

# SIGEF - User Manual



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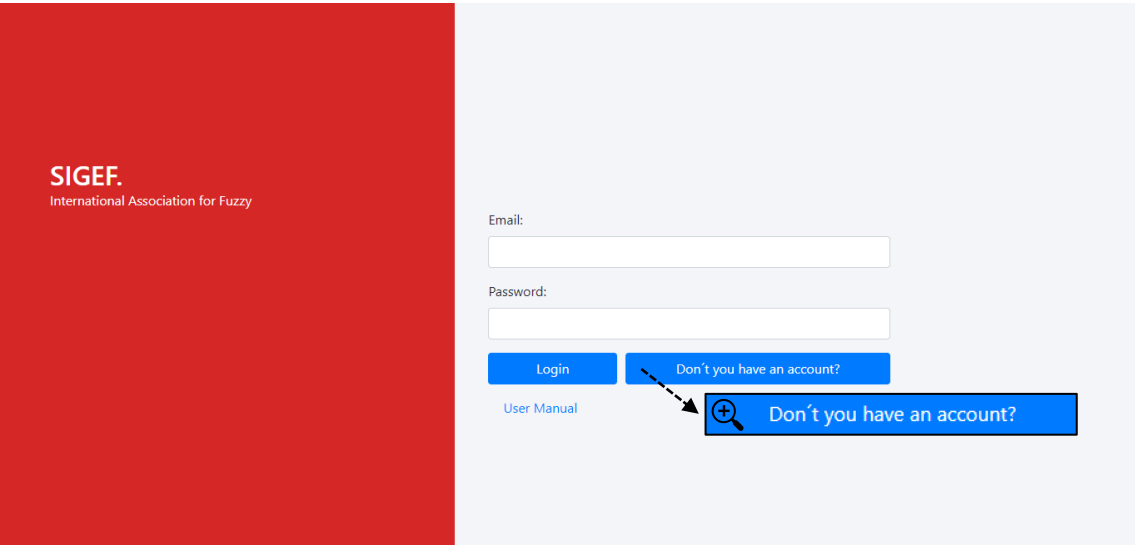
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# Create an Account

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.

A screenshot of the 'Get Account' form. The form is titled 'Get Account' with a close button (X) in the top right corner. It contains several input fields and a 'Sign in' button. Numbered annotations (1-6) point to specific elements: (1) points to a dropdown menu for titles; (2) points to the 'Email:' label; (3) points to the email input field; (4) points to the 'Institution:' label; (5) points to a bracket grouping the 'Country:' and 'City:' fields; (6) points to the 'Sign in' button. To the right of the form, a magnified callout shows the dropdown menu for titles, listing options: Dr., Miss., Mr., Prof., Assist. Prof., Assoc. Prof., and Mx. A magnifying glass icon is in the bottom right corner of the callout.

### 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".

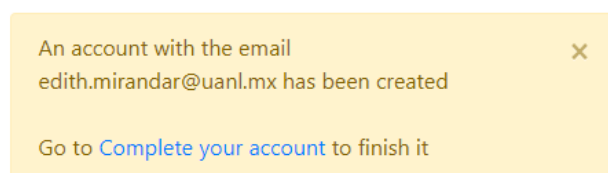
### ⑤ Personal Information

All fields are required.

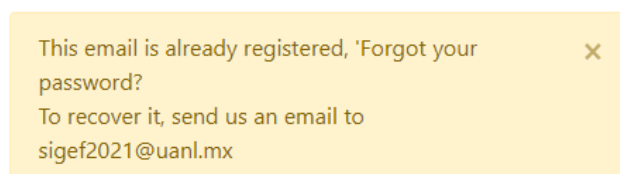
### ⑥ "Sign in" button

To finish creating your account, click the button 

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.



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](mailto:sigef2021@uanl.mx)

