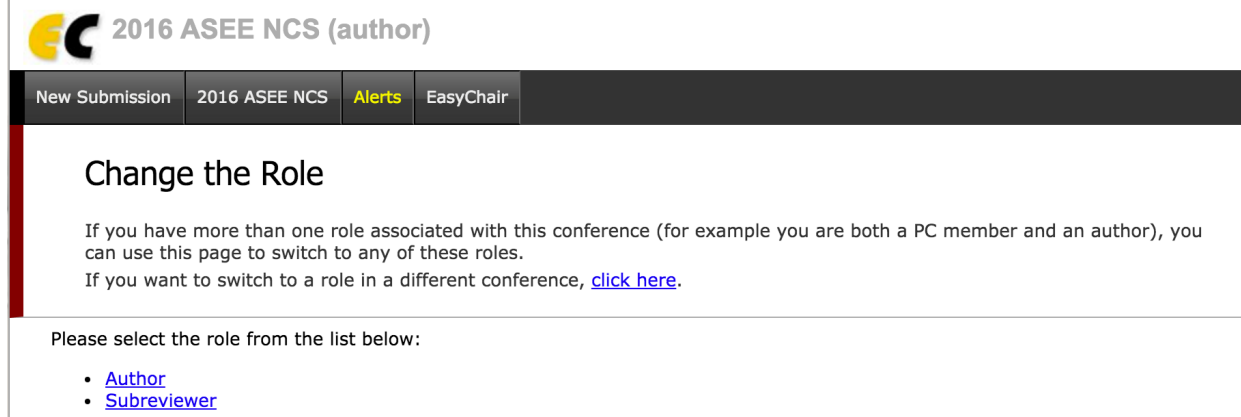# 2016 ASEE NCS Conference
## Process to Accept Review Request and Submit Review

**Acceptance of Review request**

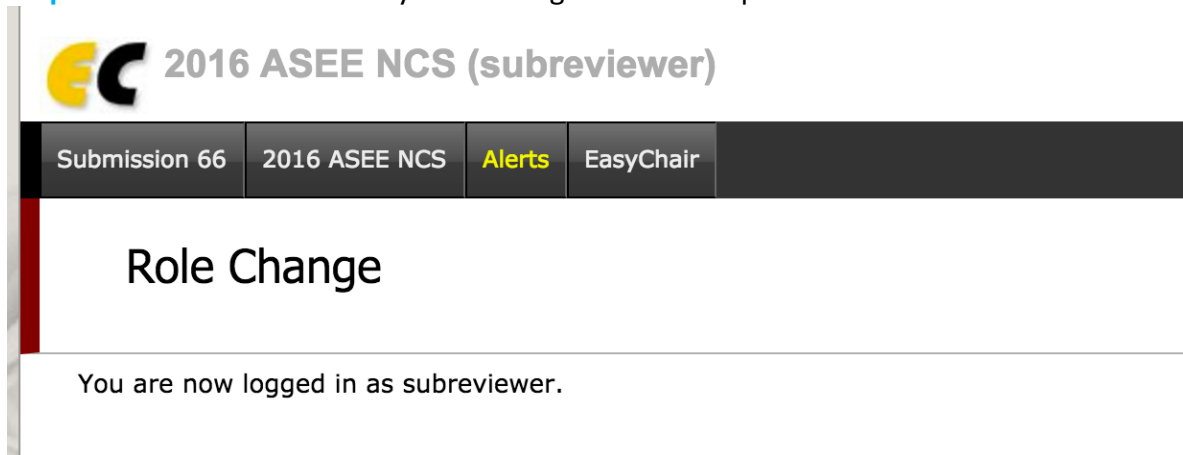**Step-1:** Login to EasyChair using your credentials (user id and password)

**Step-2:** Select EasyChair → My Conferences → 2016 ASEE NCS Conference on the top black color menu bar
> *(If you are not using EasyChair for any other conferences, you can skip this step)*

**Step-3:** Select 2016 ASEE NCS → Change role on the top black color menu bar and select "Subreviewer"
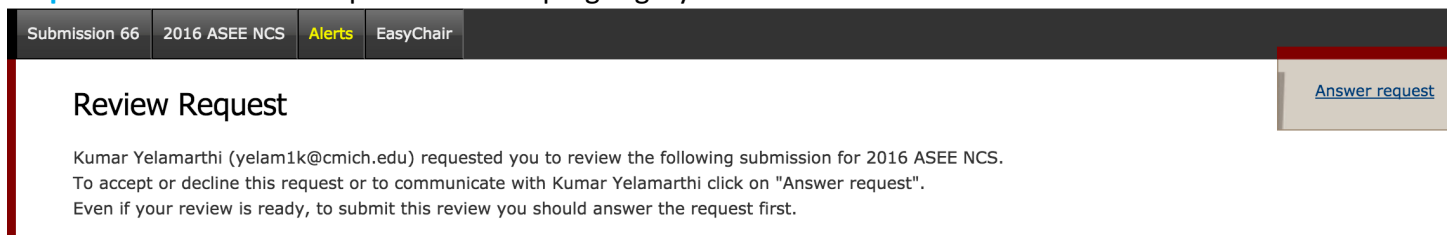


**Step-4:** Select the submission you are assigned on the top left as shown below



**Step-5:** Select "Answer request" in the top right grey color box

**Step-6:** Enter a brief message such as "yes" in the text box, and select "I agree to review this submission" and send the message

**2016 ASEE NCS (subreviewer)**

Submission 66 | 2016 ASEE NCS | Alerts | EasyChair

## Review Request

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

Subject: Your review request for 2016 ASEE NCS submission 66

Message:
Yes

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

**Select and/or Send Message**

# Submit Review for the manuscript

**Step-1:** Login to easychair using your email and password

**Step-2:** Select EasyChair → My Conferences → 2016 ASEE NCS Conference on the top black color menu bar

**Step-3:** Select 2016 ASEE NCS → Change role on the top black color menu bar and select "Subreviewer"



**Step-4:** Select the submission you are assigned on the top left as shown below



**Step-5:** Select "Submit review" inside the grey color box present on the right side



**Step-6:** Enter your feedback in appropriate text boxes and submit the review