- Login into our system http://dmin09.confmaster.net/ (Username and Password have been sent to you by email)
- On the left you see the following
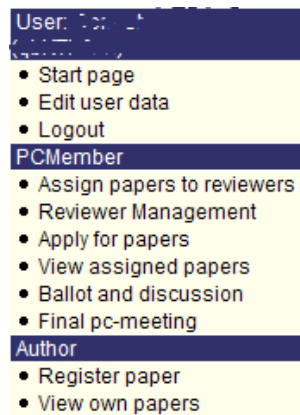
- View assigned papers
  A list of the assigned papers is shown:

  o A click on ®️ on the right allows for entering your review.
    Further instructions can be found in the initial nomination email.
  o A click on ®️ on the right allows for assigning the paper to a reviewer (reviewers have to be invited/nominated/confirmed before)

- Reviewer Management
  o You can add Reviewers by clicking the ‚Add' button at the upper right corner and providing names, email addresses and affiliations on the following screen:

    Click on ‚Nominate to Reviewer' and confirm by clicking on the Submit button.

  o Current reviewers are listed.

- Assign papers to reviewers
  You can assign papers assigned to you to your own reviewers (e.g., experts of your team).
  After clicking on this command you see details of a paper and a list of reviewers (choose ‚View own reviewer(s)' and ‚Search' on the upper right corner to see your reviewers).
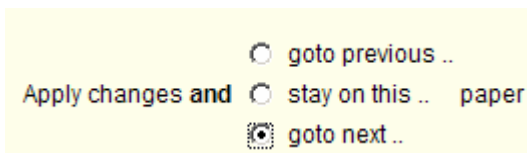
Reviewer(s)	nominated by	Keywords

….

For assigning the paper to a reviewer click on the checkbox on the right

Assigned Papers as Reviewer
⦿ ☑ 0:
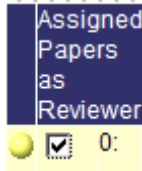
Choose an option for the next command, for example the following

Apply changes and ○ goto previous ..
○ stay on this ..   paper
⦿ goto next ..

and confirm the assignment and action by clicking the ‚Save' button.

Reviewers are informed about details of the reviewing process by email from the DMIN organizers. Furthermore, they will be informed about assigned papers. However, we assume that you as a PC member have already informed your invited/nominated reviewers about the general process, the conference management system and your assignments (planned or already done). Please ensure that the reviews will be uploaded according to the published deadline.

If you have further questions or comments, please contact us via email. Thank you very much for your support of the International Conference on Data Mining (DMIN)!

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