EasyChair tutorial – paper reviews

1. Log in to conference system

- Go to EasyChair MME2014 conference webpage: <u>https://www.easychair.org/conferences/?conf=mme20140</u>
- If you already have EasyChair account then use your *User name* and *Password* to log in. PLEASE NOTE, that to be able to access the review that has been requested from you, you need to have an EasyChair account registered under the e-mail that the request was delivered to. If the review request was delivered to a different mail, you either need to register again (this time for the purpose of the review) under the new e-mail, or ask the person that requested the review from you to send the invitation to the e-mail you have used while registering for the EasyChair. If you do not have an EasyChair account for MME 2014 yet, click on *sign up for an account* (Figure 1) to create one.

Log in to EasyChair for MME 2014	
Use your EasyChair account to log in. User name: Password: Log in If you have no EasyChair account, sign up for an account Forgot your password? <u>click here</u> Problems to log in? click here	CEASYChair conference system

Figure 1: Log in to EasyChair for MME 2014

• Write down the captcha code and click on *continue* (Figure 2).

Signing up for EasyChair: Step 1

To use EasyChair, one should first create an account. This is done to prevent misuse of the system. The procedure for obtaining an account is the following.
 You should type the words that you see in the image below and click on "Continue". If you type the words correctly, you will be asked to fill out a simple form with your personal information. After you filled out the form, EasyChair will send you an email with a link that you can use to create an account.

Please enter the words you see in the box, in order and separated by a space. Doing so helps prevent automated programs from abusing this service. If you your best guess or click the reload image 🖸 next to the distorted words.
6534996
6634996 15
Continue

Figure 2: Captcha code

• Fill in your name and email address and click on *continue* (Figure 3). *To be able to access the review, you need to use the e-mail address the review invitation was delivered to*!

Sig	ning up for EasyChair: Step 2
×	********************
	ease fill out the following form. The required fields are marked by (*) te that the most common reason for failing to sign up is an incorrect email address so please type your email address correctly.
*	
	First name [†] (*): Tomas
	Last name (*): Talasek
	Email address (*): [tomas.talasek@upol.cz
	Retype email address (*): tomas.talasek@upol.cz
	Continue
	lote: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, <u>read the Help article about names,</u> u may also be interested about <u>our policy for using personal information.</u>

Figure 3: Enter basic information to set up an account

• You will receive a confirmation email. Clink on the link in this e-mail to continue your registration (Figure 4).

Dear your name ,
We received a request to create an EasyChair account for you. To create an EasyChair account, please click this link:
https://www.easychair.org/account/create.cgi?code=ltML1jA7QKnxs4k2ZSHh
Best regards, EasyChair.
Please do not reply to this email. This email address is used only for sending email so you will not receive a response.

Figure 4: Confirmation email

• Complete your registration (in your browser) with providing all required information and click on *create my account* (Figure 5).

	User names are case-insensitive
User name (*):	
First name ^(†) :	
Last name (*):	
Company/organisation (*):	
Homepage:	
Phone (*):	
Address, line 1 (*):	
Address, line 2:	
City (*):	
Post code (*):	
State (US only) (*):	×
Country (*):	×
Password (*):	
Retype the password	
(*):	
Create my account	
(†) Note: leave first name bla	ank if you do not have one. If you are not sure how to divide your name into the first and last
name, <u>read the Help article a</u>	about names.
You may also be interested a	about our policy for using personal information.

Figure 5: Create your account

• Now you are successfully registered. To log in to the conference system go to the EasyChair webpage for the MME2014 conference and use your *user name* and *password*. You can use the following link: <u>https://www.easychair.org/conferences/?conf=mme20140</u>

2. Accepting and writing a review

- Go to the EasyChair webpage for the MME2014 conference and log in: https://www.easychair.org/conferences/?conf=mme20140
- Select the Alerts for new review assignments or notes. (Figure 6).



Figure 6: Alerts in the main menu will get you to the new review assignments list.

