



## คู่มือการประเมินบทความระบบ EasyChair สำหรับ Subreviewer การประชุมวิชาการระดับชาติ วลัยลักษณ์วิจัย ครั้งที่ 11

### 1 ขั้นตอนการสร้างบัญชีผู้ใช้ใหม่

#### 1.1 ขั้นตอนการสร้างบัญชีผู้ใช้ใหม่

คลิก URL: <https://easychair.org/conferences/?conf=walailakresearch2019>



### Log in to EasyChair

EasyChair uses cookies for user authentication. To use EasyChair, you should **allow your browser to save cookies from easychair.org**.

#### 1.2 ขั้นตอนการสร้างบัญชีผู้ใช้ใหม่ Step 1


### Signing up for EasyChair: Step 1

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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.

1. You should type the words that you see in the image below and click on "Continue".
2. If you type the words correctly, you will be asked to fill out a simple form with your personal information.
3. 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 are not sure what the words are, either enter your best guess or click the reload image  next to the distorted words.



## 1.3 ขั้นตอนการสร้างบัญชีผู้ใช้ใหม่ Step 2

### Signing up for EasyChair: Step 2

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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 <sup>†</sup> (*):	Kosin
Last name (*):	Sirirak
Email address (*):	por_kosin1@hotmail.com
Retype email address (*):	por_kosin1@hotmail.com
<input type="button" value="Continue"/>	

กรอกข้อมูลทั้งหมด แล้วคลิก **Continue**

<sup>†</sup> 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](#).

## 1.4 ระบบ EasyChair จะส่ง E-mail เพื่อยืนยันการสร้างบัญชีผู้ใช้ใหม่

### Account Application Received

We received your application. A mail with further instructions has been sent to the email address por\_kosin1@hotmail.com.

#### If You Do not Receive the Instructions

If you do not receive our mail with instruction on how to create an account, please read the following information.

Our mail server normally sends all mail within a few seconds. The following is an incomplete list of possible reasons for the problem.

#### *Incorrectly typed email address*

This is still the most likely cause of delays.

#### *Slow mail processing*

Some mail servers process mail for a long time. For example, your mail server may spend a lot of time checking incoming mail for spam.

#### *"Reply-me" mail protection.*

Some mailers, when receiving a mail from an unknown sender, ask the sender to send a mail with specific content to ensure that it has been sent by a human. Account-related emails in EasyChair are sent by a computer program, so if your email address uses such a protection, you will never get our mail. If you have such a protection and it is configurable, configure it to accept mail from the domain easychair.org.

#### *Mail box problems and quotas*

Some mail sent by EasyChair bounces back because the mail box of the receiver is over quota.

#### *Anti-spam filters*

It is possible that your spam filters will classify our mail as spam. Please check your spam mail boxes.

#### *General connection problems*

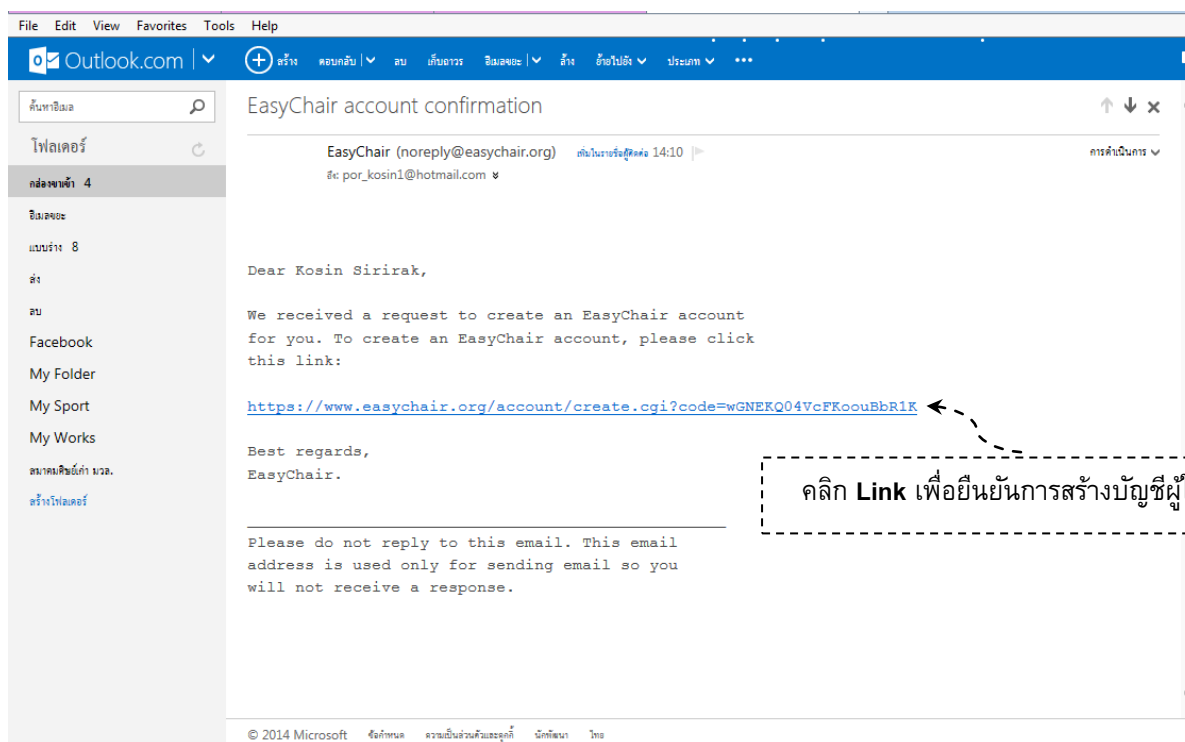
There might be general connection problems, for example your mail server may be unreachable for a long time.

