



# AABD

*Submission Platform*

Login

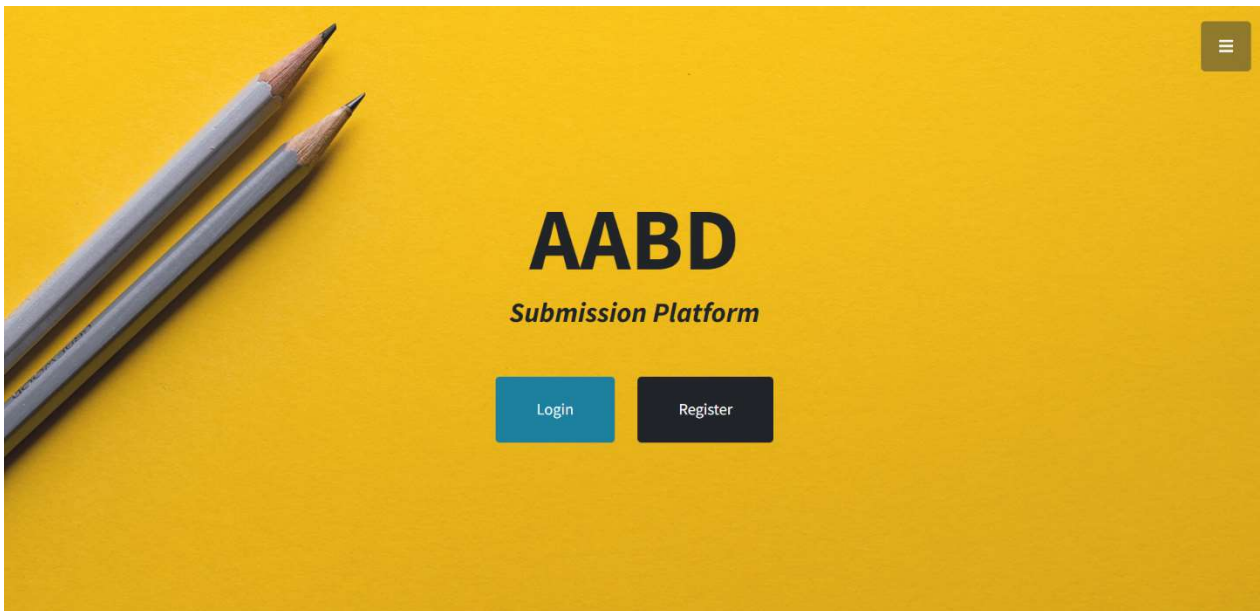
Register

# ABD Submission Platform User Manual ~ Authors & Reviewers ~

First, to access the platform you need to follow this link:

<https://manaschool.net/aabd-journal>

After following the link, you will access the [homepage](#) (Picture 1) of the platform:



Picture 1: Homepage of the platform

You are getting two buttons:

1. [Login](#) : If you are an old user or have already signed up you should use this one to enter the platform
2. [Register](#): If you are a new user or have not signed up you should use this button to register.

By choosing the [Register](#) button, you will get a form you need to fill before accessing the dashboard of the platform.

Home

ACADEMY OF AFRICAN  
**AABD**  
BUSINESS AND DEVELOPMENT

**22ND AABD  
ANNUAL CONFERENCE**

**Call For Papers!**

**Sustainable Development  
Beyond Aid :  
The Focus For Africa?**

**MAY 17-21, 2022**

University of Papers & Abstracts

Create an Account!

First name\* Last name\*

First Name Last Name

Email address\*

Email Address

Institution\*

Your Institution

Choose a password\*

Password

Register Account

Already have an account? Login!

Picture 2: Registration Page

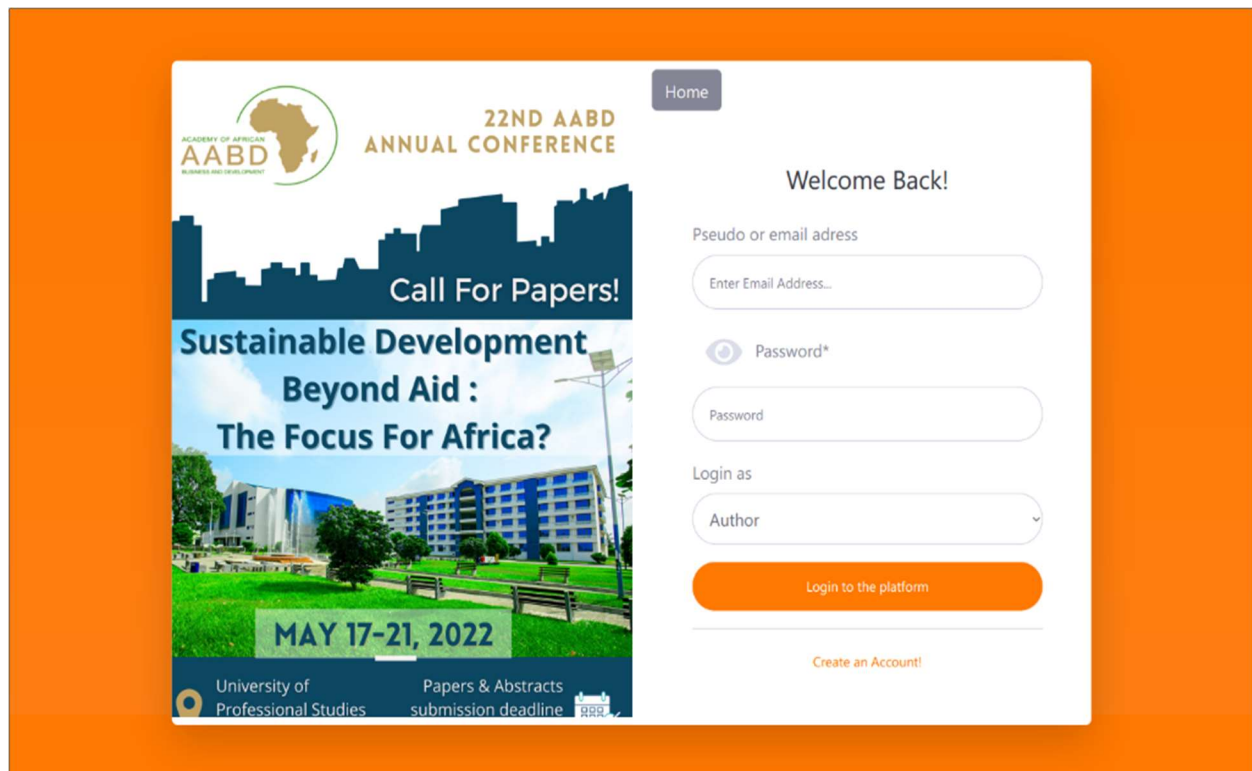
Please pay a particular attention to your **email address** and your **password** because these credentials are needed to log in.

After filling the form, click on the **Register Account** button to validate your registration. You will automatically redirected to the **Login Page** (Picture 3) where you need to type the previous credentials.

After typing your email address and your password, you need to select how you want to log in the platform: as an **Author** or as a **Reviewer**.

