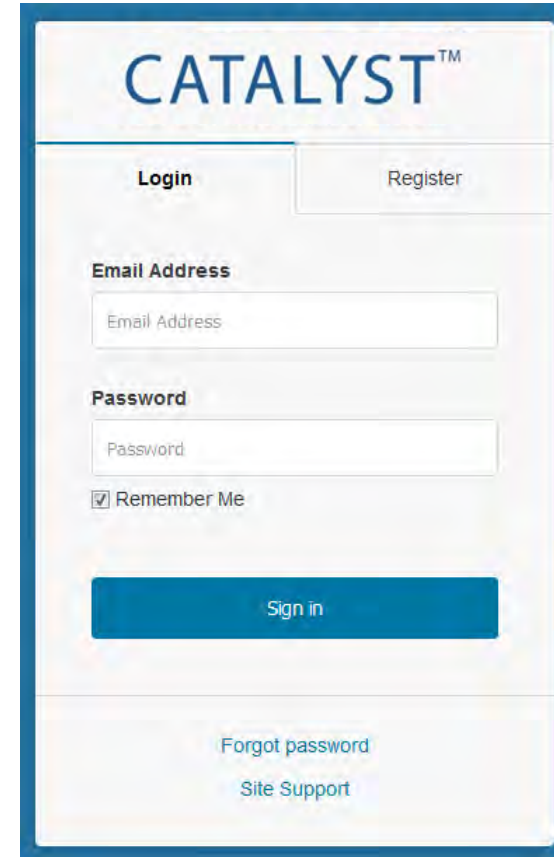


# CATALYST™ by Omnipress Training Guide

# 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".

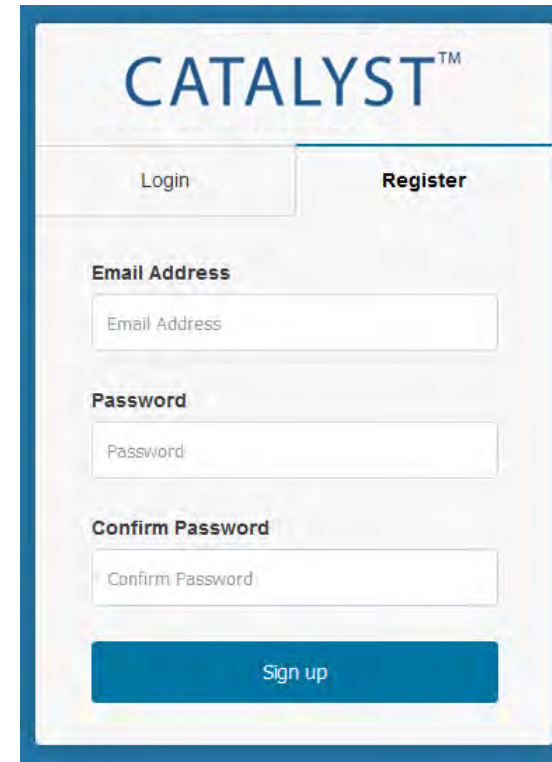
# Sign In Issues

- 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 reads: '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.
  - Click the Sign up button.
  - You will receive a confirmation email. Click the link in the email to verify your account.



The image shows a registration form for CATALYST™. At the top, the CATALYST™ logo is displayed. Below the logo are two tabs: "Login" and "Register". The "Register" tab is selected. The form contains three input fields: "Email Address", "Password", and "Confirm Password". Each field has a placeholder text matching the label. Below the input fields 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 Publish Withdraw

# 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.

[0040-000240] (UNTITLED SUBMISSION)

Guidelines Abstract Supporting Info Authors

< Back Next >

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**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 Publish Withdraw

# 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 stores your progress. **It does not submit the form.**
- You can leave the CATALYST™ system and return to edit a saved submission at any time until the collection deadline.

[0040-000240] (UNTITLED SUBMISSION)

Guidelines Abstract Supporting Info Authors

< Back Next >

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

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 Poster

**Topic \***  
Select the topic you believe best fits your

EXAMPLE FORM


Please click **Next** below to continue.

< Back Next >


Not published

Save Publish Withdraw

# 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 Publish Withdraw



# Publishing your Submission

- Once your submission form is completed, click **Publish** to mark the submission as complete and ready for review.
- The submission cannot be published if:
  - It is past the collection deadline
  - There are incomplete required fields

[0040-000240] (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 Publish Withdraw

# Publish Confirmation

- Once your submission is published, you will see 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



# Managing Submissions

- If you published your submission but need to make changes, you must click **Un-Publish** to edit.
  - If it is past the submission deadline, you will not be able to save or publish any changes.
  
