

# User Manual

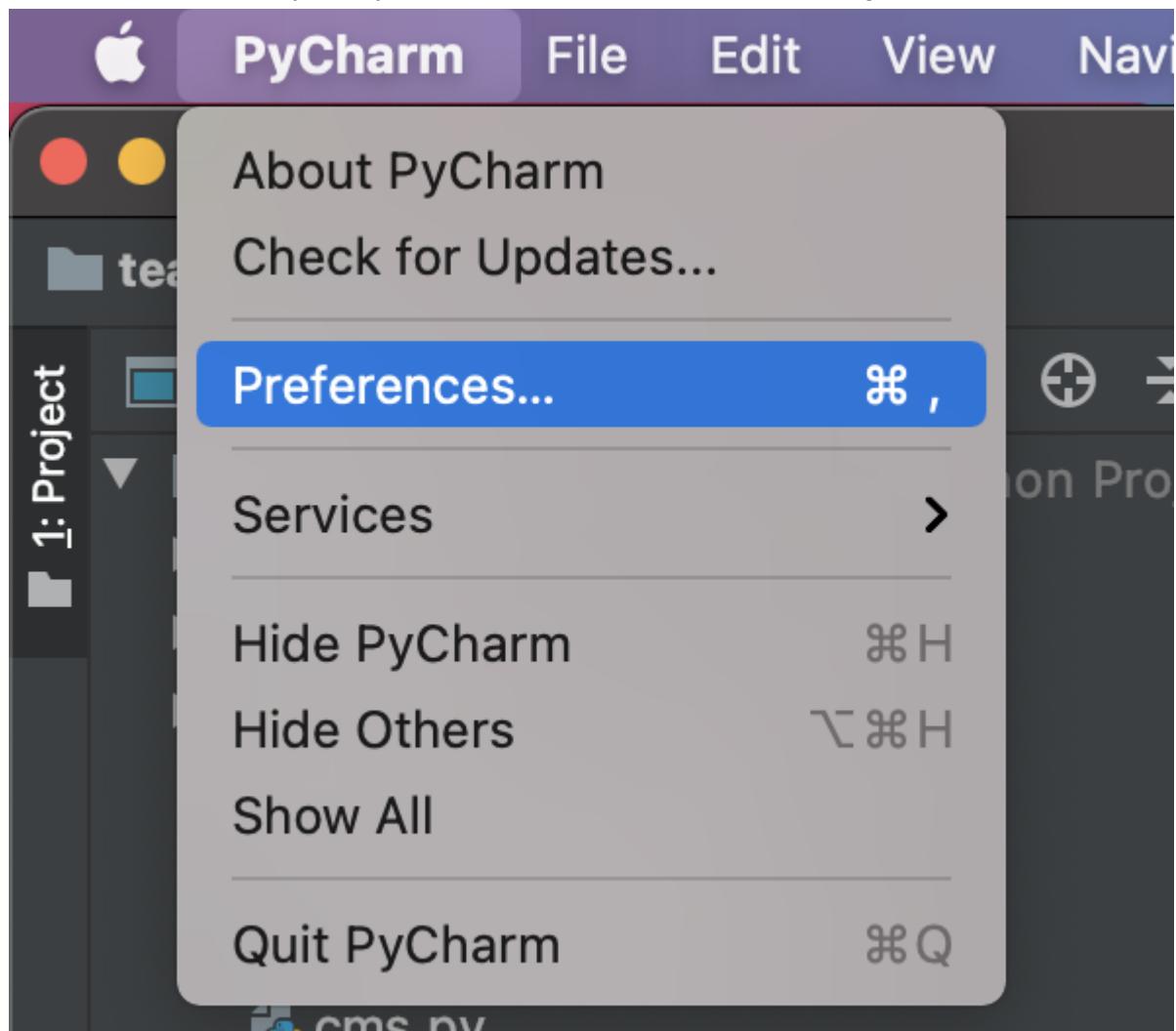
## Introduction

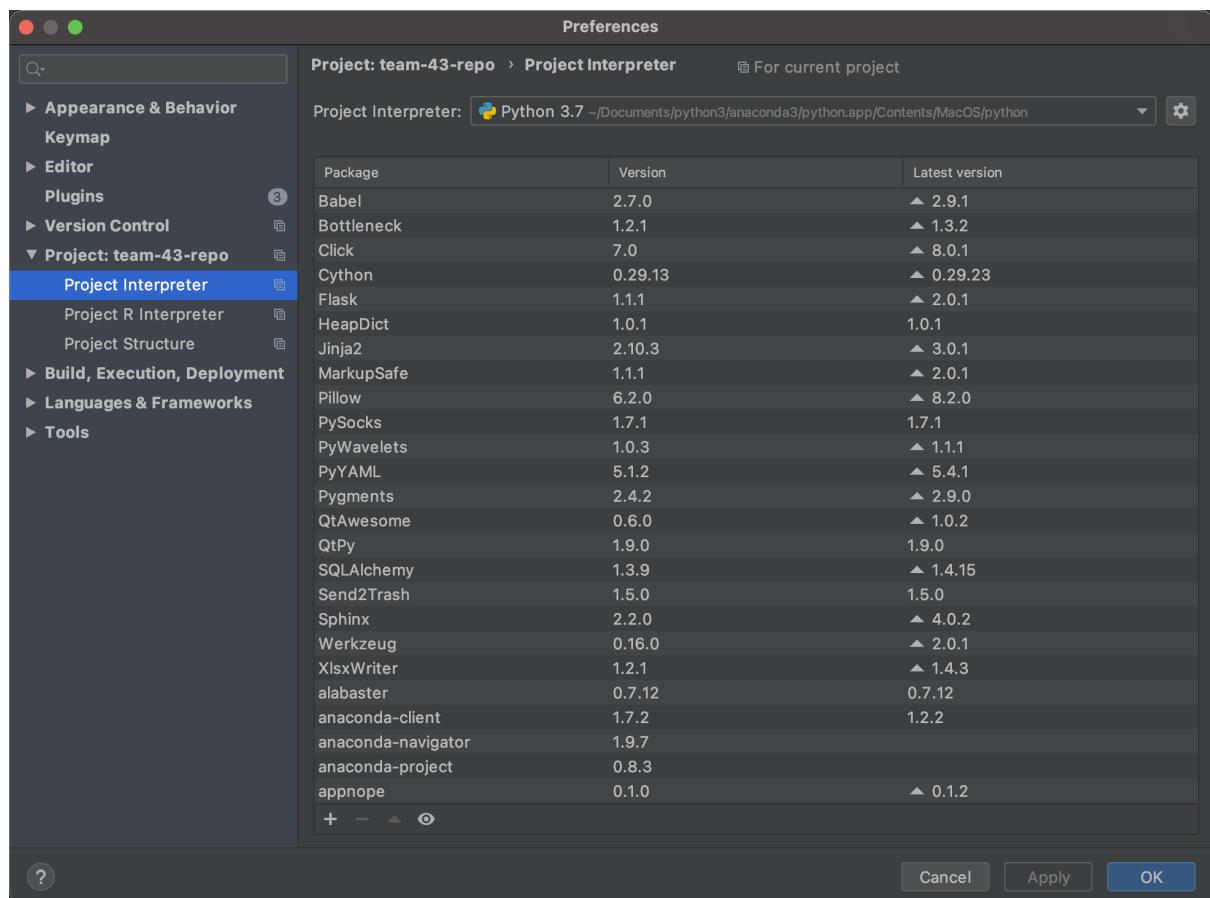
Conference Management System (CMS) is developed for Monash Conference Centre. CMS system will provide a professional and efficient service for organising conferences. The system provide following features:

- User Registration
- Conference Management
- Paper Submission
- Review Management
- Conference Administration

