

USER GUIDE – REVIEWER
ONLINE PAPER SUBMISSION SYSTEM (OPSS)

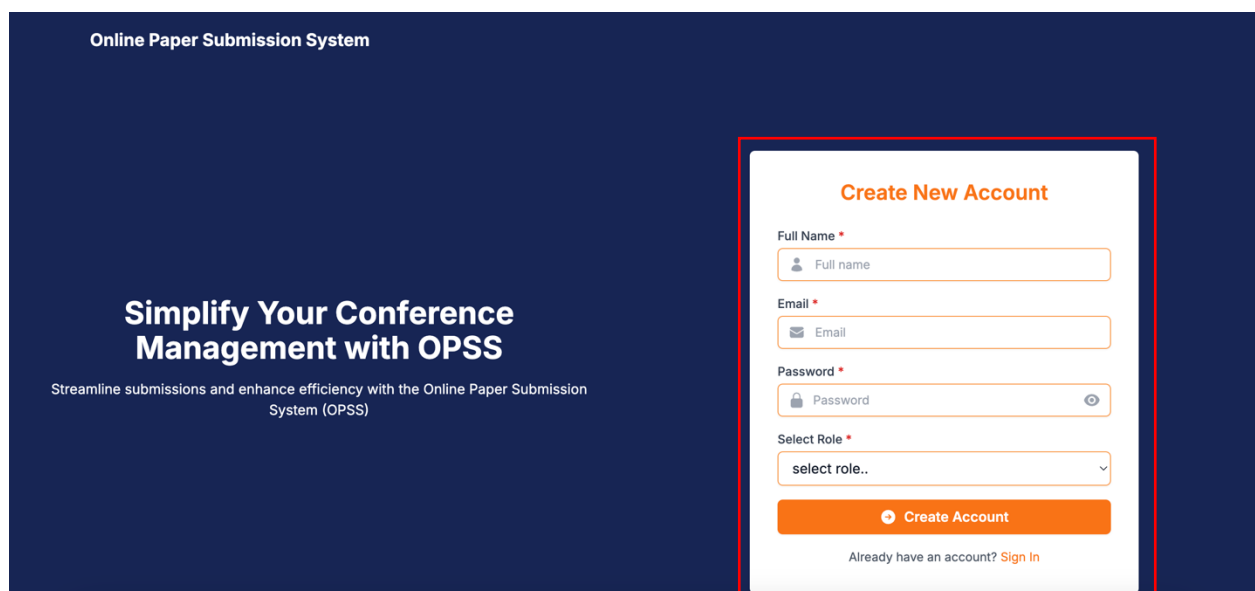
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Online Paper Submission System User Guide

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

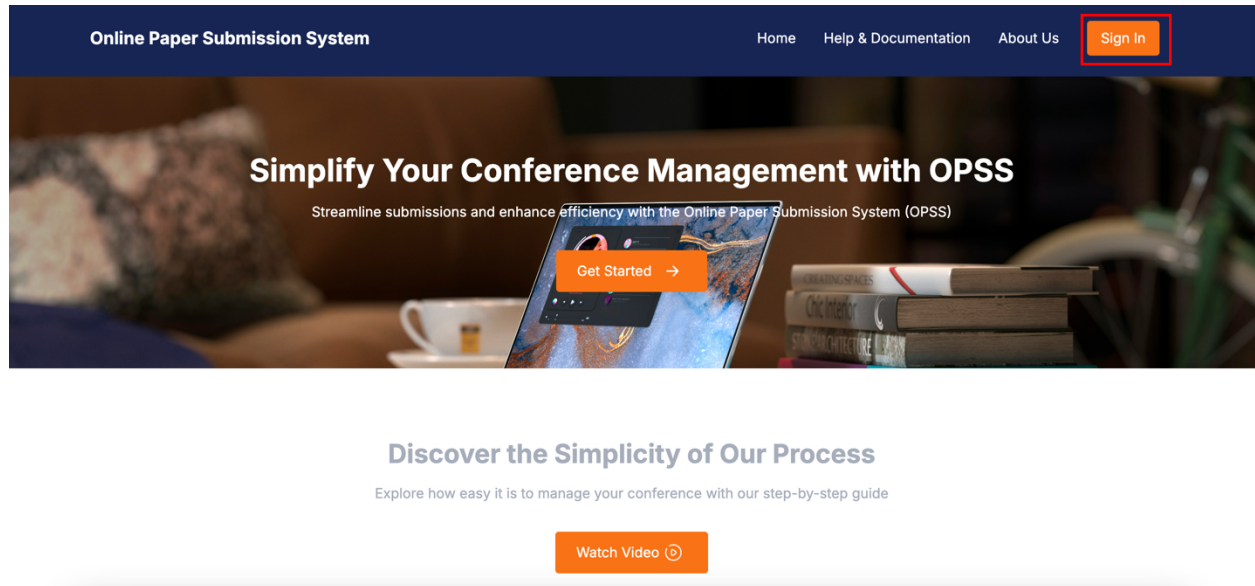
Select Role *
select role..