• At the *Alerts* page, you can see all the reviews assigned to you (review requests). You can select the *View* option (clicking the magnifying glass icon) to access more information on the review that is requested from you. If you click at the *dismiss* cross icon, the review assignment will no longer show on the *Alerts* page. The assignment will still be accessible through an item in the main menu, you just need to change your role to subreviewer (see below) to access it. (Figure 7)

	· · · · · · · · · · · · · · · · · · ·	
Alerts		
	sed in EasyChair to attract your attention to something that requires your response. They are normally created as a result of actions of . For example, when somebody asks you to make a review, a subreviewer alert will appear amongst your alerts.	
-	ach of these alerts, you can remove them either by making your response to the alert or simple dismissing the alerts without a response. re shown and explained below. Follow the "view" link to view or respond to them. If you do not want to a particular alert at all, click on its	
"dismiss" c		

Figure 7: Alerts page with new review requests – you can view information on the paper.

Once you access the information on the review assignment (either through the *View* option or through the main menu when you change your role to subreviewer), you can now answer to the review request by clicking the Answer request in the right menu (Figure 8). You need to accept the review request in order to write the review. You can also decline the review request here. *Please answer the request as soon as possible* to let the person who requested your assistance with the review know, whether you are willing to review the paper or not.

С мме	2014 (subreviewer)	Help Sign out
ubmission 1	MME 2014 Alerts EasyChair	Statistics of the
Tomas Tala	■ Request usek (tomas talasek@upol.c2) requested you to review the following submission for MME 2014. You can use the menu on the right for nos. To agree or not to agree to review the paper or to communicate with Tomas Talasek click on "Answer request".	Download submission Download attachment Answer request
	n Information	
Title:	Investment decision making using fuzzy scorecards - mutual funds selection	
Category:	PhD students competition paper	
Author keywords:	Investment decision making Multiple criteria decision making Fuzzy scorecation Fuzzy similarity	
EasyChair keyphrases:	investment decision making (63)	
	In this paper we compare two families of multiple criteria decision making methods for investment decision making and provide practical examples.	

Figure 8: Answering the review request.

• When you answer the review request, you need to choose whether you accept the review assignment or not. You can also add a message to the person who requested the review from you, suggesting other possible reviewers or adding any information you deem necessary. This message (along with your decision) will be sent to the person who requested the review from you when you click the Select and/or send message button. (Figure 9).

GC MME 2014 (subreviewer)
Submission 1 MME 2014 Alerts EasyChair
Review Request
To answer the review request you should choose the appropriate action and edit a message to Tomas Talasek. The message will be sent by email Tomas Talasek with a copy to you. Only Tomas Talasek and you will have access to the text of the message. If you choose not to send the message, Tomas Talasek will receive a notification about your decision.
You can choose one of the following actions.
Agree to review In this case you should select "I agree". The message is optional. Not agree to review In this case you should select "I do not agree". The message is optional, however, you may think of suggesting names of other potential reviewer Postpone your decision Select "I will decide later". The message is then required. You can, e.g., ask Tomas Talasek for further information in the message.
Subject: Your review request for MME 2014 submission 1
Message:
 I agree to review this submission I do not agree to review it I will decide later ✓ Send message
Select and/or Send Message

Figure 9: Selecting the answer to a review request and sending a message to the person who requested the review.

When you accept a review request, you need to change your role from "author" to "subreviewer" to be able to access the paper and submit your review. To do so, go to MME 2014 → change role (Figure 10).

ЕС ммі	E 2014 (a	uthor)	
Submission 1	MME 2014	EasyChair	
	MME 2014	information	
Role	Change rol	e	
	License		
You are now	ogged in as a	author.	



• Select *Subreviewer* (Figure 11).



Figure 11: Selecting subreviewer role.

• Now you can access the submissions you have agreed to review (and also answer review requests for submissions you have not answered yet) through the *Submission #* items in the main menu (*#* indicates the number of the submission).



Figure 12: Accessing a submission as a subreviewer.

