



## **17<sup>th</sup> ICCN Abstract Submission Help Document**

### **Please note the followings:**

- Internet Explorer 7 or Internet Explorer 8 or Firefox are the platforms we recommend and support. Please note that the system is **NOT** compatible with Internet Explorer 9.
- If you experience difficulties navigating through the Abstract Site, close out of your browser entirely and begin again.
- If you continue to experience navigation difficulties, please clear your cache (Tools/Delete Browsing History) as this may be interfering with navigation.

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## Instructions on Submitting an Abstract

Step 1: Login to your ISNCC Member Profile. If you are not a current ISNCC member, please create a Non-Member Profile. If you have forgotten your login and password, please contact ISNCC Head Office at [info@isncc.org](mailto:info@isncc.org) or call 1.604.630.5516.

<http://secure-isncc.malachite-mgmt.com/imisl/scriptcontent/index.cfm?section=unknown&activesection=home>


Internet Explorer 7  
Internet Explorer 8  
 Internet Explorer 9  
Internet Explorer 9 Compatibility View

Please note that the abstract submission system is NOT compatible with Internet Explorer 9. To change, please click on 'Browser Mode: IE9' and check off 'Internet Explorer 7' or 'Internet Explorer 8'



Step 2: Click on the 'Abstract Manager' link located on the left hand menu under 'Profile'.

chite-mgmt.com/imisl/source/Custom/paGetMbrType.cfm?section=unknown&activeSection=home&paNewDues=1&CFID=657133&CFT...



# International Society of Nurses IN Cancer Care

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**Profile**  
Joanne Huang  
ID: 16638  
[Reset Login or Password](#)  
[Abstract Manager](#)

**Home**  
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## Select Membership

Individual Nurse Membership – for Individual Oncology Nurses

Association Membership – for National Specialist Nursing Groups, Institutions and Organizations

Full Membership -- for National Oncology Nursing Societies

[continue](#)

[webmaster](#) | [information](#)



Step 3: Click on the 'Abstracts' tab to begin the submission process.

secure-abstracts.malchite-mgmt.com/ISNCC-AMS/Default.aspx?id=16638&fname=Joanna&lname=Huang

International Society of Nurses - Cancer Care

Abstract Management  
Version 2.0

Home Abstracts Authors Preview Abstract Call for Abstracts Help Logout

### Welcome to the ISNCC Abstract Management Web Site

- To begin your submission, please click on the **Abstracts** tab above and enter your information.
- Once your abstract has been saved, click on the **Authors** tab, select your abstract, then add Authors.
- For a step-by-step guide to help with submitting your abstract; help with input of the body itself, including mark-up, tables and images, please see the **Help** page (click on the **Help** tab at any time).
- Terms and conditions of submission. Please review the **Call for Abstracts** to see the requirements for submission.

**Instructions/Tips:**

This system works most browsers except Internet Explorer 9. Internet Explorer 9 is only compatible in IE 8 Mode. TO switch to IE 8 mode, click on F12 on your browser and select Browser Mode/Internet Explorer 8

This abstract submission site has specific tips and suggestions displayed in this area on each page.

The Help tab has links to various pages that lay-out the submission process in step-by-step sequence with pictures.

You may log back in at any time to edit or complete your submission

If you pause in your data-entry for more than 15 minutes, your session will expire and you will have to log back in again.

**Links :**  
ISNCC Web Site Home  
ISNCC Member Section



Step 4: Type in the Title in **UPPERCASE** and fill in the Abstract Body.. Click word count to make sure that your abstract falls within the word limit.

Instructions/Tips:  
When creating or editing an abstract, it will take a few seconds for the title and body sections to load, please be patient.  
Please use all capital letters in titles  
If you are deemed to be ineligible for awards, but believe that you are eligible, please contact head office at [ISNCC@malachite-mgmt.com](mailto:ISNCC@malachite-mgmt.com)

Links:  
[ISNCC Web Site Home](#)  
[ISNCC Member Section](#)

Webmaster: [info@isncc.org](mailto:info@isncc.org)

