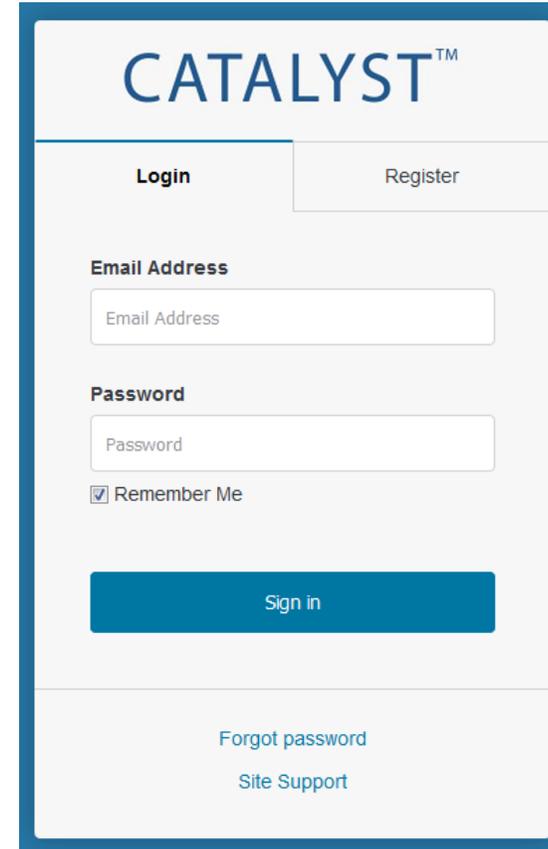


CATALYST™ by Omnipress Training Guide

Signing In

- Click on the link shared with you.
- If you have an account in CATALYST™:
 - Enter your email address and password for your CATALYST™ account and click **Sign In**.



The image shows a screenshot of the CATALYST™ login interface. At the top, the CATALYST™ logo is displayed. Below the logo, there are two tabs: "Login" (which is active) and "Register". Under the "Login" tab, there are two input fields: "Email Address" and "Password". Below the "Password" field, there is a checkbox labeled "Remember Me" which is checked. A blue "Sign in" button is positioned below the input fields. At the bottom of the form, there are two links: "Forgot password" and "Site Support".

Sign In Issues

- If you can't sign in:
 - Make sure you entered your email and password correctly.
 - The **Forgot password** link sends you a password reset email.

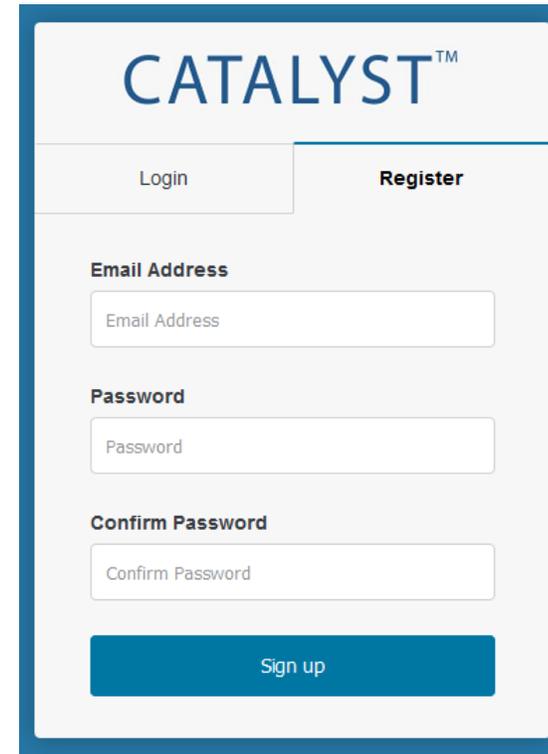
- Association membership or event registration is separate from your CATALYST™ account.

- You may not yet have an account and need to create one.

