

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

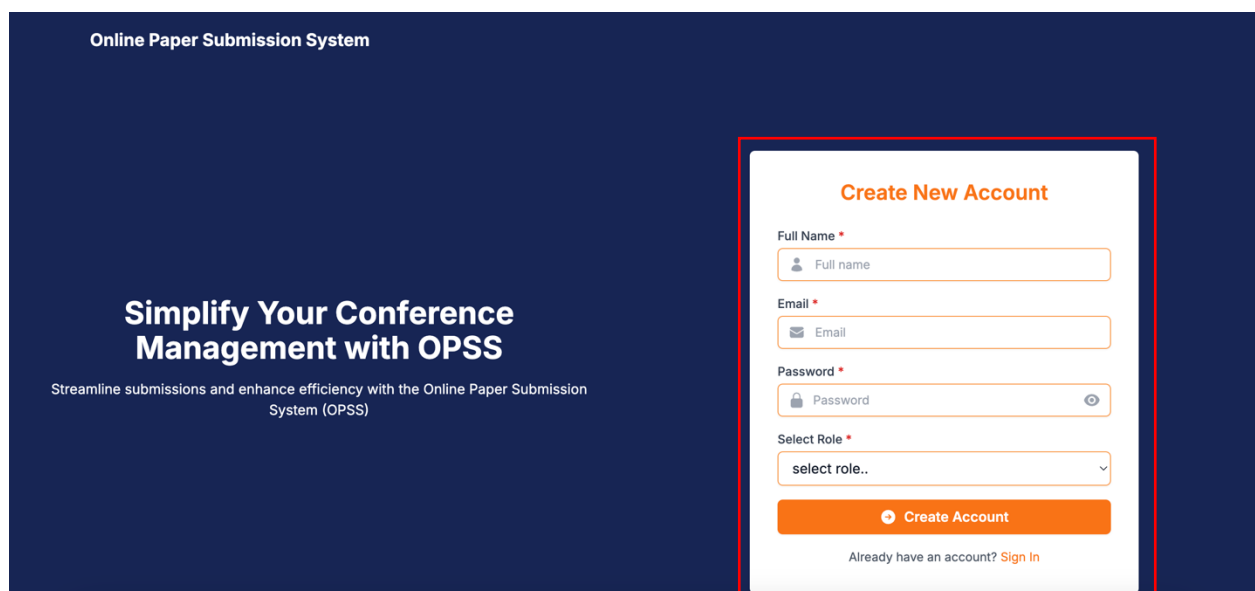
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# Online Paper Submission System User Guide

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. On the left, the text reads 'Simplify Your Conference Management with OPSS' and 'Streamline submissions and enhance efficiency with the Online Paper Submission System (OPSS)'. The form itself is a white box with an orange border, containing the following fields: '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 positioned below these fields. At the bottom of the form, there is a link that says 'Already have an account? Sign In'.

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

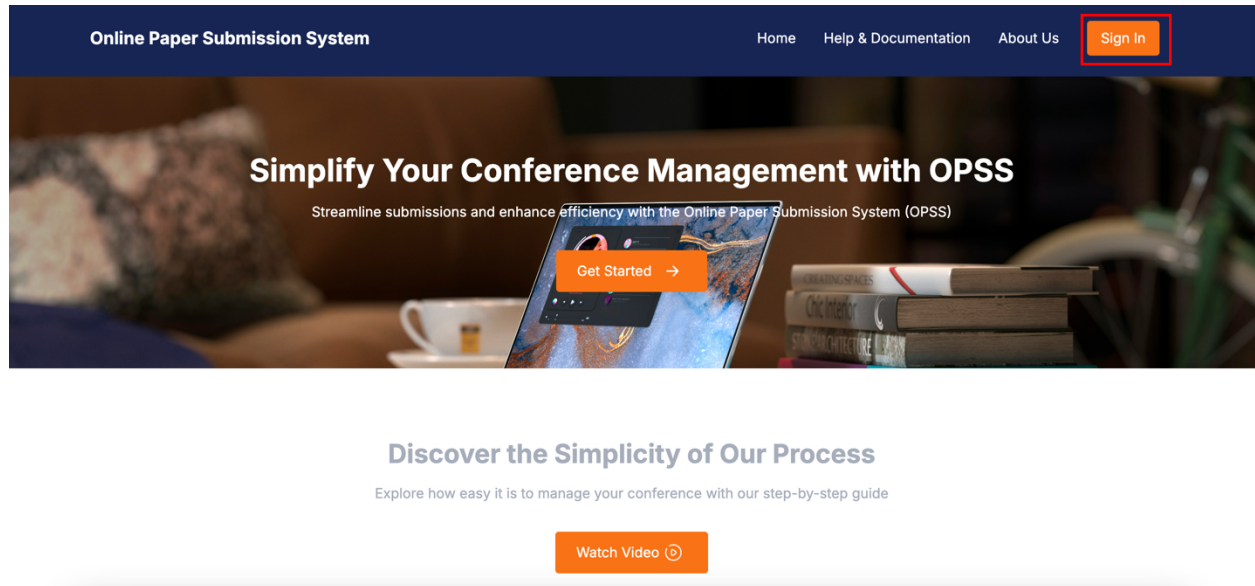
Select Role \*  
select role..