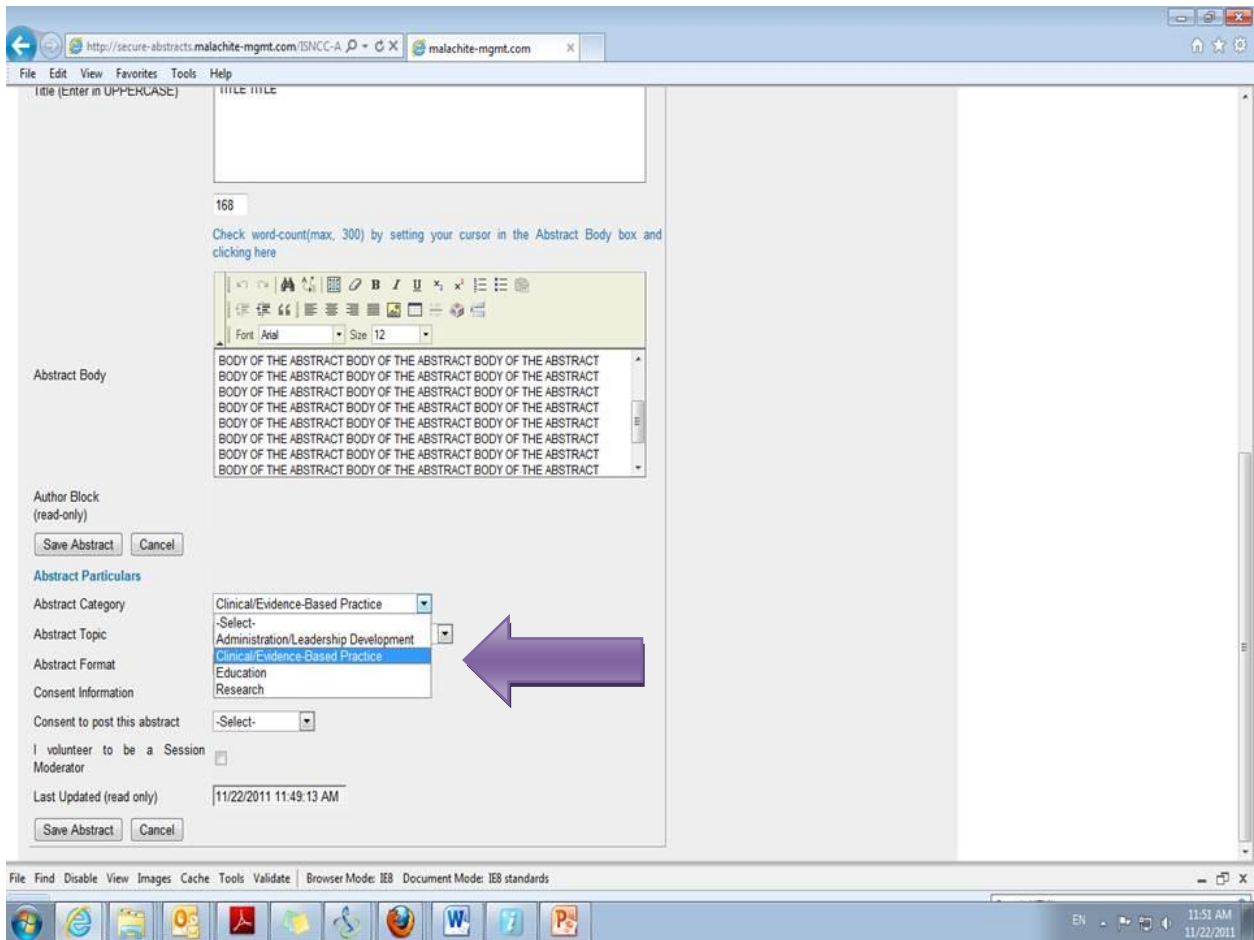
168  
Check word-count(max. 300) by setting your cursor in the Abstract Body box and clicking here

The word count will show up here

Click here to make sure that your abstract falls within the word limit.