## System requirements & configuration

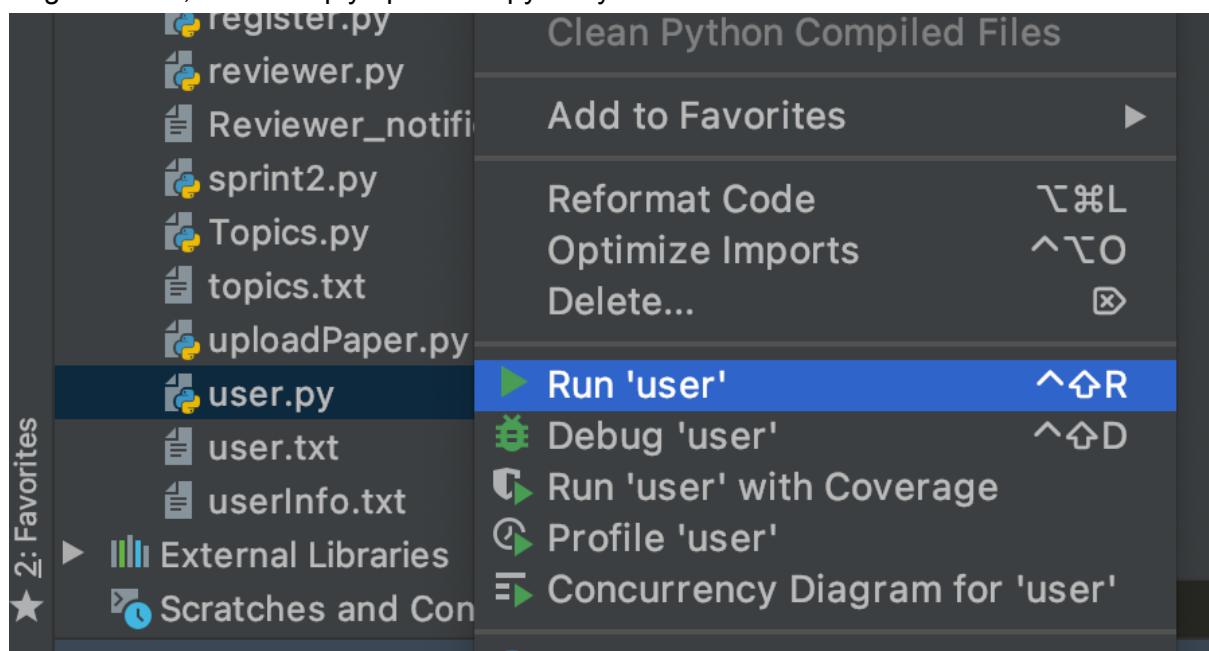
1. Require Microsoft Windows 7 or later/ Mac OS X 10.4 or later.
2. The software should run in Python 3.6 or later.
3. The user must log out before the data is saved.
4. You can check your Python version in the Preferences setting.





## Exploring the CMS:

To get started, users simply open user.py in Python.



## 1. User registration

The user enters 1 to start the registration process.

```
0 Main menu
-----
1. Register
2. Login
3. Exit
-----
Enter your choice: 1
```

```
-----
Enter your choice: 1
0Enter name: zihao
Enter email address: zzh@monash.edu
Enter password: 12345678
Enter highest qualification: PhD
Enter Occupation: student
Enter Employer Details: Student
Enter Mobile Number: 0001112223
Enter the number of Interest Areas: 2
Enter your Interest Areas: ML
Enter your Interest Areas: SE
There are three roles that you can have in this system. You can choose to have multiple roles within Chair, Author, Reviewer.
Please enter the number of roles. Enter option between 1 - 3
Enter number of roles: 3
Enter Choose Role (Chair, Author, Reviewer): Chair
Enter Choose Role (Chair, Author, Reviewer): Author
Enter Choose Role (Chair, Author, Reviewer): Reviewer
```

The user completes the registration data according to the required fields.

You need to select the number of roles, and if you choose two roles, you can only choose two of them.

```
Please choose the option for the role you want to enter with in the system:
1.Chair
2.Author
3.Reviewer

Enter Choose Role (Chair, Author, Reviewer): Chair
```

Once you have successfully registered, you will need to select your role to log in.

Enter email address: *zan@gmail.com*

Enter password: *12345678*

Login Successful.

Please choose the option for the role you want to enter with in the system:

- 1. Chair
- 2. Author
- 3. Reviewer

Enter Choose Role (Chair, Author, Reviewer): *Chair*

Users who have already registered can log in with email and password.

Once the login is successful, you can select your role.

