



**IISc – Automated PhD Thesis Processing  
On **ScholarOne Manuscripts™** Platform**

**Academic Administrator User Guide**

**Prepared By  
DIGITS IISc**

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## 1. Objectives

The objective of this document is to explain the roles of Academic Administrator and various administrative and collaborative activities, he/she needs to perform during the entire cycle of PhD Thesis Submission till its final approval. The Academic Administrator plays a pivotal role as he/she creates and administers all categories of users (Student, Guide, Examiner, Dean), interacts with Examiners and Guides at various stages.

## 2. Assumptions/Pre-conditions and General Guidelines

- Colloquium is completed and students are eligible to upload thesis into ScholarOne

## 3. Creation of User Account for Student

Log into the ScholarOne, click the **Add User Account** link under **Admin Tools\User Administration** menu options as shown in Figure 1.

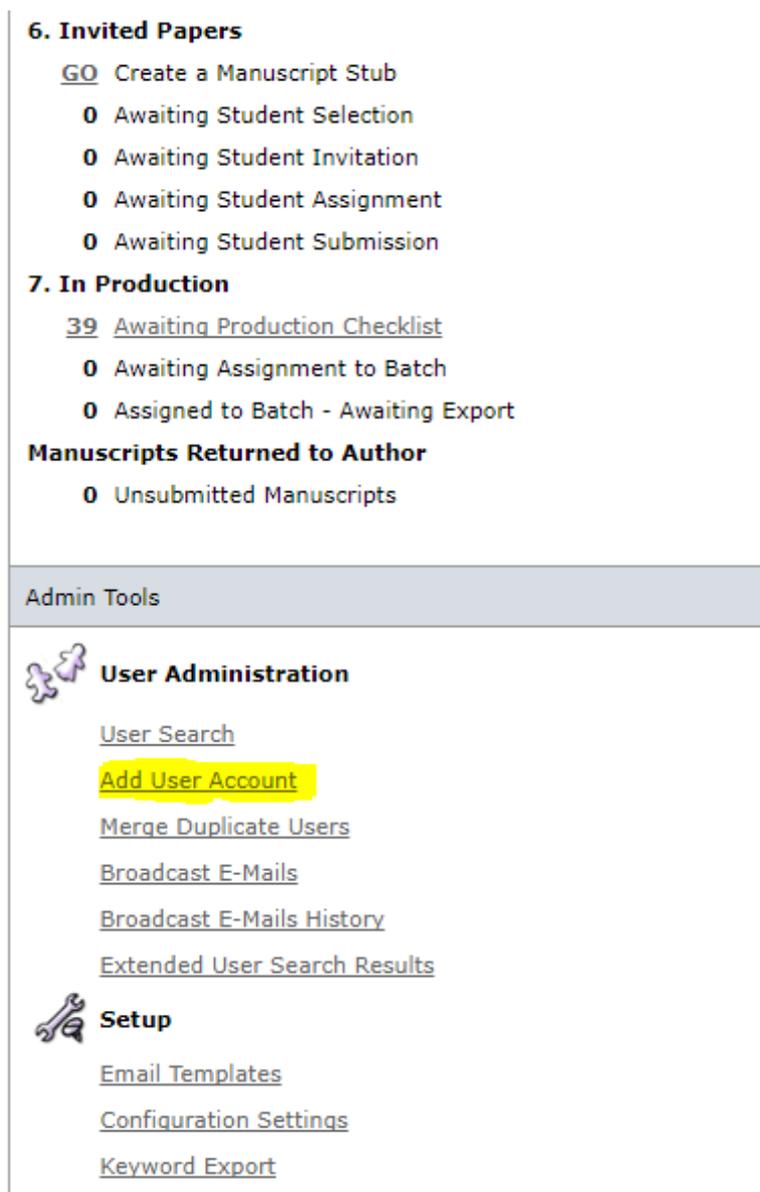


Figure 1: Admin Tools Menu

Admin creates an account for the student in ScholarOne and shares the credentials with the student using **Send Account Info** option. After the credentials are shared the student should login and upload their synopsis and thesis.

Mandatory Fields: <Valid Email ID>

<FirstName>

<Last Name>

<UserID>

Note: (Mail template location: \\System E-Mails\Account Related E-Mails\User Account Creation Notification\Your account has been created)

## 4. Completion of Admin Check List

Once a student submits the thesis in ScholarOne, email notification is sent to the Academic Admin informing about the thesis submission and requesting to complete the checklist to proceed with further thesis processing.

