Step by Step Guide for Admin Role in Review Process

Between Now and June 1st

1) Read all of the Documentation at: http://www.stsci.edu/hst/proposing/panel/
2) Log into the Web-Reviewer Application at: https://tac.stsci.edu/tacadmin

3) Download your Panel Proposals via Link upper right corner as shown:
4) From the Top Level page you can see lots of summary information about your panel.
5) To go to your Panel Detailed Proposals click on the Panel Name in the upper Left Corner. From this view you have a nice overall summary by Proposal.

6) To view Proposal details, click on that proposal ID.
7) To Change Primary/Secondary or Grading Assignments click on the Proposal actions Button and select the action:

8) To Change the Primary:

Assign Primary Reviewer to 0016

Primary reviewer is

Tycho Brahe

Cancel Set Primary Reviewer
9) To Change Grading assignments, Select and move and Update:

Manage 0016 Grading Assignments

Not Grading
Isaac Newton
Caroline Herschel
Nicolaus Copernicus

Grading
Johannes Kepler
Abd al-Rahman al-Sufi
Galileo Galilei
Tycho Brahe
Harlow Shapley
Henrietta Leavitt
Christiaan Huygens

Close Update Assignments

10) To Manage Conflicts:

[Image of conflict management interface]
11) To Create Reports:

12) To See the Triage Proposals and Change the List to change a proposal that is or isn’t triaged, just click the Triage Check box to add it or remove it. This report will be generated by Brett Blacker upon final submission of preliminary grades for your panel.
14) To See the Grading Status View, this is just an HTML view of the Report, however you can lock/unlock the grades as they are received during the meeting, this would be done as soon as all grades are submitted for each proposal. If you need to unlock because someone wants to change a grade, make sure it’s for a valid reason, not because they heard the discussion of the next proposal:

![Grading Status View](image1)

15) Once all of the Proposals have been graded you can create the initial ranked list under Panel Actions/Open Final Ranking View:

![Final Ranking View](image2)
16) This now gives you your initial Ranked List, which can then be sorted and manipulated as necessary: