

QNDE2023

Webtool Training

Creating Sessions & Adding Session Organizers

Reviewing Draft Papers

Creating Sessions

Access The Tool Site.

As a Track Chair login to:

<https://qnde.secure-platform.com>

Provided by  The American Society of Mechanical Engineers

 **QNDE2023** | Location: Sheraton Austin Hotel at the Capitol, Austin TX
Conference: July 24 – 27, 2023

AUTHOR RESOURCES EVENT SITE HOME MY ACCOUNT WEB TOOL HELP CENTER POLICIES

Login to Complete a Submission or to Access Reviewing Panel

Login with ASME

QNDE is the premiere international NDE meeting designed to provide an interface between research and early engineering through the presentation of current ideas and results focused on facilitating a rapid transfer to engineering development, bringing these technologies to the attention of researchers and users in national laboratories, industry and academia, including graduate students.

New Paper Publications Process for QNDE 2023:

Authors should note that they have a few choices for publishing their work presented at QNDE 2023. Publication is optional. All presentations made at the conference require an Abstract Submission.

As a helpful reference, QNDE accepts the following submission types:

- A **technical publication** is a full-length, peer-reviewed paper that is accepted for presentation at a technical session and publication in the conference proceedings. Requires an abstract and draft paper upon submittal for consideration; if accepted, a final paper is required.
Length: No more than 10 pages (fully formatted, two-column, 8.5 x 11 in. pages)
- A **Technical Presentation** is a Non-Publication Presentation of a full-length paper that is accepted and scheduled for presentation at a technical session; it is not published in the conference proceedings. Requires an abstract upon submittal for consideration.
- A **Poster Presentation** is a poster posted for public view at a poster session. The presentation may include diagrams, graphs, charts, photos, and a small amount of text to illustrate major points. It requires an abstract upon submittal for consideration. Draft paper and final paper is not required.

Important Updates

- **Submission of Full-Length Paper for Review**
April 17, 2023
- **Presentation Only Submission**
April 17, 2023
- [Presentation Requirements](#)
- [Confirm Co-Authorship](#)
- [Full Schedule](#)

Any issues logging in
please email:
toolboxhelp@asme.org

Access the Session Creation Page

- » Start building your sessions by clicking on the link:
- » <https://qnde.secure-platform.com/a/organizations/main/solicitations/201/sessions/create>
- » This link is unique to the QNDE 2023 Conference.

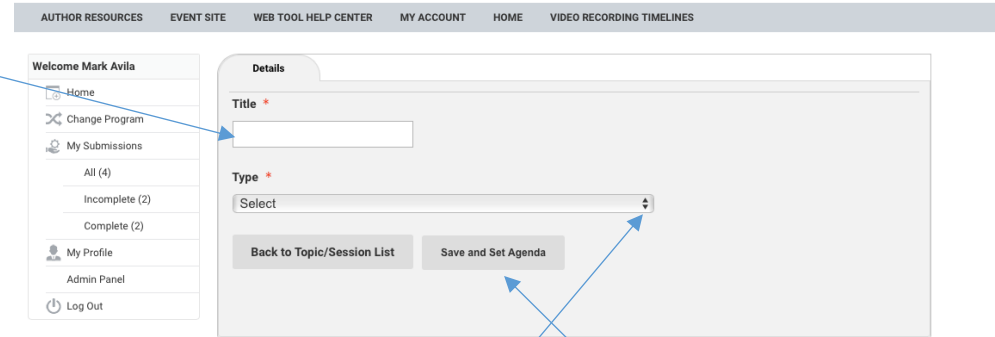
Enter the session number and session title.

Please use the correct session numbering format,
i.e. **01-01: Advanced Modelling for NDE**
01 = Track Name
01-01 = Session Number

Remember, you need to add a session title after the number.

You may change the title but please keep the numbering format the same.

Create your first session.



The screenshot shows the 'Details' form for creating a session. A sidebar on the left contains a 'Welcome Mark Avila' message and a list of navigation links: Home, Change Program, My Submissions, All (4), Incomplete (2), Complete (2), My Profile, Admin Panel, and Log Out. The main form has a 'Title' field with a red asterisk, a 'Type' dropdown menu with a red asterisk and the word 'Select' inside, and two buttons at the bottom: 'Back to Topic/Session List' and 'Save and Set Agenda'. Blue arrows point from the text instructions to the 'Title' field, the 'Type' dropdown, and the 'Save and Set Agenda' button.

