

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

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MODULES				Show / Hide Cards
TAS Hub	~			
	Click Here			



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 <u>https://sigchi.org/about/sigchi-policies/conflict-of-interest-policy/</u>

- 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)

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Show Tags		No My Network found
SAVE FILTER		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

Name			
Niki P	rice		
Please d	leclare all your Known Associates within TA	S Hub Network including Researchers and Industry Partners	
My Netw	ork		
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Viewing Your Allocated Bids

1. Click on the TAS Hub Card

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MODULES			Show / Hide Cards	
2. Click on My Bid Reviews				
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3. Click on My Bids

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

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View the Bid Submission

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

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TAS-BID-00056 • Submitted		<>
DASHBOARD A		
Related		
Bid Review Request 1 🕚 +		
Bid Review 1 +		
Project Title	Bid Summary (Max 100 Words)	
Usefulness of Smart Speakers	106 words 106 wo	
TAS Campaign	106 words 106 wo	106 words 106 words 106
AP-00001	Bid Part A Attachment	
Attended Workshops ?	% /private/files/Test Case Document.docx	Clear
Yes	Attach a PDF, Word or Text File	
Start Date	Click here for Template for Bid Part A Attachment	
04-01-2021	Bid Part B Attachment	
End Date	ℜ/private/files/Test Case Document.docx	Clear
16-12-2021	Attach a PDF, Word or Text File	
	Click here for Template for Bid Part B Attachment	

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



View the Bid Review

1. Click on "Bid Review" in Dashboard at top of the page

This opens the bid review page.

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Bid Review					Menu -	Refresh New
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SAVE FILTER						

- 1. Identify the bid number in column 4. (e.g. TAS-Bid-00056)
- 2. Click on the corresponding bid review number in column 1 (e.g. TAS-BR-00063)

The bid review details are displayed

C > TAS Hub > Bid Review	Search or type a command (Ctrl + G) Q E Settings * Help			
TAS-BR-00063 • Submitted	🖨 < > 🛛 Menu 🗝			
	Review Deadline			
	22-01-2021			
BID DETAILS				
Bid	Bid Summary			
TAS-BID-00056	105 words 106 wo			
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AP-00001	Bid Part B Attachment			
Attended Workshop ?	% /private/files/Test Case Document.docx Cle			
Yes				
Start Date				
04-01-2021				

NOTE: If you wish to switch back to the view the bid details, click on the bid number link (e.g. TAS-Bid-00056) below Bid Details at the top of the page



Support

Please email <u>erpteam@tas.ac.uk</u> if you have any account or technical issues in using the system.

General enquiries about TAS HUB: contact@tas.ac.uk

Specific enquiries about an active programme call: opsteam@tas.ac.uk