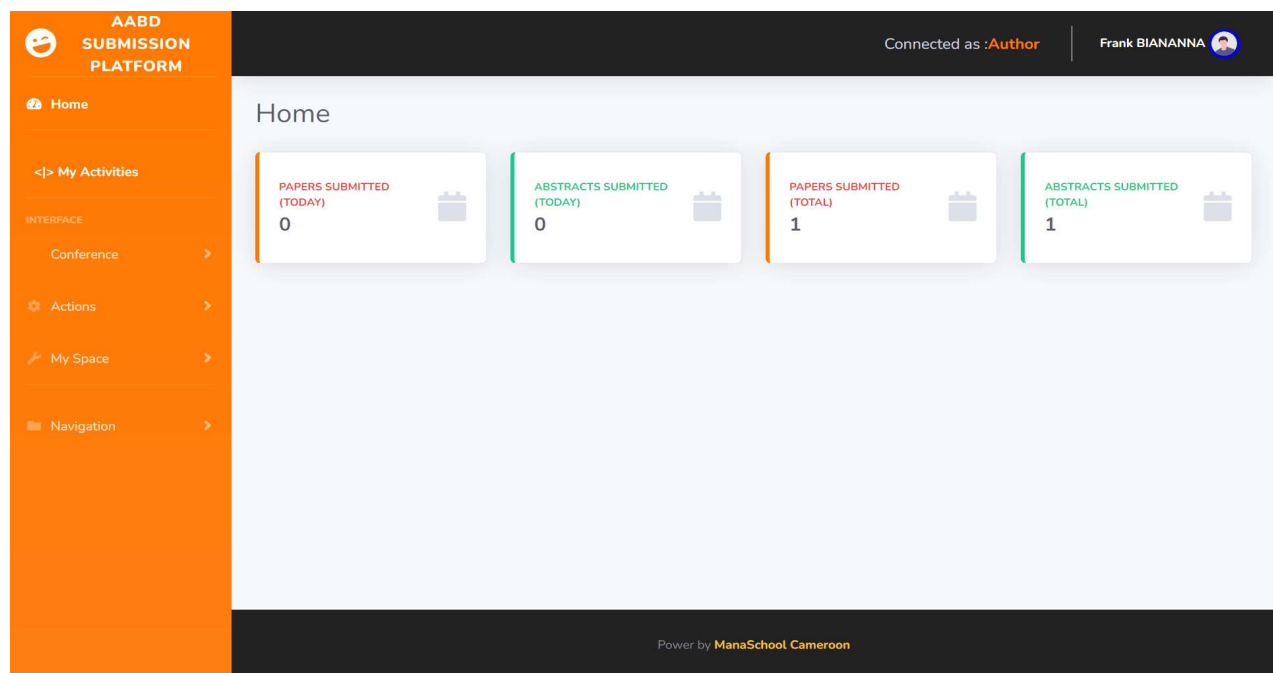
Let us select **Author**.

Click on the [Login to the platform](#) button to validate.

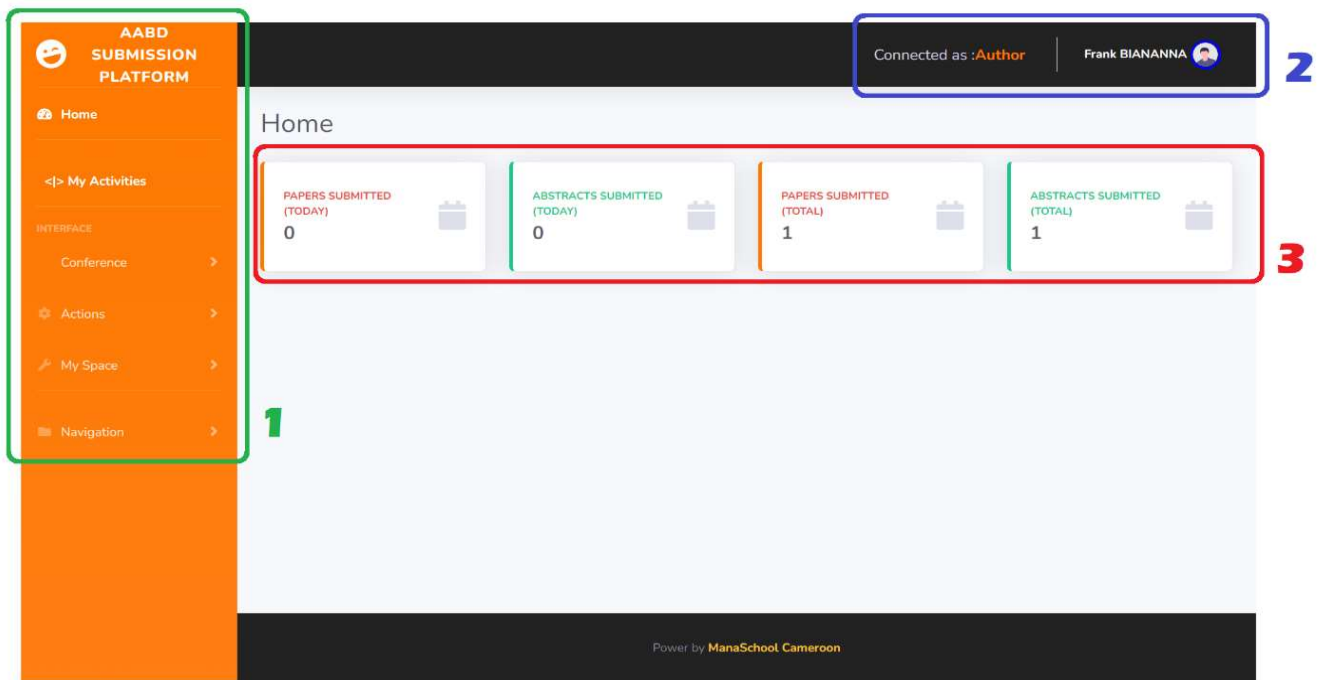


Picture 3: Login Page

Then you discover the homepage of the Dashboard (Picture 4)



Picture 4: Dashboard



Picture 5: The main parts of the dashboard.

As you can see, there are three main parts:

### 1. The sidebar

It contains the main tabs that help you to navigate through the different pages.

The sidebar is divided into six (6) tabs: [Home](#), [My Activities](#), [Conference](#), [Actions](#), [My Space](#) and [Navigation](#).

#### 1.1. [Home](#)

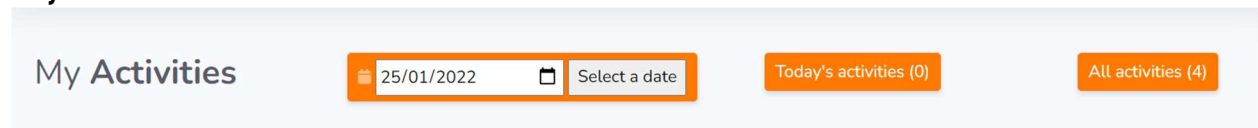
This link lead to the homepage.

#### 1.2. [My Activities \(Figure 6\)](#)

(Figure 6)

This link leads to a page where you can see all operations you made into the platform.

When you access the page, it presents you automatically the activity of the current day.



Therefore, you can select a particular date to see the whole activity of this particular day. To do this:

- Click on the [calendar icon](#) to choose a date
- Click on the [“Select a date”](#) button to validate.

When you can select a date different than the current day, you can come back to it by clicking on the [“Today's activities”](#) button.

You can also see the [whole activity](#) since you first day into the platform, click on the [“Today's activities”](#) button.

