



**IISc – Automated PhD Thesis Processing
On [ScholarOne Manuscripts](#)™ Platform**

Student's Guide User Guide

**Prepared By
DIGITS IISc**

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1. Objectives

The objective of this document is to explain the roles of Guide and various activities, he/she needs to perform during the entire cycle of PhD Thesis Submission till its final approval. The Guide checks and approves the documents submitted by student and does a sanity check on these documents and completes Guide Checklist enabling the Academic Administrator to invite Examiners for reviewing the thesis.

2. Assumptions/Pre-conditions and General Guidelines

- Student has submitted Synopsis & Thesis together
- Academic Administrator has completed "Admin Checklist"
- Guide & Dean has been assigned by Academic Administrator

3. Guide Checklist

3.1 Guide receives notification mail to complete the Checklist

Upon completion of Admin checklist by Academic Admin, email notification is sent to the Guide to check thesis document submitted by students. The sample mail to guide is shown in Figure 1.

Current Folder: INBOX

Compose Addresses Folders Options Search Help

Message List | Delete

Subject: Submission ID IISc-2017-0049 is now in your Admin Center

From: "IISc - Thesis workflow" <onbehalfof+acadadmin+cca.admin.iisc.ernet.in@manuscriptcentral.com>

Date: Sun, August 13, 2017 1:29 pm

To: guide@cca.admin.iisc.ernet.in

Priority: Normal

Options: [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#)

13-Aug-2017

Dear Dr. Faculty Guide:

Submission ID IISc-2017-0049 entitled "Pilot -test thesis0," with Mr. StudentOne. as submitting student, has been submitted to the IISc - Thesis Processing.

Please check the submitted documents by the student and suggest the examiners for this submission by logging into IISc Thesis Processing Portal, as soon as possible.

https://mc04.manuscriptcentral.com/iisc_phd

Using this user ID: guide

Sincerely,

Dr. Panneer Selvan

IISc - Thesis Processing Admin

acadadmin@cca.admin.iisc.ernet.in

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Figure 1: Sample Mail to Guide



3.2 Guide Center

The Guide can log into the tool using the credentials and access guide's dashboard as shown in Figure 2.

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

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 ...](#)

Guide 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.

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".

Awaiting Guide Proposal of Examiners

Saved Search: [Select...](#) [Edit](#)

Manuscript ID:

Title:

Author's First (Given)

Author's Last (Family)

Figure 2: Guide Dashboard

1. Clicks the **1 Awaiting Guide Proposal of Examiners** link. The View Manuscripts screen appears as shown in Figure 3.

te is under configuration. Submissions will be deleted.

View Manuscripts To take action on a manuscript or view the full manuscript record, click the "Take Action" button. To read the manuscript, click the "View Manuscript" link. [Read More ...](#)

Awaiting Guide Proposal of Examiners Manuscripts 1-1 of 1

Manuscript ID	Manuscript Title	Date Submitted	Status	Take Action
IISc-2017-0049	Pilot -test thesis0 [View Submission]	13-Aug-2017	GU: Guide, Faculty DE: Science, Dean-2 ADM: Pilot, AcadAdmin	<input checked="" type="checkbox"/> 
Synopsis and Thesis	 StudentOne , StudentOne		• Propose List of Examiners (Due 12-Sep-2017)	

[Export to CSV](#) Manuscripts 1-1 of 1

Figure 3: View Manuscripts Screen



3.3 Guide Completes Checklist

The screenshot shows a web-based application for managing thesis submissions. On the left, a vertical sidebar labeled 'Manuscript Information' contains a list of submission details: 'IISc-2017-0052', 'Submitted: 22-Aug-2017; Last Updated: 22-Aug-2017; 0 days, 9 hours in review', 'Type Name of Thesis Title Here..', 'StudentOne., StudentOne (contact)', 'Synopsis and Thesis', and 'Propose List of Examiners (Due 21-Sep-2017)'. To the right of these details are user roles: 'GU: Guide, Faculty', 'DE: Engineering, Dean-1', and 'ADM: Pilot, AcadAdmin'. Below this sidebar is a navigation bar with links for 'PDF', 'Supplementary Files', 'Original Files', 'Abstract', 'Cover Letter', 'External Searches', and a help icon. The main content area is titled 'Guide Checklist' and contains instructions: 'To move the paper to the next step, click **Checklist Complete**. Click **Save** to save any changes and continue later (without moving the submission any further at this point).'. A text input field contains the word 'Approved'. At the bottom right of the checklist area are two buttons: 'Checklist Complete' (with an unchecked checkbox) and 'Save' (with a checked checkbox).

Figure 4: Guide Checklist Screen

The Guide reviews all the uploaded documents and enters *Approved* in the text field. Finally Guide clicks the **Checklist Complete** button to complete the checklist.

Dean receives notification for Checklist completion by Guide

Email notification is sent to the corresponding Dean with guide's comments post submission of the checklist by the Guide. A sample mail is shown in Figure 5.

Folders
Last Refresh: Tue, 6:44 pm (Check mail)

INBOX (123)
Drafts
Sent
Trash

Subject: Submission ID IISc-2017-0052 now in your DE Center
From: "IISc - Thesis workflow" <onbehalfof+acadadmin+cca.admin.iisc.ernet.in@manuscriptcentral.com>
Date: Tue, August 22, 2017 6:43 pm
To: dean@cca.admin.iisc.ernet.in
Priority: Normal
Options: [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#)

22-Aug-2017

Dear Dr. Engineering:

Submission ID IISc-2017-0052 entitled "Type Name of Thesis Title Here.." with Mr. StudentOne as contact student has been assigned to you and is currently sitting in your DE Center at https://mc04.manuscriptcentral.com/iisc_phd.

Please select examiners for this submission by 01-Sep-2017. If, for any reason, you are unable to serve as DE for this submission, please notify me immediately so that I can reassign it.

The list proposed by the Guide is below.

Approved

Sincerely,
Dr. Panneer Selvam
IISc - Thesis Processing Admin
acadadmin@cca.admin.iisc.ernet.in

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This message has been scanned for viruses and dangerous content by MailScanner, and is believed to be clean.

Figure 5: Sample Mail to Dean

This completes Guide Checklist.