## 2. Admin dashboard

**View Conference List and User List in Admin dashboard.**

As an administrator, when you want to view all user lists and conference lists, follow the steps below.

```
Main menu
-----
1. Register
2. Login
3. Exit
-----
Enter your choice:
2

Enter email address:
```

Enter 2 to log in with your administrator account, and you can enter the administrator system.

```
Enter email address: harris@gmail.com
Enter password: 123123123
=====
Conference Management System
=====
***** harris@gmail.com Admin Home screen*****
1. User List
2. Conference List
3. Paper List
4. Log out
Enter option between 1 - 4:
|
```

If you want to check the list of users, please enter 1:

**1**

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## Conference Management System

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### \*\*\*\*\*User List\*\*\*\*\*

**1:Kaustubh Kundu**

**2:Yi Chong**

**3:Zan**

**4:Tom**

**5:Alex**

**6:Harris**

**7:Zihao**

**8:Jack**

**9:Fod**

**10:First Test**

**11:go to home page**

**Enter option:1-11**

You can select any one user from the list to view the details. For example, if you enter 5 to check the user called Alex, the details will come up.

**10**

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## Conference Management System

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\*\*\*\*\*User Detail\*\*\*\*\*

**User:** First Test

**Email:** test1@gmail.com

**Highest\_qualification:** Master

**Occupation:** Student

**Employer details:** Monash

**Mobile number:** 1234567890

**Roles:** Chair, Author, Reviewer

**Interest:** ML, SE

**1. Go to previous page**

**Enter option:**

And then you can enter 1 to go back to the previous page which showed the list of usernames.

**1**

---

## Conference Management System

---

\*\*\*\*\*User List\*\*\*\*\*

**1:Kaustubh Kundu**

**2:Yi Chong**

**3:Zan**

**4:Tom**

**5:Alex**

**6:Harris**

**7:Zihao**

**8:Jack**

**9:Fod**

**10:First Test**

**11:go to home page**

**Enter option:1-11**

And then you can enter the latest option(in this example, the latest option is 11) to go to the home page.

**11**

---

## Conference Management System

---

\*\*\*\*\* harris@gmail.com Admin Home screen\*\*\*\*\*

1. User List
2. Conference List
3. Paper List
4. Log out

Enter option between 1 – 4:

In the Admin Home Page, you can enter 2 to check the conference list, and it will display a list of all conference names.

**2**

---

## Conference Management System

---

\*\*\*\*\*conference List\*\*\*\*\*

**1:Scholar's Conference**

**2:mm**

**3:HCI**

**4:go to home page**

**Enter option:1-4**

And then you can select a conference for example 1 is the option for Scholar's Conference. From the conference list to check the details.

**1**  
=====

Conference Management System  
=====

\*\*\*\*\*Conference Detail\*\*\*\*\*

Conference title: Scholar's Conference

Conference hosted: yi@gmail.com

Conference topics:AI, Database introduction, Data Science

Conference reviewers:jack@gmail.com, zan@gmail.com, tom@gmail.com, alex@gmail.com,

Conference submit deadline:06/06/2021

Conference review deadline:21/06/2021

1. Go to previous page

Enter option:

After viewing, enter 1 to return to the previous page.

**1**  
=====

Conference Management System  
=====

\*\*\*\*\*conference List\*\*\*\*\*

**1:Scholar's Conference**

**2:mm**

**3:HCI**

**4:go to home page**

**Enter option:1-4**

And then, you can select another conference to view or select the last option to go to the home page. In this demonstration, the last option is 4.

**4**

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## Conference Management System

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\*\*\*\*\* harris@gmail.com Admin Home screen\*\*\*\*\*

- 1. User List
- 2. Conference List
- 3. Paper List
- 4. Log out

Enter option between 1 – 4:

1

If you finish viewing the user list and conference list, you can enter 4 to log out, it will return to the main menu page.

**4**

---

## Main menu

---

- 1. Register
  - 2. Login
  - 3. Exit
- 

Enter your choice:

Enter 3 to exit the system and end your admin work.

**3**

You have logged out from the application.

