

Tutorial for Track Chairs

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) Login Information

Track Chairs 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) Viewing Submissions and Assigning AEs

After logging in you have the option to view all submissions for your track under the menu **"Manage Submissions and Reviews"** → **"List of Submissions"**. Clicking on the Contribution itself, you have the option to get further information about each contribution. With the Button **"Assign Associate Editors"** you have the option to assign Associate Editors to specific contributions.

Overview > Submissions & Reviews > List of Submissions > Contribution Details > Assign Associate Editors (AE) 🔍 📄 ⏴ ⏵

Assign Associate Editors (AE)

On this page you can assign program committee (PC) members and reviewers to the selected contribution.

Track: Test Track Title: Test Submitted by: WI25, Test Author Organization / Company: Universität Münster, DE Author(s): WI25, Test Author E-Mail Addresses of All Co-authors: info@wi2025.de Topics: -- Keywords: test	100
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Reviewers who have already been assigned:

None have been assigned yet.

All available experts:

Filter by Status: No special filter

User ID	Biddings / Matching topics	Save New Assignment
Member of the Program Committee (PC Member) / Reviewer Reviewer WI25, Test AE 1171 Organization / Company: Universität Münster, DE Priority Topics: -- E-Mail:	Assigned submissions for reviewing: 0 Max. No. of Reviews: 10	Associate Editor <input checked="" type="checkbox"/> Set Conflict <input type="checkbox"/>

Save New Assignment

Furthermore, you have the option to set conflicts. **Be aware** that AEs don't get notified by the system about their assignment. Therefore, **we recommend you notify all AEs via Mail about their assignments** and process them further.

4) Setting Status

Via the menu “**Results of the Reviewing Procedure & Decision About Acceptance**” you can set the status (e.g. “in review”) for each submission in your track.

5) Viewing Reviews & Accepting or Rejecting

Clicking on a specific contribution either via the “**List of Submission**” or the “**Results of the Reviewing Procedure & Decision About Acceptance**” menu Track Chairs can see all details of the reviews of specific contributions.

Overview > Submissions & Reviews > List of Submissions > Contribution Details 🔍 ⌵

Contribution Details

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

100

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

Submitted by: Test Author WI25 (Universität Münster, DE), ID: 1004
Created: 5th Mar 2025, 01:54:35pm
Last Update: 5th Mar 2025, 01:55:31pm · *Last Upload:* 5th Mar 2025, 01:54:36pm
Keywords: test
1 pages

Actions

- ▶ Show Abstract
- ▶ Edit Contribution Details
- ▶ Upload File(s)
- ▶ Change Submitting Author
- ▶ Edit Remarks
- ▶ Edit Status
- ▶ Edit Final Details
- ▶ Upload Final
- ▶ Review Requests: 1
- ▶ Assign Associate Editors (AE)
- ▶ E-Mails to Authors

Abstract

Test

Submitted File(s) ▶ History of Uploads

1st file TEST.pdf

Submitted File(s) for Final Version

1st file No upload yet.
2nd file No upload yet.

Review Result of the Program Committee

The decision whether this contribution will be accepted or not is still pending.

Overview of Reviews

Questions	Meta-Review 1 T. WI25 ✉
Familiarity of the reviewer with the topic	2
Quality of the theoretical foundation	2
Appropriate use of research methods	2
Innovativeness and significance of the contribution	2
Presentation and language	2
Potential to foster a discussion at WI25	2
Overall recommendation	2
Total points (out of 4)	2

Review 1 (Meta-Review) ▶ Message to Reviewer

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	Appropriate use of	Innovativeness and	Presentation and	Potential to foster a	Overall	Total points (out of 4)

By clicking on “**Edit Status**” Track Chairs can make their final decision about acceptance or rejection. E-mails about rejection or acceptance are sent out via Bulk-E-mails from the WI-Organizers to the Authors on the following specific deadlines:



20th International Conference Wirtschaftsinformatik 2025



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

Please make sure that before the deadlines **the correct status is set** for all submissions.