Select the session type:
Technical Session

Click Save and Set Agenda

Assign submissions to your session

Select the paper from the list.

This list will display **ALL** submissions for the conference.

Please wait for list to load to see the track name.

You can also reference the attached spreadsheet for your paper numbers.

Type: Technical

Details Agenda Organizers

Add Item to Topic/Session

☒ Add Submission to this Topic/Session
☐ Add Other Time to this Topic/Session
☐ Show Items in General Pool

Search:

| Submission | Paper Type | Action |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------------------------------------------------------------------------------|
| Track: 15 - Structural Health Monitoring Paper Number: 86858 Corresponding Author: Mark Avila, ASME Title: Test Title | Abstract | View Assign to Topic/Session Flag |
| Track: Paper Number: 87205 Corresponding Author: Barbara Zlatnik, ASME Houston Office Title: | | View Assign to Topic/Session Flag |
| Track: 06 - Machine Learning and Statistical Methods in NDE Paper Number: 88176 Corresponding Author: Jinhyun Park, Sungkyunkwan University Title: A Study on Flaw Signal Detection for Phased Array Ultrasonic Testing Using Artificial Intelligence | Poster | View Assign to Topic/Session Flag |

Submission Track

Enter the submission number from your spreadsheet

Assign Submission to the Session

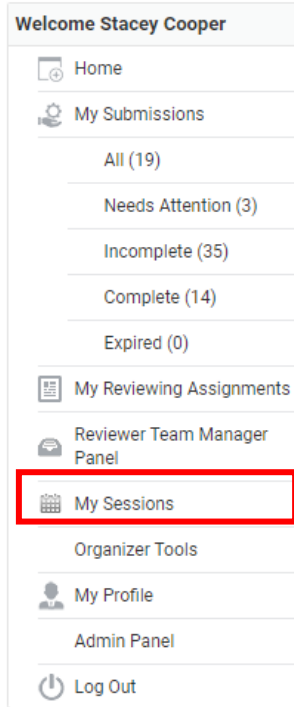
View the content of the Submission

Flag the submission if it's not appropriate

Adding Track Organizers

IF NEEDED

Navigate to My Sessions



- Login to your organizer account
- Select My Sessions or My Tracks/Sessions
(Only Primary Track Organizer has access to do this)

Select the Conference

Welcome Stacey Cooper

[Home](#) / [My Sessions](#)

Select Conference

Search:

| Conference | Action |
|------------------------|----------------------|
| IMECE Test Environment | Open |

Select "Open" for the conference

Select the Topic/Session

| Name | Type | Primary Contact | Email | # of Minutes | # of Items | Finalized | Action |
|------------------------------|-------------------|-----------------|-----------------------------|--------------|------------|-----------|------------------------------|
| 01-01-01 Test Session | Technical Session | Cooper, Stacey | coopersl@asme.org | 0 / 180 | 0 | No | Edit Details |
| 01-01-02 | Technical Session | Cooper, Stacey | coopersl@asme.org | 0 / 180 | 0 | No | Edit Details |
| 01-01-03 | Technical Session | Cooper, Stacey | coopersl@asme.org | 0 / 180 | 0 | No | Edit Details |
| 01-01-04 Public Session Test | Technical Session | Cooper, Stacey | coopersl@asme.org | 15 / 180 | 1 | No | Edit Details |
| 01-02-05 My Test Session | Technical Session | Cooper, Stacey | coopersl@asme.org | 0 / 180 | 0 | No | Edit Details |
| 01-02-06 My New Test Session | Technical Session | Cooper, Stacey | coopersl@asme.org | 60 / 180 | 4 | Yes | Edit Details |
| 1-2 Aircraft | Technical Session | Cooper, Stacey | coopersl@asme.org | 105 / 180 | 7 | No | Edit Details |
| jack IE test | Topic | Cooper, Stacey | coopersl@asme.org | 65 / 100 | 13 | No | Edit Details |
| test | Technical Session | Cooper, Stacey | coopersl@asme.org | 30 / 180 | 2 | No | Edit Details |
| testing Session | Topic | Admin, System | noreply@secure-platform.com | 90 / 90 | 6 | Yes | View Details |

