



2024 AMCIS Minitrack Chairs Guide Tips & Tricks

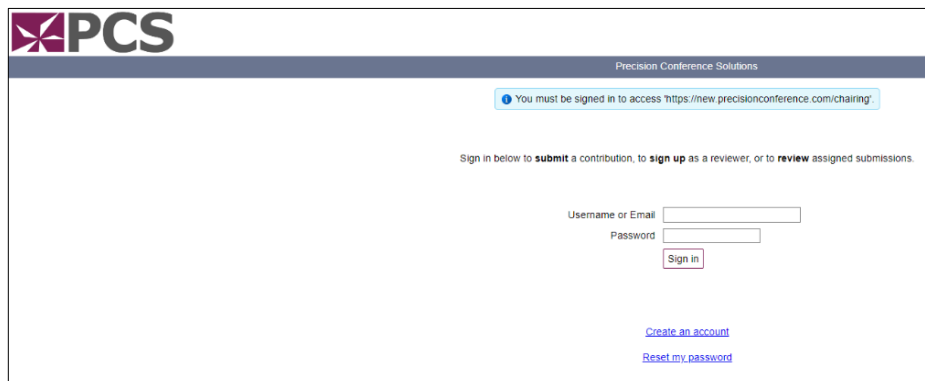
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Managing Reviews of a Submission

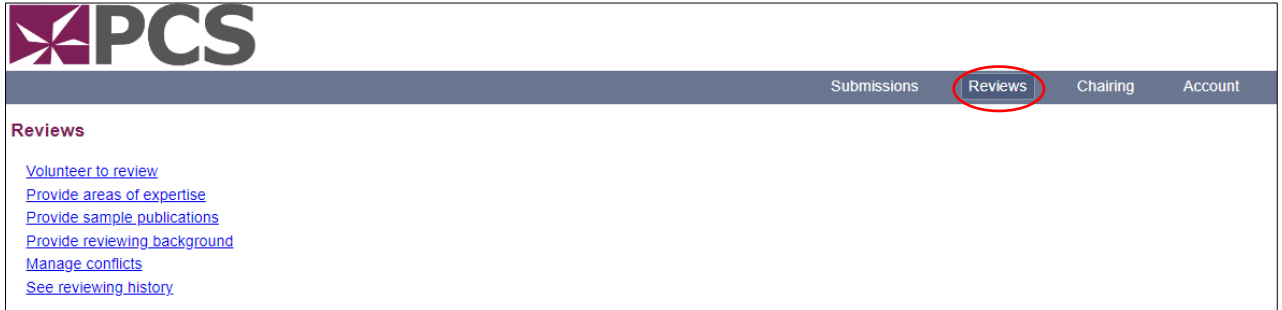
Logging In:

1. Go to the AMCIS submission site: <https://new.precisionconference.com/ais>
2. Enter your “Username” and “Password” and “Sign in”
 - a. If this is your first-time logging in, refer to the login email that you received from PCS.
 - b. If you do not know your password or have forgotten it, click on the Forget your password? “Reset my password” link.