### 3. Chair

#### Create and modify a conference

```
=====
Conference Management System
=====
***** zan@gmail.com Chair Home screen*****
1. Add conference
2. Modify conference deadline
3. Evaluate paper
4. Notification
5. Log out
Enter option between 1 - 5:
1
```

When you log in as Chair, you can select add conference to create and modify a conference.

```
Enter conference title: PPD
1. ABC
2. CS
3. BIC
4. HCI
5. SE
6. NLP
7. ML
8. SE
9. UI
10. HCI
11. ML
12. SE
You must select 3 topics for this conference!
Enter topics for this conference: 7
Enter topics for this conference: 8
Enter topics for this conference: 1
```

The system will ask you to type a conference title and choose 3 related topics for it.

```
1. Reviewer Name: Yi Chong Interest Area: NLP, SE
2. Reviewer Name: Zan Interest Area: CS, ABC
3. Reviewer Name: Tom Interest Area: ABC, ML
4. Reviewer Name: Alex Interest Area: SE, ML
5. Reviewer Name: Zihao Interest Area: SE, ML
6. Reviewer Name: Jack Interest Area: SE, ML
7. Reviewer Name: First Test Interest Area: SE, ML
You must select at least 4 reviewer for this conference!
select number from 4 to 7
4
```

After entering the topic, the system displays the current Reviewer and their interest area. The user needs to select at least 4 reviewers.

```
Enter reviewer for this conference: 3
Enter reviewer for this conference: 4
Enter reviewer for this conference: 5
Enter reviewer for this conference: 6
Enter submission deadline (eg. dd/mm/yy)?:16/08/2021
Enter reviewer deadline (eg. dd/mm/yy)?:16/09/2021

*****New Conference Detail*****
Conference title: PPD
Conference hosted: zan@gmail.com
Conference topics:['ML', 'SE', 'ABC']
Conference reviewers:['tom@gmail.com', 'alex@gmail.com', 'zihao@gmail.com', 'jack@gmail.com']
Conference submit deadline:16/08/2021
Conference review deadline:16/09/2021

Submit conference and send to the reviewer(Y/N?):
```

After you have selected the Reviewer, fill in the deadline. The system will automatically produce your information and ask you if you need to submit it.

```
Submit conference and send to the reviewer(Y/N?): Y
```

```
=====
```

```
Conference Management System
```

```
=====
```

```
*****Successful*****
```

```
!Congratulations! You  
have created a conference successfully.
```

```
The notification will send to reviewer immediately!
```

```
=====
```

```
Conference Management System
```

```
=====
```

```
***** zan@gmail.com Chair Home screen*****
```

1. Add conference
2. Modify conference deadline
3. Evaluate paper
4. Notification
5. Log out

```
Enter option between 1 - 5:
```

If you choose Y, then you successfully created a conference. And the system will automatically return to the Conference Management interface.

```
Submit conference and send to the reviewer(Y/N?): n  
Do you want to modify(Y/N?): y  
Conference title: PPD  
want to modify: Y/N:y  
Enter conference title: QQB  
Conference topics:['ML', 'SE', 'ABC']  
want to modify: Y/N:n  
Conference reviewers:['tom@gmail.com', 'alex@gmail.com', 'zihao@gmail.com', 'jack@gmail.com']  
want to modify: Y/N:n  
Conference submit deadline:11/11/2111  
want to modify: Y/N:n  
  
*****New Conference Detail*****  
Conference title: QQB  
Conference hosted: zan@gmail.com  
Conference topics:['ML', 'SE', 'ABC']  
Conference reviewers:['tom@gmail.com', 'alex@gmail.com', 'zihao@gmail.com', 'jack@gmail.com']  
Conference submit deadline:11/11/2111  
Conference review deadline:11/12/2111  
  
Submit conference and send to the reviewer(Y/N?):
```

If you select N, you will be given an option one by one for which information you want to be changed, and eventually asked to submit again.

**The Reviewer will automatically receive notifications when Chair has added conference**

```
Enter Choose Role (Chair, Author, Reviewer): Reviewer
=====
Conference Management System
=====
*****zan@gmail.com Reviewer Home screen*****
1. Accept / Reject to the papers
2. Review the conference papers
3. Show all papers
4. Notification
5. Log out
Enter option between 1 - 5:
4
1: Conference name: mm Chair accountyi@gmail.com Reviewer account: zan@gmail.com
2: Conference name: Scholar's Conference Chair accountyi@gmail.com Reviewer account: zan@gmail.com

Please enter x go to home screen:
```

You need to log in as Reviewer to check the sent notification.

