



Submit-Manuscript.Org

Cloud Conference Management System

Technical Instructions

Uploading and Managing Papers via the Submit-Manuscript.Org

Version 1.3.0

**PT. PAJON TEKNOLOGI
FEBRUARY 2021**

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>.

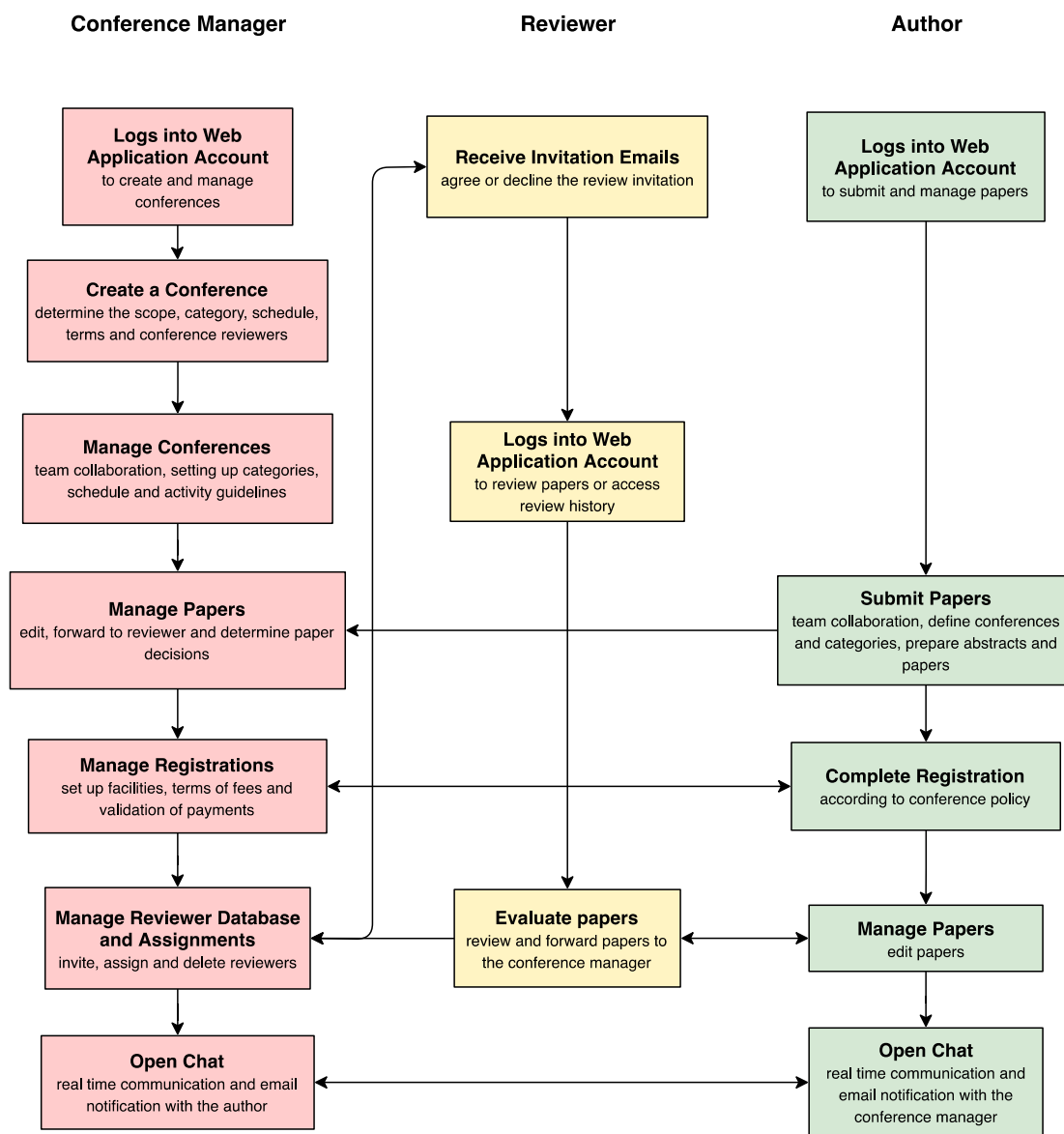
Table of Contents

Table of Contents	2
About Submit-Manuscript.Org	3
Flow and System Description	4
User Guide for Author	5
1. Uploading and Managing Papers	5
1.1. Upcoming Conference	5
1.2. Login	7
1.3. Uploading Papers	14
1.4. Editing Papers	24
1.5. Connect with the Conference Manager	26
1.6. Monitoring Registration Status	28

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



Submit-Manuscript.Org

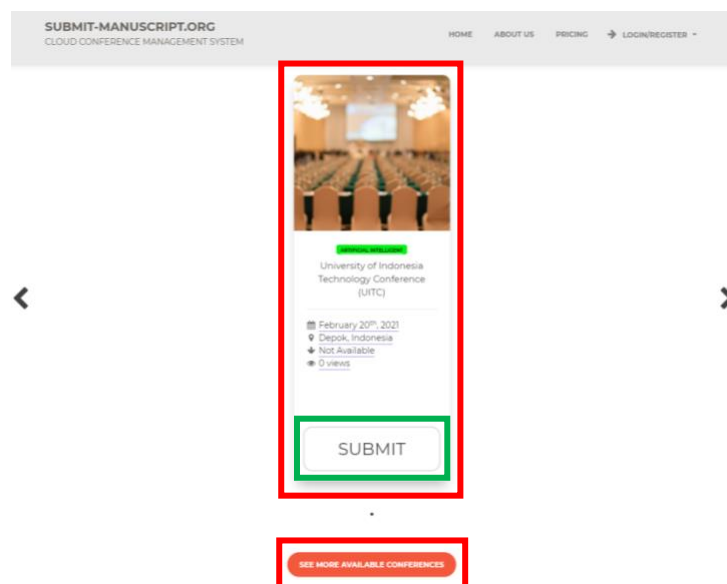
User Guide for Author

1. Uploading and Managing Papers

1.1. Upcoming Conference

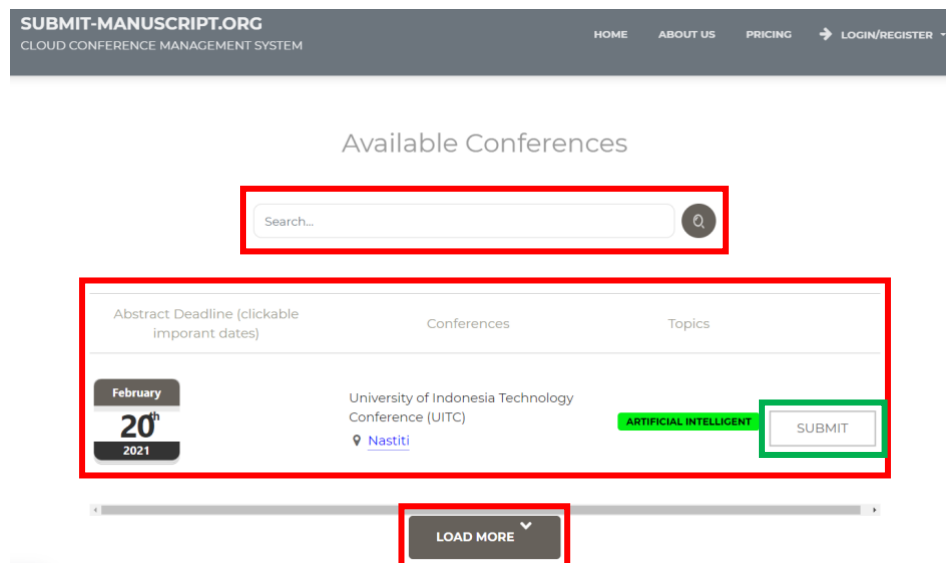
1. Open the Submit-Manuscript.Org Web Application to see a list of upcoming conferences on the web home page > Click *"See More Available Conferences"* to view detailed conference information.

