



Submit-Manuscript.Org
Cloud Conference Management System

Technical Instructions

Reviewing Papers via the Submit-Manuscript.Org

Version 1.3.0

**PT. PAJON TEKNOLOGI
FEBRUARY 2021**

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For complete information, please visit the web application <http://submit-manuscript.org>.

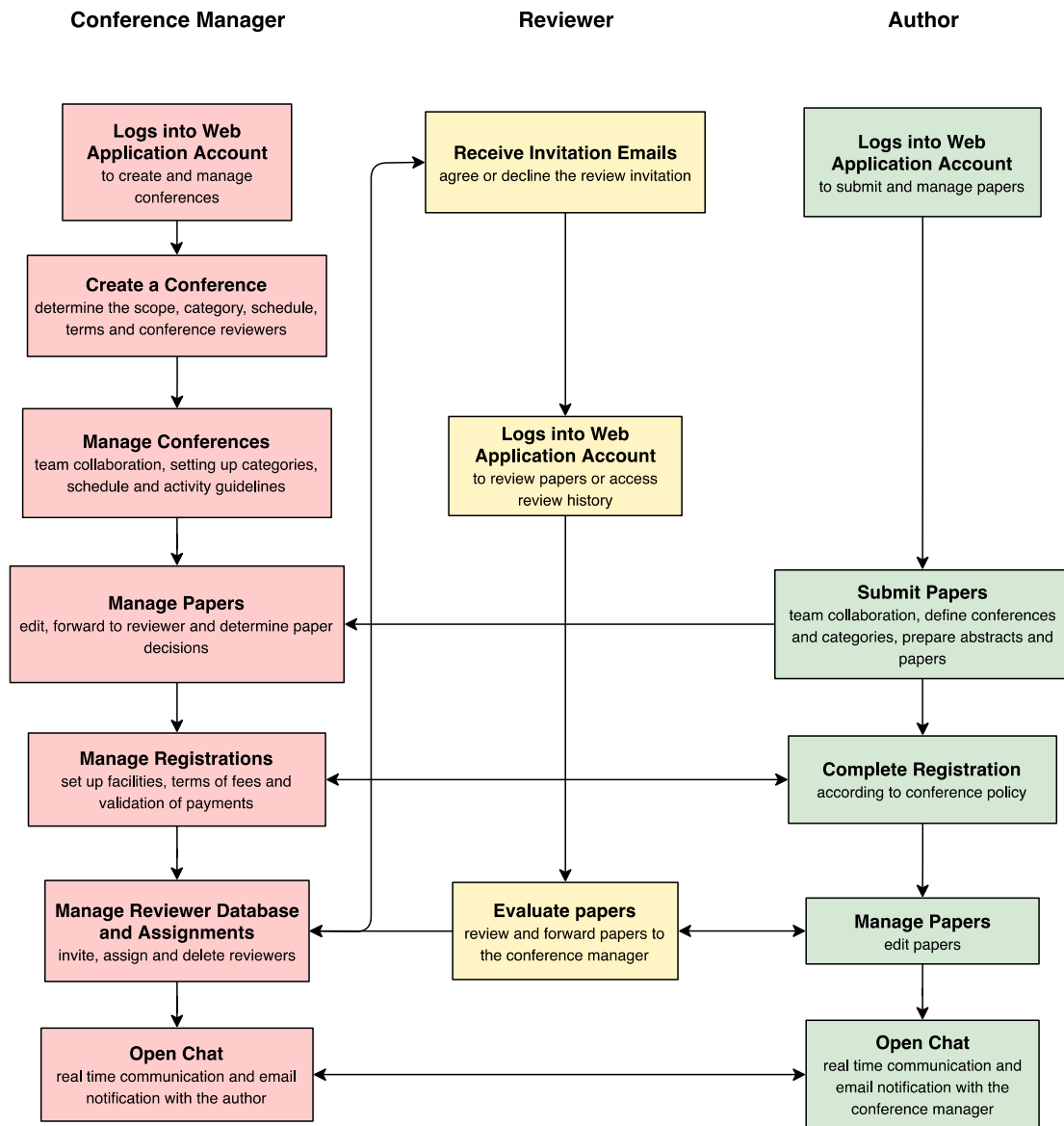
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About Submit-Manuscript.Org

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




Submit-Manuscript.Org

User Guide for Reviewer

1. Reviewing Papers

1.1. Login

1. Open the invitation link for the reviewer on the Submit-Manuscript.Org Web Application system email according to the desired response (Accept / Decline / Unavailable).



Submit-Manuscript.Org
Cloud Conference Management System

Dear Ms. Indira ,

I believe that you would serve as an excellent reviewer of the paper entitled "Vertical Take Off Landing Medical Machine", which has been submitted to [University of Indonesia Technology Conference \(UITC\)](#). The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

Please click one of the links below to indicate your response.

