

CV Review Program Guide – For CV Reviewers

Logging in

Website: <https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=NVVQWNVV>

If this is your first time using the new platform, click on 'Join Now' to sign up as a new user.

If you are not a new CV Review Cadmium user, enter your email address and Access Key (password). If you do not remember your password, click on lost your access key.

The screenshot shows the ASHP website interface for CV reviewers. At the top, the ASHP logo is displayed with the tagline "pharmacists advancing healthcare®". Below the logo, a navigation bar includes "Abstract Scorecard©", a timestamp "(closes 11:59 PM EST on Thursday, January 1, 2060)", and links for "Event Details" and "Technical Support".


The main heading reads "Welcome to the 2020 Call for CV Reviewers Site". A green notification box states: "You should receive an email shortly with a link to reset your access key." Below this, a thank-you message follows: "Thank you for volunteering to be a reviewer for the ASHP CV Review Program." The page then lists the terms of agreement for reviewers, including a review period from October 1 to October 31, 2020, and a requirement to share contact information with submitters. It also provides instructions on how to provide feedback and a contact email for the ASHP New Practitioners Forum: newpractitioners@ashp.org.

The login section is titled "Log in to the Abstract ScoreCard" and is divided into two columns. The "New Users" column instructs users to click "Join Now" to begin their first submission. The "Already a User?" column contains input fields for "Email Address" (with the example "jtyra@ashp.org") and "Access Key" (with a "Show" button). A link for "Lost your access key?" is provided below the access key field. A "Login" button is located at the bottom of this column.


At the bottom of the login section, a link for "Questions? Organizer: Jennifer Tyra - jtyra@ashp.org" is displayed. The footer of the page contains copyright information: "© 2020 CadmiumCD | Tel (410) 638-9239 | Support@cadmiumcd.com | [My Data](#) | [Site Map](#)".

If you are a new user, you will be asked to enter profile information before continuing.

abstractscorecard.com/cfp/account/signup.asp?EventKey=NVVQWNVV



← Login Page | Abstract Scorecard® Event Details | Technical Support






ACCOUNT PROFILE

Create Account

Please complete the information below and then press the 'Create Account' button. You will be the contact person for all information that you submit using this account.

Note: This is the email ASHP will use to communicate with you about your involvement in the CV Review Program.

* indicates a required field

<p> Personal Details</p> <p>Prefix * <input type="text"/></p> <p>First Name * <input type="text"/></p>	<p> Mailing Address</p> <p>Address Line 1 <input type="text"/></p> <p>Address Line 2 <input type="text"/></p>	<p> Contact Details</p> <p>Office Phone <input type="text"/></p> <p>Cell Phone <input type="text"/></p>
---	--	--

© 2020 CadmiumCD | Tel (410) 638-9239 | Support@cadmiumcd.com | My Data | Site Map

After you complete your profile information, or if you are a current user, the next step is to click on [+Click here to begin a new submission](#)

If you are a new or past user, this is where you submit what type of CVs you will review (i.e. P1-P2, Residents) and in what areas of specialty (i.e. Administrative Practice, Ambulatory Care) for this cycle only (i.e. Fall 2020).

If you are a past participant, you can view your previous submission, for Spring 2020. You cannot make changes, as it is complete and locked.

The screenshot shows the ASHP website dashboard. At the top, the ASHP logo is displayed with the tagline "pharmacists advancing healthcare®". Below the logo is a navigation bar with links for "Home", "Call for CV Reviewers", "Log Out", "Event Details", and "Technical Support". The main content area is divided into three columns: "EVENT INFORMATION" with a link to "2020 Call for CV Reviewers" and "Contact the Event Organizer"; "YOUR PROFILE" for user "TEST Jennifer Tyra" with links for "Log Out" and "View / Edit Your Profile"; and "SUBMIT FEEDBACK" with a "Feedback Form" link. A "SUBMISSIONS" section is highlighted with a red circle and a red arrow pointing to it from the left. It shows a status of "Complete (Submission locked for review)" for Jennifer Tyra and two buttons: "Preview Submission" and "Resend Submission Confirmation Email".

Next step: Start a New Submission


Enter your name, click 'Submit'.

abstracscorecard.com/cfp/submit/submissions/new/add.asp?EventKey=NVVQWNV

ashp
pharmacists advancing healthcare®

Home | Call for CV Reviewers | Log Out | Event Details | Technical Support

Home / New Submission

 **START A NEW SUBMISSION** [Submit](#)

Reviewer Name *
Please type the Reviewer Name below.

Jennifer Tyra

0 characters (200 max)
0 words (75 max)

[Submit](#)

© 2020 CadmiumCD | Tel (410) 638-9239 | Support@cadmiumcd.com | My Data | Site Map

Scroll down the page and click 'Save submission'.

Task List for 'Jennifer Tyra' - Call | x +

abstractscorecard.com/cfp/submit/submissions/tasks/start.asp?EventKey=NVVQWNVV&SubmissionID=918986

Submission Title: Jennifer Tyra

Please click on each task below to enter the requested information.


Once completed, the task will then appear with a large green check mark.

After you have completed all of the tasks below, select "Save Submission".

[Edit Jennifer Tyra](#)

Submission ID: 918986
Proposal Category: Fall Call for Reviewers
Submission Status: Active

New submission was successfully added.

 **1. CV Review Information**
Click here to complete the CV Review Information task.

[Save Submission](#)

© 2020 CadmiumCD | Tel (410) 638-9239 | Support@cadmiumcd.com | My Data | Site Map

The next screen is where you will submit what type of CVs you will review. You can select up to 5 areas of study, only one selection is required. Click 'Continue' at the bottom of the page when finished.