After log in select Notification to check for notifications that have been sent.

**Receives automatic notification when all the reviewers have completed evaluation for a given paper .**

As a chair, after logging in with your account, enter “Chair” in the role selection interface to enter the chair homescreen.

```
Main menu
-----
1. Register
2. Login
3. Exit
-----
Enter your choice:
2

Enter email address: yi@gmail.com
Enter password: 123yi123

Login Successful.

Please choose the option for the role you want to enter with in the system:
1.Chair
2.Reviewer

Enter Choose Role (Chair, Author, Reviewer): Chair
=====
Conference Management System
=====
***** yi@gmail.com Chair Home screen*****
1. Add conference
2. Modify conference deadline
3. Evaluate paper
4. Notification
5. Log out
Enter option between 1 - 5:
```

And then enter 4 to check the notification, when all reviewers have marked the paper, the notification will be updated immediately.

**4**

=====

**Conference Management System**

=====

\*\*\*\*\* yi@gmail.com Notification\*\*\*\*\*

1: Conference name: Scholar's Conference Paper Title: timetable-31108946.pdf

All the reviewer have marked the paper!

2: Conference name: Scholar's Conference Paper Title: test1.pdf

All the reviewer have marked the paper!

Please enter x go to home screen: |

From the notification, the chair can know which paper can be evaluated. Chair can enter x to go to the home screen to select 3 to evaluate the paper.

view the reviewer's evaluation & make final decision on the paper  
automatically or manually notifies the author.

```
Please enter x go to home screen: x
```

```
=====
```

Conference Management System

```
=====
```

```
***** yi@gmail.com Chair Home screen*****
```

1. Add conference
2. Modify conference deadline
3. Evaluate paper
4. Notification
5. Log out

Enter option between 1 - 5:

3

```
=====
```

Conference Management System

```
=====
```

```
*****conference List*****
```

1:Scholar's Conference

2:mm

3:HCI

4:go to home page

Enter option:1-4

And then choose a conference and then select a paper.

In this example, we can see that the paper called test1.pdf from Scholar's Conference has been reviewed by all reviewers. So enter 1 to select the Scholar's Conference, and then enter 3 to select the paper called test1.pdf. It will display all the marks made by reviewers.

```
=====
Conference Management System
=====
```

```
*****conference List*****
```

```
1:Scholar's Conference
```

```
2:mm
```

```
3:HCI
```

```
4:go to home page
```

```
Enter option:1-4
```

```
1
```

```
1:5level.pdf
```

```
2:timetable-31108946.pdf
```

```
3:test1.pdf
```

```
4:go to previous page
```

```
Select a paper to review:
```

```
3
```

```
=====
Conference Management System
=====
```

```
*****Scholar's ConferenceConference Paper value *****
```

```
Conference name: Scholar's Conference
```

```
Paper title: test1.pdf
```

```
1. Reivewer: zan@gmail.com Mark: 5
```

```
2. Reivewer: tom@gmail.com Mark: 6
```

```
3. Reivewer: jack@gmail.com Mark: 9
```

```
4. Reivewer: alex@gmail.com Mark: 10
```

```
1.Accept
```

```
2.Reject
```

```
Enter option:
```

According to the marks, you can make a decision to reject or accept the paper. For example, the marks here are 5/10, 6/10, 9 /10, and 10/10, the average is over than 6/10, you should enter 1 to accept this paper. When you have made a decision, it will display the successful page.

1.Accept

2.Reject

Enter option:

1

=====

Conference Management System

=====

\*\*\*\*\*Successful\*\*\*\*\*

!Congratulations! You  
have evaluate the paper successfully.  
The notification will send to author immediately!

=====

Conference Management System

=====

\*\*\*\*\*conference List\*\*\*\*\*

1:Scholar's Conference

2:mm

3:HCI

4:go to home page

Enter option:1-4

After making a decision, the chair can enter the latest option(eg: 4) to go to the home screen to select 3 to evaluate the paper, and then enter 5 to log out, enter 3 to exit.