The screenshot shows the CATALYST™ login interface. At the top, the CATALYST™ logo is displayed. Below it are two tabs: 'Login' (selected) and 'Register'. A red error message states: 'Specified email address or password is incorrect'. The form includes an 'Email Address' field, a 'Password' field, and a 'Remember Me' checkbox which is checked. A blue 'Sign in' button is positioned below the password field. At the bottom of the form, there is a 'Forgot password' link.

Creating an Account

- If you *do not* have an account in CATALYST™:
 - Create an account by clicking on the **Register** tab.
 - Enter your Email Address, Password and Confirm Password. *Be sure to spell your email address correctly!*
 - Click the Sign up button.
 - CATALYST will send you a “Confirm your account” email. Click the link in the email to verify your account.



The image shows a screenshot of the CATALYST registration interface. At the top, the CATALYST™ logo is displayed. Below the logo are two tabs: 'Login' and 'Register'. A red arrow points to the 'Register' tab. The registration form includes three input fields: 'Email Address', 'Password', and 'Confirm Password'. At the bottom of the form is a blue 'Sign up' button.

Creating a Submission

- After signing in, a new submission will be created for you.
 - The message “New submission has been created” will display.

- Now you can start filling out your submission.
 - The first tab often contains the event overview, form instructions or guidelines.

[0040-000248] (UNTITLED SUBMISSION)

⏪

Guidelines

Abstract

Supporting Info

Authors

⏩

< Back

Next >

Abstract Information

Fields marked with an asterisk (*) are **required**.

Title *
Enter the title of your abstract or presentation below. Please use Title Case. This will be used as the title of this submission.

Submission Type *
Please select the type of proposal you are submitting:

Oral Presentation
 Poster

Topic *
Select the topic you believe best fits your

EXAMPLE FORM

▼

Please click **Next** below to continue.

< Back

Next >

Not published

Save

↻ Submit

Withdraw

Print

Navigating the Form

- The **Back** and **Next** buttons move you through the form steps.
 - These are found at the top and bottom of each form page.
- You can click a **page tab** to go directly to that form step.

[0040-000248] (UNTITLED SUBMISSION)

Guidelines Abstract Supporting Info Authors

< Back Next >

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 Poster

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Select the topic you believe best fits your

EXAMPLE FORM

Please click **Next** below to continue.

< Back Next >

Not published Save Submit Withdraw Print

Saving your Submission

- At any time you can click **Save** to save your submission progress.
 - It is recommended to save your submission frequently.
- Saving only keeps your progress. **It does not submit the form.**
 - You can leave the CATALYST™ system and return to edit a submission any time before the deadline.
- Incomplete submissions are visible on your Dashboard.

[0040-000248] (UNTITLED SUBMISSION)

