

**AMCIS 2006 Document Review System (DRS) Instructions  
For Submitters of papers for review  
and  
Reviewers**

**Dear AMCIS 2006 Minitrack Paper Submitter and/or Reviewer**

**Important first notes:**

1) We are providing general instructions for individuals who are submitting a paper or signing up to be a reviewer.

We are assuming that a “**Submitter**” may not necessarily be an author.

Please follow the directions to enter author’s names after you submit your paper.

A “**Submitter**” does not have to be an author and does not have to be the first author. Add the authors in the order that should appear in the conference program and e-proceedings.

2) A person needs to have **only one account** and can perform different roles as submitter and reviewer through that one account.

Therefore, sign into the system and provide your information **only once**.

Reviewers need only one account to review multiple papers in multiple minitracks.

3) These Instructions contain Two sections and apply to the roles stated after them:

<b>Section</b>	<b>Applicable Roles</b>
Action 1: Create An Account On DRS.	Submitter; and Reviewer
Action 2: Submit a paper for Review	Submitter

It is **important** that you **read** and **follow** these instructions **Exactly** and **Carefully** in order to get signed up on the DRS system and to assign yourself the role of **SUBMITTER** and/or **REVIEWER** for AMCIS 2006.

**Action 1: Create An Account On DRS (Required for Submitters & Reviewers)**

Each person that “**submits**” a **paper** and/or “**reviews**” **one or more papers** must create **only one** account on the AMCIS-2006 DRS System.

Note that you can submit several papers from ONE account and you only need to create one account through which you can participate in any role.

**Steps to Create an Account:**

**STEP A:** Open the AMCIS 2006 DRS page: <http://reviews.aisnet.org/AMCIS2006/>

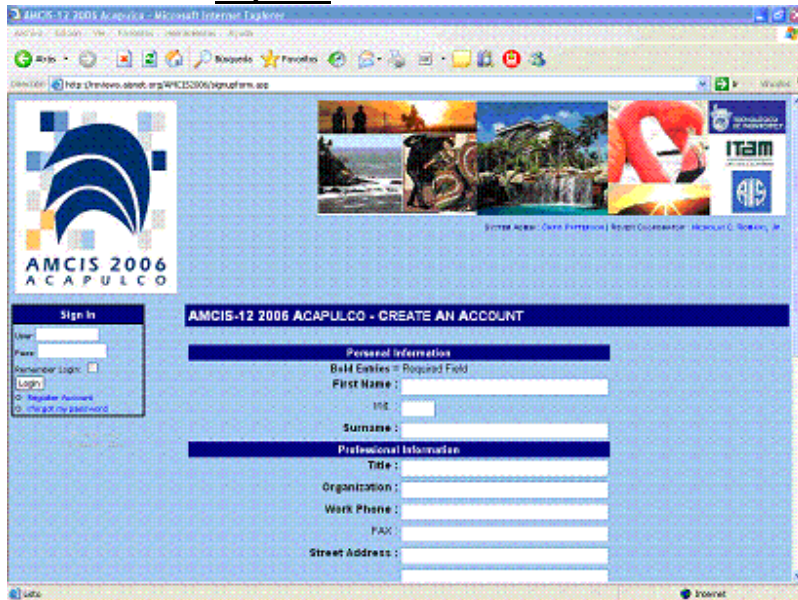
The “**AMCIS-12 2006 Acapulco - - Home**” screen will appear



**STEP B:** Click the [Register Account](#) link in the “Sign In” menu on the left of the screen.

The “**AMCIS-12 2006 Acapulco - - Create An Account**” screen will appear:

