

**USER GUIDE – AUTHOR**  
**ONLINE PAPER SUBMISSION SYSTEM (OPSS)**

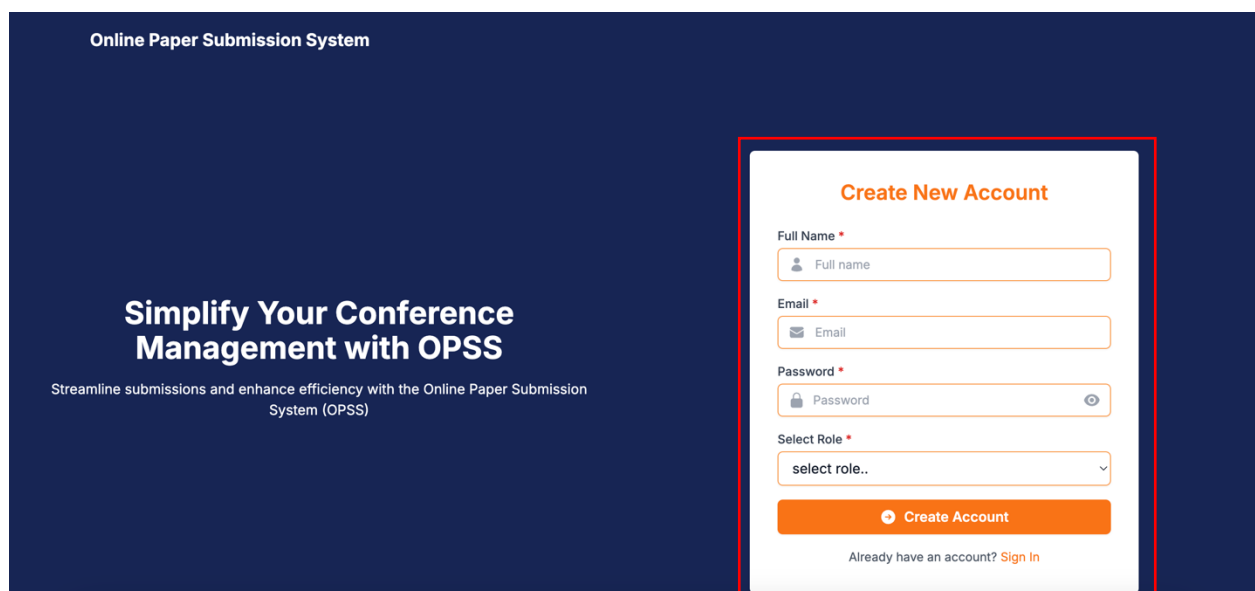
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# Online Paper Submission System User Guide

Online Paper Submission System. Our platform is designed to simplify the process of managing academic papers and conferences. With a focus on innovation, we bring cutting-edge technology to enhance your experience. Our goal is to provide a seamless and efficient solution for all your paper submission needs. Experience the perfect blend of simplicity and functionality with OPSS.

## A. Creating a New Account



The screenshot displays the 'Create New Account' form within the Online Paper Submission System (OPSS) interface. The form is set against a dark blue background with white text. The title 'Create New Account' is in orange. The form fields include: 'Full Name' with a user icon, 'Email' with an envelope icon, 'Password' with a lock icon and a toggle for visibility, and a 'Select Role' dropdown menu. An orange 'Create Account' button is at the bottom, followed by a link to 'Sign In' for existing users.

