




Track Chair's Guide

1. ACCESSING EASY CHAIR

You will receive an e-mail from the program chair of PACIS 2015 notifying that you were added to the program committee. The e-mail will be titled **‘Welcome to the PACIS 2015 program committee!’**:

Step	Instructions
1	Access the online submission site at: https://www.easychair.org/conferences/?conf=pacis2015
2	<p>If you have an EasyChair account, please login.</p> <p style="text-align: center;">Log in to EasyChair for PACIS 2015</p> <p>EasyChair uses cookies for user authentication. To use EasyChair, you should allow your browser to save cookies from easychair.org.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Use your EasyChair account to log in.</p> <p>User name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;">Log in</p> </div> <div style="text-align: right; margin-top: 20px;">  </div> <p>If you have no EasyChair account, create an account Forgot your password? click here Problems to log in? click here</p> <p>If you do not have an EasyChair account, please proceed to Step 2a</p>
2a	<ul style="list-style-type: none"> Click on the “create an account” link Follow the instructions shown on the “Signing up for EasyChair: Step 1” page. Fill in the suggested words in the textbox and click on the “Continue” button.

- In “Signing up for EasyChair: Step 2”, please enter your name and e-mail address in the given fields. After pressing continue, you will be directed to a web screen that says “Account Application Received”. Continue to wait for the confirmation e-mail. It will arrive within minutes.

Signing up for EasyChair: Step 2

Please fill out the following form. The required fields are marked by (*)

Note that **the most common reason for failing to sign up is an incorrect email address** so please type your email address correctly.

First name* (*):

Last name (*):

Email (*):

* Note: 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, [read the Help article about names](#). You may also be interested about [our policy for using personal information](#).

- Upon receipt of the email, click on the given link to finalize your registration to EasyChair.



EasyChair <noreply@easychair.org>

EasyChair account confirmation

Dear Demo Author,

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=ly6ixV3NJ7mBccitE8u>

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.

- After clicking the link, a new web browser window will open. Please fill up the form to complete the creation of your EasyChair account.

Signing Up for EasyChair: Last Step

Hello Juyeon Ham! To complete the creation of your account fill out the following form. You should create the account within 20 minutes, otherwise you will have to fill out this form from scratch.

User names are case-insensitive

User name:

First name*:

Last name (*):

Company/organization (*):

Web site:

Phone (*):

Address, line 1 (*):

Address, line 2:

City (*):

Post code (*):

State (US only) (*):

Country (*):

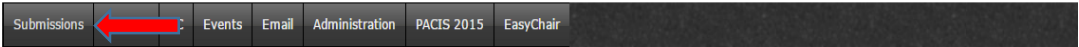

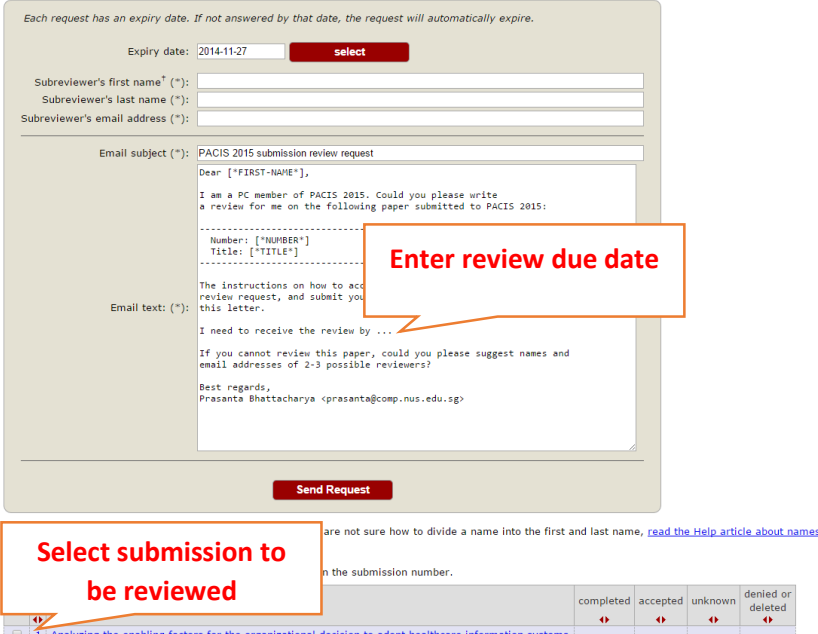
Password (*):

Retype the password (*):