Create Account

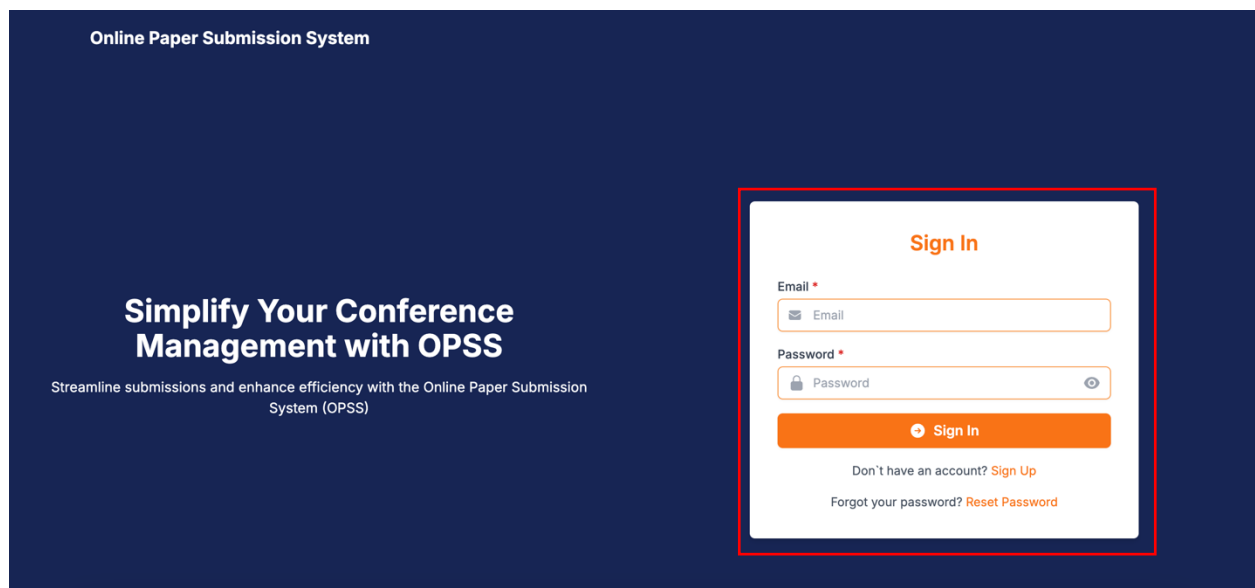
Already have an account? [Sign In](#)