Online Paper Submission System

**Simplify Your Conference Management with OPSS**

Streamline submissions and enhance efficiency with the Online Paper Submission System (OPSS)

**Create New Account**

Full Name \*  
Full name

Email \*  
Email

Password \*  
Password

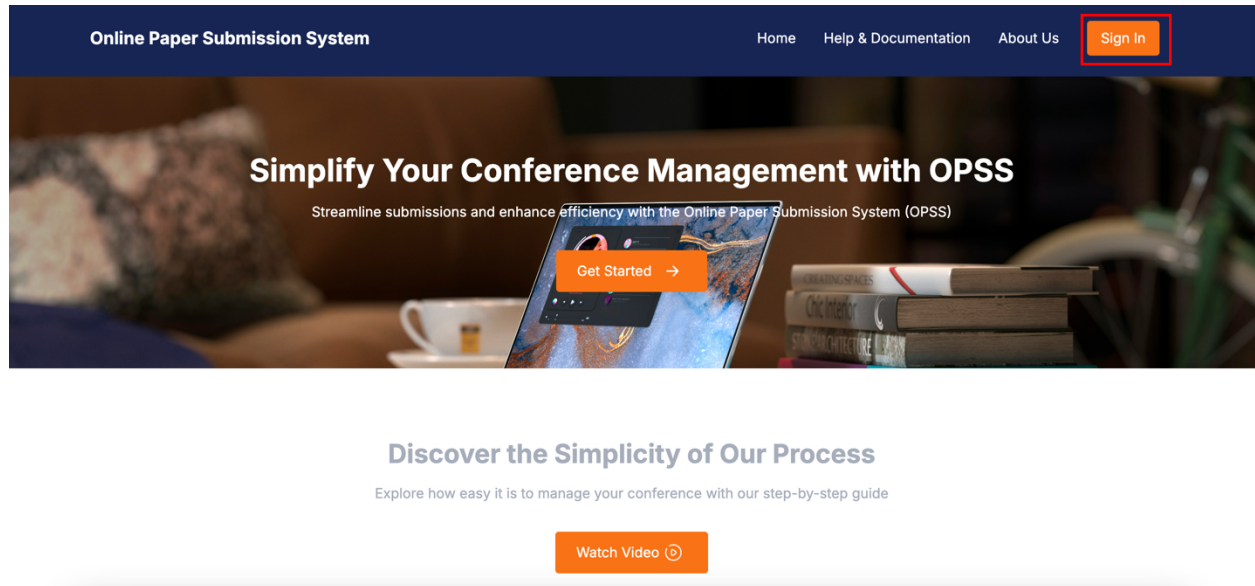
Select Role \*  
select role..

Create Account

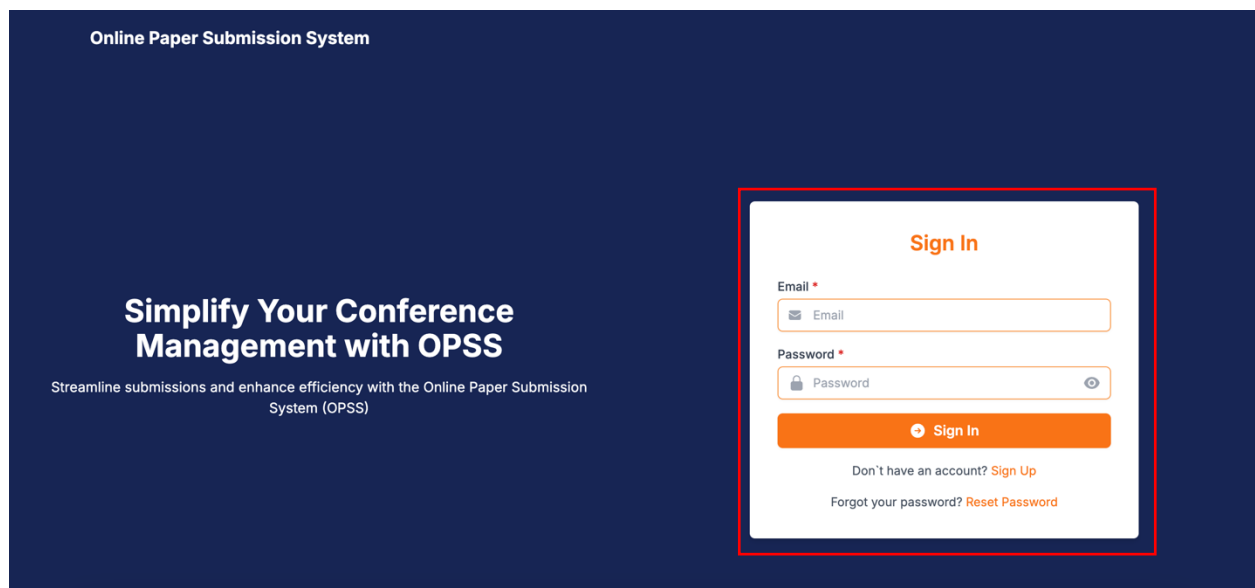
Already have an account? [Sign In](#)