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

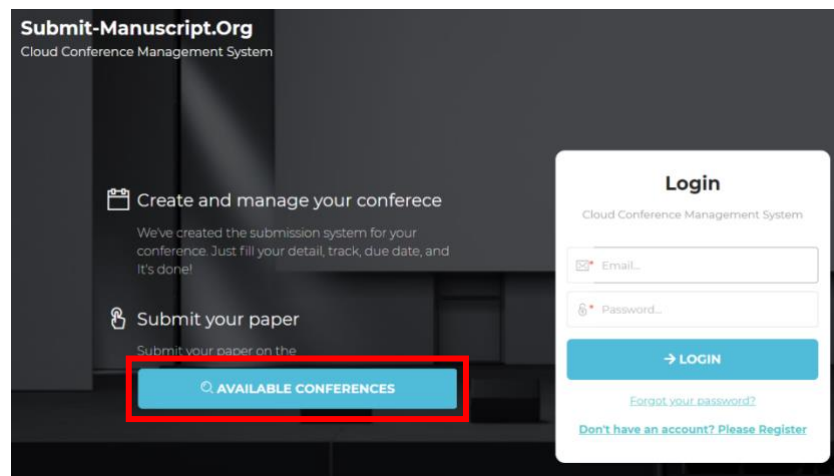


2. Perform a search for a desired conference using the search bar > Click the *"Load More"* button to display a list of other conferences.

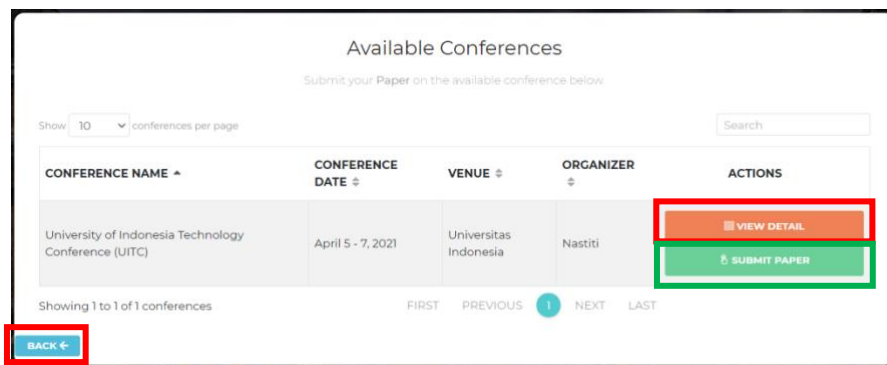
**Clicking the "Submit" button will be redirected to the authentication page on the "Login / Register" menu.*



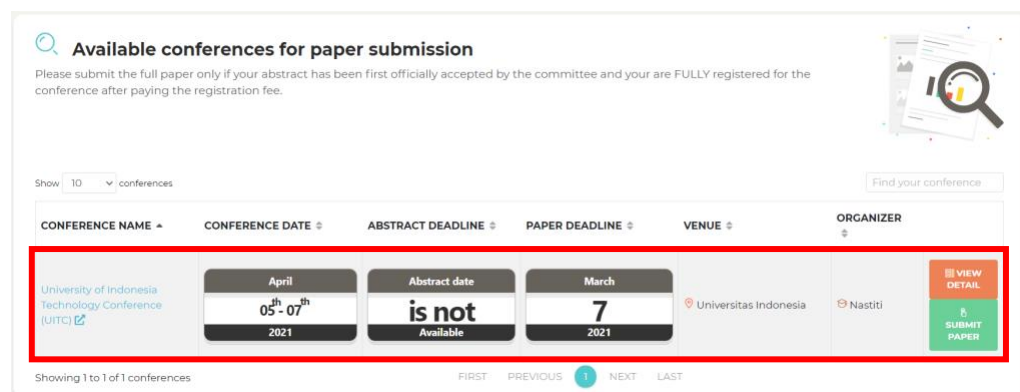
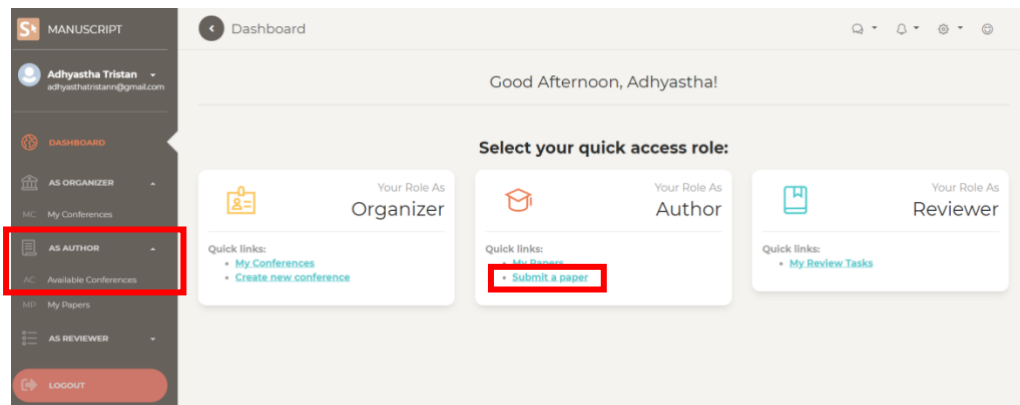
3. Click the "Login / Register" menu > Click the "Available Conferences" button to see a list of upcoming conferences.



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.

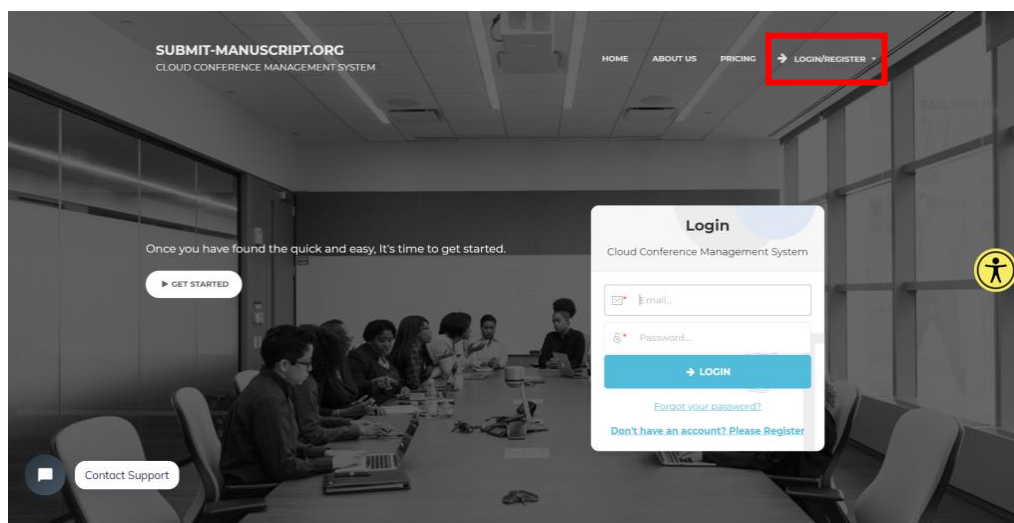


5. Logs into your account > Click the dropdown “As Author” then Click the “Available Conference” menu or the “Submit a Paper” link to see a list of upcoming conferences.

