

## Overview

The Alliance Tech (AT) system is used by presenters to submit their presentation proposals and maintain their personal information. The presenters access the WUSS Call for Papers site and conference navigator. AT also provides a Content Manager which is used by conference leadership to manage abstract and paper submissions. As Section Chairs (SCs) you will use the Content Manager to review abstracts and select presentations for your section, as well as review papers, verify that author information is complete, and download presentation files.

Call for Papers website: <http://c4p.wus2010.confnav.com>

Content Manager website: <http://wuss.confnav.com>

This handout was created as a reference to help you navigate through the AT Content Manager. There is no user's manual provided by AT. If you need further assistance you may contact:

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Sue Douglass ([sue.ellen.douglass@gmail.com](mailto:sue.ellen.douglass@gmail.com)) – AT Consultant and Class Coordinator for WUSS  
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INDEX	Page Number
Notes	2
Process for Abstract Selection	3
Paper Checklist	4
Create/Manage Your Profile	5 - 6
Logging on to the Content Manager	7
Browsing Abstract Submissions	8 - 9
Editing Abstract/Paper Status Information	10 - 14
Adding Abstracts	15 - 16
Uploading Files as a SC	17 - 18
Uploading Files as an Author	18
Checking Copyright Submission	19
Downloading Papers for Review	20 - 21
Reviewing Speaker Information (bios, abstracts, etc...)	22 - 23
Creating Spreadsheets and Reports	24

## Notes about the AT System

- 1) You cannot use the AT Content Manager without a profile. See Create/Manage your Profile pages 5 - 6. Profiles are generally created at the Call for Papers site. Once created the WUSS APC will be able to give you editor rights to be able to use the Content Manager. Keep in mind that your profile information is stored from year to year so you should update your personal information at least annually.
- 2) Your login is your entire email address. It is best if you use only one profile that corresponds to one email address.
- 3) The only browser supported by Content Manager is Internet Explorer.
- 4) If the session times out the Content Manager can do all sorts of weird things. This includes: re-directs that keep re-directing you after logging back in; dropdowns that cease to work; etc...The best thing to do is close your browser, re-open, and log back in.
- 5) The data that you have access to is live! Please do not delete or modify anything entered by another person unless absolutely necessary. Be sure that any edits you have are correct before submitting. Also stick to the sections in this handout for what fields are appropriate for you to edit as Section Chairs.

## Process for Abstract Selection

Once abstracts are submitted they can be reviewed by anyone on the SC team. Below are guidelines for how review and acceptance will work so that we can avoid any confusion.

- 1) When you browse the abstract submissions you should note the first and second section choices selected by the authors. The section that is noted as the first choice has first dibs on the abstract for their section. This means that the second choice section and all others may not assign the paper to their section unless the first choice section has passed on the abstract.
- 2) While reviewing abstracts please look for abstracts with obvious problems. These include topics that are: not relevant to SAS; dedicated to complaints about SAS; or sales pitches for a product or service. Additionally be on the lookout for abstracts that are way too long, too short, or do not provide enough information and would confuse conference participants. It is acceptable for SCs with first choice status to ask authors to revise abstracts **before the abstract submission deadline of 6/7**. If you make contact with an author please do not make any acceptance promises based on revisions of abstracts.
- 3) Once you have reviewed abstracts please use the following guidelines to assign a status to the abstracts (see Editing Abstract/Paper Status Information, step 2, page 11)

First choice goes to the section noted as the author's first choice. The first choice SC can assign a status of 'Accepted' or '1<sup>st</sup> Choice Released'. A status of '1<sup>st</sup> Choice Released' will be assigned to an abstract if it is not appropriate for that section or the section does not want the paper and wishes to pass it on to the second choice section. **SC's should decide on first choice abstracts by 6/16**. This means that they assign either 'Accept' or '1<sup>st</sup> Choice Released' by this **6/16**.

Second choice goes to the section noted as the author's second choice. The second choice SC can assign a status of 'Accepted' or '2<sup>nd</sup> Choice Released'. A status of '2<sup>nd</sup> Choice Released' will be assigned to an abstract if it is not appropriate for that section or the section does not want the paper and wish to pass it on to the remaining sections. **The second choice section can only make an assignment after the abstract was assigned 1<sup>st</sup> Choice Released by 6/16. Section Chairs should decide on second choice abstracts by 6/18**. This means that they assign either 'Accept' or '2<sup>nd</sup> Choice Released' by this **6/18**.

All other sections: Once the first and second SCs have released the abstracts they are fair game for all other sections and may be assigned to any section. **This may not take place until 6/19 and should be complete by 6/21**.

Section Chairs should feel free to haggle with other Section Chairs if they feel that there is a potential presentation that would better suit their section.

- 4) You may start reviewing abstracts before the submission deadline of **6/7**. Note that in previous years we have had to extend the abstract submission deadline by a week or so, which could very well happen again this year. Therefore please do not start selecting abstracts until after the submission deadline of **6/7**. **Additionally, please do not contact authors regarding acceptance until the formal notification deadline of 6/25**. Please note that the APC is responsible for notifications of rejection.
- 5) Once your slate of papers is complete contact the APC who will review your abstracts and approve your selections. **Please have your slate ready and make contact with Academic Program Chair by 6/21 at the latest**. The APC will get back to you with approval by **6/23**. **You will send out formal acceptance to authors on 6/25**.

## Paper Checklist

As you review papers for final formatting please refer to the paper guidelines that were provided to the authors. Also please look for the following:

- 1) The PDF file is named correctly: SectionAbbreviation-LastName.pdf (ie. HOW-Jones.pdf). If an author has multiple papers in one section the files will be indexed according to their acceptance letters. If you need to rename the file, first download the file to your computer then rename it and upload the renamed file. You do not need Adobe Acrobat to rename a file.

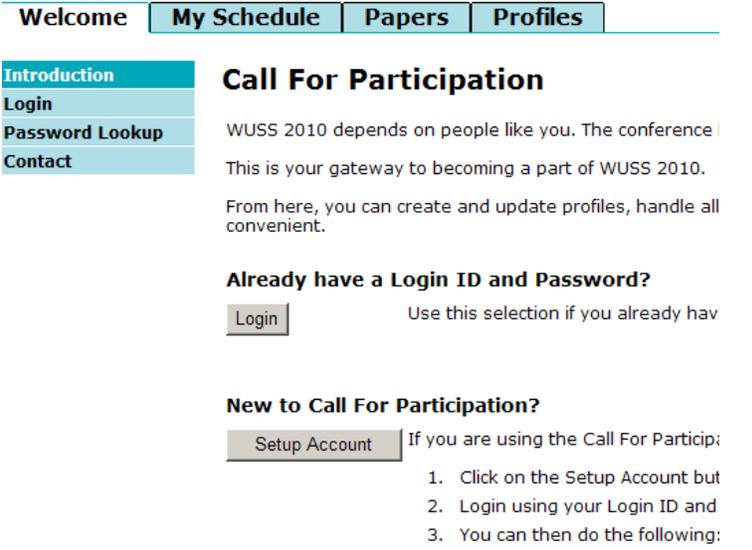
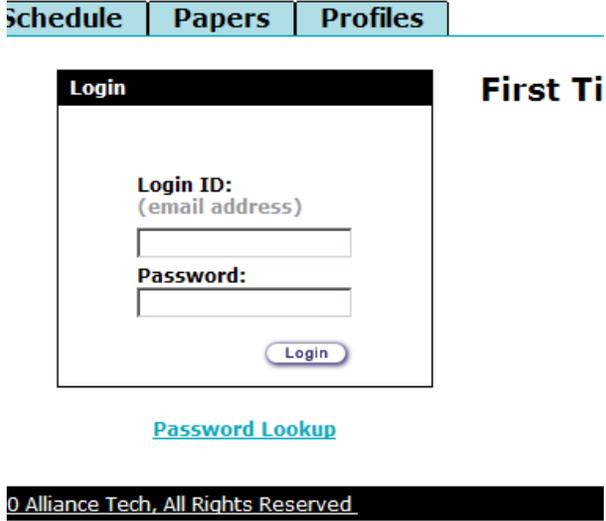
Section	Abbreviation
Applications Development	APP
Analytics and Statistics	ANL
Business Intelligence	BUI
Coders' Corner	COD
Data Presentation	DPR
Databases & Data Integration	DDI
Hands on Workshops	HOW
Posters	POS
SAS Essentials	ESS
Tutorials	TUT
Methodologies in Health Outcomes and Healthcare Research	HOR

- 2) Title matches what is in Content Manager (which should match what is on the Copyright form).
- 3) Authors match what is in Content Manager (which should be what is on the Copyright form).
- 4) Trademark sentence is on the paper (usually at the end of the paper). The preferred trademark citation taken from the Presentation Guidelines:  

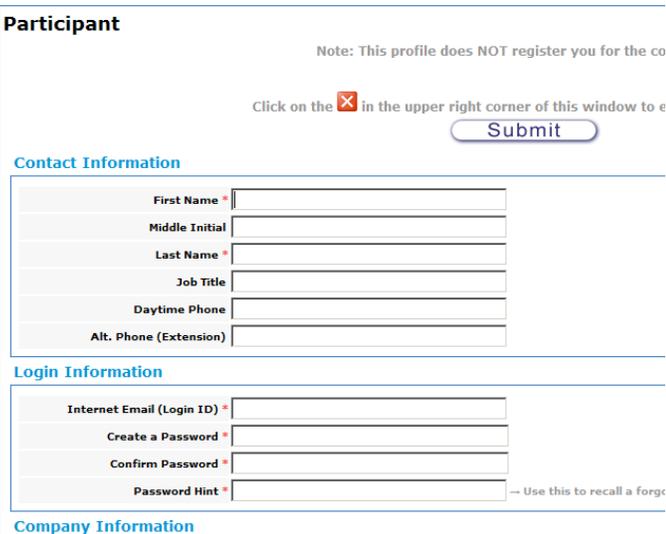
"SAS and all other SAS Institute Inc. product or service names are registered trademarks or trademarks of SAS Institute Inc. in the USA and other countries. ® indicates USA registration. Other brand and product names are registered trademarks or trademarks of their respective companies."
- 5) No password protect on PDF.
- 6) No internal bookmarks (makes navigation funky).
- 7) Look through pages to be sure graphics and text boxes don't go off the edge of the paper and that the format is generally acceptable.
- 8) Paper formatting is single spaced with one column per page. Page numbers should be at the center bottom of each page. Font should be easy to read. Check paper formatting against template that was provided by WUSS. Note that WUSS does not use assigned paper numbers in the file name or at the top of the page as they do for SAS Global Forum.  

