

How to use “J-tech Paper Entry System” for Organizers

Organizing Committee of
the 2011 JSAE / SAE International -
Powertrains, Fuels & Lubricants Meeting



Step 1: Login the J-tech Paper Entry System

- Here, you will learn how to use the J-tech Paper Entry System.
- Access the URL in the e-mail from the J-tech Paper Entry System, then login with your account.

J-tech Paper Entry System

17th Small Engine Technology Conference

Login

Messages for Users

The Official website of 17th Small Engine Technology Conference is [here](#).
If you want to submit your paper, please click "User Registration" and create your account.
If you are the administrator of the conference, please click "Reissue Password" and get your account.

E-mail: Password:

If you don't have an account of the conference: [User Registration](#)
If you don't remember your password: [Reissue Password](#)

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Step 2: Select the paper to be processed

- ❑ Check the “Job List” of “The abstract of the following paper(s) must be approved”, then click the link.
- ❑ There may be other tasks in the “Job List”.

The screenshot shows the J-tech Paper Entry System interface. At the top, it displays "J-tech Paper Entry System" and "17th Small Engine Technology Conference". Below this, there are navigation links for "User Home" and "Admin Home", and a "Paper List" link. A section titled "Messages for Administrators" contains a message: "The format of the following paper(s) must be checked" with a red circle around the paper numbers "20109501 20109505". Below the message is a "Job List" section with tabs for "Paper List", "Conference Info", and "Subject /Session List". The "Paper List" tab is active, showing a table with columns: JSAE Paper No, Title, Subject, Session, Status, Reviewers, and Reviews. The "Status" column is circled in red. A red arrow points from the message to the "Status" column. Below the table, there are checkboxes for "Show R/W Papers Only", "R/W Administrator", and "Read Only Administrator".

JSAE Paper No	Title	Subject	Session	Status	Reviewers	Reviews
20109501	Test Paper Submission	JSAE	Materials	Entry	0	0
20109502	Test Paper Submission	JSAE	Materials	Format Approved	0	0
20109503	Test Paper Submission	JSAE	Materials	Format Approved	0	0
20109504	Test Paper Submission	JSAE	Materials	Format Approved	0	0

Click here for sorting



Step 4: Select the paper to be processed

- When you have the paper, login and go to the “Paper List” page.
- From the “Job List”, assign reviewers.

17th Small Engine Technology Conference Office SETC2011 (Office) | LOGG

User Home > Admin Home > Paper List

Messages for Administrators

Job List

- The format of the following paper(s) must be checked: [20109501](#) [20109502](#) [20109503](#)

Paper List | Conference Info | Subject /Session List

Subject: ALL
Session: ALL

Show R/W Papers Only R/W Administrator Read Only Administrator

JSAE Paper No	Title	Subject	Session	Status	Reviewers	Reviews
20109501	Test Paper Submission	JSAE	Materials	Entry	0	0
20109502	Test Paper Submission	JSAE	Advanced Control	Entry	0	0



Step 5: Assign reviewers

- ❑ Go to “Reviews” page and assign/enroll at least three reviewers. You can be one of the reviewers.
- ❑ Input the reviewer’s prefix, name, and e-mail address. The reviewer will input other information.
- ❑ Await until all the reviewers have submitted reviews.

International Conference
J-tech Paper Entry System

17th Small Engine Technology Conference 2011 OFFICE TEST | LOGOUT

User Home > Admin Home > Paper Home > Reviews

JSAE Paper No: 20109005

Main Co-Authors Manuscripts **Reviews** Message Board

The reviewer for this paper must be assigned.

Disclosure of Review Items to the Author

Disclosed Item(s)	Scores, Paper Rate, Comments
Not Disclosed Item(s)	Reviewer's introduction, Recommend for Transactions

Assign Reviewer

User Home > Admin Home > Paper Home > Reviews

JSAE Paper No: 20109005

Main Co-Authors Manuscripts **Reviews** Message Board

These Reviewers are already assigned in this paper.

No reviewer has been assigned for the paper.

Items marked with "*" are necessary.

Prefix (Mr./Ms./Prof./Dr.)	<input type="text"/>
New reviewer's Name *	<input type="text"/> First <input type="text"/> Middle <input type="text"/> Last
New reviewer's e-mail *	<input type="text"/> webmaster@jsae.or.jp
E-mail Subject	[2010 TEST] Asking for paper review. (#20109005)
E-mail Content	<input type="text"/>

This e-mail is automatically generated from JSAE's International Conference Paper Submission System by the operation of Three Admin(Society of Automotive Engineers of Japan, Inc.)



Step 6: Change the review status

- ❑ When you have the review, you will get a message in your “Job List”:
- ❑ Go to the “Reviews” page and check the review contents. If necessary, change the review status from “Confirmed” to “Open”.
- ❑ The “Open” status reviews can be seen by the author. (Except items which are not disclosed.)

User Home > Admin Home > Paper List

Messages for Administrators

Organizer's Kits can be downloaded from [here](#).
XXXXXXXXXX xx xxx x xxxxxx x xxxxxxxxxxx, xxxxxxxx x xxxxxxx xxxxx.