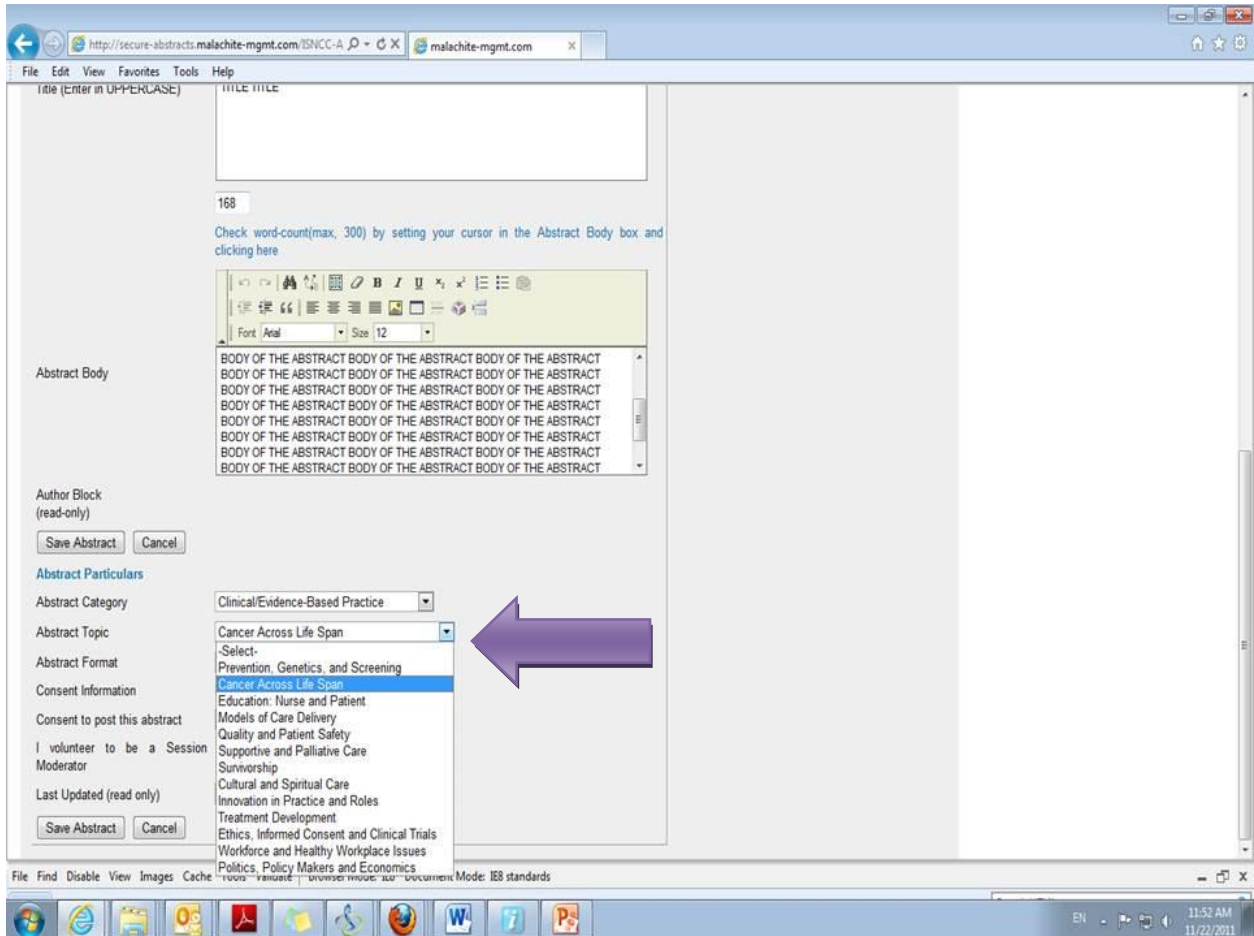


Step 5: Select one of the following categories that most resembles your abstract under 'Abstract Category'



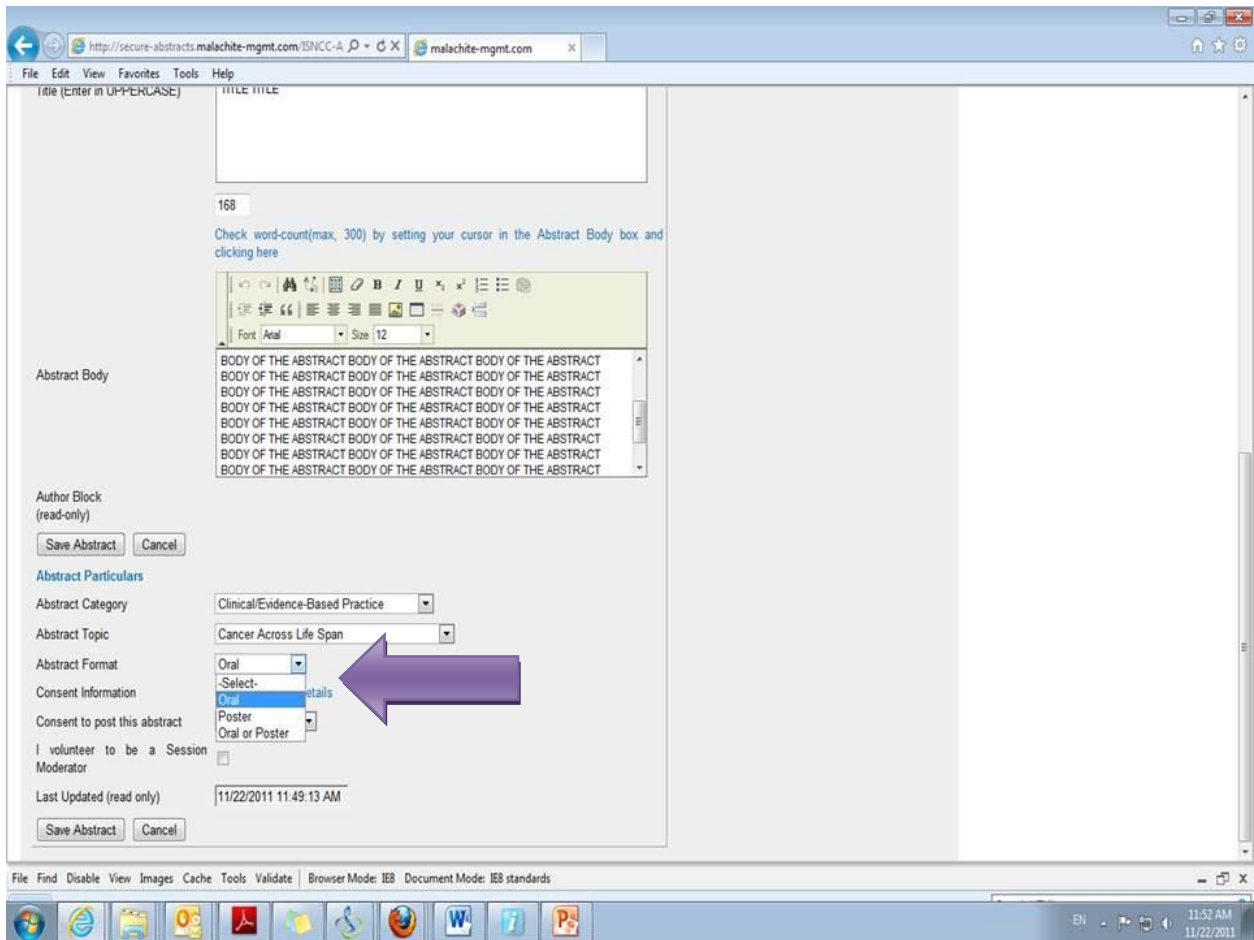


Step 6: Select one of the following topics that most resembles your abstract under 'Abstract Topic'