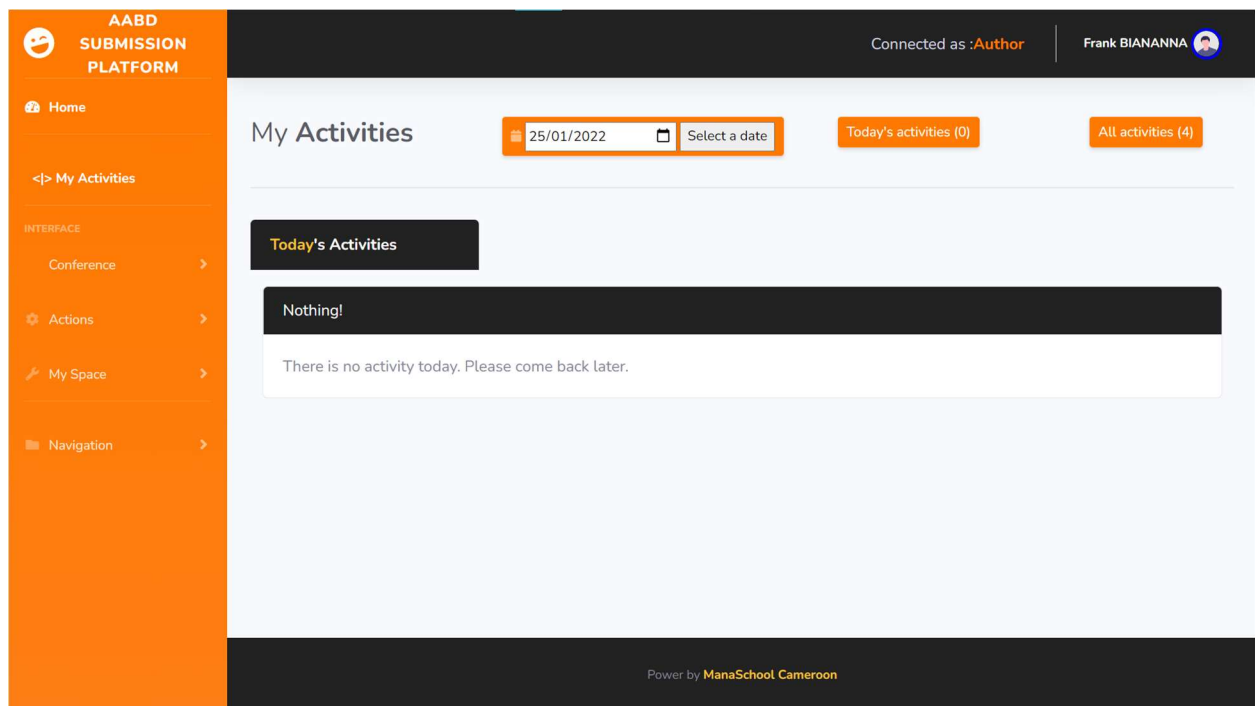
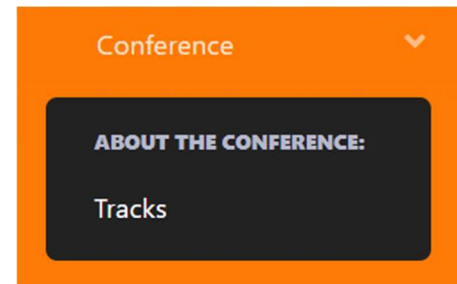


Figure 6: The “My Activities” page – Today’s summary

1.3. Conference: this tab contains a link named “Tracks”



The link “Tracks” leads to a page that lists the 14 different tracks of the conference and a brief description.

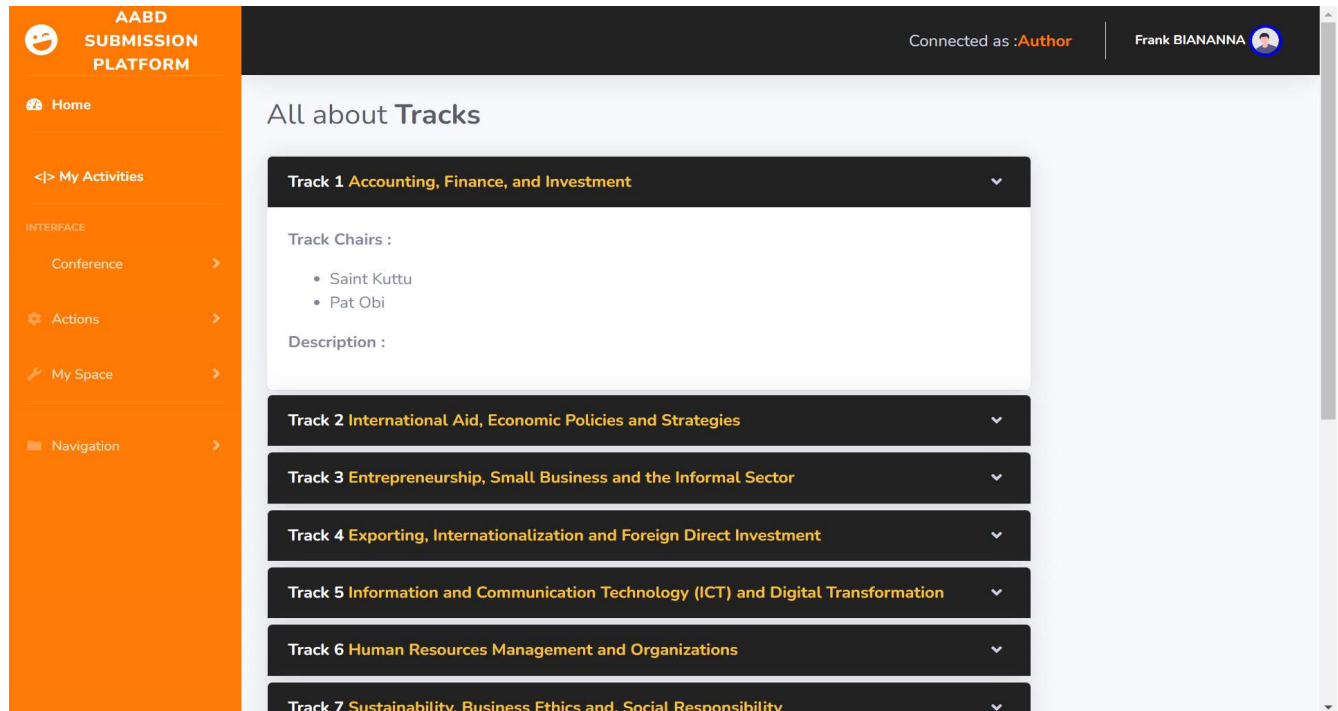
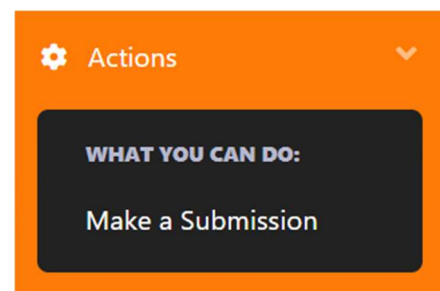


Figure 7: The “All about Tracks” page

1.4. Actions: this tab contains a link named “Make a Submission”



The link “Make a submission” leads to a page where you can fill a form with information about your submission.





AABD  
SUBMISSION  
PLATFORM

- Home
- <|> My Activities
- INTERFACE
  - Conference >
  - Actions >
  - My Space >
  - Navigation >

Connected as :Author

Frank BIANANNA

## Make a Submission

Instructions for the Authors

Please Fill all fields before clicking on the submit button.  
Pay a particular attention on the **Co-authors**

### Submission Form

Please read instructions (up there) before filling this form.