Contributed papers should be no more than 10 single sided pages, and invited should be no more than 20 single sided pages (this includes all code, tables, graphics, etc...).
- 9) Work with each author until you feel the paper is completely final and a final version is uploaded into Content Manager.
- 10) Notify the APC when the papers for your section are reviewed and final.
- 11) See Downloading Papers for Review pages 20 - 21 for instructions on how to access papers and assigning final Attachment Status. **Paper review should be complete by 9/27.**

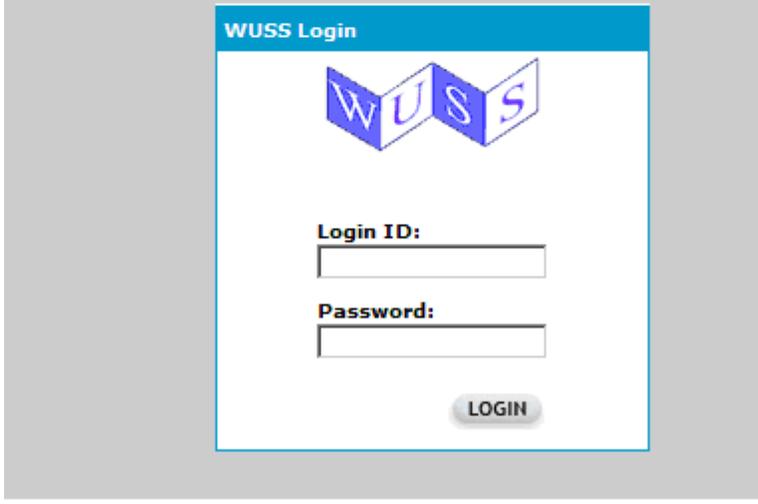
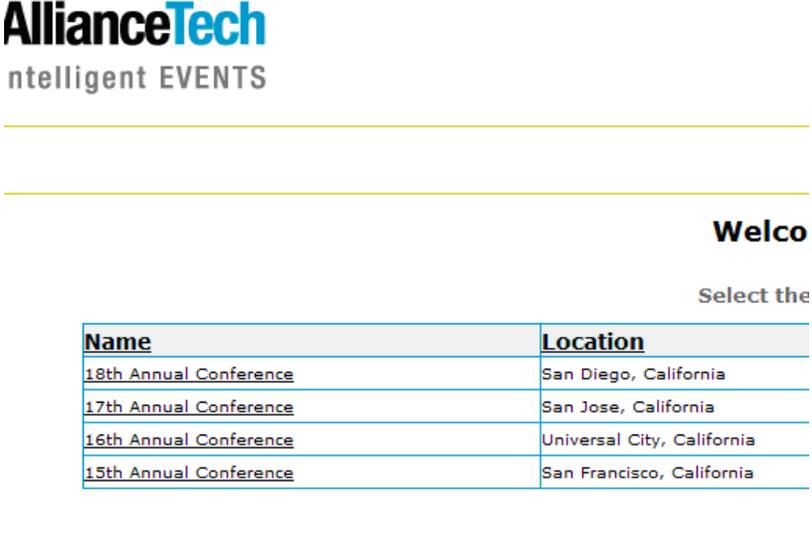
## Create/Manage Your Profile

Step (Create/Manage Your Profile)	Figure
<p>1. Go to <a href="http://c4p.wus2010.confnav.com">http://c4p.wus2010.confnav.com</a></p>	 <p> <a href="#">Welcome</a>   <a href="#">My Schedule</a>   <a href="#">Papers</a>   <a href="#">Profiles</a> </p> <p> <a href="#">Introduction</a>  <a href="#">Login</a>  <a href="#">Password Lookup</a>  <a href="#">Contact</a> </p> <h3>Call For Participation</h3> <p>WUSS 2010 depends on people like you. The conference is your gateway to becoming a part of WUSS 2010.</p> <p>From here, you can create and update profiles, handle all your account information conveniently.</p> <p><b>Already have a Login ID and Password?</b></p> <p><input type="button" value="Login"/> Use this selection if you already have a Login ID and Password.</p> <p><b>New to Call For Participation?</b></p> <p><input type="button" value="Setup Account"/> If you are using the Call For Participation:</p> <ol style="list-style-type: none"> <li>1. Click on the Setup Account button.</li> <li>2. Login using your Login ID and Password.</li> <li>3. You can then do the following:</li> </ol>
<p>2. Log on to the system:</p> <p><u>For existing users:</u> Click the Login button (see Figure 1). Login to your existing account using your email address and password. If you do not remember your password you can select the Password Lookup link and submit your email address. Your password will be emailed to you.</p> <p>Once you can access your profile update your information as necessary. Choose Submit to complete.</p>	 <p> <a href="#">Schedule</a>   <a href="#">Papers</a>   <a href="#">Profiles</a> </p> <h3>First Time Login</h3> <p><b>Login ID:</b> (email address)</p> <input type="text"/> <b>Password:</b> <input type="password"/> <input type="button" value="Login"/> <p><a href="#">Password Lookup</a></p> <p>© Alliance Tech, All Rights Reserved.</p>

**Create/Manage Your Profile (cont')**

Step (Create/Manage Your Profile)	Figure
<p>For new users: Click the Setup Account button (see Figure 1). Enter the information requested, at the minimum the * fields. Choose submit to complete the registration.</p>	
<p>3. Once your profile is complete email the WUSS APC and your access level will be changed to Editor. After this you will be able to access the AT Content Manager at: <a href="http://wuss.confnav.com">http://wuss.confnav.com</a></p>	

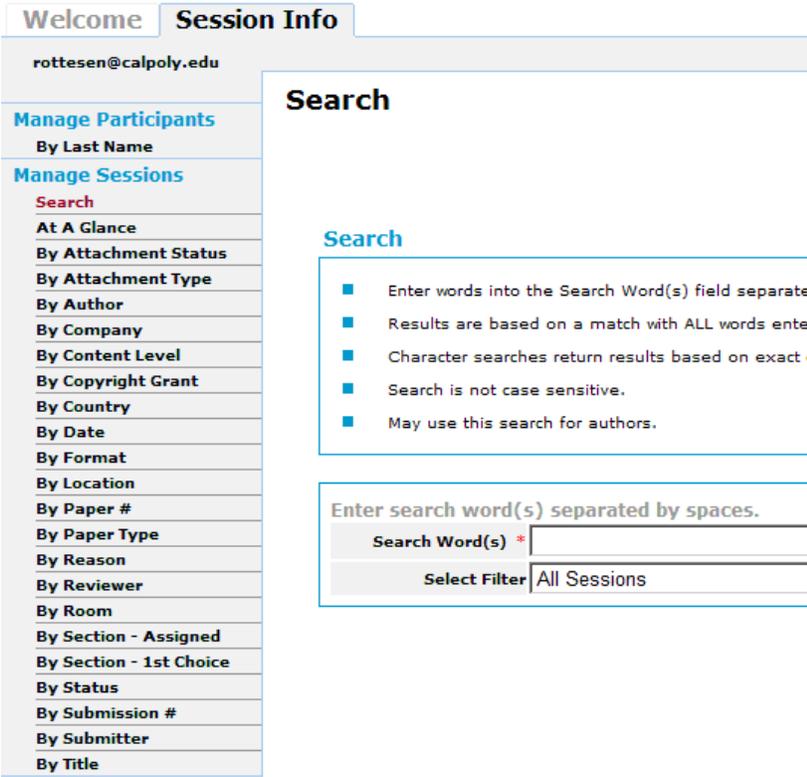
**Logging on to the Content Manager**

Step (Logging on to the Content Manager)	Figure										
<p>1. The AT Content Manager can be found at: <a href="http://wuss.confnav.com">http://wuss.confnav.com</a> Your login ID and password are the same as what your specified for your profile.</p>											
<p>2. Navigate your way to the 18<sup>th</sup> Annual Conference</p>	 <p><b>AllianceTech</b> ntelligent EVENTS</p> <p><b>Welco</b> Select the</p> <table border="1"> <thead> <tr> <th><u>Name</u></th> <th><u>Location</u></th> </tr> </thead> <tbody> <tr> <td><a href="#">18th Annual Conference</a></td> <td>San Diego, California</td> </tr> <tr> <td><a href="#">17th Annual Conference</a></td> <td>San Jose, California</td> </tr> <tr> <td><a href="#">16th Annual Conference</a></td> <td>Universal City, California</td> </tr> <tr> <td><a href="#">15th Annual Conference</a></td> <td>San Francisco, California</td> </tr> </tbody> </table>	<u>Name</u>	<u>Location</u>	<a href="#">18th Annual Conference</a>	San Diego, California	<a href="#">17th Annual Conference</a>	San Jose, California	<a href="#">16th Annual Conference</a>	Universal City, California	<a href="#">15th Annual Conference</a>	San Francisco, California
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## Browsing Abstract Submissions