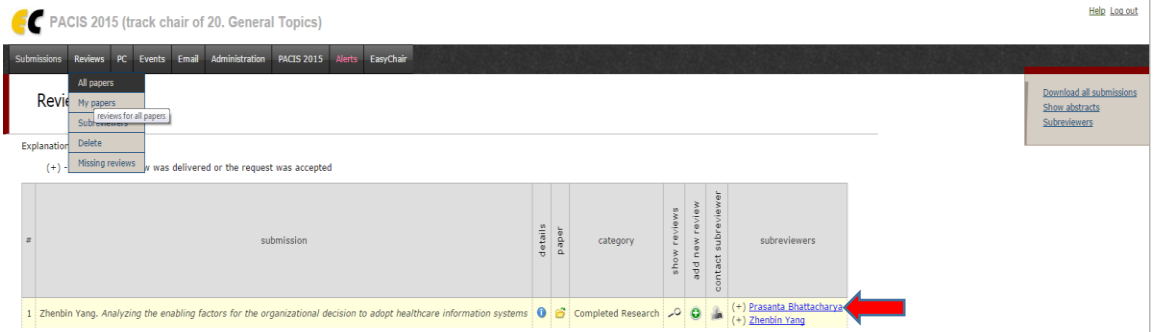
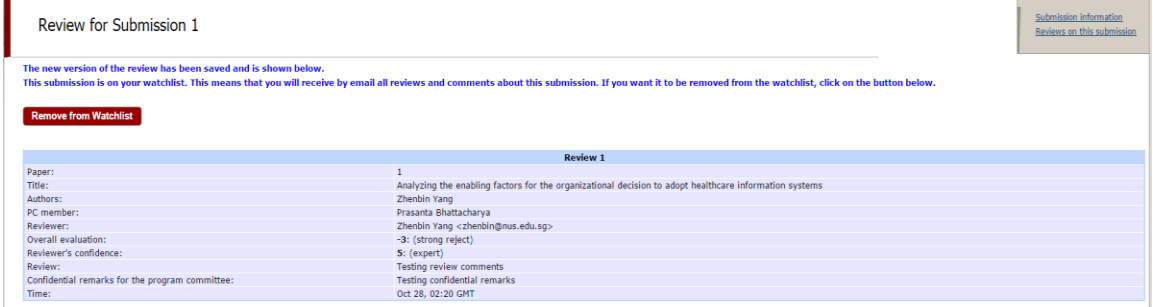
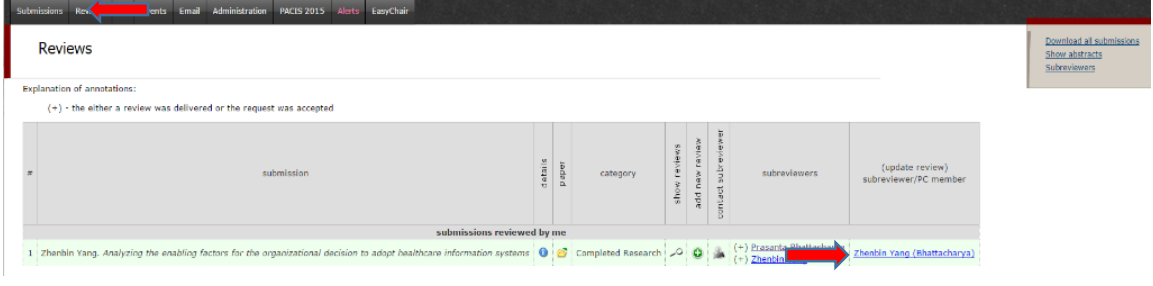
* Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names](#). You may also be interested about [our policy for using personal information](#).

- After successful creation, you may proceed to the PACIS 2015 submission page by clicking on the provided link or via <https://www.easychair.org/conferences/?conf=pacis2015>

2. VIEW SUBMISSIONS AND SEND REVIEW REQUESTS

Step	Instructions
1	<p>From the top menu, click on the “Submissions” link to view the list of submissions</p>  <p>PACIS 2015 List of Submissions</p> <p>Note:</p> <ul style="list-style-type: none"> ➤ If it is the first login to your EasyChair account, you must agree to “EasyChair Terms of Service” when prompted. ➤ If you do not see the above menu, please go to “PACIS 2015” > “Change role”, and select “Chair of <<Your track name>>”.
2	<p>To invite reviewers for a certain submission, please click on “Reviews” > “Subreviewers”. Next, click on “New request” menu on the right-top corner.</p> 
3	<p>Enter the reviewer’s name and e-mail address.</p> <p>Modify the pre-written e-mail text for your purpose (e.g., due date of review).</p> <p>Tick the check box beside the submission title you want to assign to the reviewer.</p> 
4	<p>Click on “Send Request” button.</p>

