

# SCHOLARONE ABSTRACTS

## ITINERARY PLANNER GUIDE

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## OVERVIEW OF ITINERARY PLANNER

With the new Itinerary Planner design, you will experience a simplified dashboard including the following capabilities:

- View the program on a single page
- Access session and presentation information with one click
- Search with expanded capabilities
- View schedule conflicts and withdrawals clearly
- Ability to add or delete session information with one click, and export itinerary with new options.

**Note:** Existing clients: If you would like to access the new Itinerary Planner please contact ScholarOne Client Implementations Manager.

## ACCESS THE ITINERARY PLANNER

To access the Itinerary Planner on your ScholarOne Abstracts site select the **Planner\*** center tab.



The screenshot shows the ScholarOne Abstracts website interface. At the top, the header includes 'SCHOLARONE ABSTRACTS Abstract Demonstration Site' and the Thomson Reuters logo. Below the header is a navigation bar with tabs: Welcome, Submission, Submission \*, Session Proposal \*, Review, Review \*, Decision, Session, Session \*, Admin, and Viewer. The 'Planner \*' tab is highlighted with a yellow box. Below the navigation bar, there is a light blue notification banner that reads 'You've Received an Invitation' with a close button (X) in the top right corner. Below the notification, there is a section for 'Contact Information' with a 'Web' link to 'http://www.scholarone.com'. To the right of the contact information, there is a 'Welcome to the ScholarOne Abstracts Demonstration Site' section with a list of instructions for users.

**SCHOLARONE ABSTRACTS**  
Abstract Demonstration Site

THOMSON REUTERS

Welcome Submission Submission \* Session Proposal \* Review Review \* Decision Session Session \* Admin Viewer

**Planner \***

✉ You've Received an Invitation ✕  
Please [respond to meeting invitations](#) you've received.

[✎ Edit](#)

Contact Information

Web <http://www.scholarone.com>

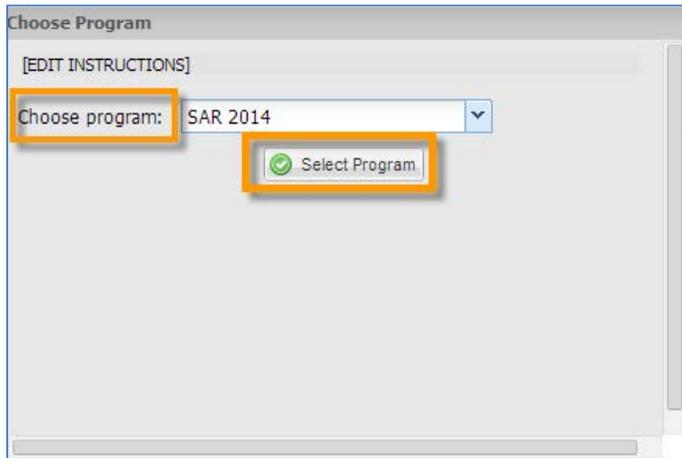
**Welcome to the ScholarOne Abstracts Demonstration Site**

ScholarOne Abstracts streamlines your meeting in an online process from author submission, review and scoring through program decisions and final meeting organization. We provide access for you around the clock, around the world in a user friendly step-by-step process.

1. Please click on the relevant tab above to enter the appropriate area of this site.
2. To test the system features within each of these areas, use the navigation bar on the left hand side of your screen.
3. To access our comprehensive support features, click on the Tech Support button in the top right hand corner of your screen at any time.