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

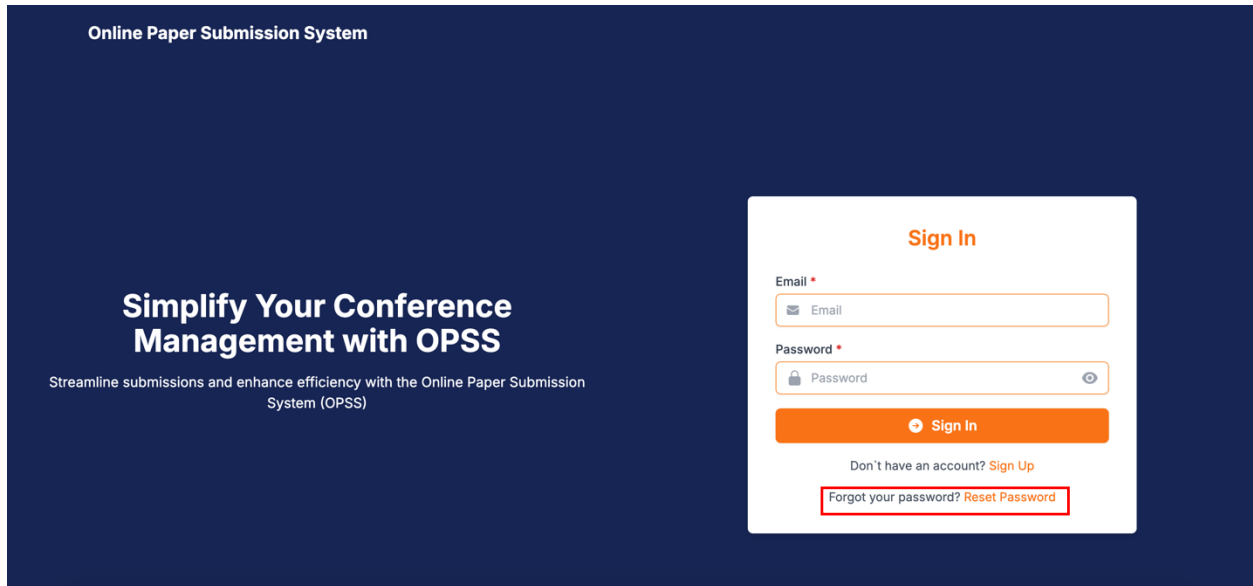


After you have an account, you can sign in by clicking the Sign In button.