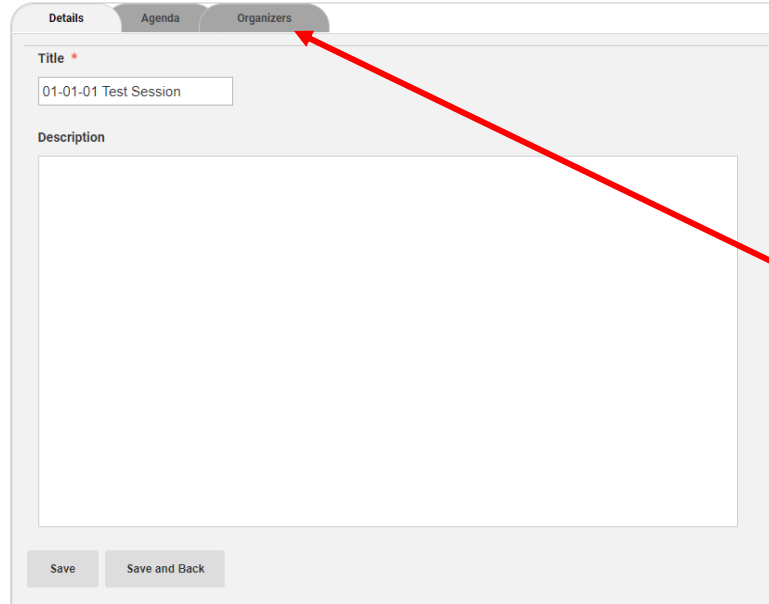
Select Edit Details

(Only the Primary Track Organizer will have this link!)

Select the Organizer Tab

01-01-01 Test Session

Type: Technical Session



The screenshot shows a web application interface for managing sessions. At the top, there are three tabs: 'Details', 'Agenda', and 'Organizers'. The 'Organizers' tab is currently selected and highlighted. Below the tabs, there is a form with a 'Title' field containing '01-01-01 Test Session' and a large 'Description' text area. At the bottom of the form, there are two buttons: 'Save' and 'Save and Back'. A red arrow points from the text 'Select the Organizers tab' to the 'Organizers' tab.

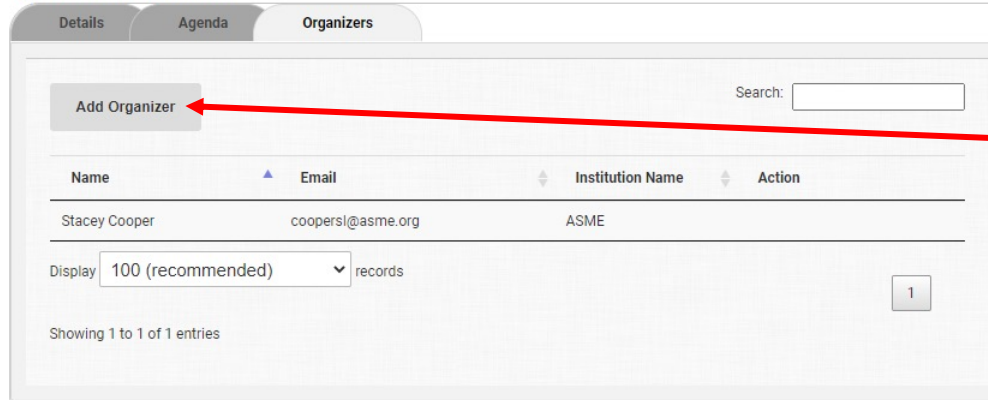
Select the Organizers tab

(Only the Primary Track Organizer will have this link!)

