



Submit-Manuscript.Org

Cloud Conference Management System

Petunjuk Teknis

Mengunggah dan Mengelola Karya Ilmiah melalui Submit-Manuscript.Org

Versi 1.3.0

PT. PAJON TEKNOLOGI
FEBRUARI 2021

Submit-Manuscript.Org merupakan sistem manajemen konferensi online yang dimulai, dikembangkan dan dipelihara dengan diawasi dan didanai oleh Universitas Indonesia dan PT. PAJON Teknologi Indonesia.

Karya ini tidak boleh ditiru atau didistribusikan, secara keseluruhan atau pada bagian tertentu, tanpa izin tertulis dari Universitas Indonesia dan PT. PAJON Teknologi Indonesia. Menyalin komersial, meminjamkan, atau menjual dilarang.

Untuk informasi selengkapnya, silahkan kunjungi web aplikasi <http://submit-manuscript.org>.

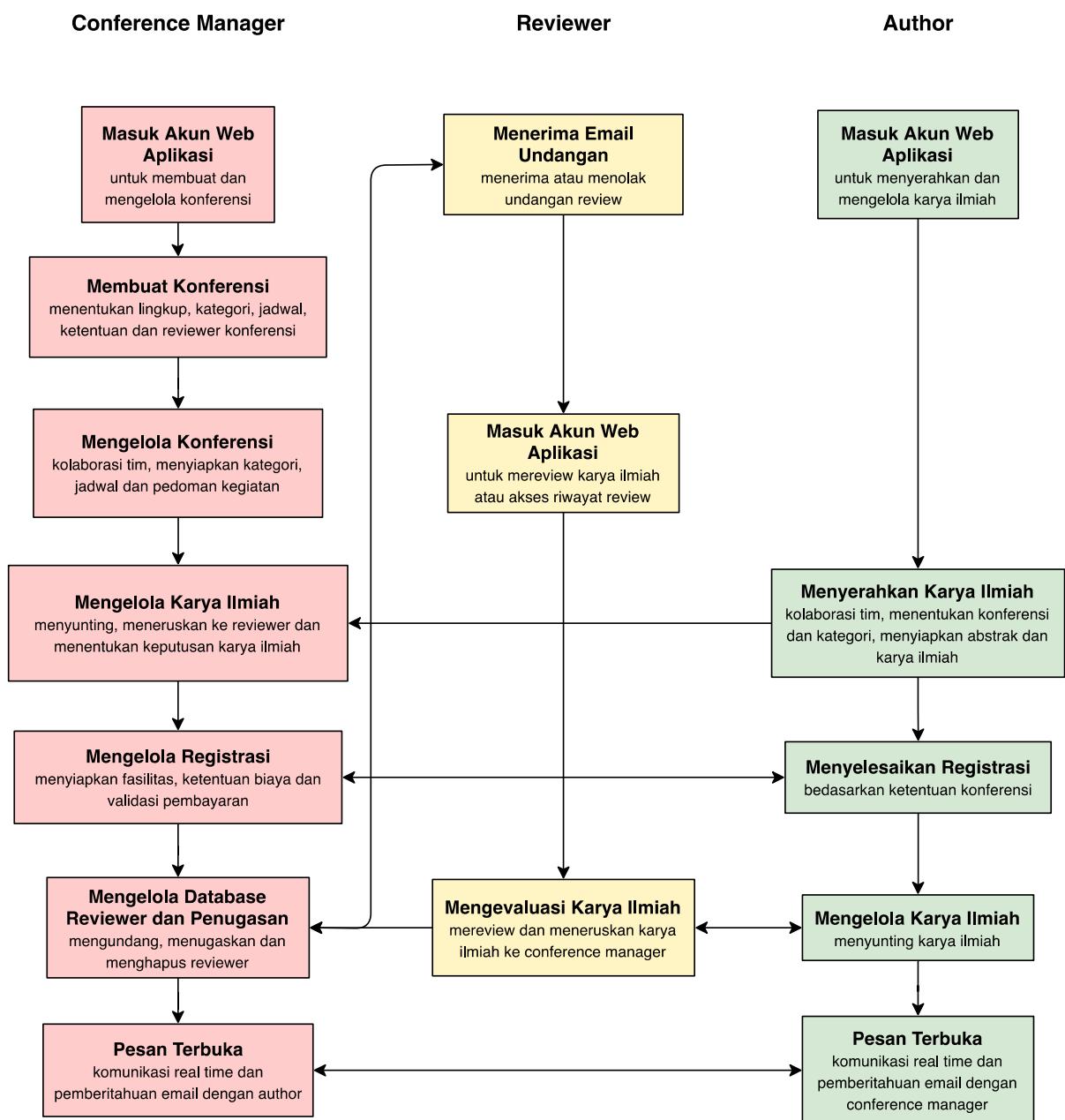
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Tentang Submit-Manuscript.Org

Submit-Manuscript merupakan solusi teknologi cloud untuk mengelola dan mempublikasikan konferensi secara online. Submit-Manuscript memiliki manajemen konferensi yang sangat fleksibel, dirancang untuk membantu penyelenggara konferensi dan menyederhanakan tugas manajerial yang terkait dengan mengelola konferensi, sekaligus meningkatkan pencatatan dan efisiensi proses editorial. Projek ini bertujuan untuk meningkatkan kualitas karya ilmiah dari penyelenggaraan konferensi melalui sejumlah inovasi dengan transparansi kebijakan proses.

Alur dan Uraian Sistem



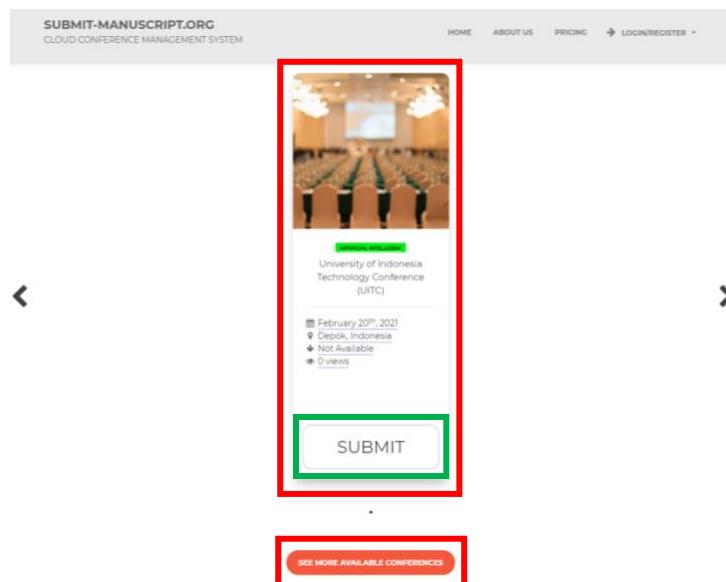
Panduan Pengguna untuk Author

1. Mengirim dan Mengelola Karya Ilmiah

1.1. Melihat Konferensi Mendatang

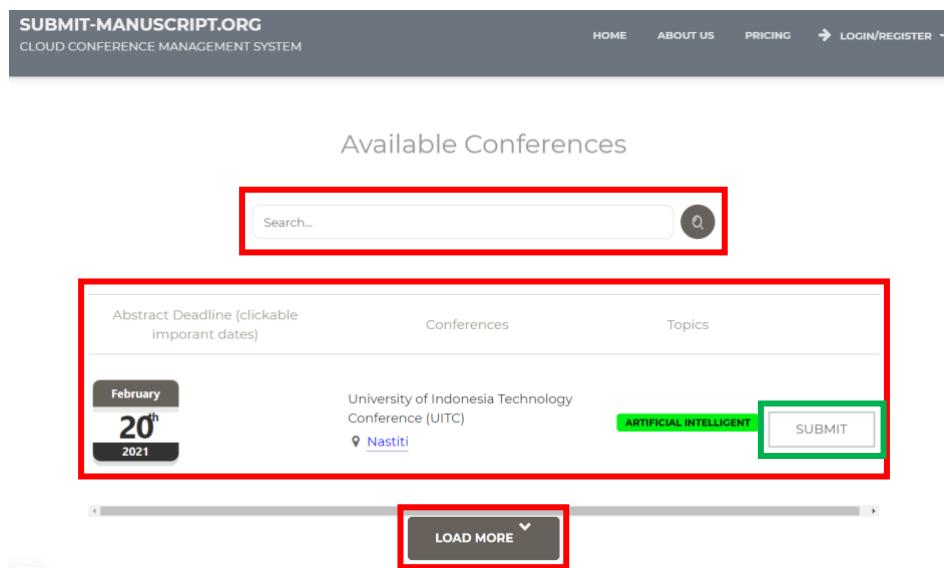
1. Buka Web Aplikasi *Submit-Manuscript.Org* untuk melihat daftar konferensi mendatang pada laman muka web > Klik “*See More Available Conference*” untuk melihat detail informasi konferensi.