If you do not have an account, you can create one on the sign-up page. You will need to fill in several details, including Full Name, Active Email, Password, and choose a Role. After that, you need to click the Create Account button.

## B. Logging into the Online Paper Submission System

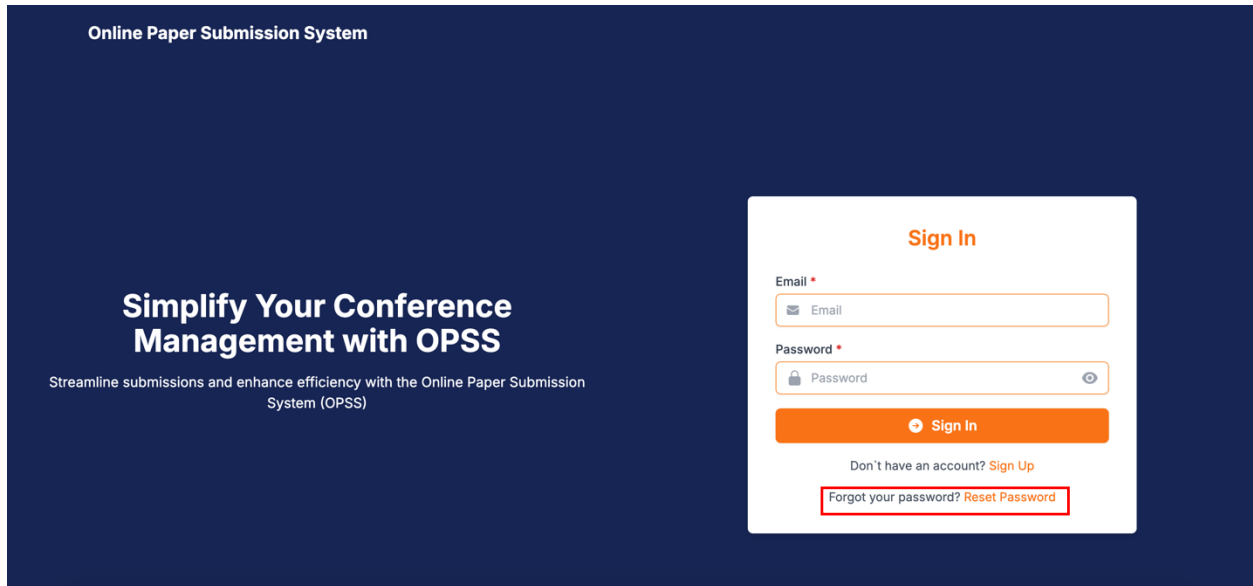


After you have an account, you can sign in by clicking the Sign In button.



Enter the email and password you used when registering your account, then click the sign-in button.

