20th International Conference Wirtschaftsinformatik 2025

Universität Münster

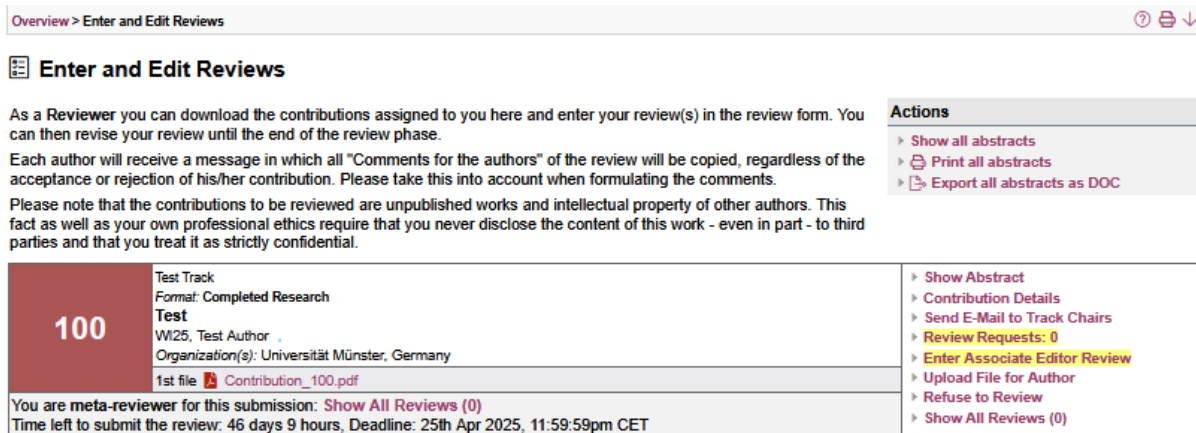# Tutorial for Associate Editors

1. 1) General Information

This document is intended to give you an overview of the most important functions of the WI submission system for the review process. For detailed information please have a look at the ConfTool Documentation or ask the support team (info@wi2025.de).

2. 2) Login Information

Associate Editors have already been invited to the WI submission system (https://www.conftool.com/wi25/). You should have received the invitation details by e-mail. If you have lost your login details, they can be obtained through the links right of the login text fields ("Forgotten your user name?" and "Forgotten your password?").

3. 3) Entering AE Reviews and assigning Papers to Reviewers

After logging in you have the option to **"Enter and Edit Reviews"** for the specific contributions which were assigned to you. To be aware of conflicts for potential reviewers, we've ensured that AEs are able to see the name of the authors of all papers assigned to them.

By clicking on **"Enter Associate Editor Review"** you have the option to enter an Associate Editor Review either for a Fast&Constructive AE Reject or for a Consolidated AE Reviews. After entering the AE Review, you can view and edit the review via the menu **"Survey of your already submitted reviews"**. Furthermore, the Track Chairs can see the detailed results of your review entered in the submission system.

By clicking on **"Review Request"** you can send out requests to potential reviewers of the specific paper assigned to you. Sending out the request you can choose a deadline for the review and a request expiry date. Furthermore, the system proposes you a standardized mail, which will be automatically sent out by the system to the potential reviewer.

With the **"Review Request"**, potential reviewers get a link to the submission tool where they can "Accept" or "Reject" the review request. AEs see the results of accepting or rejecting the review request via the **"Manage Review Requests"** menu.

Overview > Enter and Edit Reviews > Manage Review Requests

🖂 Manage Review Requests

This function allows you to send a request (invitation) to a person to ask him/her to review the submission shown below. Please fill out the field of the form below to send out the request.

Contribution Details

Submission Type / Conference Track: **Test Track**
Test
WI25, Test Author (Universität Münster, Germany)
Submitted by: Test Author WI25 (Universität Münster, DE), *ID:* 1004

≫ **Contribution Details** ≫

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List of Review Requests

List of all current review requests for this submission.

ID	Request Sender / Date Request Sent / Request Expiry Date	Request Receiver	Reviewer Status and Type	Invitation Status / Last Update	Request Messages	Actions
1	Test AE WI25 / 10/Mar/2025 / 17/Mar/2025	Test Tester	User Status: Reviewer / Regular Reviewer	Open / No access or response yet.	1 Message (1 by you)	Details / Edit / Delete

Send New Review Request

Via the function **"Show all Reviews"** in the menu **"Enter and Edit Reviews"** AEs can see all details regarding the reviews from the reviewers. Based on the reviews AEs can create their consolidated AE review. Like AEs, Track Chairs see all Reviews from all Reviewers.

Overview > Enter and Edit Reviews > Review Results

Show Review

Contribution Details

Submission Type / Conference Track: Test Track
Format: Completed Research
Test

T. A. WI25 🖂
Organization(s): Universität Münster, Germany

Submitted by: **Test Author WI25** (Universität Münster, DE), *ID:* 1004

Keywords: test

1 pages

100

Information on the Reviewer

Test AE WI25
Universität Münster, Germany

Review entered on: 10th Mar 2025, 03:01:58pm

1171

Evaluation of the Contribution (Meta-Review)

Quality of the theoretical foundation	Appropriate use of research methods	Innovativeness and significance of the contribution	Presentation and language	Potential to foster a discussion at WI25	Overall Recommendation	Total points (out of 4)
2	2	2	2	2	2	2

Reviewer's Comments on the Contribution (Meta-Review)

Additional Information for Track Chairs

Paper's fit with the track: 02 - Enough to present this paper in one of the sessions

Contribution of the Submission:
Testing purposes

Comments for the Authors:
Test test test

Familiarity of the reviewer with the topic: 2

Track Chairs don't get notified automatically by the system about any reviews submitted or any changes made to the reviews by the AEs. Therefore, we would like to encourage you to agree with the Track Chairs on specific deadlines on which all reviews have to be submitted and no more changes are made to the reviews.

So, the Track Chairs can make the final decisions and set the correct status (e.g. acceptance, in review, rejection) before the authors are notified via bulk emails. The dates for sending out the information to the authors via bulk mail are:

• 28th of March 2025 → Fast & Constructive AE Feedback
• 30th of May 2025 → Information to Authors
• 27th of June 2025 → Final Decision to Authors