STEP 1: acess the easychair system: https://easychair.org
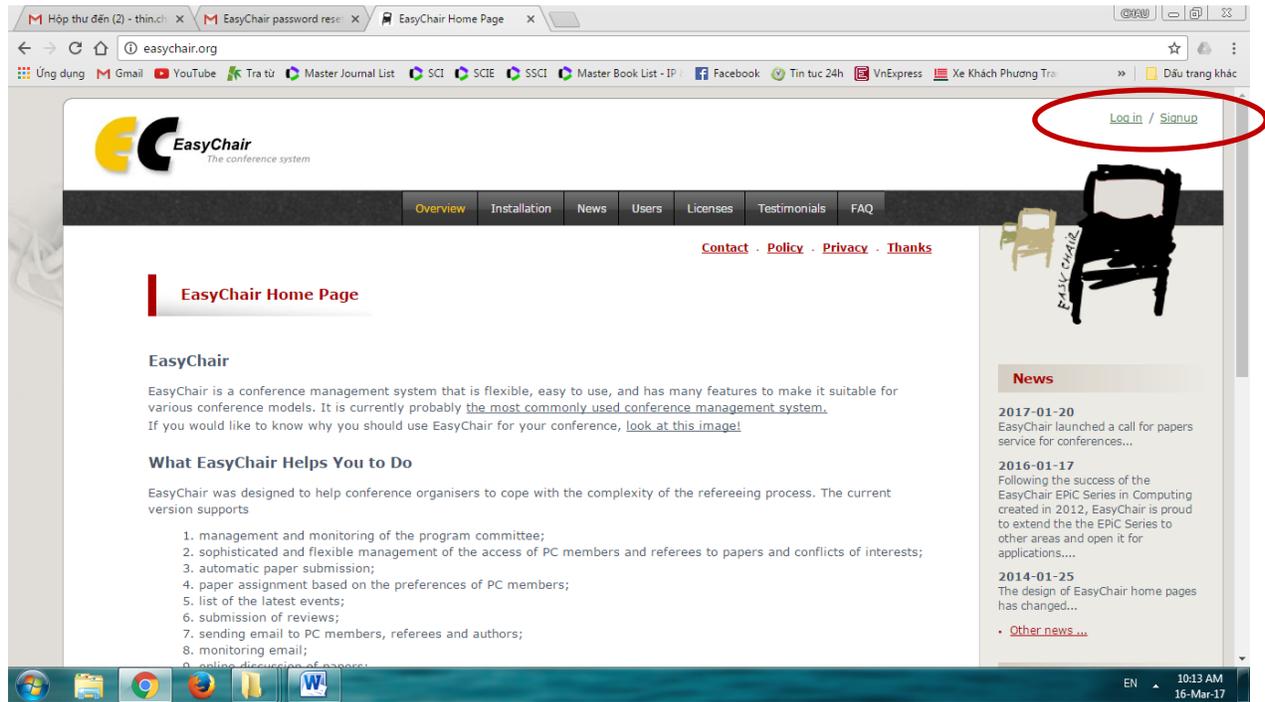
- Click Login (if you already have an easychair account)
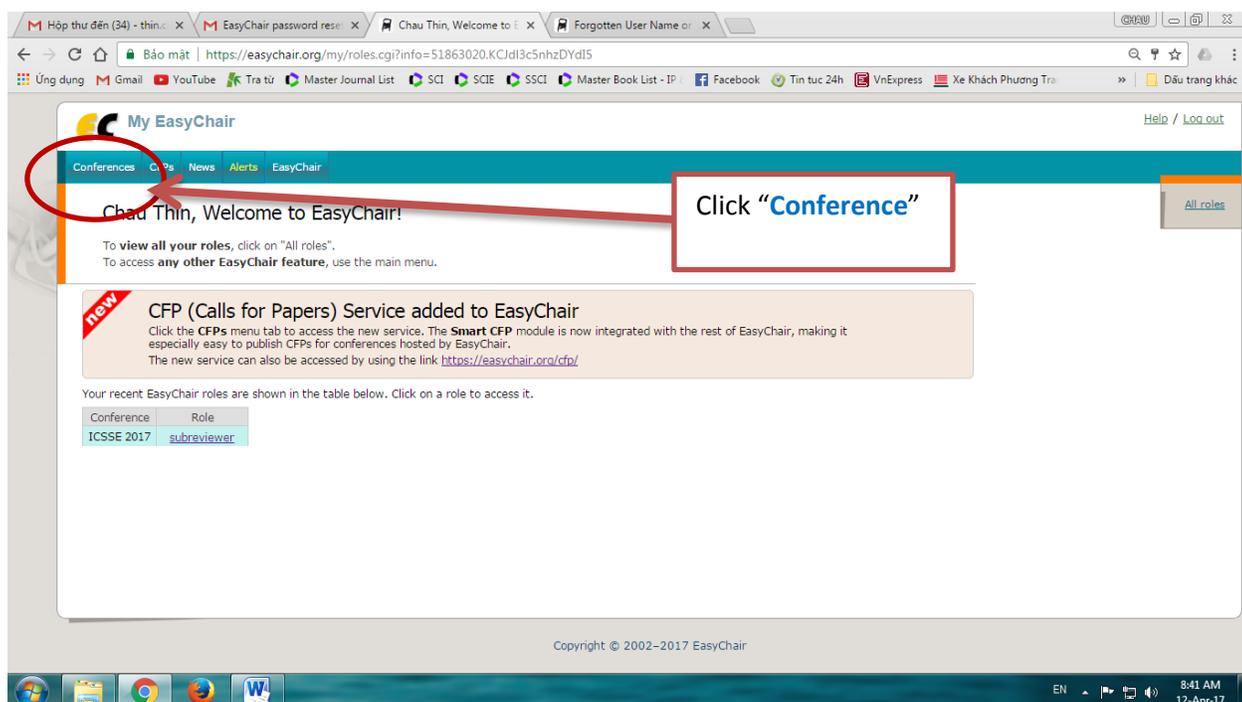- Click Signup (if you have not yet an easychair account):

