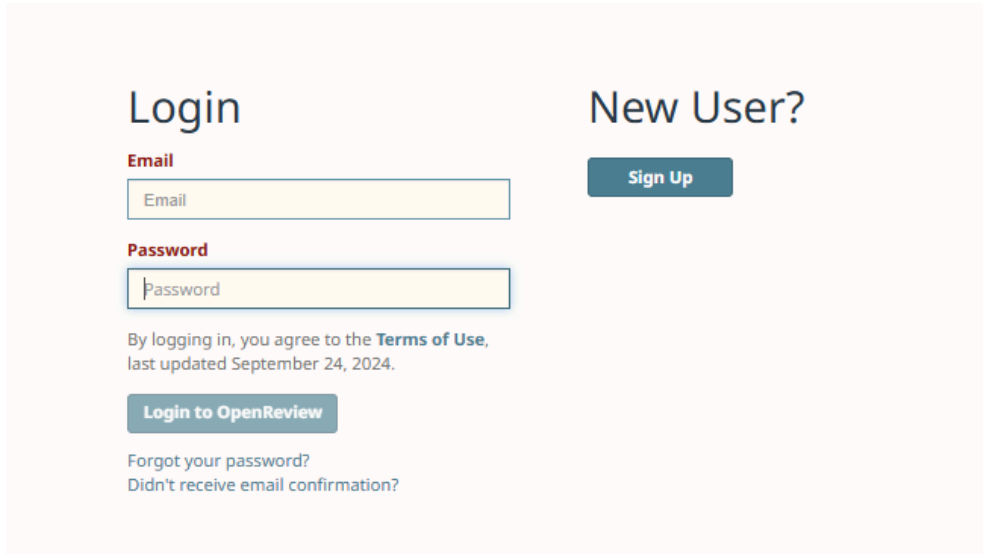


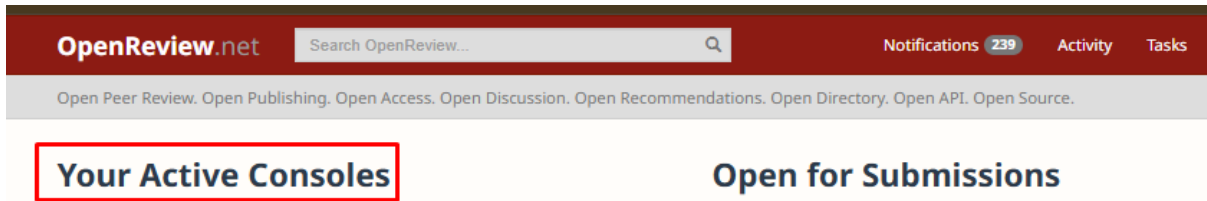
Reviewer Assignment for AEs (or Area Chairs)

Step 1: Login to your OpenReview Account:



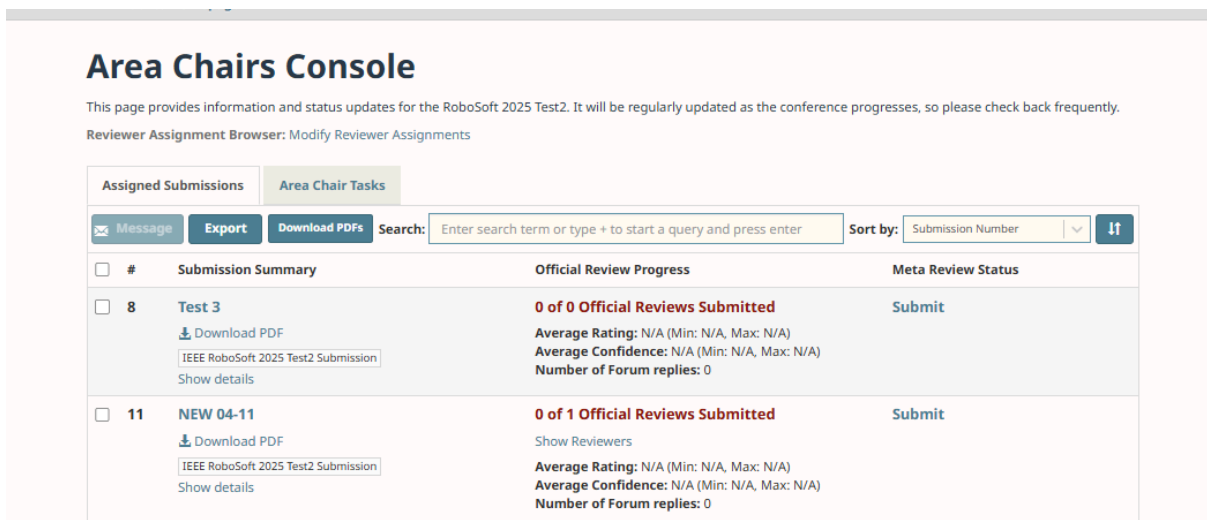
The image shows the OpenReview login page. It features a 'Login' section with input fields for 'Email' and 'Password', and a 'Login to OpenReview' button. To the right is a 'New User?' section with a 'Sign Up' button. Below the login fields, there is a note: 'By logging in, you agree to the Terms of Use, last updated September 24, 2024.' At the bottom of the login section, there are links for 'Forgot your password?' and 'Didn't receive email confirmation?'.