Job List

- The Draft Manuscript of the following paper(s) must be evaluated: 20109005

Paper List | Conference Info

Subject: [ALL] Session: [ALL]

Main | Co-Authors | Manuscripts | **Reviews** | Message Board

Disclosure of Review Items to the Author

Disclosed Item(s)	Scores, Paper Rate, Comments
Not Disclosed Item(s)	Reviewer's introduction, Recommend for Transactions

The Reviewer is selected by Three Admin

#4 Two Reviewer
Assigned Date: 10/1/22 Reviewed Date: 10/1/22 Review Status: Confirmed

Reviewer's introduction

Professional experience level for this subject	Moderately
Was the paper previously presented	No

Scores

Total	Reference	Innovative	Integrity	Presentation	Quality	Conclusions
46	7	7	8	8	8	8

Paper Rate: Approved

Recommend for Transaction: Yes

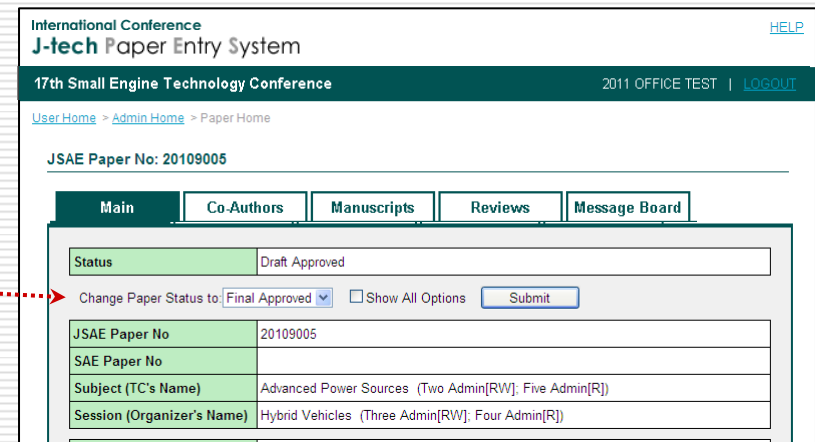
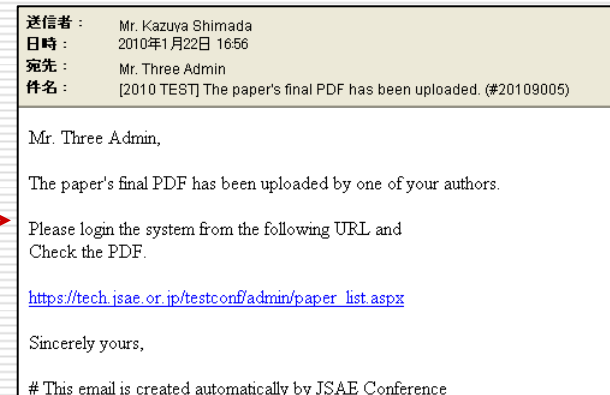
Comments: Excellent!!!!

Change Review Status to: Show All Options



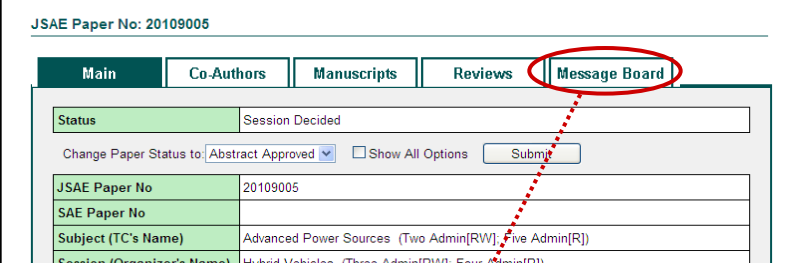
Step 8: Change paper status to “Final Approved”

- When the Author uploads the final paper, you will get an e-mail.
- Login to the system, check the final paper, and if it meets the requirements of the conference, change the status to “Final Approved”.



Irregular Case 1: Ask for change of session

- ❑ If the session doesn't match the paper content, go to the "Message Board" page.
- ❑ Send a message to the Technical Chair and ask to change the session.



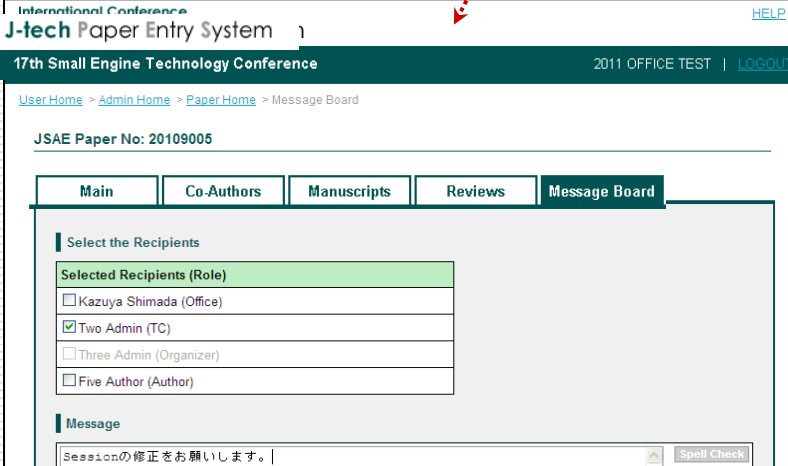
JSAE Paper No: 20109005

Main Co-Authors Manuscripts Reviews **Message Board**

Status: Session Decided

Change Paper Status to: Abstract Approved Show All Options

JSAE Paper No	20109005
SAE Paper No	
Subject (TC's Name)	Advanced Power Sources (Two Admin[RW], Five Admin[R])
Session (Organizer's Name)	Hybrid Vehicles (Three Admin[RW], Four Admin[R])