1. Academic Admin can log into the ScholarOne - thesis processing tool and access pending tasks under **1. Admin Tasks\1 Awaiting Admin Checklist**.

**Note:** - The highlighted number, indicates number of thesis pending.

Dashboard You can access manuscripts in each peer review status by clicking on the status queue title. The number next to each status queue title indicates the number of manuscripts in that status. You may search for specific manuscripts with the Quick Manuscript Search form or conduct an "Advanced Search" by clicking the link below (the advanced search form will display at the bottom of the screen). For tips on conducting searches, click the following link: [Read More ...](#)

**Admin Lists**  
You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

**1. Admin Tasks**  
 1 Awaiting Admin Checklist  
 0 Awaiting Dean Assignment

**2. Dean Tasks**  
 0 Awaiting GU Assignment  
 1 Awaiting Examiner Selection  
 0 Awaiting Examiner Invitation  
 0 Awaiting Examiner Assignment  
 1 Awaiting DE Decision

**3. Guide tasks**  
 1 Awaiting Guide Proposal of Examiners

**Quick Search - Show Advanced Search**  
You may conduct a wildcard search by adding an asterisk (\*) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro\*" in the Title field and click "Search."

Saved Search: Select... Edit  
 Manuscript ID:   
 Title:   
 Author's First (Given) or Last (Family) name:   
 Keywords:  Pick

Figure 2: Admin Dashboard

2. Click the **Awaiting Admin Checklist** link as shown in Figure 2. The **View Manuscripts** screen appears as shown in Figure 3.

View Manuscripts To take action on a manuscript or view the full manuscript record, select the desired action from the "Take Action" dropdown menu. [Read More ...](#)

Manuscript ID	Manuscript Title	Date Submitted	Status	Take Action
IISc-2017-0050	Test Thesis#50 [ <a href="#">View Submission</a> ]	14-Aug-2017	GU: Not Assigned DE: Not Assigned ADM: Not Assigned	Select...

Export to CSV

Figure 3: View Manuscripts Screen



3. Select the **Admin Checklist** from the **Take Action** dropdown list as shown in Figure 3.

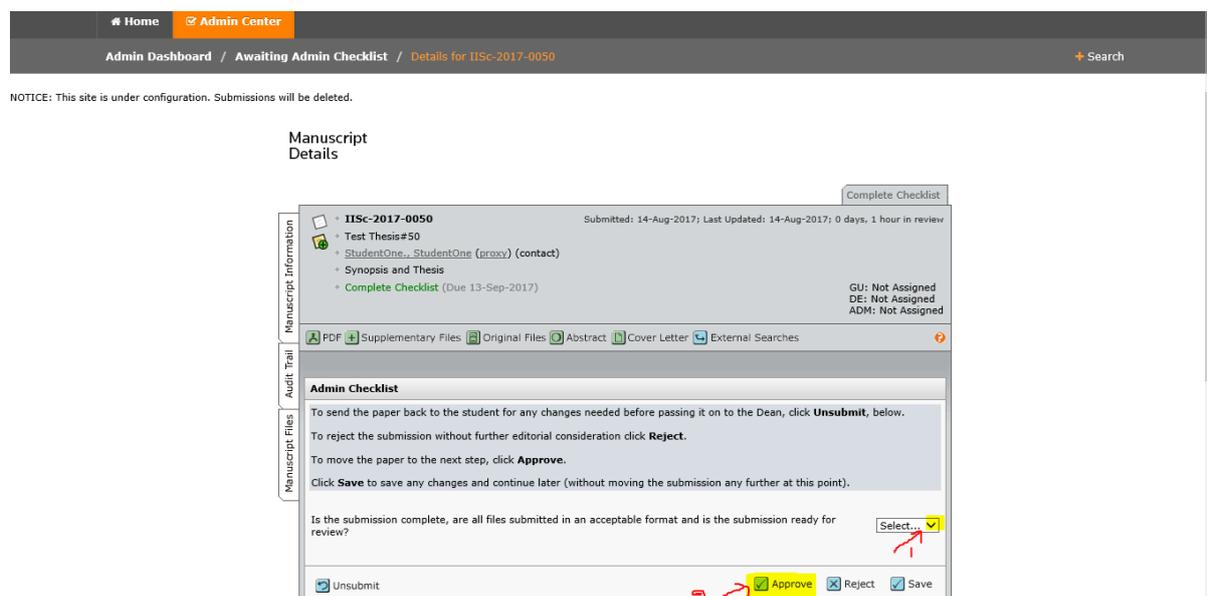


Figure 4: Manuscript Details Screen

4. Select the **Yes/No** option from dropdown under **Admin Checklist** group and click the **Approve** button as shown in Figure 4.