• Once you select a submission, you can download the paper (clicking the *"download submission"* in the right menu), submit you review (clicking the *"submit review"* in the right

menu) or answer the submission request if you have not done so yet (clicking the "answer request" in the right menu). (Figure 13)

E MME 2014 (subreviewer)	<u>Help</u> Sign out
Submission 1 MME 2014 EasyChair	
Review Request	Download submission Download attachment Submit review
Tomas Talasek (tomas talasek@upol.cz) requested you to review the following submission for MME 2014. You can use the menu on the right for further actions.	Download review form
There are two ways to submit a review:	
 Use "Submit review" in the top right corner. This way is easier and generally preferred. Use "Download review form" in the upper right corner. It will give you a review form that you can fill out and email to the PC member who sent the request to you. Note that every review form is individual and cannot be reused for another review. This is not recommended and error- prone. If you decide to use this way, download the review form, fill it out and <u>send it by email to Tomas Talasek <tomas talasek@upol.cz=""></tomas></u>. 	
Submission Information	
Paper 1	
Title: Investment decision making using fuzzy scorecards - mutual funds selection	

Figure 13: Downloading a paper for review and submitting the review menu.

Once you are ready to submit your review, click the "submit review". A review form appears, where you need to evaluate several aspects of the paper and provide final decision (figure 14).
 Please DO NOT use the "no decision" option! At least for the evaluations marked with an asterisk, please provide some comments for the authors of the paper or the reason for rejecting the paper. You can also provide a confidential message to the programme committee, that will not be visible to the authors of the paper (Figure 15).

Do not forget to click the Submit review button when you are finished with the review.

We thank you for your cooperation and help reviewing the papers for MME 2014!

C MME 2	014 (subreviewer)	Help 5
UDMUSSION 1 MM	E 2014 EasyChair	
Add Ne	w Review on MME 2014 Submission 1	
Fill out the fall	owing form and click "Submit Review"	
	mit your review, Tomas Talasek will receive a notification by email.	
	id attachments to your review using this form. To attach a document to your review, you should email it to Tomas Talasek. e permits subreviewers to submit reviews and participate in the discussion of submissions. This means that your review will	
	e permits subreviewers to submit reviews and participate in the discussion of submissions. This means that your review will wal of Tomas Talasek and you will be permitted to view other reviews on this paper and discuss the paper when the chairs permit so.	
Paper inform	ation	
Tille:	Investment decision making using fuzzy scorecerds - mutual funds selection	
Category:	PhD students competition paper	
Authors: PC member:	Tomas Talasek Tomas Talasek	
 CONTRACTOR 	NUM MANDA 2015	
Evaluation		
Overall evalu		
2: accep		
 1: minor 0: no dec 		
O -1: reject		
Reviewer's c	nfidence	
9 5: (exper		
 4: (high) 3: (media 		
2: (low)	a)	
🗢 t (none)		
Additional scor	15	
Originality of	The work	
S: excell		
9 4: good		
 3: fair 2: peor * 		
O 1: very p	ior *	
in the second second	the topic to the conference	
ڬ 5; excell		
4: good		
 3: fair 2: poor * 		
0 1 very p	op +	
Significance		
S: excell		
🔍 4: good		
 2: fair 2: peor * 		
⊖ ±:very p	ior *	
Research me	thodology and treatment	
😐 5: excell		
O 4: good		
3: fair 2: poor *		
a. parti	nor •	

Figure 14: Evaluation form – first part.

	the second second				
They will not be se	ent to the authors.	. This field is optional	seen by the PC		
emi Tr	pers, please write rey will not be s	bers, please write them below. These rey will not be sent to the authors	pers, please write them below. These remarks will only b rey will not be sent to the authors . This field is optional	bers, please write them below. These remarks will only be seen by the PC rey will not be sent to the authors . This field is optional.	bers, please write them below. These remarks will only be seen by the PC rey will not be sent to the authors. This field is optional.

Figure 15: Evaluation form – part 2, comments to the authors (review) and confidential remarks for the programme committee.