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

**Simplify Your Conference Management with OPSS**

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

**Sign In**

Email \*

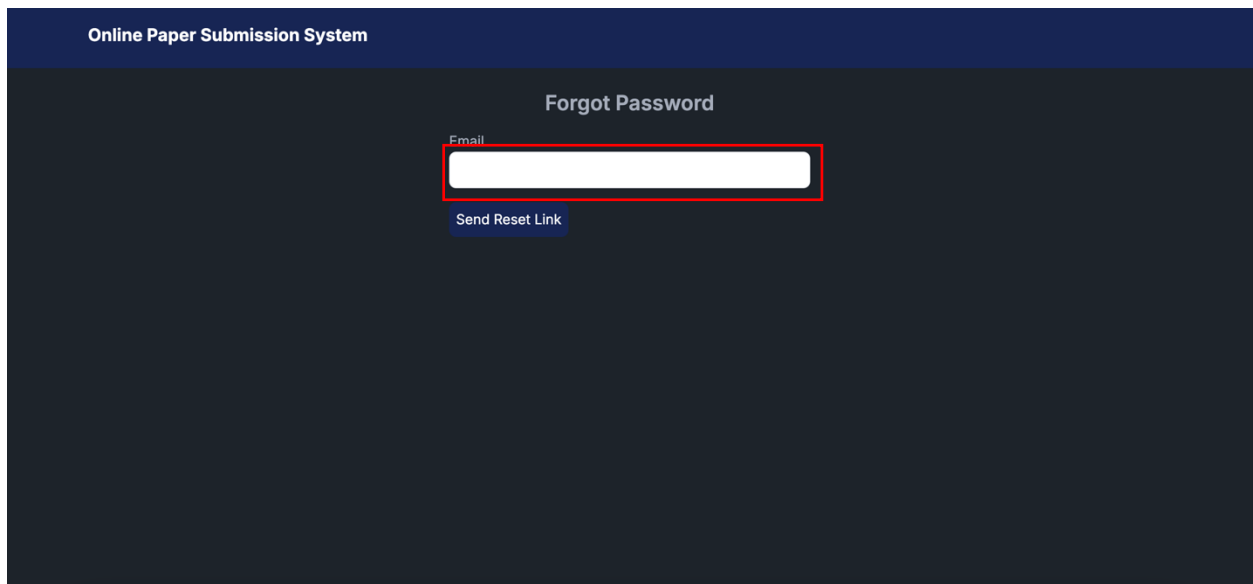
Password \*

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,

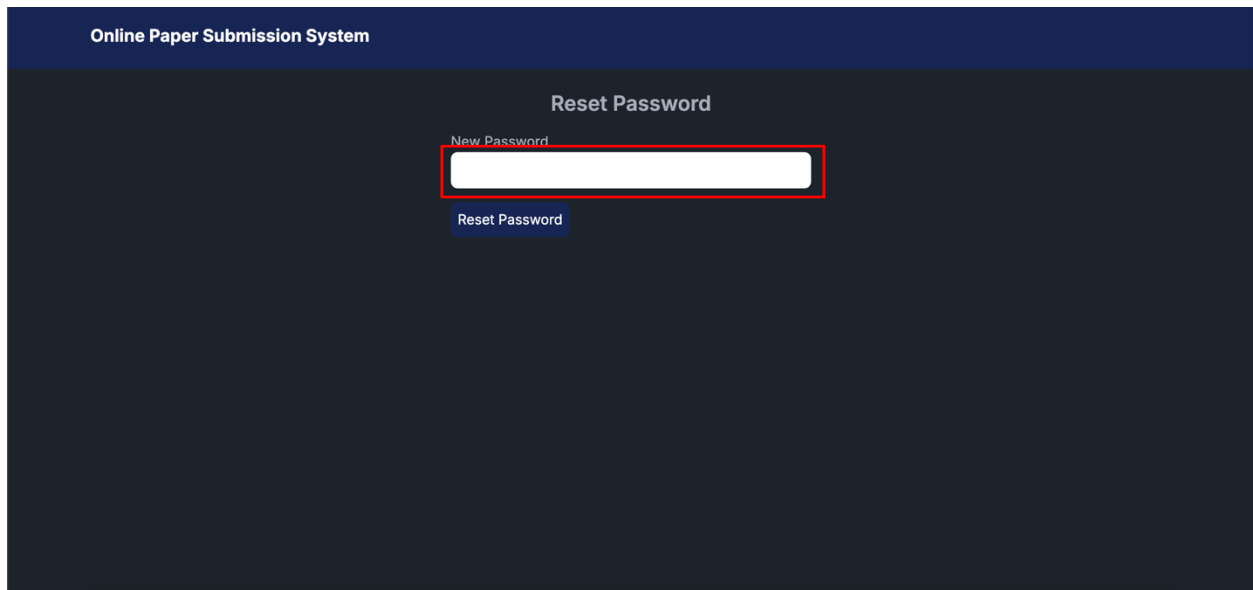
We received a request to reset your password. Click the button below to reset it:

Reset Password

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

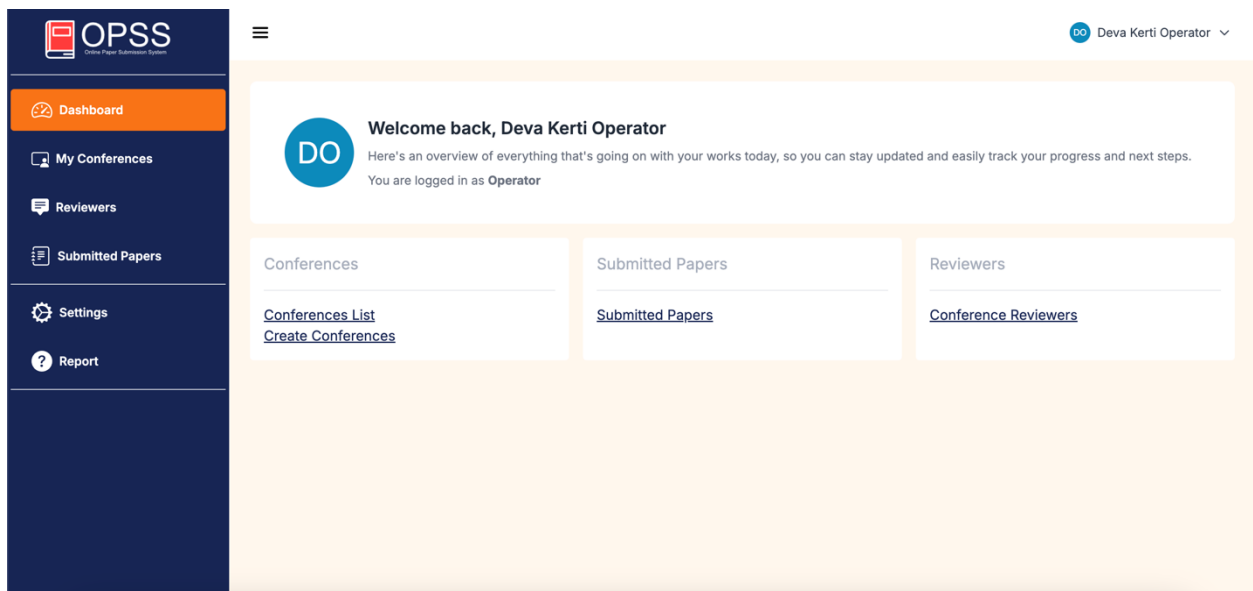
Thank you,  
**OPSS Team**

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



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 Conferences Page

### 1. Create New Conference

the time to shape your confer

**+ New Conference**

Click the "New Conference" button to create a new conference.

#### Add New Conference

Conference Name \*

Conference name

Acronym \*

Example (EC 2024)

Theme \*

Conferece theme

A modal will then appear for you to fill in the information about the conference you want to create.

**Cancel**

**Add Conference**

Then, click the "Add Conference" button to add it, or click "Cancel" to cancel the creation of the new conference.



## 2. Update and Delete Conference

### ACTION



To update a conference, you can click the pencil icon to make updates. To delete a conference, click the trash bin icon to delete it.

## 3. Download Abstract

Select Conference

Select a Conference

Upload Template

CHOOSE FILE

No file chosen

Example Template

Download Abstract

To download an abstract, first select the conference for which you want to download the abstract. After that, download the Word template file and modify it as needed. Then upload the modified template file and click the "Download Abstract" button.

## 4. Download Papers

Select Conference

Select a Conference

Download Papers

To download the full paper, you must first select the conference for which you want to download the papers, then click the "Download Papers" button to start downloading.

## F. Reviewers Page

### 1. Add New Reviewer

#### Reviewers

Below is a list of reviewers according to the conference you have.

**+ Add New Reviewer**

To add a reviewer to your conference, click the "Add New Reviewer" button.

#### Add New Reviewer

Select Conference \*

--Select Conference--

Search Reviewers

Search reviewers...

Selected Reviewers \*

Close

Save Reviewers

A modal will then appear to add a reviewer. You can search for the name of the reviewer you want to add and can add more than one reviewer at a time. After that, click the "Save Reviewers" button to save.

## 2. Update and Delete Reviewer

### ACTION



To update or delete a reviewer, click the pencil icon to update and the trash bin icon to delete.

## G. Submitted Papers Page

### 1. Search Paper

#### Search Papers

Search by title, abstract, keywords, or topic...

You can search for papers using the "Search Paper" feature.

### 2. Filter Paper By Conference

#### Filter Paper Conference

All Conferences



You can filter papers according to the conference they are registered under.

### 3. Assign Reviewer

#### ACTION

[View Paper](#)

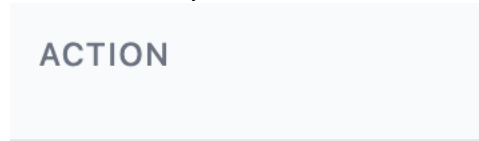
[+ Assign Reviewer](#)

[Review History](#)

[Update Submission Status](#)

You can assign a reviewer in the action column by clicking the "+Assign Reviewer" button.

#### 4. Review History



[View Paper](#)

[+ Assign Reviewer](#)

[Review History](#)

[Update Submission Status](#)

You can view the review history provided by the reviewers.

#### 5. Send Review



To send a review, select the review you want to send by clicking on one of the reviews.

Reviewer  
Deva Kerti Reviewer

Comments  
revisi

Status  
Revision

Send Review to Author

☒ Yes ☐ No

Cancel Update Review

Next, under the "Send Review to Author" section, select "Yes" and then click the "Update Review" button.