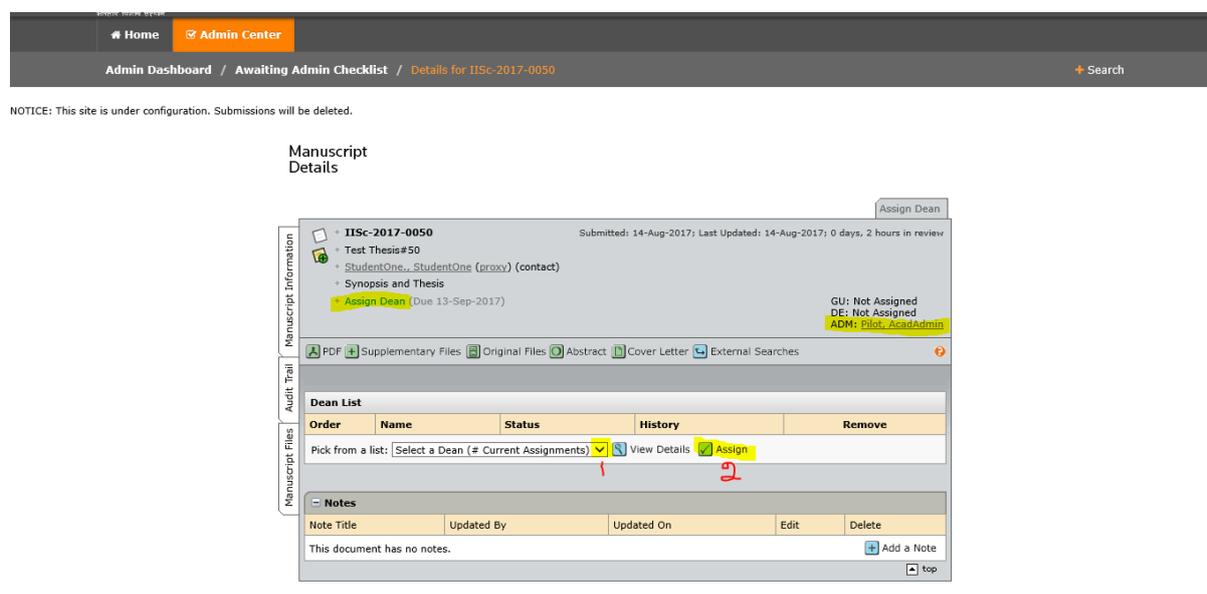


Figure 5: Manuscript Details Screen

5. Select the appropriate Dean for submission from the **Pick from a list** drop down list and click the **Assign** link as shown in Figure 5.

Note: - In the same screen, assign a Guide in similar way after assigning Dean.

After assigning the Dean and Guide, all assigned values will be displayed at the top right corner of the screen as shown in Figure 6.



NOTICE: This site is under configuration. Submissions will be deleted.

Figure 6: Manuscript Details Screen

Once the Dean, Guide and Admin are assigned, the thesis is now ready for next stage that is *Guide Proposal of Examiners*.

## 5. Setting up Examiner Invitation

Academic Admin uses the prioritized examiner list provided by Dean to invite examiners for review, the order of invitation will be fixed by Dean.

The following points need to be considered while setting-up the tool:

1. No. of reviews required to make decision on a thesis is 3.
2. Out of 3 reviews, 1 should be from the Guide himself and 2 external examiners (No Indian or Foreigner condition now).

**Note:** - The Guide should also to be configured as an examiner.

3. Generally, the list provided by Dean will contain minimum of 10 examiners with priorities set from 1 to 10.

**Note:** - Examiner with Priority-1 and Priority-2 to be configured as main reviewers (apart from the guide). Remaining 8 examiners should be configured as *Alternates*. If anyone rejects the invitation, automatically the next alternate examiner will be promoted in the invitation list.

## 6. Inviting Examiners for Review

The process of configuring examiner invitation is shown below with screenshots.