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<p>1. Once logged on to the Content Manager. Click on the Session Info tab.</p>	 <p><b>AllianceTech</b> Intelligent EVENTS</p> <p>Welcome   <b>Session Info</b></p> <p>rottesen@calpoly.edu</p> <p><b>Content Manager</b></p> <p>Alliance Tech's <b>Content Manager</b> provides a seamless co related information a breeze, by providing a central local attendees as quickly and efficiently as possible.</p> <table border="1"> <thead> <tr> <th>Features</th> <th>Benefits</th> </tr> </thead> <tbody> <tr> <td>Call for Papers</td> <td>Conference speakers submit ; <b>Results:</b> Automated Call for P</td> </tr> <tr> <td>Session Information</td> <td>Add, modify, approve and car <b>Results:</b> Single database repr</td> </tr> <tr> <td>Exhibitor Information</td> <td>Manage exhibitor information <b>Results:</b> Single database repr</td> </tr> <tr> <td>Event Highlights</td> <td>Information about the confere <b>Results:</b> Single database repr</td> </tr> <tr> <td>Approve Content before posting to website</td> <td>Attendees have accurate and <b>Results:</b> More informed atten</td> </tr> <tr> <td>Push real-time</td> <td>Attendees always have the lat</td> </tr> </tbody> </table>	Features	Benefits	Call for Papers	Conference speakers submit ; <b>Results:</b> Automated Call for P	Session Information	Add, modify, approve and car <b>Results:</b> Single database repr	Exhibitor Information	Manage exhibitor information <b>Results:</b> Single database repr	Event Highlights	Information about the confere <b>Results:</b> Single database repr	Approve Content before posting to website	Attendees have accurate and <b>Results:</b> More informed atten	Push real-time	Attendees always have the lat
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<p>2. The manage Sessions menu to the left allows you many views of the abstract data. The most helpful views for planning your section are:</p> <p>By Author By Paper Type By Section – 1<sup>st</sup> Choice By Status → <b>By Submission #</b> By Submitter By Title</p> <p>The By Submission # is the recommended view.</p> <p>Note: Once abstracts have been accepted the At A Glance view can be used to see all papers.</p>	 <p>The screenshot shows a web interface with a 'Session Info' tab. On the left is a vertical menu with options: Manage Participants (By Last Name), Manage Sessions (Search, At A Glance, By Attachment Status, By Attachment Type, By Author, By Company, By Content Level, By Copyright Grant, By Country, By Date, By Format, By Location, By Paper #, By Paper Type, By Reason, By Reviewer, By Room, By Section - Assigned, By Section - 1st Choice, By Status, By Submission #, By Submitter, By Title). The 'Search' section contains instructions: 'Enter words into the Search Word(s) field separate', 'Results are based on a match with ALL words ente', 'Character searches return results based on exact', 'Search is not case sensitive.', and 'May use this search for authors.' Below this is a search input field with 'Search Word(s) *' and a 'Select Filter' dropdown set to 'All Sessions'.</p>																																																																								
<p>3. To view the abstracts for your section with authors in alpha order click on the By Submission # link (see Figure 2 above). Next click the Author(s) column heading, then click the Section 1<sup>st</sup> Choice column heading.</p> <p>Note: Clicking on these column headings allows you to change the default sorting into an order of your choice. Note that if you would like to sort with multiple fields <i>the column that you select last will be the primary sort key</i>. Clicking on the up/down arrow allows a sort by ascending or descending.</p>	<p><b>Papers</b> By Submission #</p> <table border="1" data-bbox="586 1167 1393 1566"> <thead> <tr> <th>#</th> <th><input type="checkbox"/></th> <th>Edit</th> <th>fast edit</th> <th>Sub #<sup>▲3</sup></th> <th>Title</th> <th>Author(s)<sup>▲2</sup></th> <th>Section 1st Choice<sup>▲1</sup></th> <th>2nd Ch</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a></td> <td><a href="#">fast edit</a></td> <td>2910</td> <td>You Might Be A SAS Nerd If ...</td> <td>Kirk P. Lafler</td> <td>Analytics &amp; Statistics</td> <td>Applicatio Developp</td> </tr> <tr> <td>2.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a></td> <td><a href="#">fast edit</a></td> <td>2909</td> <td>Analytical ETL</td> <td>Matthias Kehder</td> <td>Analytics &amp; Statistics</td> <td>Database: Integratio</td> </tr> <tr> <td>3.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a></td> <td><a href="#">fast edit</a></td> <td>2915</td> <td>Query Creation Wizards using SAS INTRNET</td> <td>Matthew Redelings</td> <td>Applications Development</td> <td>Business Intelligen</td> </tr> <tr> <td>4.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a></td> <td><a href="#">fast edit</a></td> <td>2916</td> <td>Point-and-Click Programming Using SAS@ Enterprise Guide@</td> <td>Mira Shapiro, Kirk P. Lafler</td> <td>Applications Development</td> <td>Data Pres</td> </tr> <tr> <td>5.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a></td> <td><a href="#">fast edit</a></td> <td>2907</td> <td>Simple Rules to Remember When Working with Indexes</td> <td>Kirk P. Lafler</td> <td>Coders' Corner</td> <td>Coders' C</td> </tr> <tr> <td>6.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a></td> <td><a href="#">fast edit</a></td> <td>2914</td> <td>Win with SAS@, JMP@, and Interest In-House Groups</td> <td>Charles E. Shipp, Kirk P. Lafler</td> <td>Coders' Corner</td> <td>Coders' C</td> </tr> <tr> <td>7.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a></td> <td><a href="#">fast edit</a></td> <td>2908</td> <td>Application of DICTIONARY Tables and SASHELP Views</td> <td>Kirk P. Lafler</td> <td>Databases &amp; Data Integration</td> <td>Database: Integratio</td> </tr> </tbody> </table>	#	<input type="checkbox"/>	Edit	fast edit	Sub # <sup>▲3</sup>	Title	Author(s) <sup>▲2</sup>	Section 1st Choice <sup>▲1</sup>	2nd Ch	1.	<input type="checkbox"/>	<a href="#">edit</a>	<a href="#">fast edit</a>	2910	You Might Be A SAS Nerd If ...	Kirk P. Lafler	Analytics & Statistics	Applicatio Developp	2.	<input type="checkbox"/>	<a href="#">edit</a>	<a href="#">fast edit</a>	2909	Analytical ETL	Matthias Kehder	Analytics & Statistics	Database: Integratio	3.	<input type="checkbox"/>	<a href="#">edit</a>	<a href="#">fast edit</a>	2915	Query Creation Wizards using SAS INTRNET	Matthew Redelings	Applications Development	Business Intelligen	4.	<input type="checkbox"/>	<a href="#">edit</a>	<a href="#">fast edit</a>	2916	Point-and-Click Programming Using SAS@ Enterprise Guide@	Mira Shapiro, Kirk P. Lafler	Applications Development	Data Pres	5.	<input type="checkbox"/>	<a href="#">edit</a>	<a href="#">fast edit</a>	2907	Simple Rules to Remember When Working with Indexes	Kirk P. Lafler	Coders' Corner	Coders' C	6.	<input type="checkbox"/>	<a href="#">edit</a>	<a href="#">fast edit</a>	2914	Win with SAS@, JMP@, and Interest In-House Groups	Charles E. Shipp, Kirk P. Lafler	Coders' Corner	Coders' C	7.	<input type="checkbox"/>	<a href="#">edit</a>	<a href="#">fast edit</a>	2908	Application of DICTIONARY Tables and SASHELP Views	Kirk P. Lafler	Databases & Data Integration	Database: Integratio
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## Editing Abstract/Paper Status Information

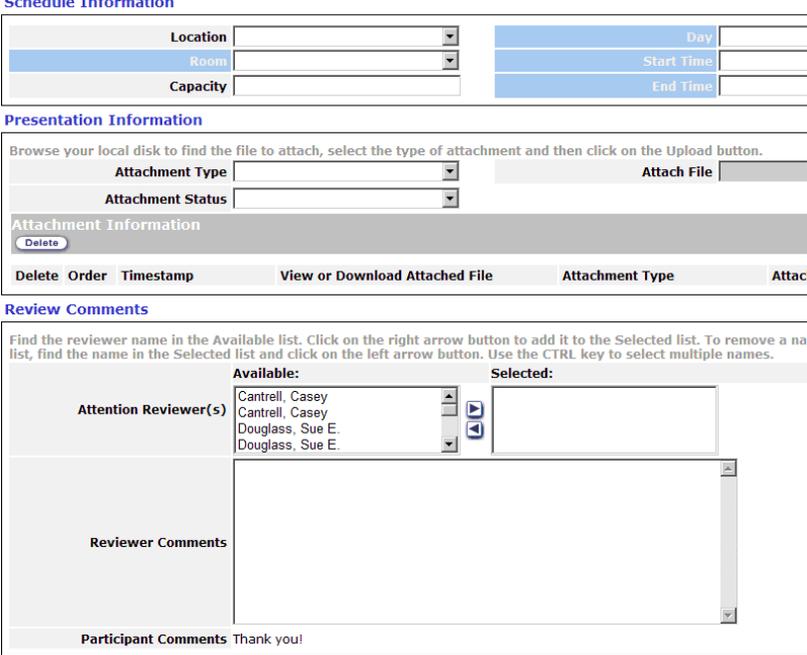
**NOTE: Please do NOT delete any data or make edits that you are unsure of. This data is REAL time and changes cannot be reversed once saved.**