*Klik tombol “*Submit*” akan dialihkan ke laman autentikasi pada menu “*Login/Register*”.

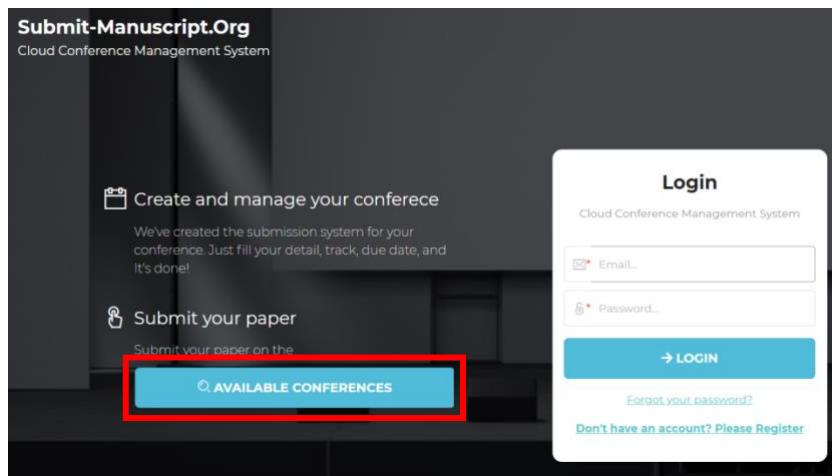


2. Lakukan pencarian konferensi yang dimaksud dengan menggunakan search bar > Klik tombol “*Load More*” untuk menampilkan lebih banyak daftar konferensi.

*Klik tombol “*Submit*” akan dialihkan ke laman autentikasi pada menu “*Login/Register*”.



3. Klik menu “Login/Register” > Klik tombol “Available Conferences” untuk melihat daftar konferensi mendatang.



4. Klik tombol “View Detail” untuk melihat detail informasi konferensi > Klik tombol “Back” untuk kembali ke laman muka web.

*Klik tombol “Submit Paper” akan dialihkan ke laman autentikasi pada menu “Login/Register”.

The screenshot shows a table with columns: CONFERENCE NAME, CONFERENCE DATE, VENUE, ORGANIZER, and ACTIONS. The first row contains the following data:

CONFERENCE NAME	CONFERENCE DATE	VENUE	ORGANIZER	ACTIONS
University of Indonesia Technology Conference (UITC)	April 5 - 7, 2021	Universitas Indonesia	Nastiti	VIEW DETAIL SUBMIT PAPER

Below the table, it says "Showing 1 to 1 of 1 conferences". At the bottom left is a "BACK <" button, and at the bottom right are navigation links: FIRST, PREVIOUS, 1 (highlighted in blue), NEXT, LAST.

5. Masuk akun pengguna > Klik dropdown “As Author” kemudian klik menu “Available Conferences” atau klik tautan “Submit a Paper” untuk melihat daftar konferensi mendatang.

The screenshot shows the user's profile on the left and three quick access roles on the right: Organizer, Author, and Reviewer. The 'AS AUTHOR' role is selected. In the center, there are three boxes: 'Your Role As Organizer' (with 'Available Conferences' link), 'Your Role As Author' (with 'Submit a paper' link), and 'Your Role As Reviewer' (with 'My Review Tasks' link). The 'Submit a paper' link is highlighted with a red box.

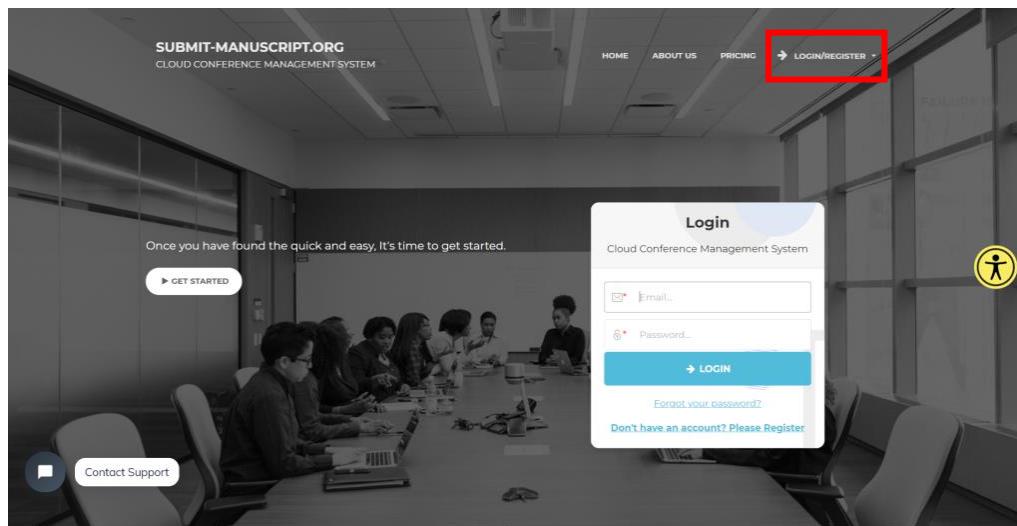
The screenshot shows a table with columns: CONFERENCE NAME, CONFERENCE DATE, ABSTRACT DEADLINE, PAPER DEADLINE, VENUE, and ORGANIZER. The first row contains the following data:

CONFERENCE NAME	CONFERENCE DATE	ABSTRACT DEADLINE	PAPER DEADLINE	VENUE	ORGANIZER
University of Indonesia Technology Conference (UITC) View Detail	April 05 - 07 th 2021	Abstract date is not Available	March 7 2021	Universitas Indonesia	Nastiti View Detail Submit Paper

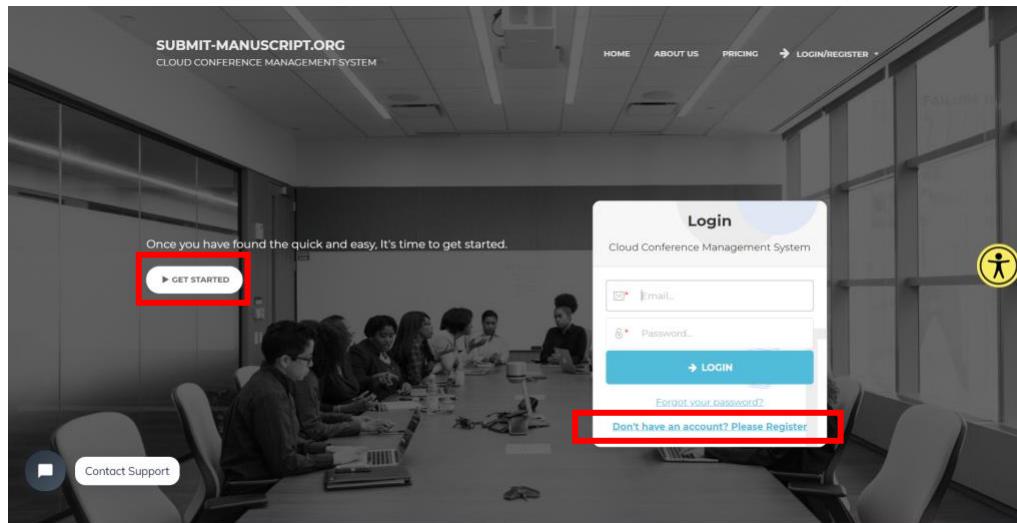
Below the table, it says "Showing 1 to 1 of 1 conferences". At the bottom left is a "Find your conference" search bar, and at the bottom right are navigation links: FIRST, PREVIOUS, 1 (highlighted in blue), NEXT, LAST.