### 6.1 Inviting Examiners for Review using “Quick Search” option

1. Enter part of examiner name in search text field using “Quick Search” keywords and click the **Search** button as shown in Figure 7.

**Quick Search**

First (Given) or Last (Family) Name:

Roles:  
 All  
 Student  
 Examiner  
 Guide  
 Viewing Center

Sort Order

Primary Sort:

Secondary Sort:

[top](#)

Figure 7: Quick Search Screen

**Note:** - Academic Admin can add Examiners if unavailable in the database using **Create Examiner** option.

#### 6.1.1 Default priority of added examiners

1. Examiners matching the search criteria will be listed as shown in Figure 8.

**Examiner List**

Order	Name	Status	History	Remove
1	Guide, Faculty Indian Institute of Science proxy	Invite	Selected: 20-Aug-2017 <a href="#">view full history</a>	<input type="button" value="X"/>
2	examiner, examiner proxy	Invite	Selected: 20-Aug-2017 <a href="#">view full history</a>	<input type="button" value="X"/>
3	examiner1, examiner1 proxy	Invite	Selected: 20-Aug-2017 <a href="#">view full history</a>	<input type="button" value="X"/>
4	examiner2, examiner2 proxy	Invite	Selected: 20-Aug-2017 <a href="#">view full history</a>	<input type="button" value="X"/>
5	examiner3, examiner3 iisc proxy	Invite	Selected: 20-Aug-2017 <a href="#">view full history</a>	<input type="button" value="X"/>
6	examiner4, examiner4 Indian Institute of Science	Invite	Selected: 20-Aug-2017 <a href="#">view full history</a>	<input type="button" value="X"/>

**Progress**

# reviews required to make decision	3
# active selections	6 ✓
# invited	0
# agreed	0
# declined	0
# reviewed	0

**Create Examiner Account**

Salutation:

req First (Given) Name:

req Last (Family) Name:

req E-Mail Address:

Figure 8: Examiner List Screen

2. The default order assigned by the tool is highlighted as shown in Figure 8.

### 6.1.2 Assigning Alternate Examiners

The screenshot shows the 'Examiner List' screen for thesis ID IISc-2017-0049. The table below represents the data shown in the 'Examiner List' section:

Order	Name	Status	History	Remove
1	Guide, Faculty Indian Institute of Science proxy	<input checked="" type="checkbox"/> Invite	Selected: 20-Aug-2017 <a href="#">view full history</a>	<input type="checkbox"/>
2	examiner, examiner proxy	<input checked="" type="checkbox"/> Invite	Selected: 20-Aug-2017 <a href="#">view full history</a>	<input type="checkbox"/>
3	examiner1, examiner1 proxy	<input checked="" type="checkbox"/> Invite	Selected: 20-Aug-2017 <a href="#">view full history</a>	<input type="checkbox"/>
Alternate 1	examiner2, examiner2 proxy	<input checked="" type="checkbox"/> Invite	Selected: 20-Aug-2017 <a href="#">view full history</a>	<input type="checkbox"/>
Alternate 2	examiner3, examiner3 iisc proxy	<input checked="" type="checkbox"/> Invite	Selected: 20-Aug-2017 <a href="#">view full history</a>	<input type="checkbox"/>
Alternate 3	examiner4, examiner4 Indian Institute of Science proxy	<input checked="" type="checkbox"/> Invite	Selected: 20-Aug-2017 <a href="#">view full history</a>	<input type="checkbox"/>

At the bottom of the table, there are checkboxes for 'Invite All' and 'Save', with the 'Save' button highlighted in yellow. A red arrow points to the 'Save' button.

Figure 9: Examiner List Screen

1. To assign Alternate Examiner, change the order of priority of alternate examiners and click the **Save** button as shown in Figure 9.
2. The screen refreshes and separately displays Main Examiners and Alternate Examiners in two different segments as shown in Figure 10.

The screenshot shows the 'Examiner List' screen after a refresh. The 'Main Examiners' and 'Alternates' are now displayed in two separate segments. The 'Save' button is still highlighted in yellow.