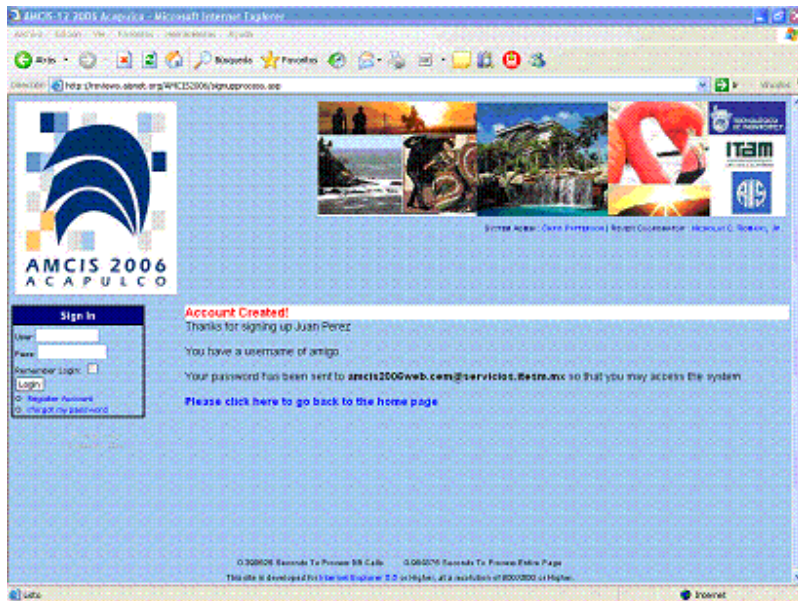
Note that all the **required** fields have **bold** Labels.



**STEP C:** Fill in all the required fields

**STEP D:** Click the “Sign up” button to create your account

The “**Account Created!**” confirmation screen will appear:



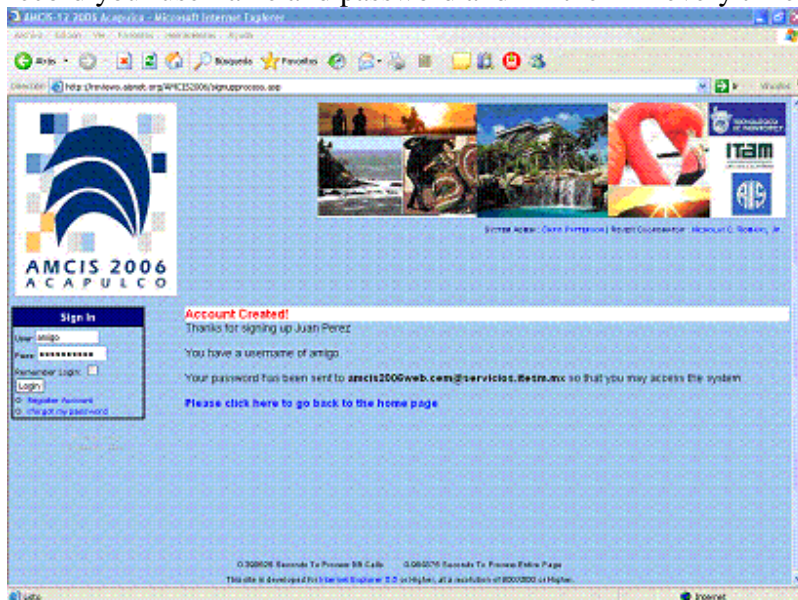
**Note:** Check your email for your initial password; you can change this after you login for the first time.

**Step E: Login to the system with your new account:**

With your password via email you can login to the DRS system.

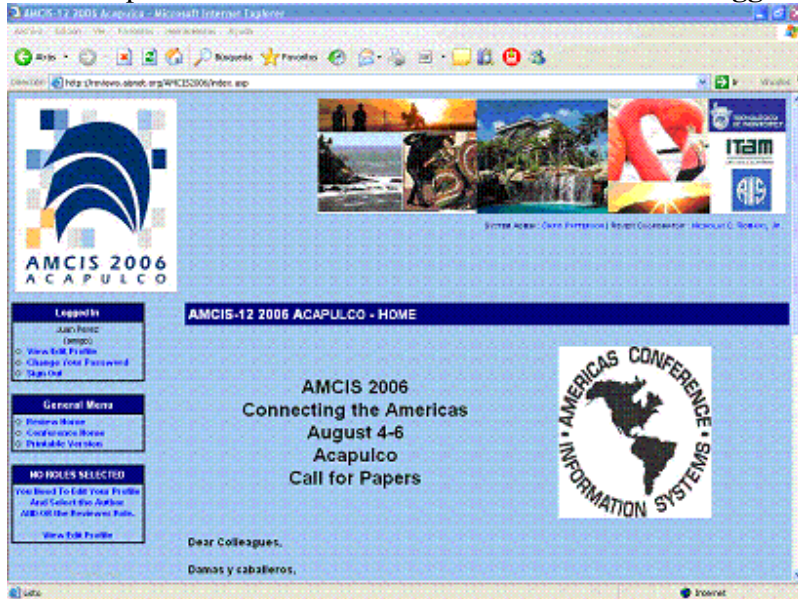
Enter your username and password in the “**Sign In**” menu and click the login button.