## C. Forgot Password and Change Password



Online Paper Submission System

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**Sign In**

Email \*

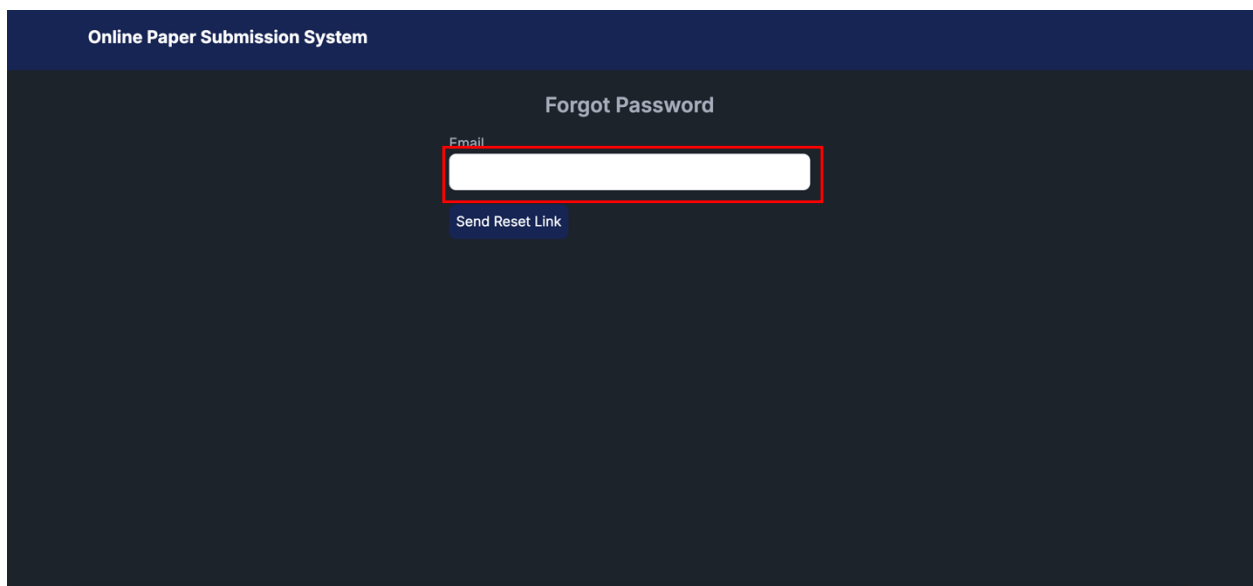
Password \*

Sign In

Don't have an account? [Sign Up](#)

[Forgot your password? Reset Password](#)

If you encounter an issue while signing in, such as forgetting your password, you can reset it by clicking the reset password button.



Online Paper Submission System

**Forgot Password**

Email

Send Reset Link

After clicking the reset password button, you will be directed to enter the email associated with your account. Then, click the **Send Reset Link** button.

## Password Reset Request

Hello,

We received a request to reset your password. Click the button below to reset it:

Reset Password

If you didn't request a password reset, please ignore this email or contact our support team if you have any questions.

Thank you,  
**OPSS Team**

After that, a link to reset your password will be sent to your email. Click the reset password button.

Online Paper Submission System

Reset Password


New Password

Reset Password

After clicking the reset password button, you will be directed to set your new password.

