



ScholarOne Abstracts™

Itinerary Planner User Guide

20-August-2018

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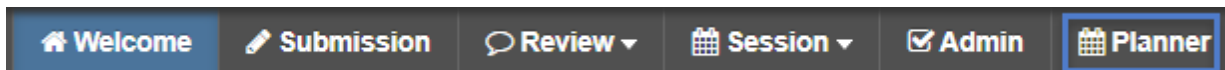
OVERVIEW OF ITINERARY PLANNER

With the 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
- Export itinerary with new several options

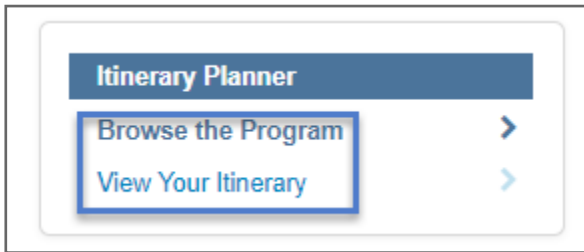
ACCESS THE ITINERARY PLANNER

To access the Itinerary Planner, go to the direct link provided by your Society or click on Planner in the top menu once your login.

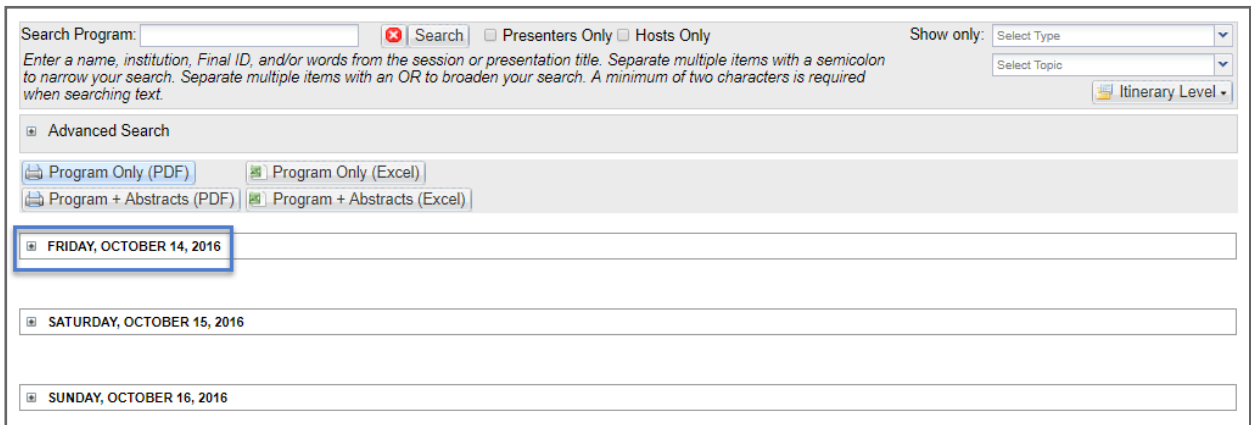


ITINERARY PLANNER DASHBOARD

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.