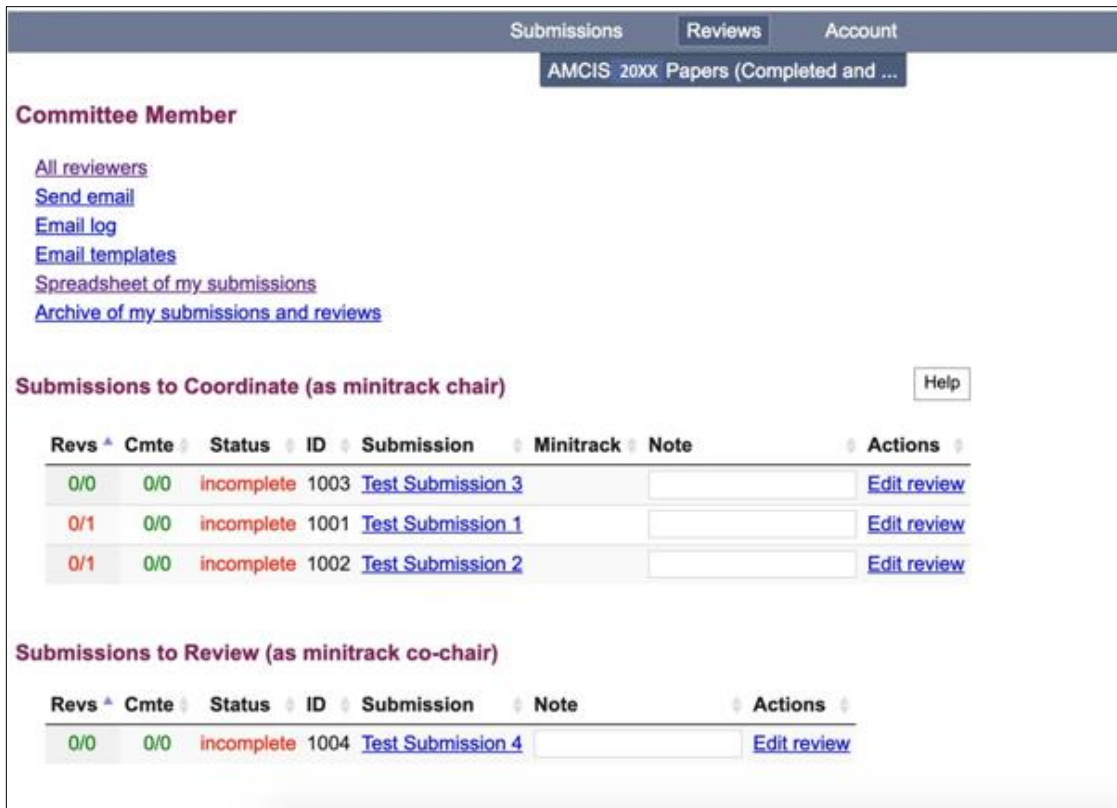


Reviewing Initial Submission:

1. Once logged in, select “Reviews” tab then “Review (as a committee member)” for AMCIS 2024 Papers (Completed and ERF)



2. Here you will see all paper submissions to your minitrack. You can click on the submission title to see the full information for each submission.



- You can also select “**Spreadsheet of my submissions**” to see a spreadsheet of your submissions. This view allows you to sort by each of the columns, modify the columns, or even download the view into an Excel document.

Submissions **Reviews** Account

AMCIS 20XX Papers (Completed and ...)

Committee Member

[All reviews](#)
[Send email](#)
[Email log](#)
[Email templates](#)
[Spreadsheet of my submissions](#)
[Archive of my submissions and reviews](#)

My Submissions

Previous 1 Next Show all entries Search: Download Columns Help

ID	Title	Role	Note	Subcommittee	Decision	Reviews Total	Reviews Done	Reviews Left	Reviews Tentative	Discuss Comme
1001	Test Submission 1	minitrack chair	<input type="text"/>			2	0	2	0	0
1002	Test Submission 2	minitrack chair	<input type="text"/>			2	0	2	0	0
1003	Test Submission 3	minitrack chair	<input type="text"/>			2	1	1	0	0
1004	Test Submission 4	minitrack co-chair	<input type="text"/>			1	0	1	0	0