## D. Paper Submission

Latest Conference




Berikut Merupakan Judul Contoh Kegiatan Konferensi Ilmiah

December 29th, 2023

December 29th, 2024

Singaraja, Indonesia



Example Conference Title Online Paper Submission System

December 30th, 2024

December 30th, 2024

Denpasar, Indonesia

Load More →

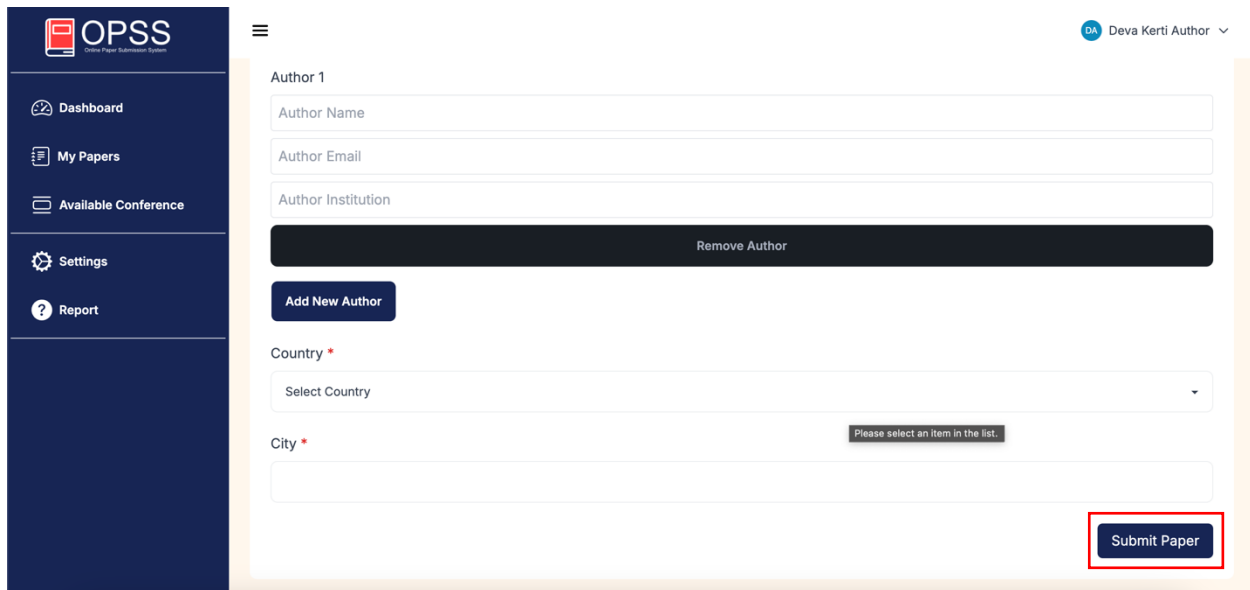
To submit a paper, you can do so from the home page. In the Latest Conference section, you will find the latest conferences you can participate in. Click on one of the conferences to view the details.



In the conference details, information related to the conference you selected will be displayed.  
To make a submission, you can click the submission link to start the submission process.

After that, you will be directed to the dashboard page to fill in the information for the paper you will submit.