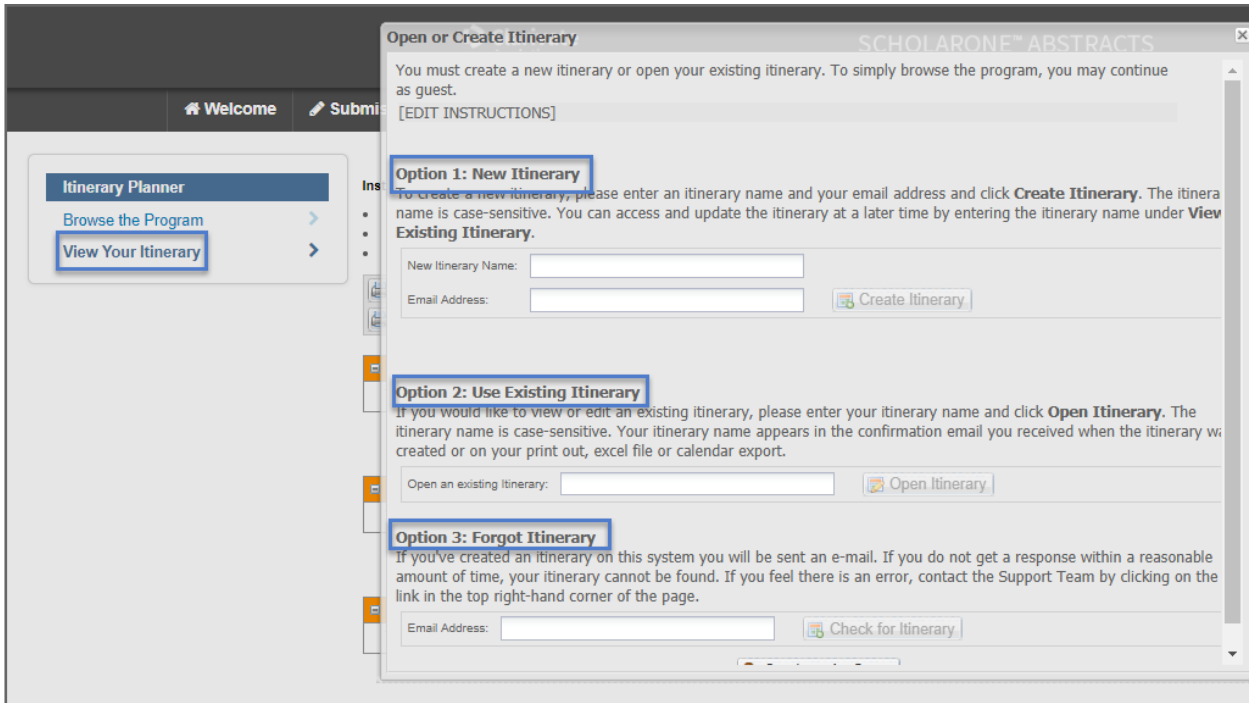
Under Browse the Program you can view the entire program through expandable and collapsible tables. Select the (+) to expand the Itinerary Level and select the (-) to collapse. (Select each date you want to see expanded).



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.

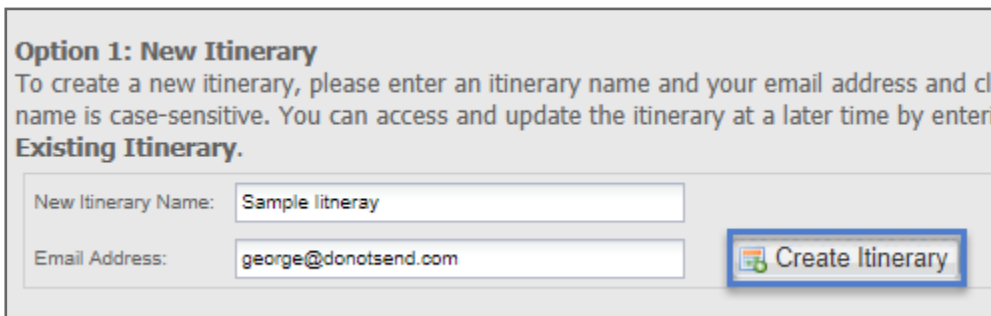
OPEN OR CREATE AN ITINERARY

When you first click the **View Your Itinerary** link on the left sidebar, a pop-up 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.



OPTION 2: USE EXISTING ITINERARY

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

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**. Your itinerary name is case-sensitive. Your itinerary name appears in the confirmation email you receive or on your print out, excel file or calendar export.

Open an existing Itinerary:

OPTION 3: FORGOT ITINERARY

Enter your Email Address then click **Check for 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:

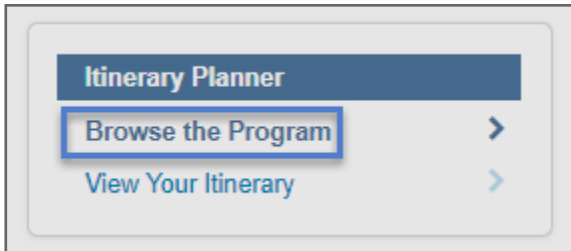
If you do not have a user name and password, you may browse by clicking **Continue as Guest**.