**Note:** If you click the checkbox labeled “**Remember Login**” a cookie will be set to record your username and password and fill them in every time you open page.



After a successful login you will initially see two default menus and a note to let you know that you have **not** yet selected any roles to play. You must edit your profile and select the roles that you are going to perform on the system.

For example: Juan Perez sees the Two Default Menus: **Logged In** and **General Menu**;



**Step F: Update your profile to select the Roles you will perform**  
Click on the link “View/edit Profile” in the “Logged in” Menu.  
The “username’ Profile” Screen will appear.



Check the boxes for the roles that you plan to perform for AMCIS 2006.  
If you plan to submit a paper, check the box next to “**Submitter**”.

If you plan to review papers then check the box next to “**Reviewer**”.

**Important:** Reviewers must also select the mini-tracks for which they will review.  
If you do not select any minitrack to review for; then you cannot be assigned papers.  
Please understand that selecting more than two or three mini-tracks to review for may result in you being assigned many papers to review; more than you can possibly complete. Also, it is advisable to contact minitrack chairs and let them know the number of papers you are willing to review. So please only select minitracks that you actually intend to review papers for.

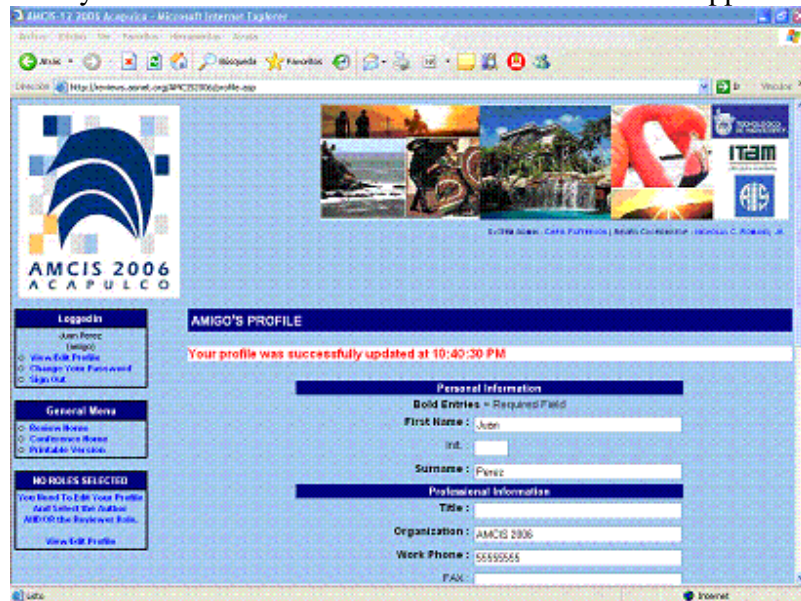
Click on the “Update PROFILE” when you are finished.

