



2024 AMCIS Track Chairs Guide Tips & Tricks

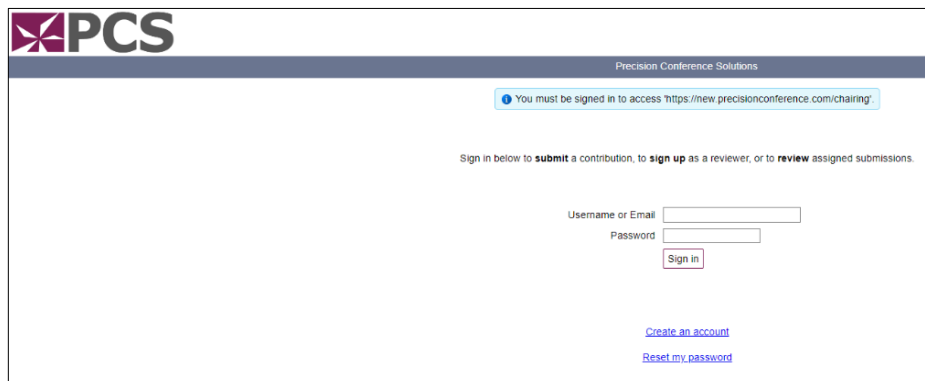
Table of Contents

Managing Reviews and Minitrack Chairs’ Recommendations.....	1
Logging In.....	1
Review Submissions.....	2
Recording Recommendations.....	3

Managing Reviews and Minitrack Chairs’ Recommendations

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.



Review Submissions:

1. Once logged in, select “Chairing” then “AMCIS 2024 Papers (Completed and ERF) - TrackName ”
2. Here you will see the track chair options. Choose the “submissions” link to see all of the submissions to your track. Alternatively, you can select “Reviews (as a spreadsheet)” to download the submissions to your track in an Excel file. Note: there are various other links available on this page, however it is recommended that you only use the “submissions” link.



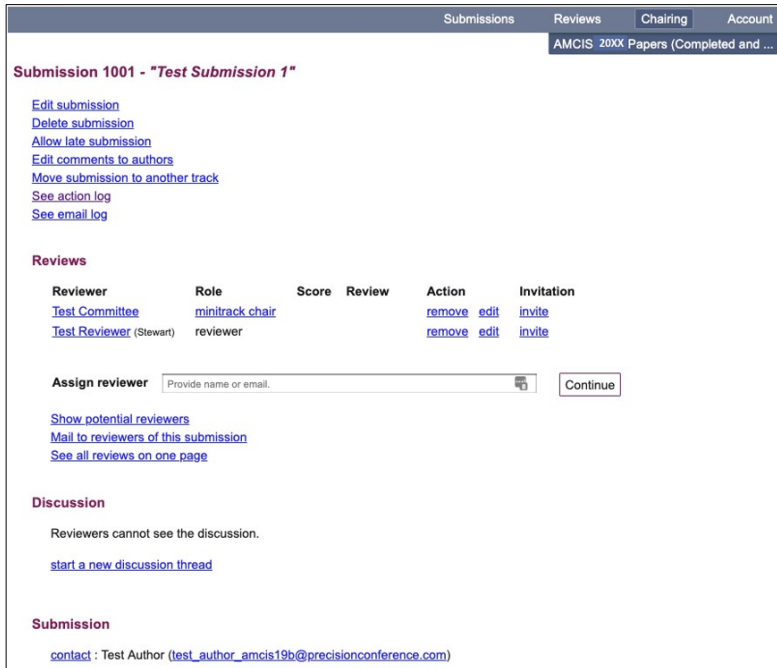
3. The **submissions** view will show you a spreadsheet view of each paper in your track. You can use any of the headings to sort your papers.

The image shows a screenshot of the "Submissions" view in a web application. The page has a navigation bar with "Submissions", "Reviews", "Chairing", and "Account" tabs. The "Submissions" tab is active, and the page title is "AMCIS 2019 Papers (Completed and ...)". There is a search bar and a "Download" button. The main content is a table with the following columns: Action, ID, Title, Contact Name, Contact Email, Status, Shared Note, Subcommittee, and Minitrack. The table contains four rows of test submissions.

Action	ID	Title	Contact Name	Contact Email	Status	Shared Note	Subcommittee	Minitrack
<input type="checkbox"/>	1001	Test Submission 1	Author, Test	test_author_amcis19b@precisionconference.com	incomplete			
<input type="checkbox"/>	1002	Test Submission 2	Author, Test	test_author_amcis19b@precisionconference.com	incomplete			
<input type="checkbox"/>	1003	Test Submission 3	Author, Test	test_author_amcis19b@precisionconference.com	incomplete			
<input type="checkbox"/>	1004	Test Submission 4	Author, Test	test_author_amcis19b@precisionconference.com	incomplete			

- a. Note: **submissions in this system are automatically assigned to minitracks** (as authors are able to choose minitracks upon manuscript submission). Track chairs may review the papers that have been submitted to each minitrack by sorting by “Minitrack” (click the track heading to do this sort) Minitrack chairs have been asked to make sure that submissions “fit” in their minitrack, however you may help minitrack chairs with this review during your review of submissions.
- b. Note: the submissions page shows submission type (completed or ERF). This **submission type has been selected by the manuscript authors and should not be changed** by the track chairs.

- To review the submission details, click on the Submission Title (e.g., the above image says “Test Submission”).
- On each submission page you will be able to see all reviews that have been submitted for each paper as well as minitrack chair reviews.



Recording Recommendations

- In the submissions view, please submit your *recommendation* (not final decision) to the program chairs using the “Decision” drop down.
 - You may choose: “A: Recommend accepting the paper ‘as is’”, “REV: Recommend accepting the paper subject to revision”, or “R: Recommend rejecting the paper.”
 - For the comments to the author, you will use the “**Edit comments to the authors**” link on each submission page.



- Additional comments for the program chairs may be included in the “**Shared Notes**” field next to the paper decision on the submissions page.
- Once a recommendation has been selected it is automatically saved. There is not a “save” button.