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:

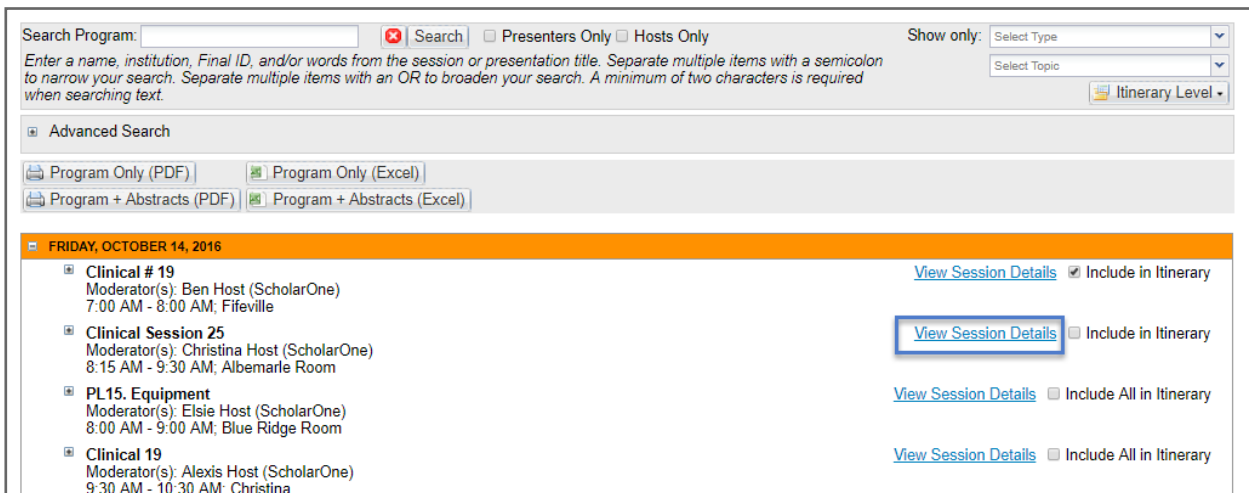
BROWSE THE PROGRAM

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 by expanding each day of the conference.



ONE-CLICK ADD/REMOVE

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

FRIDAY, OCTOBER 14, 2016	
<p><input checked="" type="checkbox"/> Clinical # 19 Moderator(s): Ben Host (ScholarOne) 7:00 AM - 8:00 AM; Fifeville</p>	<p>View Session Details <input checked="" type="checkbox"/> Include in Itinerary</p>
<p><input checked="" type="checkbox"/> Clinical Session 25 Moderator(s): Christina Host (ScholarOne) 8:15 AM - 9:30 AM; Albemarle Room</p>	<p>View Session Details <input type="checkbox"/> Include in Itinerary</p>
<p><input checked="" type="checkbox"/> PL15. Equipment Moderator(s): Elsie Host (ScholarOne) 8:00 AM - 9:00 AM; Blue Ridge Room</p>	<p>View Session Details <input type="checkbox"/> Include All in Itinerary</p>

SEARCH PROGRAM

You can search by author’s name, institution, final ID, words from the session or presentation title and the results can be filtered by session type. There is also an **Advanced Search** with includes many details of sessions and abstract presentations.

Search Program: Search Presenters Only Hosts 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 two characters is required when searching text.

Advanced Search

Search by Name	<input type="text"/>	Hosts Only <input type="radio"/> Presenters Only <input type="radio"/> First Authors Only <input type="radio"/>	
Final ID	<input type="text"/>		
Control ID	<input type="text"/>		
Session/Event Abbreviation	<input type="text" value="Select Abbreviation"/>		
Session/Event Title	<input type="text" value="Select Title"/>		
Session/Event Type	<input type="text" value="Select Type"/>		
Session/Event Topic	<input type="text" value="Select Topic"/>		
Available for CE Credit	<input type="text" value="Select Detail"/>		
Previous Attendance	<input type="text" value="Select Detail"/>		
Abstract/Presentation Title	<input type="text"/>		
Category	<input type="text" value="Select Category"/>		
Sub-Category	<input type="text" value="Select Sub-Category"/>		
Keywords	<input type="text" value="Select Keyword"/>		
Search Abstract/Presentation Body	<input type="text"/>		

Show only:

- Clinical Session
- Luncheon
- Meet the Expert
- Minisymposium
- Oral
- Plenary
- Poster
- Poster 1
- Poster 2
- Scientific Session
- Symposium
- Technical Session
- Workshop

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

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.

To remove a Withdrawn presentation 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.

