

# Instructions for TAS ERP User: Review Editor

## Meta Review of Full Bid and Bid Reviews by Review Panel Associate Chairs

### Introduction

The Research Committee allocates an individual to each bid to be the Associate Chair at the Review Panel. The Associate Chairs are assigned as Editor for their allocated bid. The Chairs review the bid submissions and the bid reviews in ERPNext and prepare their input to the Review Panel by completing their Meta Review Form. These instructions explain how to review an assigned bid and the associated bid reviews.

### Assignment

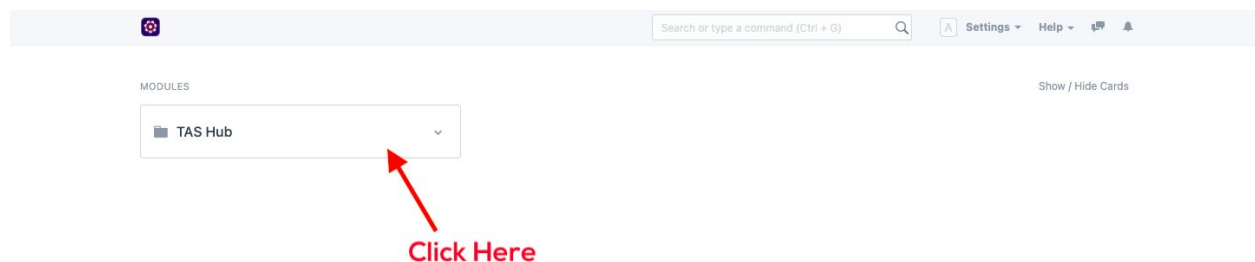
Once assigned in the system to a bid the Associate Chair receives a system notification.

### Login to ERPNext

1. Enter the following URL or click on the following Link <http://erpnext.tas.ac.uk/login#login>
2. Sign-in using your credentials

### Navigating within ERPNext

1. **Desk View:** Users can navigate through the desk (homescreen). All TAS related doctypes are located within TAS Hub Card



## Conflicts of Interest Declaration (If Applicable)

This only applies to programmes where bids are submitted by TAS Hub researchers and reviewed by their TAS Hub peers (e.g. Agile Programme).

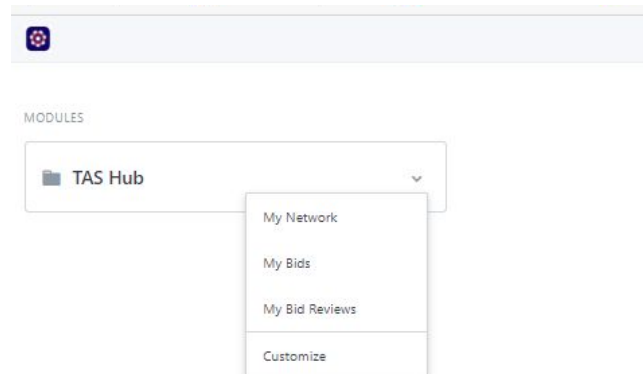
You may previously have reviewed and declared any conflict of interests within the TAS Hub because you submitted a research bid or you have undertaken a bid review. In this case you may wish to review your previous declaration of interests and update accordingly.

If this is the first time you have undertaken a bid review you are required to list your Conflicts of Interest within the TAS Hub. These should also be kept up to-date for future TAS programmes.

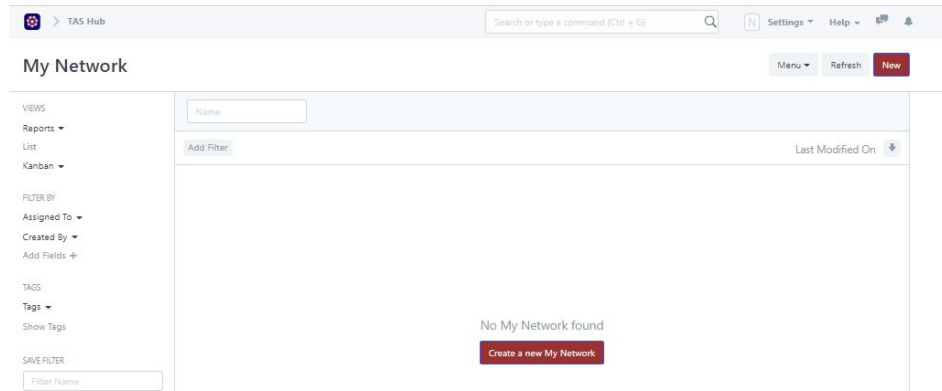
What is a conflict of interest?

As we're a relatively small community we need to take a pragmatic approach: having worked together (e.g., published) recently constitutes a conflict, whereas being at the same institution probably does not. For more information, see for example the ACM SIGCHI policy <https://sigchi.org/about/sigchi-policies/conflict-of-interest-policy/>

1. Login
2. Select the drop down menu in the TAS Hub "card" and select My Network



3. Click on Create a new My Network or New (top right)



TAS Hub

Search or type a command (Ctrl + G)

Settings Help

My Network

Menu Refresh New

Views

Reports

List

Kanban

Filter By

Assigned To

Created By

Add Fields

Tags

Tags

Show Tags

Save Filter

Filter Name

Name

Add Filter

Last Modified On

No My Network found

Create a new My Network

4. To declare all your Conflicts of Interest within TAS Hub Network including Researchers and Industry Partners

- Click on Add Row to add a Conflict of Interest
- Click in Known Contact field and select from list or scroll to search for full listings
- Add details of your association the adjacent field
- To delete a conflict select the radio box left of the row entry and then select Delete (appears next to Add Row)
- Save once additions and updates completed

New My Network 3 ● Not Saved

Save

Name

Niki Price

Please declare all your Known Associates within TAS Hub Network including Researchers and Industry Partners