Guidelines Abstract Supporting Info Authors

< Back Next >

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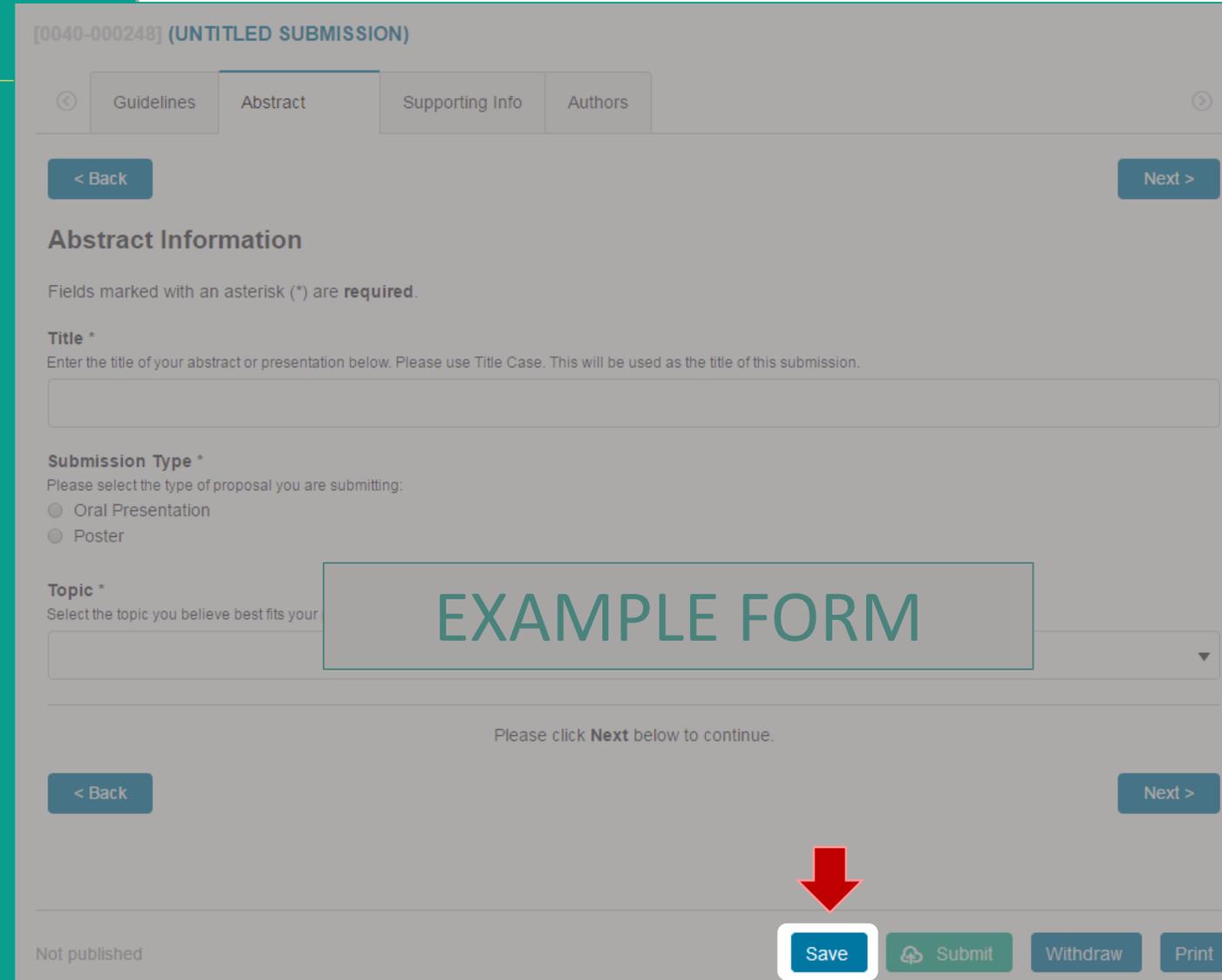
EXAMPLE FORM

Please click **Next** below to continue.

< Back Next >

Not published

Save Submit Withdraw Print



Required Fields

- Fields marked with an asterisk (*) are required and must be completed.
- CATALYST™ will indicate which required fields are incomplete when you save.
 - A form tab will display a  symbol if one or more required fields on that tab are incomplete.

[0040-000248] (UNTITLED SUBMISSION)

Guidelines **Abstract**  Supporting Info Authors

< Back Next >

Abstract Information

Fields marked with an asterisk (*) are **required**

Title *
Enter the title of your abstract or presentation below. Please use Title Case. This will be used as the title of this submission.

Studying Scatter/Gather I/O Using Compact Information

This field is required

Submission Type *
Please select the type of proposal you are submitting:

Oral Presentation
 Poster

Topic *
Select the topic you believe best fits your

EXAMPLE FORM

Please click **Next** below to continue.

< Back Next >

Not published Save  Submit Withdraw Print

Completing your Submission

- Once your submission form is completed, click **Submit** to mark the submission as complete and ready for assessment.
- The form cannot be submitted if:
 - It is past the submission deadline
 - There are incomplete required fields
 - You have exceeded your maximum number of incomplete or submitted forms (if set by the event organizer)
- Completed forms are found under “Submissions” on your Dashboard.