Figure 10: Examiner List Screen



### 6.1.3 Inviting Examiner & Attaching Synopsis into the Invitation

1. Click the **Invite** link of the corresponding examiner, the Invitation page appears as shown in Figure 11.

Examiner List					Progress	
Order	Name	Status	History	Remove	# reviews required to make decision	
1	Guide, Faculty Indian Institute of Science proxy	Invited Response <input type="text" value="Select..."/> <input checked="" type="checkbox"/> Save	Invited: 20-Aug-2017 <a href="#">view full history</a>	<input checked="" type="checkbox"/>	3	
2	examiner, examiner proxy <a href="#">Grant an Extension</a>	Agreed	Invited: 20-Aug-2017 Agreed : 20-Aug-2017 Due Date: 19-Sep-2017 Time in Review: 0 Days. <a href="#">view full history</a> <a href="#">edit</a> <a href="#">reminders</a>	<input checked="" type="checkbox"/>	7	<input checked="" type="checkbox"/>
3	examiner1, examiner1 proxy	Invited Response <input type="text" value="Select..."/> <input checked="" type="checkbox"/> Save	Invited: 20-Aug-2017 <a href="#">view full history</a>	<input checked="" type="checkbox"/>	3	<input checked="" type="checkbox"/>
4	fexaminer, fexaminer proxy	<input checked="" type="checkbox"/> <b>Invite</b>	Selected: 21-Aug-2017 <a href="#">view full history</a>	<input checked="" type="checkbox"/>	1	
Alternates						
Alternate 1	examiner2, examiner2 proxy			<input checked="" type="checkbox"/>	0	
Alternate 2	examiner3, examiner3 proxy			<input checked="" type="checkbox"/>	0	
Alternate 3	examiner4, examiner4 proxy			<input checked="" type="checkbox"/>	0	

Invite All  Save

**Create Examiner Account**  
 Salutation:   
 req First (Given) Name:   
 req Last (Family) Name:   
 req E-Mail Address:   
[Provide more account info](#)  
 Create and Add

Set My Search Preferences

Version History

Figure 11: Examiner List Screen

### 6.1.4 Synopsis Attachment

All files pertaining to this submission will be displayed in the left bottom of the invitation mail screen.

1. To attach files (Synopsis), the Admin has to select only Synopsis from the dropdown and ensure that it is attached as shown in Figure 12.