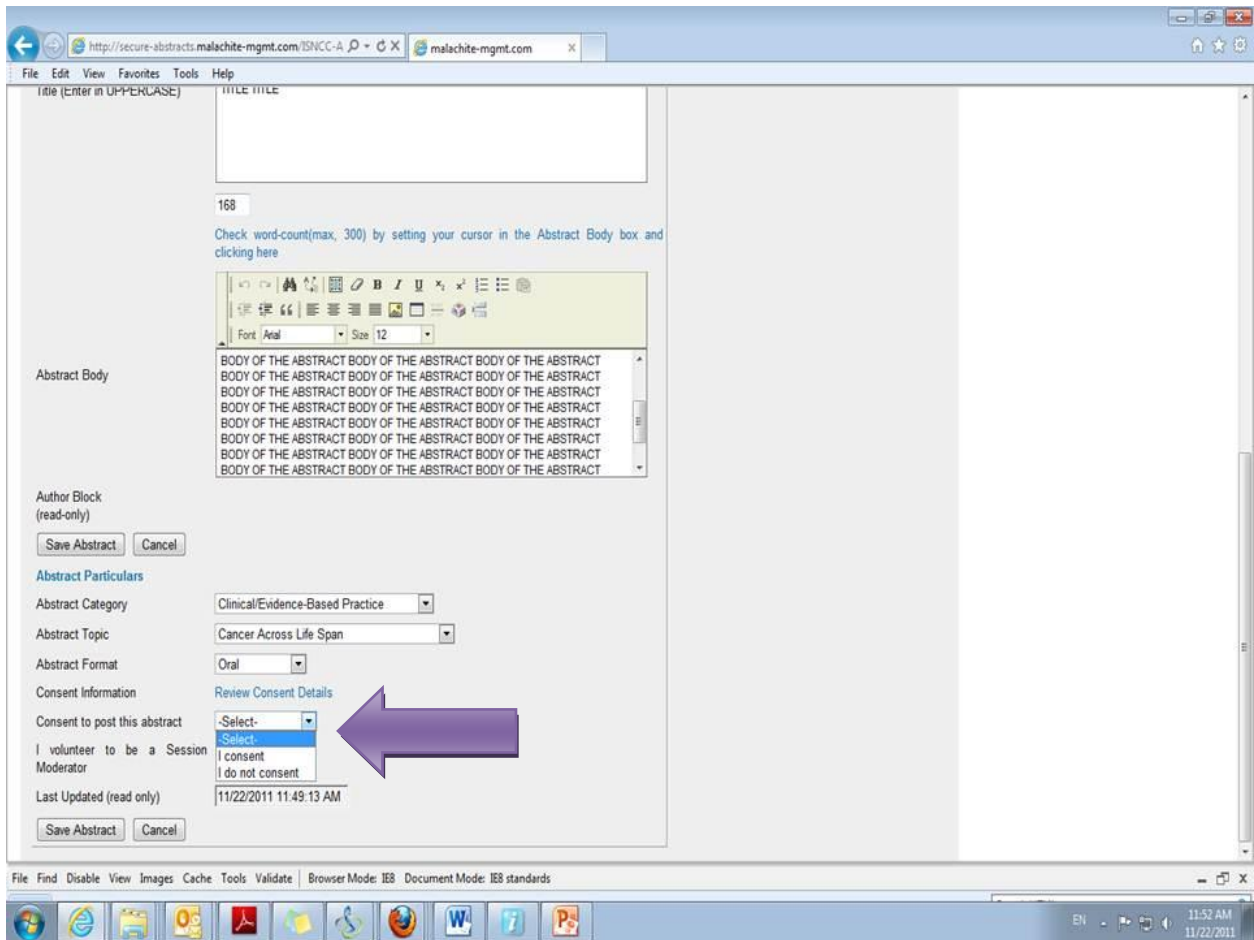


Step 7: Select whether you would prefer to present your abstract in oral, poster, or both under 'Abstract Format'



