ES Review System Bedienungsanleitung

Version 1.0 Bsc. Winf. Felix Hofmann





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Version 1.0 Verantwortlicher: Bsc. Winf. Felix Hofmann Betreuer: Dipl. Inform. Sebastian Oster

Prof. Dr. Andy Schürr Fachgebiet Echtzeitsysteme Fachbereich Elektrotechnik Technische Universität Darmstadt Merckstraße 25 64289 Darmstadt

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1 Registrierung im Review System

Im folgenden Abschnitt werden die Registrierung und anschließend die Konfiguration eines neuen Accounts im SST-Review System beschrieben:



Bevor ein neuer Account angelegt werden kann, sollte zunächst überprüft werden, ob eine Verbindung ins Netzwerk der TUD besteht (z.B. über eine VPN-Verbindung von außerhalb des Campus). Danach kann das Review System über die URL https://sst.es.e-technik.tu-darmstadt.de/index.php/sst/2011 erreicht werden.

8	Es besteht ein Problem mit dem Sicherheitszertifikat der Website.
	Das Sicherheitszertifikat dieser Website wurde nicht von einer vertrauenswürdigen Zertifizierungsstelle ausgestellt. Das Sicherheitszertifikat dieser Website wurde für eine andere Adresse der Website ausgestellt.
	Die Sicherheitszertifikatprobleme deuten eventuell auf den Versuch hin, Sie auszutricksen bzw. Daten die Sie an den Server gesendet haben abzufangen.
	Es wird empfohlen, dass Sie die Webseite schließen und nicht zu dieser Website wechseln.
	😵 Klicken Sie hier, um diese Webseite zu schließen.
	😵 Laden dieser Website fortsetzen (nicht empfohlen).
	Weitere Informationen

Bevor die Seite geöffnet wird, weisen die meisten Browser auf ein Problem mit dem verwendeten Sicherheitszertifikat hin. Hier ist eine manuelle Bestätigung erforderlich und schließlich wird die Website geladen.



Nachdem die Startseite geladen wurde, befindet sich am oberen Rand die Navigationsleiste. Mittels eines Klicks auf den Link *Log In* öffnet sich folgende Ansicht.

HOME	ABOUT	LOGIN	ACCOUNT	SEARCH	CURRENT CONFERENCES	Ał
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Die Registrierung kann nun über Not a user? Create an account with this side aufgerufen werden.

PROFILE	
Username*	
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Für die Registrierung werden einige persönliche Informationen abgefragt. Nutzername, Passwort, Vor- und Nachname, Beziehung und E-Mail-Adresse sind Pflichtfelder und müssen entsprechend ausgefüllt werden.

Confirmation	Send me a confirmation email including my username and password
Create account as	 Reader: Notified by email on publication of presentations. Author: Able to submit items to the conference. Reviewer: Willing to conduct peer review of submissions to the conference. Identify reviewing interests
	(substantive areas and research methods).
Create Cancel	

Wichtig: Ganz unten auf der Seite können die Rollen ausgewählt werden, die der Benutzer später einnimmt. Neben der Standardrolle *Reader* müssen die Rollen *Author* und *Reviewer* ausgewählt werden, da sonst keine Dokumente in das System hochgeladen bzw. bewertet werden können. Sollte die Auswahl der zusätzlichen Rollen versäumt worden sein, so kann dies später nur noch vom Konferenzleiter nachgeholt werden.

Mit einem Klick auf den Button Create wird der Registrierungsvorgang abgeschlossen.

2 Upload von Dokumenten

ES Review System			
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Nach der Anmeldung auf https://sst.es.e-technik.tu-darmstadt.de/index.php/sst/2011 (rechte Seite) findet sich im Bereich *User Home* eine Auflistung aller abonnierten Conferences (im Normalfall dürfe das nur SST Seminar 2011/2012 sein). Accounts mit der Rolle *Author* sehen hier den Link *New Submission*, der den Uploadvorgang anstößt. (Sollte der Link nicht sichtbar sein, kann im Kapitel *Registrierung im Review System* nachgelesen werden, wie die *Author*-Rechte erlangt werden können.)

