SIGEF - User Manual

Content

Create an Account

To create an account, click on "Don´t you have an account?"
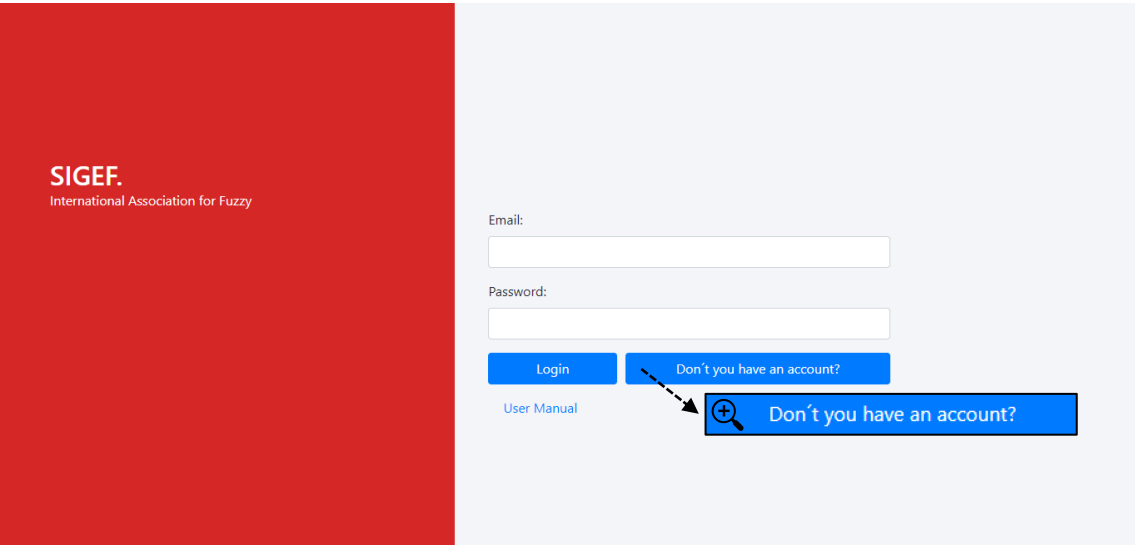
Then the following screen will be displayed, with a form to fill out for the creation of the account.

① **Prefix**

Select the proper prefix for your profile.

② **Name**

Both fields are required (Name and Last Name).

③ **Email**

Enter an email that you currently have access, since you will receive a message to verify the account.

④ **Password**

A valid password is one that has a minimum of 10 characters. Fill in both fields, "Password" and "Confirm Password".

⑤ **Personal Information**

All fields are required.

⑥ **"Sign in" button**

To finish creating your account, click the button **Sign in**

If your account was created correctly, a message as the one shown in the following image will appear. Click on "Complete your account" to continue with the account verification process.

> An account with the email
> edith.mirandar@uanl.mx has been created   ×
>
> Go to Complete your account to finish it
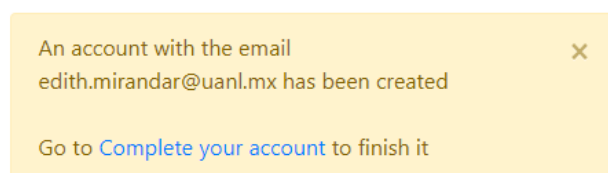
If the following message is displayed when clicking the "Sign in" button, it means that there is already a user account with the previously entered email. If you do not remember your password, send us an email to sigef2021@uanl.mx

> This email is already registered, 'Forgot your   ×
> password?
> To recover it, send us an email to
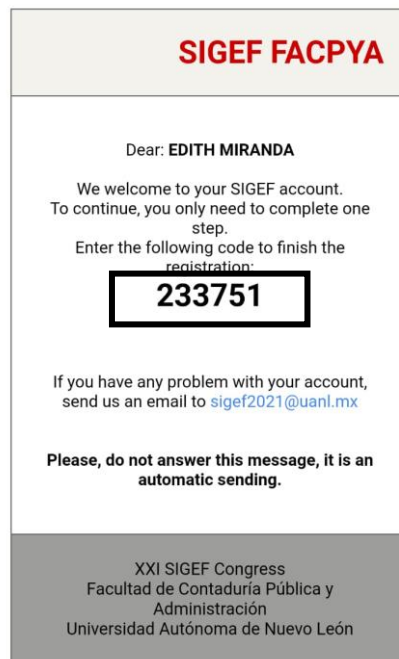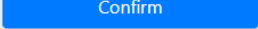> sigef2021@uanl.mx
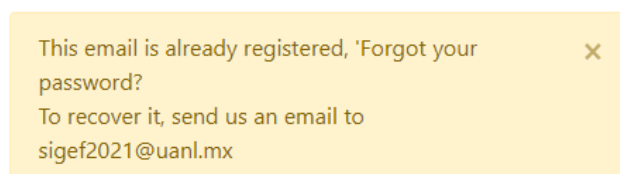
Account Verification