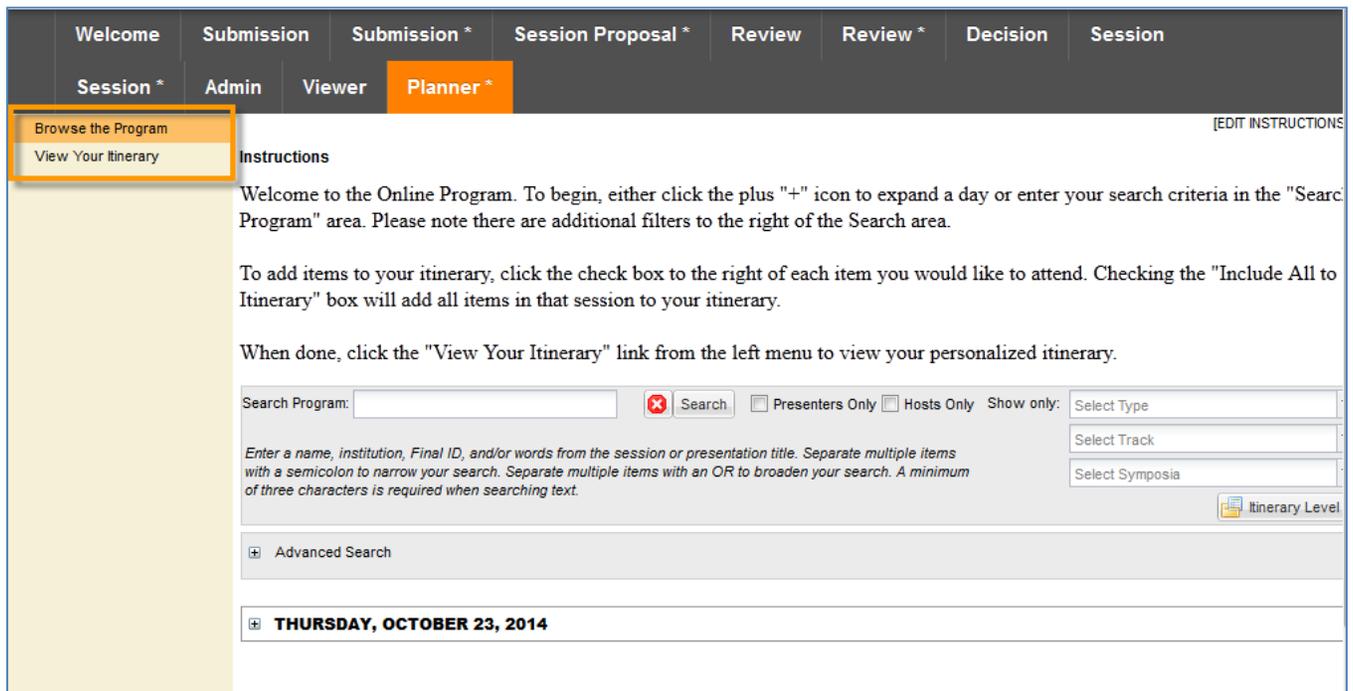


A pop box will appear after you click on the **Planner\*** center, choose the program you wish to browse, from the drop down menu then click **Select Program**.



### ITINERARY PLANNER DASHBOARD

Inside the Itinerary Planner you will see a simplified dashboard in which all information can be reached through two sidebar links **Browse the Program** and **View Your Itinerary**.



Under Browse the Program you can view the entire program through expandable and collapsible tables. Select the (+) to expand the Itinerary Level and select the (-) to collapse. (Select each date you want to see expanded).

Search Program:    Presenters Only  Hosts Only

Show only:

*Enter a name, institution, Final ID, and/or words from the session or presentation title. Separate multiple items with a semicolon to narrow your search. Separate multiple items with an OR to broaden your search. A minimum of three characters is required when searching text.*

Advanced Search

**THURSDAY, OCTOBER 23, 2014**

**FRIDAY, OCTOBER 24, 2014**

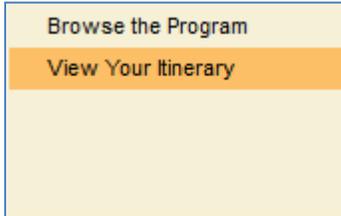
- CLP. CL Test Session**  
10:00 AM - 12:00 PM; AK Room 1 [View Session Details](#)  Include All in Itinerary
- SS1. test Session-SS**  
Test Admin  
Sarah James  
Ann Ames (AIAA-American Institute of Aeronautics and Astronautics)  
1:00 PM - 3:00 PM; AK Room 1 [View Session Details](#)  Include All in Itinerary
- Quality and Operations Track 1**  
4:00 PM - 5:00 PM; AK Room 1 [View Session Details](#)  Include in Itinerary
- test**  
Logan Hutchinson (Thomson Reuters)  
5:15 PM - 5:45 PM; AK Room 1 [View Session Details](#)  Include All in Itinerary

**Note:** If you select the Include In Itinerary checkbox before you have created an itinerary, you will be prompted to create one. See the section below for details.