- If you wish to withdraw your submission, click **Withdraw**.
  - If permitted by the event organizers, one can click **Un-Withdraw** to restore the submission.
  - There may be a limit to the number of withdrawn submissions allowed.

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

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

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

Oral Presentation  
 Poster

**Topic \***  
Select the topic you believe best fits your

Power Consumption and Manager

EXAMPLE FORM

Please click **Next** below to continue.

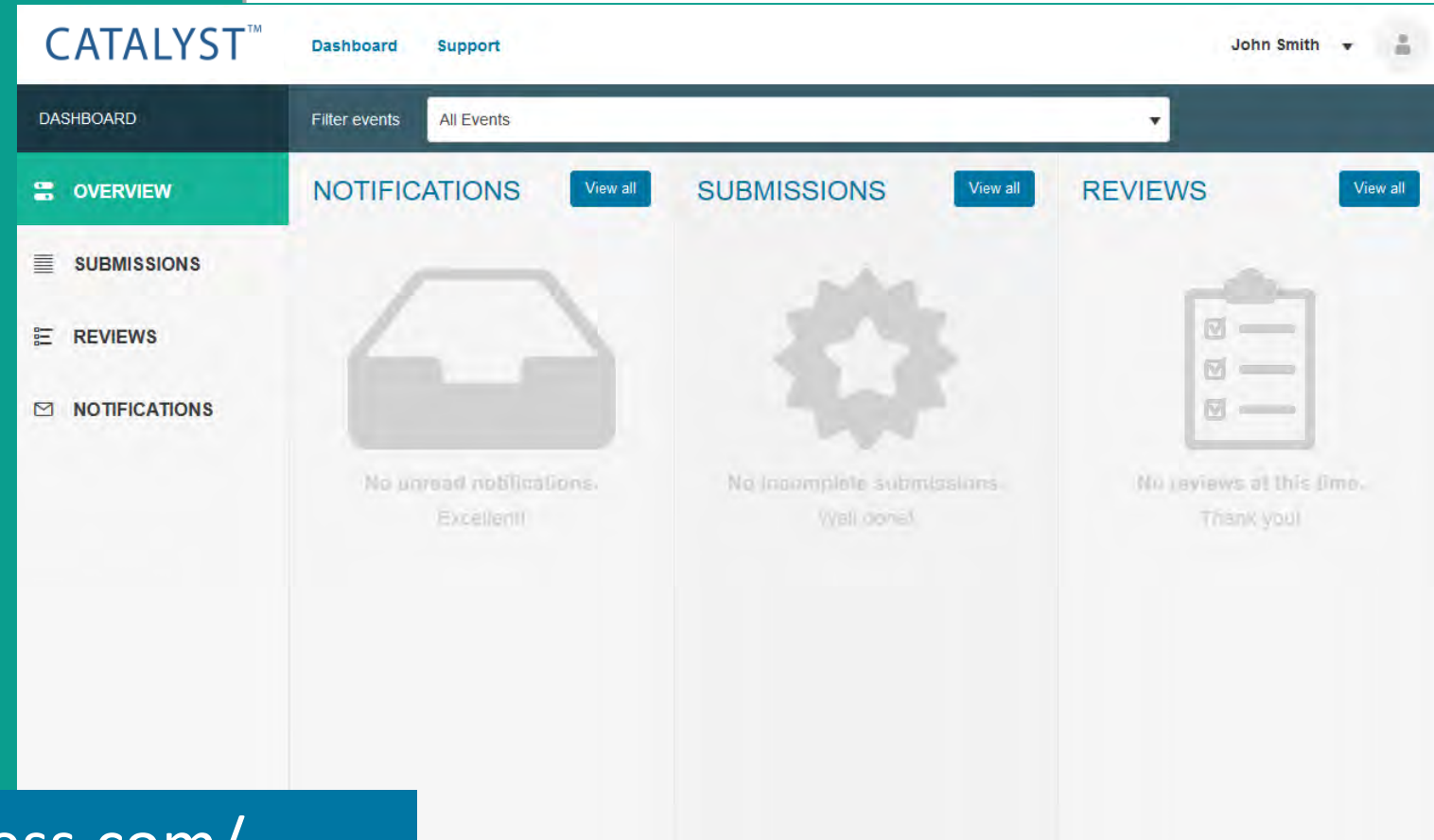
< Back Next >

Published on Sep 28, 2016 7:37 PM

Un-Publish Withdraw

# 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.
- You can click the title of a submission to go directly to that submission.

