Technical Instructions

Uploading and Managing Papers via the Submit-Manuscript.Org

Version 1.3.0

PT. PAJON TEKNOLOGI
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Submit-Manuscript.Org is an online conference management system, initiated, developed and maintained under the supervision and funding of Universitas Indonesia and PT. PAJON Teknologi Indonesia.

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For complete information, please visit the web application http://submit-manuscript.org.
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About Submit-Manuscript.Org

Submit-Manuscript is a cloud technology solution for managing and publishing conferences online. Submit-Manuscript has a very flexible conference management, designed to help conference organizers and simplify the managerial tasks associated with managing conferences, while increasing record keeping and efficiency of the editorial process. This project aims to improve the quality of the papers of the conference through innovations with a transparent policy process.
Flow and System Description

Conference Manager

- Logs into Web Application Account to create and manage conferences
- Create a Conference: determine the scope, category, schedule, terms and conference reviewers
- Manage Conferences: team collaboration, setting up categories, schedule and activity guidelines
- Manage Papers: edit, forward to reviewer and determine paper decisions
- Manage Registrations: set up facilities, terms of fees and validation of payments
- Manage Reviewer Database and Assignments: invite, assign and delete reviewers
- Open Chat: real-time communication and email notification with the author

Reviewer

- Receive Invitation Emails: agree or decline the review invitation
- Logs into Web Application Account to review papers or access review history
- Evaluate papers: review and forward papers to the conference manager

Author

- Logs into Web Application Account to submit and manage papers
- Submit Papers: team collaboration, define conferences and categories, prepare abstracts and papers
- Complete Registration according to conference policy
- Manage Papers: edit papers
- Open Chat: real-time communication and email notification with the conference manager

Submit-Manuscript.Org
User Guide for Author

1. Uploading and Managing Papers

1.1. Upcoming Conference

1. Open the Submit-Manuscript.Org Web Application to see a list of upcoming conferences on the web home page > Click "See More Available Conferences" to view detailed conference information.

*Clicking the "Submit" button will be redirected to the authentication page on the "Login / Register" menu.

2. Perform a search for a desired conference using the search bar > Click the "Load More" button to display a list of other conferences.

*Clicking the "Submit" button will be redirected to the authentication page on the "Login / Register" menu.
3. Click the "Login / Register" menu > Click the "Available Conferences" button to see a list of upcoming conferences.

4. Click the "View Details" button to view detailed conference information>
   Click the "Back" button to return to the web home page.
   *Click the "Submit Paper" button, it will be redirected to the authentication page in the "Login / Register" menu.
5. Logs into your account > Click the dropdown “As Author” then Click the "Available Conference" menu or the “Submit a Paper” link to see a list of upcoming conferences.

1.2. Login

1. Open the Submit-Manuscript.Org Web Application. Click the "Login / Register" menu to logs a web account.
2. Register if you do not have an account. Click the link “Don't have an account? Please Register” or the “Get Started” button to register.

3. Fill in the data on the form according to the required information, then click the "Create your account" button. An activation email will automatically be sent to the registered email address.
4. Check the checkbox “I’m not a robot” then click the “I accept, and create my account” button to accept the terms and condition’s web application.
A registered account information pop up will appear, you can verify your account via a message sent to the registered email.

Click the "Ok" button to finish.

5. If the activation email has not been received within 24 hours, please resend the activation email.

You can do it by clicking the “Resend your email verification” link.
6. Enter your account email address that was previously registered, then check the checkbox "I'm not a robot" and click the "Resend your verification link" button. An activation email will automatically be sent back to the registered email address.

![Resend verification](image)

The activation email information pop up has been sent again, you can verify your account via a message sent to the registered email.

![Well done!](image)

Click the "Ok" button to finish.

7. Activate the email by clicking the "Activate your account" button or clicking the activation link provided in the Activation Email that has been sent.
A successfully activated email information pop up will appear, you can log in using the registered account.

Click the "Ok" button to finish.

8. Log in to your account using your email address and password, then click the “Login” button.
You can reset your password, if you forget the existing account password by clicking the "Forget your password?" Link.

9. Enter the email address for the previously registered account, then check the verification “I’m not Robot” and click the "Send Reset Password" button. A password reset email will automatically be sent to the registered email address.

The email password reset email information pop up has been sent successfully, you can reset the password via the email that was sent.
1.3. Uploading Papers
1. Click the dropdown “As Author” then click the “My Papers” menu or the “My Papers” link on the dashboard.

![Dashboard](image1)

then click the "+ Submit New Paper (Choose Conference)" button to set up a conference.

![Submit New Paper](image2)

2. Click the “Submit Paper” button to upload a paper.

![Available conferences](image3)
3. Fill in the paper abstract data on the form according to the required information > Click the "+ Add Author" button to add a collaboration team for conference participants > Click the “Next” button to proceed to the next process.

* Please note, you cannot change the email author paper that is registered, but you can add other authors as collaborator papers. If you decide to use another email address, you can log back in using the account with the desired email, or you can add or merge email settings by clicking the “here” link which will lead to the “Account Settings” page.

4. Upload papers by drag and drop files or click the blue area to select files on the your device in the blue column provided on the “Upload Manuscript” tab, then click the "Next” button to continue to the next process.