## OPEN OR CREATE AN ITINERARY

When you first click the **View Your Itinerary** link on the left sidebar, a pop window will appear giving you three options to choose from.



### OPTION 1: NEW ITINERARY

Enter your Itinerary Name, Email Address and select the **Create Itinerary** button.

Open or Create Itinerary Meetings Support Messages (new) X

You must create a new itinerary or open your existing itinerary. To simply browse the program, you may continue as guest.

[EDIT INSTRUCTIONS]

**Option 1: New Itinerary**

To create a new itinerary, please enter an itinerary name and your email address and click **Create Itinerary**. The itinerary name is case-sensitive. You can access and update the itinerary at a later time by entering the itinerary name under **View Existing Itinerary**.

New Itinerary Name:

Email Address:

**Option 2: Use Existing Itinerary**

If you would like to view or edit an existing itinerary, please enter your itinerary name and click **Open Itinerary**. The itinerary name is case-sensitive. Your itinerary name appears in the confirmation email you received when the itinerary was created or on your print out, excel file or calendar export.

Open an existing itinerary:

**Option 3: Forgot Itinerary**

If you've created an itinerary on this system you will be sent an e-mail. If you do not get a response within a reasonable amount of time, your itinerary cannot be found. If you feel there is an error, contact the Support Team by clicking on the link in the top right-hand corner of the page.

Email Address:

## OPTION 2: USE EXISTING ITINERARY

Type in the name of the existing itinerary then chose **Open Itinerary**.

Open or Create Itinerary Meetings Support Messages (New) X

You must create a new itinerary or open your existing itinerary. To simply browse the program, you may continue as guest.

[EDIT INSTRUCTIONS]

**Option 1: New Itinerary**  
To create a new itinerary, please enter an itinerary name and your email address and click **Create Itinerary**. The itinerary name is case-sensitive. You can access and update the itinerary at a later time by entering the itinerary name under **View Existing Itinerary**.

New Itinerary Name:

Email Address:

**Option 2: Use Existing Itinerary**  
If you would like to view or edit an existing itinerary, please enter your itinerary name and click **Open Itinerary**. The itinerary name is case-sensitive. Your itinerary name appears in the confirmation email you received when the itinerary was created or on your print out, excel file or calendar export.

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If you've created an itinerary on this system you will be sent an e-mail. If you do not get a response within a reasonable amount of time, your itinerary cannot be found. If you feel there is an error, contact the Support Team by clicking on the link in the top right-hand corner of the page.

Email Address:



OPTION 3: FORGOT ITINERARY

Enter your Email Address then click **Check for Itinerary**.

**Open or Create Itinerary**

You must create a new itinerary or open your existing itinerary. To simply browse the program, you may continue as guest.

[EDIT INSTRUCTIONS]

**Option 1: New Itinerary**  
To create a new itinerary, please enter an itinerary name and your email address and click **Create Itinerary**. The itinerary name is case-sensitive. You can access and update the itinerary at a later time by entering the itinerary name under **View Existing Itinerary**.

New Itinerary Name:

Email Address:

**Option 2: Use Existing Itinerary**  
If you would like to view or edit an existing itinerary, please enter your itinerary name and click **Open Itinerary**. The itinerary name is case-sensitive. Your itinerary name appears in the confirmation email you received when the itinerary was created or on your print out, excel file or calendar export.