**4**

---

## Conference Management System

---

\*\*\*\*\* yi@gmail.com Chair Home screen\*\*\*\*\*

1. Add conference
2. Modify conference deadline
3. Evaluate paper
4. Notification
5. Log out

Enter option between 1 – 5:

**5**

Main menu

---

1. Register
  2. Login
  3. Exit
- 

Enter your choice:

**3**

You have logged out from the application.

#### 4. Author

Upload paper for a conference in an acceptable format

```
Enter Choose Role (Chair, Author, Reviewer): Author
=====
Conference Management System
=====
***** zan@gmail.com Author Home screen*****
1. Upload paper to conferences
2. Status of the paper
3. Notification
4. Log out
Enter option between 1 - 4:
1
```

When you login as an Author, you can upload paper for a conference in an acceptable format by selecting number 1.

```
=====
Conference Management System
=====
*****conference List*****
1:Scholar's Conference
2:mm
3:HCI
4:go to home page
Enter option:1-4
Select a conference to submit paper:
1
```

You need to select a conference to submit papers from the conference list.

```
=====
Conference Management System
=====
*****Conference Detail*****
Conference title: Scholar's Conference
Conference topics: AI, Database introduction, Data Science
Conference reviewers: ['jack@gmail.com', 'zan@gmail.com', 'tom@gmail.com', 'alex@gmail.com']
Conference submit deadline:06/06/2021
-----Upload a PDF/Word file-----
Please enter the file path(eg: /c/desktop/xxx.pdf):
C:\Users\adami\Desktop\abc.docx
```

The system displays the conference details and asks the user to enter the path to upload the file.

Tips: Windows and Mac systems have different path formats, but both support them.

```
1. ABC  
2. CS  
3. BIC  
4. HCI  
5. SE  
6. NLP  
7. ML  
8. SE  
9. UI  
10. HCI  
11. ML  
12. SE
```

```
You must select 3 topics of your paper!
```

```
Enter topics of your paper: 1
```

```
Enter topics of your paper: 2
```

```
Enter topics of your paper: 3
```

After the file is uploaded, you need to select 3 related topics.

```
-----File uploaded successfully!-----
```

```
=====
```

```
Conference Management System
```

```
=====
```

```
*****Successful*****
```

```
!Congratulations! Your paper  
has been submitted successfully.  
Please wait for the reviewers to  
review your paper and the notifi-  
cation will be sent to chair !
```

When you have completed all the above steps, you will be notified that the upload was successful.

## 5. Reviewer

Select a paper to begin review & upload/write your evaluation

```
Enter Choose Role (Chair, Author, Reviewer): Reviewer
=====
Conference Management System
=====
*****zan@gmail.com Reviewer Home screen*****
1. Accept / Reject to the papers
2. Review the conference papers
3. Show all papers
4. Notification
5. Log out
Enter option between 1 - 5:
2
```

When you log in as Reviewer, you can review the papers and write evaluations by selecting number 2.

```
=====
Conference Management System
=====
*****conference List*****
1:Scholar's Conference
2:mm
3:go to home page
Enter option:1-3
Select a conference to review paper:
1
1:5level.pdf
2:abc.docx
3:test1.pdf
4:timetable-31108946.pdf
5:go to previous page
Select a paper to review:
1
You have select 1.5level.pdf
```

You need to select a conference in the Conference List and then select the paper you need to review.

```
Please enter your local path to download this paper to review(eg: /c/desktop):  
C:\Users\adami\Desktop\5level.pdf  
-----File downloaded successfully!-----  
-----Please go to C:\Users\adami\Desktop\5level.pdf to review-----  
-----And then go back here to write your evaluation!-----  
Enter your score: between 1 to 10:  
9
```

You need to enter the download path to download the file to the local view.

After browsing, you can rate the paper on a scale of 1 to 10.

```
=====  
Conference Management System  
=====  
*****Successful*****  
!Congratulations!  
Your have reviewed the paper successfully.  
The result will be uploaded immediately  
and the notification will be sent to chair!
```

After evaluation, the system will remind you that the review is successful.