Unfortunately, we have no resources to cope with all possible kinds of mail server (mis)behavior. If you believe you have a problem related to your mail server and want to solve it quickly, try to get and use an email address from one of major mail hosts, such as a Google Mail, Yahoo Mail, or Hotmail to name but a few. You will be able to change your email address in EasyChair or have multiple email addresses later when you have an account.

You can repeat your application at any time. Another mail will be sent to you.



## 1.5 เปิด E-mail เพื่อคลิก link เพื่อยืนยันการสร้างบัญชีผู้ใช้ใหม่



## 1.6 ขั้นตอนการสร้างบัญชีผู้ใช้ใหม่ Last Step

### Signing Up for EasyChair: Last Step

Hello Kosin Sirirak! To complete the creation of your account please 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:   
**User name por\_kosin is available!**

First name<sup>†</sup>:

Last name (\*):

Company/organization (\*):

Web site:

Phone (\*):

Address, line 1 (\*):

Address, line 2:

City (\*):

Post code (\*):

State (US only) (\*):

Country (\*):

Password (\*):

Retype the password (\*):

กรอกข้อมูลทั้งหมด  
แล้วคลิก **Create my account**

<sup>†</sup> 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](#).





## 1.10 ยืนยันการใช้งานระบบ EasyChair

The screenshot shows the EasyChair Terms of Service page. At the top left is the EasyChair logo and "(author)". At the top right are links for "Help" and "Sign out". Below the logo is the text "EasyChair Terms of Service" and a "Download" button. The main text states: "The EasyChair Terms of Service have changed. To continue using EasyChair you **must agree to our new Terms of Service** as presented below. To agree to these terms, tick the box below and click on "Continue". You can **download** these Terms of Service by clicking on "Download". If you **disagree** with these Terms [click here to sign out](#)." Below this is a box containing feedback information: "These Terms of Service are relatively new. We are collecting feedback from our users that will be used to improve or clarify the terms. If you have questions or remarks, please send them to us through the "Contact" link under the menu item "Terms of Service"." Below the box is a checkbox labeled "I agree to these Terms of Service" and a "Continue" button. Below the checkbox is the text "EasyChair Terms of Service" and "Thank you for choosing EasyChair!". Below that is the heading "(1) Terms and Conditions of Service" followed by a paragraph of text starting with "1.1 Cool Press Ltd ("we" or "us" or "Cool Press") provides EasyChair Conference Management services (the "Service") that allow you to manage document submission, reviewing, publishing, program generation, content management, registration, user management, email management and monitoring, and accounting for conferences, workshops, journals, books, special issues and any other events or publications. We ask that you read these Terms and Conditions of Service (the "Terms"), because your use of the Service constitutes your acceptance of these". A dashed arrow points from the "I agree to these Terms of Service" checkbox to a dashed box containing the Thai text: "คลิก **I agree to these Terms of Service** เพื่อยืนยันการใช้งานระบบ EasyChair แล้วคลิก **Continue**".

## 1.11 ระบบตอบยืนยันการใช้งานในระบบ EasyChair

The screenshot shows the EasyChair Terms of Service page after confirmation. At the top left is the EasyChair logo and "(author)". At the top right are links for "Help" and "Sign out". Below the logo is the text "EasyChair Terms of Service" and a "Download" button. Below this is the text "Thank you! You can now continue to use EasyChair!".





## 2.3 ระบบ EasyChair สำหรับการประชุมวิชาการระดับชาติ “วลัยลักษณ์วิจัย” ครั้งที่ 11

ข้อมูลการประชุมวิชาการระดับชาติ  
วลัยลักษณ์วิจัย ครั้งที่ 11

## 2.4 ระบบยืนยันการเปลี่ยนสถานะเป็น Subreviewer

WalailakResearch2019 (subreviewer) [Help](#) / [Log out](#)

Submission 9 WU Research 2017 News EasyChair

### My Review Requests for WU Research 2017

The table below shows all your review requests. To work with a request, click on a submission number.