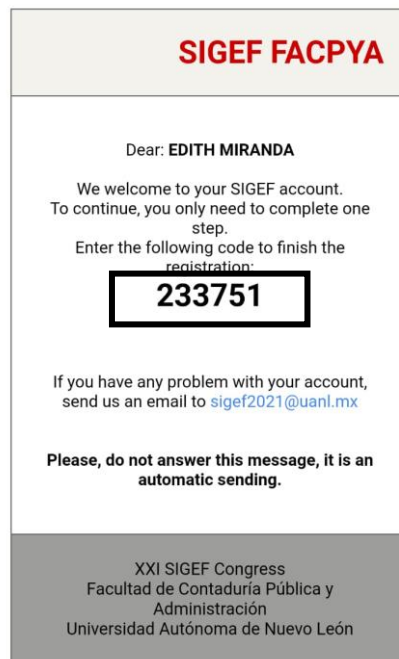


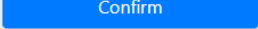
## Account Verification

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

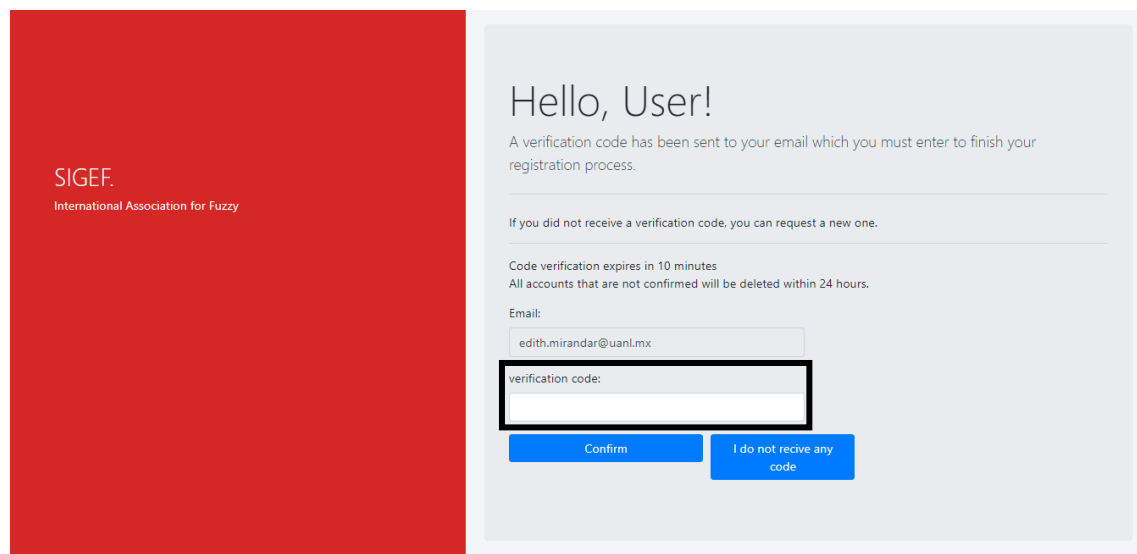
When your account is created successfully, a verification code is sent to the registered email, this **code has an expiration time of 10 minutes**.

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

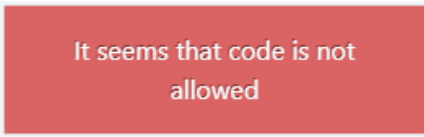


Enter the code and click the button  to complete the registration and access the system.

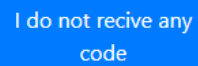
**All user accounts that are not verified will be deleted within 24 hours; in this case you should register again.**



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.

A red rectangular box with a thin white border containing the text "It seems that code is not allowed".

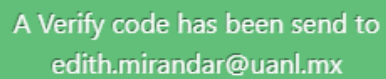
It seems that code is not  
allowed

A blue rectangular button with rounded corners and a thin white border containing the text "I do not receive any code".

I do not receive any  
code

If your code expired or you did not receive an email, click the button

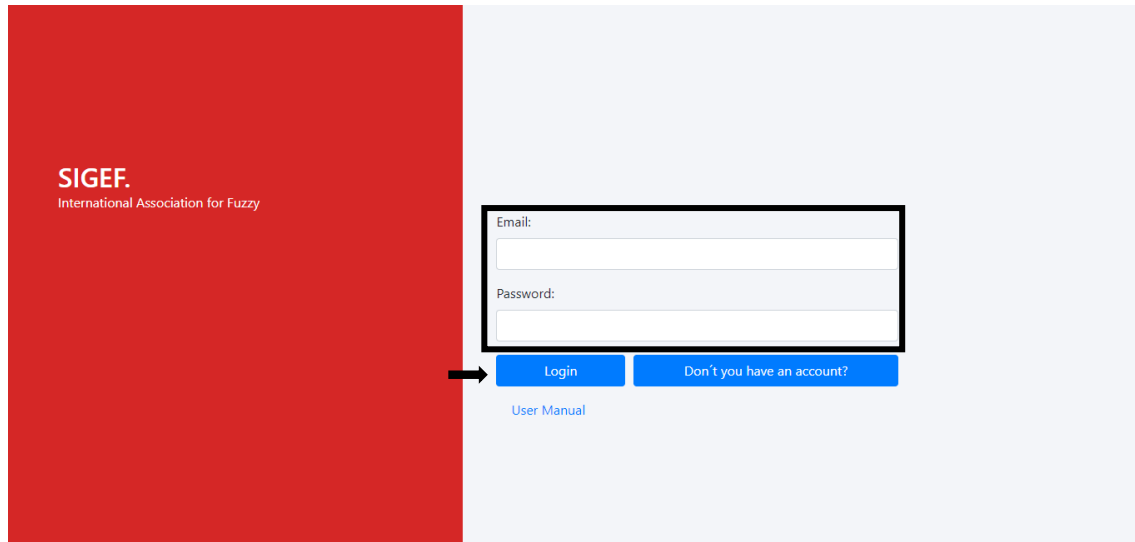
After, the following message will appear on the screen, check your email, and try to verify your account again.