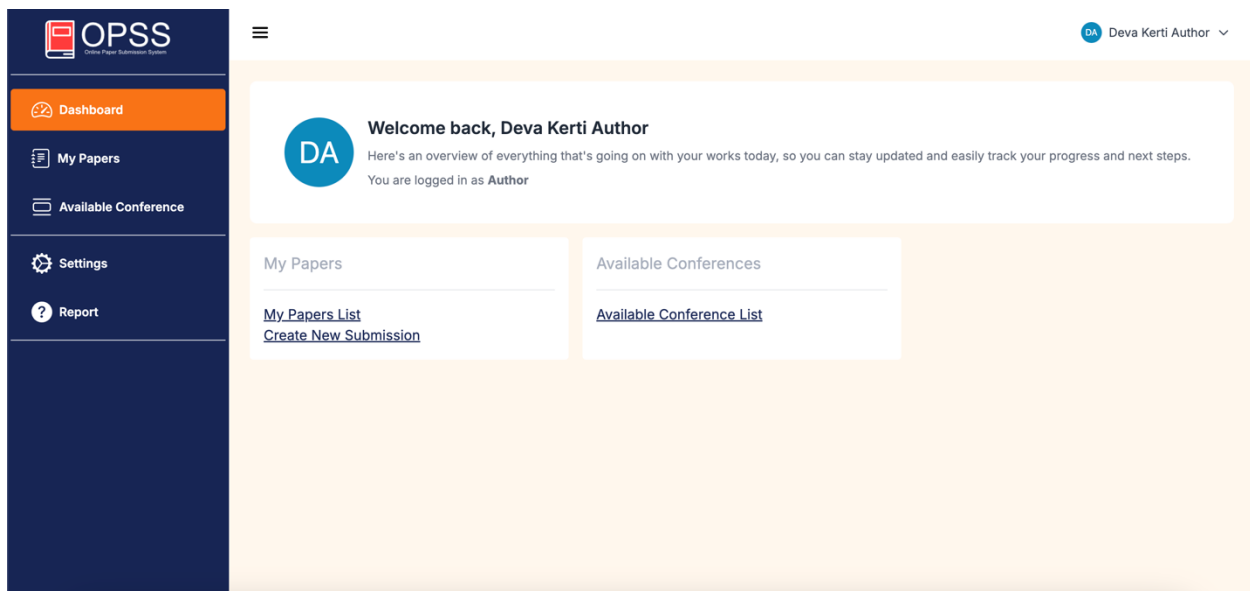




The screenshot shows the 'Author 1' profile page in the OPSS system. On the left is a dark blue sidebar with the OPSS logo and navigation links: Dashboard, My Papers, Available Conference, Settings, and Report. The main content area is white and contains a form for author information. The form includes input fields for Author Name, Author Email, and Author Institution. Below these is a dark grey button labeled 'Remove Author'. Further down is a blue button labeled 'Add New Author'. The 'Country' field is a dropdown menu with 'Select Country' as the placeholder text. The 'City' field is a text input with a placeholder text 'Please select an item in the list.' and a small error message 'Please select an item in the list.' displayed below it. At the bottom right of the form is a blue button labeled 'Submit Paper', which is highlighted with a red rectangle.

After filling out all the forms, you must click the 'Submit Paper' button at the bottom.

## E. Dashboard Page



Below is the initial dashboard page when you access the dashboard. There are several shortcuts to access the available pages.

## F. My Papers Page

**OPSS**  
Online Paper Submission System

Dashboard

**My Papers**

Available Conference

Settings

Report

DA Deva Kerti Author

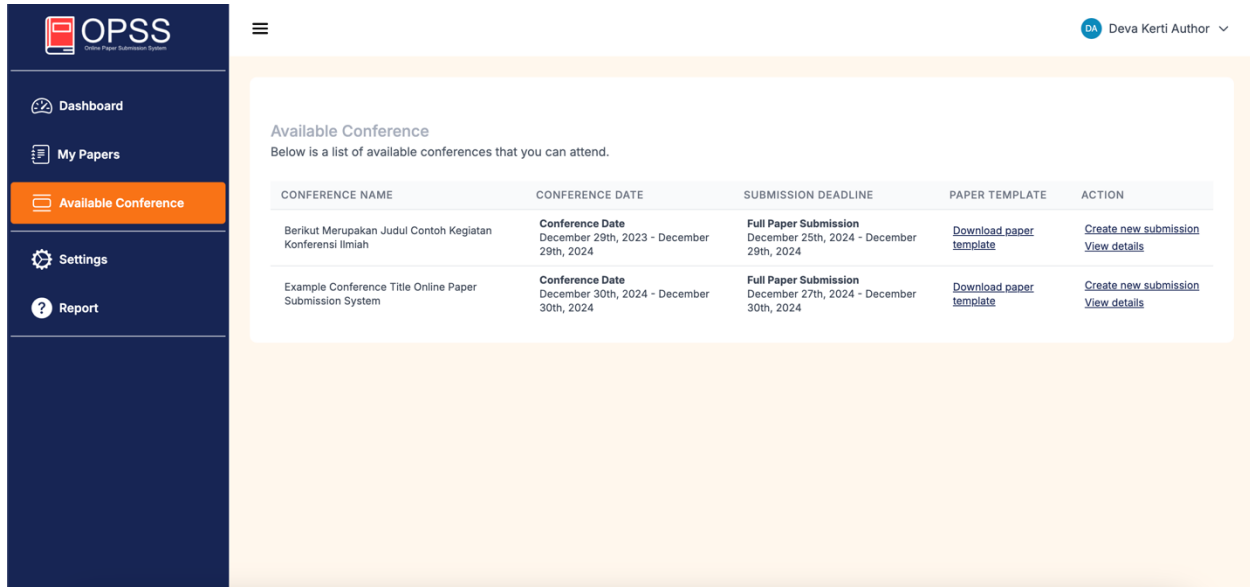
### My Papers

Below is a list of the history of the papers you have submitted.

