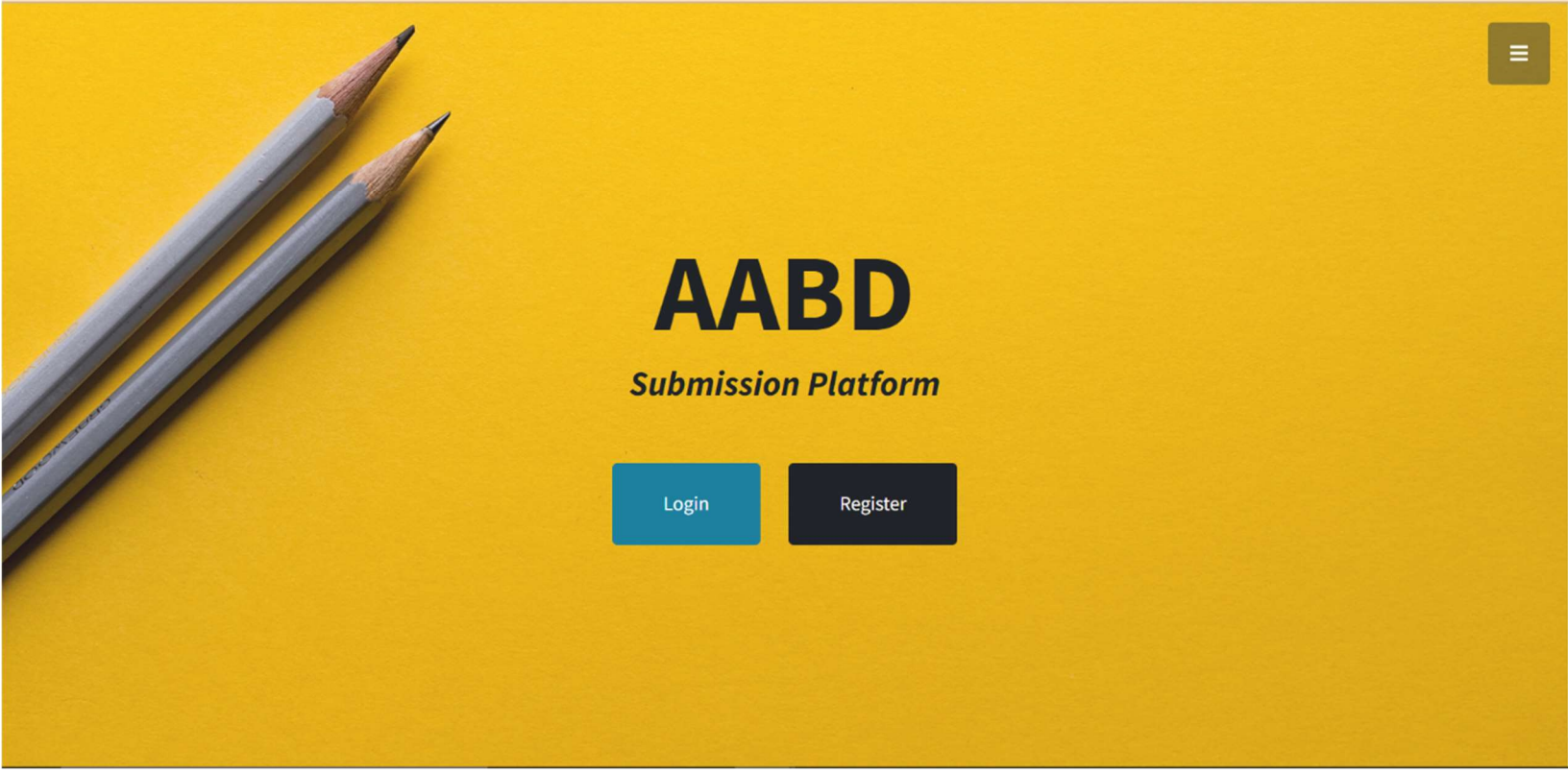


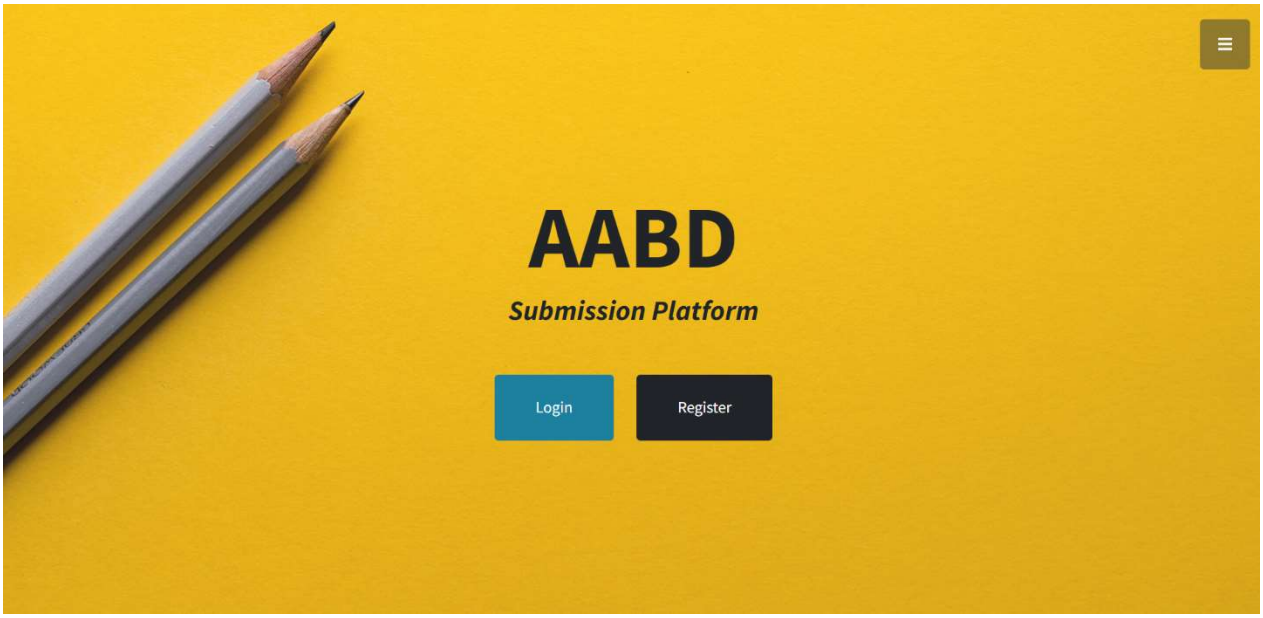
ABD Submission Platform User Manual

~ 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:

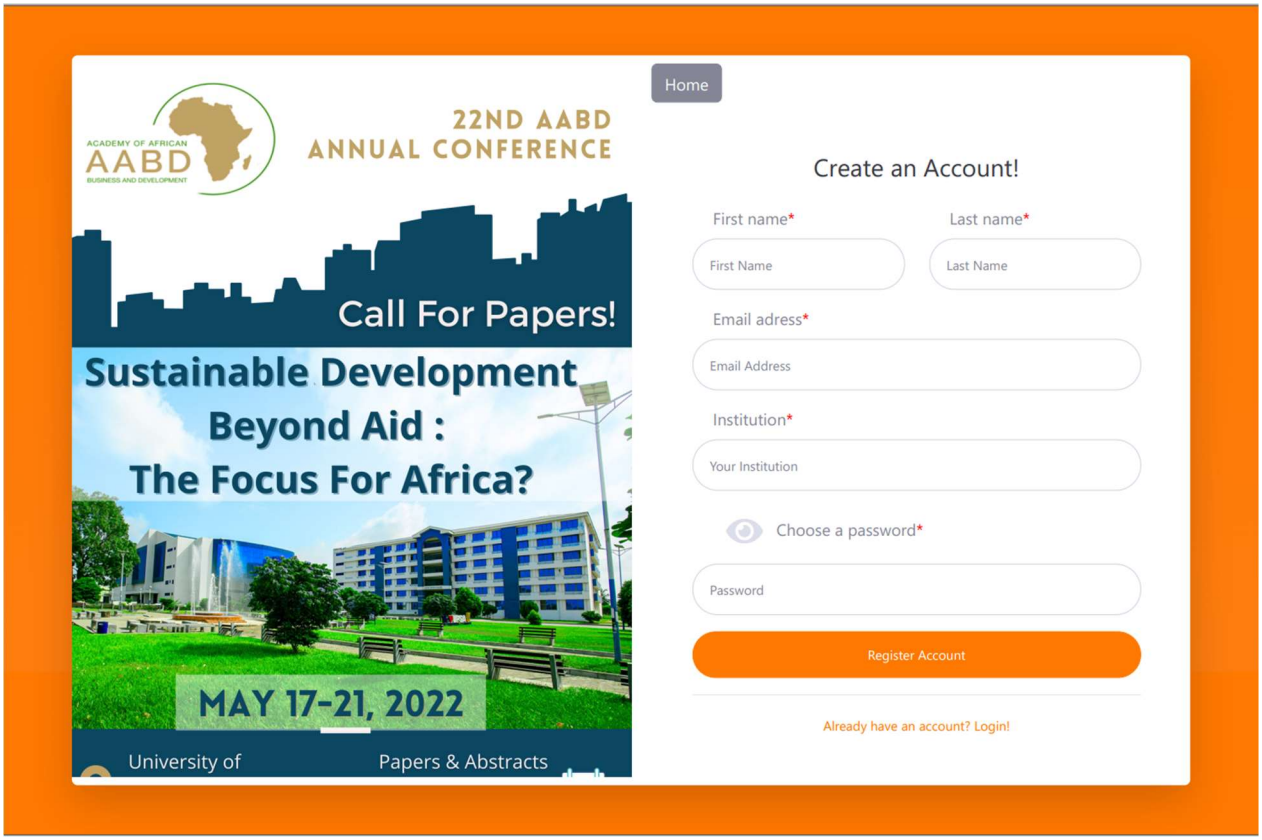


Picture 1: Homepage of the platform

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.