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	The submission has not been previously published, nor is it before another conference for consideration (or an explanation has been provided in Comments to the Directory. The text adhees to the stylistic and bibliographic explorements outlined in the Author Guidelines, which is found in About the Conference.
COP Authors () Auth work, w () Auth ression () In ad-	VRIGHT NOTICE who submit to this conference agree to the following teams: to estim correlated over these work, while allowing the conference to place this unpublished work under a Creative Common Attribution License, which allows others to feely access, use, and share the th an advanced permit of the work's authorship and its minil presentation at this conference. See all its wave the terms of the CC increase and term may especial, additional constitution and generation and subsequent publication of this work (e.g., publish a very in a guintain, unliken are work using a base the row work and using espectial equivalence and there may all when the expectation and allow the excitation of this work (e.g., publish a very in a guintain, unliken are work using allow the row work allow the e.g., an and there row (e.g., publish and there have) all any point Heise and allow the conference.

In *Step 1* müssen zunächst die drei Punkte aus der *Submission Checklist* überprüft und bestätigt werden. Danach kann im unteren Feld noch ein Kommentar für den Conferene Director hinterlassen werden. Der Button *Save and Continue* führt zum nächsten Schritt.

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In *Step 2* wird die Datei ausgewählt, die in das System eingestellt werden soll. (Button *Durchsuchen –>* Auswahl der Datei *–>* Button *Upload*) Weiter gehts wieder mit *Save and Continue*.

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lint name*	Student
Middle name	
Last name*	Horst
fmail*	felixhofmann87@web.de
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Im dritten Schritt werden einige Angaben zum Author, sowie der Titel des Dokuments abgefragt (Pflichtfelder). Metainformationen zum Dokument wie Stichwörter zum Text sind optional.

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Step 4 Upload Supplementary Files bietet die Möglichkeit zusätzliche Dateien zur Unterstützung des Hauptdokuments hochzuladen - in der Regel sollte dies jedoch nicht nötig sein. Die Bedienung ist identisch mit der in *Step 2*.

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Im fünften und letzten Schritt des Submission-Vorgangs muss der Upload noch einmal vom Anwender bestätigt werden.

ACTIVE SUBMISSIONS
Submission complete. Thank you for submitting your work to Software System Technology. » Active Submissions

Upload erfolgreich :-)

3 Durchführung eines Reviews

Die Aufforderung ein Review durchzuführen wird zu gegebener Zeit per E-Mail an die Teilnehmer des praktikums gesendet.



Durch Klick auf den Link in der Mail öffnet sich die Login Seite des Review Systems.

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Nach dem Einloggen in das System wird man direkt auf eine Seite mit allen ausstehenden Reviews geleitet. Mittels eines Klicks auf den Titel des zu bewertenden Dokuments wird der Review-Prozess gestartet.

SUBMISSION TO BE REVIEWED							
Title	Test Submission						
Conference Track	General Papers						
Abstract							
Submission Director	Sebastian Oster 📼 (Director)						
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3. Click on iconto nil in in Review Form	3						
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Recommendation	Chaose Ope						

Das Review besteht aus fünf Schritten: Akzeptieren des Reviews (1), Durchführung des Reviews (2), Bewertung (3), Upload von Zusatzdokumenten (4) und Empfehlung abgeben (5). Zunächst muss die Durchführung des Reviews akzeptiert werden (von der Möglichkeit ein Review abzulehnen sollte großer Abstand genommen werden). Dies geschieht durch einen Klick auf den Button *Will do the review*. Die E-Mail an den Konferenzleiter sollte im sich öffnenden Fenster abgeschickt werden.

Im zweiten Abschnitt kann das zu bewertende Dokument heruntergeladen und betrachtet werden.

Wenn das Review angenommen wurde, erscheint bei 3 ein Button, der das Review-Formular öffnet (wird weiter unten beschrieben). Dieses muss ausgefüllt und gespeichert werden.

Schritt 4, der Upload von zusätzlichen Dokumenten kann übersprungen werden. Als Letztes wird dann noch eine Empfehlung an den Konferenzleiter gegeben, ob die Abgabe akzeptiert werden soll oder nicht. Ein Klick auf *Submit review To Director* schließt den Vorgang ab.

REVIEW FORM

Zisannenfassing *



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Juißere Form *	
Sprachliche Kompetenz *	
Details - Kommentare zu jedem Kapitel i	nkl. Hinweis wif Fehler



Das eigentliche Review-Formular besteht aus den drei Freitextfeldern Zusammenfassung, Bewertung und Details sowie aus den zwei Auswahlfeldern Äußere Form und Sprachliche Kompetenz. Diese sind den Richtlinien entsprechend auszufüllen (sonst sind Sanktionen nicht ausgeschlossen) und mit einem Klick auf save zu speichern.

Hinweis: Für die drei Freitextfelder empfiehlt es sich, die Anmerkungen erst einmal lokal in Form von Textdateien zu erstellen und deren Inhalt dann in die Felder des Review-Formulars zu kopieren.