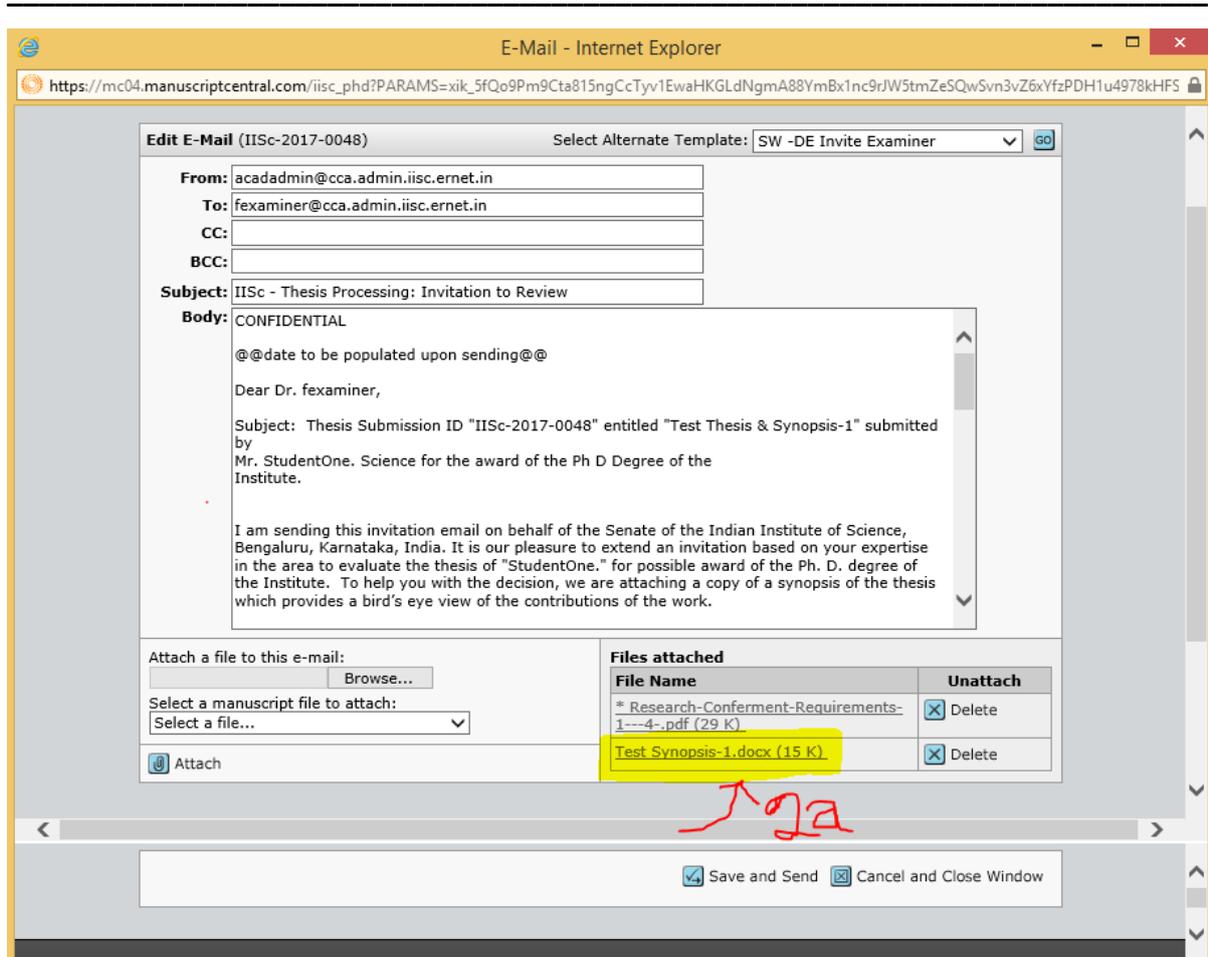


Figure 12: E-Mail Screen

2. Click the **Save and Send** button as shown in Figure 13.

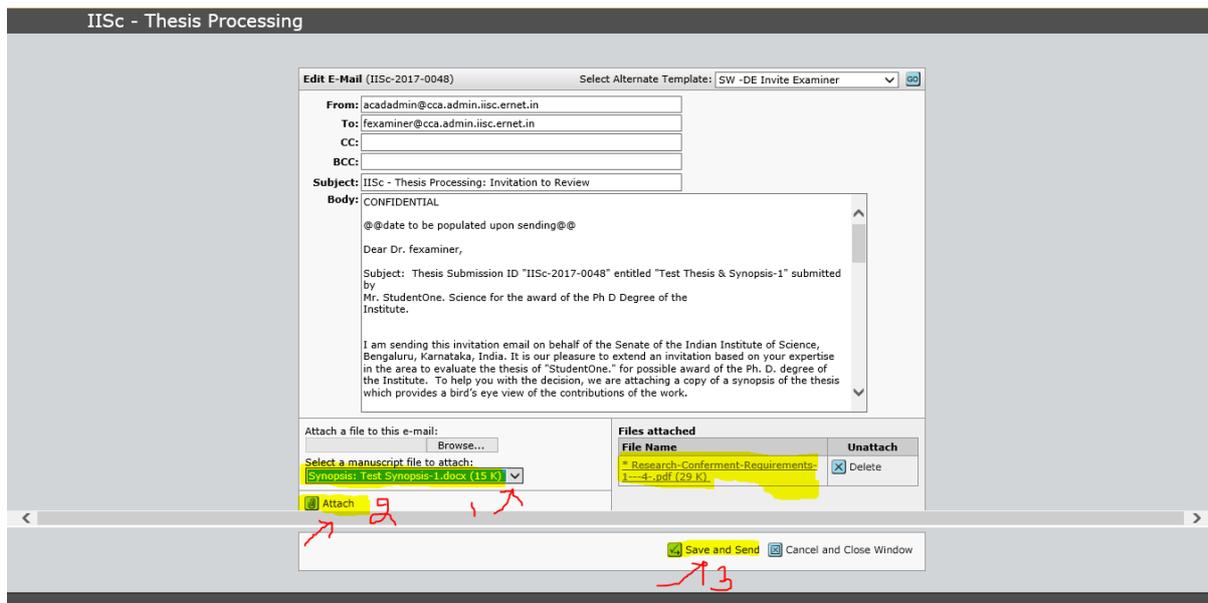


Figure 13: E-Mail Screen

Note: - Currently this done manually, so attaching the correct file is user dependent. System cannot identify whether the attachment is synopsis, thesis or multimedia file.



## 6.1.5 Automatic Update of Examiner's Response

A sample invitation letter is shown in Figure 14.