Your name

Your email address

Your institution

Frank BIANANNA

frankbiananna@gmail.com

Select the Track

TRACK 1 : ACCOUNTING, FINANCE, AND INVESTMENT

The title of the Submission

The type of submission

Title of the submission

Full Paper

Resume

Select the file

Write a summary of your submission

Choose File

No file chosen

#### Co-Authors Info

Name co-author N°1	Email address	Institution
Name co-author N°2	Email address	Institution
Name co-author N°3	Email address	Institution
Name co-author N°4	Email address	Institution
Name co-author N°5	Email address	Institution

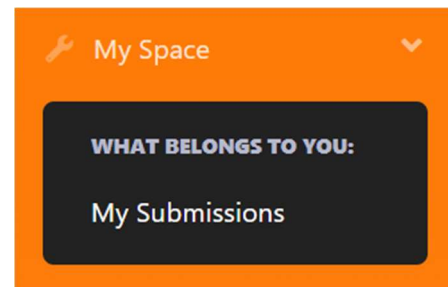
Make your submission

Power by ManaSchool Cameroon

Figure 8: “Make a Submission” page

As you can see, you need to fill the form to submit your submission.

1.5. My Space: this tab contains a link named “My Submissions”



The link “My Submissions” leads to a page that lists the different submissions made by the logged author.

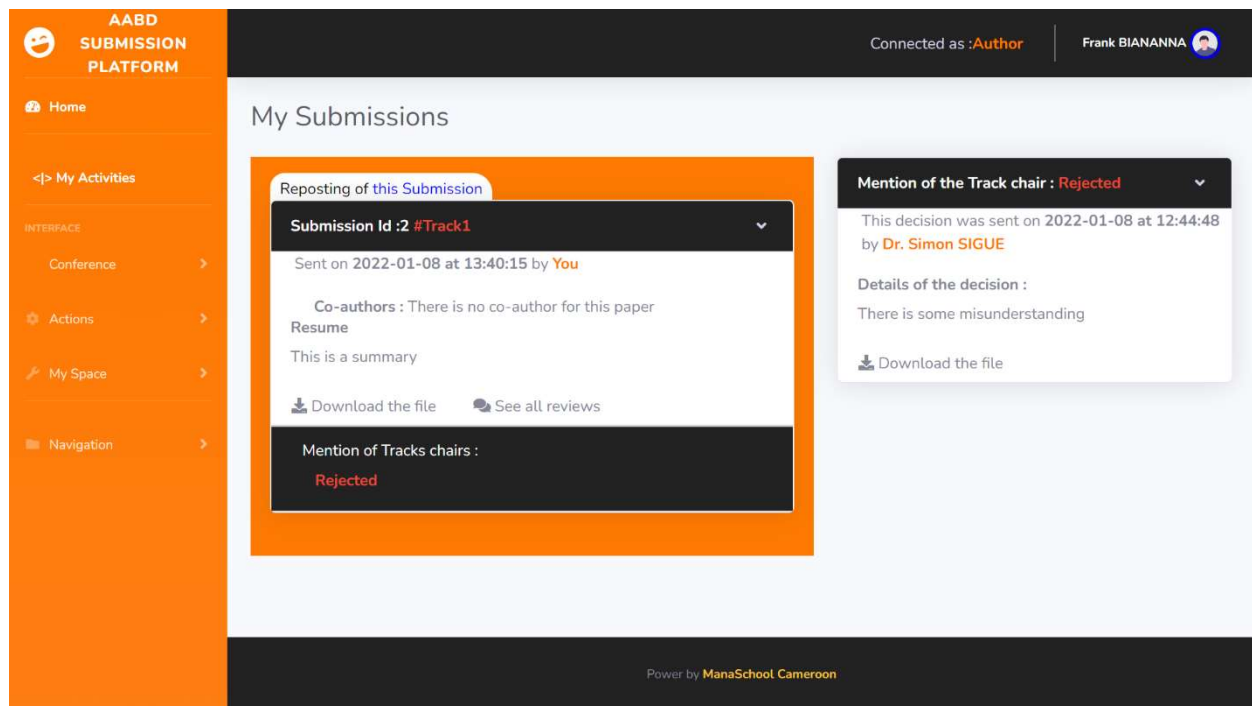


Figure9: “My Submissions” page

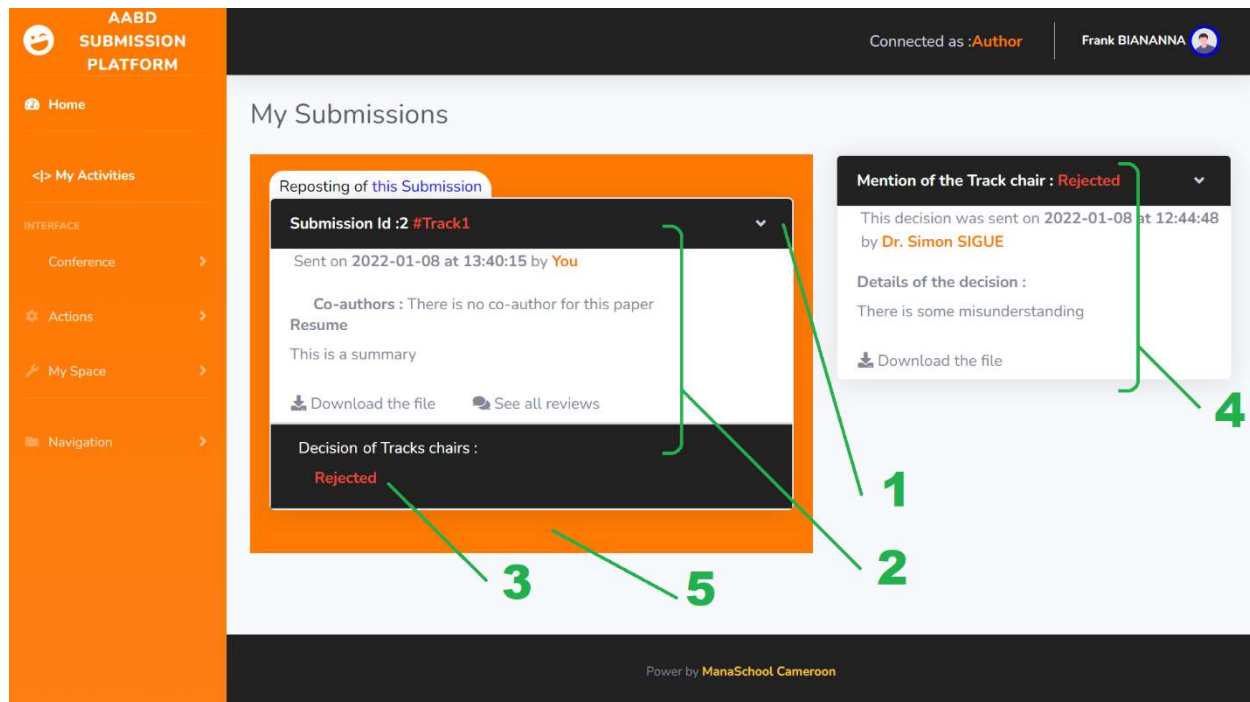


Figure9: “My Submissions” page’s details

Details:

1- The submission’s number

2- Details of the submission

It contains the date of the submission, the name of the author of the submission, the coauthors, and the summary.

You can download the file you sent with the submission with the “[Download the file](#)” button.

