Completing your reviews using the IMLS Online "E-REVIEW" System

All reviewers will use the online review process. You will need internet access.

Listed below are the general steps for using the online reviewer system. We recommend that you review these steps as well as the "Online Reviewer System FAQs" below before you start.

To start, all you need to do is go to:
https://e-services.imls.gov/grantapps/reviewers.aspx

— Your login is: the **e-mail address** that is on file with IMLS (submitted on your update form)
— Your current password is: **password**
    When you logon and create your user account, you will need to create a new password.

If you have questions about using this system, please contact Alison Freese, 202-653-4665; afreese@imls.gov.

When you have completed assigning scores and giving comments for each application assigned to you, you will submit the entire review to IMLS. Please complete and submit all reviews by 5:00 p.m. June 16, 2009.

_____

Online E-Review System FAQ's

Background

This system was created several years ago with a Microsoft based platform. It was current at the time and was the first online system we implemented at IMLS. We have not been able to update the system as often as we would have liked to due to budget issues and revised government priorities concerning database development for grant agencies. The system still works, but in some situations can create frustration. Once you have a few reviews underway it should be an efficient process to manage and submit your reviews.

Listed below are some issues that have been brought up by previous users that might provide some helpful information for you.

What web browser should I use?

Since this was created several years ago by a Microsoft based web developer, Internet Explorer is the only reliable web browser. Unfortunately, Mac users and those using Mozilla Firefox, Apple Safari, Camino, and Opera will most likely **not** be able work with our review system. Mac users should

1800 M Street NW •• 9th Floor •• Washington, DC 20036-5802 •• 202-653-IMLS (4657) •• Fax 202-653-4625 •• www.imls.gov

We are a federal, grant-making agency empowering museums and libraries to support life-long learning, essential to success in a knowledge society.

download Explorer for Mac for best results. Also we have heard that Microsoft Vista does not work well either.

Our recommendation is to use Internet Explorer 6.0 or later. We suggest that you write and save your comments in a word processing program, then once you get into Internet Explorer and the IMLS reviewer system you can cut and paste your remarks in the proper place.

Do any of the buttons for assistance work?

At this point they do not. We have changed systems and changed IT support, among various other issues, so this one area that has not been maintained as well as we would have liked. Our recommendation is to contact the IMLS staff person listed in your packet for help if you have any problems. IMLS staff probably has dealt with your issue so do not hesitate to contact us.

What is the best way to get started or comfortable with the system?

Shortly after receiving your packet, try logging into the system and entering some practice remarks to get a feel for the set up and information display. Obviously, as the deadline approaches to complete your reviews you can concentrate more on the substance of your reviews rather than the process of entering the information. Our recommendation is to test out the system early. Try to do the initial entry between 9:00am and 5:00pm so we can be available to assist you.