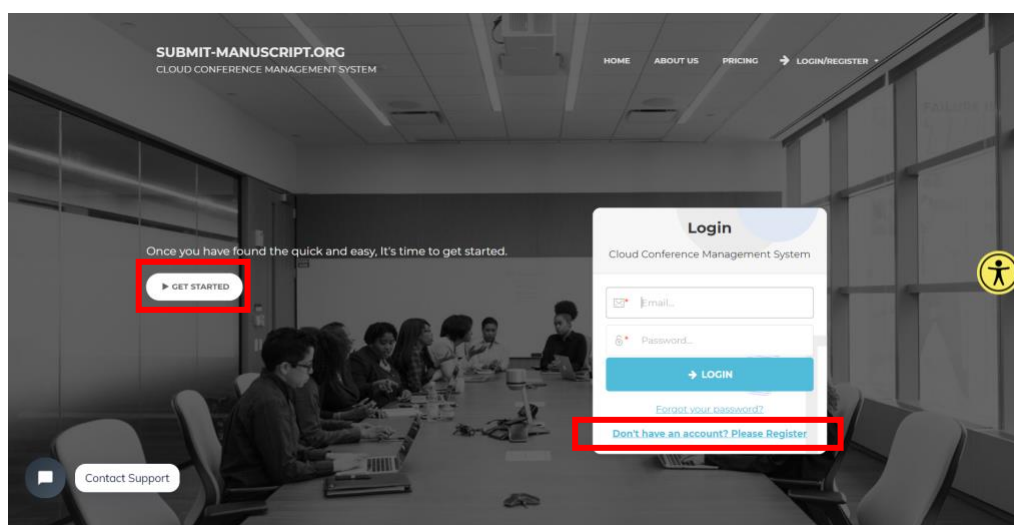


1.2. Login

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.

The screenshot shows the 'Register' page of the Submit-Manuscript.Org Cloud Conference Management System. The page has a dark background with a cityscape at night. On the left, there are two main sections: 'Create and manage your conference' with a calendar icon and 'Submit your paper' with a document icon. The 'Submit your paper' section includes a button labeled 'AVAILABLE CONFERENCES'. On the right, the 'Register' form is displayed. The form fields are: 'Choose salutation' (dropdown), 'First Name' (text), 'Last Name' (text), 'Suffix (e.g. Msc./M.Eng/M.F.A./LL.M/)' (text), 'Email' (text), 'Password' (text), 'Confirm Password' (text), and 'Institution' (text). Below these fields is a blue button labeled 'CREATE YOUR ACCOUNT'. Underneath the button, there is a link 'Already have an account? Please Login' and a link 'Resend your email verification'. A red box highlights the entire registration form area, including the fields and the 'CREATE YOUR ACCOUNT' button.

Submit-Manuscript.Org
Cloud Conference Management System

Create and manage your conference

We've created the submission system for your conference. Just fill your detail, track, due date, and It's done!

Submit your paper

Submit your paper on the

AVAILABLE CONFERENCES

Contact Support

Register
Cloud Conference Management System

-- Choose salutation --

* First Name...

* Last Name...

Suffix (e.g. Msc./M.Eng/M.F.A./LL.M/)

* Email...

* Password...

* Confirm Password...

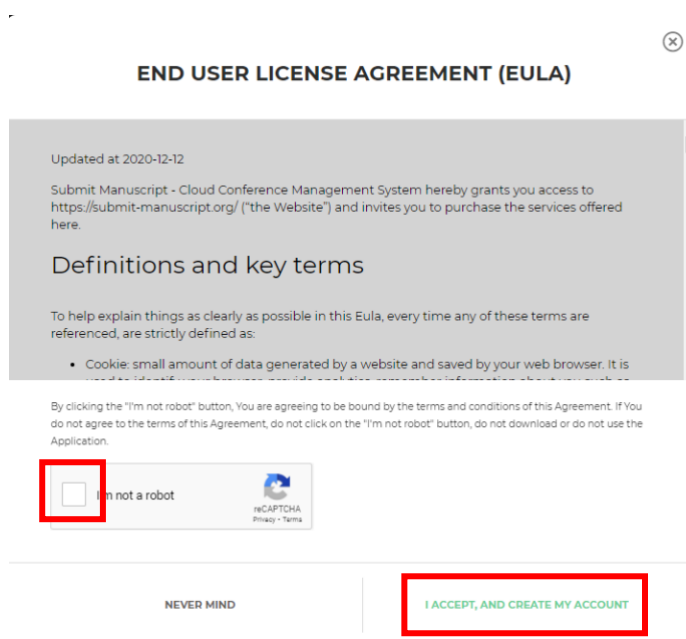
* Institution...

CREATE YOUR ACCOUNT

Already have an account? Please Login

Resend your email verification

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.



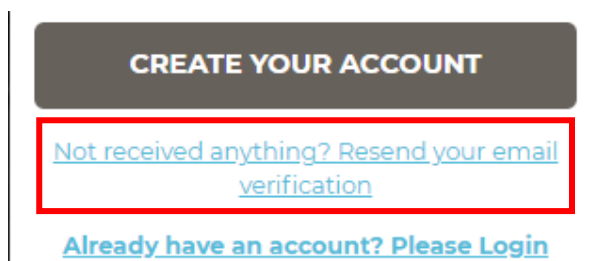
Well done!

Your account has been registered, please check your e-mail to verify your account

OK

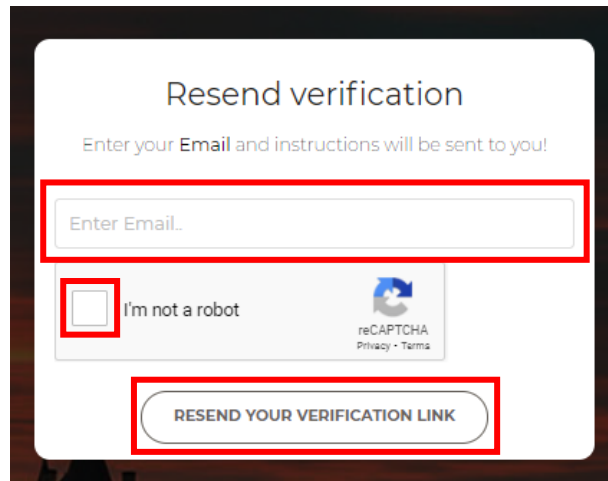
Click the "Ok" button to finish.