The screenshot shows a webmail interface with the following details:

- Current Folder:** INBOX
- Subject:** IISc - Thesis Processing: Invitation to Review
- From:** "IISc - Thesis workflow" <onbehalfof+acadadmin+cca.admin.iisc.ernet.in@manuscriptcentral.com>
- Date:** Sun, August 20, 2017 2:47 pm
- To:** examiner@cca.admin.iisc.ernet.in
- Priority:** Normal
- Options:** [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#)

**CONFIDENTIAL**  
20-Aug-2017

Dear Dr. examiner,

Subject: Thesis Submission ID "IISc-2017-0048" entitled "Test Thesis & Synopsis-1" submitted by Mr. StudentOne. Science for the award of the Ph D Degree of the Institute.

I am sending this invitation email on behalf of the Senate of the Indian Institute of Science, Bengaluru, Karnataka, India. It is our pleasure to extend an invitation based on your expertise in the area to evaluate the thesis of "StudentOne." for possible award of the Ph. D. degree of the Institute. To help you with the decision, we are attaching a copy of a synopsis of the thesis which provides a bird's eye view of the contributions of the work.

We eagerly hope that you would accept our invitation. On hearing from you about your acceptance, the thesis (soft copy or hard copy or both based on your preference) will be sent to you. A copy of the guidelines on "Research Conferment Requirements" containing the norms and procedures for evaluation is attached for your kind perusal. Your acceptance would immensely help our evaluation process if you could please respond to this invitation by email at the earliest preferably within two days of the receipt of this email. You may take up to four weeks for sending us your evaluation report.

The Institute would be delighted to provide a token honorarium of Rs. 10000 to you. The amount can be transferred to your bank account through wire transfer if you provide us with the details along with your current Address as under, or else, the honorarium will be sent to your address through a banker's cheque.

**Bank Details:**

Bank Name/Full Address:  
Beneficiary Name and Address:  
Account Number:  
Swift Code/Number:  
Bank Code: IBAN No/ IFSC Code:

We look forward to your response and to your acceptance of our invitation.

Thanking you and with warm regards,

Yours sincerely,

Joint Registrar (Academic)  
[acadadmin@cca.admin.iisc.ernet.in](mailto:acadadmin@cca.admin.iisc.ernet.in)

To respond automatically, click below:

\*\*\* PLEASE NOTE: This is a two-step process. After clicking on the link, you will be directed to a webpage to confirm. \*\*\*

<b>Agreed:</b>	<a href="https://mc04.manuscriptcentral.com/iisc_phd?URL_MASK=bea9e17bd18b4b65b2a4377f6ee65bd6">https://mc04.manuscriptcentral.com/iisc_phd?URL_MASK=bea9e17bd18b4b65b2a4377f6ee65bd6</a>
<b>Declined:</b>	<a href="https://mc04.manuscriptcentral.com/iisc_phd?URL_MASK=8170d13313f24c76b09322feb9fc169e">https://mc04.manuscriptcentral.com/iisc_phd?URL_MASK=8170d13313f24c76b09322feb9fc169e</a>
<b>Unavailable:</b>	<a href="https://mc04.manuscriptcentral.com/iisc_phd?URL_MASK=8be1e54e173c4b3695bb0e7bf8b04369">https://mc04.manuscriptcentral.com/iisc_phd?URL_MASK=8be1e54e173c4b3695bb0e7bf8b04369</a>

**SUBMISSION DETAILS**

TITLE: Test Thesis & Synopsis-1

STUDENT: StudentOne., StudentOne

ABSTRACT: Abstract: Test Thesis & Synopsis-1  
--  
This message has been scanned for viruses and dangerous content by MailScanner, and is believed to be clean.

**Attachments:**

* Research-Conferment-Requirements-1---4-.pdf	38 k [application/octet-stream]	Attached standard file: * Research-Conferment-Requirements-1---4-.pdf	<a href="#">Download</a>
Test Synopsis-1.docx	19 k [application/octet-stream]	Attached standard file: Test Synopsis-1.docx	<a href="#">Download</a>

Figure 14: Sample Invitation Letter



The Invitation mail will contain links (*Agreed*, *Decline* and *Unavailable*) for examiners to mention their availability for review. Clicking on any link will automatically update the response in the ScholarOne tool.

### 6.1.6 Automatic Update: Agreed

If Examiner clicks the **Agreed** link, then the examiner's response *Agree* gets automatically updated in Academic Admin Dashboard.