CONFERENCE NAME	PAPER TITLE	AUTHORS	NOTES	ACTION	STATUS
1 Example Conference Title Online Paper Submission System	2 Pengembangan Sistem Manajemen Konferensi Ilmiah Berkas Mobile	3 Deva Kerti Author (author@gmail.com, Universitas Udayana)	4 <a href="#">View Notes</a>	<a href="#">Submission Details</a> 5 <a href="#">View Paper</a> 6 <a href="#">View Comments</a> 7 <a href="#">+ Submit New Revision</a> 8 <a href="#">Revisions History</a> 9	10 <a href="#">Need revision</a>
Berikut Merupakan Judul Contoh Kegiatan Konferensi Ilmiah	Pengukuran User Interface (UI) dan User Experience (UX) pada Mobile Apps 'Shopee' Menggunakan Metode Heuristic Evaluation	Deva Kerti Author (author@gmail.com, Universitas Brawijaya)	<a href="#">View Notes</a>	<a href="#">Submission Details</a> <a href="#">View Paper</a> <a href="#">View Comments</a>	<a href="#">Submitted</a>

1. This is the name of the conference you are participating in.
2. This is the title of the paper you submitted.
3. This is the author information for the paper you submitted.
4. This is the button to view the notes provided by the conference organizers for the paper you submitted.
5. Used to view the details of the paper you submitted.
6. To view the full paper you submitted.
7. To view the comments provided by your reviewer.
8. To submit your paper revision if there is one.
9. To view the revision history provided by the reviewer.

## G. Available Conferences Page

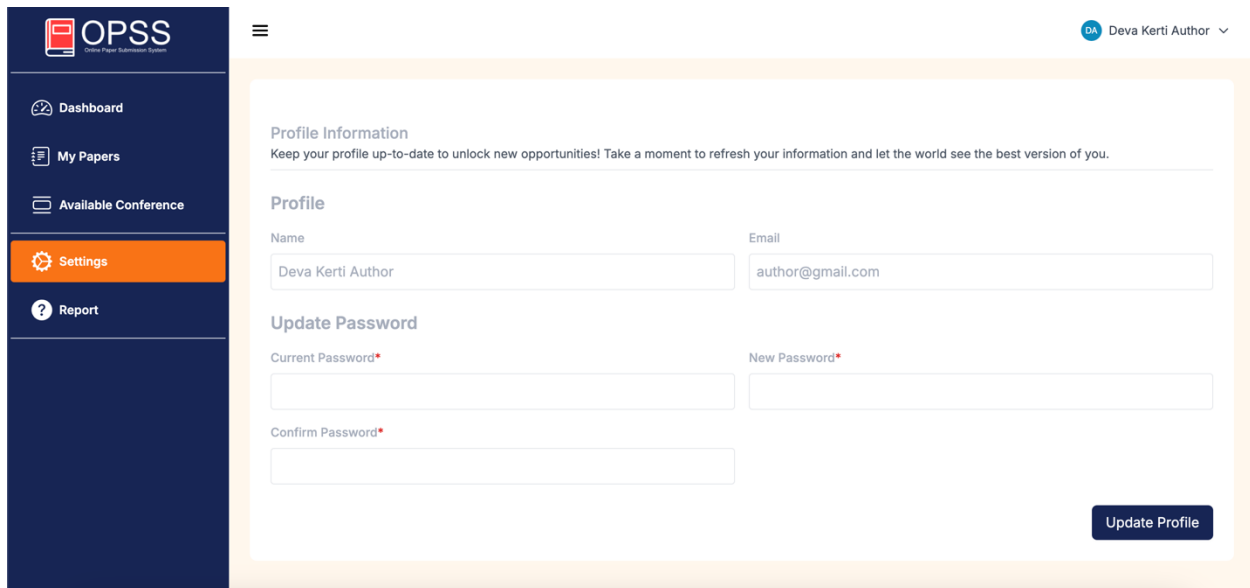


The screenshot shows the 'Available Conference' page in the OPSS system. The left sidebar contains navigation links: Dashboard, My Papers, Available Conference (highlighted), Settings, and Report. The top right shows the user 'Deva Kerti Author'. The main content area is titled 'Available Conference' and includes a list of conferences. Below the title, it states: 'Below is a list of available conferences that you can attend.'