Picture 2: Registration Page

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

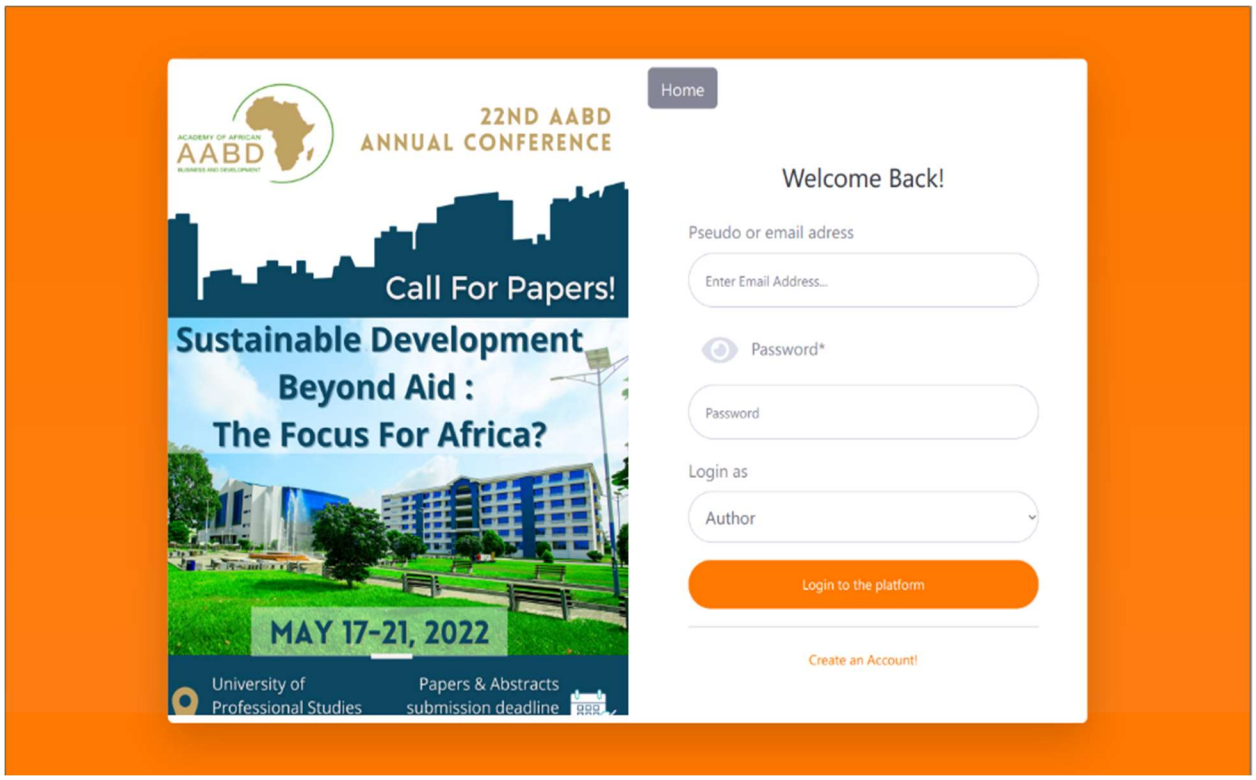
After filling the form, click on the Register Account button to validate your registration.

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.

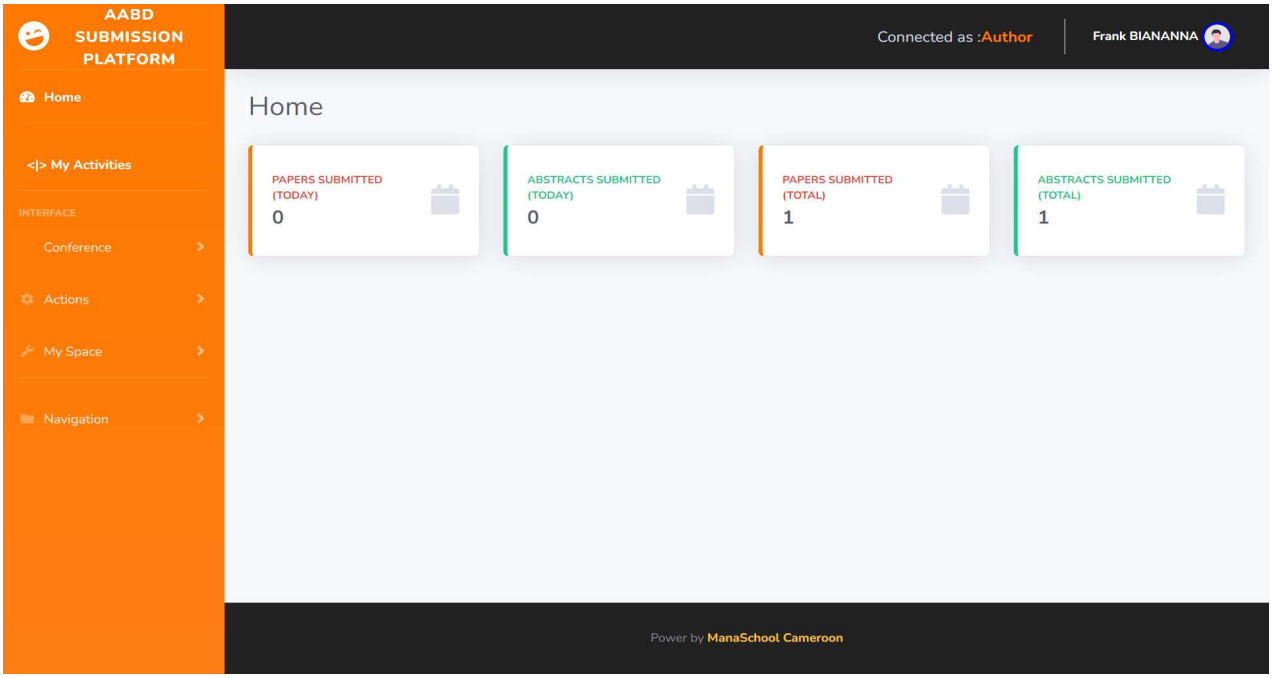
Let us select Author.