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

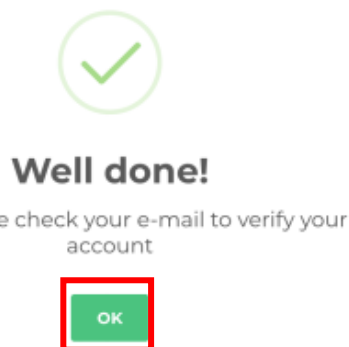


You can do it by clicking the "Resend your email verification" link.

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.

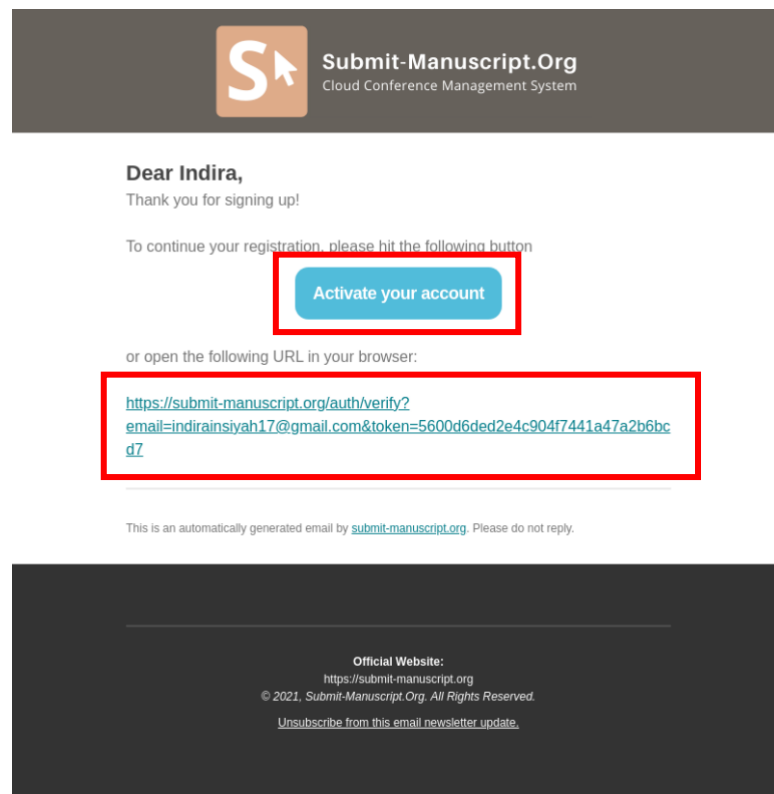


The activation email information pop up has been sent again, you can verify your account via a message sent to the registered email.

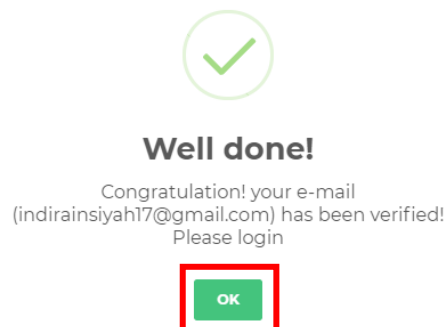


Click the "Ok" button to finish.

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.

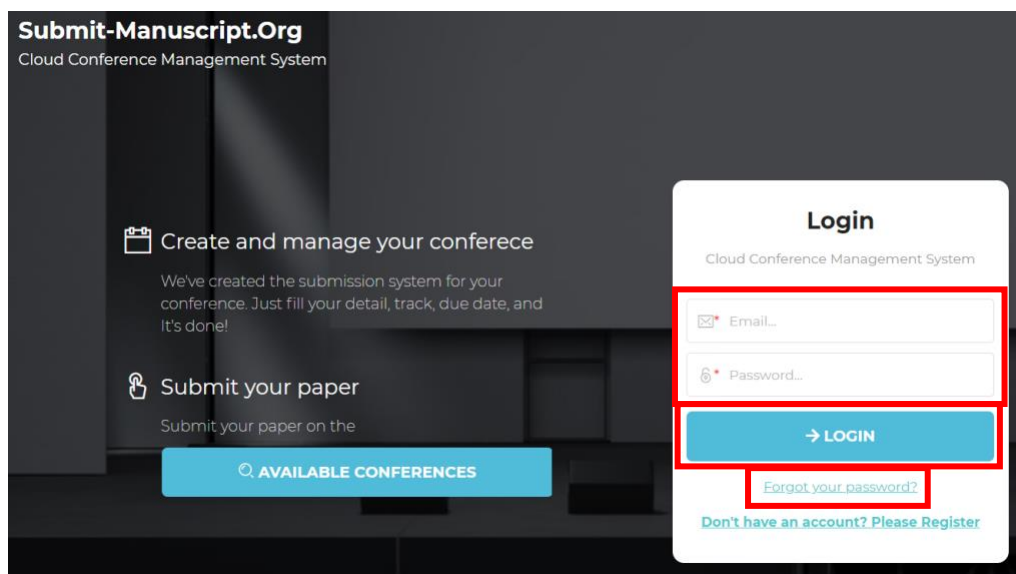


A successfully activated email information pop up will appear, you can log in using the registered account.



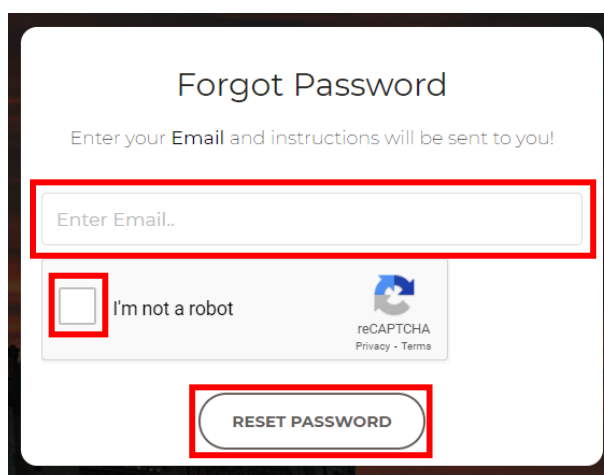
Click the "Ok" button to finish.

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 *"Forgot 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.



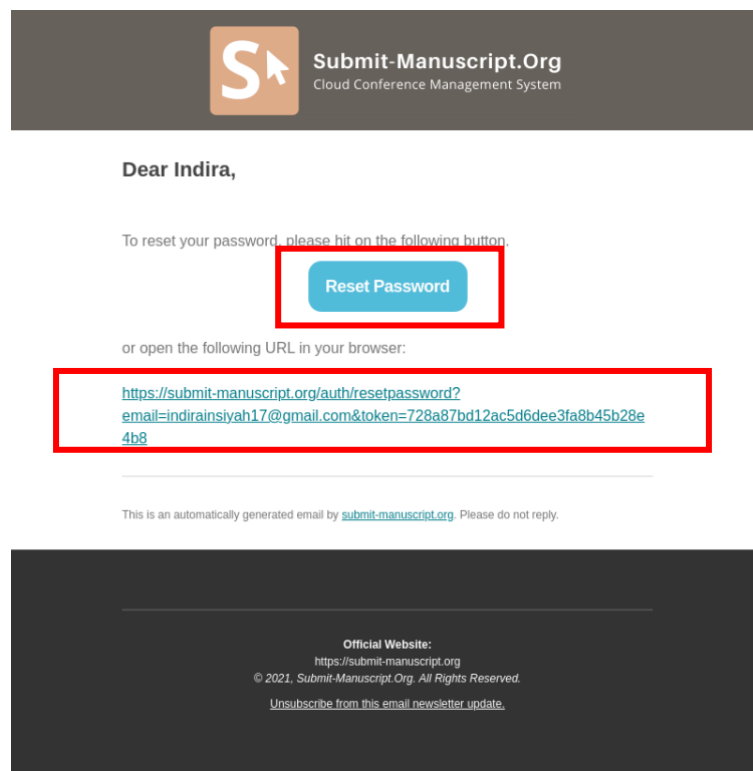
Well done!