[0040-000248] (UNTITLED SUBMISSION)

Guidelines Abstract Supporting Info Authors

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EXAMPLE FORM

Please click **Next** below to continue.

< Back Next >

Not published

Save **Submit** Withdraw Print

Submission Confirmation

- Once your form is submitted, you will be taken to a confirmation page.
 - This page may contain further instructions about the collection process.
- From this page, you can:
 - **Return to Submission** for viewing or editing
 - **Create Another Submission** if the collection permits more than one, and you have created fewer than the maximum allowed
 - **Go to my Dashboard** to see all your submissions and notifications



Editing Submissions

- If you submitted the form but need to make changes, you must click **Edit** to unlock the form.
 - If it is past the submission deadline, you will not be able to make changes to your submission.

- It is important to click **Submit** again to commit your changes, even if you clicked Submit before.
 - Submissions left in Edit mode after the deadline are not considered complete and may not be accepted.

[0040-000248] STUDYING SCATTER/GATHER I/O USING COMPACT INFORMATION

Guidelines Abstract Supporting Info Authors

< Back Next >

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Studying Scatter/Gather I/O Using Compact Information

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Oral Presentation
 Poster

Topic *
Select the topic you believe best fits your

Power Consumption and Manager

EXAMPLE FORM

Please click **Next** below to continue.

< Back Next >

Published on Sep 28, 2016 7:37 PM

Edit Withdraw Print

Withdrawing Submissions

- If you wish to completely withdraw your submission from the event, click **Withdraw**.
 - If permitted by the event organizers, one can click **Un-Withdraw** to restore the submission before the submission deadline.
 - There may be a limit to the number of submissions you can withdraw.

[0040-000248] STUDYING SCATTER/GATHER I/O USING COMPACT INFORMATION

Guidelines Abstract Supporting Info Authors

< Back Next >

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Studying Scatter/Gather I/O Using Compact Information

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 Poster

Topic *
Select the topic you believe best fits your

Power Consumption and Manager

EXAMPLE FORM

Please click **Next** below to continue.

< Back Next >

Published on Sep 28, 2016 7:37 PM

Edit **Withdraw** Print



Printing a Submission Form

- Click **Print** to preview and print a copy of the current submission form.
 - Print can only create a printout of the current visible form. If your submission has been moved to a new form “round,” it is not currently possible to print out an older round.
- Printed copies of a form filled out by hand are not acceptable for submission.

[0040-000248] STUDYING SCATTER/GATHER I/O USING COMPACT INFORMATION

Guidelines Abstract Supporting Info Authors

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Select the topic you believe best fits your

Power Consumption and Manager

EXAMPLE FORM

Please click **Next** below to continue.