Click on the Login to the platform button to validate.

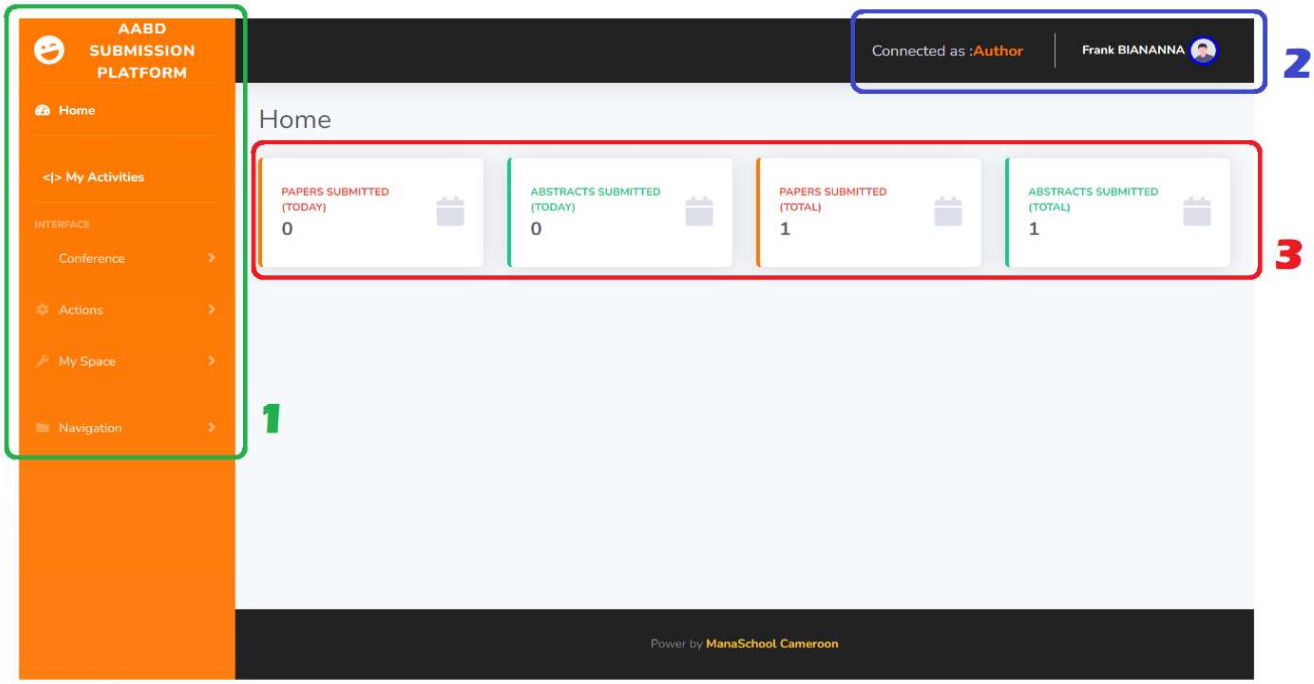


Picture 3: Login Page

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

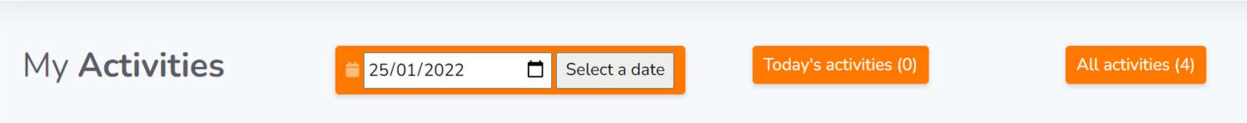
This link lead to the homepage.