3- Decision of the Track Chair

It can be Pending (waiting the treatment of the track chair), **Rejected**, **Accepted**, **Need a Revision** (When you have to post another submission for this one).

Note: When you submission has an orange background, it means that this submission is replacing another one.

4- Details of the Track Chair’s Decision

This frame contains some details about the decision of the track chair:

- The date of the decision.

- The name of the person who decided for the submission.
- A brief summary of the decision
- The file sent with the decision.

### 5- A particular Background

This orange background means this submission is replacing another one.

#### 1.6. Navigation tab

It allows you to access three pages:

##### a- [Main Home](#)

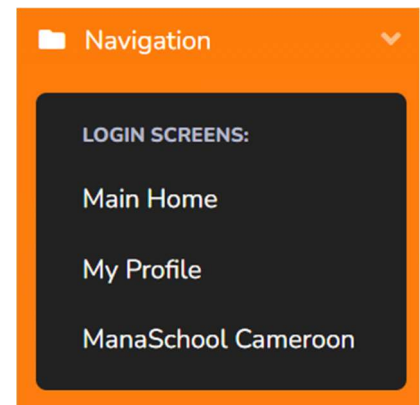
This link leads to the homepage, which is described up there.

##### b- [My Profile](#)

It is a page your personal information are displayed.

##### c- [ManaSchool Cameroon](#)

The official site of the agency, which developed this platform



## THE PROFILE PAGE

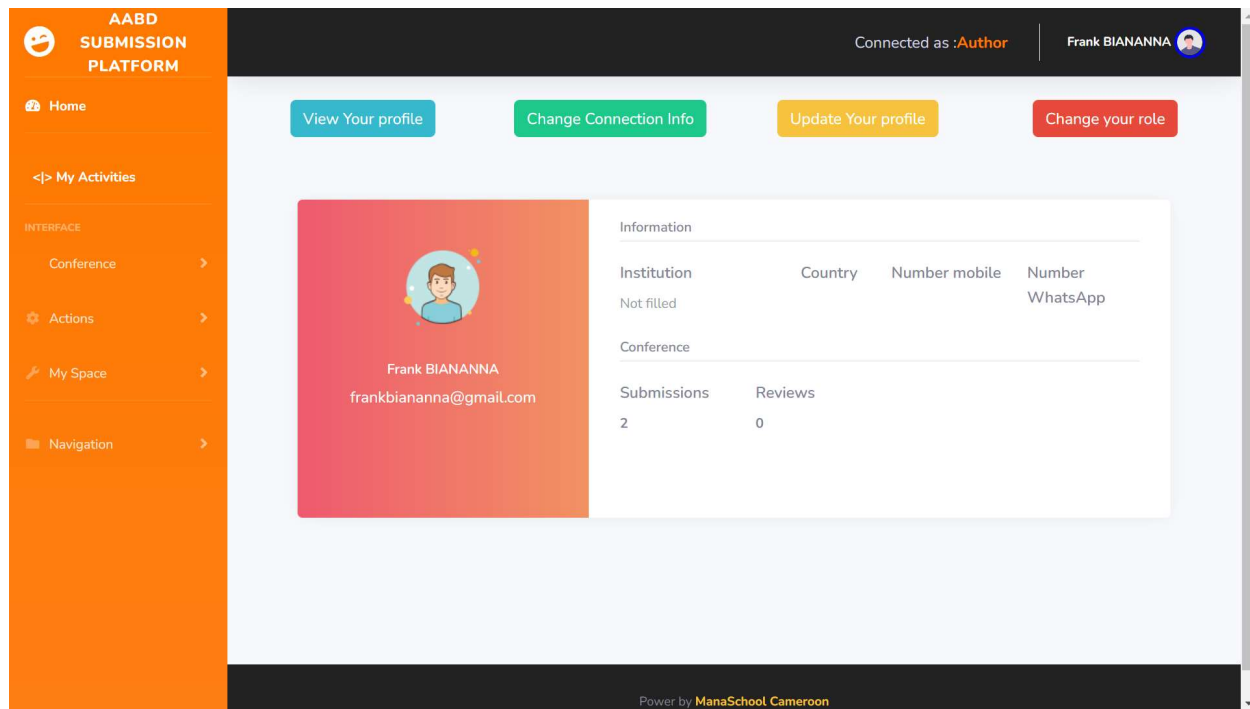


Figure 10: Profile Page

There four mains tabs in this page.

#### a- View Your Profile

You see all your information.

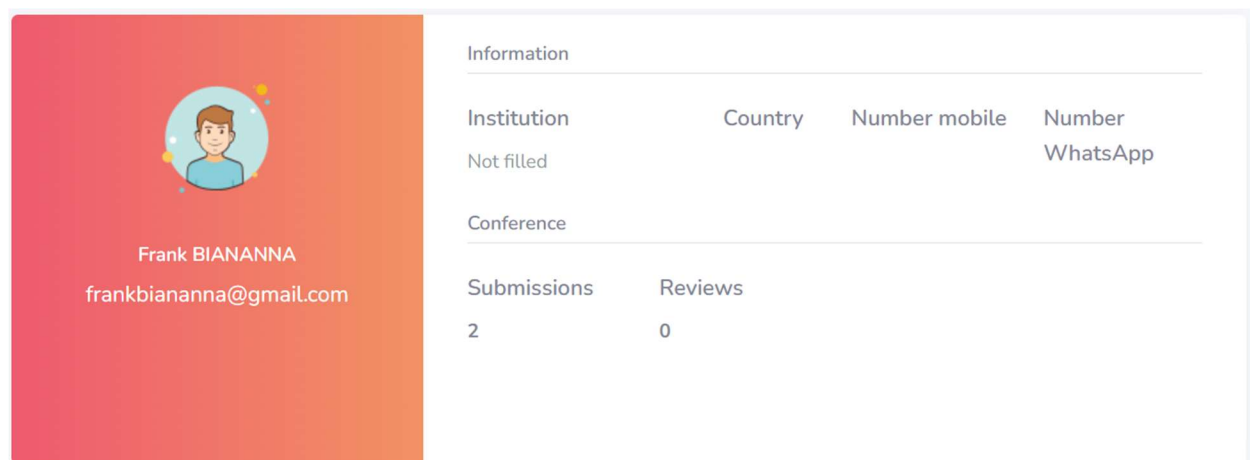
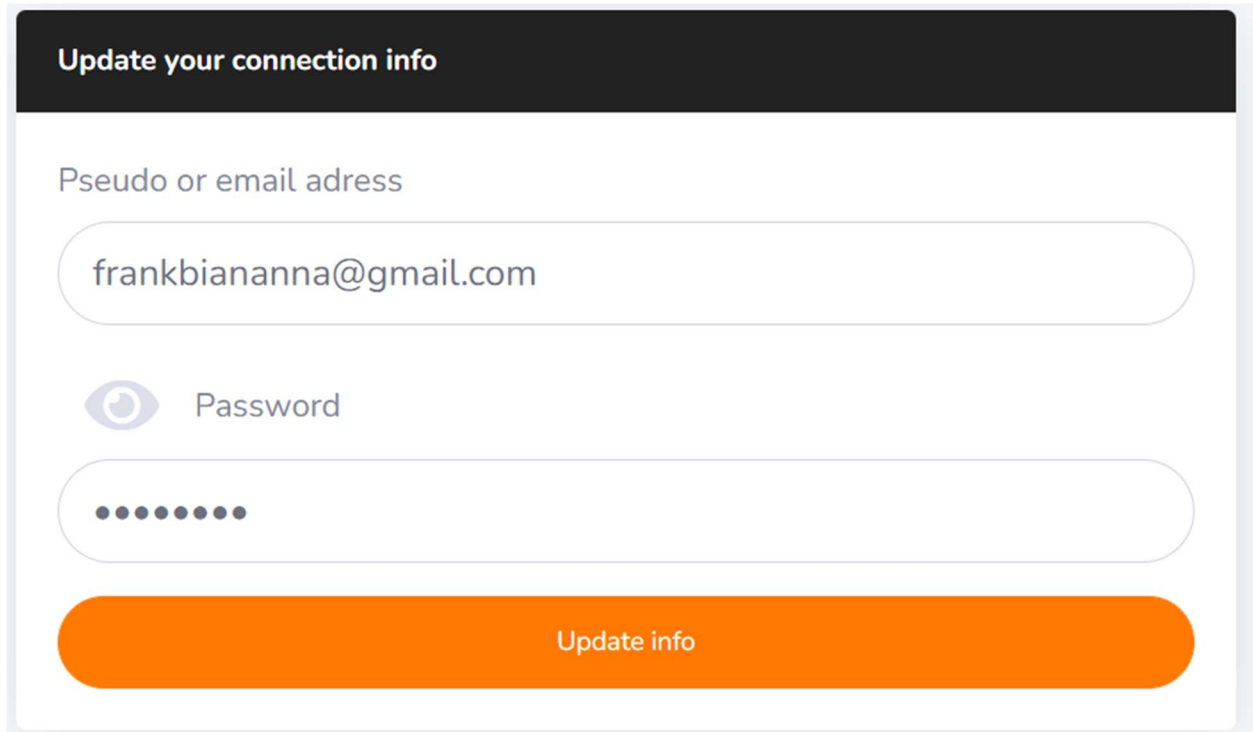