< Back Next >

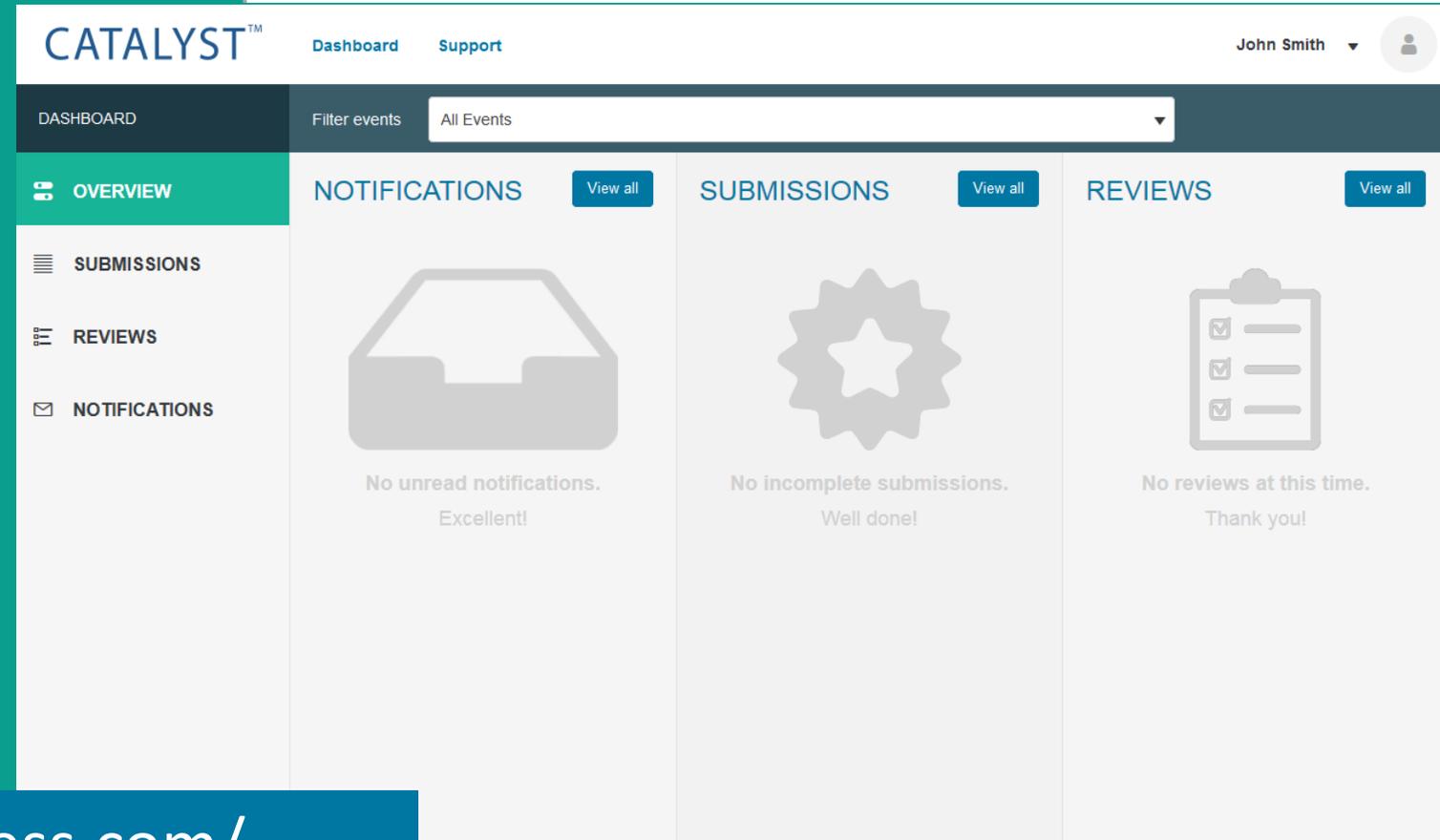
Published on Sep 28, 2016 7:37 PM

Edit Withdraw **Print**



Dashboard

- The *Dashboard* is the hub for all your activity in CATALYST™.
- The Overview displays notifications, submissions or reviews that need your attention.
- Use the **Filter events** menu to show activity in only one event.
- You can visit your Dashboard directly when you sign in at:



<https://catalyst.omnipress.com/>

Dashboard: Submissions

- If you have one or more incomplete submissions, they will appear in the Submissions column on your Dashboard.
- Completed and Withdrawn submissions are only listed in the **Submissions** section on the left side.
- You can click the title of a submission to go directly to that submission.

CATALYST™ Dashboard Support John Smith

DASHBOARD Filter events All Events

OVERVIEW NOTIFICATIONS View all SUBMISSIONS View all REVIEWS View all

SUBMISSIONS 6

REVIEWS

NOTIFICATIONS

No unread notifications. Excellent!