Previous 1 Next Showing 1 to 4 of 4 entries

no review
 incomplete review
 tentatively assigned review

Search: Download Columns Help

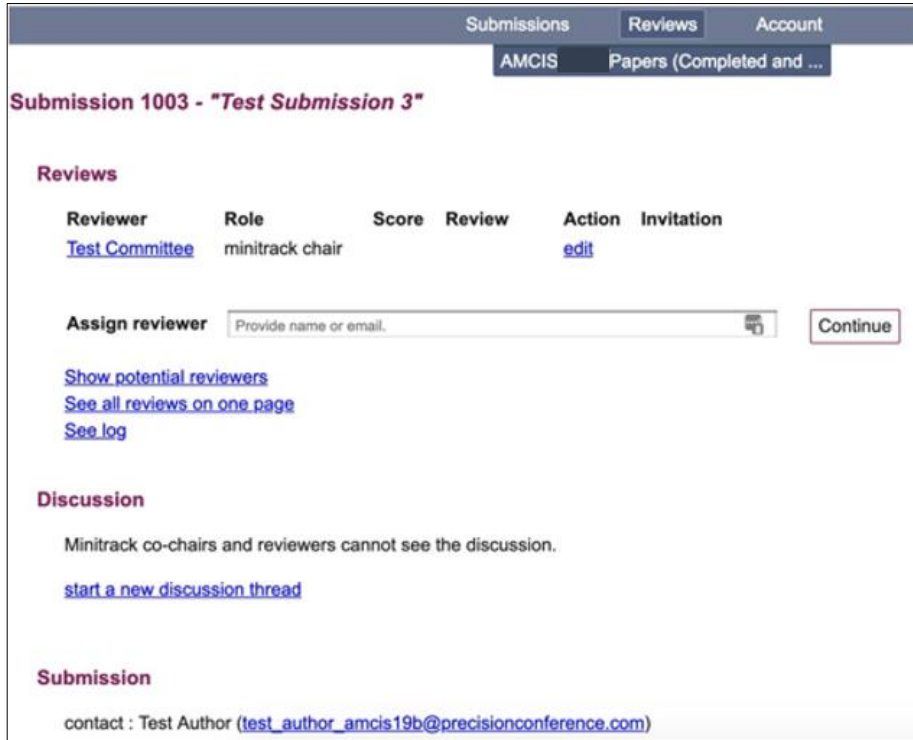
ID	Title	Role	Note	Subcommittee	Decision	Reviews Total	Reviews Done	Reviews Left	Reviews Tentative	Discussion Comments	Committee Score	Reviewer Score	Overall Score	Overall StdDev	Minitrack
										S3Literature review cor	E4 Paper is written c				
										S3Methodology appro	E4Paper will draw ar				
										S3Evidence supports a	E4Paper is well orga				
										S3Paper makes a usef	E4Literature review c				
										S3Overall Rating	E4Methodology appr				
										S4name	E4Evidence support				
										S4score	E4Paper makes a us				
										S4Objectives clear and	E4Overall Rating				
										S4 Paper is written clei	E5name				
										S4Paper will draw an a	E5score				
										S4Paper is well organ	E5Relevance to Trac				
										S4Literature review cor	E5Objectives clear a				
										S4Methodology appro	E5 Paper is written c				
										S4Evidence supports a	E5Paper will draw ar				
										S4Paper makes a usef	E5Paper is well orga				
										S4Overall Rating	E5Literature review				

IMPORTANT! Before assigning papers to reviewers:

- a. Make sure that the papers are not authored or co-authored by you or your co-chairs. If you still find your paper or co-chairs' paper listed under your minitrack, please let the program chairs know. We will move it to the general papers section.
- b. Check each paper to make sure that it conforms to the AMCIS format and that the paper meets the submission requirements (e.g., 10 pages for completed research and 5 pages for ERFs). Also check that the author information is omitted. If any papers significantly deviate from the suggested format or contain author's information, please let the program chairs know.
- c. In addition to formatting, do a brief review of each submission to make sure that the paper "fits" in your minitrack. If you think that any papers belong to a different minitrack, please notify the program chairs. We will work with you to redirect those papers to appropriate minitracks.

Assigning Reviewers:

1. To assign reviewers you can choose to **"Show Potential Reviewers"** to **"Assign"** a reviewer or you can directly enter the email address of a reviewer of your choice in the **"Assign Reviewer"** box and select **"Continue"**.



2. Repeat this process until you have invited enough reviewers for each submission.

Minitrack Chair Recommendations

1. To monitor reviews, see the columns to the left of each submission on the “**Reviews**” page. This location shows how many reviews have been done and how many have been assigned.
 - a. **Note:** The first few columns show the *review assignment and completion numbers*. Hovering over each heading it helps to clarify (e.g., the **cmte** column shows minitrack co-chair status and the status heading are your own reviews).

The screenshot shows the 'Reviews' page in the Minitrack system. At the top, there are tabs for 'Submissions', 'Reviews', and 'Account'. Below the tabs, there are links for 'AMCIS' and 'Papers (Completed and ...)'. The main content is divided into two sections: 'Submissions to Coordinate (as minitrack chair)' and 'Submissions to Review (as minitrack co-chair)'. Each section contains a table with columns for 'Revs', 'Cmte', 'Status', 'ID', 'Submission', 'Minitrack', 'Note', and 'Actions'. In the 'Submissions to Coordinate' table, the 'Revs' and 'Cmte' columns for three rows are highlighted with a red box. The 'Revs' column shows values like '0/0+1', '0/1', and '0/1', while the 'Cmte' column shows '0/0' for all rows. The 'Status' column shows 'incomplete' for all rows. The 'Submission' column lists 'Test Submission 3', 'Test Submission 1', and 'Test Submission 2'. The 'Submissions to Review' table has one row with 'Revs' '0/0', 'Cmte' '0/0', 'Status' 'incomplete', 'ID' '1004', 'Submission' 'Test Submission 4', and 'Actions' 'Edit review'.