The screenshot shows the CATALYST™ Dashboard interface. At the top, there are links for 'Dashboard' and 'Support', and a user profile for 'John Smith'. Below this is a 'Filter events' dropdown set to 'All Events'. The main content area is divided into four columns: 'OVERVIEW', 'NOTIFICATIONS', 'SUBMISSIONS', and 'REVIEWS'. The 'SUBMISSIONS' column is active and shows a notification: 'You have 3 incomplete submissions'. It lists two submission entries:

- 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

The 'NOTIFICATIONS' and 'REVIEWS' columns show 'No unread notifications. Excellent!' and 'No reviews at this time. Thank you!' respectively.

# 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 web application interface. At the top, the user is logged in as John Smith. The navigation menu on the left is active on the 'SUBMISSIONS' section, which shows 6 items. The main content area is titled 'SUBMISSIONS' and features a search bar and filter options. The submissions are organized into two event categories:

- 11TH ANNUAL MICROPROCESSOR CONFERENCE**
  - Oral and Poster Collection** (with a '+ Create Submission' button)
    - 0040-000237 A Case for Courseware**: Status: Published on Sep 21, 2016 7:05 PM. Progress in Call for Abstracts: 0%. [View](#)
    - 0040-000240 Studying Scatter/Gather I/O Using Compact Information**: Status: In Progress. Progress in Call for Abstracts: 98%. [View](#)
- 2016 TESTING EVENT**
  - 2016 Paper Submission** (with a '+ Create Submission' button)
    - 0025-000213**: Status: Withdrawn. Progress in Call for Papers: 0%. [View](#)

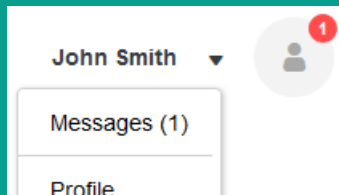
# Dashboard: Notifications

- 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' is shown next to a profile picture with a red notification badge containing the number '1'. The dashboard is divided into several sections: 'OVERVIEW', 'SUBMISSIONS' (with a count of 6), 'REVIEWS', and 'NOTIFICATIONS' (with a count of 1). The 'NOTIFICATIONS' section is highlighted, showing a single unread notification from 'Bill Jones' dated '5:36 PM Sep 28'. The notification text reads: 'Please complete your submission for the 11th Annual Microprocessor Conference'. The dashboard also features sections for 'SUBMISSIONS' and 'REVIEWS'. Under 'SUBMISSIONS', there are three items: '11TH ANNUAL MICROPROCESSOR CONFERENCE' (Oral and Poster Collection) with a progress bar at 98%, '2016 TESTING EVENT' (AACT 2016 Abstract Collection) with a progress bar at 0%, and '0019-000261 This is an imported submission' (Status: Not Started) with a progress bar at 0%. A 'Must be completed by' date of 'Oct 1, 2016 1:30 AM' is shown for the last submission. The 'REVIEWS' section shows a message: 'No reviews at this time. Thank you!'.