#	authors	title	PC member
9	Kosin Sirirak	test	Kosin Sirirak

คลิกเลือกหมายเลข Submission เพื่อเข้าประเมินบทความ



## 2.5 ขั้นตอนการตอบรับเพื่อประเมินบทความในระบบ

WalailakResearch2019 (subreviewer) Help Log out

Submission 1 | WU Research 2015 | Alerts | EasyChair

### Review Request

Laddawan Monkeaw (wuird.walailak@gmail.com) requested you to review the following submission for WU Research 2015. You can use the menu on the right for further actions. To agree or not to agree to review the paper or to communicate with Laddawan Monkeaw click on "Answer request".

You cannot view the paper itself since only an abstract has been submitted. You can check with Laddawan Monkeaw when the paper itself is expected to be submitted.

Paper 1 (abstract only)	
Title:	TEST 1
Author	TEST 1
keywords:	TEST 2 TEST 3
Abstract:	TEST 1
Time:	Jan 15, 04:11 GMT

คลิกเลือก [Answer request](#) เพื่อตอบการประเมิน

WalailakResearch2019 (subreviewer) Help Log out

Submission 1 | WU Research 2015 | Alerts | EasyChair

### Review Request

To answer the review request you should choose the appropriate action and edit a message to Laddawan Monkeaw. The message will be sent by email to Laddawan Monkeaw with a copy to you. Only Laddawan Monkeaw and you will have access to the text of the message. If you choose not to send the message, Laddawan Monkeaw 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 Laddawan Monkeaw for further information in the message.

Subject: Your review request for WU Research 2015 submission 1  
"message body must be specified"

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

กรอกข้อความในกล่องข้อความ

คลิกตัวเลือกเพื่อตอบการประเมิน

- 1 ตอบรับการประเมิน
- 2 ตอบปฏิเสธการประเมิน
- 3 จะตัดสินใจอีกครั้งหลังจากนี้





## 2.6 ข้อมูลของบทความที่จะประเมิน

**WalailakResearch2019 (subreviewer)** [Help](#) [Log out](#)

Submission 1 | WU Research 2015 | EasyChair

### Review Request

Laddawan Monkeaw (wuid.walailak@gmail.com) requested you to review the following submission for WU Research 2015. You can use the menu on the right for further actions.

You cannot view the paper itself since only an abstract has been submitted. You can check with Laddawan Monkeaw when the paper itself is expected to be submitted.

To **submit your review** use "Submit review" in the upper right corner.

[Submit review](#)

### Submission Information

Paper 1 (abstract only)	
Title:	TEST 1
Author:	TEST 1
keywords:	TEST 2 TEST 3
Abstract:	TEST 1
Time:	Jan 15, 04:11 GMT

คลิกเลือก [Submit review](#) เพื่อส่งผลการประเมินบทความ

### Emails

Below you will find the email exchange between you and Laddawan Monkeaw concerning this paper. All times are GMT.

<b>Time:</b>	Jan 15, 04:14
<b>Who:</b>	Laddawan Monkeaw->you
<b>Subject:</b>	WU Research 2015 submission review request

Dear ["FIRST-NAME"],

I am a PC member of WU Research 2015. Could you please write a review for me on the following paper submitted to WU Research 2015:

-----  
Number: ["NUMBER\*"]  
Title: ["TITLE\*"]  
-----

The instructions on how to answer this review request can be found at the bottom of this letter.

I need to receive the review by ...

If you cannot review this paper, could you please suggest names and email addresses of 2-3 possible reviewers?

Best regards,  
Laddawan Monkeaw <wuid.walailak@gmail.com>

<b>Time:</b>	Jan 15, 05:29
<b>Who:</b>	you->Laddawan Monkeaw
<b>Subject:</b>	Your review request for WU Research 2015 submission 1

"message body must be specified"



## 2.7 การประเมินและการส่งผลการประเมินบทความ

WalailakResearch2019 (subreviewer)

Submission 9 WU Research 2017 News Alerts EasyChair

### Add New Review on WU Research 2017 Submission 9

Fill out the following form and click "Submit Review"  
When you submit your review, Kosin Sirirak will receive a notification by email.  
You cannot add attachments to your review using this form. To attach a document to your review, you should email it to Kosin Sirirak.

#### Paper information

**Title:** test  
**Authors:** Kosin Sirirak  
**PC member:** Kosin Sirirak

#### Evaluation

**Overall evaluation (\*).** Please provide a detailed review, including a justification for your scores. Both the score and the review text are required.

3: ACCEPT  
 2: Accept after minor revision  
 1: Accept after major revision  
 0: REJECT

กรอกข้อเสนอแนะ / ข้อคิดเห็น เกี่ยวกับบทความ

**Reviewer's confidence (\*).**

5: (expert)  
 4: (high)  
 3: (medium)  
 2: (low)  
 1: (none)

**Confidential remarks for the program committee.** If you wish to add any remarks intended only for PC members please write them below. These remarks will only be seen by the PC members having access to reviews for this submission. They will not be sent to the authors. This field is optional.

แบบฟอร์มการประเมิน

Submit review

คลิกเลือก [Submit review](#) เพื่อส่งผลการประเมิน