When creating an account, you must complete the registration by verifying your account.

When your account is created successfully, a verification code is sent to the registered email, this **code has an expiration time of 10 minutes.**

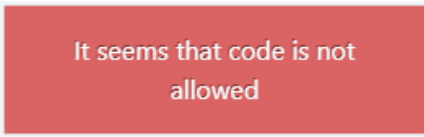**NOTE:** Your verification code may be in your spam or junk mailbox.

Enter the code and click the button to complete the registration and access the system.
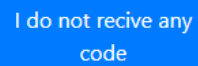
All user accounts that are not verified will be deleted within 24 hours; in this case you should register again.
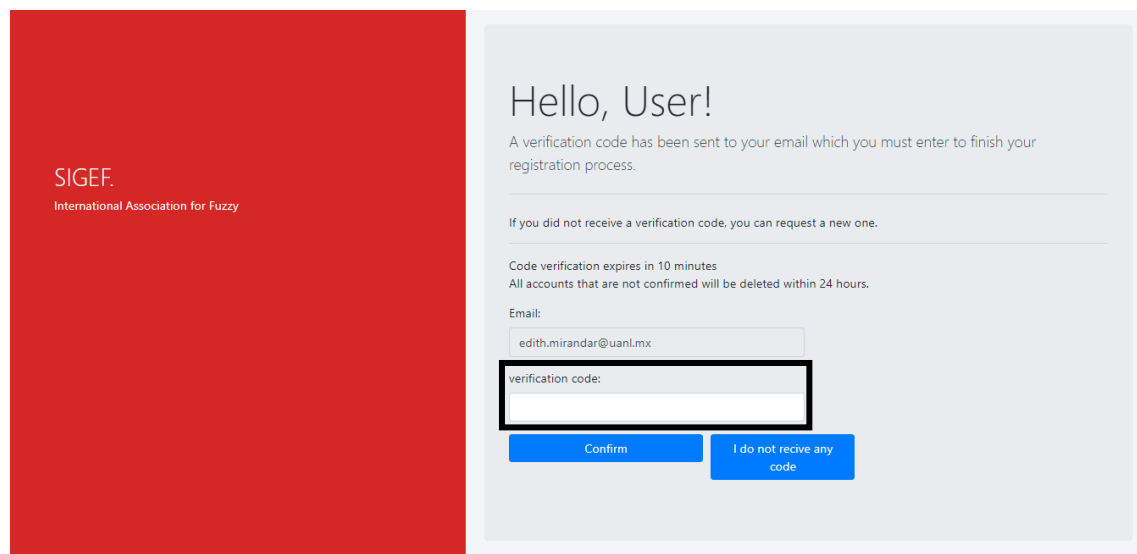
If the following message appears when you click "Confirm", it is possible that your code has already exceeded 10 minutes of expiration and / or the code is incorrect.
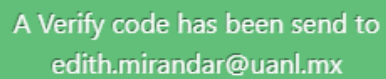
If your code expired or you did not receive an email, click the button

After, the following message will appear on the screen, check your email, and try to verify your account again.