Check you e-mail to reset your password



Click the "Ok" button to finish.

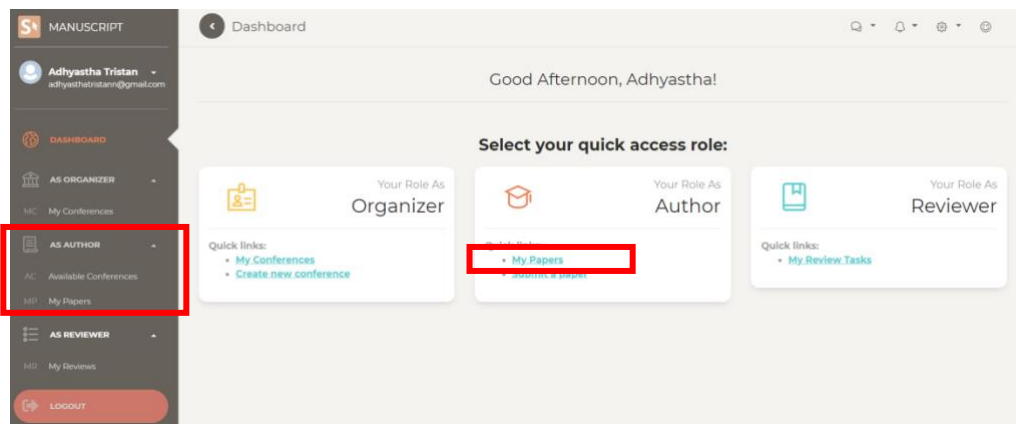
10. Perform password reset by clicking the *"Reset your account"* button or clicking the activation link provided in the password reset email that has been sent.



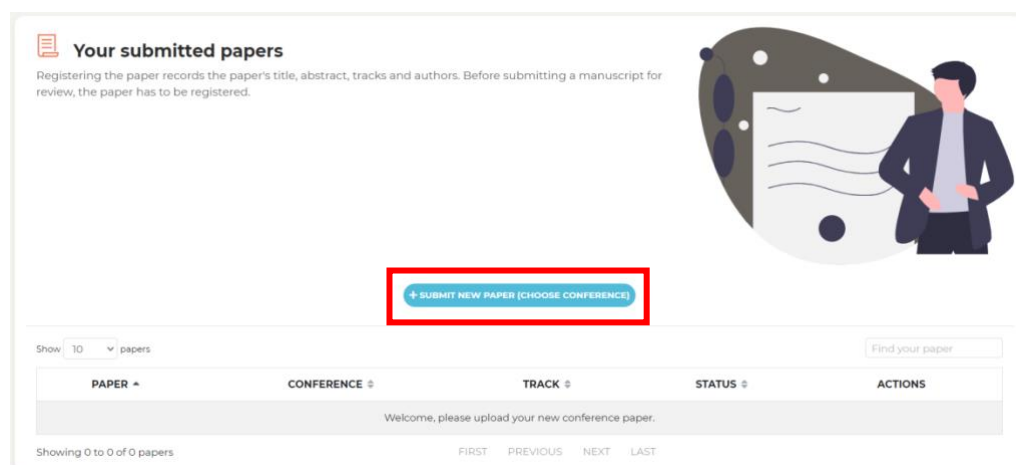
1.3. Uploading Papers



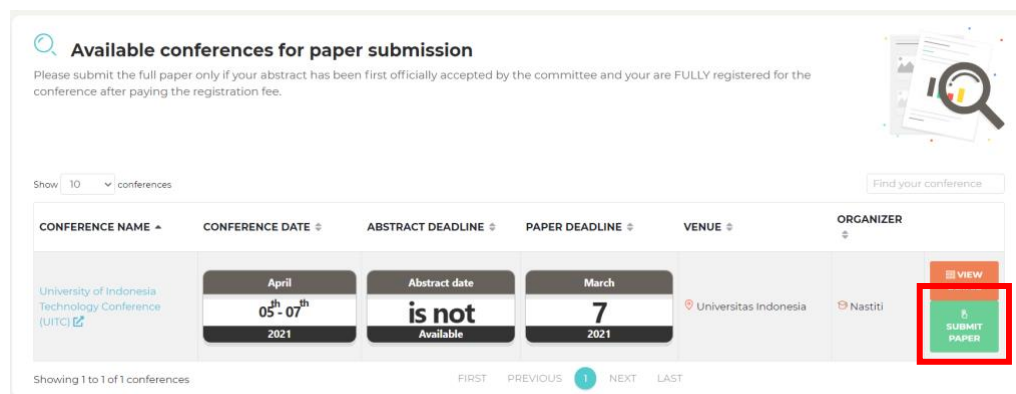
1. Click the dropdown "As Author" then click the "My Papers" menu or the "My Papers" link on the dashboard.



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



2. Click the "Submit Paper" button to upload a paper.



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.

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 decide 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

adhyasthatristann@gmail.com

+ ADD AUTHOR

X REMOVE ALL

NEXT >>

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.

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

Paper Detail | **UPLOAD MANUSCRIPT** | Confirmation

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. 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.**

Submit your paper to
University of Indonesia Technology (UIT)

Paper Detail | Upload Manuscript | **CREATE PAYMENT** | Confirmation

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 >>

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.

[+ SUBMIT NEW PAPER \(CHOOSE CONFERENCE\)](#)

Show: 10 papers Find your paper

PAPER	CONFERENCE	TRACK	STATUS	ACTIONS
Paper ID: 1 Vertical Take Off Landing Medical Machine submitted: February 20, 2021	University of Indonesia Technology Conference (UITC) 2021-04-05 to 2021-04-07 Universitas Indonesia	Artificial Intelligent (AI)	✓ Accepted, waiting your registration Make a registration Review result	

6. Select the conference payment menu on the form according to the information required > Click the "Next" button to display the invoice conference payment.

Registration Fee and Payment
University of Indonesia Technology
Choose registration type

AVAILABLE REGISTRATION TYPE	DEADLINE	CURRENCY	NOMINAL
<input type="radio"/> Early	March 7 th , 2021	IDR	150.000

Choose registration add-on

AVAILABLE ADDON	CURRENCY	NOMINAL	CHOOSE WITH QTY
No data available in table			

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

>> NEXT

7. Click the "Upload your receipt of Transfer" button to upload the receipt of conference payment.

Detail invoice

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

INVOICE ID	PAPER	CONFERENCE REGISTRATION TYPE	CURRENCY
+ 064778cdc0e72d94b77838a da4ed71e6	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. 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.**

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.)