The review itself is due Feb 23, 2021.

Agree: <https://submit-manuscript.org/user/invitedrev/indira.insiyah%40ui.ac.id/31d452109266f224be2c165fad85a43a/agree>

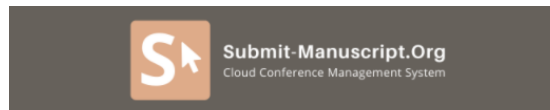
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Unavailable: <https://submit-manuscript.org/user/invitedrev/indira.insiyah%40ui.ac.id/31d452109266f224be2c165fad85a43a/unavailable>

If you accept this invitation and ready to review the paper provided, please log in to your account. After that, you will be redirected to the "My Review" page. On that page, you will see the paper that you will review. Please click "Review" link and fill in some questions related to the assessment of the paper you are reviewing.

Thank you for considering this request.

If you do not have an account in Submit-Manuscript.Org, system will create an account for you and you will receive your login information as well in the email.



Dear Prof. Dr. KoroBagas S.T,

I believe that you would serve as an excellent reviewer of the paper entitled "Fixed Wing", which has been submitted to [University of Indonesia Technology Conference \(UITC\)](#). The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

Please click one of the links below to indicate your response.

The review itself is due Feb 10, 2021.

If you do not have your username and password for the conference's web site, you can use this account to continue:

Email: korokorobagus@gmail.com
Password: 5fd063a264779 (case-sensitive)

Agree: <https://submit-manuscript.org/user/invitedrev/indra.insiyah%40ui.ac.id/31d452109266f224be2c165fad85a43a/agree>

Decline: <https://submit-manuscript.org/user/invitedrev/indra.insiyah%40ui.ac.id/31d452109266f224be2c165fad85a43a/decline>

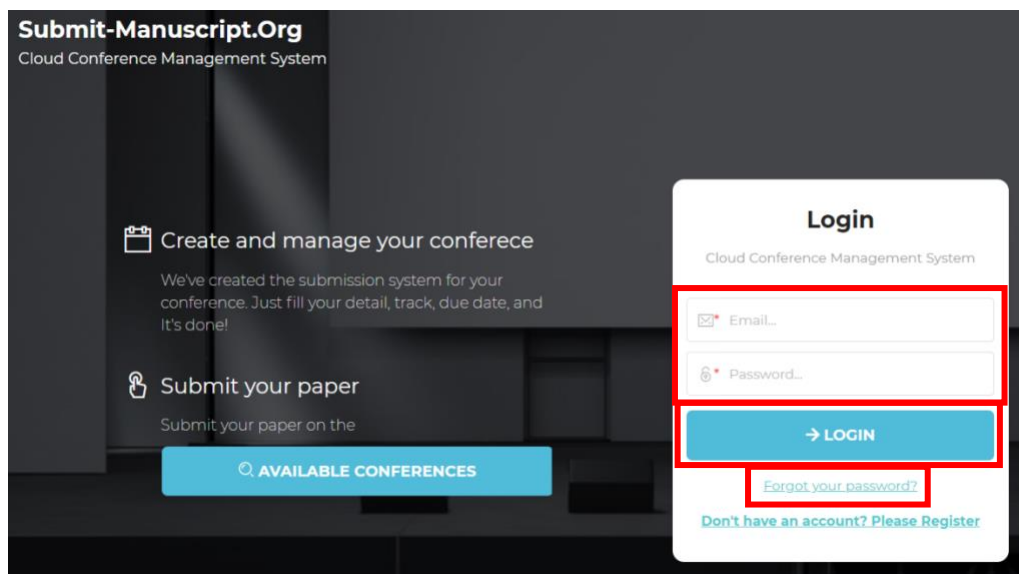
Unavailable: <https://submit-manuscript.org/user/invitedrev/indra.insiyah%40ui.ac.id/31d452109266f224be2c165fad85a43a/unavailable>

If you accept this invitation and ready to review the paper provided, please log in to your account. After that, you will be directed to the "My Review" page. On that page, you will see the paper that you will review. Please click "Review here" and fill in some questions related to the assessment of the paper you are reviewing.

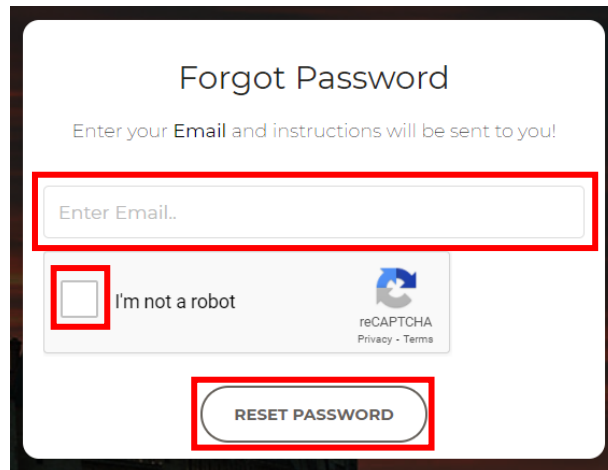
Thank you for considering this request.

