eConf

User Manual

1.1.42

Prepared for the application of the ‘Computer Networks’ conference.
Table of content

1 How to create a new account ................................................................................................................. 3
2 How to get some resources .................................................................................................................. 5
3 How to add a new paper ........................................................................................................................ 7
4 How an Author can read a review or answer documents ..................................................................... 10
5 How the Reviewer may bid .................................................................................................................... 12
6 How the Reviewer can create a review ................................................................................................. 15
7 How the Reviewer can read your own review ..................................................................................... 19
8 Icons description ..................................................................................................................................... 21
1. **How to create a new account**

   1. Click on the 'Clock here to register' item.

   2. Read the message and use the 'register' item.
3. Fill up the registration form.

Please note, that not all fields are obligatory. The mandatory fields are marked with asterisk (*). However, we kindly ask you for fill up all fields. The birth date is needed only for insurance, if you need any. The password reminder is useful for further usage. Probably you forgot your password next year. Please do not use the password as a password reminder.
2 How to get some resources

1. Log into the existing account

2. Select the requested resource from the right hand panel

You can also click on the ‘Resources’ panel header to go to the list of available resources.
3. Read the resource description and download it.
3  How to add a new paper

1. Log into the existing account

2. Select the option referring your papers

3. Select the option for a new paper

- Click on the “My papers”

- Use this option for a new paper submission (not a new file)
4. Fulfill the requested fields on the form

- Enter proper information. The abstract is very important!

5. Check data of your paper and use either “edit” or “upload” option

- Click the upload option in order to upload a file.
6. Select the file and upload it

- Open the dialog window for a file selection.
- Click the save button in order to upload the selected file.
- Enter some comments to the given version of file.

7. Check “My papers” and go on with the next paper

- Check the paper list
- Check the paper status
- Edit, delete, or upload a new file
4 How does the Author can read a review or answer documents

1. Log into the existing account

2. Select your papers

3. Select the requested paper

Please note that statuses are changed with a delay. They do not change automatically. After your action please give us a few hours to update a status of a given paper.
4. Open the given review or answer document

- the paper info card
  *there is info about your paper summarized*

- the list of available reviews and answers
  *click to open a given one*

5. Read the review or answer

- the card of the review or answer document
  *read it!*

- Fields of document:
  1. Title correctness: Yes
  2. Track: Track A: Computer Networks
5 How the Reviewer may bid

Bidding process is a crucial one to achieve good reviewing and best paper assignment.

1. Log in the existing account.

2. Use the user menu on the left side of the main page.

If you cannot see this option, let us know immediately.
3. Find available titles and read it.

4. Open an abstract and check if you are interested in this paper or not.

5. Select the appropriate item in the combobox.
Please notice that we need full information from bidding process. Selecting only papers you are interested in is too
enough. To avoid further undesired assignment we need to know which papers are considered as ‘maybe’ or ‘don’t
want’. If the given paper is in conflict with your or CN interests please select the ‘conflict’ item.
6 How the Reviewer can create a review

1. Log in the existing account.

2. Use the user menu on the left side of the main page.

3. Choose the requested paper and use a “write review” link.
4. If the review is already done and closed, than the new one can be created.

5. Use the review form according to “reviewer guidance” and fields description.

Please note, that due to potential connection problems the form availability can be broken. Thus, we suggest to prepare comments before the use of the form. You can also attach a file.
6. Save the review.

7. Confirm the message.

8. You can check the review
9. If you do not want to further modify the document than close it. Otherwise, edit it.

Close the review document...

...or edit it
7 How the Reviewer can read your own review

1. Log in the existing account.

2. Use the user menu on the left side of the main page.

3. Select the requested paper.
4. Read the general description of the paper and the list of its available correspondence.

The correspondence list refers to paper uploads, reviews & answers.

5. Read the review.
8 Icons description

- reject
- poor
- average
- good
- very good
- prominent
- review in progress
- file uploaded
- reviews submitted
- new file required
- review shown required