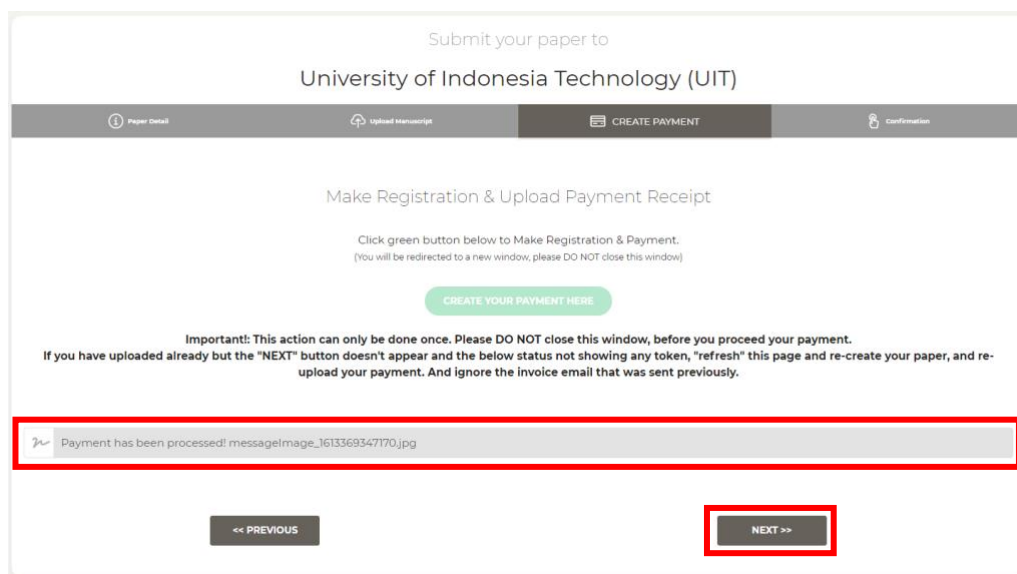
Once you confirm your receipt, please click **Apply Receipt**.

(After you decided to click **Apply Receipt**, this window will automatically closed on its own)

< BACK

APPLY RECEIPT

9. When the payment status is already in process, then click the "Next" button to continue to the next process.



Submit your paper to

University of Indonesia Technology (UIT)

Paper Detail Upload Manuscript CREATE PAYMENT Confirmation

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)

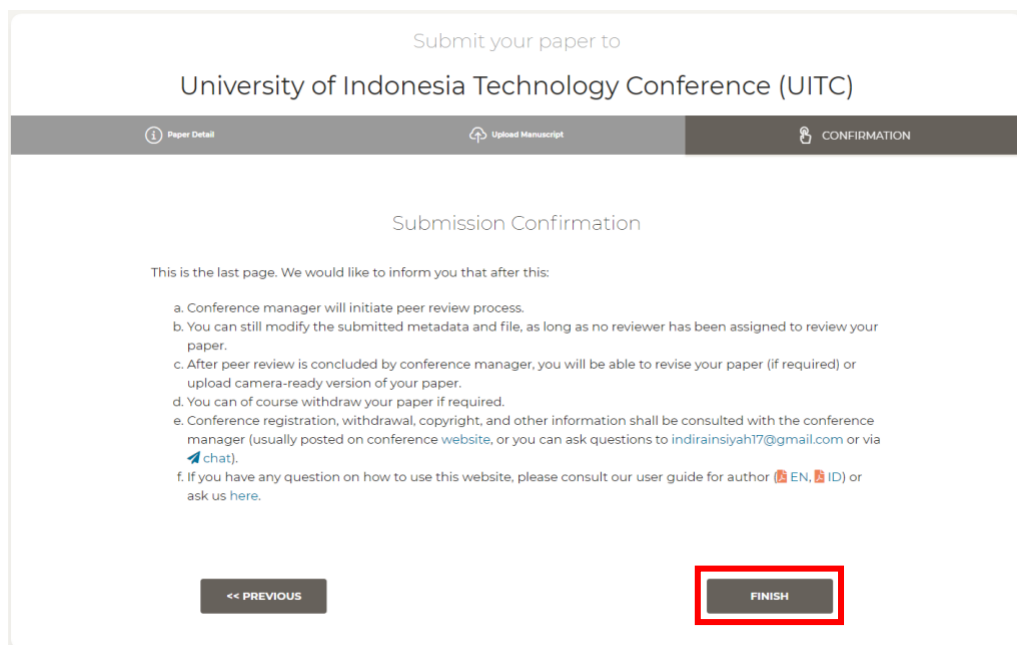
CREATE YOUR PAYMENT HERE

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.

Payment has been processed! messageImage_1613369347770.jpg

<< PREVIOUS NEXT >>

10. Click the "Finish" button to complete the paper submission process.



Submit your paper to

University of Indonesia Technology Conference (UITC)

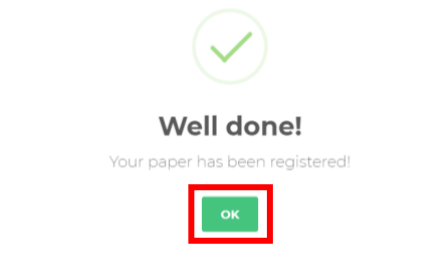
Paper Detail Upload Manuscript CONFIRMATION

Submission Confirmation

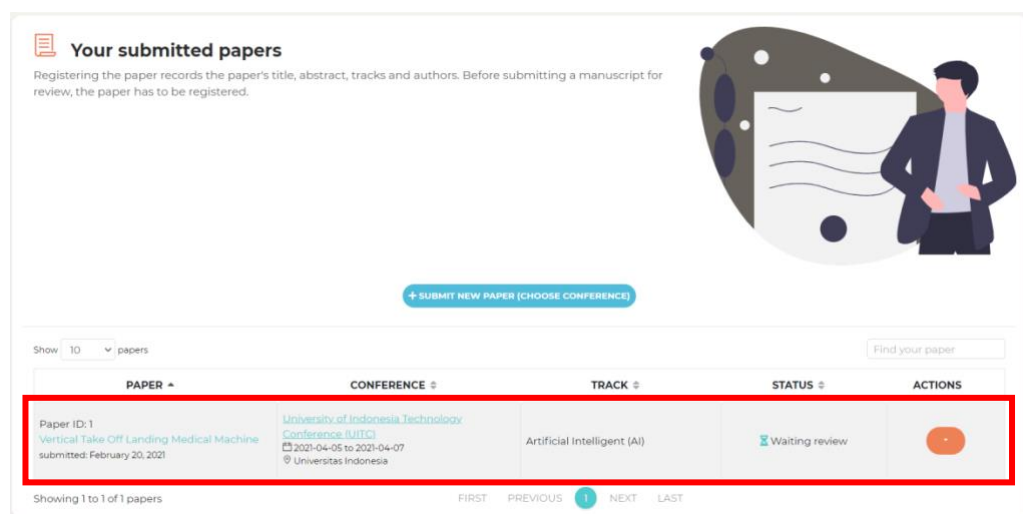
This is the last page. We would like to inform you that after this:

- a. Conference manager will initiate peer review process.
- b. You can still modify the submitted metadata and file, as long as no reviewer has been assigned to review your paper.
- c. After peer review is concluded by conference manager, you will be able to revise your paper (if required) or upload camera-ready version of your paper.
- d. You can of course withdraw your paper if required.
- e. Conference registration, withdrawal, copyright, and other information shall be consulted with the conference manager (usually posted on conference website, or you can ask questions to indirainsiyah17@gmail.com or via [chat](#)).
- f. If you have any question on how to use this website, please consult our user guide for author [EN](#), [ID](#) or ask us [here](#).

