

CPS Online Review System

Quick Reference

Managing your Online Review System account

- Bookmark your ORS home page - <https://onlinereview.cps.ca>.
- When you log in at <https://onlinereview.cps.ca>, click “Remember me” to save your login information.
- Navigating your ORS home page:
 - **My Groups** tracks activity for all the committees or other CPS groups you belong to.
 - **Reviews in Progress** lists all your outstanding tasks. When these tasks are completed, they will move to **Review History**.
- When you are reviewing a statement or practice point:
 - **Paper Overview** has the main tools for each document: PDF with comments, editing, history, etc.
 - Select **Edit** on the Paper Overview page to revise your draft statements and practice points
- Use the **Help** button throughout the system if you need more information.
- View the tutorial videos (2-4 minutes each) for a refresher – <http://www.cps.ca/en/authors-auteurs/online-review-system>

Submitting an Intent

- Log in to <https://onlinereview.cps.ca>
- Select **My Groups** and click the green button, **Create Intent**.
- Complete the required fields on the intent form.
- Only principal authors can submit intents. The principal author is primary contact for a given paper within the ORS.
- For security purposes, co-authors who are not CPS committee members do not have access to the ORS.
- Intent forms only accept attachments in MS Word format.
- **Save** allows you to return and complete the intent at a later date.
- **Submit** moves the intent forward to the next step in the system.

System e-mails

- Automatically generated by the system at various stages throughout the process.
- E-mails go to all the required reviewers at each stage, but all e-mails are personalized. If you are unsure who else is receiving the email, look for a line that tells you what group this was sent to, such as “You are receiving this message because you are on the CPS Board of Directors.”
- The link in the e-mail allows you to go directly to your account in the Online Review System without logging in each time. Therefore, these links are unique to you. Forwarding or sharing these links will allow someone else to access your account. Should they leave comments, they will be attributed to you. **Please do not share or forward system e-mails.**

Timelines and Process Stages

- Automated in the system and triggered by your actions.
- Timelines are auto set by the system and intents/documents move through the system based on your actions (e.g. approve, save, submit to chair, etc). Nothing moves forward if you just **Save**.
- If you miss a deadline, you miss your opportunity to participate in a review.