1.2. Login

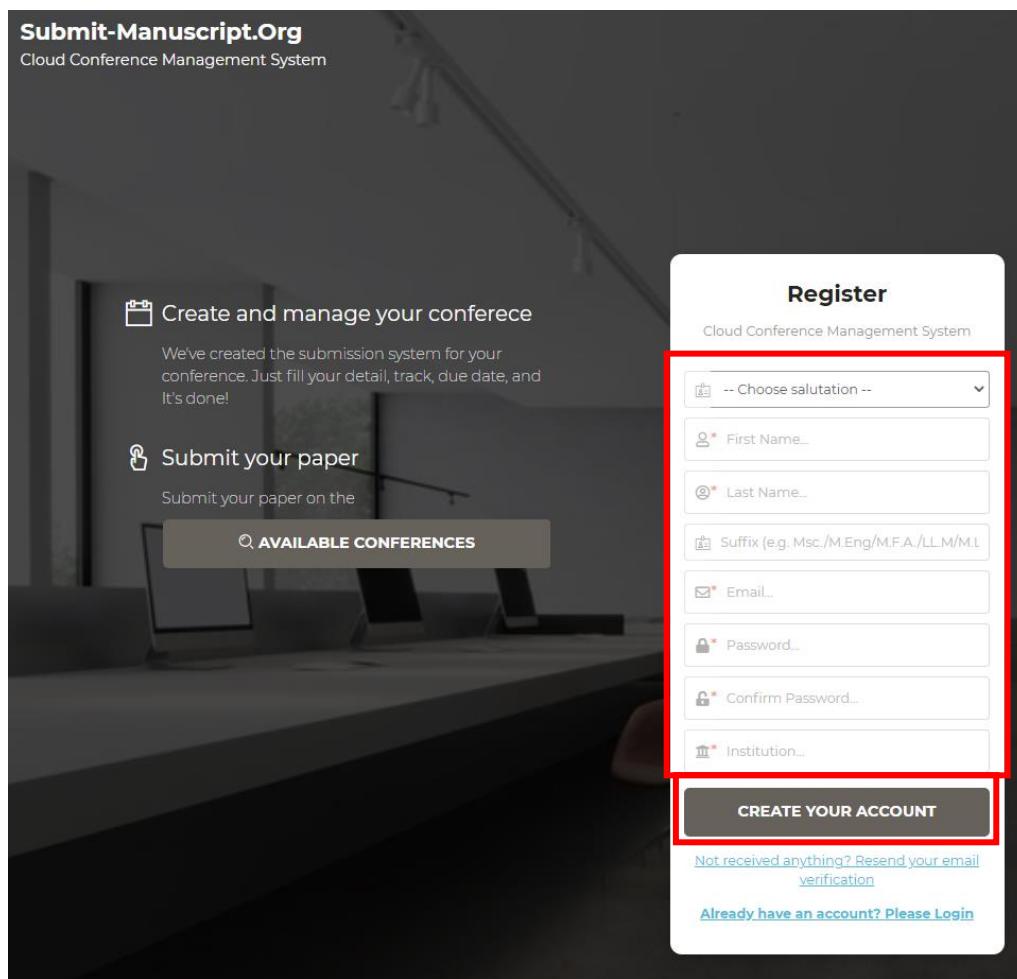
1. Buka Web Aplikasi Submit-Manuscript.Org. Klik menu “Login/Register” untuk masuk akun web.



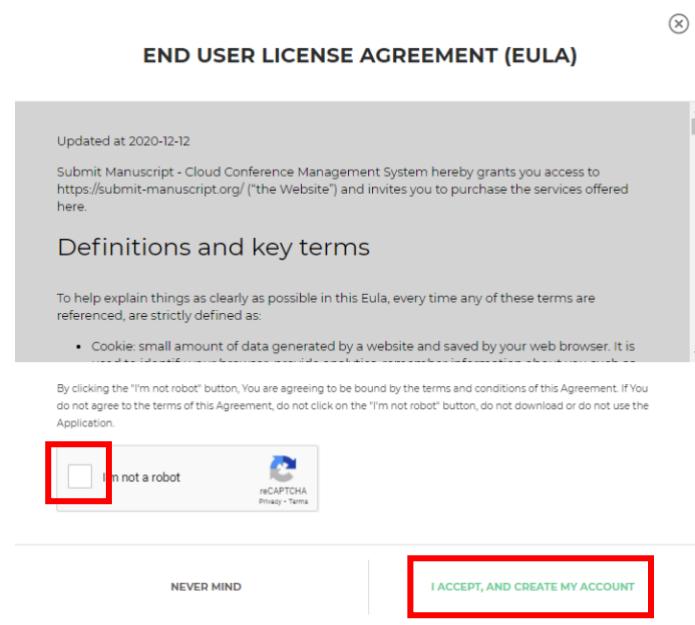
2. Lakukan registrasi jika anda belum memiliki akun. Klik tautan “*Don’t have an account? Please Register*” atau klik tombol “*Get Started*” untuk melakukan registrasi.



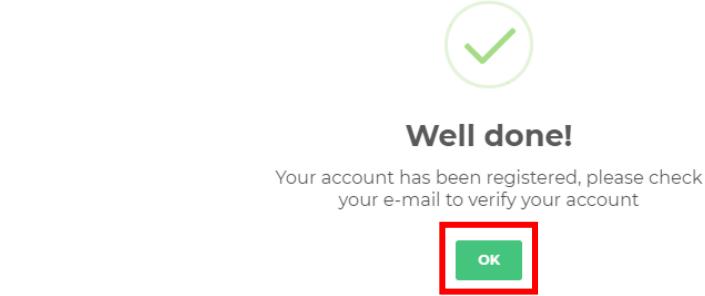
3. Isi data pada form sesuai dengan informasi yang dibutuhkan, kemudian klik tombol “*Create your account*”. Email aktivasi secara otomatis akan terkirim ke alamat email yang diregistrasi.



4. Centang checkbox “*I'm not a robot*” kemudian klik tombol “*I accept, and create my account*” untuk menyetujui syarat dan ketentuan web aplikasi yang berlaku.

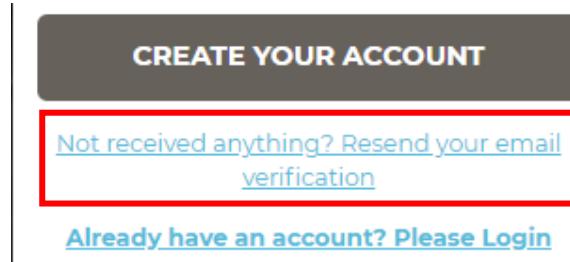


Pop up informasi akun telah teregistrasi akan muncul, Anda dapat melakukan verifikasi akun melalui pesan yang dikirimkan ke email yang telah didaftarkan.



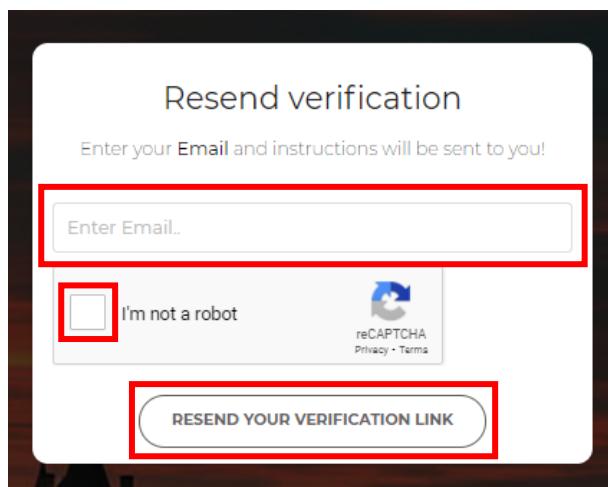
Klik tombol "Ok" untuk menyelesaikan.

5. Jika Email aktivasi belum diterima dalam kurun waktu 24 Jam, lakukan pengiriman ulang Email aktivasi.



Anda bisa melakukannya dengan klik tautan “*Not received anything?
Resend your email verification*”.

6. Masukkan alamat email akun Anda yang sebelumnya telah didaftarkan, kemudian centang checkbox “*I'm not a robot*” dan klik tombol “*Resend your verification link*”. Email aktivasi secara otomatis akan dikirimkan kembali ke alamat email yang didaftarkan.