Open an existing itinerary:

**Option 3: Forgot Itinerary**  
If you've created an itinerary on this system you will be sent an e-mail. If you do not get a response within a reasonable amount of time, your itinerary cannot be found. If you feel there is an error, contact the Support Team by clicking on the link in the top right-hand corner of the page.

Email Address:

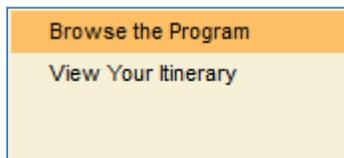
If you do not have a user name and password, you may browse by clicking **Continue As Guest**.

**Option 3: Forgot Itinerary**  
If you've created an itinerary on this system you will be sent an e-mail. If you do not get a response within a reasonable amount of time, your itinerary cannot be found. If you feel there is an error, contact the Support Team by clicking on the link in the top right-hand corner of the page.

Email Address:

## BROWSE THE PROGRAM

Select Browse the Program from the left menu to view the program and add items to your itinerary.



## SINGLE PAGE PROGRAM VIEW

The entire program can be seen on one page.

Welcome to the Online Program. To begin, either click the plus "+" icon to expand a day or enter your search criteria in the "Search Program" area. Please note there are additional filters to the right of the Search area.

To add items to your itinerary, click the check box to the right of each item you would like to attend. Checking the "Include All to Itinerary" box will add all items in that session to your itinerary.

When done, click the "View Your Itinerary" link from the left menu to view your personalized itinerary.

Search Program:   Search Show only:    
*Enter an author's name, institution, Final ID, and/or words from the session or presentation title. Separate multiple items with a semi-colon.*  Presenters Only

**WEDNESDAY, NOVEMBER 14, 2012**

**The application of studies in relation to field mice.** [View Session Details](#)  Include All in Itinerary  
 9:00 AM - 10:30 AM; Blue Ridge Room

## ONE-CLICK ADD/DELETE

Use the one click feature to include all the abstracts in a session to your Itinerary.

Search Program:   Search Show only:    
*Enter an author's name, institution, Final ID, and/or words from the session or presentation title. Separate multiple items with a semi-colon.*  Presenters Only

**WEDNESDAY, NOVEMBER 14, 2012**

**The application of studies in relation to field mice.** [View Session Details](#)  Include All in Itinerary  
 9:00 AM - 10:30 AM; Blue Ridge Room

### SEARCH PROGRAM

You can search by author’s name, institution, final ID, words from the session or presentation title and can be filtered by session type, track and Symposia.

**Note:** You may search by multiple criteria at one time. All search criteria must be separated by a semi-colon.

### ADVANCED SEARCH

The Advanced Search functionality allows you to search on wider criteria. To do an advanced search click the (+) sign to expand the Advanced Search feature.



There are several different criteria to select from, and you can now search on custom session details in the Itinerary Planner. You can select the criteria you wish to search on then click **Search** in the right corner.

The screenshot shows the 'Advanced Search' window with the following fields and options:

- Search by Name:** Includes radio buttons for 'Hosts Only', 'Presenters Only', and 'First Authors Only'.
- Final ID:** Text input field.
- Control ID:** Text input field.
- Session/Event Abbreviation:** Dropdown menu with 'Select Abbreviation'.
- Session/Event Title:** Dropdown menu with 'Select Title'.
- Session/Event Type:** Dropdown menu.
- Session/Event Track:** Dropdown menu with 'Select Track'.
- Distinction:** Dropdown menu with 'Select Detail'.
- Checkboxes:** Dropdown menu with 'Select Detail'.
- Sponsor:** Dropdown menu with 'Select Detail'.
- Text:** Text input field.
- Multi select:** Dropdown menu with 'Select Detail'.
- Text Area:** Large text input area.
- Abstract/Presentation Title:** Text input field.
- Category:** Dropdown menu with 'Select Category'.
- Sub-Category:** Dropdown menu with 'Select Sub-Category'.
- Keywords:** Dropdown menu with 'Select Keyword'.
- Search Abstract/Presentation Body:** Text input field.
- Buttons:** 'Search', 'Clear Search Criteria', and 'Close'.