* Please note, uploading scientific papers is optional, you can upload them again after you finish this process by going to the My Papers page > Edit Paper, but you also need to pay attention to the time set by the committee. The maximum number of uploaded files is 1, 8 MB in size and with the format set by the conference organizer.
5. If the conference you have chosen has an early payment mechanism, then there is a tab "Create Payment", and please proceed with the payment process by clicking the "Create Your Payment Here"** button before you submit your manuscript.

*Please note, the settlement of the payment process appears when the conference has an early payment mechanism. This process is mandatory to be able to proceed to the next process.

If the conference you choose has a payment later mechanism, then the conference payment can only be made after your manuscript has been received. Click the “Make a registration” link to complete the conference payment process after your manuscript has been submitted.
6. Select the conference payment menu on the form according to the information required > Click the "Next" button to display the invoice conference payment.

7. Click the "Upload your receipt of Transfer" button to upload the receipt of conference payment.
8. Upload the conference payment receipt by drag and drop files or click the blue area to select files in the your device in the blue column provided, then click the “Apply Changes” button to complete the payment process.
*Please noted, the maximum number of payment receipts uploaded is 5, 8 MB in size and in the format .jpg / .jpeg / .png / .svg / .bmp / .gif.
9. When the payment status is already in process, then click the "Next" button to continue to the next process.

10. Click the "Finish" button to complete the paper submission process.
11. Information on the list of papers that have been sent will be included in the “My Papers” list menu.

12. Email notification of submission of papers will automatically be sent to you.
13. Message notification, paper passes the administrative stage with LoA attachment.
14. Message notification, paper needs to be revise.

Dear Adhyasta Tristan,

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

Title
Vertical Take Off Landing Medical Machine

Authors:
Adhyasta Tristan, adhyastatristan@gmail.com

Abstract
VTOL, implement AI

Conference:
University of Indonesia Technology (UIT)

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

Regards,
Nadjid
Universitas Indonesia
indoknasraft17@gmail.com

15. Message notification, paper does not pass the administrative stage.

Dear Adhyasta 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 Universitas of Indonesia Technology (UI).

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

Notes from Editor:
Rejected based on reviewer's decision

Regards,
Nadjid
Universitas Indonesia
indoknasraft17@gmail.com

1.4. Editing Papers

1. In the submitted manuscript, click the "Actions" button to manage the manuscript > Click the "Edit Paper" menu to edit the manuscript.

2. Click the dropdown menu to edit the desired paper management.
3. Click the "Paper Detail" dropdown to edit the paper abstract data > Edit the paper abstract data on the form according to the required information > Click the "Apply Changes" button to save changes.

4. Click the "Authors" dropdown to edit abstract data on papers > Click the "+" button to add a team and the "x" button to delete the team > Click the "Update Author List" button to complete the process.

5. Click the "Upload Paper" dropdown to edit paper files > Upload papers by drag and drop files or click the blue area to select files on the your device in the blue column provided > Click the "Download" link to download the file > Click the button "+ Delete and Upload a New Paper" to modify files by uploading files again.

*Please noted that editing of the initial submission can only be done when the registration status of the paper has not been "Accepted". On each final file edit, an email confirmation of submission of scientific papers will automatically be sent. Uploading scientific paper files is a maximum of 1 piece, 8 MB in size and in .doc / .docx / .pdf format.
1.5. Connect with the Conference Manager

1. In the submitted manuscript, click the "Actions" button to manage the manuscript > Click the "Chat with Managers" menu to connect directly with the Conference Manager.

2. Click the conference manager username link.

3. Type a message in the available typing bar > Click the embed icon to attach the file and the paper airplane icon to send > Click the "Unsent Lastchat" button to cancel sending the last conversation.
4. If there is an unread or unreplied message from the conference manager, the message will automatically be forwarded to the author's email.
5. Type the message in the typing bar provided then click the “Send” button to send the message via email.

1.6. Monitoring Registration Status

1. In the submitted manuscript, click the "Actions" button to manage the manuscript. Click the "Registration Payment" menu to see the registration status.

2. Review the current registration status and click on the "See your Payment Receipt" link to preview proof of payment and click the "Download Invoice" link to download the invoice.
### Registration Fee and Payment

**University of Louisiana Technology Conference**

**INVOICE ID:** 1365a5e23b2435d56880e555a9818c1a

**YOUR TOTAL PAYMENT:** $125

**STATUS:** Accepted. Registration payment has been accepted.

**RECEIPT:** [View your payment receipt](Submit-Manuscript.Org)

#### Available Registration Type

<table>
<thead>
<tr>
<th>AVAILABLE REGISTRATION TYPE</th>
<th>CURRENCY</th>
<th>NORMAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>USD</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

#### Available Addon

<table>
<thead>
<tr>
<th>AVAILABLE ADDON</th>
<th>CURRENCY</th>
<th>NORMAL</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel</td>
<td>USD</td>
<td>$30.00</td>
<td></td>
</tr>
</tbody>
</table>

*Name to be printed in name tag (please register submit-manuscript.org first if the name does not exist)*

[Add your full name](Submit-Manuscript.Org)