Pop up informasi email aktivasi sudah dikirimkan kembali, Anda dapat melakukan verifikasi akun melalui pesan yang dikirimkan ke email yang telah didaftarkan.



Well done!

Done, please check your e-mail to verify your account



Klik tombol “Ok” untuk menyelesaikan.

7. Lakukan aktivasi email dengan klik tombol “*Activate your account*” atau klik tautan aktivasi yang disediakan pada Email Aktivasi yang telah dikirimkan.



Dear Indira,
Thank you for signing up!

To continue your registration, please hit the following button

Activate your account

or open the following URL in your browser:

[https://submit-manuscript.org/auth/verify?
email=indirainsiyah17@gmail.com&token=5600d6ded2e4c904f7441a47a2b6bcd7](https://submit-manuscript.org/auth/verify?email=indirainsiyah17@gmail.com&token=5600d6ded2e4c904f7441a47a2b6bcd7)

This is an automatically generated email by submit-manuscript.org. Please do not reply.

Official Website:
<https://submit-manuscript.org>
© 2021, Submit-Manuscript.Org. All Rights Reserved.
[Unsubscribe from this email newsletter update.](#)

Pop up informasi email berhasil teraktivasi, Anda dapat melakukan login menggunakan akun yang telah didaftarkan.



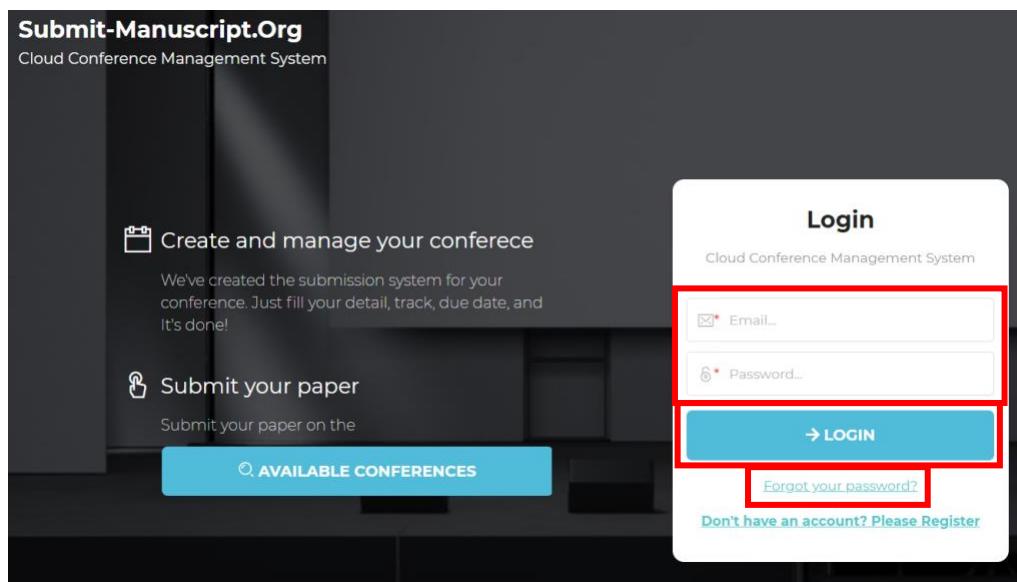
Well done!

Congratulation! your e-mail
(indirainsiyah17@gmail.com) has been verified!
Please login

OK

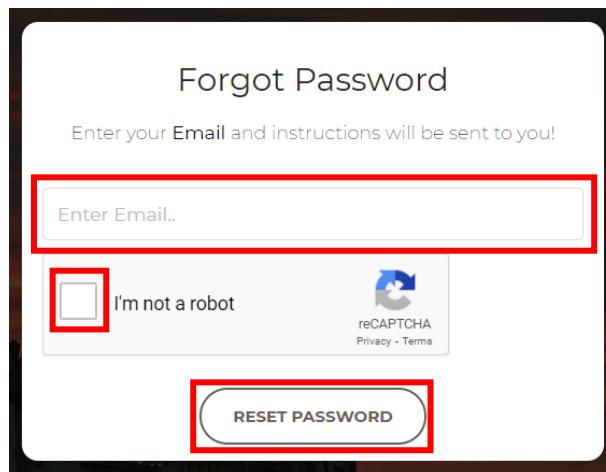
Klik tombol “Ok” untuk menyelesaikan.

8. Masuk akun Anda menggunakan alamat email dan password yang didaftarkan, kemudian klik tombol “Login”.



Anda dapat melakukan pengaturan ulang kata sandi, jika anda lupa dengan kata sandi akun anda dengan klik tautan “*Forget your password?*”.

9. Masukkan alamat email akun Anda yang sebelumnya telah didaftarkan, kemudian centang checkbox “*I'm not a Robot*” dan klik tombol “*Reset Password*”. Email pengaturan ulang kata sandi secara otomatis akan terkirim ke alamat email yang didaftarkan.



Pop up informasi email reset password berhasil terkirim, anda dapat melakukan pengaturan ulang password melalui email yang dikirimkan.



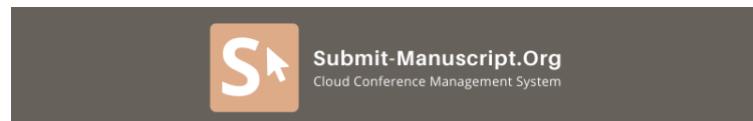
Well done!

Check your e-mail to reset your password

OK

Klik tombol "Ok" untuk menyelesaikan.

10. Lakukan pengaturan ulang kata sandi dengan klik tombol "Reset password" atau klik tautan yang tersedia pada Email Anda.



Dear Indira,

To reset your password, please hit on the following button:

Reset Password

or open the following URL in your browser:

[https://submit-manuscript.org/auth/resetpassword?
email=indirainsyah17@gmail.com&token=728a87bd12ac5d6dee3fa8b45b28e
4b8](https://submit-manuscript.org/auth/resetpassword?email=indirainsyah17@gmail.com&token=728a87bd12ac5d6dee3fa8b45b28e4b8)

This is an automatically generated email by [submit-manuscript.org](#). Please do not reply.

Official Website:
<https://submit-manuscript.org>
© 2021, Submit-Manuscript.Org. All Rights Reserved.
[Unsubscribe from this email newsletter update.](#)

Pop up informasi email berhasil teraktivasi akan tampil, Anda dapat melakukan login menggunakan akun yang telah didaftarkan.



Well done!

Congratulation! your e-mail
(indirainsiyah17@gmail.com) has been verified!
Please login

OK

Klik tombol “Ok” untuk menyelesaikan.

1.3. Mengunggah Karya Ilmiah

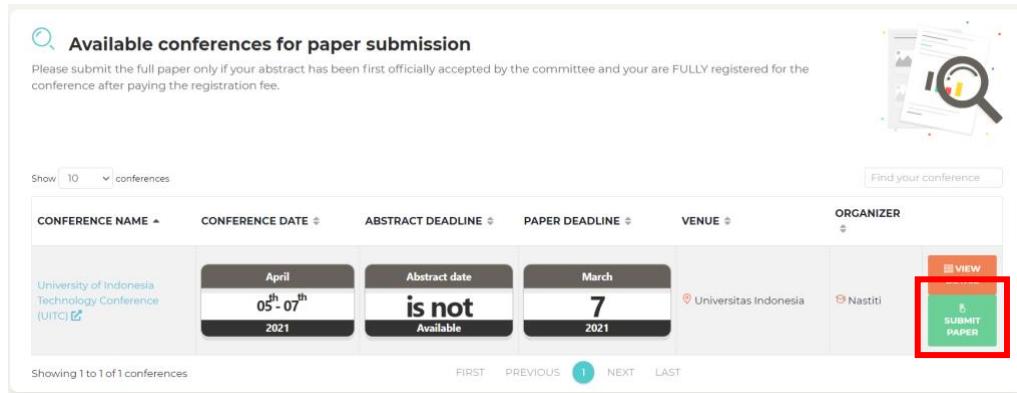
1. Klik dropdown “As Author” kemudian klik menu “My Papers” atau klik tautan “My Papers” pada dashboard.