Figure 11: Info zone

### b- Change Connection Info

[Change Connection Info](#)

Here you can change your [email address](#) and your [password](#).



Update your connection info

Pseudo or email adress

frankbiananna@gmail.com

Password

Update info

Figure 12: Updating connection info panel

### c- Update Your Profile

[Update Your profile](#)

Here you can update all information of your account:

Figure 13

**Update your Profile**

First name

Frank

Your Last name

BIANANNA

Your institution (e.g. University)

Your mobile number

Your whatsapp number

Your Country

A small bio

i am a programmer

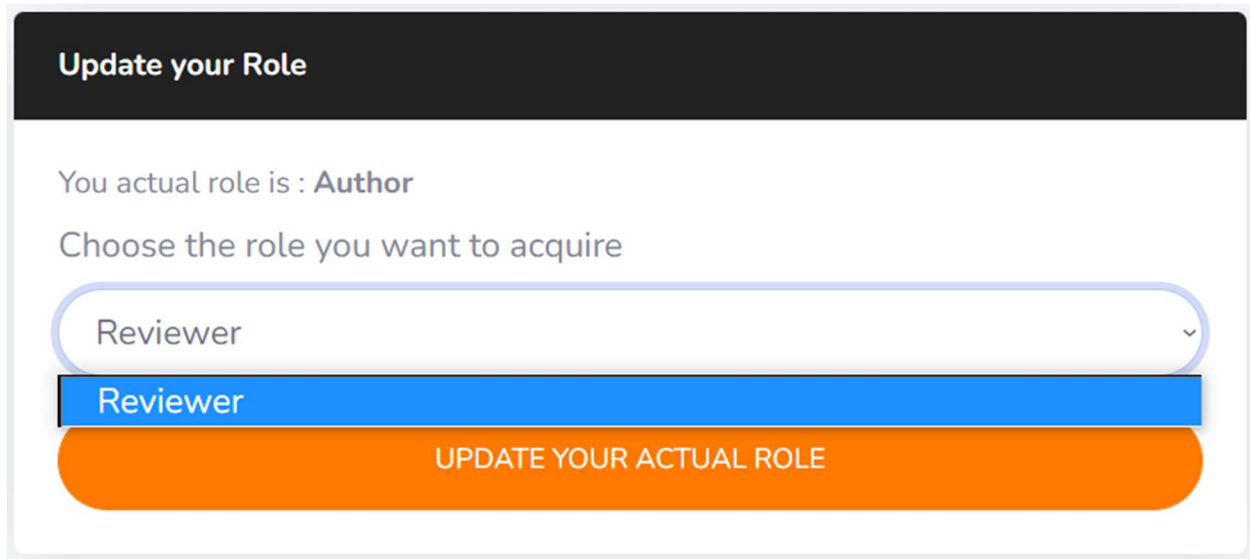
Update your profile

**Figure 13: "Update your profile" form**

#### d- Change your role

Change your role

Here you can change the role into the platform.



**Update your Role**

You actual role is : **Author**

Choose the role you want to acquire

Reviewer

Reviewer

UPDATE YOUR ACTUAL ROLE

Figure 14: "Change your Role" form

There are four principal role into the platform:

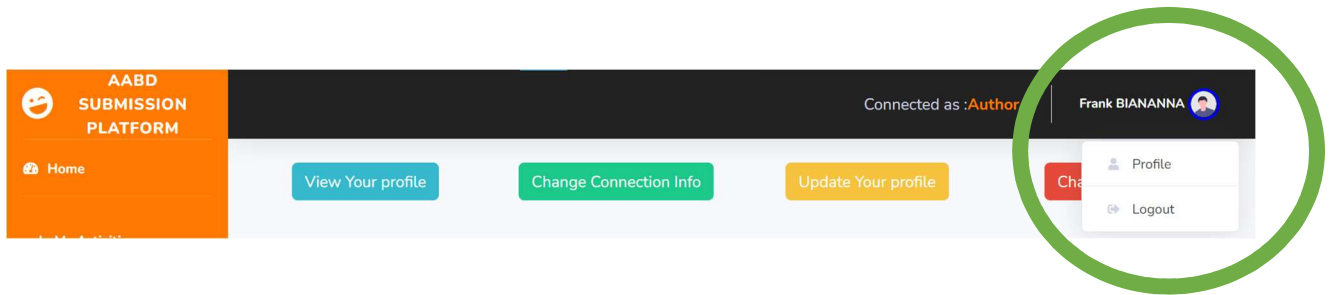
- **Author:** It is a person who gets the ability to send submissions. So globally, he can make a submission and see the decision of track chair for all submissions he sent.
- **Reviewer:** It a person who gets the ability to bring a review about a submission. He gets this ability from a Track chair by invitation.
- **Track Chair:** It a manager of a Track. Therefore, he can see all submission concerning his track. It is the one who decided about a submission and it is also the one who invites another people to send a review.
- **Conference administrator:** It is the manager of the system. His role is to assure that the platform is running well

Note: You can see your Role status at the top bar.





At the top bar, you can also [access your profile](#) page and you can [log out the platform](#) by [clicking on your name](#).