Indira Insiyah Nastiti

2. Logs to account using your email address and password, then click the "Login" button. You can reset your password, if you forget the existing account password, click the "Forget your password?" Link.



3. Enter the email address for the previously registered account, then check the checkbox "I'm not Robot" and click the "Send Reset Password" button. A password reset email will automatically be sent to the registered email address.

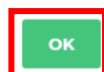


The email password reset email information pop up has been sent successfully, you can reset the password via the email that was sent.



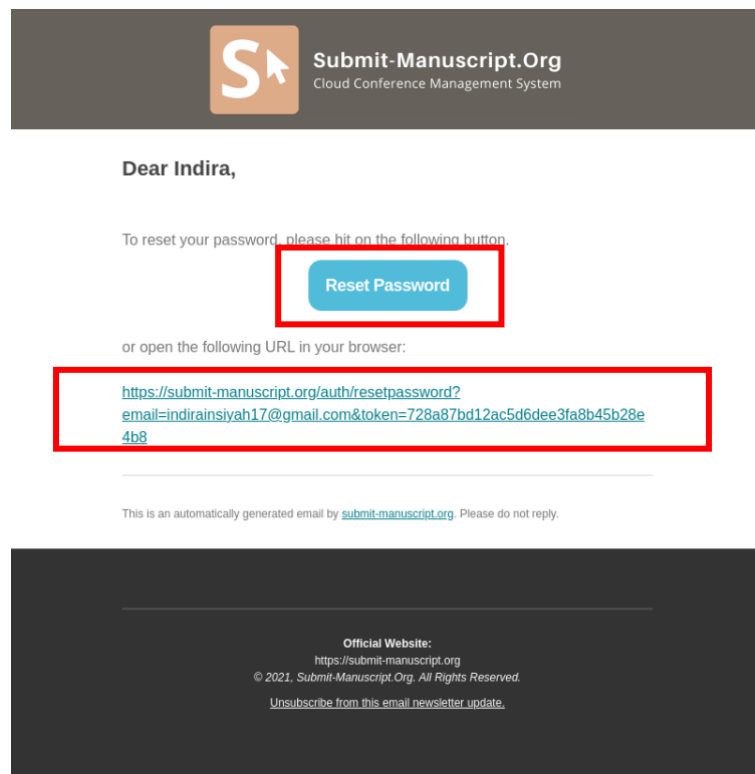
Well done!

Check you e-mail to reset your password



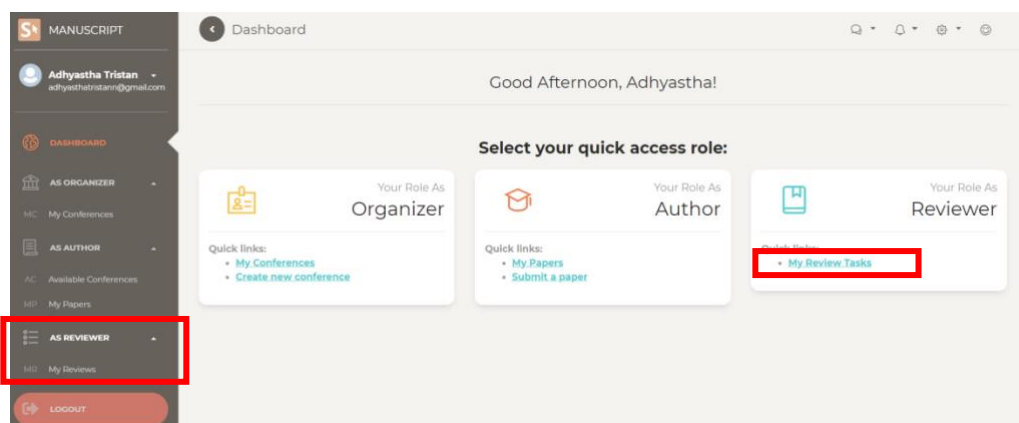
Click the "Ok" button to finish.