The screenshot shows the dashboard interface. On the left, there is a sidebar with a dropdown menu for 'AS AUTHOR' which includes 'Available Conferences' and 'My Papers'. The 'My Papers' option is highlighted with a red box. In the center, there is a section titled 'Select your quick access role:' with three options: 'Your Role As Organizer', 'Your Role As Author', and 'Your Role As Reviewer'. The 'Your Role As Author' section contains a 'Quick links:' list with 'My Conferences' and 'Create new conference', and the 'My Papers' link is also highlighted with a red box. The top right of the screen displays a greeting 'Good Afternoon, Adhyastha!'.

Kemudian klik tombol “+Submit New Paper (Choose Conference)” untuk menentukan konferensi.

The screenshot shows the 'Your submitted papers' page. At the top, it says 'Your submitted papers' and provides instructions for registering paper records. Below this is a large illustration of a person standing next to a document. A prominent blue button at the bottom of the page is highlighted with a red box and labeled '+SUBMIT NEW PAPER (CHOOSE CONFERENCE)'. At the very bottom, there is a search bar and navigation links for 'FIRST', 'PREVIOUS', 'NEXT', and 'LAST'.

2. Klik tombol “Submit Paper” untuk mengunggah karya ilmiah.



3. Isi data abstrak karya ilmiah pada form sesuai dengan informasi yang dibutuhkan > Klik tombol “+Add Author” untuk menambahkan tim kolaborasi peserta konferensi > Klik tombol “Next” untuk melanjutkan ke proses berikutnya.

*Perlu diperhatikan, Anda tidak dapat mengubah email author paper yang didaftarkan , tetapi anda dapat menambahkan author lainnya sebagai kolaborator paper. Jika anda memutuskan untuk menggunakan alamat email lainnya, anda dapat melakukan login kembali menggunakan akun dengan email yang diinginkan, atau anda dapat melakukan pengaturan tambah atau merge email dengan klik tautan “here” yang akan menuju halaman “Account Settings”.

Submit your paper to
University of Indonesia Technology Conference (UITC)

(PAPER DETAIL [Upload Manuscript](#) Confirmation)

Paper title

Paper Abstract

Keywords, separated by comma

--- Please select ---

Here you are as the first author:

- You cannot modify your email field, instead you can add more author and click **NEXT**.
- If you would like to use another email address, kindly login/register with your associated email account OR you can add/merge and turn it into a primary email [here](#).

Adhyastha Tristan

Universitas Airlangga

adhyasthatristant@gmail.com

[+ ADD AUTHOR](#)

[X REMOVE ALL](#)

[NEXT >>](#)

4. Mengunggah karya ilmiah dengan *drag and drop* berkas atau klik *bluearea* untuk memilih berkas dalam perangkat yang Anda gunakan pada tab “*Upload Manuscript*”, kemudian klik tombol “*Next*” untuk melanjutkan ke proses berikutnya.

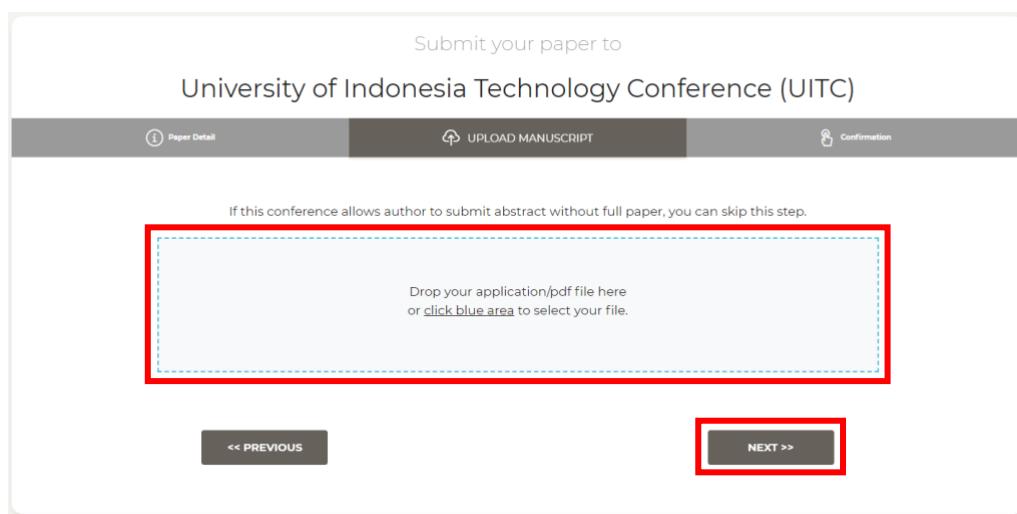
*Perlu diperhatikan, pengunggahan karya ilmiah bersifat pilihan, Anda bisa menguploadnya kembali setelah Anda finish proses ini dengan menuju halaman *My Papers > Edit Paper* namun perlu diperhatikan pula waktu yang ditentukan oleh Panitia. Berkas yang diunggah maksimal berjumlah 1 buah, berukuran 8 MB dan dengan ketentuan format yang telah ditetapkan organizer konferensi.

Submit your paper to
University of Indonesia Technology Conference (UITC)

If this conference allows author to submit abstract without full paper, you can skip this step.

Drop your application/pdf file here
or click blue area to select your file.

<< PREVIOUS NEXT >>



5. Jika konferensi yang Anda pilih memiliki mekanisme *early payment*, maka terdapat tab “Create Payment”, dan silakan lakukan proses pembayaran dengan Klik tombol “*Create Your Payment Here*”* sebelum Anda mensubmit manuscript Anda.

*Perlu diperhatikan, penyelesaian proses pembayaran muncul ketika konferensi menghendaki mekanisme *early payment*. Proses ini bersifat wajib untuk dapat melanjutkan ke proses berikutnya.

Submit your paper to
University of Indonesia Technology (UIT)

Make Registration & Upload Payment Receipt

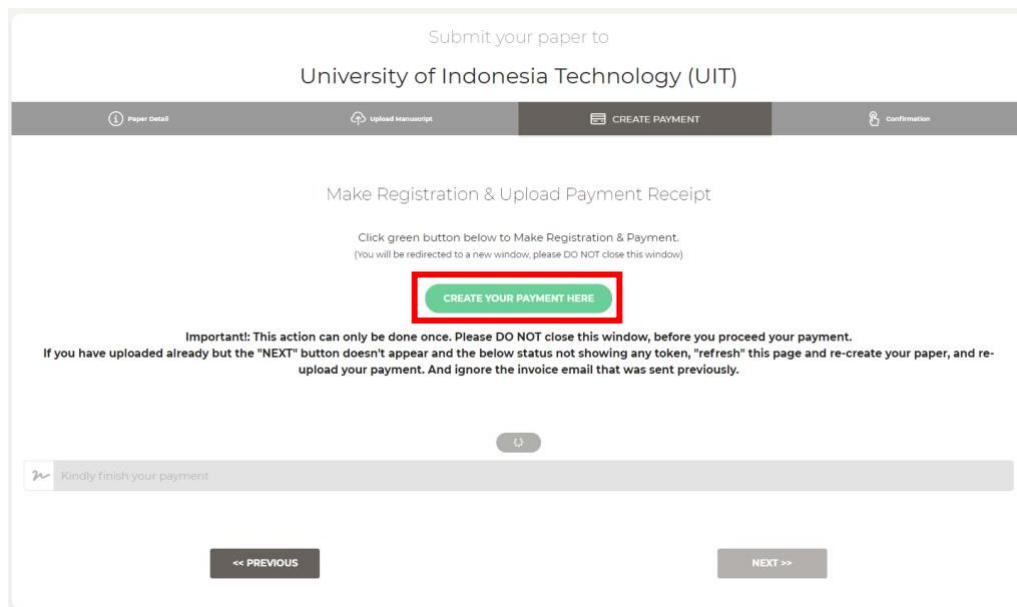
Click green button below to Make Registration & Payment.
(You will be redirected to a new window, please DO NOT close this window)

CREATE YOUR PAYMENT HERE

Important: This action can only be done once. Please DO NOT close this window, before you proceed your payment.
If you have uploaded already but the “NEXT” button doesn't appear and the below status not showing any token, “refresh” this page and re-create your paper, and re-upload your payment. And ignore the invoice email that was sent previously.

Kindly finish your payment.