#### 6. Update Submission Status

##### ACTION

[View Paper](#)

[+ Assign Reviewer](#)

[Review History](#)

[Update Submission Status](#)

To update the submission status, click the "Update Submission Status" button.

**Paper Title: Demo**

---

**Paper Abstract:**

abstract

---

Add Notes

paper kamu sudah di acc

---

Status

✓ -- Select Submission Status --  
 Accepted  
 Revision  
 Rejected

After that, you can add notes if necessary and select the status to be assigned. Then click the "Submit" button.

## 7. Send Email

All Conferences

All Conferences							
All Papers	Submitted	Revision	Accepted	Rejected	Send Email	Email History	
<input type="checkbox"/> SELECT ALL	PAPER TITLE	AUTHOR	SUBMIT DATE	TOPIC, ABSTRACT, KEYWORDS	CITY, COUNTRY	STATUS	
<input type="checkbox"/>	Rancang Bangun Sistem Manajemen Konferensi Ilmiah Berbasis Web	I Made Deva Kerti Wijaya, (Universitas Pendidikan Ganesha, deva.kerti@gmail.com)	September 3rd, 2024 11:00 AM	<b>Topic</b> Example  <b>Abstract</b> <a href="#">View abstract</a>  <b>Keywords</b> Education, Example	Singaraja, Indonesia	Rejec	

To send an email, you can select "SELECT ALL" or choose one of the authors' emails to send the email to.

All Conferences

All Papers

Submitted

Revision

Accepted

Rejected

Send Email

Email History

<input type="checkbox"/> SELECT ALL	PAPER TITLE	AUTHOR	SUBMIT DATE	TOPIC, ABSTRACT, KEYWORDS	CITY, COUNTRY	STATUS
<input checked="" type="checkbox"/>	Rancang Bangun Sistem Manajemen Konferensi Ilmiah Berbasis Web	I Made Deva Kerti Wijaya, (Universitas Pendidikan Ganesha, deva.kerti@gmail.com)	September 3rd, 2024 11:00 AM	<b>Topic</b> Example <b>Abstract</b> <a href="#">View abstract</a> <b>Keywords</b> Education, Example	Singaraja, Indonesia	Rejec

Then, click the "Send Email" button to start sending the email.

**Send email to:**

- madedeva2703@gmail.com

Subject

Message

Enter message here, use <name> to insert user name.

Please fill out this field.

Cancel

Send Email

Select Authors

Begin by selecting the authors to whom you wish to send an email. You can choose one or more individual authors or select all authors as needed.

Customize Email

Content

View Email History

A modal will appear to send the email. Fill in the subject and message you want to send. After that, click the "Send Email" button.

## 8. Email History

Email History

Sender:  
Deva Kerti Operator

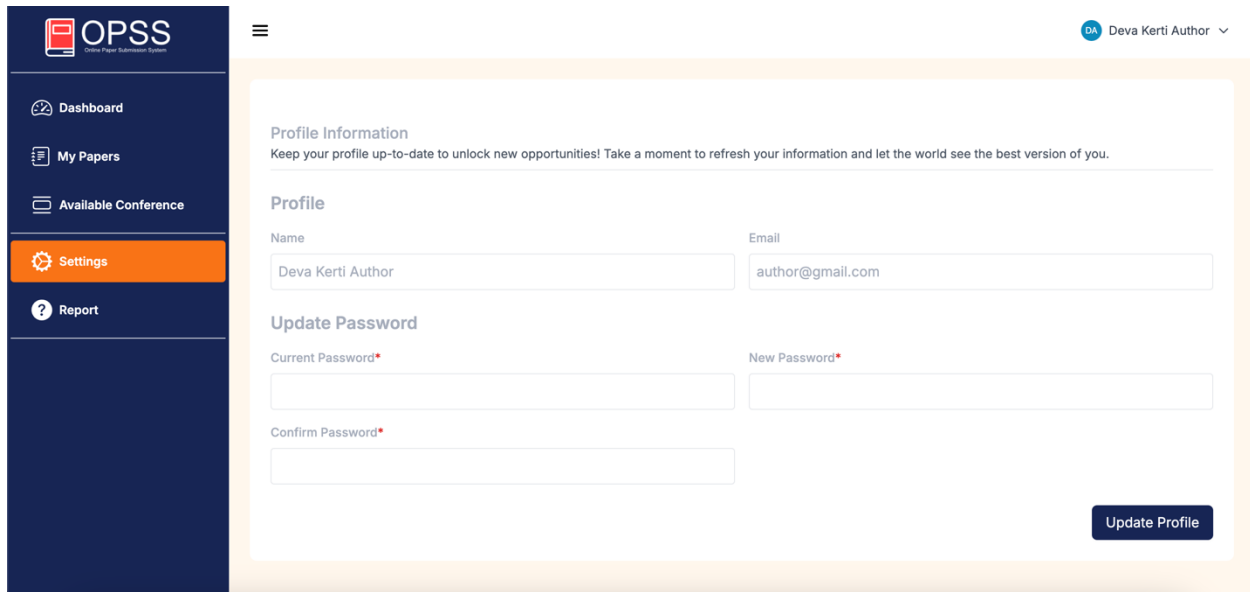
Send Date:  
October 11th, 2024 10:33 AM