Adding Organizer

01-01-01 Test Session

Type: Technical Session



The screenshot shows the 'Organizers' tab for a session titled '01-01-01 Test Session' (Type: Technical Session). The interface includes a search bar, an 'Add Organizer' button (highlighted with a red arrow), and a table of organizers. The table has columns for Name, Email, Institution Name, and Action. One organizer is listed: Stacey Cooper, cooperst@asme.org, ASME. Below the table is a 'Display' dropdown set to '100 (recommended)' records and a pagination button '1'. The footer of the table area says 'Showing 1 to 1 of 1 entries'.

| Name | Email | Institution Name | Action |
|---------------|-------------------|------------------|--------|
| Stacey Cooper | cooperst@asme.org | ASME | |

Display: 100 (recommended) records

Showing 1 to 1 of 1 entries

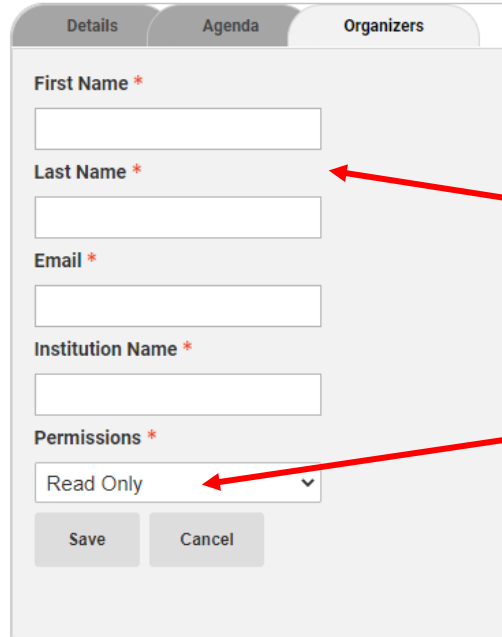
Click on the Add Organizer button

(Only the Primary Track Organizer will have this link!)

Complete Organizer Details

01-01-01 Test Session

Type: Technical Session



The screenshot shows a web form titled 'Complete Organizer Details' with three tabs: 'Details', 'Agenda', and 'Organizers'. The 'Organizers' tab is selected. The form contains the following fields:

- First Name *
- Last Name *
- Email *
- Institution Name *
- Permissions * (dropdown menu showing 'Read Only')
- Save button
- Cancel button

Two red arrows point to the 'Last Name' and 'Permissions' fields from the text on the right.

Type in required fields.

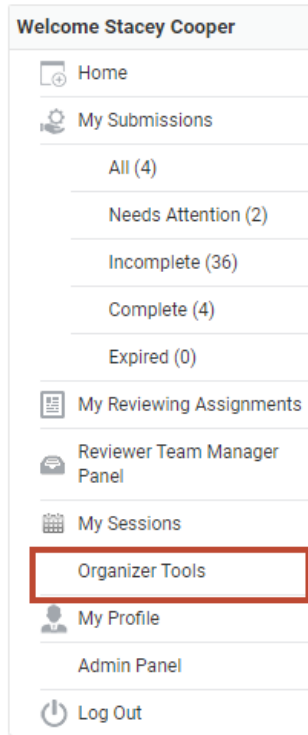
(Make sure you have the email the co-organizers uses to login to ASME!)

Set the permissions to Collaborator

Co-Organizer will receive an email about the topic assignment.

Paper Review Process

Paper Review Process



- Login to your account
- Click on “Organizer Tools”

Paper Actions

| Program Code | Program Name | Action |
|--------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| GT2021 | 4-Round (ASME Testing Only - OW DO NOT USE) | <div><div>Actions ▾</div><div><div>List Papers</div><div>Program Statistics</div><div>Email Reminders</div></div></div> |
| 3ROUND2020 | 3-Round (ASME Testing - OW DO NOT USE) | |
| TESTMTG | Test Meeting - June 2020 | |

- Click on “List Paper” to view the submissions. This will take you to the paper management screen.
- *Ignore Program Statistics, this is not functional*

