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# **AAOS Abstract System**

*Release 1*

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**Overview**


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## 1.1 Specialty Societies

- ACPOC
- ASES
- CSRS
- HIP
- KNEE
- MSTs

### 1.1.1 Abstract Module Documentation

[http://pilot.aaos.org/sdg/\\_layouts/15/start.aspx#/SitePages/AbstractSpecialtySocieties.aspx](http://pilot.aaos.org/sdg/_layouts/15/start.aspx#/SitePages/AbstractSpecialtySocieties.aspx)

### 1.1.2 Links to Abstract Applications

Society	Test URL
APOC	<a href="http://test.specacpoc.org/abstracts/defaultmenu.aspx">http://test.specacpoc.org/abstracts/defaultmenu.aspx</a>
ASES	<a href="http://test.ases-assn.org/Abstracts/DefaultMenu.aspx">http://test.ases-assn.org/Abstracts/DefaultMenu.aspx</a>
CSRS	<a href="http://test.csrs.org/abstracts/defaultmenu.aspx">http://test.csrs.org/abstracts/defaultmenu.aspx</a>
HIP	<a href="http://test.hipsoc.org/abstracts/defaultmenu.aspx">http://test.hipsoc.org/abstracts/defaultmenu.aspx</a>
KNEE	<a href="http://test.kneesociety.org/abstracts/defaultmenu.aspx">http://test.kneesociety.org/abstracts/defaultmenu.aspx</a>
MSTs	<a href="http://test.msts.org/education_meetings/abstracts/defaultmenu.aspx">http://test.msts.org/education_meetings/abstracts/defaultmenu.aspx</a>

Society	Live URL
APOC	<a href="http://www.specacpoc.org/abstracts/defaultmenu.aspx">http://www.specacpoc.org/abstracts/defaultmenu.aspx</a>
ASES	<a href="http://spec.ases-assn.org/abstracts/defaultmenu.aspx">http://spec.ases-assn.org/abstracts/defaultmenu.aspx</a>
CSRS	<a href="http://spec.csrs.org/abstracts/defaultmenu.aspx">http://spec.csrs.org/abstracts/defaultmenu.aspx</a>
HIP	<a href="http://spec.hipsoc.org/abstracts/defaultmenu.aspx">http://spec.hipsoc.org/abstracts/defaultmenu.aspx</a>
KNEE	<a href="http://www.kneesociety.org/abstracts/defaultmenu.aspx">http://www.kneesociety.org/abstracts/defaultmenu.aspx</a>
MSTs	<a href="http://www.msts.org/education_meetings/abstracts/defaultmenu.aspx">http://www.msts.org/education_meetings/abstracts/defaultmenu.aspx</a>

## 1.2 Aspects of the Abstract Submission Process

1. Call for submissions – Abstracts are submitted
2. Grading of Abstracts – Completed submissions are graded by grading committees
3. Acceptance – If the grading committee accepts the submission for presentation, the submitter has the opportunity to accept it
4. Revision – Submitters can revise their previously submitted abstract
5. An accepted submission can be scheduled for presentation at the society’s meeting. In many cases, they use the scheduling component of the software.

## 1.3 Common Issues or requests

### 1.3.1 Need to set up the meeting

- Ensure that the meeting details have been entered into Personify. If not, see Bridget
- A spreadsheet has been prepared for the society to enter the meeting information, based on the spreadsheet, the module can be set up.
- A pdf with submission questions should be prepared by the society.

Sometimes, the society simply wants a copy of last year’s submission questions. They can be copied by Maria’s group

### 1.3.2 Submitter has updated their disclosure, but is still not allowed to submit.

- The table which correlates the submitters AAOS mastercustomerid and their corresponding society mastercustomerid must be updated.

### 1.3.3 A grading committee member cannot access the grading link

- Is the committee member set up in the society’s Personify application and they do not have an expired end date
- Is the grading module set up

### 1.3.4 Co-author has disclosed, but their disclosure is not reflected in the application

- Does the table for coauthors contain the correct AAOS master customer id
- Does the table for coauthors contain an AAOS master customer id at all

### 1.3.5 Co-Authors name needs to be changed

- Should the name be changed in AAOS Personify?
- Ensure that the name is changed in the coauthor table



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Call Setup

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## 2.1 Step 1 - Set up the following

- Open, Close, and Acceptance dates
- Maximum number of co-authors
- Number, names, and additional instructions for file uploads

Meeting:

- indicates required entry.

Abstract Call

Call Open\*

Call Close\*

Call Close Time

Submitter Acceptance Open

Submitter Acceptance Close

Revision Close

Manuscript Close

Max number of Co-Authors\* 0-30

Number of file upload versions \* 0-5

Enter name (eg. Blind, Manuscript, etc.) & description for each version

Name 1: Blind Version

Name 2: Full Version

Description 1

Description 2



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**Submission Form**

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**3.1 Step 2 - Build the Submission Form**

**3.1.1 Abstract Category**



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**Submission Summary**

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**Grading Setup**

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**Assignment Setup**

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**Grading Summary**

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**Tag Submissions**

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**Schedule Main Menu**

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