You have 3 incomplete submissions

11TH ANNUAL MICROPROCESSOR CONFERENCE

ORAL AND POSTER COLLECTION

0040-000240 Studying Scatter/Gather I/O Using Compact Information
Status: In Progress
Progress in Call for Abstracts 98%

2016 TESTING EVENT

AACT 2016 ABSTRACT COLLECTION

0019-000261 This is an imported submission
Status: Not Started
Progress in Abstract Collection 0%
Must be completed by: Oct 1, 2016 1:30 AM

No reviews at this time. Thank you!

All Submissions

- Click **View all** at the top of the Submissions column, or **Submissions** on the left, to view all submissions managed in your account.
- From this list you can:
 - View a submission
 - Create a new submission, if collection permits
 - Filter the list to a particular event or status
 - Search submissions by title

The screenshot displays the CATALYST user interface. At the top, the logo 'CATALYST™' is visible, along with navigation links for 'Dashboard' and 'Support', and a user profile for 'John Smith'. The left sidebar contains a menu with 'OVERVIEW', 'SUBMISSIONS' (highlighted with a '6' badge), 'REVIEWS', and 'NOTIFICATIONS'. The main content area is titled 'SUBMISSIONS' and features filters for 'All Events' and 'All', along with a search bar. Below the filters, there are two event sections: '11TH ANNUAL MICROPROCESSOR CONFERENCE' and '2016 TESTING EVENT'. Each event section contains a list of submissions with their titles, statuses, progress bars, and 'View' buttons. For example, under the '11TH ANNUAL MICROPROCESSOR CONFERENCE', there are two submissions: '0040-000237 A Case for Courseware' (Status: Published on Sep 21, 2016 7:05 PM, Progress in Call for Abstracts: 0%) and '0040-000240 Studying Scatter/Gather I/O Using Compact Information' (Status: In Progress, Progress in Call for Abstracts: 98%). A '+ Create Submission' button is present for each event section.

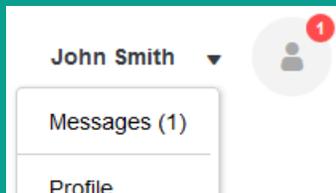
Dashboard: Notifications

- If you have one or more unread message, it will appear under the Notifications column.
- A count of your unread notifications will also appear next to your profile picture in the upper right corner.
- You can click the subject line of a notification to view the message.

The screenshot displays the CATALYST dashboard interface. At the top right, the user's name 'John Smith' and a profile picture with a red notification badge (count: 1) are visible. The main navigation bar includes 'Dashboard' and 'Support'. Below this, a 'Filter events' dropdown is set to 'All Events'. The dashboard is divided into several sections: 'OVERVIEW', 'SUBMISSIONS' (with a count of 6), 'REVIEWS', and 'NOTIFICATIONS' (with a count of 1). A red arrow points to the 'NOTIFICATIONS' link in the left sidebar. The 'NOTIFICATIONS' panel is expanded, showing '1 unread notification' from 'Bill Jones' at '5:36 PM' on 'Sep 28'. The notification subject is 'Please complete your submission for the 11th Annual Microprocessor Conference'. The 'SUBMISSIONS' section shows '3 incomplete submissions' for the '11TH ANNUAL MICROPROCESSOR CONFERENCE', specifically '0040-000240 Studying Scatter/Gather I/O Using Compact Information' with a status of 'In Progress' and '98%' completion. The 'REVIEWS' section shows 'No reviews at this time. Thank you!'. Other submission entries include '2016 TESTING EVENT' and 'AACT 2016 ABSTRACT COLLECTION' with a submission '0019-000261 This is an imported submission' that is 'Not Started' with '0%' completion and a deadline of 'Oct 1, 2016 1:30 AM'.