Paper List Screen

Clear Filters

Tracks

☐ Track 1 Aircraft Engine

☐ Track 50 Student Poster

☐ ASME General Testing

Sessions

Submission Status

Reviewing Status

Show100entriesSearch:

| Code | Status | Session Title | Paper Title | Authors | Reviewed | Reviewers | Track | Submission Type | Action |
|------|----------------------------|------------------------------|---------------------------------|--------------------------------|----------|--------------------------------------|-------------------------|-------------------------------------|---------|
| 290 | Abstract Submitted | 01-02-06 My New Test Session | Test Abstract Smith 1005 | Natalie Smith | 0 | | Track 1 Aircraft Engine | Technical Paper Publication - Turbo | Actions |
| 291 | Abstract Submitted | 01-02-06 My New Test Session | Test Abstract Smith 1006 | Natalie Smith | 0 | | Track 1 Aircraft Engine | Technical Paper Publication - Turbo | Actions |
| 297 | Revised Paper Under Review | jack IE test | 29-09 Abstract | System Admin, Mohamed Elgohary | 0 | Stacey Cooper | Track 1 Aircraft Engine | Technical Paper Publication (Iran) | Actions |
| 299 | Full paper | 01-01 Test Session | Adding Authors | Stacey Cooper | 1 | | Track 1 Aircraft Engine | Technical Paper Publication - Turbo | Actions |
| 300 | Draft Paper Under Review | 01-01 Test Session | Another Amazing Test Submission | Stacey Cooper | 0 | | Track 1 Aircraft Engine | Technical Paper Publication - Turbo | Actions |
| 301 | Awaiting Abstract paper | 05-031-03: My Session | N/A | Stacey Cooper | 0 | | | | Actions |
| 302 | Full paper | jack IE test | Asme Phase Iv Test | jack clarke | 0 | Stacey Cooper Harald Schoenenborn | Track 1 Aircraft Engine | Technical Paper Publication - Turbo | Actions |

Search: Users can search by any text that may be displayed on the screen.

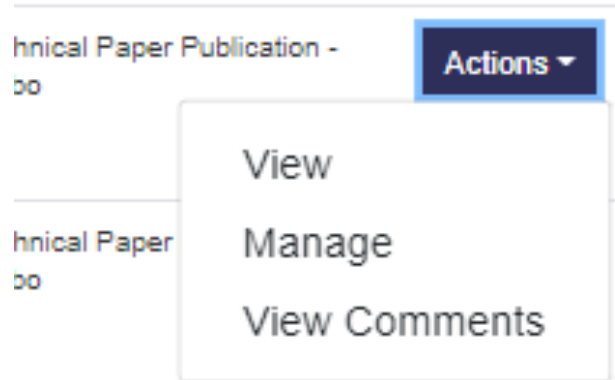
Column sorting: Click on the arrows next to the column to sort in ascending or descending order.

Filtering

| |
|-----------------------------------------------------|
| Clear Filters |
| Tracks |
| <input type="checkbox"/> Track 1 Aircraft Engine |
| Sessions |
| <input type="checkbox"/> 1-2 Aircraft |
| <input type="checkbox"/> testing Session |
| Submission Status |
| <input type="checkbox"/> Draft Paper Under Review |
| <input type="checkbox"/> Accepted |
| <input type="checkbox"/> Full paper |
| <input type="checkbox"/> Withdrawn |
| <input type="checkbox"/> Revised Paper Under Review |
| <input type="checkbox"/> Draft Paper Submitted |
| Reviewing Status |
| <input type="checkbox"/> No Reviewers |
| <input type="checkbox"/> Has Reviewers |
| <input type="checkbox"/> Has Reviews |

- Filter by
 - Track
 - Topics/Session
 - Submission Status
 - Review Status
- Filtering will remain in place as you navigate through multiple pages.

Paper Actions



- **View**
 - Opens a new window to view submission details (abstract, authors, draft paper submission, revised draft paper submission).
 - Click on the navigation links to view desired page.
- **Manage**
 - Assign Reviewers
 - Make Decision on Papers
 - Click on Paper Title to view submission details.
- **View Comments**
 - View Reviewer Inputs

Viewing the Submission

» View

The screenshot shows a submission review page. At the top, a breadcrumb trail reads: [Abstract Submission](#) → [Authors](#) → [Draft Paper Submission](#) → [Revised Draft Paper Submission](#). The 'Draft Paper Submission' link is highlighted with a red box, and a red arrow points from it to the first bullet point. Below the breadcrumbs, the 'iThenticate Score' is displayed as '86' in a text box. A red arrow points from this score to the second bullet point. Underneath, the 'iThenticate Url' is shown as 'https://asmeextensionsandbox.azurewebsites.net/iThenticate/view/52869202'. A red arrow points from this URL to the second bullet point. Below the URL is a link 'Open Link in New Window'. Further down, the 'Upload Draft Paper' section is visible, with a note 'PDF format required' and a file named 'paperscs.pdf' listed. A red arrow points from this file name to the third bullet point. At the bottom of this section is a 'View in Fullscreen' button.