Create Account

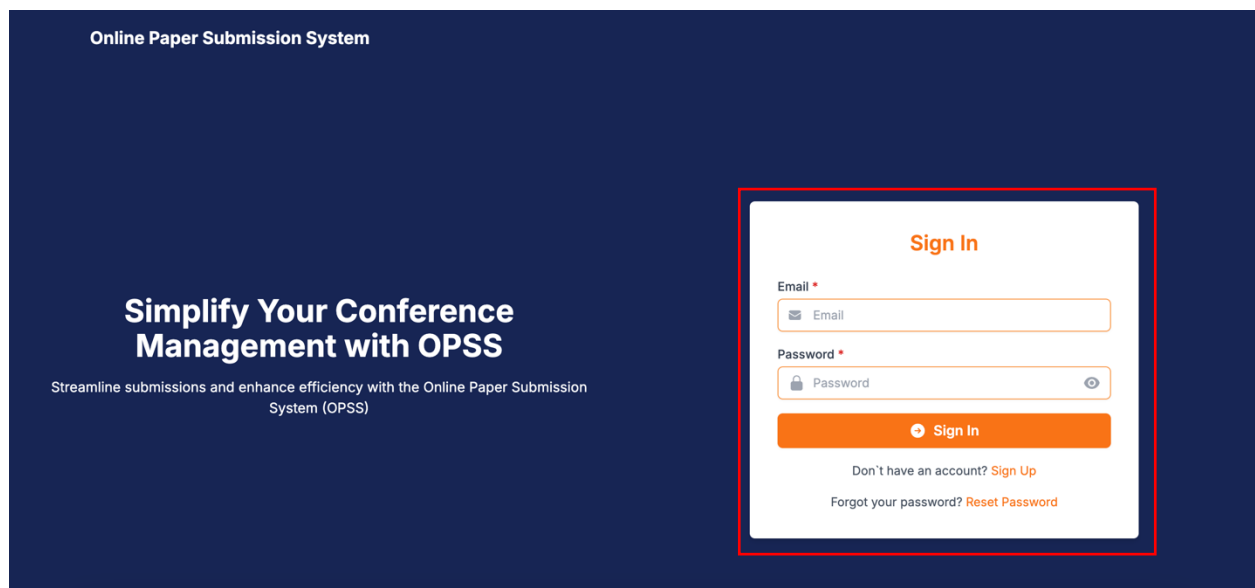
Already have an account? [Sign In](#)