 + This will take you to a new web page. Type the two words that you see in the image 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 submitting the form, EasyChair will send you an email with a link to create an account.

+ You will now be able to log-in easychair System

After Login, you will see interface of system as photo's been shown below:

Next step:

Click to choose conference. Example: you choose **ICSSE2017**

Next step:

Click **Subreviewer**

Next step:

Click the ID of paper.

Next step:

Click here to answer review request from program committee

Click here to download paper

Next step:

After you click "**Answer request**," if you :
- *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 reviewers.
- *Postpone your decision:* Select "I will decide later".

Then click the red button **"Select and/or send message"**

Review Request

To answer the review request you should choose the appropriate action and edit a message to Thin Chau Ngoc. The message will be sent by email to Thin Chau Ngoc with a copy to you. Only Thin Chau Ngoc and you will have access to the text of the message. If you choose not to send the message, Thin Chau Ngoc 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 reviewers.
Postpone your decision
   Select "I will decide later". The message is then required. You can, e.g., ask Thin Chau Ngoc for further information in the message.

Subject: Your review request for ICSSE 2017 submission 103

Message:

Write text here. Example: I agree.

○ I agree to review this submission
○ I do not agree to review it
○ I will decide later
☑ Send message

The name specified for you by Thin Chau Ngoc is not the same as the name associated with your account. Please choose below which of the names you prefer to use in relation to this review:

⦿ Chau Thin
○ Ngocthin Chau

Select and/or Send Message

Next step:

ICSSE 2017 (subreviewer)

Submission 105
Submission 103

cepted

The review request has been registered as accepted. Thin Cha

Click "Review Request" -> chose the paper that you have accepted for review (ex: Submission 103)

Next step:

ICSSE 2017 (subreviewer)

Submit review

Review Request

Thin Chau Ngoc (thin.chau@hcmute.edu.vn) requested you to review the following submission for ICSSE 2017. You accepted the request.
To **submit your review** use "Submit review" in the upper right corner.