My Network

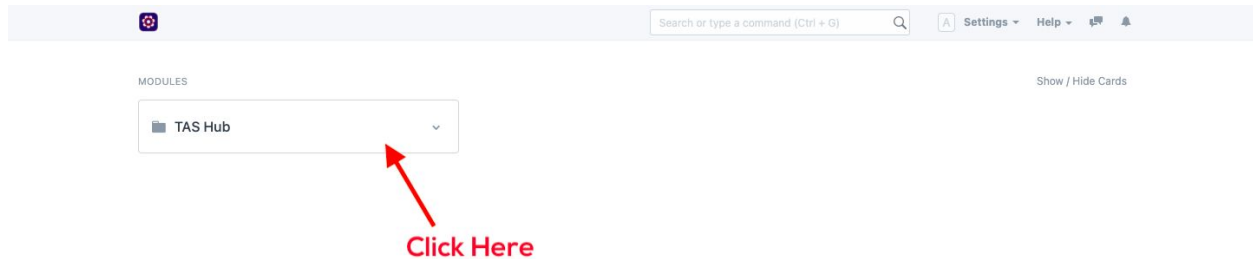
<input type="checkbox"/>	Known Contact	Describe your Association
No Data		

Add Row

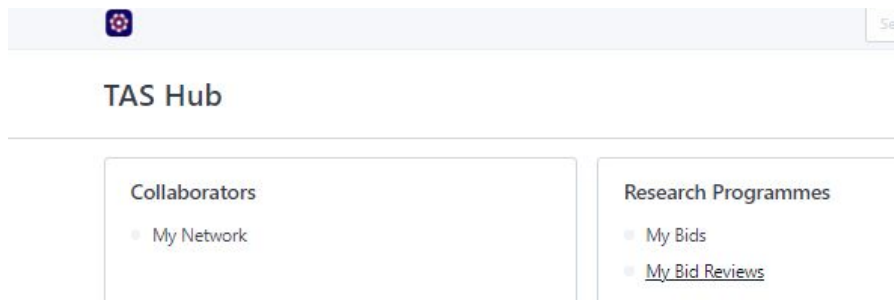
my\_network

# Viewing Your Allocated Bids

1. Click on the TAS Hub Card

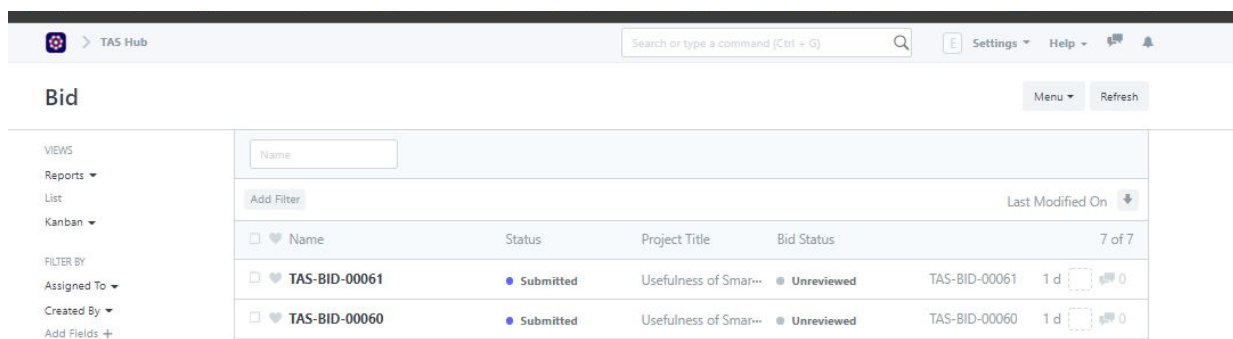


2. Click on My Bid Reviews



3. Click on My Bids

This presents your assigned bid(s) including the bid number and project title



## View the Bid Submission

1. Click on the bid number to view the full details of the submitted bid

TAS Hub > Bid

Search or type a command (Ctrl + G) [E] Settings Help

TAS-BID-00056 Submitted

DASHBOARD

Related

Bid Review Request 1 1 +

Bid Review 1 +

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<p>Project Title</p> <p><b>Usefulness of Smart Speakers</b></p> <p>TAS Campaign</p> <p><b>AP-00001</b></p> <p>Attended Workshops ?</p> <p><b>Yes</b></p> <p>Start Date</p> <p><b>04-01-2021</b></p> <p>End Date</p> <p><b>16-12-2021</b></p>	<p>Bid Summary (Max 100 Words)</p> <p>106 words 106 words 106 words 106 words 106 words 106 words 106 words 106 words 106 words 106 words 106 words 106 words 106 words 106 words 106 words 106 words 106 words 106 words 106 words 106 words</p> <p>Bid Part A Attachment</p> <p><a href="#">/private/files/Test Case Document.docx</a> Clear</p> <p>Attach a PDF, Word or Text File</p> <p><a href="#">Click here for Template for Bid Part A Attachment</a></p> <p>Bid Part B Attachment</p> <p><a href="#">/private/files/Test Case Document.docx</a> Clear</p> <p>Attach a PDF, Word or Text File</p> <p><a href="#">Click here for Template for Bid Part B Attachment</a></p>
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Agile Projects: Click on the Part A and Part B document links to view the proposal documents

Pump Priming Projects: Click on Bid Attachment link to view the proposal document



## Support

Please email [erpteam@tas.ac.uk](mailto:erpteam@tas.ac.uk) if you have any account or technical issues in using the system.

General enquiries about TAS HUB: [contact@tas.ac.uk](mailto:contact@tas.ac.uk)

Specific enquiries about an active programme call: [opsteam@tas.ac.uk](mailto:opsteam@tas.ac.uk)