

Tutorial for Associate Editors

1. 1) General Information

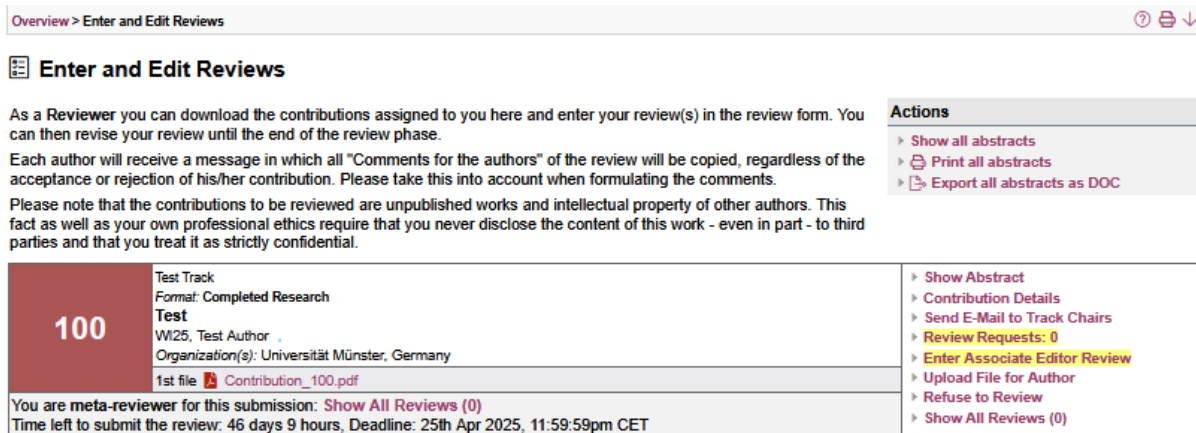
This document is intended to give you an overview of the most important functions of the WI submission system for the review process. For detailed information please have a look at the [ConfTool Documentation](#) or ask the support team (info@wi2025.de).

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.



The screenshot shows the 'Enter and Edit Reviews' page. At the top, there is a breadcrumb 'Overview > Enter and Edit Reviews' and navigation icons. The main heading is 'Enter and Edit Reviews'. Below this, there are instructions for reviewers: 'As a Reviewer you can download the contributions assigned to you here and enter your review(s) in the review form. You can then revise your review until the end of the review phase. Each author will receive a message in which all "Comments for the authors" of the review will be copied, regardless of the acceptance or rejection of his/her contribution. Please take this into account when formulating the comments. Please note that the contributions to be reviewed are unpublished works and intellectual property of other authors. This fact as well as your own professional ethics require that you never disclose the content of this work - even in part - to third parties and that you treat it as strictly confidential.'

On the right side, there is an 'Actions' menu with the following options:

- Show all abstracts
- Print all abstracts
- Export all abstracts as DOC

Below the instructions, there is a table with a red header '100' and the following information:

<p>Test Track Format: Completed Research Test WI25, Test Author Organization(s): Universität Münster, Germany 1st file Contribution_100.pdf</p>	<p>Show Abstract Contribution Details Send E-Mail to Track Chairs Review Requests: 0 Enter Associate Editor Review Upload File for Author Refuse to Review Show All Reviews (0)</p>
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At the bottom of the table, it says: 'You are meta-reviewer for this submission: Show All Reviews (0) Time left to submit the review: 46 days 9 hours, Deadline: 25th Apr 2025, 11:59:59pm CET'

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

100

WI25, Test Author (Universität Münster, Germany)

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

Contribution Details

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

100

T. A. WI25

Organization(s): Universität Münster, Germany

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

Keywords: test

1 pages

Information on the Reviewer

Test AE WI25

Universität Münster, Germany

1171

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

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



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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