Abstract Submission → Authors → **Draft Paper Submission** → Revised Draft Paper Submission

29-09 Abstract
Paper Type
Technical Paper Publication

iThenticate Score

86

iThenticate Url

<https://asmeextensionsandbox.azurewebsites.net/iThenticate/view/52869202>

[Open Link in New Window](#)

Upload Draft Paper *

PDF format required

[paperscs.pdf](#)

[View in Fullscreen](#)

- Follow the breadcrumb navigation at the top of the submission to view each round.
- View the [iThenticate score](#) and click on the link to view the report.
- View the draft paper.

Paper Management Screen

29-09 Abstract - jack IE test

Revised Draft Papers

<< Back to List Reviewers Decisions

Round Name Finalized

Revised Draft Papers

+ Add Reviewer

Reviewer Reports *

| Full Name | Keywords | Sector | Score | Email | Action |
|---------------|------------|--------------|------------|------------------|--------|
| Stacey Cooper | allow, gas | Industrytest | Not Scored | scoops@gmail.com | Remove |

Round Name Finalized

Draft Papers

Reviewer Reports *

| Full Name | Keywords | Sector | Score | Email | Action |
|-----------|----------|--------|-------|-------|--------|
|-----------|----------|--------|-------|-------|--------|

No Items

» Manage

- Defaults to Reviewer tab.
 - Add reviewers to the paper
 - Clicking on this button opens the reviewer database.
 - Download review reports
 - View reviewer status

Adding a Reviewer to a Paper

Assign Reviewer to Paper

Search

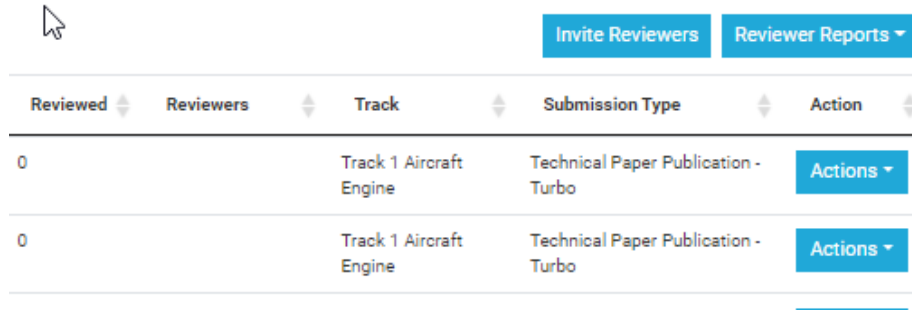
| First Name | Last Name | Email | Sector | Institution | Keywords | Reviews Assigned | Actions |
|------------|-----------|-----------------------------|--------------|----------------------|----------------------------------------------------------------|------------------|------------------------|
| System | Admin | noreply@secure-platform.com | | Texas A&M University | | 106 | Assign |
| System | Admin | bbnn_gg@yahoo.com | Government | ow test | Fan, compressor, and turbine aerodynamic design, Modeling, bad | 0 | Assign |
| Test | Author | scoops@gmail.com | Industrytest | ASME | allow, gas | 110 | Assign |
| Aaron | Byerley | aaron.byerley@usafa.edu | | | | 4 | Assign |

Close

» Assigning Reviewers

- **Search by**
 - First or last name
 - Email address
 - Company
 - Keywords
- **The number of papers assigned to the reviewer is displayed**
- **Click “assign” to add the reviewer to the paper.**
 - Reviewers will receive an email notification for each assignment.