**A message will appear that says**

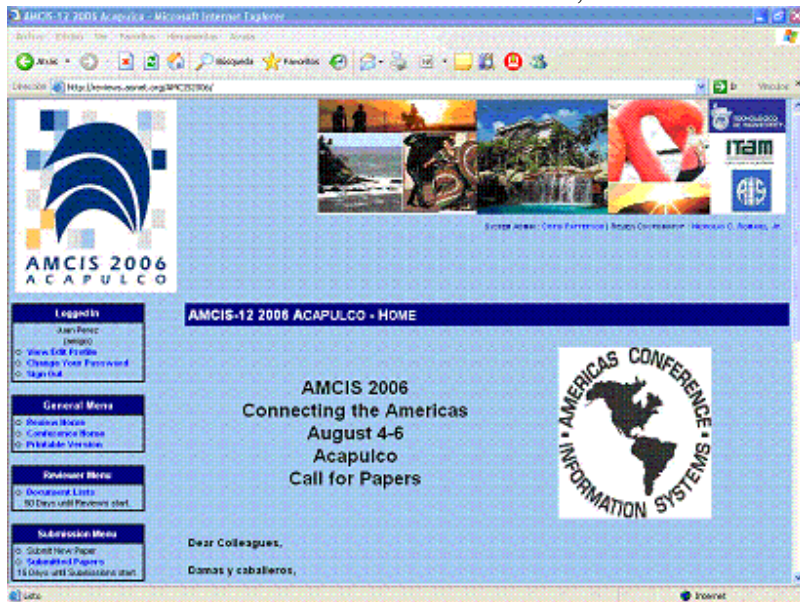
“Your profile was successfully updated at 10:40:30 PM“

However you will not yet see the “**Submitter**” and/or “**Reviewer**” Menus.

The system must be refreshed before these menus will appear.



To see the Submitter and/or Reviewer menu you will need to click on the “**Review Home**” link in the ‘**General Menu**’; to refresh the screen.



**Action 2: Submit a paper for Review** (Required for Submitters only)  
Click “**Submit New Paper**” in the ‘**submitter menu**’ you will see the “**Paper Submission**” screen.

All **fields** on this screen are **required** and must be filled in.

This is a good time to check the **word count** of your paper and be certain that it is not greater than the maximum number of words allowed the type of paper you are submitting. Papers that exceed limits will be administratively rejected by minitrack chair.



Notice the note that says:

**NOTES:** - All Authors must be added by editing the document after submission.  
- Uploading may take a while. Please **DO NOT** stop browser while processing.

- To see the upload progress window, you need to either disable the POP-Up blocker, hold down the CTRL key while uploading, or add this site to your POP-UP whitelist.

Click on the “**Submit Document**” button and you will see a dialog box that will show the status of the upload. Wait until this dialog closes before taking any other actions.

Once the paper is submitted you will be taken to the “AMCIS-12 2006 Acapulco - - Document Modification - Test Paper” Here you need to ADD the authors in order.

AMCIS 2006 ACAPULCO

AMCIS-12 2006 ACAPULCO - DOCUMENT MODIFICATION - TEST PAPER

Logged in: Jean Perez (Logout)

General Menu

Reviewer Menu

Submission Menu

Paper Title: Test paper

Keywords: 111, 222, 333

Number of Words: 459

Track: Collaborative & Inter-organizational Applications of Information

Paper Type: Completed Research (Max Words = 5000)

Filename: DQ45-1013.doc (13668 bytes)

Click Here To Upload An Updated Document.

Modify Document Return To List Reset Data

Authors

Click on the **add** Author link and add the First Author.

Note that the Submitter **does not** have to be an author and does not have to be the **first** author. Add the authors in the order that should appear in the program.

AMCIS 2006 ACAPULCO

AMCIS-12 2006 ACAPULCO - DOCUMENT MODIFICATION - ADD AUTHOR TO DOCUMENT - TEST PAPER

NOTE: Even if you are one of the authors, you still have to enter your information in these fields. The SUBMITTER is no longer automatically considered an AUTHOR in this document review system.