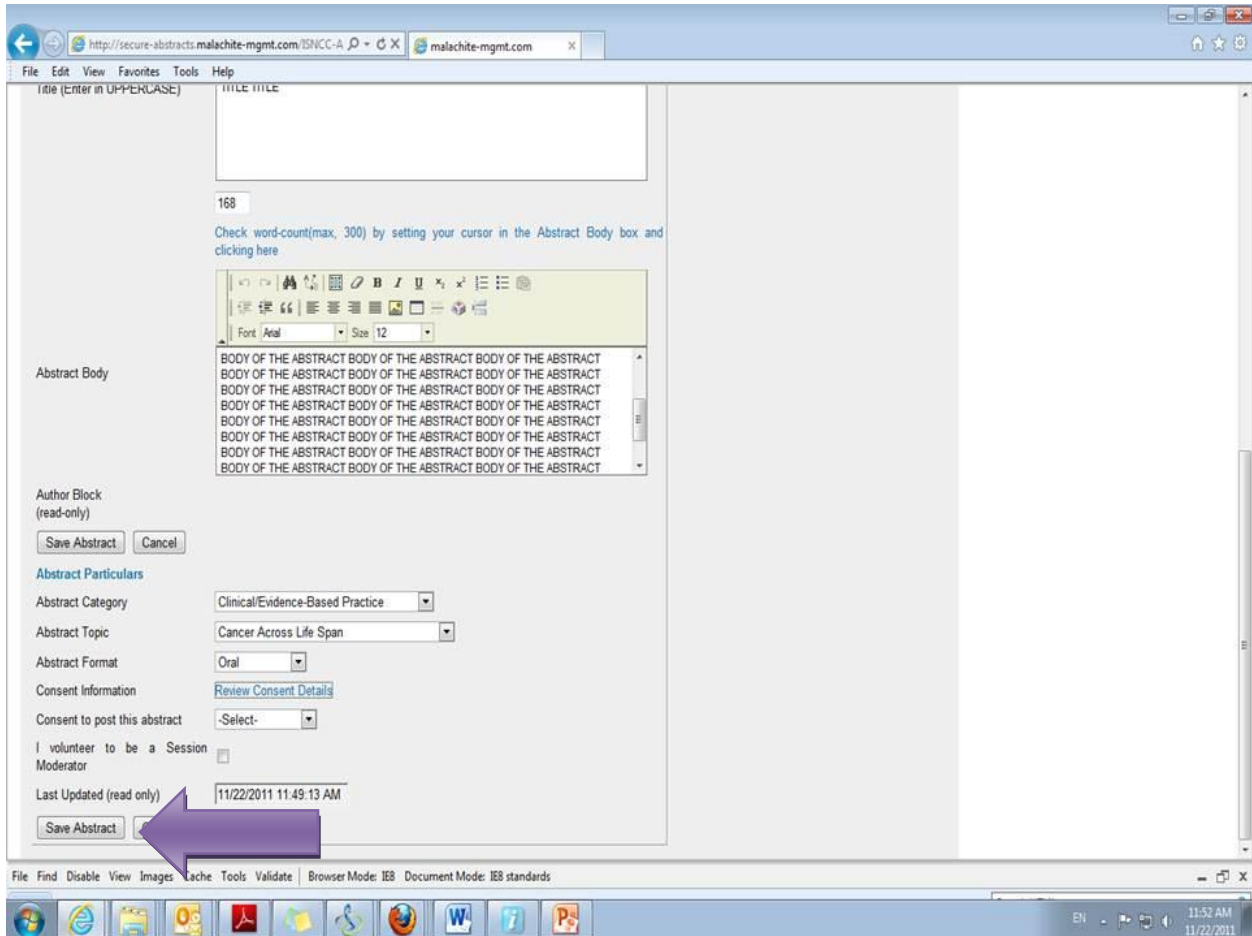


Step 8: Select 'I consent' if you allow ISNCC to post your presentation (in pdf format) on our website once it has been accepted for presentation. Please click 'Review Consent Details' to view consent details.





Step 9: Click 'Save Abstract' once you have completed Step 4 to Step 8.







## Instructions to Create the Author Block

Step 1: Noted that the box under 'Author Added' is unchecked. This indicates that you have not submitted any author information. Click on 'Author' to start creating your author block.

The screenshot shows the 'Abstract Manager' interface. At the top, there is a navigation menu with 'Home', 'Abstracts', 'Authors', 'Preview Abstract', 'Call for Abstracts', 'Help', and 'Logout'. Below the menu is a table titled 'Manage Your Abstracts'. The table has the following columns: 'Abstract ID', 'Title', 'Abstract Saved', 'Author(s) Added', and 'Eligible for Review'. The first row shows an abstract with ID '12' and title 'TITLE TITLE'. The 'Abstract Saved' checkbox is checked, while the 'Author(s) Added' checkbox is unchecked. A purple arrow points to this unchecked checkbox, and a text box next to it states: 'The uncheck box means that you have not submitted any author for your abstract.'