From the [Figure 15](#) Let's change our role From [Author](#) to [Reviewer](#)

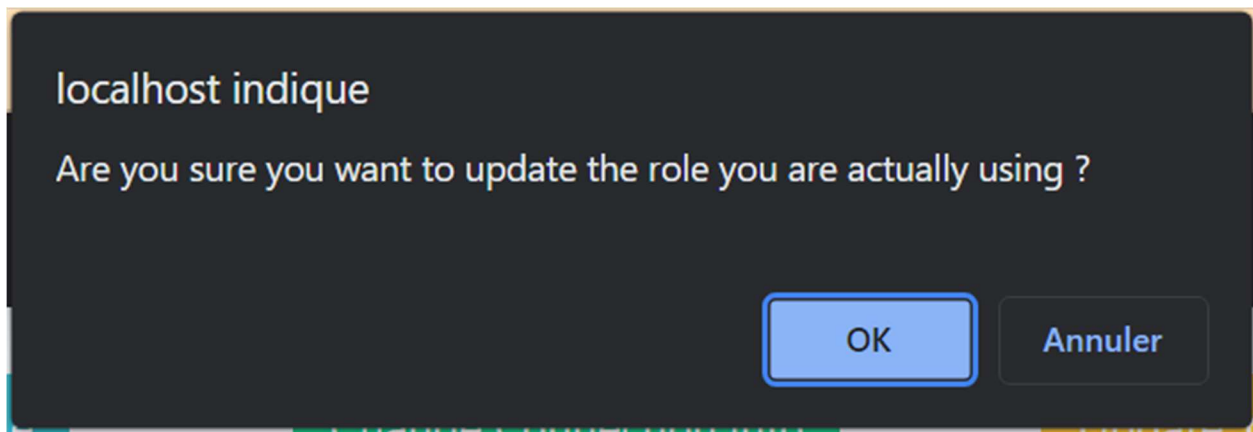


Figure 15: Warning about changing role

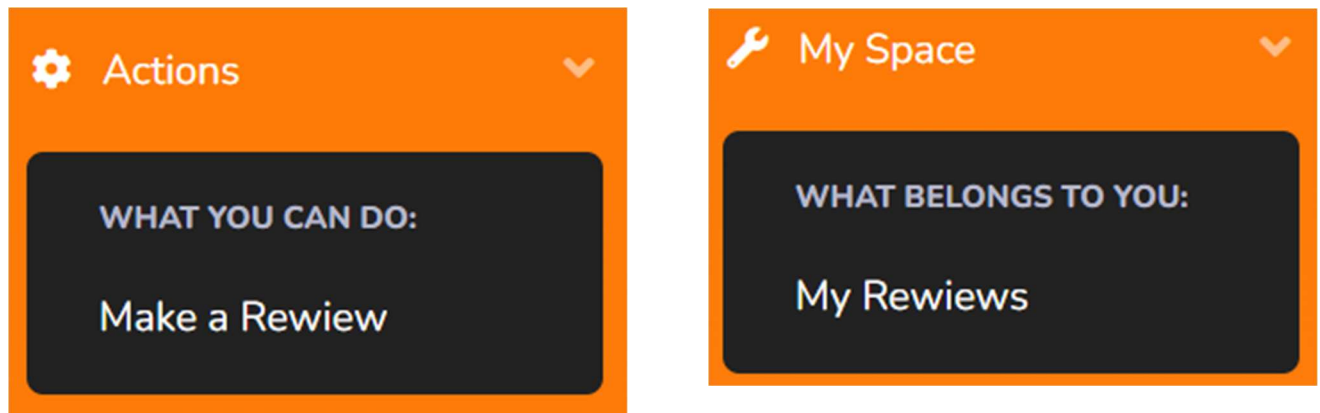
## REVIEWER MODE

There is a small difference from the Author Mode and Reviewer Mode



The ring which surrounds the profile picture has changed.

In the **Reviewer Mode**, the interface is quite similar than **Author Mode**. The real difference is the side bar especially at the level of **Actions** and **My Space** tab.



### 1) Make a Review

This link leads to a page where you could send a review about a submission where you have been invited before by a Track Chair.

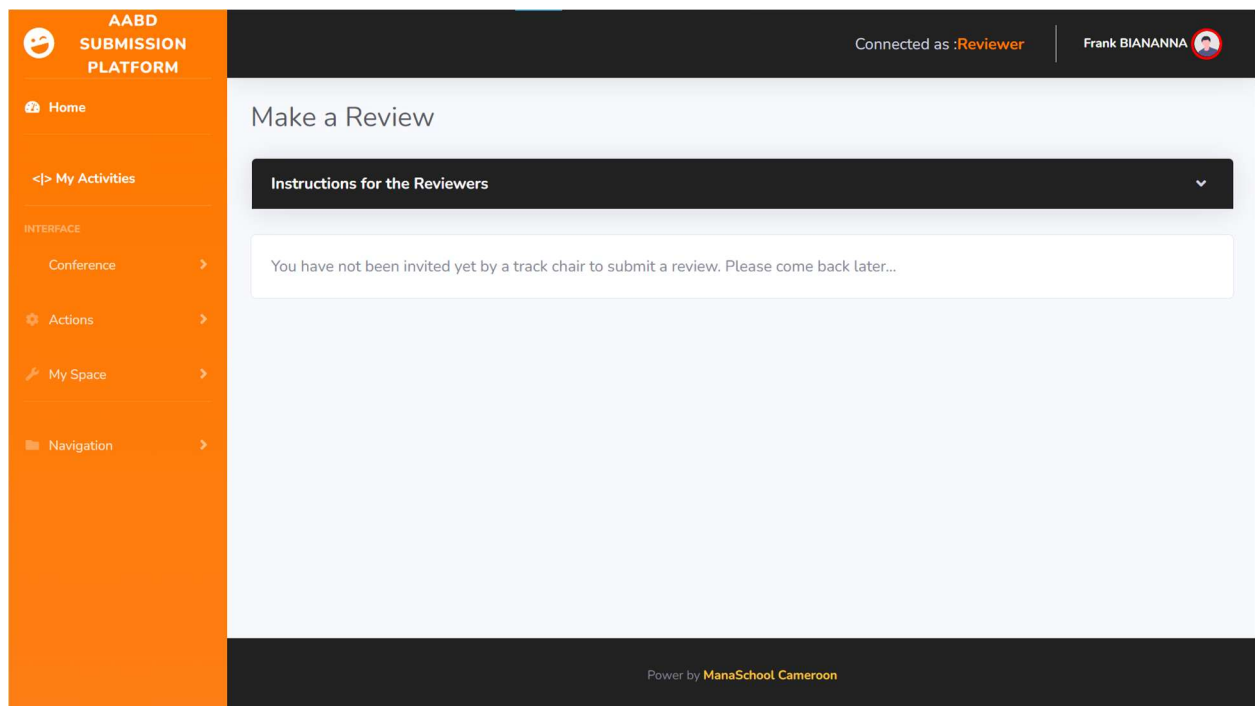


Figure 16: an empty **“Make a Review”** page

The previous page shows the state when you have not been invited by a track chair to submit a review.