**Tip:** Each search option in the **Advanced Search** works together in the form of AND search, meaning the more input criteria that is designated, the fewer number expected results.

**Note:** All text base search options require a minimum of three characters. The search fields displayed in the **Advanced Search** can be customized by your Client Implementation Manager to meet your meeting needs.

## WITHDRAWN PAPERS

If you see that a presentation time is highlighted red, and has a W inside a purple circle this means the paper has been withdrawn.

Search Program:    Presenters Only  Hosts Only

Show only:

Enter a name, institution, Final ID, and/or words from the session or presentation title. Separate multiple items with a semicolon to narrow your search. Separate multiple items with an OR to broaden your search. A minimum of three characters is required when searching text.

Advanced Search

**THURSDAY, OCTOBER 23, 2014**

**Jami Test 5** [View Session Details](#)  Include All in Itinerary  
 Moderator(s): Test Test (Test)  
 10:00 AM - 12:00 PM; AK Room 1

10:00 AM - 12:00 PM	test after release author based disclosure Florence Barrieu; John Smith <a href="#">View Presentation</a>	<input checked="" type="checkbox"/> Include in Itinerary
10:00 AM - 12:00 PM	begin test + plus ; test apos'trophe and quo"te end Florence Barrieu <a href="#">View Presentation</a>	<input checked="" type="checkbox"/> Include in Itinerary
W Withdrawn	yrdy Meetings R. Support <a href="#">View Presentation</a>	<input checked="" type="checkbox"/> Include in Itinerary

**The most interesting session in the world** [View Session Details](#)  Include All in Itinerary  
 Moderator(s): Christopherr Power (S1)  
 2:30 PM - 3:30 PM; AK Room 1

To remove a Withdrawn session from your itinerary uncheck the Include in Itinerary checkbox and the system will display a confirmation message in the lower right corner of your screen to confirm that the session has been removed.

Search Program:    Presenters Only  Hosts Only

Show only:

Enter a name, institution, Final ID, and/or words from the session or presentation title. Separate multiple items with a semicolon to narrow your search. Separate multiple items with an OR to broaden your search. A minimum of three characters is required when searching text.

Advanced Search

**THURSDAY, OCTOBER 23, 2014**

**Jami Test 5** [View Session Details](#)  Include All in Itinerary  
 Moderator(s): Test Test (Test)  
 10:00 AM - 12:00 PM; AK Room 1

10:00 AM - 12:00 PM	test after release author based disclosure Florence Barrieu; John Smith <a href="#">View Presentation</a>	<input checked="" type="checkbox"/> Include in Itinerary
10:00 AM - 12:00 PM	begin test + plus ; test apos'trophe and quo"te end Florence Barrieu <a href="#">View Presentation</a>	<input checked="" type="checkbox"/> Include in Itinerary
W Withdrawn	yrdy Meetings R. Support <a href="#">View Presentation</a>	<input type="checkbox"/> Include in Itinerary

**The most interesting session in the world** [View Session Details](#)  Include All in Itinerary  
 Moderator(s): Christopherr Power (S1)  
 2:30 PM - 3:30 PM; AK Room 1

**Information**  
 Item removed from your itinerary.



## VIEW SESSION/PRESENTATION DETAILS

Click **View Your Itinerary** on the side bar menu to view the itinerary that you created.