A green rectangular box with a thin white border containing the text "A Verify code has been send to edith.mirandar@uanl.mx".

A Verify code has been send to  
edith.mirandar@uanl.mx

## Login

To start the session, you must login using your email and password, then click on [Login](#)



**SIGEF.**  
International Association for Fuzzy

Email:

Password:

[Login](#) [Don't you have an account?](#)

[User Manual](#)

If you do not have access to the system, click [Don't you have an account?](#) and start the registration process.

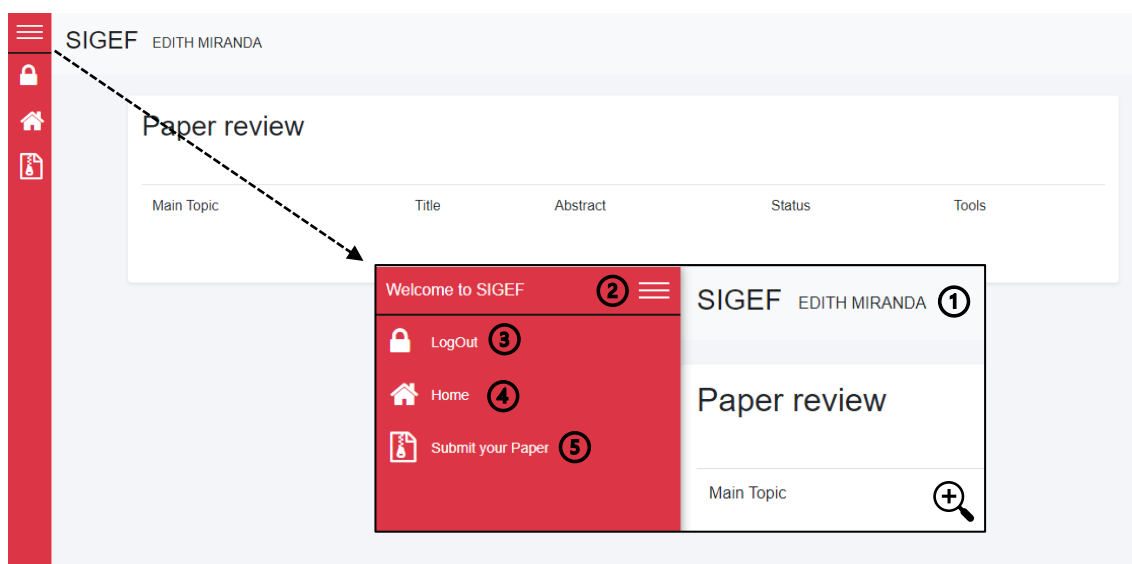
If a message as the one shown below appears when you log in, then probably you are entering an incorrect data, or you do not have access to the system. In the last case, please click on "Don't you have an account?".

No user Found

If you do not remember your password, send us an email to [sigef2021@uanl.mx](mailto: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.

### Submit your Paper

**Hey!**

This section is mandatory filled out by the "Corresponding Author", however, it is necessary that all authors must be register previously to submit the paper

Title Paper ①

Main Topic ②

Abstract ③

☐ I agree to publish the accepted paper in the Springer Book ④

### ① Title Paper

Enter the title of your paper.

### ② Main Topic

Select one of the following main topics.