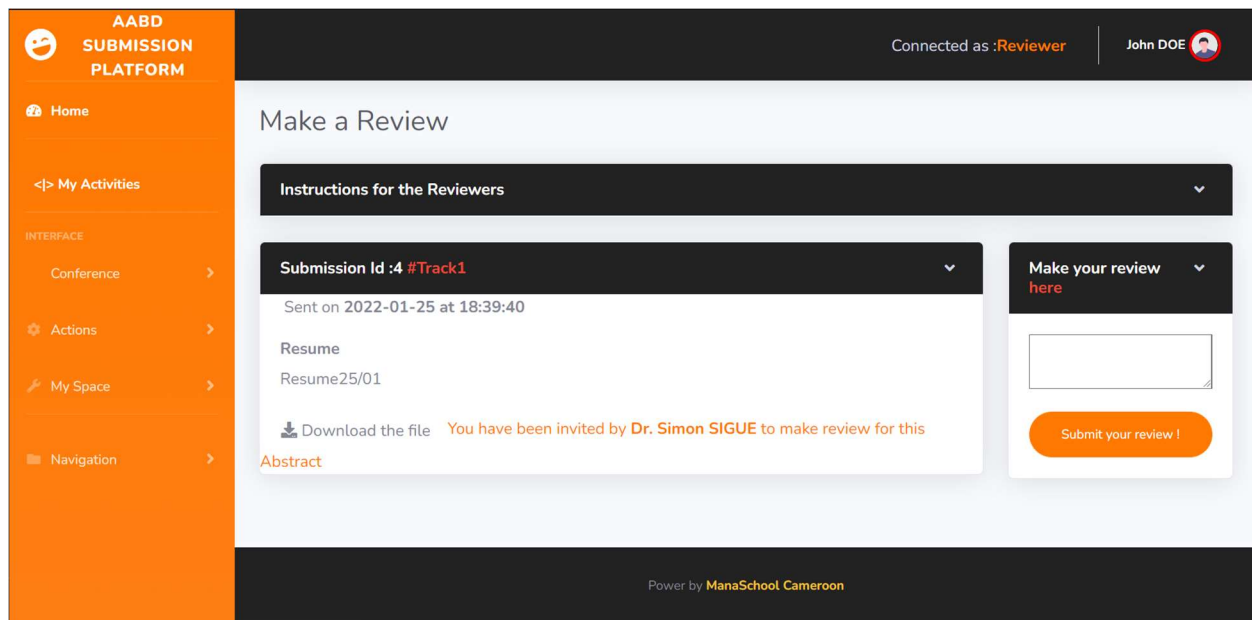


Figure 17 : “Make a Review” page with an invitation to reviewer.

## 2) My Reviews

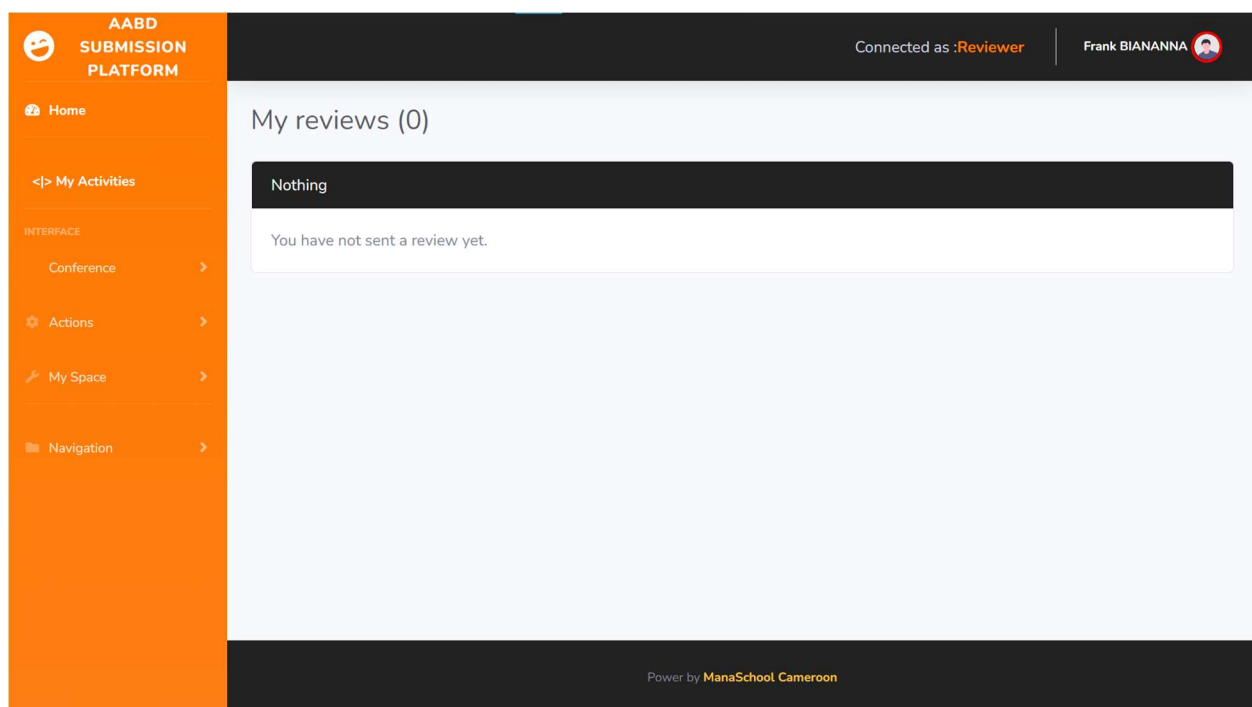


Figure 18: an empty “Make a Review” page

The previous page shows the state when you have not been invited by a track chair to submit a review.

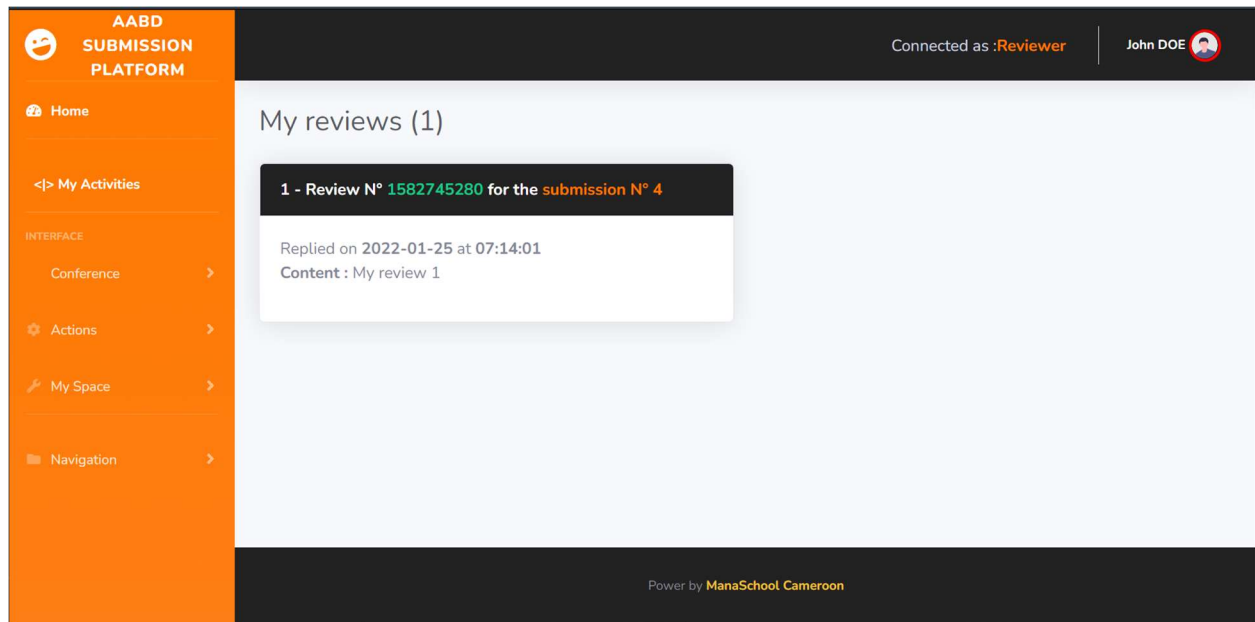


Figure 19 : “Make a Review” page with an invitation to reviewer