<< PREVIOUS FINISH



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.



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, adhyasthatristann@gmail.com

Abstract:
VTOL implement AI

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

Regards,
Nastiti
Universitas Indonesia
indirainsiyah17@gmail.com

13. Message notification, paper passes the administrative stage with LoA attachment.



Submit-Manuscript.Org
Cloud Conference Management System

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
indirainsiyah17@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 (ICIOT)
Conference website
Website: <https://nastitincorporate.ac.id>

To
Indira Isiyah
Universitas Indonesia

Title: Vertical Take Off Landing Medical Machine

Authors: Indira Isiyah.

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.

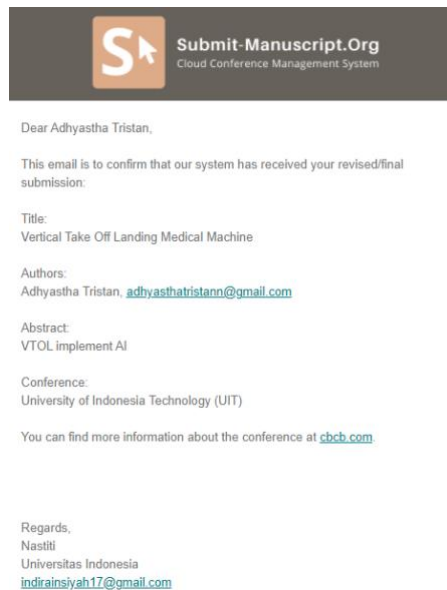
Universitas Indonesia Technology Competition was initiated by Nastiti Corporate will definitely offer you an unforgettable experience in exploring new opportunities.

We look forward to seeing you at Jakarta, Indonesia.

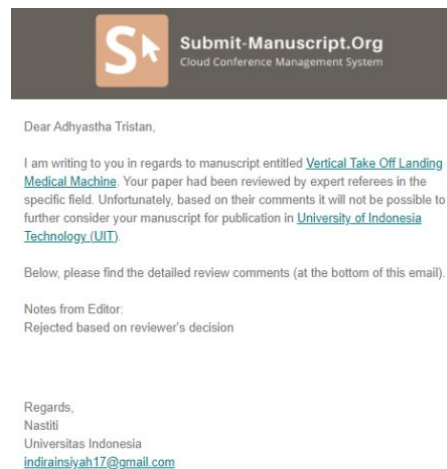
For more details about UITC 2021, visit our website
With thanks,

Isiyah Nastiti
UITC 2021 Coordinator
Website: <https://nastitincorporate.ac.id>

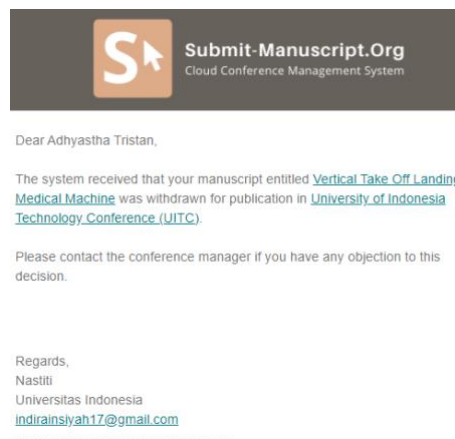
14. Message notification, paper needs to be revise.



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

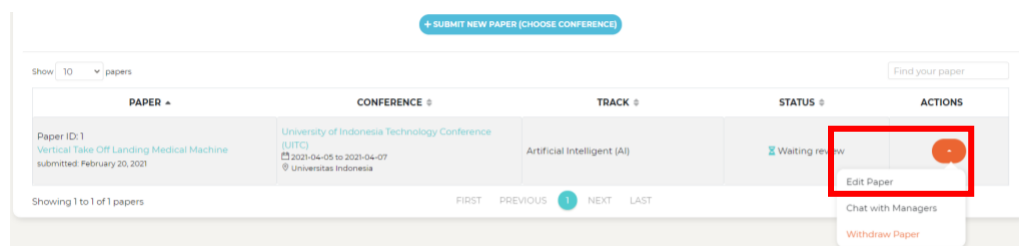


16. Message notification, paper canceled.

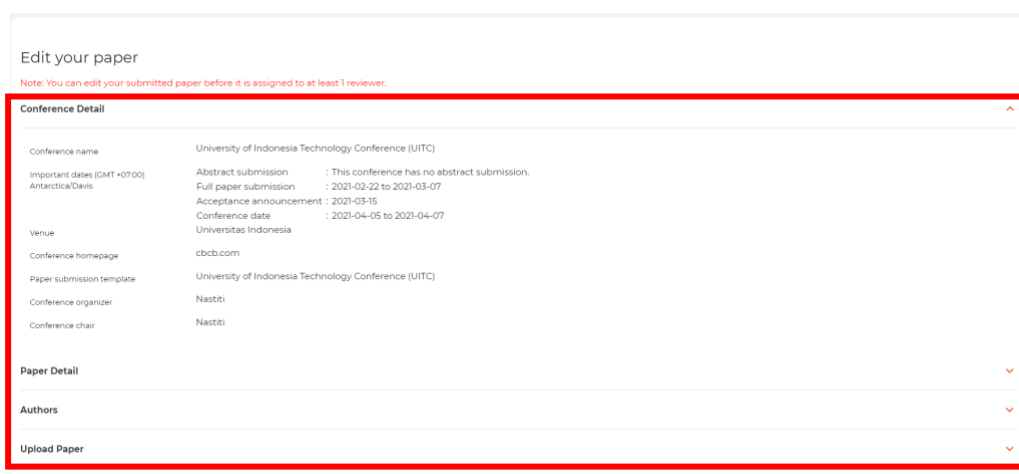


1.4. Editing Papers

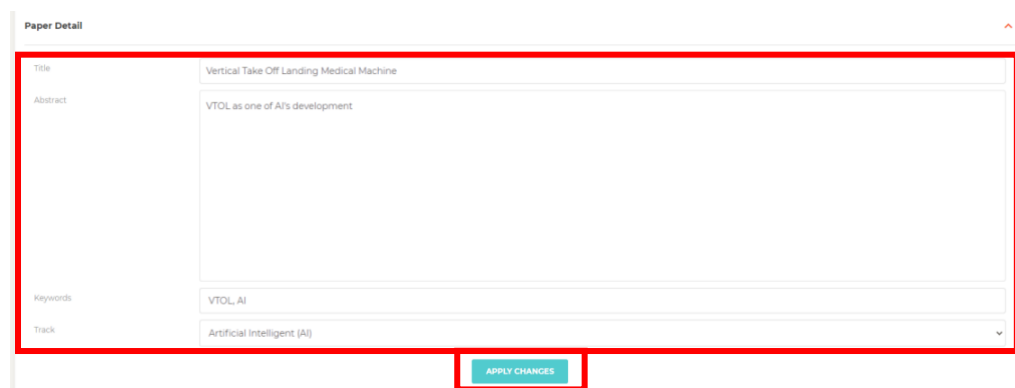
1. In the submitted manuscript, click the "Actions" button to manage the manuscript > Click the "Edit Paper" menu to edit the manuscript.