<< PREVIOUS NEXT >>



Jika konferensi yang Anda pilih memiliki mekanisme *payment later*, maka pembayaran konferensi baru dapat dilakukan setelah manuscript anda telah diterima. Klik tautan “*Make a registration*” untuk menyelesaikan proses pembayaran konferensi setelah manuskrip Anda tersubmit.

The screenshot shows a table with columns: PAPER, CONFERENCE, TRACK, STATUS, and ACTIONS. The PAPER row contains details: Paper ID:1, Vertical Take Off Landing Medical Machine, submitted: February 20, 2021. The CONFERENCE row shows: University of Indonesia Technology Conference (UITC), 2021-04-05 to 2021-04-07, Universitas Indonesia. The TRACK row lists: Artificial Intelligent (AI). The STATUS row indicates: Accepted, waiting your registration. The ACTIONS column has two buttons: 'Make a registration' (highlighted with a red box) and 'Review result'. A 'SUBMIT NEW PAPER (CHOOSE CONFERENCE)' button is at the top right.

6. Pilih menu pembayaran konferensi pada form sesuai dengan informasi yang dibutuhkan > Klik tombol “Next” untuk menampilkan *invoice* pembayaran konferensi.

The screenshot shows the 'Registration Fee and Payment' page for the University of Indonesia Technology. It includes sections for choosing registration type, adding-ons, and author selection. The 'Choose registration type' section shows one entry: Early, Deadline March 7th, 2021, Currency IDR, Nominal 150.000. The 'Choose registration addon' section is empty. The 'Name to be printed in nametag' field contains '--- Select author ---'. The 'NEXT' button is highlighted with a red box.

7. Klik tombol “Upload receipt of Transfer” untuk mengunggah bukti pembayaran konferensi.

Detail invoice

Once you confirm the available invoice, please upload the receipt of transfer.

INVOICE ID	PAPER	CONFERENCE REGISTRATION TYPE	CURRENCY
064778cdc0e72d94b77838ada4ed71e6	Vertical Take Off Landing Medical Machine	University of Indonesia Technology - Early	IDR

Subtotal (I)

ADDON ID	REGISTRATION ADDON	CURRENCY	QTY
0	0	0	0

Subtotal (II IDR)

Grand Total (IDR) 150.000

REGISTER PAYMENT

TO: (KINDLY CONTACT YOUR CONFERENCE MANAGER)
NUMBER: (KINDLY CONTACT YOUR CONFERENCE MANAGER)

UPLOAD RECEIPT OF TRANSFER

8. Mengunggah bukti pembayaran konferensi dengan *drag and drop* berkas atau klik blue area untuk memilih berkas dalam perangkat Anda pada kolom biru yang disediakan, kemudian klik tombol “*Apply Changes*” untuk menyelesaikan proses pembayaran.

*Perlu diperhatikan, pengunggahan bukti pembayaran maksimal berjumlah 5 buah, berukuran 8 MB dan dalam format .jpg/.jpeg/.png/.svg/.bmp/.gif.

Receipt of Transfer

Dear Adhyastha,

REGISTER PAYMENT

TO: (KINDLY CONTACT YOUR CONFERENCE MANAGER)
NUMBER: (KINDLY CONTACT YOUR CONFERENCE MANAGER)

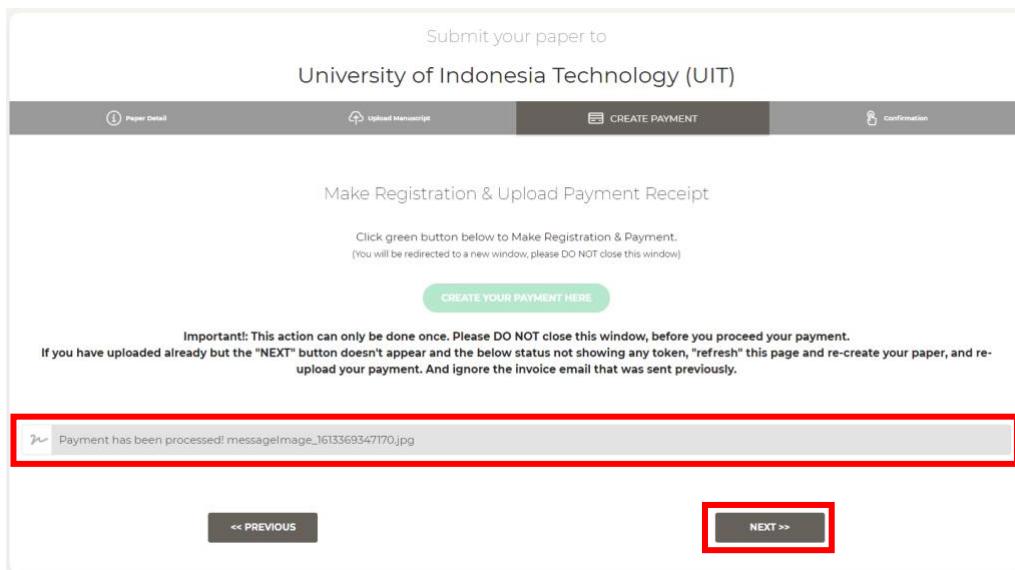
PLEASE UPLOAD YOUR RECEIPT OF TRANSFER HERE

Drop files here or click to upload.
(Maximum file size: 8 MB, Maximum file uploaded: 5 file, File Format: jpg / .jpeg / .png / .svg / .bmp / .gif
Uploaded file can actually removed by clicking remove file.)

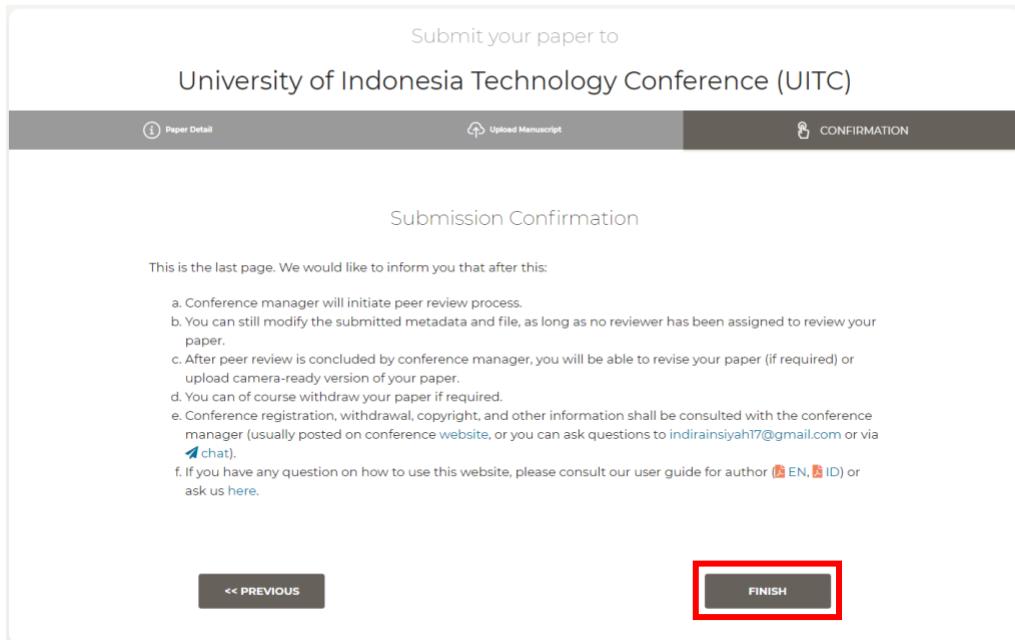
Once you confirm your receipt, please click **Apply Receipt**.
(After you decided to click **Apply Receipt**, this window will automatically closed on its own)

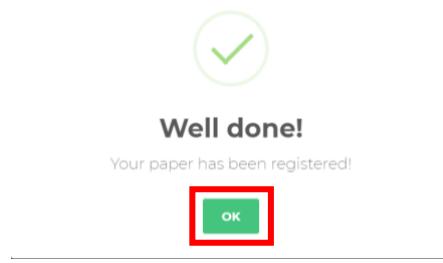
< BACK **APPLY RECEIPT**

9. Ketika status pembayaran sudah dalam proses, kemudian klik tombol “Next” untuk melanjutkan ke proses berikutnya.



10. Klik tombol “Finish” untuk menyelesaikan proses pengiriman karya ilmiah.





11. Informasi daftar paper yang sudah dikirimkan akan masuk dalam list menu "My Papers".

The screenshot shows a user interface for managing submitted papers. At the top left, there's a section titled "Your submitted papers" with a subtitle explaining that it records the paper's title, abstract, tracks, and authors. A "SUBMIT NEW PAPER (CHOOSE CONFERENCE)" button is located below this. The main area displays a table of submitted papers. The first row in the table is highlighted with a red border. This row contains information about a paper: Paper ID: 1, Title: 'Vertical Take Off Landing Medical Machine', Conference: 'University of Indonesia Technology Conference (UITC)', Dates: '2021-04-05 to 2021-04-07', Track: 'Artificial Intelligent (AI)', Status: 'Waiting review', and an "Actions" button. Navigation buttons for "FIRST", "PREVIOUS", "NEXT", and "LAST" are at the bottom of the table, along with a "Find your paper" search bar.

