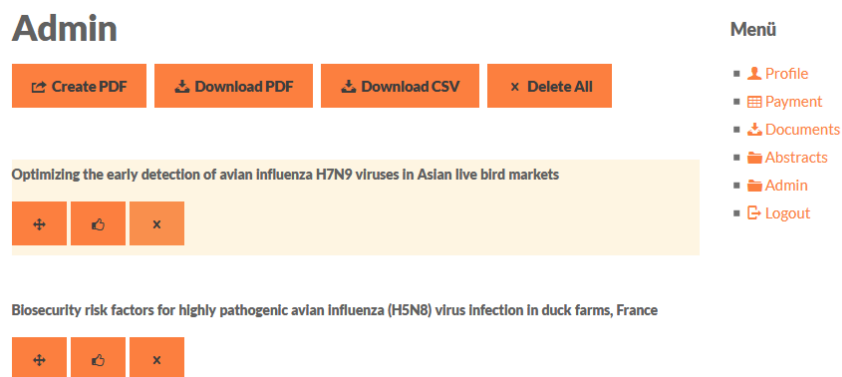


SVEPM website

Guidance to JVP for handling online abstract submission system (oass)

If the item “Admin” is visible on the right under “Abstract” the user has logged in with the abstract handling password (i.e. the current JVP). No other user can access that page and clicking will lead to the admin section of the oass which is explain in the following about. Basically JVP has to run all what follows one time after the abstract submission had been closed AUTOMATICALLY on Sept 1st. To check interim stages of submission activity e.g. download only the csv file for information. But multiple usage of the procedures does not harm (**BUT CAREFULLY** use **[Delete all]** 😊).

Orange squares are usable buttons. On top there are four mains with following purpose:



[Create PDF]: Pressing the button to start creating a readable pdf of all abstracts. The process can be repeated as often as needed. The process can take a few minutes! Have a tea or coffee awhile... if the conversion had finished the time stamp (mouse-over on **[Download PDF]**) will be updated.

[Download PDF]: Mouse-over this button reveals the production time stamp of the recent pdf (if outdated first use **[Create PDF]**). Pressing the button will start the download procedure to your computer as usual under windows. The pdf is named “abstract_<detailed timestamp>” e.g. abstracts_20180829074124.pdf). The file is in the right format for committee members to score the abstracts (i.e. no author metadata). The order of the abstracts in the file corresponds to the online version. All metadata are contained in Excel compatible *.csv file for JVP use only.

[Download CSV]: Pressing the button starts the download process for the *.csv file containing all metadata. The metadata file IS ALWAYS UP TO DATA i.e. covers all abstracts just in. (Note: the abstract text pdf-file must not – see above. You may need to press button Create PDF first to align abstract file and csv. This should be remembered once preparing the file for committee scoring.

[Delete all]: The feature is only to make clearing the OASS simpler – the button incurs what is written and no return is possible after using the button.

Alongside with every submitted abstract there are three square buttons doing as follows:

Left, the **[cross]** for drag-and-drop of the abstracts changing their position; middle, clicking **[thumb-up]** will turn it into thumb-down and the abstract is no longer in the list (neither in the csv or the abstracts file) which is useful if people were submitting ineligible abstracts or so; finally right, **[x]** enables to permanently delete an abstract e.g. if people were hitting submit twice or put in the same multiple times (all happens regularly)