Step 2: Navigate to “Your Active Consoles” and click on “IEEE RoboSoft 2026 Conference Area Chairs”



The image shows the OpenReview.net navigation bar. It includes the OpenReview.net logo, a search bar, and links for Notifications (239), Activity, and Tasks. Below the navigation bar, there are two main sections: 'Your Active Consoles' (highlighted with a red box) and 'Open for Submissions'.

Step 3: Area Chair will be displayed with the “Area Chair Console”.



The image shows the 'Area Chairs Console' page. It features a header with the title 'Area Chairs Console' and a sub-header 'Area Chair Tasks'. Below the header, there is a table with columns for '#', 'Submission Summary', 'Official Review Progress', and 'Meta Review Status'. The table contains two rows of submission data.

#	Submission Summary	Official Review Progress	Meta Review Status
8	Test 3 Download PDF IEEE RoboSoft 2025 Test2 Submission Show details	0 of 0 Official Reviews Submitted Average Rating: N/A (Min: N/A, Max: N/A) Average Confidence: N/A (Min: N/A, Max: N/A) Number of Forum replies: 0	Submit
11	NEW 04-11 Download PDF IEEE RoboSoft 2025 Test2 Submission Show details	0 of 1 Official Reviews Submitted Show Reviewers Average Rating: N/A (Min: N/A, Max: N/A) Average Confidence: N/A (Min: N/A, Max: N/A) Number of Forum replies: 0	Submit

Step 4: Click on the “**Modify Reviewer Assignments**” link displayed under the “**Area Chair Console**” header.

Area Chairs Console

This page provides information and status updates for the RoboSoft 2025 Test2. It will be regularly updated as the conference progresses, so please check back frequently.

Reviewer Assignment Browser: [Modify Reviewer Assignments](#)

Step 5: Area Chair will be redirected to a “**Edges OpenReview**” page where all assigned papers are displayed

The screenshot shows a web browser window with the URL `dev.openreview.net/edges/browse?start=IEEE.org/RoboSoft/2025/Test-2/Area_Chairs/-/Assignment.ta`. The page title is "IEEE RoboSoft 2025 Test-2 Reviewers Assignment". Below the title, there is a section titled "Assignments for Abinash Panda" with a search bar. The main content area lists three test submissions:

- Test 3 (#8)**: IEEE RoboSoft 2025 Test-2 Submission8 Authors. Includes a link to "IEEE RoboSoft 2025 Test2 Submission" and "Show details". The assignment count is "Assignments (0) »".
- NEW 04-11 (#11)**: IEEE RoboSoft 2025 Test-2 Submission11 Authors. Includes a link to "IEEE RoboSoft 2025 Test2 Submission" and "Show details". The assignment count is "Assignments (1) »".
- Test 06-11 (#13)**: IEEE RoboSoft 2025 Test-2 Submission13 Authors. Includes a link to "IEEE RoboSoft 2025 Test2 Submission" and "Show details".