Can't Find Your Reviewer?



| Reviewed | Reviewers | Track | Submission Type | Action |
|----------|-----------|-------------------------|-------------------------------------|---------|
| 0 | | Track 1 Aircraft Engine | Technical Paper Publication - Turbo | Actions |
| 0 | | Track 1 Aircraft Engine | Technical Paper Publication - Turbo | Actions |

- Go back to the main paper list screen and click on the “Invite Reviewers” button.
- This will copy the URL below to your computer. Paste this into an email message to your new reviewer.
- <https://qnde.secure-platform.com/a/judgeSolicitationProfiles/create?solicitationId=201>

Reviewer Opt-In Guidance

- » **Make sure your reviewer completes the opt-in process.**
 - Some new users to ASME stop the process after creating their ASME account.
 - **THEY HAVE NOT COMPLETED THE PROCESS!!**

- » **Reviewers will see the text below when they have successfully opted-in.**

Thank you for signing up for the OMAE reviewer database.

The Review Process

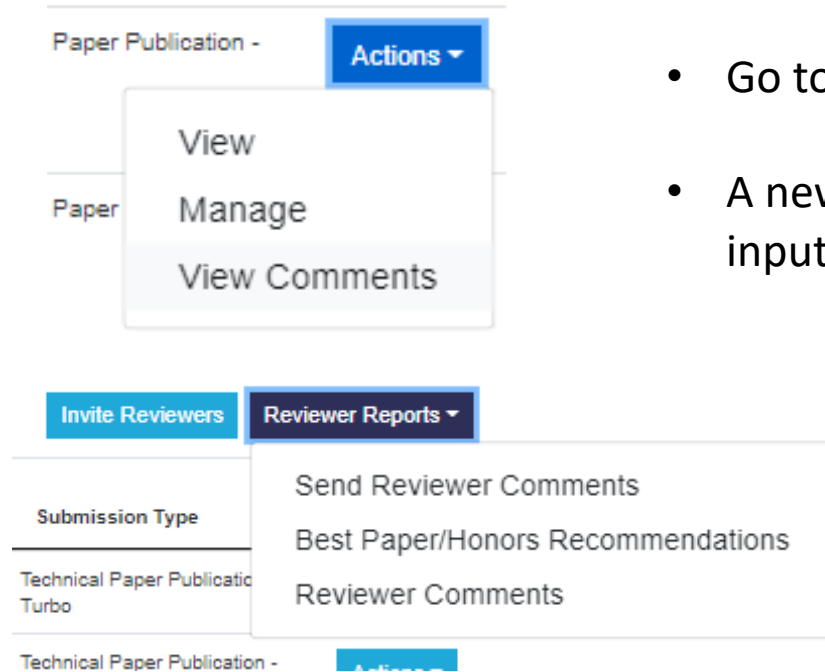
The purpose of review is to determine whether a paper is acceptable for publication, needs revision, or should be rejected. Recommendations must be supported by specific and critical comments. **Reviewing is a confidential process involving only the reviewer, program-making agency, and the editorial department.** Papers recommended for publication should be of high quality and of current technical interest. If rejection is recommended, keep in mind that you should state reasons in a professionally appropriate manner.

Please review the [ethical obligations of reviewers](#) before you begin reviewing papers.

- » **Reviewers will become available for assignment approximately 30 minutes after seeing the above text.**

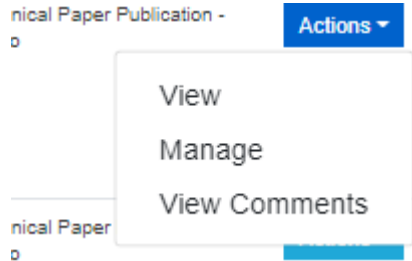
Reviewer Opt-in Step-by-Step Process: <http://asmetraining.wpengine.com/reviewer-database-opt-in/>

View Reviewer Comments



- Go to Actions > View Comments
- A new window will open displaying all reviewer inputs
- Go to Reviewer Reports > Reviewer Comments
- This will download a comma separated file (csv) with all reviewer inputs that can be imported into Excel.

Make a Decision on the Paper



- Go to Actions > Manage
- This will take you to the [paper management screen](#).
- Click on the “Decision” tab.

Ow Test-Bk Friday-2 -1-2 Aircraft

<< Back to List

Reviewers

Decisions

Submitting Your Decision

Ow Test -Adding 5 Fields-06-2-20 - testing Session

Draft Papers

<< Back to List Reviewers Decisions

Round Name
Draft Papers
☐ (Not Suitable for This Session?)