2. Once your reviewers have submitted their reviews, you will be able to submit your minitrack chair comments, i.e., recommendations to your Track Chairs. You can choose “**review 1**” to read each reviewer’s comments” to read each reviewer’s comments.

The screenshot shows the details of a submission titled 'Submission 1003 - "Test Submission 3"'. The page has tabs for 'Submissions', 'Reviews', and 'Account'. Below the tabs, there are links for 'AMCIS' and 'Papers (Completed and ...)'. The main content is titled 'Submission 1003 - "Test Submission 3"'. Underneath, there is a section for 'Reviews' with a table. The table has columns for 'Reviewer', 'Role', 'Score', 'Review', 'Action', and 'Invitation'. The 'Reviewer' column lists 'Test Committee' and 'Alanah Mitchell (Committee)'. The 'Role' column lists 'minitrack chair' and 'reviewer'. The 'Score' column lists '48'. The 'Review' column lists '* review 1', which is highlighted with a red box. The 'Action' column lists 'edit' and 'remove'. The 'Invitation' column lists 'accepted'. Below the table, there is an 'Assign reviewer' section with a text input field and a 'Continue' button. There are also links for 'Show potential reviewers', 'Mail to reviewers of this submission', 'See all reviews on one page', and 'See log'. At the bottom, there is a 'Discussion' section with the text 'Minitrack co-chairs and reviewers cannot see the discussion.' and a link for 'start a new discussion thread'.

- 3. Please submit your *recommendation* (not final decision) to the track chairs using the link that says “Edit review”.

Revs	Cmte	Status	ID	Submission	Minitrack	Note	Actions
0/0+1	0/0	incomplete	1003	Test Submission 3			Edit review
0/1	0/0	incomplete	1001	Test Submission 1			Edit review
0/1	0/0	incomplete	1002	Test Submission 2			Edit review

Revs	Cmte	Status	ID	Submission	Note	Actions
0/0	0/0	incomplete	1004	Test Submission 4		Edit review

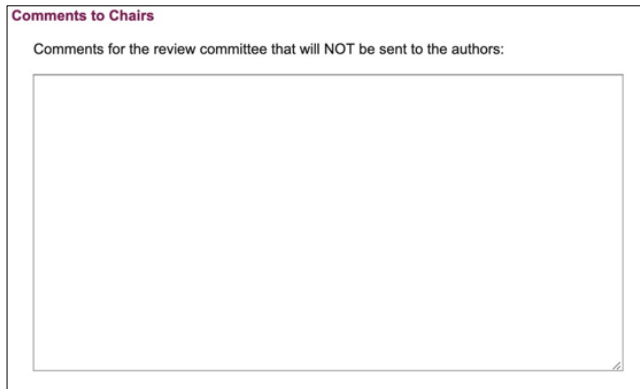
- a. Remember to include comments from the minitrack chair role in the section titled “Minitrack Cochair Review (authors will see)”. Please note these comments should not indicate acceptance or rejection decisions as recommendations will be made by the track chairs with final decisions from the program chairs.

Minitrack Cochair Review (authors will see)

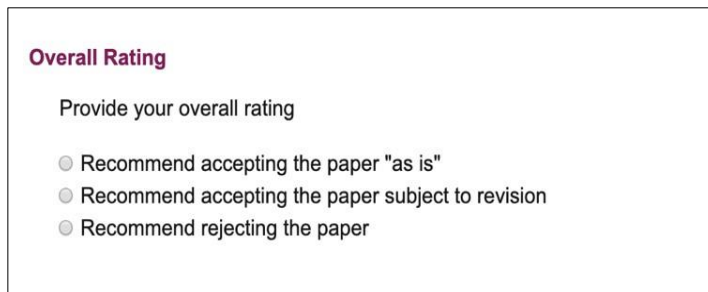
Objectives clear and well described

Strongly Agree

- b. You may include private comments to the AMCIS track chairs and program chairs via the “Comments to Chairs” field.



- c. You may choose: “Recommend accepting the paper ‘as is’”, “Recommend accepting the paper subject to revision”, or “Recommend rejecting the paper.”



4. Once you have completed entering your ratings and any minitrack chair or confidential track chair comments, be sure to select “Record changes” to save your review comments.

Record Changes

5. There is an additional option for comments and discussion among minitrack chairs, track chairs, and program chairs using the “Discussion” tool. Comments can be made and tracked using the “start a new discussion thread” feature if needed.