The screenshot shows the Itinerary Planner interface. At the top, there is a session titled "PL06. Plenary 1" by Steve Host (ScholarOne) from 11:00 AM to 12:00 PM in the Barboursville Room. Below this, two poster presentations are listed:

- 2018 Poster 9. Abstract #30** by Grace Donovan, marked as **Withdrawn** (indicated by a purple circle with a 'W'). The "Include in Itinerary" checkbox is unchecked.
- 2018 Poster 10. Abstract #26** by Grace Donovan. The "Include in Itinerary" checkbox is also unchecked.

Below the posters, there is another session: "Plenary #98" from 1:00 PM to 2:00 PM in the Barboursville Room. At the bottom of the screen, two dates are listed: "SATURDAY, OCTOBER 15, 2016" and "SUNDAY, OCTOBER 16, 2016". In the bottom right corner, a blue information box displays the message: "Information: Item removed from your itinerary."

VIEW SESSION AND PRESENTATION DETAILS

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

The screenshot shows a side bar menu with the following items:

- Itinerary Planner** (highlighted with a blue bar)
- Browse the Program >
- View Your Itinerary** - > (highlighted with a blue box)

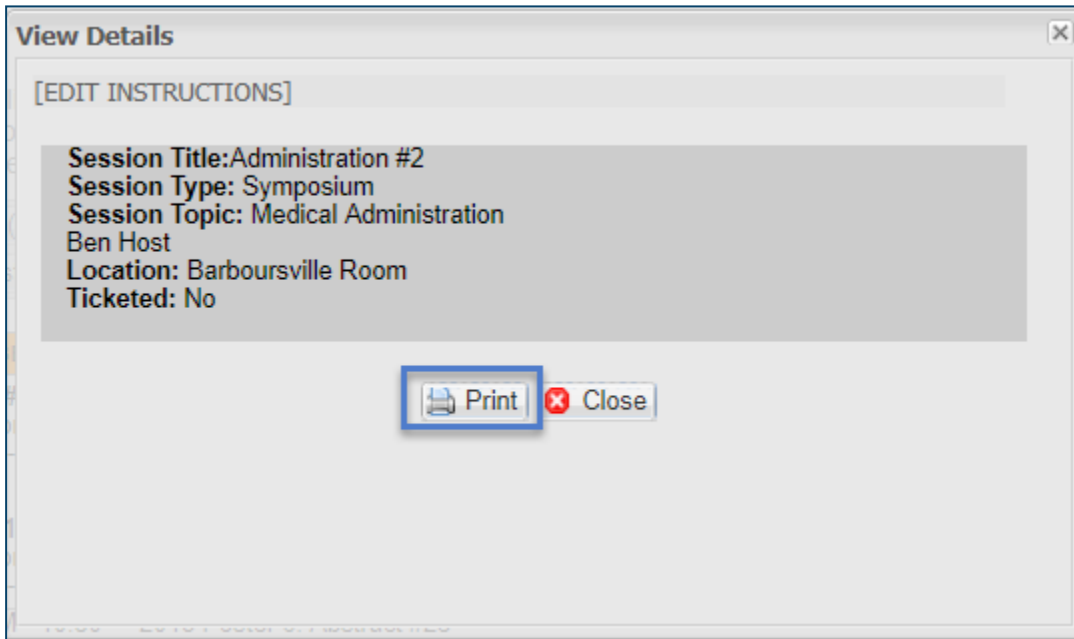
THURSDAY, OCTOBER 23, 2014		
<input type="checkbox"/>	Jami Test 5 Moderator(s): Test Test (Test) 10:00 AM - 12:00 PM; AK Room 1	View Session Details <input checked="" type="checkbox"/> Include All in Itinerary
	10:00 AM - 12:00 PM test after release author based disclosure <i>Florence Barrieu; John Smith</i> View Presentation	<input checked="" type="checkbox"/> Include in Itinerary
	10:00 AM - 12:00 PM begin test + plus ; test apos'trophe and quo'te end <i>Florence Barrieu</i> View Presentation	<input checked="" type="checkbox"/> Include in Itinerary
<input type="checkbox"/>	The most interesting session in the world Moderator(s): Christopherr Power (S1) 2:30 PM - 3:30 PM; AK Room 1	View Session Details <input checked="" type="checkbox"/> Include All in Itinerary
	2:30 PM - 3:30 PM tss1be0015 <i>Steve Test1</i> View Presentation	<input checked="" type="checkbox"/> Include in Itinerary
FRIDAY, OCTOBER 24, 2014		
<input type="checkbox"/>	CLP, CL Test Session 10:00 AM - 12:00 PM; AK Room 1	View Session Details <input checked="" type="checkbox"/> Include All in Itinerary
	10:00 AM - 12:00 PM test44old <i>Tester Fourfour</i> View Presentation	<input checked="" type="checkbox"/> Include in Itinerary
	10:00 AM - 12:00 PM Dephedrine & Immunology <i>Alex A. Lehman</i> View Presentation	<input checked="" type="checkbox"/> Include in Itinerary
	10:00 AM - 12:00 PM X-linked adrenal hypoplasia congenita is caused by abnormal nuclear localization of the DAX-1 protein <i>Alex A. Lehman</i> View Presentation	<input checked="" type="checkbox"/> Include in Itinerary