Login

To start the session, you must login using your email and password, then click on **Login**

If you do not have access to the system, click **Don´t you have an account?** and start the registration process.
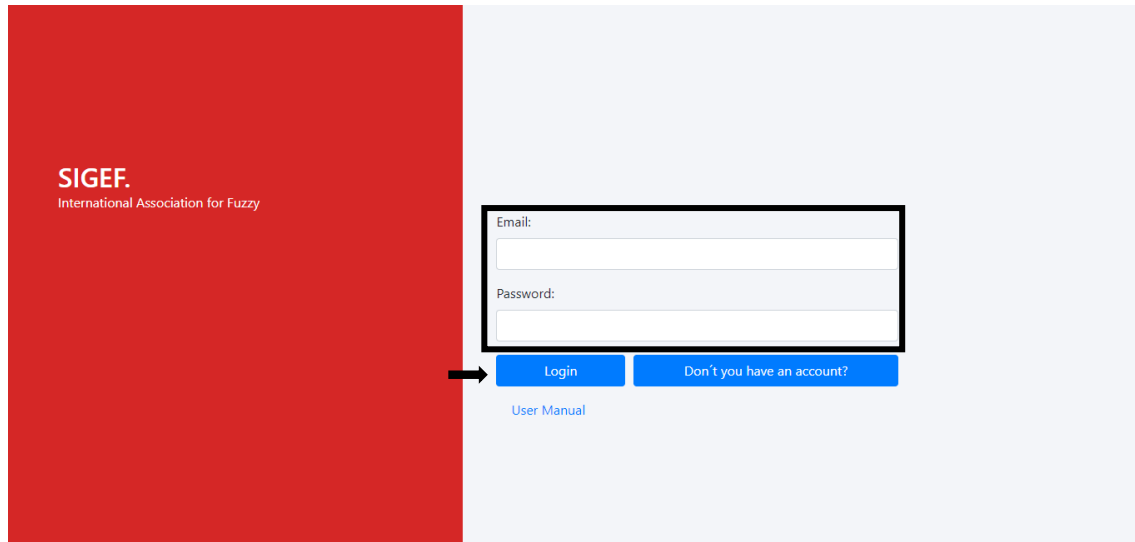
If a message as the one shown below appears when you log in, then probably you are entering an incorrect data, or you do not have access to the system. In the last case, please click on "Don´t you have an account?".

If you do not remember your password, send us an email to sigef2021@uanl.mx

Main Menu

Once you are logged in, the first screen to display is the following, where you can see the main menu.
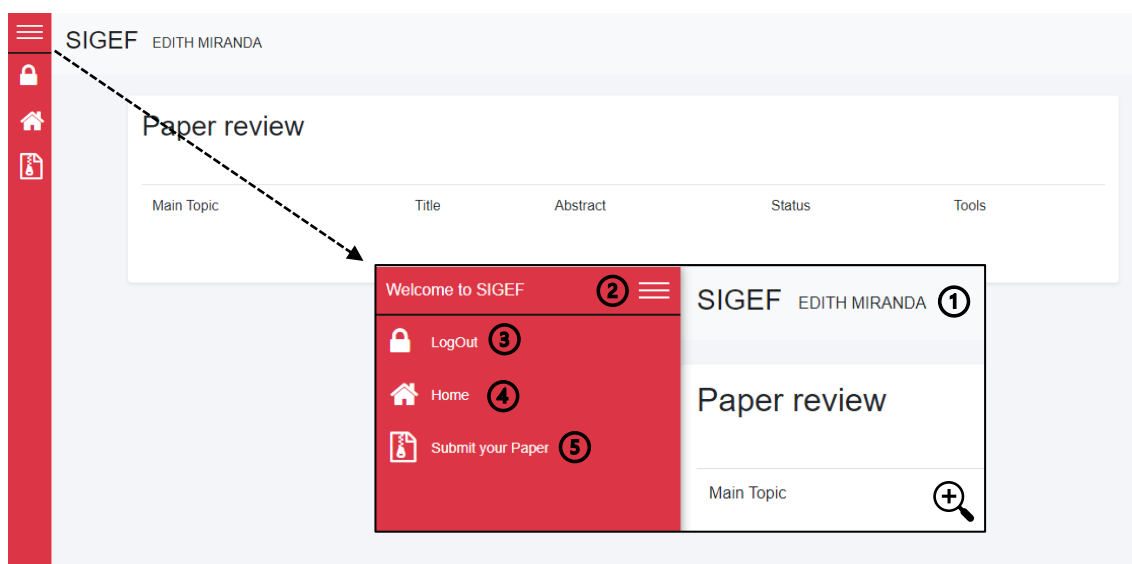
① Your username.