The screenshot shows a web browser window with the URL `abstractscorecard.com/cfp/tasks/survey/edit.asp?EventKey=NVVQWNVV&SubmissionID=918985&TaskID=49977`. The page title is "Submission Title: Jennifer Tyra". The main heading is "EDIT CV REVIEW INFORMATION TASK FOR 'JENNIFER TYRA'" with a blue "Continue" button to its right. A light blue box contains the instruction "Please complete the required fields below." and a note "* Indicates a required field".

1 Please select the range that best represents your years of professional practice: *
Select One.
-- Select one --

2 I am willing to review CVs of candidates pursuing positions in the following areas *
**A concentrated effort will be made to assign you CVs within your preferred review area(s). All reviewers will be considered for review of CVs with a primary interest in residency (PGY1 or PGY2). Select one.*
-- Select one --

3 I am willing to review CVs of candidates pursuing positions in the following areas *
**A concentrated effort will be made to assign you CVs within your preferred review area(s). All reviewers will be considered for review of CVs with a primary interest in residency (PGY1 or PGY2). Select one.*
-- Select one --

© 2020 CadmiumCD | Tel (410) 638-9239 | Support@cadmiumcd.com | My Data | Site Map



Scroll down to the bottom of the next page and click 'Save Submission'.

The screenshot shows a web browser window with the address bar containing the URL: `scorecard.com/cfp/submit/submissions/tasks/start.asp?EventKey=NVVQWNVV&SubmissionID=918986`. The page title is "Submission Title: Jennifer Tyra".

Instructions in a light blue box: "Once completed, the task will then appear with a large green check mark. After you have completed all of the tasks below, select 'Save Submission'."

[Edit Jennifer Tyra](#)
Submission ID: 918986
Proposal Category: Fall Call for Reviewers
Submission Status: Active

CV Review Information task was successfully completed on Thursday, July 23, 2020, 9:49 AM

  **1. CV Review Information**
Completed Thursday, July 23, 2020, 9:49 AM
[Click here to complete the CV Review Information task.](#)

[Save Submission](#)

© 2020 CadmiumCD | Tel (410) 638-9239 | Support@cadmiumcd.com | [My Data](#) | [Site Map](#)

Click 'Submit' on the next screen.

The screenshot shows a web browser window with the URL `stractscorecard.com/cfp/submit/submissions/submit.asp?EventKey=NVVQWNVV&SubmissionID=918986`. The page features the ASHP logo and the tagline "pharmacists advancing healthcare®". A navigation bar includes links for "Home", "Call for CV Reviewers", "Log Out", "Event Details", and "Technical Support". The submission title is "Jennifer Tyra". A breadcrumb trail shows "Home / Submission / Tasks / Submit". The main content area is titled "SUBMISSION SUMMARY" and includes a "Submit" button. A summary box contains the following information: "Edit Jennifer Tyra", "Submission ID: 918986", "Proposal Category: Fall Call for Reviewers", and "Submission Status: Complete". A green message box states: "You have completed all the required tasks for this submission. Use the 'Submit' button to complete your submission." A task list shows "1. CV Review Information" as "Completed - Thursday, July 23, 2020, 9:49 AM". The footer contains copyright information for CadmiumCD and contact details.

reviewers - x +


stractscorecard.com/cfp/submit/submissions/submit.asp?EventKey=NVVQWNVV&SubmissionID=918986

ashp pharmacists advancing healthcare®

Home | Call for CV Reviewers | Log Out Event Details | Technical Support

Submission Title: Jennifer Tyra

Home / Submission / Tasks / Submit

 SUBMISSION SUMMARY [Submit](#)


[Edit Jennifer Tyra](#)

Submission ID: 918986

Proposal Category: Fall Call for Reviewers

Submission Status: Complete

You have completed all the required tasks for this submission. Use the "Submit" button to complete your submission.

 1. CV Review Information
Completed - Thursday, July 23, 2020, 9:49 AM

© 2020 CadmiumCD | Tel (410) 638-9239 | Support@cadmiumcd.com | My Data | Site Map

Now you are finished! You should see the screen below, which allows you to share feedback about the process.

You will also receive a confirmation email from the system, from: doNotReply@ConferenceAbstracts.com

The screenshot shows a web browser window with the URL `abstractscorecard.com/cfp/home.asp?EventKey=NVVQWNVV`. The page header includes the ASHP logo and the tagline "pharmacists advancing healthcare®". Navigation links include "Home", "Call for CV Reviewers", "Log Out", "Event Details", and "Technical Support".

The main content area is divided into three columns:

- EVENT INFORMATION:** Displays "2020 Call for CV Reviewers" for the "United States" and a "Contact the Event Organizer" link.
- YOUR PROFILE:** Shows the user "TEST Jennfier Tyra" with an affiliation of "ASHP", 6 logins, and a "Log Out" link. A "View / Edit Your Profile" link is also present.
- SUBMIT FEEDBACK:** Includes a message: "We always welcome feedback, and we want to hear what you like and what can be improved." and a "Feedback Form" link.

A green notification bar in the center states: "Submission successfully completed on Thursday, July 23, 2020, 9:51 AM".

The "SUBMISSIONS" section shows a summary: "(You have 2 complete submissions, 1 incomplete submission, and 0 withdrawn submissions)". A link to "Click here to begin a new submission" is provided. Below this, a list item for "Jennifer Tyra" is visible.

Hand-drawn blue annotations include an arrow pointing from a circled note to the notification bar. The note reads: "Thank you for completing your submission. We would love to hear your feedback on this system."

Any question related to the CV Review Program experience, please contact newpractitioners@ashp.org