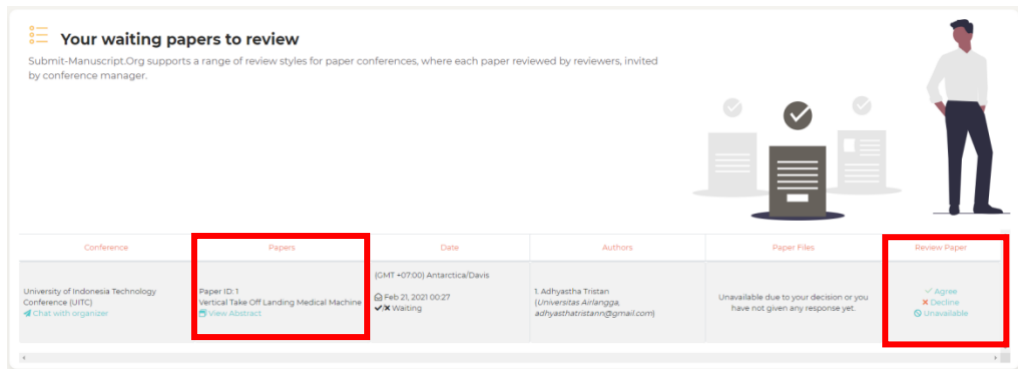
4. Perform password reset by clicking the "Reset your account" button or clicking the activation link provided in the password reset email that has been sent.



1.2. Reviewing Papers

1. Click the dropdown "As Reviewer" then click the "My Review" menu or the "My Review Tasks" link on the dashboard. Click the "View Abstract" link to review the participant's paper abstract and select the review assignment approval decision by clicking the "Agree / Decline / Unavailable" link.





Click the "Chat with Organizer" link to connect directly with the conference organizer > Click the "Download initial file" link for the participant's paper to download the file > Click the "Review / Edit" link to evaluate the participant's paper.



2. Fill in the paper review data on the form according to the information required > Click the "Select File Change" button to load the review file from the user's device > Click the "Upload Now" button to upload the review file > Click the "Submit Review" button to complete the paper review participants.

***An email notification of the review results will automatically be sent to the reviewer and conference manager.**

Paper ID: 1

Title:
Vertical Take Off Landing Medical Machine

Abstract:
aaaaaaaaaaaaaaaaaaaa

Keywords: VTOL, AI

1. Sesuai standard penulisan?

2. Sesuai ketentuan?

3. Lolos screening

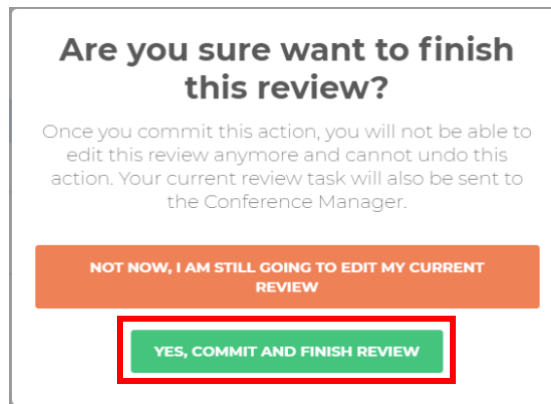
Ya

Tidak

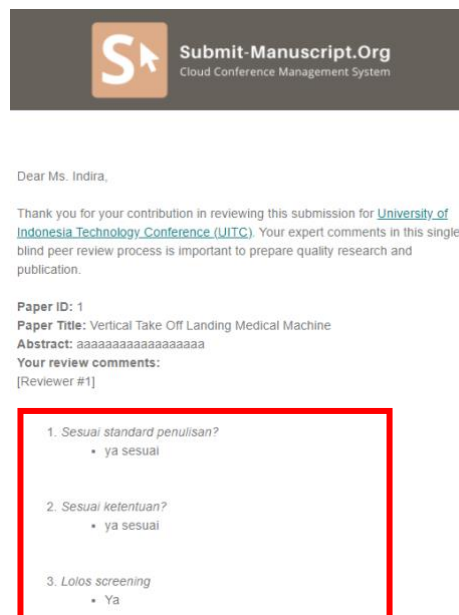
SAVE AND CONTINUE LATER

FINISH AND SEND TO CONFERENCE MANAGER

3. Accidentally handling click submit review results. Click the "Yes, Commit and Finish Review" button to continue the submission.



4. The review result data is displayed in an email notification message.



5. Click the "Preview your review" link to preview data on the review of papers that have been made.

Conference	Papers	Date	Authors	Paper Files	Review Paper
University of Indonesia Technology Conference (UITC) Chat with organizer	Paper ID:1 Vertical Take Off Landing Medical Machine View Abstract	(CMT-0700) Antarctica/Davis 🕒 Feb 21, 2021 00:27 ✔ Feb 20, 2021 20:20 🕒 Mar 15, 2021 00:00 🕒 Feb 21, 2021 04:09 ✔ Review has been completed.	1. Adhyastha Tristan (Universitas Airlangga, adhyasthatristann@gmail.com)	📄 Download into file last modified: 2021-02-21 04:09	Your review has been recorded ✔ Review Your Review