3. VIEW RECEIVED REVIEWS

Step	Instructions																						
1	<p>Click on “Reviews” > “All papers”. Next, click on each subreviewers name.</p>  <p>The screenshot shows the PACIS 2015 interface. The top navigation bar includes 'Submissions', 'Reviews', 'PC', 'Events', 'Email', 'Administration', 'PACIS 2015', 'Alerts', and 'EasyChair'. The 'Reviews' section is active, showing a dropdown menu with 'All papers', 'My papers', 'reviews for all papers', and 'Subreviewers'. A table of submissions is displayed with columns: #, submission, details, paper, category, show reviews, add new review, contact subreviewer, and subreviewers. The first submission is highlighted, and a red arrow points to the subreviewer names 'Prasanta Bhattacharya' and 'Zhenbin Yang'.</p>																						
2	<p>From the “Review Request History” page, you will be able to view the submission by the selected reviewer.</p>																						
3	<ul style="list-style-type: none"> You can review the subreviewer’s scores by clicking the “Approve review” button. Next, after reviewing the submitted review, you may click first on the “Submit review” button to add it to the EasyChair system. You will receive a confirmation screen as shown below.  <p>The screenshot shows the 'Review for Submission 1' page. It includes a 'Remove from Watchlist' button and a table with review details:</p> <table border="1"> <thead> <tr> <th colspan="2">Review 1</th> </tr> </thead> <tbody> <tr> <td>Paper:</td> <td>1</td> </tr> <tr> <td>Title:</td> <td>Analyzing the enabling factors for the organizational decision to adopt healthcare information systems</td> </tr> <tr> <td>Authors:</td> <td>Zhenbin Yang</td> </tr> <tr> <td>PC member:</td> <td>Prasanta Bhattacharya</td> </tr> <tr> <td>Reviewer:</td> <td>Zhenbin Yang <zhenbin@nus.edu.sg></td> </tr> <tr> <td>Overall evaluation:</td> <td>-3: (strong reject)</td> </tr> <tr> <td>Reviewer's confidence:</td> <td>5: (expert)</td> </tr> <tr> <td>Review:</td> <td>Testing review comments</td> </tr> <tr> <td>Confidential remarks for the program committee:</td> <td>Testing confidential remarks</td> </tr> <tr> <td>Time:</td> <td>Oct 28, 02:20 GMT</td> </tr> </tbody> </table>	Review 1		Paper:	1	Title:	Analyzing the enabling factors for the organizational decision to adopt healthcare information systems	Authors:	Zhenbin Yang	PC member:	Prasanta Bhattacharya	Reviewer:	Zhenbin Yang <zhenbin@nus.edu.sg>	Overall evaluation:	-3: (strong reject)	Reviewer's confidence:	5: (expert)	Review:	Testing review comments	Confidential remarks for the program committee:	Testing confidential remarks	Time:	Oct 28, 02:20 GMT
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Review:	Testing review comments																						
Confidential remarks for the program committee:	Testing confidential remarks																						
Time:	Oct 28, 02:20 GMT																						
4	<p>After submitting the review, you may verify the submission through “Reviews” > “All papers”. The “Update review” column has been updated with your name.</p>  <p>The screenshot shows the PACIS 2015 interface. The top navigation bar includes 'Submissions', 'Reviews', 'PC', 'Events', 'Email', 'Administration', 'PACIS 2015', 'Alerts', and 'EasyChair'. The 'Reviews' section is active, showing a dropdown menu with 'All papers', 'My papers', 'reviews for all papers', and 'Subreviewers'. A table of submissions is displayed with columns: #, submission, details, paper, category, show reviews, add new review, contact subreviewer, subreviewers, and {update review} subreviewer/PC member. The first submission is highlighted, and a red arrow points to the 'Update review' column, which now shows 'Zhenbin Yang (Bhattacharya)'.</p>																						

4. ACCEPT/REJECT RECOMMENDATION

Step	Instructions
1	<div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div><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<p>3</p>	<p>Choose your recommendation and click on the “Change Decision” button.</p> <div data-bbox="298 254 948 793"> <p><i>To change the decision select a new decision and press the "Change Decision" button below. If you think your decision is final and you want to hide the paper from the view of the PC on the status page tick the "Hide the paper" box.</i></p> <hr/> <table> <tr> <td><input type="radio"/> Accept as a Regular Paper</td> <td>Accept as a Regular Paper</td> </tr> <tr> <td><input type="radio"/> Accept as a Poster</td> <td>Accept as a Poster</td> </tr> <tr> <td><input checked="" type="radio"/> Accept with Revision</td> <td>Accept with Revision</td> </tr> <tr> <td><input type="radio"/></td> <td>no decision</td> </tr> <tr> <td><input type="radio"/> Withdrawn</td> <td>probably reject</td> </tr> <tr> <td><input type="radio"/> Reject</td> <td>reject</td> </tr> </table> <hr/> <p>Hide the paper: <input type="checkbox"/></p> <hr/> <div> Change Decision Cancel </div> </div> <p>Note: Please do NOT e-mail the authors about your recommendation.</p>	<input type="radio"/> Accept as a Regular Paper	Accept as a Regular Paper	<input type="radio"/> Accept as a Poster	Accept as a Poster	<input checked="" type="radio"/> Accept with Revision	Accept with Revision	<input type="radio"/>	no decision	<input type="radio"/> Withdrawn	probably reject	<input type="radio"/> Reject	reject
<input type="radio"/> Accept as a Regular Paper	Accept as a Regular Paper												
<input type="radio"/> Accept as a Poster	Accept as a Poster												
<input checked="" type="radio"/> Accept with Revision	Accept with Revision												
<input type="radio"/>	no decision												
<input type="radio"/> Withdrawn	probably reject												
<input type="radio"/> Reject	reject												
<p>4</p>	<ul style="list-style-type: none"> To verify your recommendation, click on “Status”. Your decision will be reflected in the “decision” column. 												