# 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:



CATALYST™ Dashboard Support John Smith

DASHBOARD

OVERVIEW SUBMISSIONS REVIEWS NOTIFICATIONS 1

NOTIFICATIONS Sort by: Time

All Events All Messages Search

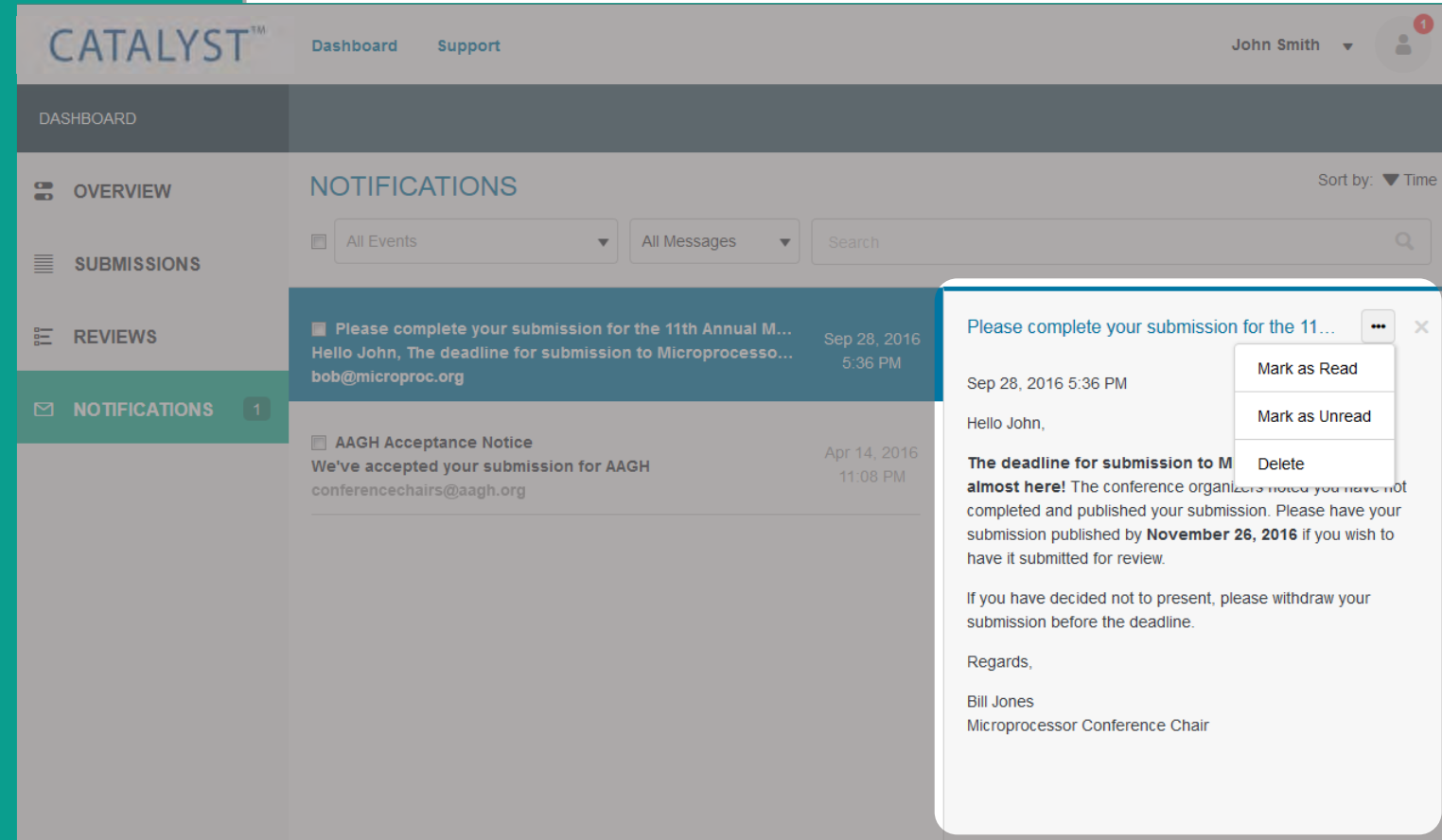
Please complete your submission for the 11th Annual Microprocessor Conference  
Hello John, The deadline for submission to Microprocessors'11 is almost here! The conference organizers noted you have ...  
bob@microproc.org Sep 28, 2016 5:36 PM

AAGH Acceptance Notice  
We've accepted your submission for AAGH  
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.

The screenshot shows the CATALYST dashboard interface. At the top, there are navigation links for 'Dashboard' and 'Support', and a user profile for 'John Smith'. The main content area is divided into several sections:

- OVERVIEW**: A sidebar menu with options for Overview, Submissions (6), Reviews (9), and Notifications (1).
- NOTIFICATIONS**: A section with 1 unread notification from Bill Jones, dated 5:36 PM on Sep 28, asking to complete a submission for the 11th Annual Microprocessor Conference.
- SUBMISSIONS**: A section with 3 incomplete submissions for the 11th Annual Microprocessor Conference. One submission, '0040-000240 Studying Scatter/Gather I/O Using Compact Information', is shown with a progress bar at 98%.
- REVIEWS**: A section with 7 incomplete reviews out of 9 for the 11th Annual Microprocessor Conference. Three review assignments are listed:
  - Proposal Review, 0040-000243 A characterization of Eigenvalues for Random Toeplitz and Related Matrices (Status: In Progress, 0% progress)
  - Proposal Review, 0040-000271 Asymptotic Parametrics of crystal basis in type \$A\$ (Status: In Progress, 0% progress)
  - Proposal Review, 0040-000247 Decoupling Multi-Processors from Consistent Hashing in Suffix Trees (Status: In Progress, 0% progress)

# 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. The first event, '11TH ANNUAL MICROPROCESSOR CONFERENCE', lists three review assignments: 'Proposal Review, 0040-000237 A Case for Courseware' (Status: Ineligible, 100% progress), 'Proposal Review, 0040-000245 Simulating Suffix Trees and I/O Automata with Viewer' (Status: Published on Aug 30, 2016 7:25 PM, 100% progress), and 'Proposal Review, 0040-000247 Decoupling Multi-Processors from Consistent Hashing in Suffix Trees' (Status: In Progress, 17% progress). The second event, '2016 TESTING EVENT', lists one review assignment: 'Abstract Review, 0019-000171' (Status: In Progress, 0% progress). Each entry includes a 'View' button.

# 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.