12. Email pemberitahuan pengiriman karya ilmiah secara otomatis akan dikirimkan ke Anda.



Dear Adhyastha Tristan,

This email is to confirm that we have received your submission:

Conference:
University of Indonesia Technology (UIT)

Paper ID:
1

Title:
Vertical Take Off Landing Medical Machine

Authors:
Adhyastha Tristan, adhyasthatristan@gmail.com

Abstract:
VTOL implement AI

You can check the status of your paper at <https://submit-manuscript.org/use/mypaper>
You can find more information about the conference at cpcb.com

Regards,
Nastiti
Universitas Indonesia
indirainsyah17@gmail.com

13. Pesan pemberitahuan, karya ilmiah lolos tahap administrasi disertai dengan LoA.

Dear Adhyastha Tristan,

Congratulations for the acceptance of your paper [Vertical Take Off Landing Medical Machine](#) at [University of Indonesia Technology Conference \(UITC\)](#) that will be held at Apr 05 - 07, 2021, Universitas Indonesia.

Please submit your revised manuscript in accordance to the enclosed reviewer's comments below. The final submission deadline is Mar 07, 2021.

Please make a registration according to the [guideline for this conference](#).

[Make a registration](#)

Regards,
Nastiti
Universitas Indonesia
indirainsyah17@gmail.com

[Reviewer #1]

1. Sesuai standard penulisan?
• ya sesuai

2. Sesuai ketentuan?
• ya sesuai

UNIVERSITY OF INTERNET OF THINGS
THE 20th INTERNATIONAL CONFERENCE ON
INTERNET OF THINGS (IICOT)
Contact address:
Website: <http://nastiticorporate.ac.id>

To
Indira Insiyah
Universitas Indonesia

Title: Vertical Take Off Landing Medical Machine

Authors: Indira Insiyah.

On behalf of the Nastiti Corporate, we take great pleasure in inviting you to attend the The 20th Universitas Indonesia Technology Competition (UITC) which is going to be held during March 22, 2021.

We welcome you to join with us and share your research and views on the theme "Making IoT Great more than Internet". We are glad to inform you that your submitted abstract entitled "[Vertical Take Off Landing Medical Machine](#)" has been accepted for presentation. Paper deadline itself is due March 7, 2021.

Universitas Indonesia Technology Competition was initiated by Nastiti Corporate will definitely offer you an unforgettable experience in exploring new opportunities.

We look forward to seeing you at Jakarta, Indonesia.

For more details about UITC 2021, visit our website
With thanks,

Insiyah Nastiti
UITC 2021 Coordinator
Website: <http://nastiticorporate.ac.id>

14. Pesan pemberitahuan, karya ilmiah membutuhkan revisi.





Dear Adhyastha Tristan,

This email is to confirm that our system has received your revised/final submission:

Title:
Vertical Take Off Landing Medical Machine

Authors:
Adhyastha Tristan, adhyasthatristan@gmail.com

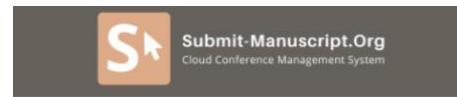
Abstract:
VTOL implement AI

Conference:
University of Indonesia Technology (UIT)

You can find more information about the conference at chcb.com.

Regards,
Nastiti
Universitas Indonesia
indirainsiyah17@gmail.com

15. Pesan pemberitahuan, karya ilmiah tidak lolos tahap administrasi.



Dear Adhyastha Tristan,

I am writing to you in regards to manuscript entitled [Vertical Take Off Landing Medical Machine](#). Your paper had been reviewed by expert referees in the specific field. Unfortunately, based on their comments it will not be possible to further consider your manuscript for publication in [University of Indonesia Technology \(UIT\)](#).

Below, please find the detailed review comments (at the bottom of this email).

Notes from Editor:
Rejected based on reviewer's decision

Regards,
Nastiti
Universitas Indonesia
indirainsiyah17@gmail.com

16. Pesan pemberitahuan, karya ilmiah dibatalkan.



Dear Adhyastha Tristan,

The system received that your manuscript entitled [Vertical Take Off Landing Medical Machine](#) was withdrawn for publication in [University of Indonesia Technology Conference \(UITC\)](#).

Please contact the conference manager if you have any objection to this decision.

Regards,
Nastiti
Universitas Indonesia
indirainsyah17@gmail.com

1.4. Menyunting Karya Ilmiah

1. Pada manuscript yang telah disubmit, klik tombol “Actions” untuk melakukan pengelolaan manuscript > Klik menu “Edit Paper” untuk menyunting manuscript.

A screenshot of the Submit-Manuscript.Org dashboard. At the top, there's a blue button labeled "+ SUBMIT NEW PAPER [CHOOSE CONFERENCE]". Below it is a search bar with "Show: 10 papers" and a "Find your paper" button. The main area shows a table with columns: PAPER, CONFERENCE, TRACK, STATUS, and ACTIONS. One row is highlighted with a red box around the "Edit Paper" button in the ACTIONS column. The row details are: Paper ID:1, Title: Vertical Take Off Landing Medical Machine, Conference: University of Indonesia Technology Conference (UITC), Track: Artificial Intelligent (AI), Status: Waiting review. The "Edit Paper" button has a small orange circle with a white dot next to it. Other options in the Actions menu include "Chat with Managers" and "Withdraw Paper". Navigation buttons at the bottom include FIRST, PREVIOUS, NEXT, and LAST.

2. Klik dropdown menu untuk menyunting pengelolaan karya ilmiah yang dimaksud.

A screenshot of the "Edit your paper" page. At the top, it says "Edit your paper" and includes a note: "Note: You can edit your submitted paper before it is assigned to at least 1 reviewer." Below is a section titled "Conference Detail" which contains various conference details like name, dates, and venue. A large red box covers most of the page content, obscuring specific details. Below the conference detail, there are sections for "Paper Detail", "Authors", and "Upload Paper".

3. Klik dropdown “*Paper Detail*” untuk menyunting data abstrak karya ilmiah > Sunting data abstrak karya ilmiah pada form sesuai dengan informasi yang dibutuhkan > Klik tombol “*Apply Changes*” untuk menyimpan perubahan.

The screenshot shows a 'Paper Detail' form with the following fields:

- Title: Vertical Take Off Landing Medical Machine
- Abstract: VTOL as one of AI's development
- Keywords: VTOL, AI
- Track: Artificial Intelligent [AI]

A red box highlights the entire form area, and another red box highlights the 'APPLY CHANGES' button at the bottom right.

4. Klik dropdown “*Authors*” untuk menyunting data abstrak karya ilmiah > klik tombol “+” untuk menambahkan tim dan tombol “x” untuk menghapus tim > Klik tombol “*Update Author List*” untuk menyelesaikan proses.

The screenshot shows an 'Authors' section with the following details:

Note: All fields are required.

#	Author name	Email	Institution
0	Indira Insyah	indirainsyah17@gmail.com	Universitas Indonesia
1	Author name	Email	Institution

A red box highlights the 'UPDATE AUTHOR LIST' button at the bottom center.