All Notifications

- Click **View all** at the top of the Notifications column, or **Notifications** on the left, to view all your messages.
- You can also go directly to your Notifications list by selecting **Messages** from the account menu next to your name:



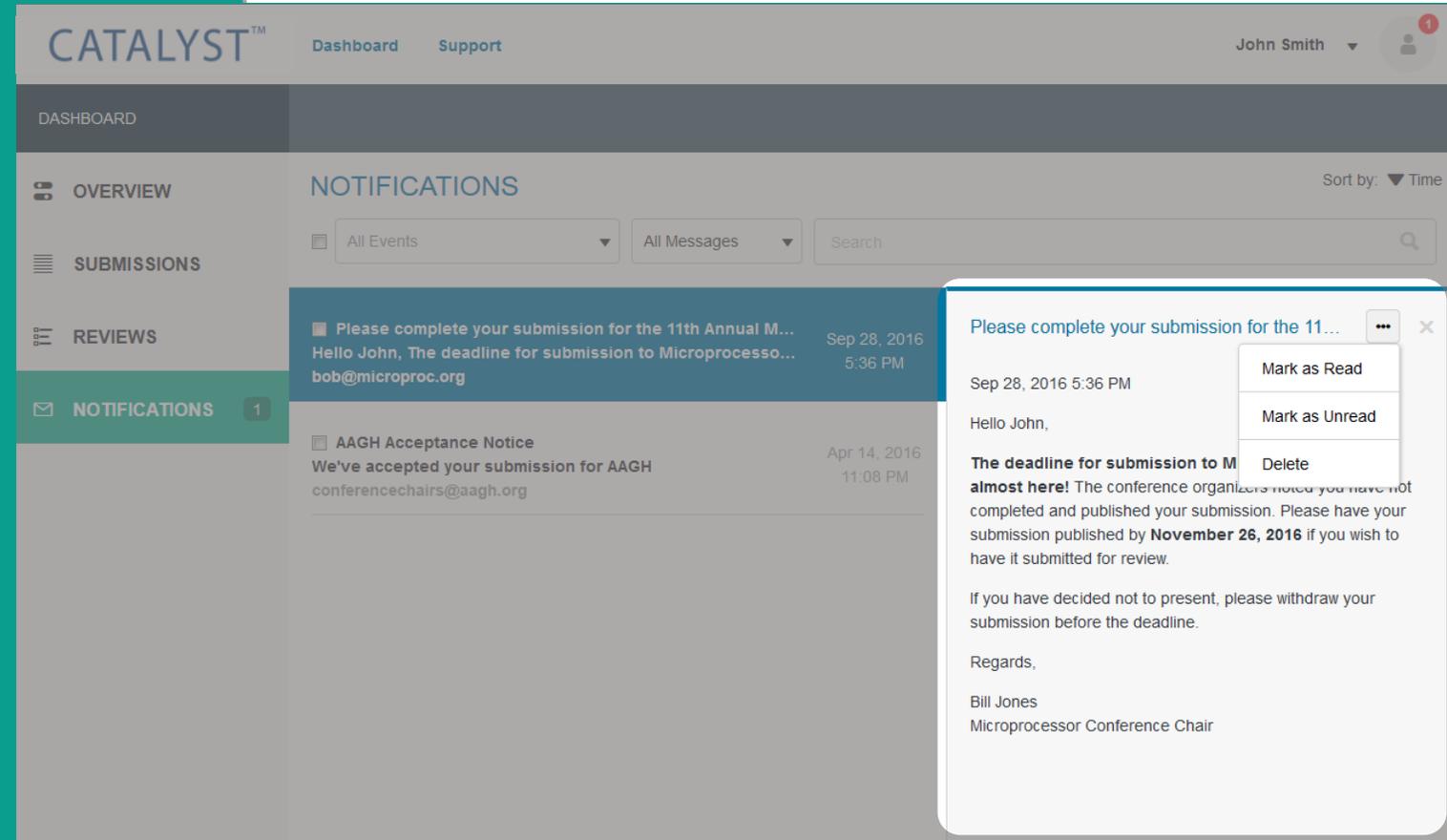
A screenshot of the CATALYST user dashboard. The top navigation bar includes the CATALYST logo, 'Dashboard', and 'Support' links. The user's name 'John Smith' and a profile icon with a red notification badge are on the right. The main content area is divided into a left sidebar and a main panel. The sidebar has menu items: 'OVERVIEW', 'SUBMISSIONS', 'REVIEWS', and 'NOTIFICATIONS' (which is highlighted in green and has a red notification badge with the number '1'). The main panel is titled 'NOTIFICATIONS' and includes a 'Sort by: Time' dropdown. Below the title are filters for 'All Events' and 'All Messages', and a search bar. Two notification items are listed:

