindyFox, welcome back." and a "Logout" button. A purple arrow points from the "My Reviews" option in the menu towards the profile details.

You are directed to a page containing a list of abstracts for which you have been made a reviewer. All the abstracts in this list require reviewing.

Some conferences require multiple reviews for abstracts so it is possible for an abstract that you have already scored and commented on to reappear in this list for another evaluation.

You will be notified by email when a new or revised abstract is added to this list for review.

How to review an abstract:

- 1) Select an abstract to which you want to allocate a score by *left clicking* on the pencil symbol to the right of the abstract details.

The screenshot shows a web interface titled "MY REVIEWS". It contains three sections: ANIMAL, VEGETABLE, and MINERAL. Each section has a table of abstracts. The first table (ANIMAL) has columns for Title, Type, Score, and Action. The first row in this table has a pencil icon in the Action column, which is highlighted by a purple arrow. The second table (VEGETABLE) has columns for Title, Type, Score, and Action. The third table (MINERAL) has columns for Title, Type, Score, and Action. On the right side of the page, there is a "Menu" section with links for Home, Conference info, Conference admin, My Instructions, My Profile, My Abstracts, My Reviews, and Logout. Below the menu is a "Login" section with a message "Hello Lindyfox, welcome back." and a "Logout" button.

| MY REVIEWS | | | |
|---|--------|-------|--------|
| ANIMAL | | | |
| Title | Type | Score | Action |
| Test | Paper | 2 | |
| long title test abstract and this is to check whether the title will be ok for the upload cells | Paper | | |
| one with doc attached | Paper | | |
| testtest | Paper | | |
| testtest | Paper | | |
| VEGETABLE | | | |
| Title | Type | Score | Action |
| MINERAL | | | |
| Title | Type | Score | Action |
| testtest | Poster | | |
| TEST2 | Paper | | |
| TEST | Paper | | |

- 2) You are then directed to a page showing the abstract text with a rating bar below.
- 3) To allocate a score for the abstract, *left click* on the appropriate number from 1-10 on the rating bar (shaded from red to green). Now fill in a comment in the blank **Comment** field and then *left click* on the **Submit Score** button.

The screenshot displays a web interface titled "MY REVIEWS". It contains several sections: "ABSTRACT" with placeholder text, "OTHER INFORMATION" with fields for "Additional equipment", "Permission to publish", "Abstract type", and "Supporting Documents", and a "COMMENT" text area. Below these is a "SCORE" section with a legend "Where 10 = excellent and 1 = poor" and a rating bar with 10 numbered options (1-10). To the right of the rating bar are "Submit score" and "Back" buttons. A "Final Review" checkbox is also present. On the right side of the interface, there is a "Menu" sidebar with links like "Home", "Conference info", and "My Reviews", and a "Login" section with a "Logout" button and a welcome message for "LindyFox". Three purple arrows are overlaid on the image: one points to the "Submit score" button, another points to the "Back" button, and a third points to the "Skip" option (rating 1).

- 4) *Left click* the **Back** button to the right of the **Submit Score** button if you change your mind and no longer want to allocate a score to the abstract. This action will reload the page which contains the list of abstracts for review.
- 5) If you wish, for some reason, to forgo giving a score to a particular abstract, you need to indicate that you have looked at it and decided to not score it by *left clicking* the **Skip** option on the rating bar (shaded from red to green) and *left clicking* the **Submit Score** button. This will remove the abstract from your list.

Thank You

Many thanks for using Exbo Abstracts user and reviewer guide.

If you have encountered any problems using this guide, please contact the webmaster on help@exbo.co.za