② Button to display menu options.

③ Button to log out and return to the "Login" window.

NOTE: It is important that, when you finish using the system, please do not forget to click the "Log Out" button to close the session.

④ Button showing the home screen.

⑤ Button that send you to a new window to submit your paper.

Submit your paper

The following screen is displayed by clicking the "Submit your paper" button

Note: Only the corresponding author should upload the document.

① **Title Paper**

Enter the title of your paper.

② **Main Topic**

Select one of the following main topics.

③ **Abstract**

Enter the abstract of the paper.

④ **Publication consent**

Select this option if you agree to publish the article in the Springer-edited book.

If you want to include one or more authors, it is necessary that each author has previously registered in the system.

① **Add Author**

By default, your information, as corresponding author, appears automatically. To search for another collaborator, you can enter the full name or email of the author's account, then click the button [🔍] to search. To include the author to the list, click the button [Add]

② **Collaborators**

In this section, you can view a table with the data of the collaborators previously added, if you want to eliminate any of the list, click the button [🗑].

Each paper has a limit of 3 collaborators besides the corresponding author.

③ **Complete Paper Data Submission button**

To create your paper record, click the button [Complete Data Paper Submission]

If your paper information was created correctly, the following message will be displayed.

[Data Paper Complete]

After click on "Complete Data Paper Submission" button, the following messages are shown. Please review that your paper has no more than 3 collaborators, and that there are no repeat collaborators.

[Only 3 participants for paper]   [There can not be duplicated participants]

④ **Paper Upload**

After creating your paper, you will need to upload files.

Remember that only Microsoft Word format files are accepted. Please not include the author(s) information in the Full Paper file.

The following section may change according to region and browser.

Paper Upload ④

Title Page
[Elegir archivo] No se ha seleccionado ningún archivo
Full Paper (Please not include the author(s) information)
[Elegir archivo] No se ha seleccionado ningún archivo
[± Upload Files] ⑤

To upload a new file, click the button [Elegir archivo]

Please do this step for both files, "Title Page" and "Full Paper".

⑤ **Upload Files button**

After selecting both files, click the button [Upload Files] to perform file upload.

If the file was successfully uploaded, the following message will be displayed.

Files Uploaded satisfactorily

When the files to be uploaded are not in the indicated format, the following message will appear.

Only Word files

If only one single file is uploaded, one of the following messages will be displayed.

To load files, you need to select Title Page and Full Paper

Full Paper is not provider   Title Paper is not provider

Home Screen and Paper Review

Once entering the system, the home screen will be displayed, where you can see the status of your paper.

Paper Review

Main Topic	Title Paper	Abstract	Status	Tools
Management	Test	Test	Submitted	✎

To see the data of your paper, click the button ✎. The following screen will appear.

Paper Detail ✕

Status: Submitted ①

Title paper
Test

Main Topic
M - Management

Abstract
Test

② (bracket spanning Title paper / Main Topic / Abstract)

Participant Name	Collaborator Rol
EDITH MIRANDA	Corresponding Author
CARLOS RODRIGUEZ	Co-author

③ (bracket spanning Participant table)

⬆Update Files

Title paper
Elegir archivo | No se ha seleccionado ningún archivo

Paper
Elegir archivo | No se ha seleccionado ningún archivo

④ (bracket spanning Update Files)

Type	File	Upload Date
Title Page	14-M-C-V1-Title Page.docx	Nov 3 2020
Paper	14-M-L-V1-Paper.docx	Nov 3 2020

⑤ (bracket spanning file table)

Paper Comments
⑥

① **Paper Status**

To identify the progress of your paper, you can review the status, in the following list, the meaning of each of them is indicated.

Submitted

Status: Submitted

Indicates that your paper has not yet been reviewed by an evaluator.

First Review

Status: First Review

Indicates that your paper has been assigned to an evaluator for review.

Second Review

Status: Second Review

Indicates that the paper has already been reviewed once and the paper needs to be modified and uploaded again.
In the details of your paper you can view the evaluator's observations.
For instructions on the second load, review the manual section Second Review

Approved

Status: Approved

Indicates that your paper has been approved. In the details of your paper you can review the evaluator's observations.