- Please complete your submission for the 11th Annual Microprocessor Conference**: Hello John, The deadline for submission to Microprocessors'11 is almost here! The conference organizers noted you have ... (from bob@microproc.org, Sep 28, 2016 5:36 PM)
- AAGH Acceptance Notice**: We've accepted your submission for AAGH (from conferencechairs@aagh.org, Apr 14, 2016 11:08 PM)

Managing Notifications

- From this list you can:
 - Click the subject line of a message to read the message
 - Use the [...] menu to **Mark as Read, Mark as Unread, Delete**
 - Filter the list to a particular event or status
 - Search messages by title

- Notifications are only copies of emails sent to you.
 - Messages cannot be replied to from within CATALYST™.
 - You should use your own email client to communicate back and forth with event organizers.



Dashboard: Reviews

- If you have been selected to be a reviewer for an event, your unfinished review assignments appear in the Reviews column.
- Click the title of a submission to begin, view or edit your review assessment for that submission.
- Completed and Ineligible reviews are only listed in the **Reviews** section on the left.

The screenshot displays the CATALYST dashboard interface. At the top, the user is identified as John Smith. The dashboard is divided into several sections: OVERVIEW, SUBMISSIONS (6 items), REVIEWS (9 items), and NOTIFICATIONS (1 item). The REVIEWS section is highlighted in the left sidebar, and a red arrow points to it. The main content area shows a list of reviews for the 11th Annual Microprocessor Conference, including details like proposal ID, title, status, and progress percentage.

All Reviews

- Click **View all** at the top of the Reviews column, or **Reviews** on the left, to view all your review assignments.

- From this list you can:
 - View your assigned reviews and review progress
 - Begin or edit reviews, if before the review deadline
 - Filter the list to a particular event or status
 - Search submissions by title

The screenshot displays the CATALYST web application interface. At the top right, the user is identified as John Smith. The main navigation bar includes 'Dashboard' and 'Support'. A 'Filter events' dropdown is set to 'All Events'. The left sidebar contains a menu with 'OVERVIEW', 'SUBMISSIONS' (6 items), 'REVIEWS' (8 items, highlighted), and 'NOTIFICATIONS'. The main content area is titled 'REVIEWS' and features a search bar and two event sections:

- 11TH ANNUAL MICROPROCESSOR CONFERENCE**
 - Proposal Review, 0040-000237 A Case for Courseware**
Status: Ineligible
Progress: 100% [View](#)
 - Proposal Review, 0040-000245 Simulating Suffix Trees and I/O Automata with Viewer**
Status: Published on Aug 30, 2016 7:25 PM
Progress: 100% [View](#)
 - Proposal Review, 0040-000247 Decoupling Multi-Processors from Consistent Hashing in Suffix Trees**
Status: In Progress
Progress: 17% [View](#)
 - Proposal Review, 0040-000271 Asymptotic Parametrics of crystal basis in type SAS**
Status: In Progress
Progress: 0% [View](#)
- 2016 TESTING EVENT**
 - Abstract Review, 0019-000171**
Status: In Progress
Progress: 0% [View](#)

Technical Support

- CATALYST™ technical support can be accessed anywhere by clicking **Support**.

 - Ask your question and click **Search** to see if it can be answered by the CATALYST™ Knowledgebase.
 - If an answer to your question is not found, click **Leave us a message** to start a support ticket.

- **Support can only answer sign-in and technical questions related to CATALYST™.**

 - For questions related to the event or collection process, please visit the event website or contact the organizers directly.

