

## SPIRIT Orientation

June 26, 2023

Operational Link: <https://spirit.stsci.edu/>

### VPN Required for your playing pleasure

Backup weekly from Monday so can mess around, this is just a current Monday morning Snapshot of the Operational System using: <https://spiritcur.stsci.edu/spirit>

- Notifications
- Landing Page provides summary status of the Active Panel Groups you are supporting; click on it and it then shows you your panels;
- Panels Page provides summary of those panels; click on panel;
- Proposals Summary pages allows you to see the current status of Reviews/conflicts/Grading/Additional Comments (remarks/notes);
  - Filterable in Search box; can show X per page or All as you desire, will remember that preference when you return
  - From the Actions Menu you can Lock/Unlock grading/triage/ranking
  - From the Reports Menu you can download, grading, assignments, conflicts, triage and final ranking reports (once active)
  - From the Views Menu
    - you can go to settings pages
    - you can go to conflicts page
    - you can go to the HTML version of the grading pages to watch the grading status
    - you can go to the Triage page to unmark or mark proposals for/from Triage
    - you can go to the Final Ranking Page once all proposals have been graded
  - You can then go to a detailed Proposal page by clicking on an ID
    - Proposal Information
    - Assignments
    - Conflicts
    - Grades
    - Remarks/Notes
    - Set Primary Reviewer if need to change
    - Set Review Status/Anonymized Review to Deanonymize for 1N proposals
    - Actions can update Triage Status, or Lock grades
  - Navigation, either use the Prev or Next Button and or the Proposal List or Click on the Header to go back to the Panel or the Home page
  - Views
    - Proposal Admin (home view)
    - Review Comments
    - Discussion (Grading) and note taking for PSS

- Triage you can also see all of the Triaged and Non-Triaged proposals and change the status, SPG will do the triage process for you, but during the meeting or before, they might ask to move a proposal back and forth.
  - You can download an Excel Spreadsheet of the Triage list
- Ranking once all proposals have been graded, you then go to the Ranking View and do Rank Panel Proposals
  - Then you will see the 1N and 2 N lines based on the panel allocations that we will load in once they have been set
  - You can filter Columns to what you want to show
  - To re-rank, just click on the rank of a proposal that you want to move and the rank you want and it will move that proposal around
  - Once the panel is happy, you just Lock the rankings