Rejected

Status: Rejected

Indicates that your paper has been rejected.

In the details of your paper you can review the evaluator's observations.

Incomplete Submission

Status: Incomplete Submission

Indicates that your paper was created without uploading files, see the manual section Incomplete Submission

② **Paper data**

General data of the paper

③ **Collaborator data**

General data of the authors

④ **File upload section**

This section is only enabled for "Incomplete Submission" and "Second Review" status.

⑤ **Paper files**

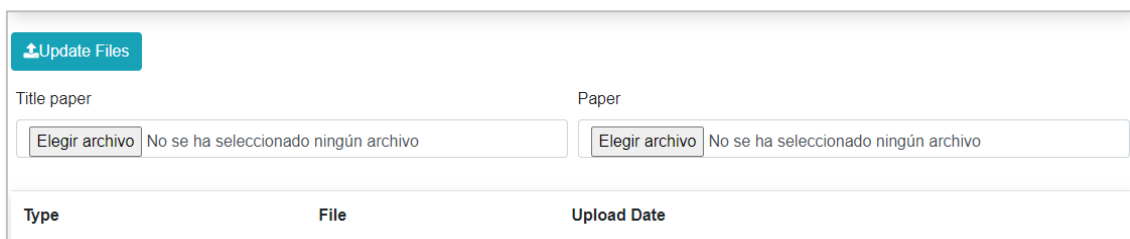Section that shows the files corresponding to the paper.

⑥ **Paper Comments**

In this section you can see the observations that the reviewers have made about your paper.

Incomplete Submission

After creating your paper, you will need to upload files.

Remember that only Microsoft Word format files are accepted. Please not include the author(s) information in the Full Paper.

The following section may change according to region and browser

To upload a new file, click the button

Please do this step for both files, Title page and Full Paper.

After selecting both files, click the button to perform file upload.

If the file was successfully uploaded, the following message will be displayed.

When the files to be loaded are not in the indicated format, it will show you the following message.

If only one single file is uploaded, one of the following messages will be displayed.

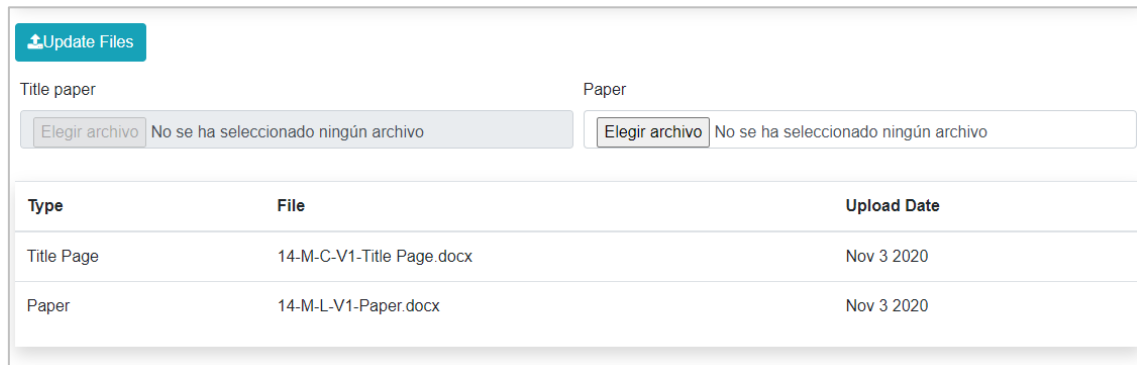To load files, you need to select Title Page and Paper

Second Review

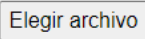Before loading the new paper, review the comments made by the evaluator.

After the second file uploaded, the paper only can be approved or rejected.

Remember that only Microsoft Word format files are accepted. Please not include the author(s) information in the Full Paper.

The following section may change according to region and browser.

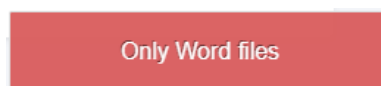To upload a new file, click the button

In the second revision only the loading of the full paper is required.

After selecting both files, click the button to perform file upload.

If the file was successfully uploaded, the following message will be displayed.

When the files to be loaded are not in the indicated format, it will show you the following message.

If you click the "Upload Files" button without choosing a file, the following message will be displayed.