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

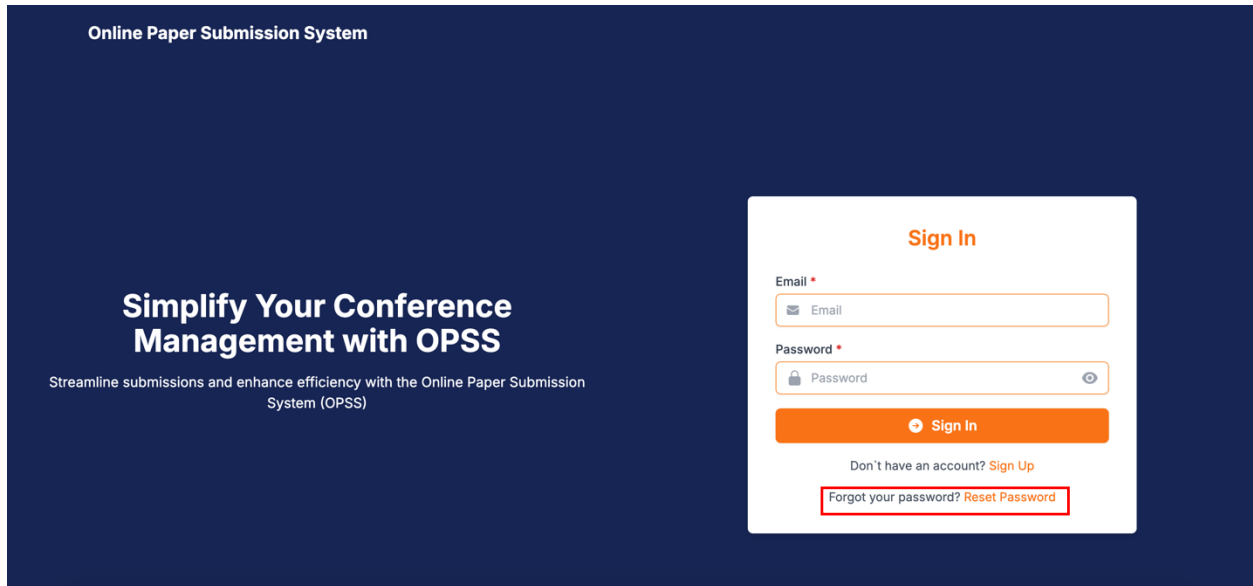


After you have an account, you can sign in by clicking the Sign In button.