CONFERENCE NAME	CONFERENCE DATE	SUBMISSION DEADLINE	PAPER TEMPLATE	ACTION
Berikut Merupakan Judul Contoh Kegiatan Konferensi Ilmiah	Conference Date December 29th, 2023 - December 29th, 2024	Full Paper Submission December 25th, 2024 - December 29th, 2024	<a href="#">Download paper template</a>	<a href="#">Create new submission</a> <a href="#">View details</a>
Example Conference Title Online Paper Submission System	Conference Date December 30th, 2024 - December 30th, 2024	Full Paper Submission December 27th, 2024 - December 30th, 2024	<a href="#">Download paper template</a>	<a href="#">Create new submission</a> <a href="#">View details</a>

This page displays all the active conferences you can participate in. You can also submit from this page.

## H. Settings Page



The screenshot shows the 'Settings' page in the OPSS system. The left sidebar contains navigation links: Dashboard, My Papers, Available Conference, Settings (highlighted), and Report. The top right shows the user 'Deva Kerti Author'. The main content area is titled 'Profile Information' and includes a message: 'Keep your profile up-to-date to unlock new opportunities! Take a moment to refresh your information and let the world see the best version of you.'

**Profile**

Name:  Email:

**Update Password**

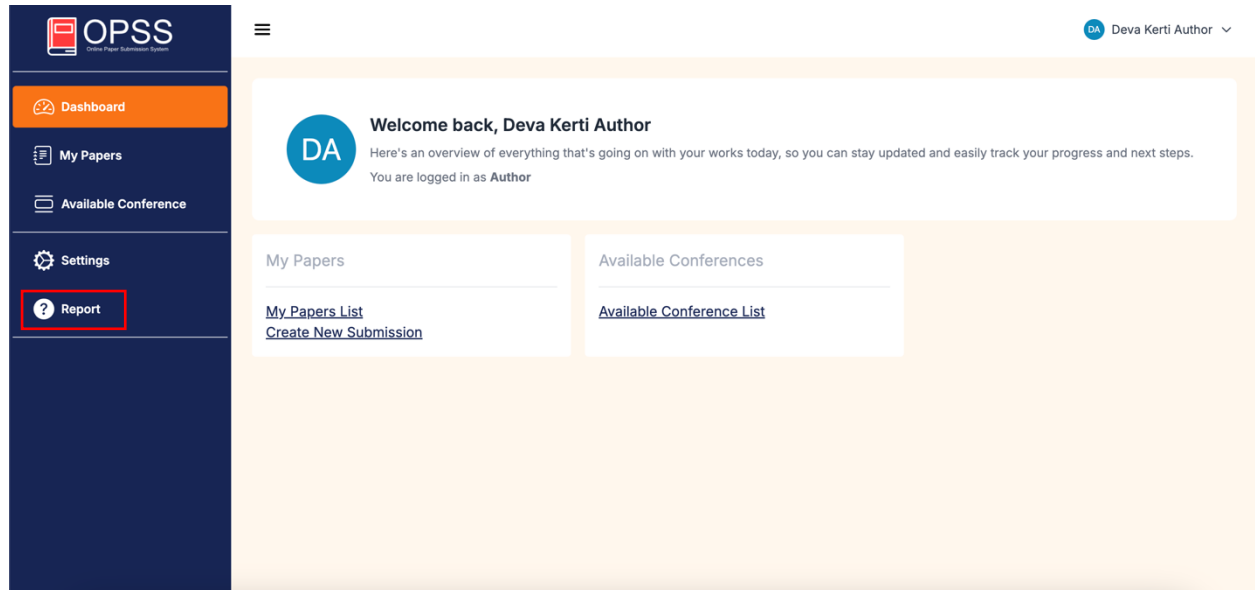
Current Password\*:  New Password\*:

Confirm Password\*:

[Update Profile](#)

This page can be used to make changes to your profile if needed.

# I. Report



The report button can be used to report system errors to the development team if there are any.