International Conference
J-tech Paper Entry System [HELP](#)

17th Small Engine Technology Conference 2011 OFFICE TEST | [LOGOUT](#)

[User Home](#) > [Admin Home](#) > [Paper Home](#) > Message Board

JSAE Paper No: 20109005

Main Co-Authors Manuscripts Reviews **Message Board**

Select the Recipients

Selected Recipients (Role)
<input type="checkbox"/> Kazuya Shimada (Office)
<input checked="" type="checkbox"/> Two Admin (TC)
<input type="checkbox"/> Three Admin (Organizer)
<input type="checkbox"/> Five Author (Author)

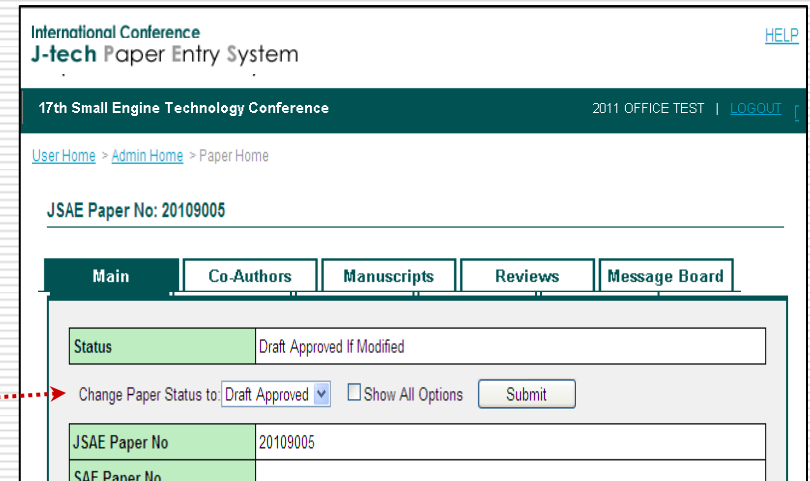
Message

Sessionの修正をお願いします。 |



Irregular Case 2: Task for “Approved if Modified”

- If you change the paper status to “Approved if Modified”, an e-mail will be sent to the Author to ask for modifications to the draft.
- After re-posting the draft, assign reviewers again. (You may assign the previous reviewers.)



The screenshot displays the 'International Conference J-tech Paper Entry System' interface. The page title is '17th Small Engine Technology Conference' with a '2011 OFFICE TEST | LOGOUT' link. The breadcrumb trail is 'User Home > Admin Home > Paper Home'. The paper ID is 'JSAE Paper No: 20109005'. The navigation tabs are 'Main', 'Co-Authors', 'Manuscripts', 'Reviews', and 'Message Board'. The 'Status' field is set to 'Draft Approved If Modified'. Below this, there is a 'Change Paper Status to' dropdown menu currently showing 'Draft Approved', a 'Show All Options' checkbox, and a 'Submit' button. The 'JSAE Paper No' field contains '20109005' and the 'SAE Paper No' field is empty.

Irregular Case 3: Reject the paper

- If the paper doesn't meet the requirements of the conference, you can reject the paper.
- In this case, click the "Show All Options" button, select "Rejected", and click the "Submit" button.

The screenshot shows the 'International Conference J-tech Paper Entry System' interface. The page title is '17th Small Engine Technology Conference' and the user is logged in as '2011 OFFICE TEST'. The page shows the 'JSAE Paper No: 20109005' and a navigation menu with 'Main', 'Co-Authors', 'Manuscripts', 'Reviews', and 'Message Board'. The 'Main' tab is active, showing a 'Status' field with 'Session Decided'. Below this is a 'Change Paper Status to' dropdown menu with options: 'Abstract Approved', 'Abstract Approved', 'Rejected', and 'Withdrawn'. The 'Rejected' option is selected, and a red arrow points to it. A 'Show All Options' checkbox is checked, and a 'Submit' button is visible. Below the dropdown are fields for 'JSAE Paper No', 'SAE Paper No', 'Subject (TC's Name)' (Advanced Power Sources (Two Admin[RW], Five Admin[R])), 'Session (Organizer's Name)' (Hybrid Vehicles (Three Admin[RW], Four Admin[R])), and 'Title' (Test Paper).

Contact information

If you have questions, please contact the office at 2011pfl@jsae.or.jp or via the Message Board of the system.



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