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<p>1. Locate the abstract of interest using the browsing methods described previously in Browsing Abstract Submissions pages 8 - 9. Click the edit link on the left side of the desired abstract submission.</p>	<p><b>Papers</b> By Submission #</p> <table border="1"> <thead> <tr> <th colspan="2"></th> <th>Add Paper</th> <th>Update Selected</th> <th>Check All</th> <th>Clear All</th> <th colspan="3"></th> </tr> <tr> <th>#</th> <th><input type="checkbox"/></th> <th>Edit</th> <th>Sub #</th> <th>Title</th> <th>Author(s)</th> <th>Section</th> <th>1st Choice</th> <th>2nd Ch</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a> <a href="#">fast edit</a></td> <td>2910</td> <td><a href="#">You Might Be A SAS Nerd If . . .</a></td> <td><a href="#">Kirk P. Lafler</a></td> <td></td> <td>Analytics &amp; Statistics</td> <td>Application Development</td> </tr> <tr> <td>2.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a> <a href="#">fast edit</a></td> <td>2909</td> <td><a href="#">Analytical ETL</a></td> <td><a href="#">Matthias Kehder</a></td> <td></td> <td>Analytics &amp; Statistics</td> <td>Database Integration</td> </tr> <tr> <td>3.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a> <a href="#">fast edit</a></td> <td>2915</td> <td><a href="#">Query Creation Wizards using SAS INTRNET</a></td> <td><a href="#">Matthew Redelings</a></td> <td></td> <td>Applications Development</td> <td>Business Intelligence</td> </tr> <tr> <td>4.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a> <a href="#">fast edit</a></td> <td>2916</td> <td><a href="#">Point-and-Click Programming Using SAS® Enterprise Guide®</a></td> <td><a href="#">Mira Shapiro, Kirk P. Lafler</a></td> <td></td> <td>Applications Development</td> <td>Data Presentation</td> </tr> <tr> <td>5.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a> <a href="#">fast edit</a></td> <td>2907</td> <td><a href="#">Simple Rules to Remember When Working with Indexes</a></td> <td><a href="#">Kirk P. Lafler</a></td> <td></td> <td>Coders' Corner</td> <td>Coders' Corner</td> </tr> <tr> <td>6.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a> <a href="#">fast edit</a></td> <td>2914</td> <td><a href="#">Win with SAS®, JMP®, and Interest In-House Groups</a></td> <td><a href="#">Charles E. Shipp, Kirk P. Lafler</a></td> <td></td> <td>Coders' Corner</td> <td>Coders' Corner</td> </tr> <tr> <td>7.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a> <a href="#">fast edit</a></td> <td>2908</td> <td><a href="#">Application of DICTIONARY Tables and SASHELP Views</a></td> <td><a href="#">Kirk P. Lafler</a></td> <td></td> <td>Databases &amp; Data Integration</td> <td>Database Integration</td> </tr> </tbody> </table>			Add Paper	Update Selected	Check All	Clear All				#	<input type="checkbox"/>	Edit	Sub #	Title	Author(s)	Section	1st Choice	2nd Ch	1.	<input type="checkbox"/>	<a href="#">edit</a> <a href="#">fast edit</a>	2910	<a href="#">You Might Be A SAS Nerd If . . .</a>	<a href="#">Kirk P. Lafler</a>		Analytics & Statistics	Application Development	2.	<input type="checkbox"/>	<a href="#">edit</a> <a href="#">fast edit</a>	2909	<a href="#">Analytical ETL</a>	<a href="#">Matthias Kehder</a>		Analytics & Statistics	Database Integration	3.	<input type="checkbox"/>	<a href="#">edit</a> <a href="#">fast edit</a>	2915	<a href="#">Query Creation Wizards using SAS INTRNET</a>	<a href="#">Matthew Redelings</a>		Applications Development	Business Intelligence	4.	<input type="checkbox"/>	<a href="#">edit</a> <a href="#">fast edit</a>	2916	<a href="#">Point-and-Click Programming Using SAS® Enterprise Guide®</a>	<a href="#">Mira Shapiro, Kirk P. Lafler</a>		Applications Development	Data Presentation	5.	<input type="checkbox"/>	<a href="#">edit</a> <a href="#">fast edit</a>	2907	<a href="#">Simple Rules to Remember When Working with Indexes</a>	<a href="#">Kirk P. Lafler</a>		Coders' Corner	Coders' Corner	6.	<input type="checkbox"/>	<a href="#">edit</a> <a href="#">fast edit</a>	2914	<a href="#">Win with SAS®, JMP®, and Interest In-House Groups</a>	<a href="#">Charles E. Shipp, Kirk P. Lafler</a>		Coders' Corner	Coders' Corner	7.	<input type="checkbox"/>	<a href="#">edit</a> <a href="#">fast edit</a>	2908	<a href="#">Application of DICTIONARY Tables and SASHELP Views</a>	<a href="#">Kirk P. Lafler</a>		Databases & Data Integration	Database Integration
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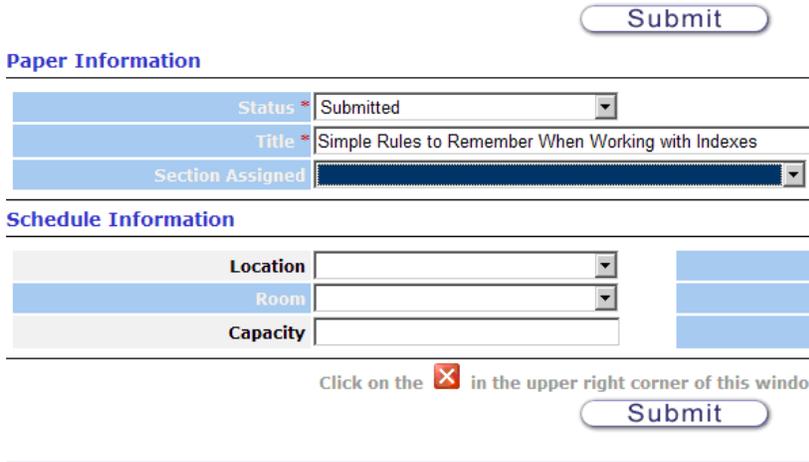
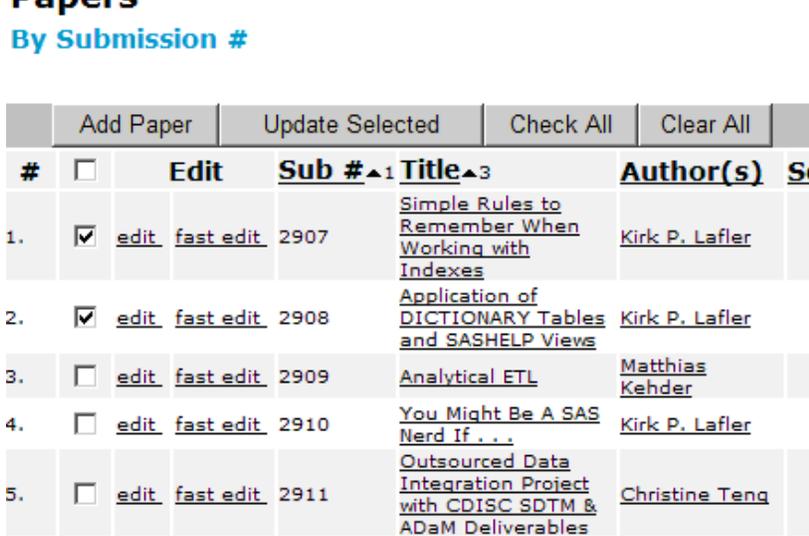
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<p>2. The information for the selected abstract will display. Fields that SCs are responsible for managing are described in this section</p> <p>The Paper Information fields that SCs are responsible for include:</p> <p><b>Status:</b> This is where you will assign '1<sup>st</sup> Choice Released', '2<sup>nd</sup> Choice Released', or 'Accepted'. The other options are for special circumstances and will be handled by the APC. See <i>Process for Abstract Selection and due dates on page 3</i></p> <p><b>Copyright Grant:</b> This will be set to 'In' once the author has turned in copyright grant. See <i>Checking Copyright Submission page 19</i>.</p> <p><b>Section Assigned:</b> This is set to your section if you are accepting the abstract.</p>	<p><b>Paper Information</b></p> <p>Status: Submitted</p> <p>Reason for Status: [Dropdown]</p> <p>Copyright Grant: [Dropdown]</p> <p>Submission Number: 2907</p> <p>Paper Number: TBD</p> <p>Date Submitted: Mon Apr 26 03:10:30 PDT 2010</p> <p>Submitted By: Lafler, Kirk P.</p> <p>Paper Type: Contributed Paper</p> <p>Find the author name in the Available list. Click on the right arrow button to add it to the Selected list. To re-find the name in the Selected list and click on the left arrow button. Use the CTRL key to select multiple names and reorder Selected authors. An email will automatically get sent to authors added to the Selected list after clicking on the right arrow button.</p> <table border="1"> <thead> <tr> <th>Available:</th> <th>Selected:</th> </tr> </thead> <tbody> <tr> <td>Adams, Sara</td> <td>Lafler, Kirk P.</td> </tr> <tr> <td>Adams, Sara R.</td> <td></td> </tr> <tr> <td>Adler, Joel</td> <td></td> </tr> <tr> <td>Aliminetti, Kavitha</td> <td></td> </tr> </tbody> </table> <p>Indicate who will be presenting.</p> <p>Presenter: Lafler, Kirk P.</p> <p>Section 1st Choice: Coders' Corner</p> <p>Section 2nd Choice: Coders' Corner</p> <p>Willing to present paper in the Posters section?: Yes</p> <p>Section Assigned: [Dropdown]</p> <p>Enter the title of the paper that will display in the conference materials. Limit to 25 words.</p>	Available:	Selected:	Adams, Sara	Lafler, Kirk P.	Adams, Sara R.		Adler, Joel		Aliminetti, Kavitha											
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<p>3. If for some reason you are required to edit paper titles and/or abstracts you can also do this in this view. However this would probably be a special circumstance after the abstract submission deadline has passed. Until then we should encourage the authors to make these edits themselves.</p>	<p>Enter the title of the paper that will display in the conference materials. Limit to 25 words.</p> <p>Title: Simple Rules to Remember When Working with Indexes</p> <p>Enter the description of the paper that will appear in the conference materials. Enter between 50 and 250 words.</p> <p>Abstract: SAS users are always interested in learning techniques related to improving data access. One way of improving information retrieval is by defining an index consisting of one or more columns that are used to uniquely identify each row within a table. Functioning as a SAS object, an index can be defined as numeric, character, or a combination of both. This presentation emphasizes the rules associated with creating and using indexes to make information retrieval more efficient.</p> <p>Select any operating systems that your presentation is limited to. Click on the right arrow button to add it to the Selected list, find the operating system in the Selected list and click on the left arrow button to select multiple operating systems.</p> <table border="1"> <thead> <tr> <th>Available:</th> <th>Selected:</th> </tr> </thead> <tbody> <tr> <td>AIX</td> <td>ALL Operating Systems</td> </tr> <tr> <td>ALL Operating Systems</td> <td></td> </tr> <tr> <td>CMS</td> <td></td> </tr> <tr> <td>Compaq Tru64 UNIX</td> <td></td> </tr> </tbody> </table> <p>Select all SAS products included in your presentation. Click on the right arrow button to add it to the Selected list, find the product in the Selected list and click on the left arrow button. Use the CTRL key to select multiple products.</p> <table border="1"> <thead> <tr> <th>Available:</th> <th>Selected:</th> </tr> </thead> <tbody> <tr> <td>Activity-Based Management</td> <td>Base SAS</td> </tr> <tr> <td>Add-in for Microsoft Office</td> <td></td> </tr> <tr> <td>All</td> <td></td> </tr> <tr> <td>Analytic Intelligence</td> <td></td> </tr> </tbody> </table> <p>Format: [Dropdown]</p> <p>Skill Level of Intended Audience: Intermediate</p>	Available:	Selected:	AIX	ALL Operating Systems	ALL Operating Systems		CMS		Compaq Tru64 UNIX		Available:	Selected:	Activity-Based Management	Base SAS	Add-in for Microsoft Office		All		Analytic Intelligence	
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<p>4. The presentation Information fields will contain the draft/final paper information, submitted copyright form (*new* this year), and draft/final presentation. You will be able to use this section to download any of these documents for your review. See the Uploading Files as a SC pages 17 - 18</p> <p>5. The Reviewer Comments section can be used to communicate comments with the author. Please add comments to authors if assigning a status other than 'Accepted' to let them know the reason for the decision.</p> <p>6. Clicking the Submit button at the top/bottom of the screen will save your changes. Above the submit button there will be a message for how to go back without saving your changes.</p> <p><b>Note that scheduling information will be handled by the APC. However SCs are encouraged to send the APC a suggested schedule for their section.</b></p>	 <p><b>Schedule Information</b></p> <p>Location <input type="text"/> Day <input type="text"/></p> <p>Room <input type="text"/> Start Time <input type="text"/></p> <p>Capacity <input type="text"/> End Time <input type="text"/></p> <p><b>Presentation Information</b></p> <p>Browse your local disk to find the file to attach, select the type of attachment and then click on the Upload button.</p> <p>Attachment Type <input type="text"/> Attach File <input type="button" value="Upload"/></p> <p>Attachment Status <input type="text"/></p> <p><b>Attachment Information</b></p> <p><input type="button" value="Delete"/></p> <table border="1"> <thead> <tr> <th>Delete</th> <th>Order</th> <th>Timestamp</th> <th>View or Download Attached File</th> <th>Attachment Type</th> <th>Attachment Name</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Review Comments</b></p> <p>Find the reviewer name in the Available list. Click on the right arrow button to add it to the Selected list. To remove a name from the Selected list, find the name in the Selected list and click on the left arrow button. Use the CTRL key to select multiple names.</p> <p>Available: Cantrell, Casey Cantrell, Casey Douglass, Sue E. Douglass, Sue E.</p> <p>Selected:</p> <p>Attention Reviewer(s)</p> <p>Reviewer Comments</p> <p>Participant Comments Thank you!</p> <p>Click on the  in the upper right corner of this window to exit without saving.</p> <p><input type="button" value="Submit"/></p>	Delete	Order	Timestamp	View or Download Attached File	Attachment Type	Attachment Name						
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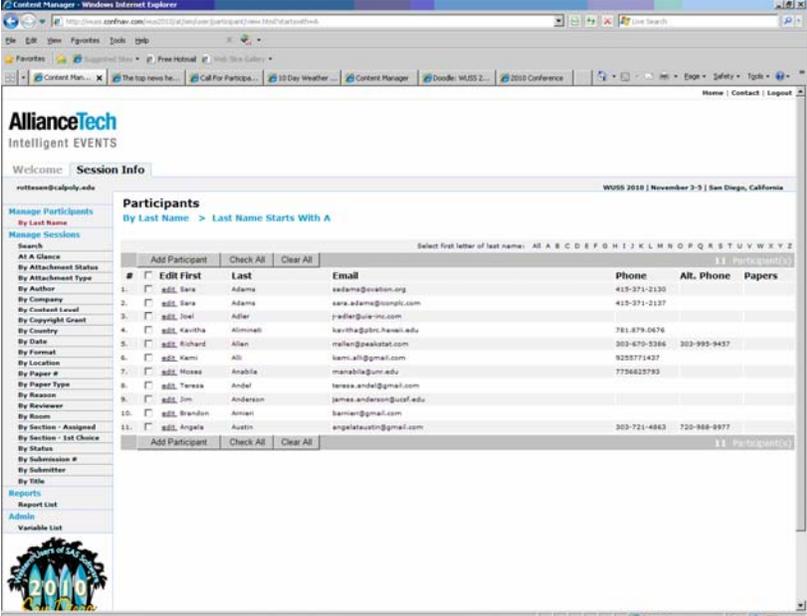
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<p>7. You can also select fast edit rather than edit (see Figure 1). The difference being that a limited selection of fields for the Paper Information and Schedule Information will display. <b>Please do not edit the scheduling information.</b></p>	 <p>The screenshot shows a web interface for editing paper information. At the top right is a 'Submit' button. Below it is the 'Paper Information' section with three fields: 'Status' (Submitted), 'Title' (Simple Rules to Remember When Working with Indexes), and 'Section Assigned'. Below that is the 'Schedule Information' section with three fields: 'Location', 'Room', and 'Capacity'. At the bottom right, there is a note: 'Click on the  in the upper right corner of this window' and another 'Submit' button.</p>																														
<p>8. You can also edit multiple abstracts at the same time. Choose the abstracts that you would like to edit by checking their boxes. Then click the Update Selected button.</p> <p>This is useful when you need to change a field to the same value for many abstracts. For example changing several abstracts to 'Accepted' for your section.</p>	 <p>The screenshot shows a table titled 'Papers By Submission #'. Above the table are buttons for 'Add Paper', 'Update Selected', 'Check All', and 'Clear All'. The table has columns: '#', 'Edit', 'Sub #', 'Title', and 'Author(s)'. There are five rows of data, each with a checkbox in the 'Edit' column.</p> <table border="1" data-bbox="581 1016 1390 1451"> <thead> <tr> <th>#</th> <th>Edit</th> <th>Sub #</th> <th>Title</th> <th>Author(s)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td><input checked="" type="checkbox"/></td> <td>2907</td> <td>Simple Rules to Remember When Working with Indexes</td> <td>Kirk P. Lafler</td> </tr> <tr> <td>2.</td> <td><input checked="" type="checkbox"/></td> <td>2908</td> <td>Application of DICTIONARY Tables and SASHELP Views</td> <td>Kirk P. Lafler</td> </tr> <tr> <td>3.</td> <td><input type="checkbox"/></td> <td>2909</td> <td>Analytical ETL</td> <td>Matthias Kehder</td> </tr> <tr> <td>4.</td> <td><input type="checkbox"/></td> <td>2910</td> <td>You Might Be A SAS Nerd If . . .</td> <td>Kirk P. Lafler</td> </tr> <tr> <td>5.</td> <td><input type="checkbox"/></td> <td>2911</td> <td>Outsourced Data Integration Project with CDISC SDTM &amp; ADaM Deliverables</td> <td>Christine Teng</td> </tr> </tbody> </table>	#	Edit	Sub #	Title	Author(s)	1.	<input checked="" type="checkbox"/>	2907	Simple Rules to Remember When Working with Indexes	Kirk P. Lafler	2.	<input checked="" type="checkbox"/>	2908	Application of DICTIONARY Tables and SASHELP Views	Kirk P. Lafler	3.	<input type="checkbox"/>	2909	Analytical ETL	Matthias Kehder	4.	<input type="checkbox"/>	2910	You Might Be A SAS Nerd If . . .	Kirk P. Lafler	5.	<input type="checkbox"/>	2911	Outsourced Data Integration Project with CDISC SDTM & ADaM Deliverables	Christine Teng
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## Adding Abstracts