<b>Browse the Program</b>
<b>View Your Itinerary</b>

THURSDAY, OCTOBER 23, 2014	
<ul style="list-style-type: none"> <li> <b>Jami Test 5</b>                      Moderator(s): Test Test (Test)                      10:00 AM - 12:00 PM; AK Room 1  <hr/>                     10:00 AM - 12:00 PM test after release author based disclosure  <i>Florence Barrieu; John Smith</i>  <a href="#">View Presentation</a>  <hr/>                     10:00 AM - 12:00 PM begin test + plus ; test apos'trophe and quo'te end  <i>Florence Barrieu</i>  <a href="#">View Presentation</a> </li> <li> <b>The most interesting session in the world</b>                      Moderator(s): Christopherr Power (S1)                      2:30 PM - 3:30 PM; AK Room 1  <hr/>                     2:30 PM - 3:30 PM tss1be0015                      Steve Testf  <a href="#">View Presentation</a> </li> </ul>	<a href="#">View Session Details</a> <input checked="" type="checkbox"/> Include All in Itinerary
FRIDAY, OCTOBER 24, 2014	
<ul style="list-style-type: none"> <li> <b>CLP, CL Test Session</b>                      10:00 AM - 12:00 PM; AK Room 1  <hr/>                     10:00 AM - 12:00 PM test44old                      Tester Fourfour  <a href="#">View Presentation</a>  <hr/>                     10:00 AM - 12:00 PM Dephedrine &amp; Immunology                      Alex A. Lehman  <a href="#">View Presentation</a>  <hr/>                     10:00 AM - 12:00 PM X-linked adrenal hypoplasia congenita is caused by abnormal nuclear localization of the DAX-1 protein                      Alex A. Lehman  <a href="#">View Presentation</a> </li> </ul>	<a href="#">View Session Details</a> <input checked="" type="checkbox"/> Include All in Itinerary

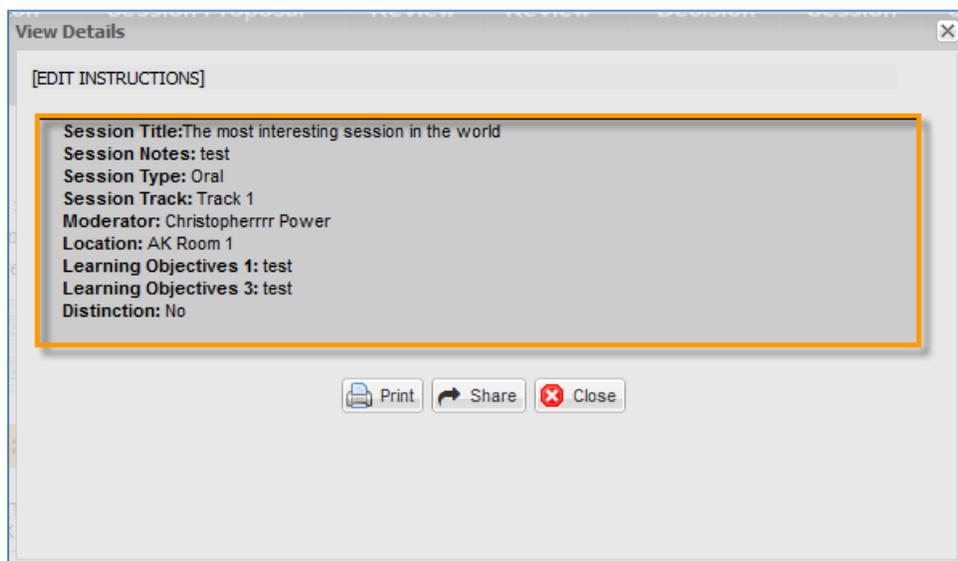
## VIEW SESSION/PRESENTATION DETAILS

Click **View Session Details** to see session information

THURSDAY, OCTOBER 23, 2014	
<ul style="list-style-type: none"> <li> <b>Jami Test 5</b>                      Moderator(s): Test Test (Test)                      10:00 AM - 12:00 PM; AK Room 1  <hr/>                     10:00 AM - 12:00 PM test after release author based disclosure  <i>Florence Barrieu; John Smith</i>  <a href="#">View Presentation</a>  <hr/>                     10:00 AM - 12:00 PM begin test + plus ; test apos'trophe and quo'te end  <i>Florence Barrieu</i>  <a href="#">View Presentation</a> </li> <li> <b>The most interesting session in the world</b>                      Moderator(s): Christopherr Power (S1)                      2:30 PM - 3:30 PM; AK Room 1  <hr/>                     2:30 PM - 3:30 PM tss1be0015                      Steve Testf  <a href="#">View Presentation</a> </li> </ul>	<a href="#">View Session Details</a> <input checked="" type="checkbox"/> Include All in Itinerary

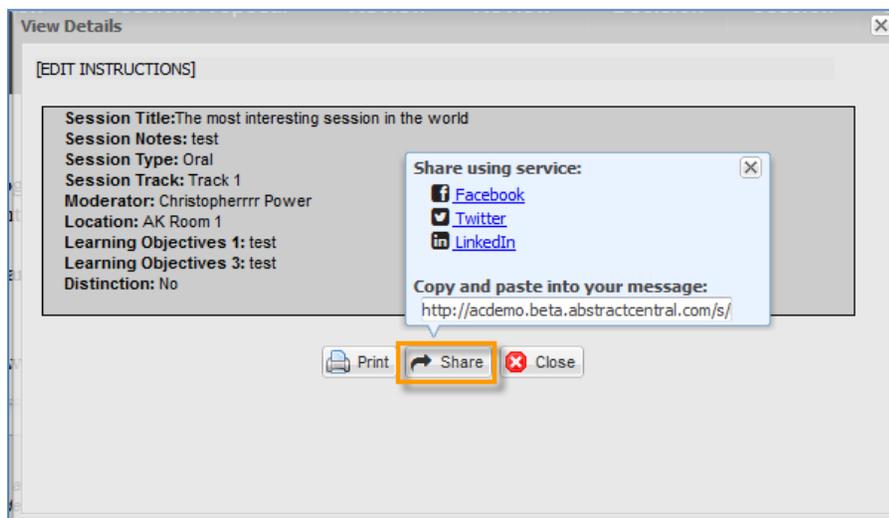


The session information will then appear in a pop up box, with the options to **Print**, **Share** or **Close**.



## SHARE ITINERARY

You now have the ability to share the session, event or presentation details displayed in the Itinerary Planner. Click the **Share** button in the session details window and a list of share options will appear.



## ITINERARY EXPORT OPTIONS

With the export options, you can export in several formats. Select the button for the format you wish to use.

Search Program:    Presenters Only  Hosts Only Show only:

*Enter a name, institution, Final ID, and/or words from the session or presentation title. Separate multiple items with a semicolon to narrow your search. Separate multiple items with an OR to broaden your search. A minimum of three characters is required when searching text.*

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Advanced Search

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**SUNDAY, NOVEMBER 17, 2013**

<p><input type="checkbox"/> <b>JD Session</b> AFsas ASFas 7:00 AM - 8:00 AM; Albemarle</p> <p><input type="checkbox"/> <b>4.4 RAT</b> Moderator(s): Sarah James (ScholarOne) Invited Speaker(s): Cl Power (ScholarOne) 8:00 AM - 8:15 AM; Albemarle</p> <p><input type="checkbox"/> <b>O-01. Cancer Genomics</b> Moderator(s): Test Test (Inst) and Test Test (Test) AFsas ASFas 8:00 AM - 10:00 AM; Albemarle</p> <p><input type="checkbox"/> <b>O-05. Immunotherapy</b> Moderator(s): Meetings Support (DO NOT EDIT) Test Admin 8:00 AM - 10:00 AM; Jefferson</p> <p><input type="checkbox"/> <b>IS-03. Interactive Session 3</b> Moderator(s): Faith Garrison (Thomson Reuters) 8:00 AM - 9:30 AM; Madison</p>	<p><a href="#">View Session Details</a> <input type="checkbox"/> Include All in Itinerary</p> <p><a href="#">View Session Details</a> <input type="checkbox"/> Include in Itinerary</p> <p><a href="#">View Session Details</a> <input type="checkbox"/> Include All in Itinerary</p> <p><a href="#">View Session Details</a> <input type="checkbox"/> Include All in Itinerary</p> <p><a href="#">View Session Details</a> <input type="checkbox"/> Include All in Itinerary</p>
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