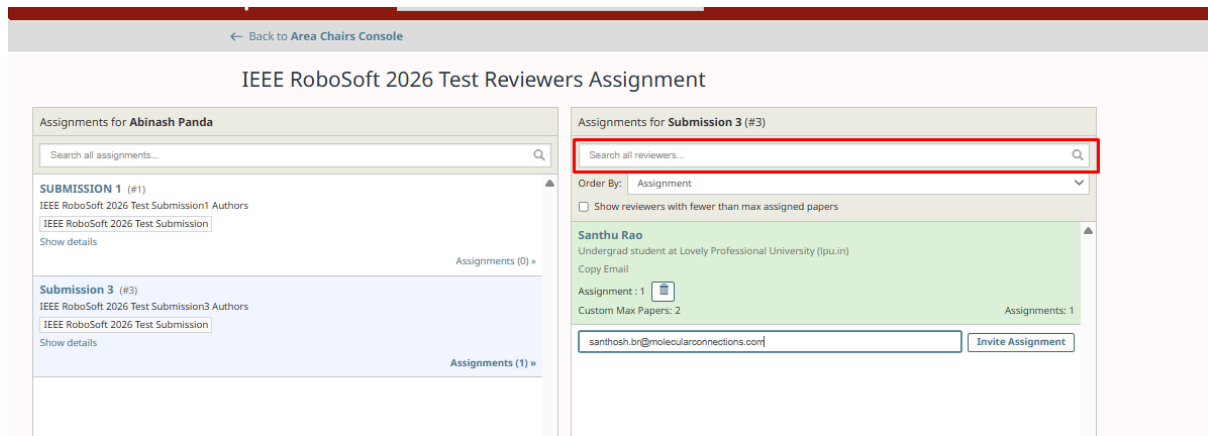
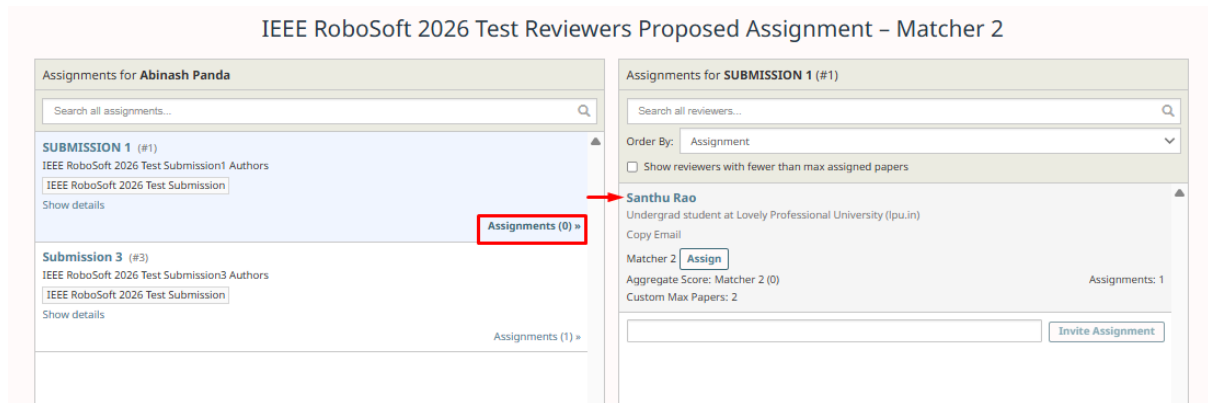
Step 6: Area Chair can click on a specific paper’s “**Assignment**”

The screenshot shows the "IEEE RoboSoft 2026 Test Reviewers Proposed Assignment - Matcher 2" page. It features a section titled "Assignments for Abinash Panda" with a search bar. The main content area lists two submissions:

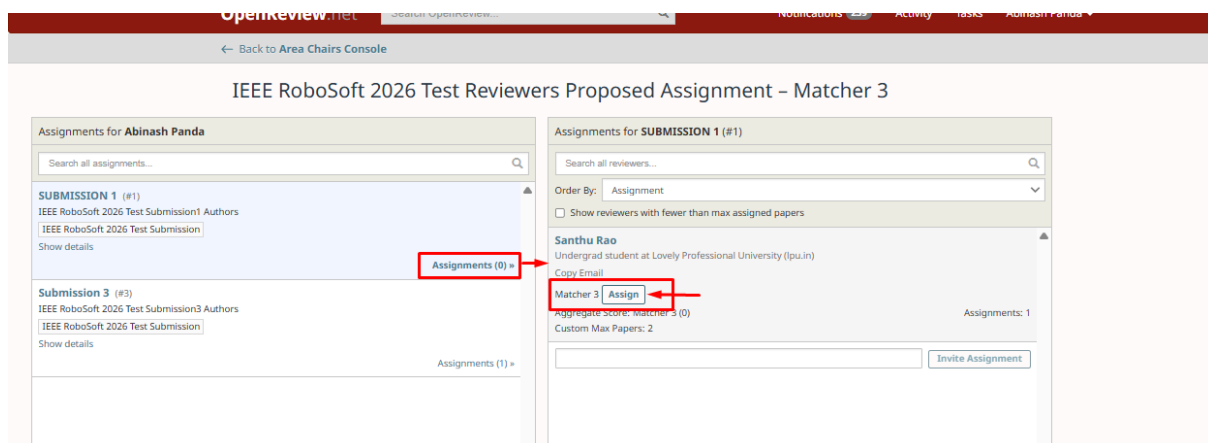
- SUBMISSION 1 (#1)**: IEEE RoboSoft 2026 Test Submission1 Authors. Includes a link to "IEEE RoboSoft 2026 Test Submission" and "Show details". The assignment count is "Assignments (0) »".
- Submission 3 (#3)**: IEEE RoboSoft 2026 Test Submission3 Authors. Includes a link to "IEEE RoboSoft 2026 Test Submission" and "Show details". The assignment count is "Assignments (1) »".

Step 7: Once the Area Chair clicks on “**Assignments**” button they will be **displayed with a list of reviewers**. Here, **Area Chair can also search for Reviewers** using the Search Box. The already-assigned Reviewer list can be seen below:

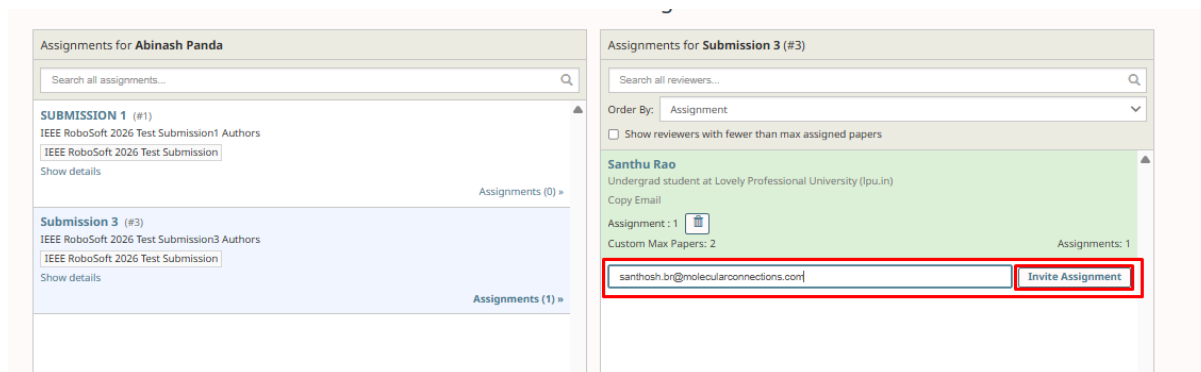
<https://docs.google.com/spreadsheets/d/1uBX81LKCuVZsXxGnp9GVGdJrd4EjMAXKPrMbYi31qM>



Step 8: When decide a reviewer, **click on the “Assign”** button below the reviewer name to **Assign the Topic / Submission** to the particular Reviewer.



Area chair can also invite reviewers who are not present in the Reviewer list by entering the valid OpenReview profile details in the “Invite Assignment” option and inviting them.



Many thanks!
OpenReview Technical Support Team