Subject:  
Example Conference by Online Paper Submission System

Message:  
Halo Made Deva  
demo

After successfully sending an email, you can view the email history by clicking the "Email History" button.

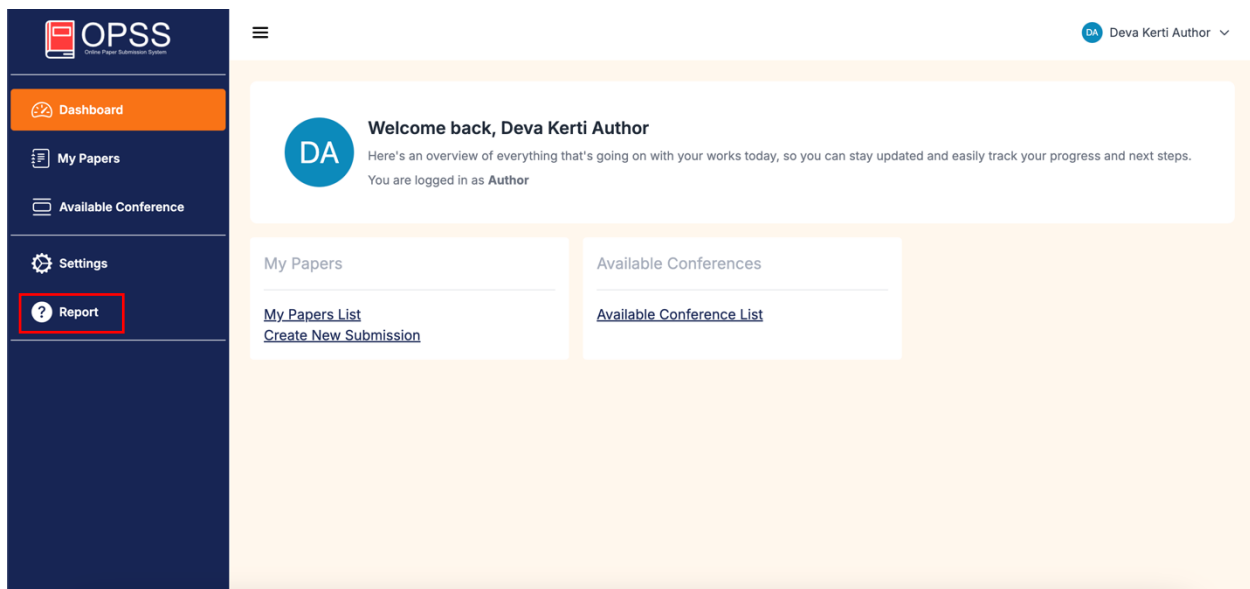
## H. Settings Page



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 located at the bottom right of the main content area. The top right of the page 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.

## I. Report



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, and Report (highlighted with a red box). The main content area is white and titled "Welcome back, Deva Kerti Author" with a sub-header "Here's an overview of everything that's going on with your works today, so you can stay updated and easily track your progress and next steps. You are logged in as Author". Below this are two white boxes: "My Papers" containing links "My Papers List" and "Create New Submission", and "Available Conferences" containing the link "Available Conference List". The top right of the page 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.