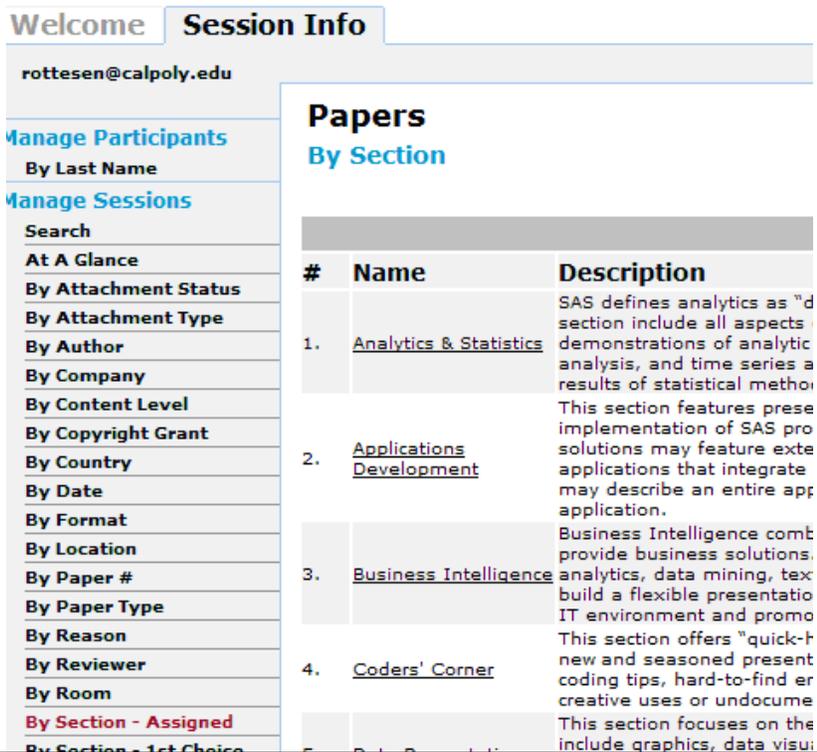
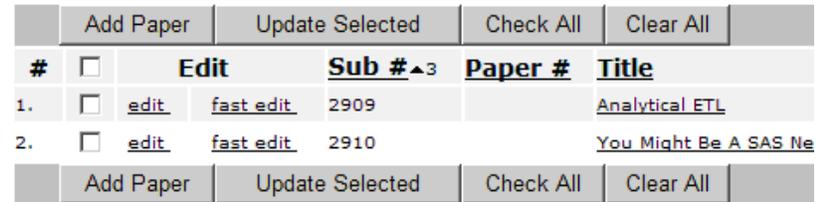
**NOTE: This is a special circumstance situation typically for approved late submissions, and should be verified through APC before proceeding.**