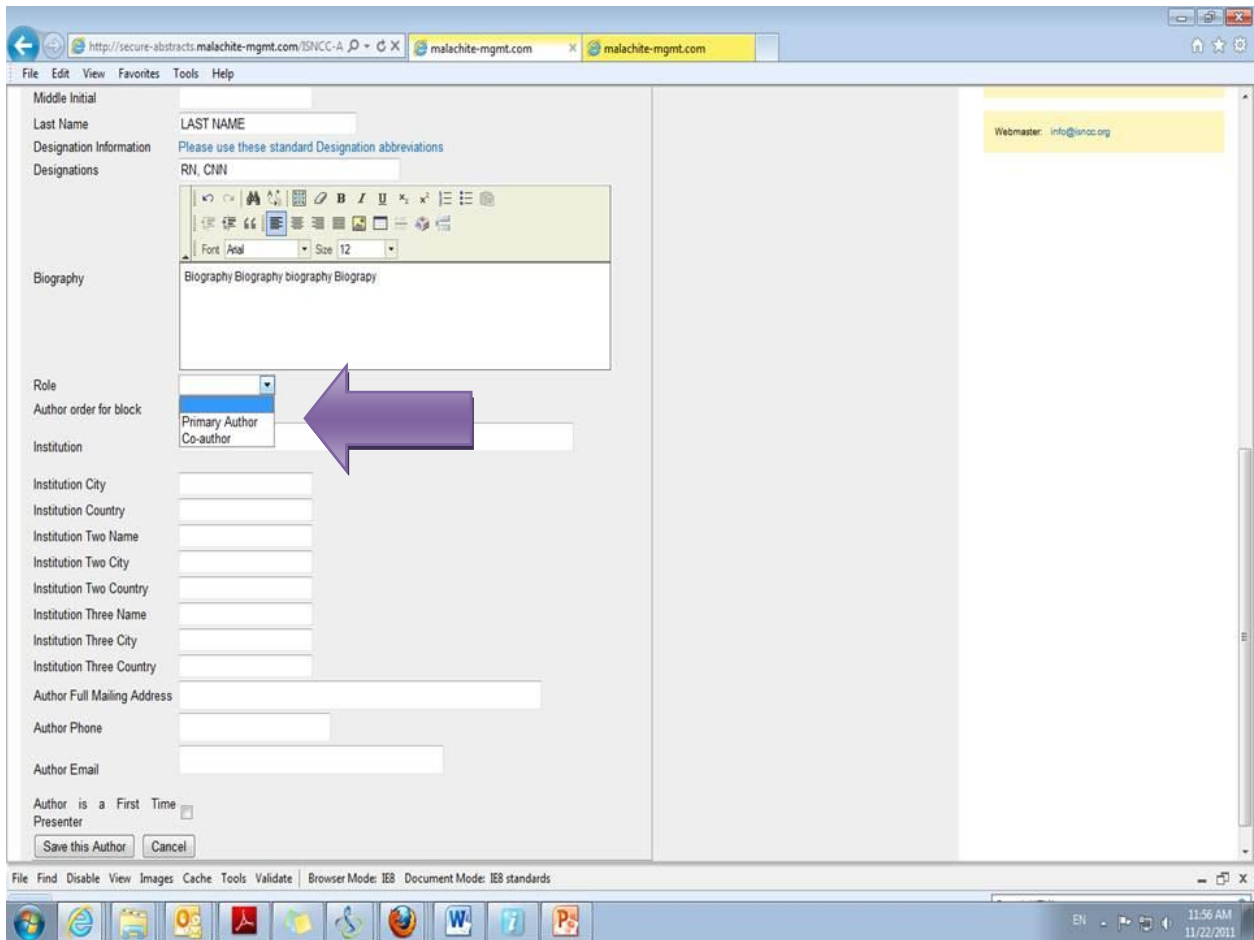
Abstract ID	Title	Abstract Saved	Author(s) Added	Eligible for Review
Select 12	TITLE TITLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Step 2: Click 'Add an Author' and fill in the necessary information.