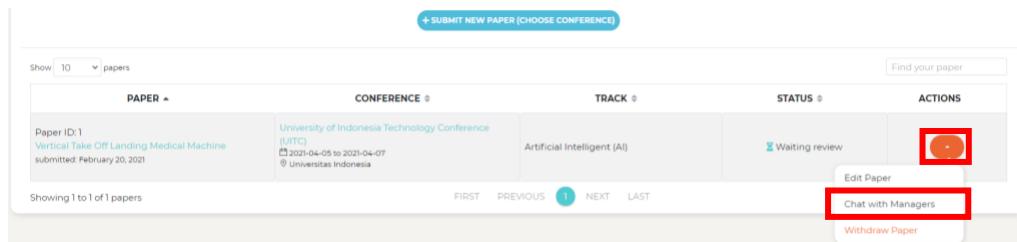
5. Klik dropdown “*Upload Paper*” untuk menyunting berkas karya ilmiah > Mengunggah karya ilmiah dengan *drag and drop* berkas atau klik blue area untuk memilih berkas dalam perangkat Anda pada kolom biru yang disediakan > Klik tautan “*Download*” untuk mengunduh berkas > Klik tombol “*+Delete and Upload a New Paper*” untuk mengubah berkas dengan mengunggah berkas kembali.

*Perlu diperhatikan, penyuntingan initial submission hanya dapat dilakukan ketika status registrasi karya ilmiah belum “Accepted”. Pada setiap penyuntingan final file, email konfirmasi pengumpulan karya ilmiah secara otomatis akan selalu dikirimkan. Pengunggahan berkas karya ilmiah maksimal berjumlah 1 buah, berukuran 8 MB dan dalam format .doc/.docx/.pdf.

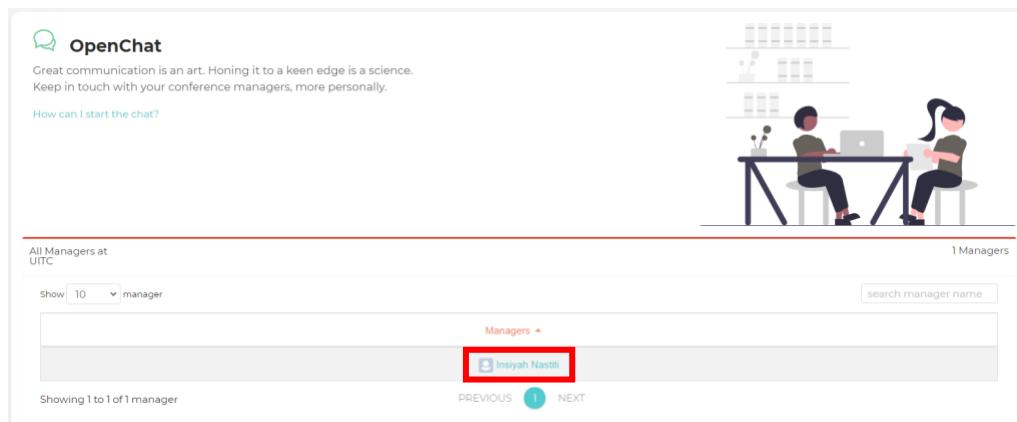


1.5. Terhubung dengan Conference Manager

1. Pada manuscript yang telah disubmit, klik tombol “Actions” untuk melakukan pengelolaan manuscript > Klik menu “Chat with Managers” untuk terhubung langsung dengan Conference Manager.



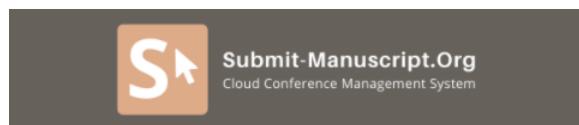
2. Klik tautan username conference manager yang dituju.



3. Ketik pesan pada typing bar yang tersedia > Klik icon semat untuk melampirkan berkas dan icon pesawat kertas untuk mengirim > Klik tombol “Unsent Lastchat” untuk membatalkan pengiriman percakapan terakhir.



4. Jika terdapat pesan conference manager belum terbaca atau terbalas, secara otomatis pesan akan diteruskan ke email author.

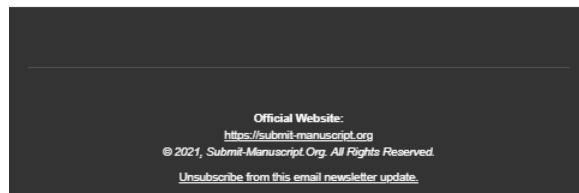


Dear Adhyastha,

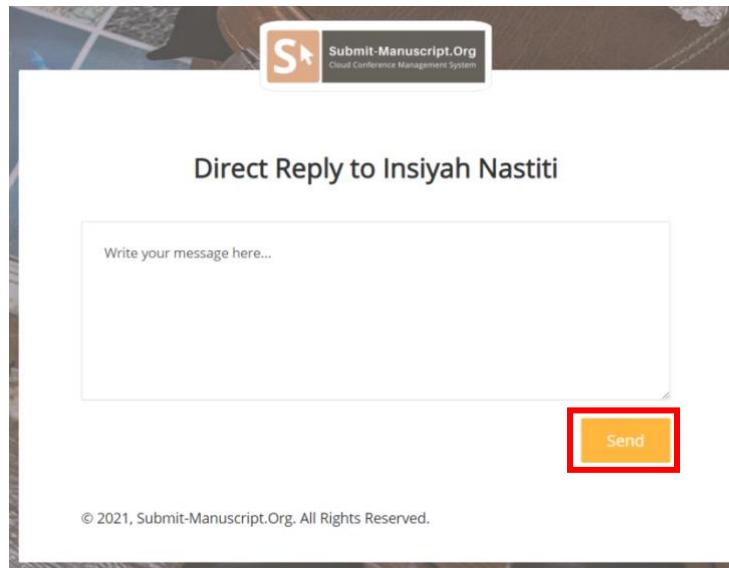
You received chat message(s) from  Insiyah Nastiti at Submit-Manuscript.Org. Here is the last one that you missed:

Selamat malam Adhyastha, mohon segera selesaikan pembayaran anda. Terimakasih
Time when this message was sent: 2021-02-21 01:22:34
[View this chat in submit-manuscript.org](#)
[or send direct reply](#)

This is an automatically generated email by [submit-manuscript.org](#). Please do not reply.

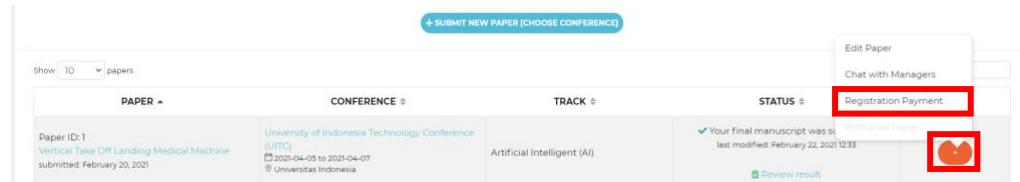


5. Ketik pesan pada typing bar yang disediakan kemudian klik tombol “Send” untuk mengirim pesan melalui email.



1.6. Melihat Status Registrasi

1. Pada manuscript yang telah disubmit, klik tombol “Actions” untuk melakukan pengelolaan manuscript > Klik menu “Registration Payment” untuk melihat status registrasi.



2. Tinjauan status registrasi terkini dan klik tautan “See your Payment Receipt” untuk pratinjau bukti pembayaran dan klik tautan “Download Invoice” untuk mengunduh invoice.

Registration Fee and Payment

University of Indonesia Technology Conference

INVOICE ID: 2 - 191605ee43cc010990bd5aa0e641
YOUR TOTAL PAYMENT: IDR 750.000

STATUS: ✓ Accepted. Registration Payment has been accepted
RECEIPT: [Download payment receipt](#)
INVOICE: [Download Invoice](#)

Current registration type (you cannot modify your registration)

AVAILABLE REGISTRATION TYPE	CURRENCY	NOMINAL
<input checked="" type="radio"/> Regular	IDR	750.000

Current registration addon

AVAILABLE ADDON	CURRENCY	NOMINAL	QTY
Hotel Two days One night	IDR	350.000	<input type="text"/> Fill Quantity (or let it blank/zero)

Name to be printed in nametag (please register submit-manuscript.org first, if the name doesn't exist)

Adhyastha Tristan (adhyasthatristant@gmail.com)