Click "Submit review" to fill out your evaluation

Submission Information

Paper 103	
Title:	Pulsed cooling control for improving the part warpage
Paper:	📁
Author keywords:	Pulsed cooling Injection molding Warpage Mold temperature control
EasyChair keyphrases:	mold temperature (257), pulsed cooling (250), mold temperature control (142), conventional cooling (120), cooling time (90), cooling efficiency (80), melt temperature (80), mold surface temperature (79), injection molding (50), flow rate (50), heat transfer (50), cycle time (50), injection molding process (47), stop temperature (40), flow temperature (40), net temperature (40), pulsed cooling control system (40), dynamic mold temperature control (40)
Time:	Mar 08, 07:39 GMT

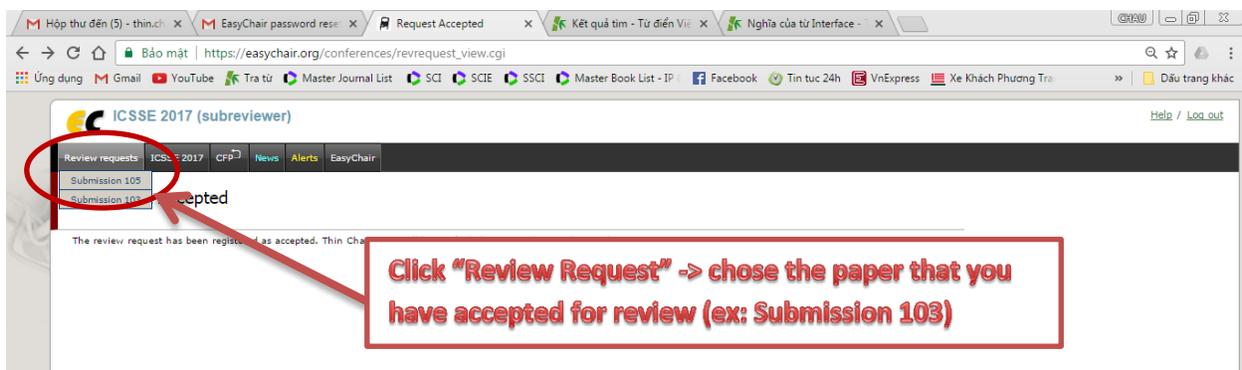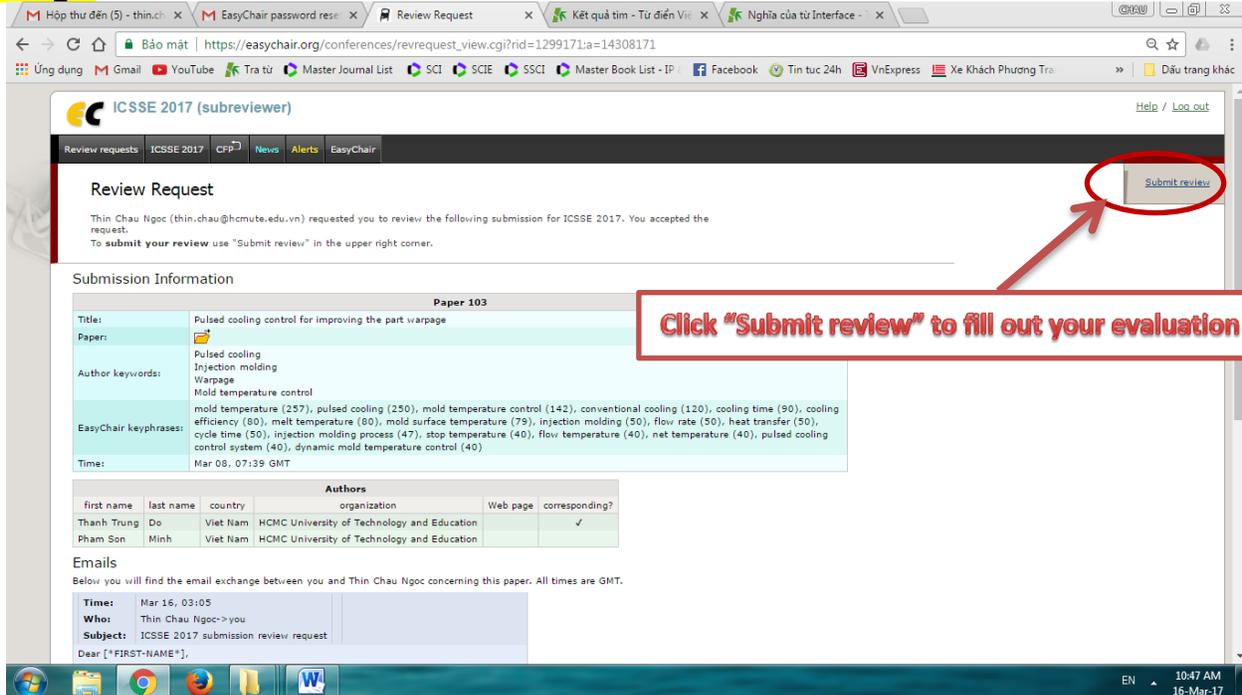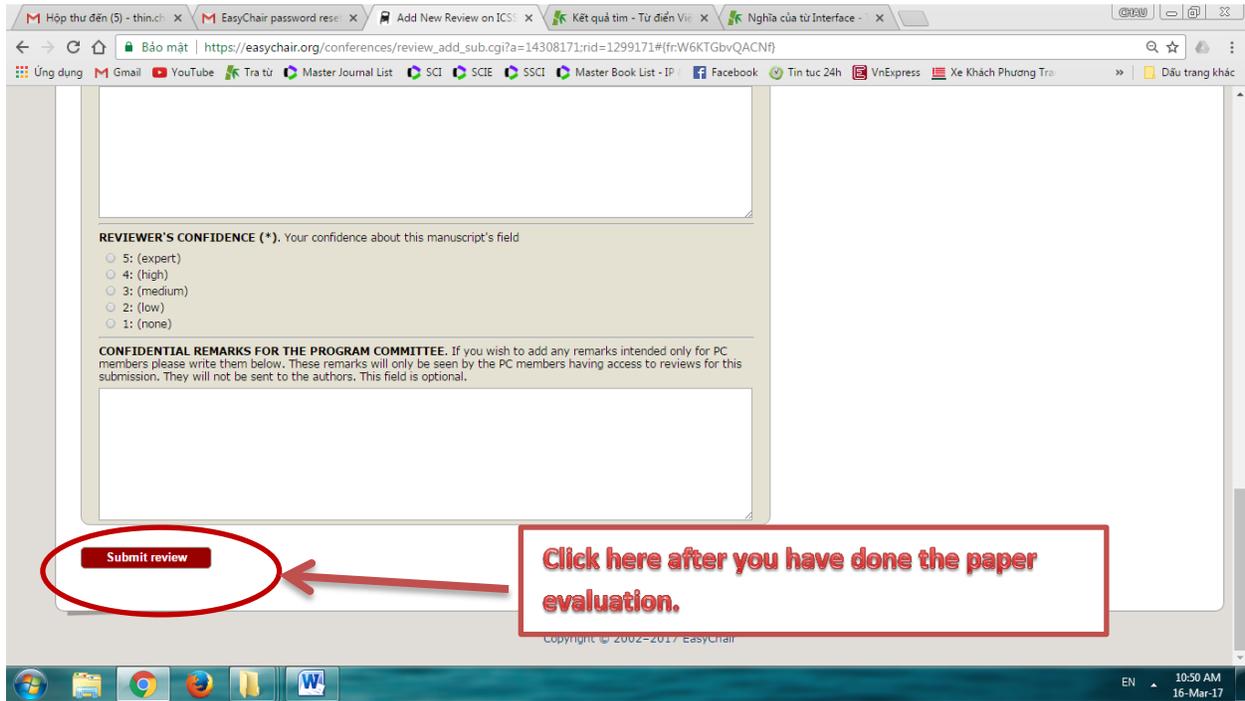| Authors					
first name	last name	country	organization	Web page	corresponding?
Thanh Trung	Do	Viet Nam	HCMC University of Technology and Education		✓
Pham Son	Minh	Viet Nam	HCMC University of Technology and Education		

Emails

Below you will find the email exchange between you and Thin Chau Ngoc concerning this paper. All times are GMT.

Time:	Mar 16, 03:05
Who:	Thin Chau Ngoc->you
Subject:	ICSSE 2017 submission review request

Dear [*FIRST-NAME*],

DONE!
And continue to review other paper.