Decision

- ☐ Accept
☐ Revision Required
☐ Reject

Submit

Comments for Organizer

Comments for Author *

- Make your decision selection
 - Selecting “accept” will display the honors and journal recommendation options.
- Organizers can enter optional comments fellow Organizers.
- Fill in the required comments for the authors.

Email Reminders

| Program Code | Program Name | Action |
|--------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| GT2021 | 4-Round (ASME Testing Only - OW DO NOT USE) | <div>Actions ▾<ul style="list-style-type: none">List PapersProgram StatisticsEmail Reminders</div> |
| 3ROUND2020 | 3-Round (ASME Testing - OW DO NOT USE) | |
| TESTMTG | Test Meeting - June 2020 | |

- Click on “Email Reminder” to view a list of emails that you can send out to your organizers and reviewers.

Please ignore the Program Statistics selection.

Email Reminder List

| Name | Description | Last sent | Action |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------------------|
| Incomplete Reviews | Manually sent to all Reviewers with list of incomplete reviews in Draft Papers | 2/18/2021 11:22:45 AM | Send Reminder |
| Draft Papers Awaiting Review | Manually sent with list of incomplete reviews assigned to their session/track | 3/1/2021 9:51:51 AM | Send Reminder |
| Draft Papers Awaiting Decision | Manually sent with list of Papers that have been reviewed 4 times, yet missing Decision assigned to their session/track | 10/13/2021 6:53:56 AM | Send Reminder |
| Revised Draft Papers Awaiting Review | Manually sent with list of incomplete reviews assigned to their session/track | | Send Reminder |
| Revised Draft Papers Awaiting Decision | Manually sent with list of Papers that have been reviewed 4 times, yet missing Decisions assigned to their session/track | 10/13/2021 6:53:52 AM | Send Reminder |
| Abstracts Awaiting Review | Manually sent to all Reviewers with list of incomplete in Short Abstracts | | Send Reminder |

These are templated emails that cannot be customized. All have the deadlines posted in the Publication Schedule.

Clicking on Send Reminder will send out the email to the group of reviewers/organizers with incomplete actions and include a report for the user to download.

Resource Materials

iThenticate Guidelines

- » Prior to assigning reviewers, organizers will need to analyze any matching results over **15%**
- » Two areas of concern: plagiarism (copying someone else's work), and lack of originality (copying your own previous published work)
- » When assessing a paper, consider:
 - Is there any source with high degrees of match (>15%), or are there just lots of <1% matches of phrases?
 - 50x <1% = no problem
 - 1x 50% = problem
 - If there is a source with a high match, has that source been properly referenced in the paper?
 - Are the matches limited to the introduction, description of the analysis, experimental setup, etc., or are there high matches in the results and conclusions portions of the paper?

iThenticate Guidelines

If you have concerns, discuss it with TPC. For feedback from ASME, email toolboxhelp@asme.org

Outcomes can be:

- » Reject the paper outright.
- » Caution the author about the concerns and request changes. These changes can include properly referencing papers with matches, and/or to reword sections to reduce the degree of outright copying. Organizer should check the final paper to make sure these directions have been followed. Proceed with reviews; reviewers should also comment on matches.
- » Let the paper go through with reviews with no special action.

Questions/Help

For any problems, email toolboxhelp@asme.org or join our twice-weekly (30-minutes) help center calls.

Tuesdays @ 10:00 am New York Time

[Join online](#)

Meeting ID: 812 794 064

Password: 708266

One Tap Mobile:

+19292056099,,812794064# US (New York)

+16699006833,,812794064# US (San Jose)

Dial by Your Location

+1 929 205 6099 US (New York)

+1 669 900 6833 US (San Jose)

877 853 5247 US Toll-free

888 788 0099 US Toll-free

Meeting ID: 812 794 064

Find your local number [here](#).

Thursdays @ 2:00 pm New York Time

[Join online](#)

Meeting ID: 277 957 717

Password: 625347

One Tap Mobile

+19292056099,,277957717# US (New York)

+16699006833,,277957717# US (San Jose)

Dial by your Location

+1 929 205 6099 US (New York)

+1 669 900 6833 US (San Jose)

888 788 0099 US Toll-free

877 853 5247 US Toll-free

Meeting ID: 277 957 717

Find your local number [here](#).