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<p>1. To add an abstract the author needs to have a profile in the system. You can guide them how to create one in Create/Manage your Profile pages 5 - 6. Or you can create one for them by selecting Manage Participants By Last Name found on the top left side of the menu. Click on the Add Participant button and fill out the form.</p>																																																																									
<p>2. To add the abstract click on By Submission # link from the menu, and then choose the Add Paper button.</p>	<p><b>Papers</b> By Submission #</p> <table border="1" data-bbox="586 1129 1393 1522"> <thead> <tr> <th>#</th> <th><input type="checkbox"/></th> <th>Edit</th> <th>Sub #</th> <th>Title</th> <th>Author(s)</th> <th>Section</th> <th>1st Choice</th> <th>2nd Ch</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a></td> <td><a href="#">fast edit</a></td> <td>2910</td> <td>You Might Be A SAS Nerd If ...</td> <td>Kirk P. Lafler</td> <td>Analytics &amp; Statistics</td> <td>Applicatio Developm Database Integratio</td> </tr> <tr> <td>2.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a></td> <td><a href="#">fast edit</a></td> <td>2909</td> <td>Analytical ETL</td> <td>Matthias Kehder</td> <td>Analytics &amp; Statistics</td> <td>Integratio</td> </tr> <tr> <td>3.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a></td> <td><a href="#">fast edit</a></td> <td>2915</td> <td>Query Creation Wizards using SAS INTRNET</td> <td>Matthew Redelings</td> <td>Applications Development</td> <td>Business Intelligen</td> </tr> <tr> <td>4.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a></td> <td><a href="#">fast edit</a></td> <td>2916</td> <td>Point-and-Click Programming Using SAS® Enterprise Guide®</td> <td>Mira Shapiro, Kirk P. Lafler</td> <td>Applications Development</td> <td>Data Pres</td> </tr> <tr> <td>5.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a></td> <td><a href="#">fast edit</a></td> <td>2907</td> <td>Simple Rules to Remember When Working with Indexes</td> <td>Kirk P. Lafler</td> <td>Coders' Corner</td> <td>Coders' C</td> </tr> <tr> <td>6.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a></td> <td><a href="#">fast edit</a></td> <td>2914</td> <td>Win with SAS®, JMP®, and Interest In-House Groups</td> <td>Charles E. Shipp, Kirk P. Lafler</td> <td>Coders' Corner</td> <td>Coders' C</td> </tr> <tr> <td>7.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a></td> <td><a href="#">fast edit</a></td> <td>2908</td> <td>Application of DICTIONARY Tables and SASHELP Views</td> <td>Kirk P. Lafler</td> <td>Databases &amp; Data Integration</td> <td>Database Integratio</td> </tr> </tbody> </table>	#	<input type="checkbox"/>	Edit	Sub #	Title	Author(s)	Section	1st Choice	2nd Ch	1.	<input type="checkbox"/>	<a href="#">edit</a>	<a href="#">fast edit</a>	2910	You Might Be A SAS Nerd If ...	Kirk P. Lafler	Analytics & Statistics	Applicatio Developm Database Integratio	2.	<input type="checkbox"/>	<a href="#">edit</a>	<a href="#">fast edit</a>	2909	Analytical ETL	Matthias Kehder	Analytics & Statistics	Integratio	3.	<input type="checkbox"/>	<a href="#">edit</a>	<a href="#">fast edit</a>	2915	Query Creation Wizards using SAS INTRNET	Matthew Redelings	Applications Development	Business Intelligen	4.	<input type="checkbox"/>	<a href="#">edit</a>	<a href="#">fast edit</a>	2916	Point-and-Click Programming Using SAS® Enterprise Guide®	Mira Shapiro, Kirk P. Lafler	Applications Development	Data Pres	5.	<input type="checkbox"/>	<a href="#">edit</a>	<a href="#">fast edit</a>	2907	Simple Rules to Remember When Working with Indexes	Kirk P. Lafler	Coders' Corner	Coders' C	6.	<input type="checkbox"/>	<a href="#">edit</a>	<a href="#">fast edit</a>	2914	Win with SAS®, JMP®, and Interest In-House Groups	Charles E. Shipp, Kirk P. Lafler	Coders' Corner	Coders' C	7.	<input type="checkbox"/>	<a href="#">edit</a>	<a href="#">fast edit</a>	2908	Application of DICTIONARY Tables and SASHELP Views	Kirk P. Lafler	Databases & Data Integration	Database Integratio
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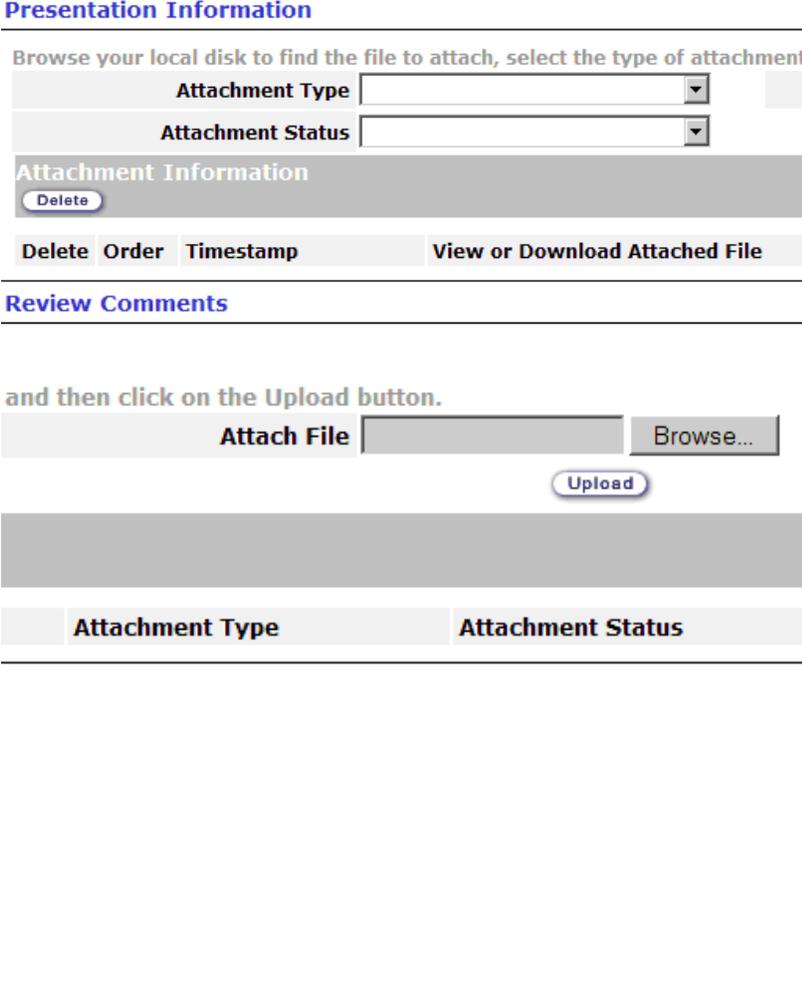
### Adding Abstracts (cont')

Step (Adding Abstracts)	Figure																																		
<p>3. Complete the form but <b>please do not enter scheduling information</b>. Choose submit when you are finished to save your changes.</p> <p>4. Once the abstract has been entered please notify the APC that scheduling information needs to be completed.</p> <p>5. The new submission should be added to the By Submission # view at the end of the listing.</p>	<div style="text-align: right; margin-bottom: 10px;"> <input type="button" value="Submit"/> </div> <p><b>Paper Information</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Status *</b></td> <td>Submitted</td> </tr> <tr> <td><b>Reason for Status</b></td> <td></td> </tr> <tr> <td><b>Copyright Grant</b></td> <td></td> </tr> <tr> <td><b>Submission Number</b></td> <td>TBD</td> </tr> <tr> <td><b>Paper Number</b></td> <td>TBD</td> </tr> <tr> <td><b>Date Submitted</b></td> <td>Thu May 6 14:49:44 PDT 2010</td> </tr> <tr> <td><b>Submitted By</b></td> <td></td> </tr> <tr> <td><b>Paper Type</b></td> <td></td> </tr> </table> <p style="font-size: small; color: red;">Find the author name in the Available list. Click on the right arrow button to add it to the Selected list. Find the name in the Selected list and click on the left arrow button. Use the CTRL key to select multiple authors. An email will automatically get sent to authors added to the Selected list.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%;">Available:</th> <th style="width: 35%;">Selected:</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"><b>Author(s)</b></td> <td>                     Adams, Sara                      Adams, Sara R.                      Adler, Joel                      Alimineti, Kavitha                 </td> <td></td> </tr> </tbody> </table> <p>Indicate who will be presenting.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><b>Presenter</b></td> <td></td> </tr> <tr> <td><b>Section 1st Choice</b></td> <td></td> </tr> <tr> <td><b>Section 2nd Choice</b></td> <td></td> </tr> <tr> <td><b>Willing to present paper in the Posters section?</b></td> <td></td> </tr> <tr> <td><b>Section Assigned</b></td> <td></td> </tr> </table> <p style="font-size: small; color: blue;">Enter the title of the paper that will display in the conference materials. Limit to 25 words.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><b>Title *</b></td> <td></td> </tr> </table>	<b>Status *</b>	Submitted	<b>Reason for Status</b>		<b>Copyright Grant</b>		<b>Submission Number</b>	TBD	<b>Paper Number</b>	TBD	<b>Date Submitted</b>	Thu May 6 14:49:44 PDT 2010	<b>Submitted By</b>		<b>Paper Type</b>			Available:	Selected:	<b>Author(s)</b>	Adams, Sara Adams, Sara R. Adler, Joel Alimineti, Kavitha		<b>Presenter</b>		<b>Section 1st Choice</b>		<b>Section 2nd Choice</b>		<b>Willing to present paper in the Posters section?</b>		<b>Section Assigned</b>		<b>Title *</b>	
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## Uploading Files as a SC

Step (Uploading Files as a SC)	Figure
<p>1. Go to the By Section – Assigned link from the menu. Choose your section.</p>	 <p>The screenshot shows a web interface with a sidebar on the left containing various filter options. The 'By Section - Assigned' option is highlighted in red. The main area displays a table of papers under the heading 'Papers By Section'. The table has three columns: '#', 'Name', and 'Description'. The first row shows paper #1, 'Analytics &amp; Statistics', with a description about SAS analytics. Other papers listed include 'Applications Development', 'Business Intelligence', and 'Coders' Corner'.</p>
<p>2. Choose edit for the paper that you wish to upload files for.</p>	 <p>This screenshot shows a more detailed view of the 'Analytics &amp; Statistics' section. At the top, there are buttons for 'Add Paper', 'Update Selected', 'Check All', and 'Clear All'. Below is a table with columns: '#', 'Edit', 'Sub #', 'Paper #', and 'Title'. The first row shows paper #1, 'Analytical ETL', with a 'fast edit' link. The second row shows paper #2, 'You Might Be A SAS Ne', with an 'edit' link. At the bottom, there are more buttons for 'Add Paper', 'Update Selected', 'Check All', and 'Clear All'.</p>

## Uploading Files as a SC (cont')

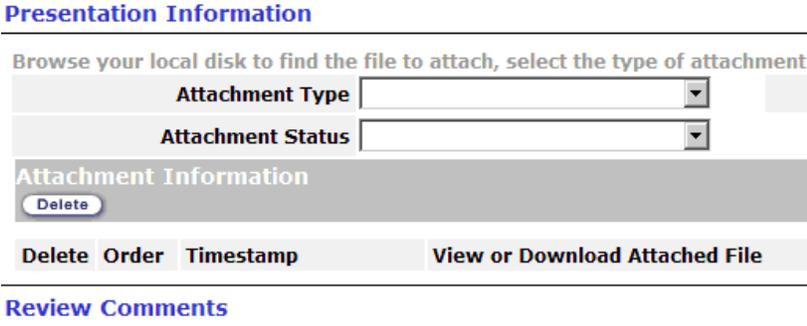
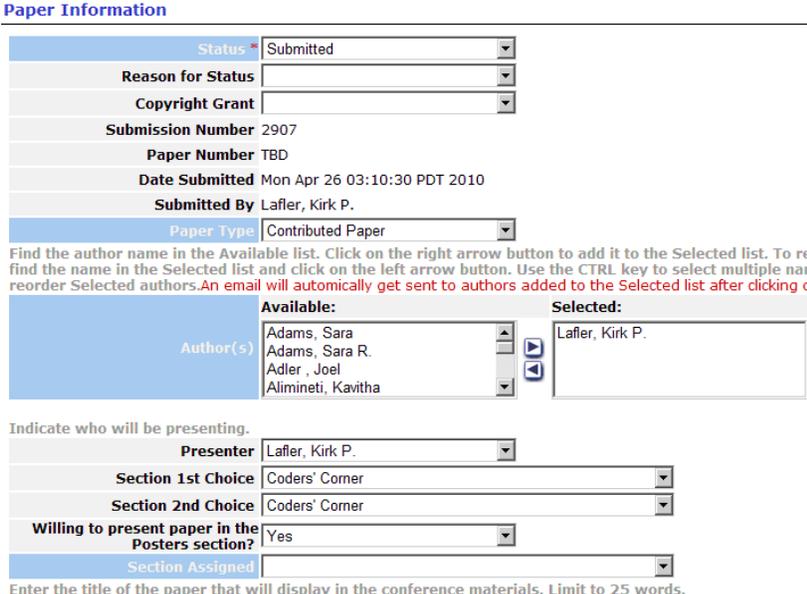
Step (Uploading Files as a SC)	Figure
<p>3. Scroll down to the Presentation Information fields.</p> <p>Select the attachment type: Copyright form, HOW files ZIP, Paper PDF, Paper Word DOC, or Presentation PPT</p> <p>Select the attachment status type: Draft Currently Editing, Draft for Review, Final, Final for Publication, Old</p> <p>On the right side you can find the browse and attach fields. <b>Be sure that the file has uploaded (it should appear in the Attachment Type List) before clicking submit.</b></p> <p>4. To delete a file you can use the delete button once the file to remove has been checked.</p>	 <p>The screenshot shows a web interface for uploading files. At the top, there is a section titled "Presentation Information" with a heading "Browse your local disk to find the file to attach, select the type of attachment". Below this are two dropdown menus: "Attachment Type" and "Attachment Status". Underneath is a grey bar labeled "Attachment Information" containing a "Delete" button. Below that is a table with columns "Delete", "Order", "Timestamp", and "View or Download Attached File". A section titled "Review Comments" follows. Below this is the instruction "and then click on the Upload button." followed by an "Attach File" input field with a "Browse..." button and an "Upload" button. At the bottom, there is a table with columns "Attachment Type" and "Attachment Status".</p>