Main Topic

--Choose an option--

--Choose an option--

F AE - Finance and Economy

M I - Methodological Issues

M - Management

T - Technology

### 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.

Add Participants



Collaborator

Search for a participant by full name or email

| # User            | User Name     | User Email             | Tools                |
|-------------------|---------------|------------------------|----------------------|
| Participant added |               |                        |                      |
| 14                | EDITH MIRANDA | edith.mirandar@uanl.mx | Corresponding Author |

Complete Data Paper Submission

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 

Collaborator

CARLOS RODRIGUEZ



| # User | User Name        | User Email       | Tools          |
|--------|------------------|------------------|----------------|
| 3      | CARLOS RODRIGUEZ | carlos@correo.mx | <div>Add</div> |

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.

Participant added

|    |                  |                        |                      |   |
|----|------------------|------------------------|----------------------|---|
| 14 | EDITH MIRANDA    | edith.mirandar@uanl.mx | Corresponding Author |  |
| 3  | CARLOS RODRIGUEZ | carlos@correo.mx       | Co-Author            |  |

### ③ Complete Paper Data Submission button

To create your paper record, click the button 

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 

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

### ⑤ Upload Files button

After selecting both files, click the button  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.

Status: Submitted

Title paper

Test

Abstract

Test

Main Topic

M - Management

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

Update Files

Title paper

Elegir archivo No se ha seleccionado ningún archivo

Paper

Elegir archivo No se ha seleccionado ningún archivo

| 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  |

Paper Comments

## 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**

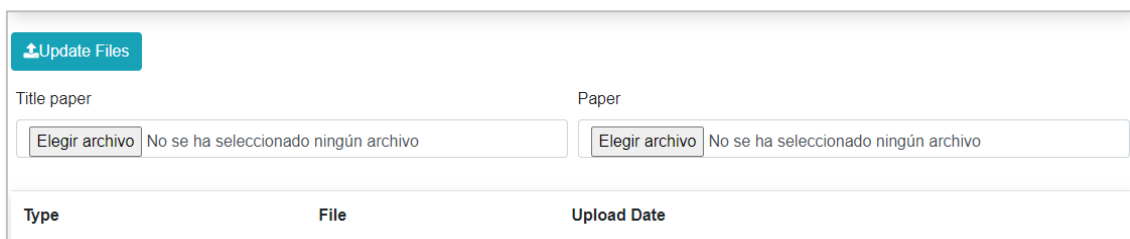
In this section you can see the observations that the reviewers have made about your paper.

## 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**



The screenshot shows a web interface for uploading files. At the top left is a blue button labeled 'Update Files' with an upload icon. Below it are two sections: 'Title paper' and 'Paper'. Each section contains a button labeled 'Elegir archivo' (Choose file) and a text box indicating 'No se ha seleccionado ningún archivo' (No file has been selected). Below these sections is a table with three columns: 'Type', 'File', and 'Upload Date'.

To upload a new file, click the button

Elegir archivo

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

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

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

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 Paper

Please choose a full paper

Please choose a title paper



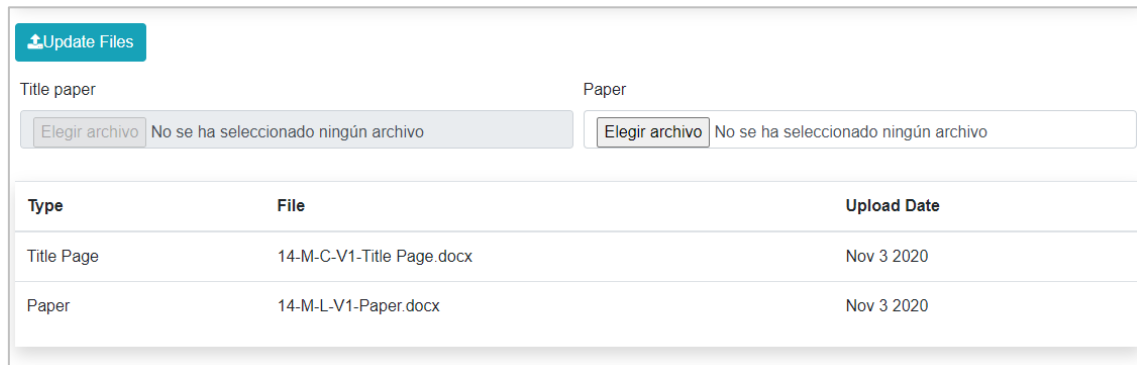
## Second Review

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

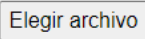
After the second file uploaded, the paper only can be approved or rejected.

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.**



| 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  |

To upload a new file, click the button 

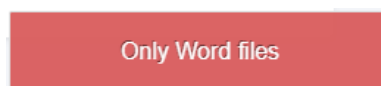
**In the second revision only the loading of the full paper is required.**

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.