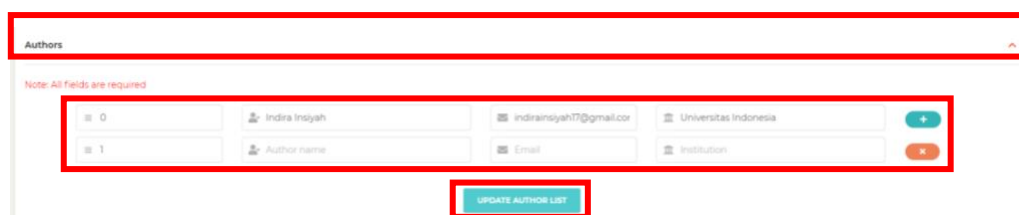
2. Click the dropdown menu to edit the desired paper management.



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.

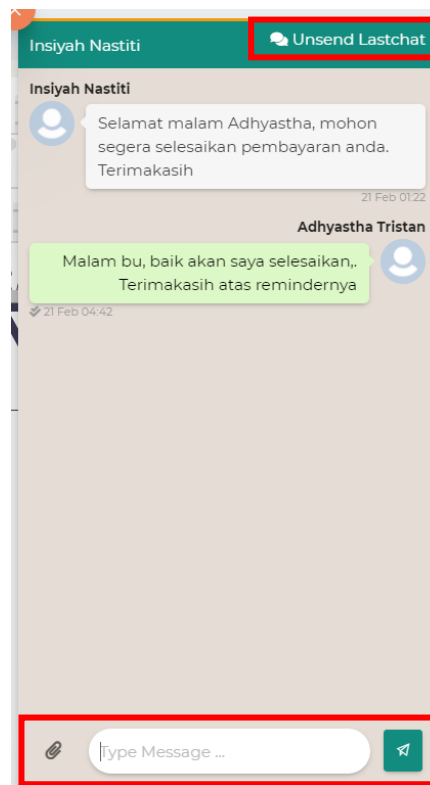
***Please noted that editing of the initial submission can only be done when the registration status of the paper has not been *"Accepted"*. On each final file edit, an email confirmation of submission of scientific papers will automatically be sent. Uploading scientific paper files is a maximum of 1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

1.5. Connect with the Conference Manager

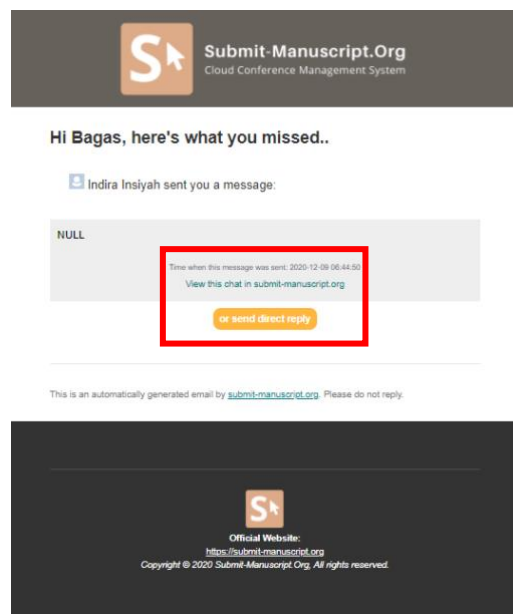
1. In the submitted manuscript, click the "Actions" button to manage the manuscript > Click the "Chat with Managers" menu to connect directly with the Conference Manager.

2. Click the conference manager username link.

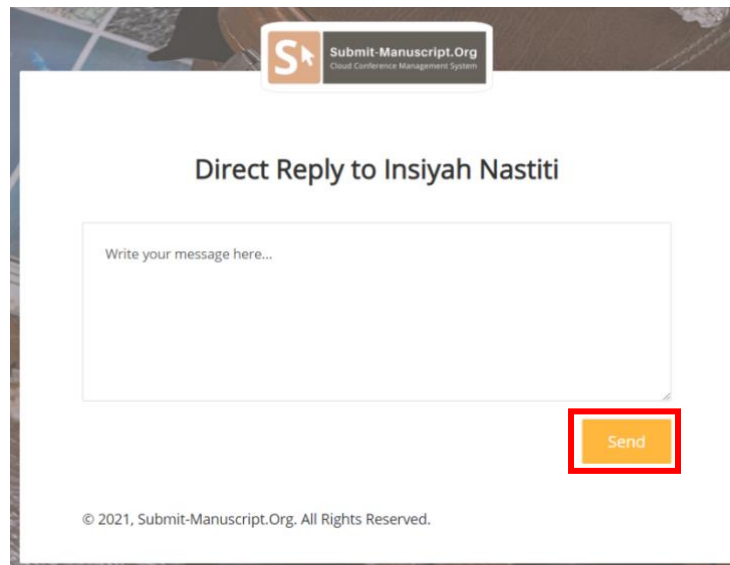
3. Type a message in the available typing bar > Click the embed icon to attach the file and the paper airplane icon to send > Click the "Unsent Lastchat" button to cancel sending the last conversation.



4. If there is an unread or unreplied message from the conference manager, the message will automatically be forwarded to the author's email.

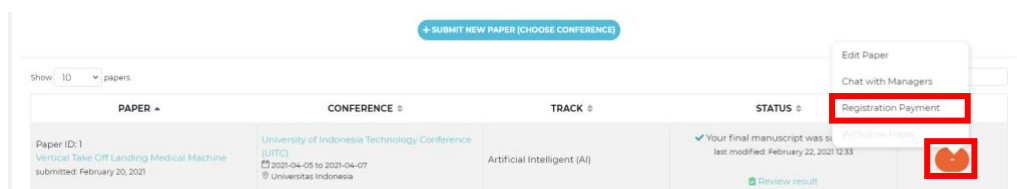


5. Type the message in the typing bar provided then click the *"Send"* button to send the message via email.



1.6. Monitoring Registration Status

1. In the submitted manuscript, click the *"Actions"* button to manage the manuscript t> 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 Indonesia Technology Conference

INVOICE ID: 2 - 1f91605ee43c1cca018980bd5aa0e541

YOUR TOTAL PAYMENT: IDR 750.000

STATUS: Accepted, Registration Payment has been accepted

RECEIPT: See your 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 add-on

AVAILABLE ADDON	CURRENCY	NOMINAL	QTY
Hotel Two days One night	IDR	350.000	<input type="text" value="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)