Enter Author Information to Add

Author Order #: 1

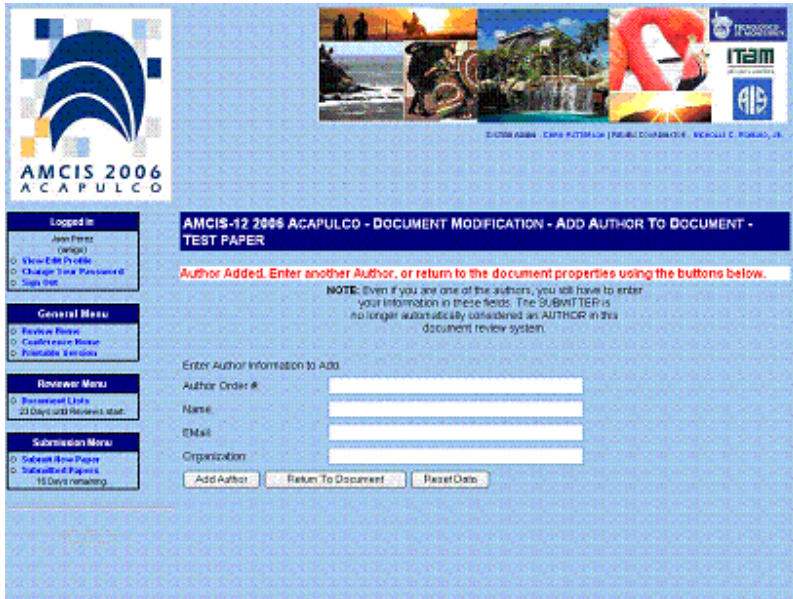
Name: Masa Borda

Email: m.borda@acapulco.com

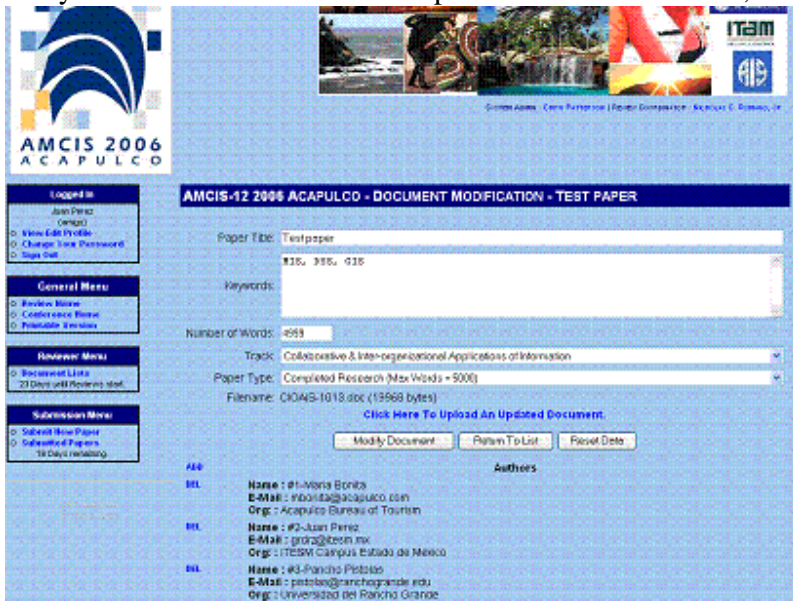
Organization: Acapulco Bureau of Tourism

Add Author Return To Document Reset Data

Click on the 'Add Author' button when done and the system will tell you that the author has been added.



Continue to add authors until they are all in the system. Then click on return to document and you will see all authors with options to delete each one; or to add additional authors.



Now the paper is submitted.

Submitters may change the minitrack to which the paper is submitted; However this action should be done **only** when the following conditions **are** met:

The minitrack chair for the minitrack to which the paper **was originally** submitted has **been contacted** via email and told that the paper will be removed from their minitrack and the author has contacted and received **agreement** from the minitrack chair of the minitrack to which the paper will be moved.

Once the minitrack Chair(s) have made a decision a link will appear to allow the author to see the decision and the reviews.

When the author clicks on the Show Reviews and Decisions button he/she will see the final decision of the track chair and the full reviews for the paper:

Thank you for submitting your paper or signing up to review papers for AMCIS 2006 .  
Your participation is appreciated!