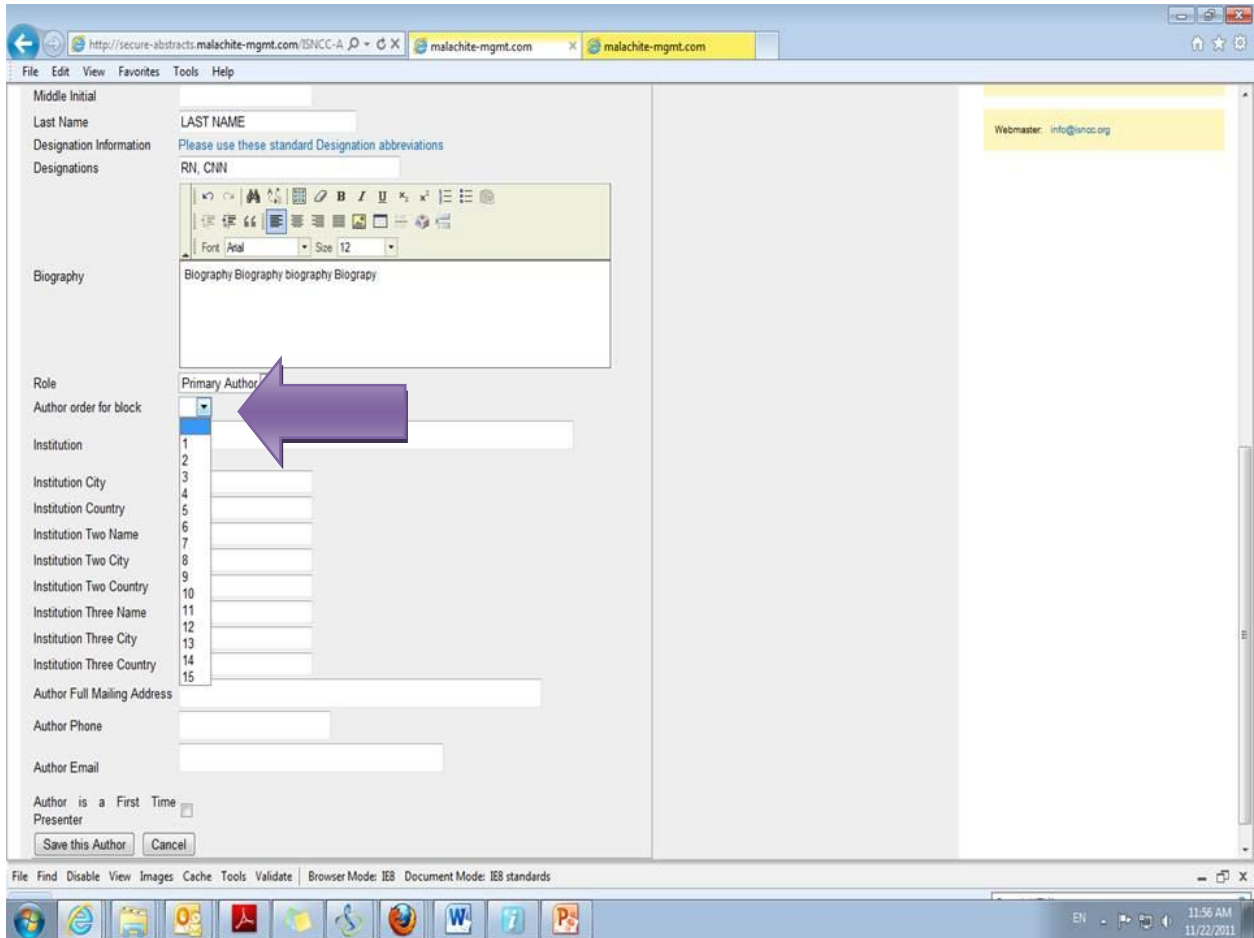


Step 3: Select whether the author is a primary author or a co-author



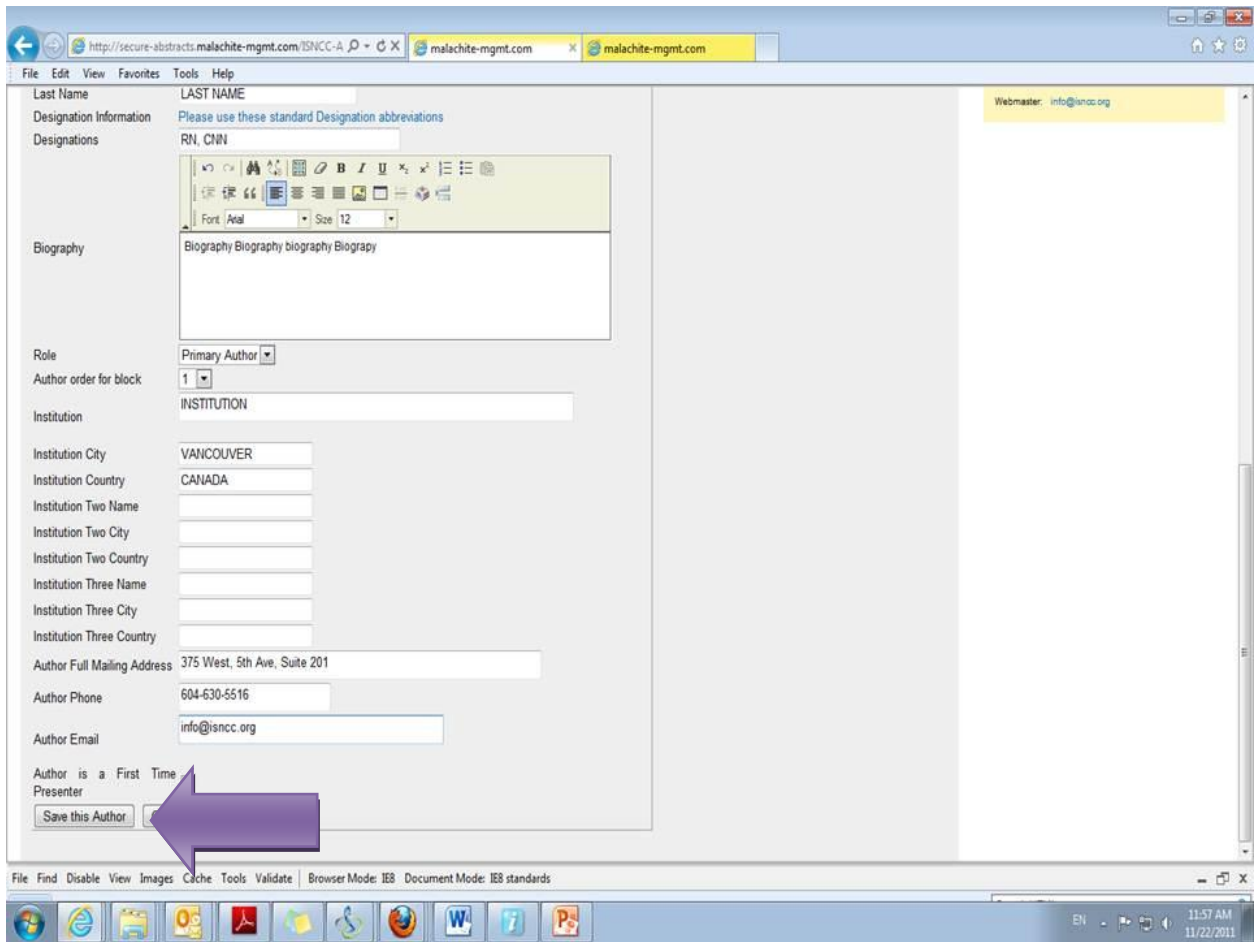


Step 4: If the author is a primary author, please select 1 on 'author order for block'. If the author is a co-author, please select 2 on 'author order for block'.