### 6.1.7 Automatic promotion of Alternate Examiner: Declined

**Manuscript Information**

**IISc-2017-0052** Submitted: 22-Aug-2017; Last Updated: 22-Aug-2017; 0 days, 11 hours in review

- Type Name of Thesis Title Here..
- StudentOne., StudentOne (proxy) (contact)
- Synopsis and Thesis
- Invite Examiners (Due 01-Sep-2017)  
7 active selections; 0 invited; 0 agreed; 0 declined; 0 reviewed

GU: Guide, Faculty (proxy)  
DE: Engineering, Dean-1 (proxy)  
ADM: Pilot, AcadAdmin

**Audit Trail**

PDF Supplementary Files Original Files Abstract Cover Letter External Searches

**Manuscript Files**

Order	Name	Status	History	Remove
1	examiner, examiner proxy	<input checked="" type="checkbox"/> Invite	Selected: 22-Aug-2017 <a href="#">view full history</a>	<input type="checkbox"/>
2	examiner1, examiner1 proxy	<input checked="" type="checkbox"/> Invite	Selected: 22-Aug-2017 <a href="#">view full history</a>	<input type="checkbox"/>
3	examiner2, examiner2 proxy	<input checked="" type="checkbox"/> Invite	Selected: 22-Aug-2017 <a href="#">view full history</a>	<input type="checkbox"/>

**Alternates**

Alternate 1	examiner3, examiner3 proxy	<input type="checkbox"/>
Alternate 2	examiner4, examiner4 proxy	<input type="checkbox"/>
Alternate 3	fexaminer1, fexaminer1 proxy	<input type="checkbox"/>
Alternate 4	fexaminer2, fexaminer2 proxy	<input type="checkbox"/>

Invite All  Save

**Progress**

# reviews required to make decision	3
# active selections	7 <input checked="" type="checkbox"/>
# invited	0
# agreed	0
# declined	0
# reviewed	0

Save

**Create Examiner Account**

Salutation: Dr.

req First (Given) Name:

req Last (Family) Name:

req E-Mail Address:

Provide more account info

Figure 15: Examiner List Screen



Manuscript Information

**IISc-2017-0052** Submitted: 22-Aug-2017; Last Updated: 22-Aug-2017; 0 days, 12 hours in review

- Type Name of Thesis Title Here..
- [StudentOne., StudentOne \(proxy\) \(contact\)](#)
- Synopsis and Thesis
- **Invite Examiners** (Due 01-Sep-2017)  
6 active selections; 1 invited; 0 agreed; 1 declined; 0 reviewed

GU: [Guide, Faculty \(proxy\)](#)  
 DE: [Engineering, Dean-1 \(proxy\)](#)  
 ADM: [Pilot, AcadAdmin](#)

---

Audit Trail

PDF Supplementary Files Original Files Abstract Cover Letter External Searches

---

Manuscript Files

**Examiner List**

Order	Name	Status	History	Remove
1	<a href="#">examiner, examiner proxy</a>	Declined	Inited: 22-Aug-2017 Declined : 22-Aug-2017 <a href="#">view full history</a>	<input type="checkbox"/>
2	<a href="#">examiner1, examiner1 proxy</a>	<input checked="" type="checkbox"/> Invite	Selected: 22-Aug-2017 <a href="#">view full history</a>	<input type="checkbox"/>
3	<a href="#">examiner2, examiner2 proxy</a>	<input checked="" type="checkbox"/> Invite	Selected: 22-Aug-2017 <a href="#">view full history</a>	<input type="checkbox"/>
4	<a href="#">examiner3, examiner3 proxy</a>	Inited Response <input type="text" value="Select..."/> <input checked="" type="checkbox"/> Save	Inited: 22-Aug-2017 <a href="#">view full history</a>	<input type="checkbox"/>

**Alternates**

Alternate 1	<a href="#">examiner4, examiner4 proxy</a>			<input type="checkbox"/>
Alternate 2	<a href="#">fexaminer1, fexaminer1 proxy</a>			<input type="checkbox"/>
Alternate 3	<a href="#">fexaminer2, fexaminer2 proxy</a>			<input type="checkbox"/>

Invite All  Save

Figure 16: Examiner List Screen

The examiner3, who was the first of 4 Alternate examiners gets automatically promoted to the invitation list of the examiners declining to review.

### 6.1.8 Manual update of Examiner’s Response

<To be updated later>

**Note:** - Academic Admin can manually update examiner’s response.