## Uploading Files as an Author

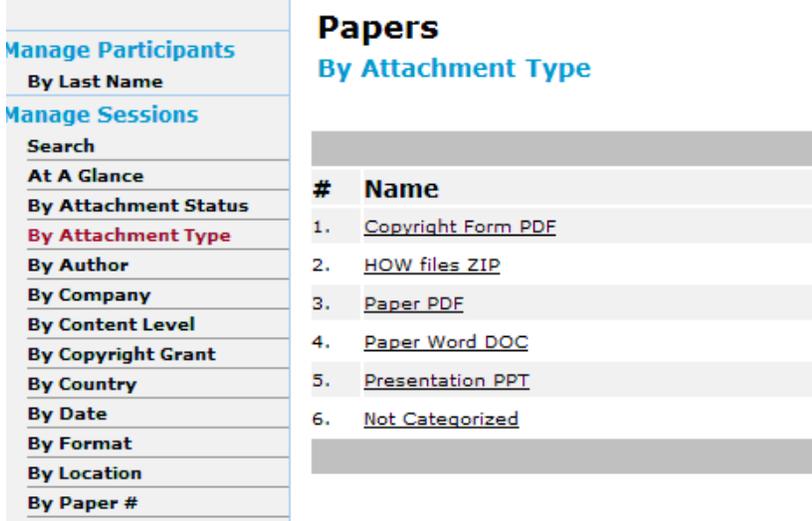
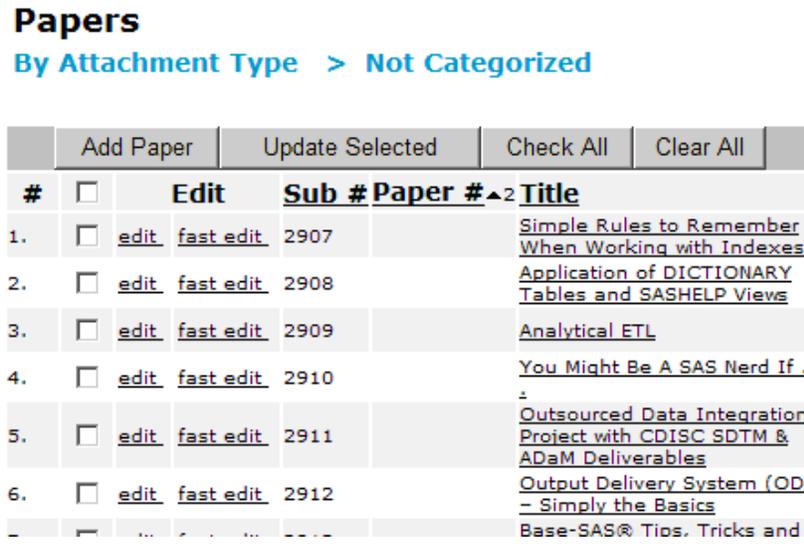
The instructions for uploading files for authors are similar to the above, however they will do this using the conference navigator site. **Authors must upload their copyright forms (PDF) by 8/16 and final paper (PDF) by 9/7. Additionally authors should upload their final presentation (PPT) no later than 11/1 so that you can download this to your section laptop.** You may also wish to use this system to have authors upload drafts of their paper and/or presentation for your review. This is not required of authors but could be suggested as a way for you to assist them through the process.

**(HOW only) HOW authors should upload their instructional files in a ZIP to this site by 9/10 so that the section chairs can forward them to SAS to be loaded on the HOW machines.**

## Checking Copyright Submission

Step (Checking Copyright Submission)	Figure
<p>1. <b><u>Authors must upload their copyright PDF by 8/16.</u></b> After this date you can download and view the PDF from the Attachment Information section.</p> <p>2. View the copyright form and be sure that it is complete. Verify that: 1) the Title and Authors are correct; 2) Part A Author signatures are complete; and 3) Either part B or C are complete, as appropriate.</p> <p>Note: If multiple authors, they can sign on the same form or multiple forms which would mean multiple uploaded copyright forms.</p>	 <p><b>Presentation Information</b></p> <p>Browse your local disk to find the file to attach, select the type of attachment</p> <p>Attachment Type <input type="text"/></p> <p>Attachment Status <input type="text"/></p> <p>Attachment Information</p> <p>Delete</p> <p>Delete Order Timestamp View or Download Attached File</p> <p><b>Review Comments</b></p>
<p>3. Once you have verified that the copyright form is complete you should change the Attachment Status to 'Final' (see figure 1 above) and the Copyright Grant field to 'In'. <b><u>Verify with APC that all your papers have completed copyrights by 8/30.</u></b></p> <p>Note: The APC will take care of SAS presenter copyright forms.</p>	 <p><b>Paper Information</b></p> <p>Status Submitted</p> <p>Reason for Status</p> <p>Copyright Grant</p> <p>Submission Number 2907</p> <p>Paper Number TBD</p> <p>Date Submitted Mon Apr 26 03:10:30 PDT 2010</p> <p>Submitted By Lafler, Kirk P.</p> <p>Paper Type Contributed Paper</p> <p>Find the author name in the Available list. Click on the right arrow button to add it to the Selected list. To re-find the name in the Selected list and click on the left arrow button. Use the CTRL key to select multiple names and reorder Selected authors. An email will automatically get sent to authors added to the Selected list after clicking on the right arrow button.</p> <p>Author(s) Available: Adams, Sara; Adams, Sara R.; Adler, Joel; Aliminetti, Kavitha Selected: Lafler, Kirk P.</p> <p>Indicate who will be presenting.</p> <p>Presenter Lafler, Kirk P.</p> <p>Section 1st Choice Coders' Corner</p> <p>Section 2nd Choice Coders' Corner</p> <p>Willing to present paper in the Posters section? Yes</p> <p>Section Assigned</p> <p>Enter the title of the paper that will display in the conference materials. Limit to 25 words.</p>

## Downloading Papers for Review

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<p>1. Choose the By Attachment Type link. You can choose the desired attachment type.</p> <p>2. For final paper review choose Paper PDF, this will list all submissions with this attachment type.</p> <p>Note: If pre-reviewing papers (optional) or gathering copyright or presentation files use the appropriate link.</p>	 <p><b>Papers</b> By Attachment Type</p> <table border="1"> <thead> <tr> <th>#</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td><a href="#">Copyright Form PDF</a></td> </tr> <tr> <td>2.</td> <td><a href="#">HOW files ZIP</a></td> </tr> <tr> <td>3.</td> <td><a href="#">Paper PDF</a></td> </tr> <tr> <td>4.</td> <td><a href="#">Paper Word DOC</a></td> </tr> <tr> <td>5.</td> <td><a href="#">Presentation PPT</a></td> </tr> <tr> <td>6.</td> <td><a href="#">Not Categorized</a></td> </tr> </tbody> </table>	#	Name	1.	<a href="#">Copyright Form PDF</a>	2.	<a href="#">HOW files ZIP</a>	3.	<a href="#">Paper PDF</a>	4.	<a href="#">Paper Word DOC</a>	5.	<a href="#">Presentation PPT</a>	6.	<a href="#">Not Categorized</a>																												
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<p>3. Click the Author(s) column heading, then click the Section column heading. This will order submissions by section and Author. Only the most recent uploaded files will be listed in the Filename section. You can access the desired file by clicking on it's entry. For paper review instructions see Paper Checklist instructions on page 4.</p> <p>If the paper needs editing contact the author and ask them to make changes and re-upload the paper.</p>	 <p><b>Papers</b> By Attachment Type &gt; Not Categorized</p> <table border="1"> <thead> <tr> <th>#</th> <th><input type="checkbox"/></th> <th>Edit</th> <th>Sub #</th> <th>Paper #</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a> <a href="#">fast edit</a></td> <td>2907</td> <td></td> <td><a href="#">Simple Rules to Remember When Working with Indexes</a></td> </tr> <tr> <td>2.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a> <a href="#">fast edit</a></td> <td>2908</td> <td></td> <td><a href="#">Application of DICTIONARY Tables and SASHELP Views</a></td> </tr> <tr> <td>3.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a> <a href="#">fast edit</a></td> <td>2909</td> <td></td> <td><a href="#">Analytical ETL</a></td> </tr> <tr> <td>4.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a> <a href="#">fast edit</a></td> <td>2910</td> <td></td> <td><a href="#">You Might Be A SAS Nerd If . . .</a></td> </tr> <tr> <td>5.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a> <a href="#">fast edit</a></td> <td>2911</td> <td></td> <td><a href="#">Outsourced Data Integration Project with CDISC SDTM &amp; ADaM Deliverables</a></td> </tr> <tr> <td>6.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a> <a href="#">fast edit</a></td> <td>2912</td> <td></td> <td><a href="#">Output Delivery System (ODS) - Simply the Basics</a></td> </tr> </tbody> </table>	#	<input type="checkbox"/>	Edit	Sub #	Paper #	Title	1.	<input type="checkbox"/>	<a href="#">edit</a> <a href="#">fast edit</a>	2907		<a href="#">Simple Rules to Remember When Working with Indexes</a>	2.	<input type="checkbox"/>	<a href="#">edit</a> <a href="#">fast edit</a>	2908		<a href="#">Application of DICTIONARY Tables and SASHELP Views</a>	3.	<input type="checkbox"/>	<a href="#">edit</a> <a href="#">fast edit</a>	2909		<a href="#">Analytical ETL</a>	4.	<input type="checkbox"/>	<a href="#">edit</a> <a href="#">fast edit</a>	2910		<a href="#">You Might Be A SAS Nerd If . . .</a>	5.	<input type="checkbox"/>	<a href="#">edit</a> <a href="#">fast edit</a>	2911		<a href="#">Outsourced Data Integration Project with CDISC SDTM &amp; ADaM Deliverables</a>	6.	<input type="checkbox"/>	<a href="#">edit</a> <a href="#">fast edit</a>	2912		<a href="#">Output Delivery System (ODS) - Simply the Basics</a>
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## Downloading Papers for Review (cont')