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

C. Forgot Password and Change Password



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Sign In

Email *

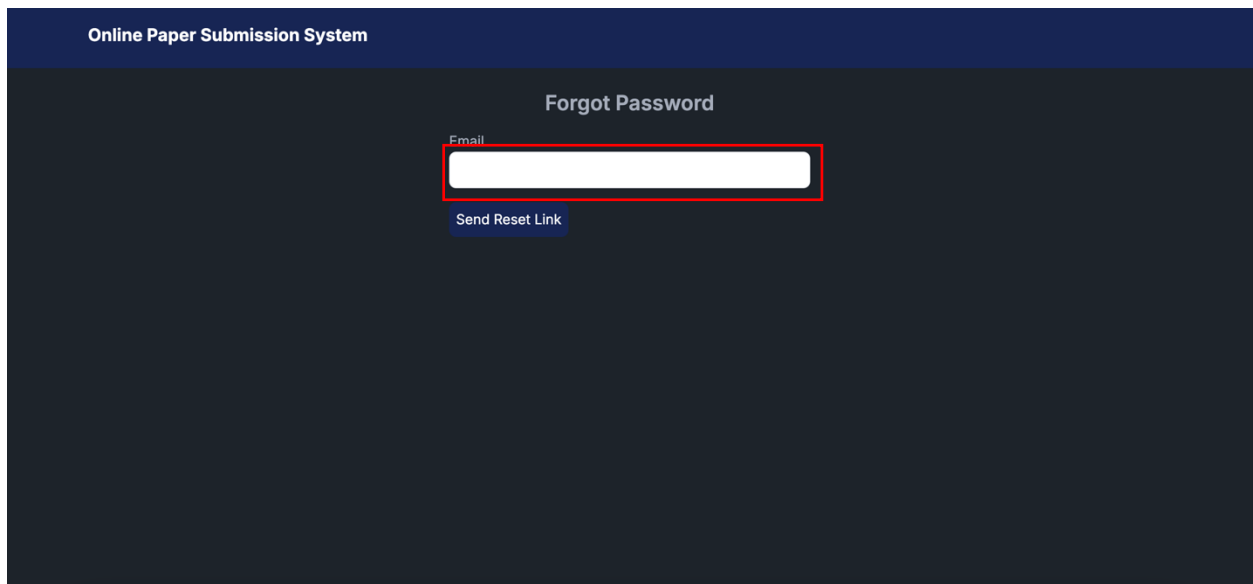
Password *

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,

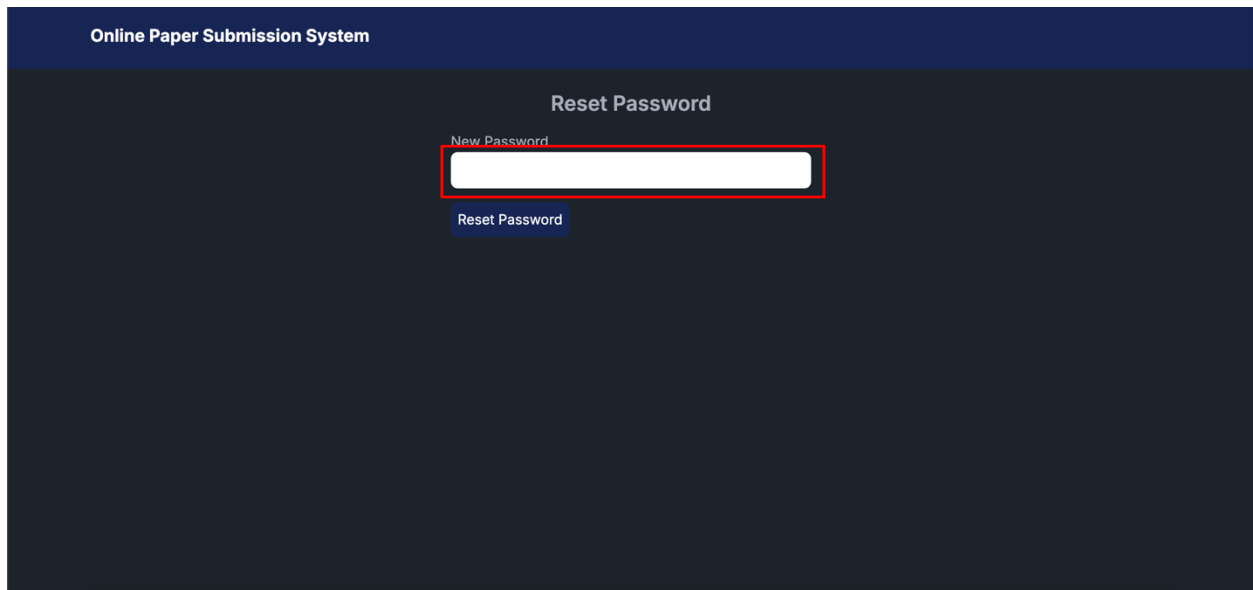
We received a request to reset your password. Click the button below to reset it:

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

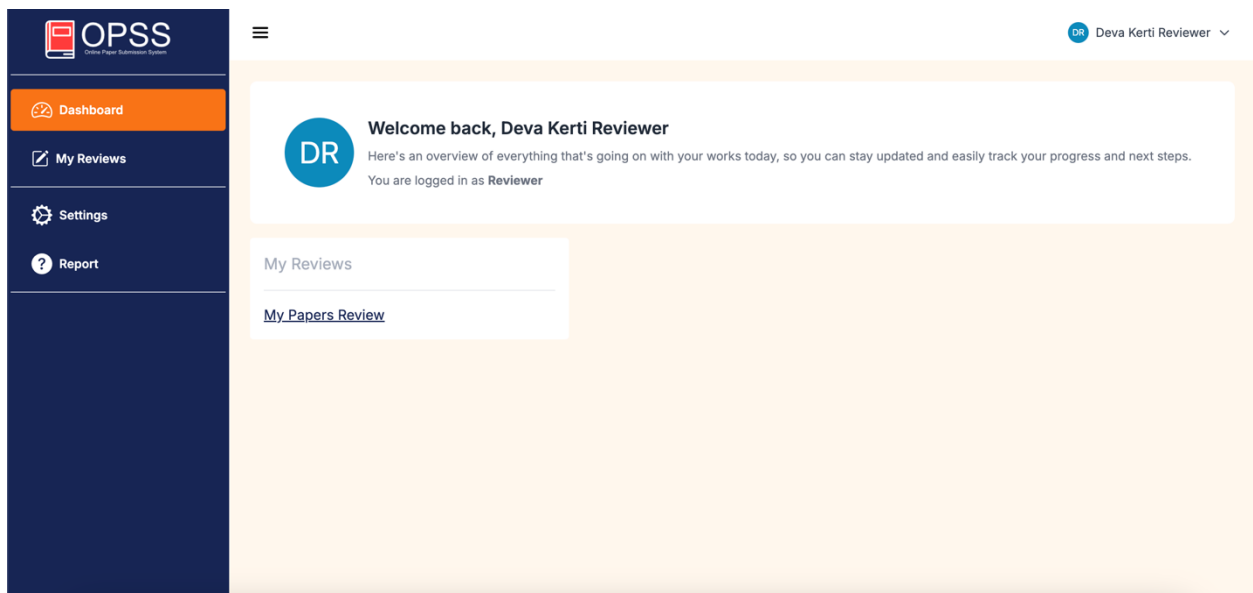
Reset Password

New Password

Reset Password

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

D. Dashboard Page



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

E. My Reviews Page

OPSS Online Paper Submission System

DR Deva Kerti Reviewer

Dashboard

My Reviews

Settings

Report

Papers you need to review

These are the papers you need to review. Please go through them carefully.

PAPER TITLE	CONFERENCE	PAPER	REVISIONS	STATUS	ACTIONS
1 demo	2 Berikut Merupakan Judul Contoh Kegiatan Konferensi Ilmiah	3 View Abstract View Paper	4 Revisions History Review History	5 Revision	6 + Add New Review
Demo	Berikut Merupakan Judul Contoh Kegiatan Konferensi Ilmiah	View Abstract View Paper	Revisions History Review History	Submitted	+ Add New Review

1. The first column contains the title of the paper you will review.
2. The second column is the name of the conference attended by the author of the paper you will review.
3. The third column contains access to view the paper's abstract and the full paper that was submitted.
4. The fourth column provides access to view the revision history submitted by the author and the overall review results given by the reviewer.
5. The fifth column contains the status of the submitted paper.
6. The sixth column has a button that you will use to submit your review for the paper.

F. Settings Page

The screenshot shows the OPSS (Online Paper Submission System) interface. On the left is a dark blue sidebar with navigation links: Dashboard, My Papers, Available Conference, Settings (highlighted in orange), and Report. The main content area is white and titled 'Profile Information' with a sub-header 'Profile'. It contains two input fields: 'Name' (filled with 'Deva Kerti Author') and 'Email' (filled with 'author@gmail.com'). Below these is the 'Update Password' section with three input fields: 'Current Password', 'New Password', and 'Confirm Password'. A dark blue 'Update Profile' button is at the bottom right. The top right corner shows the user's name 'Deva Kerti Author' with a dropdown arrow.

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

G. Report

The screenshot shows the OPSS interface with the 'Report' button in the sidebar highlighted with a red rectangle. The main content area is white and features a welcome message: 'Welcome back, Deva Kerti Author' with a circular profile icon containing 'DA'. Below the message is a summary of the user's current status. The page is divided into two columns: 'My Papers' and 'Available Conferences'. Under 'My Papers', there are links for 'My Papers List' and 'Create New Submission'. Under 'Available Conferences', there is a link for 'Available Conference List'. The top right corner shows the user's name 'Deva Kerti Author' with a dropdown arrow.

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