Step 5: Fill in the information as needed. Click 'Save the Author' once you are done.

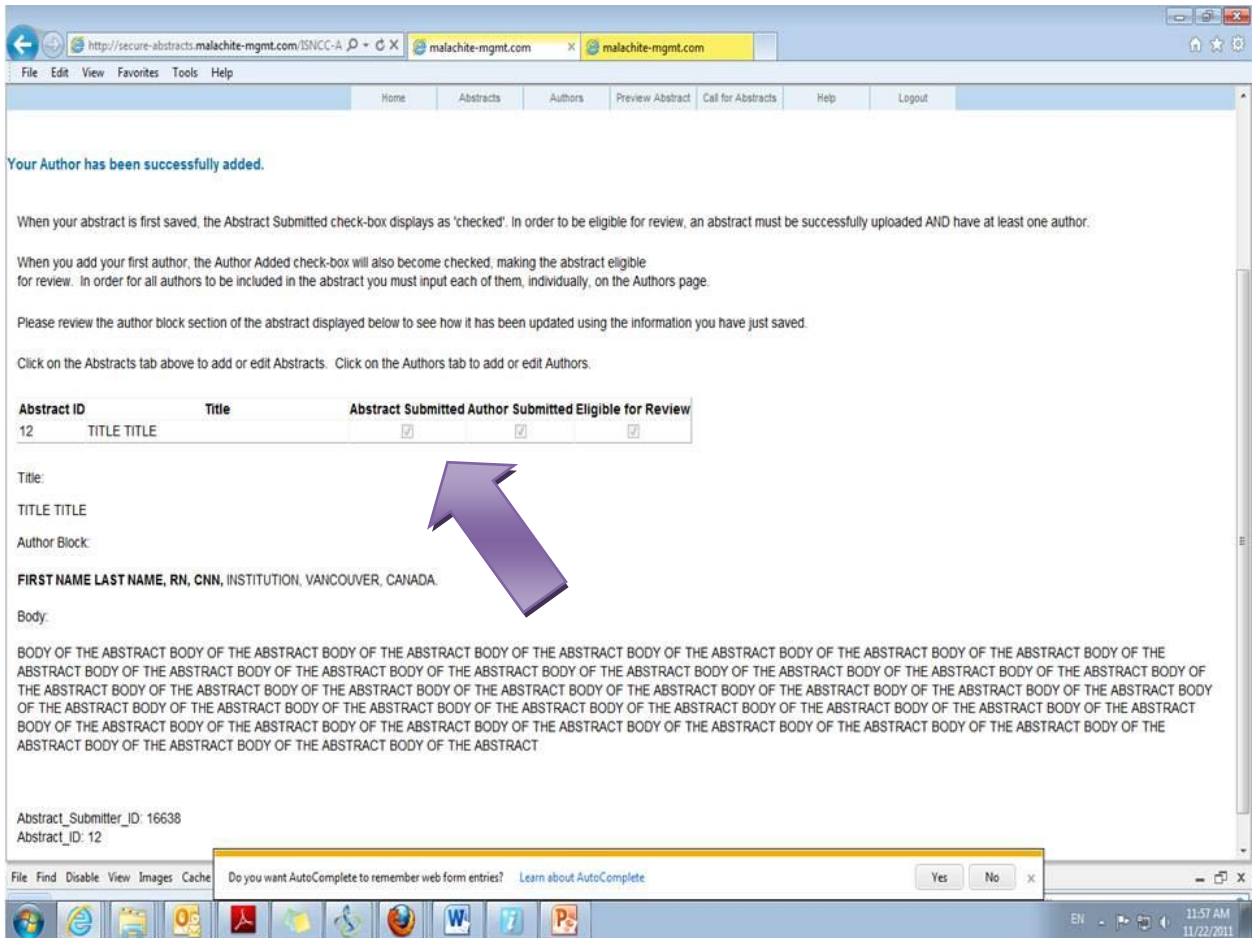




Step 6: Once your author block is saved, review the abstract and author block displayed on the screen to see how it has been updated using the information you have just saved. Please review it carefully as the abstract will be submitted the way it appears on the screen.

**Please note that your abstract is eligible for review only when the “Eligible for Review” box is checked off.**

Note that you have until January 15<sup>th</sup>, 2012 to log in and edit your abstract details.





## Instructions on Obtaining Abstract Submission Confirmation

Step 1: Select the abstract that you would like to receive confirmation of.

Step 2: Click on 'Request Submission Confirmation for Abstract ##'

Step 3: Click 'Okay' and a confirmation notice with your abstract detail will be sent to your email.

**Step 1**

**Step 2**

**Step 3**