VIEW SESSION DETAILS

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

<input type="checkbox"/>	S104. Administration #2 Ben Host (ScholarOne) 8:00 AM - 9:30 AM; Barboursville Room	View Session Details <input checked="" type="checkbox"/> Include All in Itinerary
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The session information will then appear in a pop-up box, with the options to **Print** or **Close**.



VIEW PRESENTATION DETAILS

To view individual presentation information, click on the **View Presentation** link. The abstract proof appears.

S104. Administration #2 View Session Details <input checked="" type="checkbox"/> Include All in Itinerary	
Ben Host (ScholarOne) 8:00 AM - 9:30 AM; Barboursville Room	
8:00 AM - 8:18 AM Abstract #1	<input checked="" type="checkbox"/> Include in Itinerary
Meetings R_Support View Presentation	
8:18 AM - 8:36 AM Abstract #3	<input checked="" type="checkbox"/> Include in Itinerary
Meetings R_Support View Presentation	
8:36 AM - 8:54 AM Abstract #5	<input checked="" type="checkbox"/> Include in Itinerary
Meetings R_Support View Presentation	
● 8:54 AM - 9:12 AM Abstract #6 AM	<input checked="" type="checkbox"/> Include in Itinerary
Meetings R_Support View Presentation	
9:12 AM - 9:30 AM Abstract #7	<input checked="" type="checkbox"/> Include in Itinerary
Meetings R_Support View Presentation	

View Presentation Details**CONTROL ID:** 2082947**TITLE:** Abstract #1**AUTHORS (FIRST NAME, LAST NAME):** [Meetings R. Support¹](#)**INSTITUTIONS (ALL):** 1. ScholarOne, Charlottesville, VA, United States.**DETAILS****CURRENT CATEGORY:** Basic Science**CURRENT SUB-CATEGORY:** None**KEYWORDS:** aerospace, ADSA, anatomy.**ABSTRACT BODY:**

Materials:: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sagittis ipsum. Praesent mauris. Fusce nec tellus sed augue semper porta. Mauris massa. Vestibulum lacinia arcu eget nulla. Class aptent taciti sociosq.

Conclusions:: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sagittis ipsum. Praesent mauris. Fusce nec tellus sed augue semper porta. Mauris massa. Vestibulum lacinia arcu eget nulla. Class aptent taciti sociosq.

Methods:: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sagittis ipsum. Praesent mauris. Fusce nec tellus sed augue semper porta. Mauris massa. Vestibulum lacinia arcu eget nulla. Class aptent taciti sociosq.

Results:: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sagittis ipsum. Praesent mauris. Fusce nec tellus sed augue semper porta. Mauris massa. Vestibulum lacinia arcu eget nulla. Class aptent taciti sociosq.

IMAGES

(No Image Selected)

TABLES**TABLE TITLE:**







Test Table

ITINERARY EXPORT OPTIONS

With the export options, you can export in several formats. Select the button for the format you wish to use. The calendar options will return a .ics file which may then be used to import itinerary information to your calendar tool.

Instructions

- Your personalized itinerary is below. To remove items from your itinerary, uncheck the associated box.
- Scheduling conflicts are denoted with a red "!" icon.
- Withdrawn presentations are denoted with a purple "w" icon.

 Itinerary Only (PDF)	 Itinerary Only (Calendar)	 Itinerary Only (Excel)
 Itinerary + Abstracts (PDF)	 Itinerary + Abstracts (Calendar)	 Itinerary + Abstracts (Excel)

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