Step (Downloading Papers for Review)	Figure				
<p>4. Once you consider the paper final go back to the Paper PDF link in the By Attachment Type menu (see steps 1, 2, and 3). Find the relevant paper and click edit. Change the Attachment Status to 'Final for Publication'.</p> <p>5. <b><u>Once you have verified all papers are final for your section please notify the APC by 9/27.</u></b></p>	<p><b>Presentation Information</b></p> <hr/> <p>Browse your local disk to find the file to attach, select the type of attachment</p> <p>Attachment Type <input type="text"/></p> <p>Attachment Status <input type="text"/></p> <p><b>Attachment Information</b></p> <p><input type="button" value="Delete"/></p> <table border="1"> <thead> <tr> <th>Delete</th> <th>Order</th> <th>Timestamp</th> <th>View or Download Attached File</th> </tr> </thead> </table> <hr/> <p><b>Review Comments</b></p> <hr/>	Delete	Order	Timestamp	View or Download Attached File
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## Reviewing Speaker Information (bios, abstracts, etc...)

Step (Reviewing Speaker Information)	Figure
<ol style="list-style-type: none"> <li>1. Click on the Manage Participants By Last Name link. Navigate to the appropriate first letter of the last name. Choose the participant of interest by clicking on edit.</li> <li>2. Verify that the speaker name, job title, company and biography are complete.</li> </ol>	

**Reviewing Speaker Information (bios, abstracts, etc...) (cont')**

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<p>3. Locate the abstract of interest using the browsing methods described previously in Browsing Abstract Submissions pages 8 - 9. Click the edit link on the left side.</p>	<p><b>Papers</b> <b>By Submission #</b></p> <table border="1"> <thead> <tr> <th></th> <th>Add Paper</th> <th>Update Selected</th> <th>Check All</th> <th>Clear All</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>#</th> <th><input type="checkbox"/></th> <th><a href="#">edit</a></th> <th><a href="#">fast edit</a></th> <th>Sub #<sup>▲3</sup></th> <th>Title</th> <th>Author(s)<sup>▲2</sup></th> <th>Section</th> <th>1st Choice<sup>▲1</sup></th> <th>2nd Ch</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a></td> <td><a href="#">fast edit</a></td> <td>2910</td> <td>You Might Be A SAS Nerd If . . .</td> <td>Kirk P. Lafler</td> <td></td> <td>Analytics &amp; Statistics</td> <td>Applicatio Developm</td> </tr> <tr> <td>2.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a></td> <td><a href="#">fast edit</a></td> <td>2909</td> <td>Analytical ETL</td> <td>Matthias Kehder</td> <td></td> <td>Analytics &amp; Statistics</td> <td>Database Integratio</td> </tr> <tr> <td>3.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a></td> <td><a href="#">fast edit</a></td> <td>2915</td> <td>Query Creation Wizards using SAS INTRNET</td> <td>Matthew Redelings</td> <td></td> <td>Applications Development</td> <td>Business Intelligen</td> </tr> <tr> <td>4.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a></td> <td><a href="#">fast edit</a></td> <td>2916</td> <td>Point-and-Click Programming Using SAS® Enterprise Guide®</td> <td>Mira Shapiro, Kirk P. Lafler</td> <td></td> <td>Applications Development</td> <td>Data Pres</td> </tr> <tr> <td>5.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a></td> <td><a href="#">fast edit</a></td> <td>2907</td> <td>Simple Rules to Remember When Working with Indexes</td> <td>Kirk P. Lafler</td> <td></td> <td>Coders' Corner</td> <td>Coders' C</td> </tr> <tr> <td>6.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a></td> <td><a href="#">fast edit</a></td> <td>2914</td> <td>Win with SAS®, JMP®, and Interest In-House Groups</td> <td>Charles E. Shipp, Kirk P. Lafler</td> <td></td> <td>Coders' Corner</td> <td>Coders' C</td> </tr> <tr> <td>7.</td> <td><input type="checkbox"/></td> <td><a href="#">edit</a></td> <td><a href="#">fast edit</a></td> <td>2908</td> <td>Application of DICTIONARY Tables and SASHELP Views</td> <td>Kirk P. Lafler</td> <td></td> <td>Databases &amp; Data Integration</td> <td>Database Integratio</td> </tr> </tbody> </table>		Add Paper	Update Selected	Check All	Clear All						#	<input type="checkbox"/>	<a href="#">edit</a>	<a href="#">fast edit</a>	Sub # <sup>▲3</sup>	Title	Author(s) <sup>▲2</sup>	Section	1st Choice <sup>▲1</sup>	2nd Ch	1.	<input type="checkbox"/>	<a href="#">edit</a>	<a href="#">fast edit</a>	2910	You Might Be A SAS Nerd If . . .	Kirk P. Lafler		Analytics & Statistics	Applicatio Developm	2.	<input type="checkbox"/>	<a href="#">edit</a>	<a href="#">fast edit</a>	2909	Analytical ETL	Matthias Kehder		Analytics & Statistics	Database Integratio	3.	<input type="checkbox"/>	<a href="#">edit</a>	<a href="#">fast edit</a>	2915	Query Creation Wizards using SAS INTRNET	Matthew Redelings		Applications Development	Business Intelligen	4.	<input type="checkbox"/>	<a href="#">edit</a>	<a href="#">fast edit</a>	2916	Point-and-Click Programming Using SAS® Enterprise Guide®	Mira Shapiro, Kirk P. Lafler		Applications Development	Data Pres	5.	<input type="checkbox"/>	<a href="#">edit</a>	<a href="#">fast edit</a>	2907	Simple Rules to Remember When Working with Indexes	Kirk P. Lafler		Coders' Corner	Coders' C	6.	<input type="checkbox"/>	<a href="#">edit</a>	<a href="#">fast edit</a>	2914	Win with SAS®, JMP®, and Interest In-House Groups	Charles E. Shipp, Kirk P. Lafler		Coders' Corner	Coders' C	7.	<input type="checkbox"/>	<a href="#">edit</a>	<a href="#">fast edit</a>	2908	Application of DICTIONARY Tables and SASHELP Views	Kirk P. Lafler		Databases & Data Integration	Database Integratio
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<p>4. Scroll down to the title and abstract sections and verify that these match what is on the final paper PDF.</p> <p><b><u>Please verify that speaker bio, abstract, and title are correct by 9/27.</u></b></p> <p>Note: These titles and abstracts should also be the same as what was on the copyright form. If different please notify the APC.</p>	<p>Enter the title of the paper that will display in the conference materials. Limit to 25 words.</p> <p>Title * Simple Rules to Remember When Working with Indexes</p> <p>Enter the description of the paper that will appear in the conference materials. Enter between 50 and 250 words</p> <p>Abstract SAS users are always interested in learning techniques related to improving data access. One way of improving information retrieval is by defining an index consisting of one or more columns that are used to uniquely identify each row within a table. Functioning as a SAS object, an index can be defined as numeric, character, or a combination of both. This presentation emphasizes the rules associated with creating and using indexes to make information retrieval more efficient.</p> <p>Select any operating systems that your presentation is limited to. Click on the right arrow button to add it to the operating system from the Selected list, find the operating system in the Selected list and click on the left arrow to select multiple operating systems.</p> <table border="1"> <thead> <tr> <th>Available:</th> <th>Selected:</th> </tr> </thead> <tbody> <tr> <td>                     Operating Systems applicable to your Presentation                      AIX                      ALL Operating Systems                      CMS                      Compaq Tru64 UNIX                 </td> <td>ALL Operating Systems</td> </tr> </tbody> </table> <p>Select all SAS products included in your presentation. Click on the right arrow button to add it to the Selected list, find the product in the Selected list and click on the left arrow button. Use the CTRL key to select multiple products.</p> <table border="1"> <thead> <tr> <th>Available:</th> <th>Selected:</th> </tr> </thead> <tbody> <tr> <td>                     SAS Products applicable to your Presentation                      Activity-Based Management                      Add-in for Microsoft Office                      All                      Analytic Intelligence                 </td> <td>Base SAS</td> </tr> </tbody> </table> <p>Format</p> <p>Skill Level of Intended Audience Intermediate</p>	Available:	Selected:	Operating Systems applicable to your Presentation AIX ALL Operating Systems CMS Compaq Tru64 UNIX	ALL Operating Systems	Available:	Selected:	SAS Products applicable to your Presentation Activity-Based Management Add-in for Microsoft Office All Analytic Intelligence	Base SAS																																																																																		
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## Creating Spreadsheets and Reports

Step (Creating Spreadsheets and Reports)	Figure
<p>1. Choose Report List from the Reports section on bottom left side of the menu. This will list the spreadsheets and reports available to you.</p> <p>Spreadsheets will download as excel files and can be opened or saved to your computer. These are any of the links that contain the word export. Useful exports for SCs are the Export All, Bio, email and schedule exports.</p> <p>Reports load in a pop-up window. These are the links that are not listed as exports. Useful reports for SCs are Abstract by Section and Chronological Schedule.</p>	 <p>The screenshot shows a web interface with a sidebar on the left and a main content area on the right. The sidebar contains a 'Manage Participants' section with a 'By Last Name' option, a 'Manage Sessions' section with a 'Search' field and various filter options (At A Glance, Attachment Status, Attachment Type, Author, Company, Content Level, Copyright Grant, Country, Date, Format, Location, Paper #, Paper Type, Reason, Reviewer, Room, Section - Assigned, Section - 1st Choice, Status, Submission #, Submitter, Title), and a 'Reports' section with a 'Report List' option. The main content area is titled 'Report List' and contains the text 'Determine the report to run based c' followed by a list of report options: Abstract By Day, Abstract By Section, Abstract Content Export, Author Index, Chronological Schedule, Export All, Export Presentation Status, Index of SAS Presentations, Reviewer Comments Export, Speaker Bio Export, Speaker Email Export, Speaker Schedule Export, and Submitter Vs. Speaker Export.</p>