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, its 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.

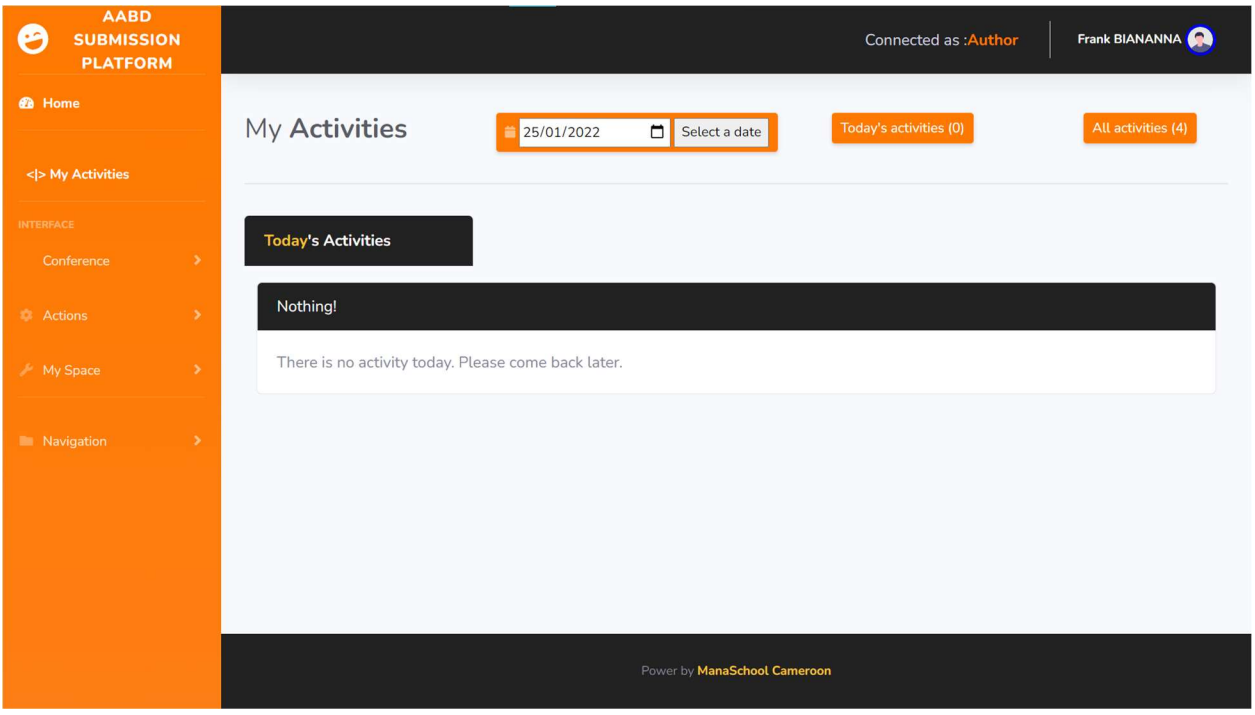
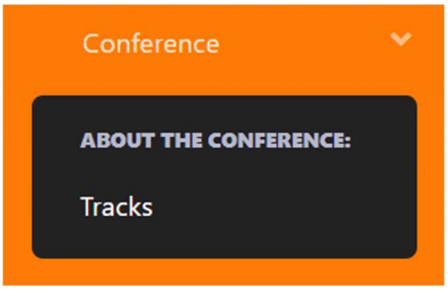


Figure 6: The "My Activities" page – Today's summary

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.

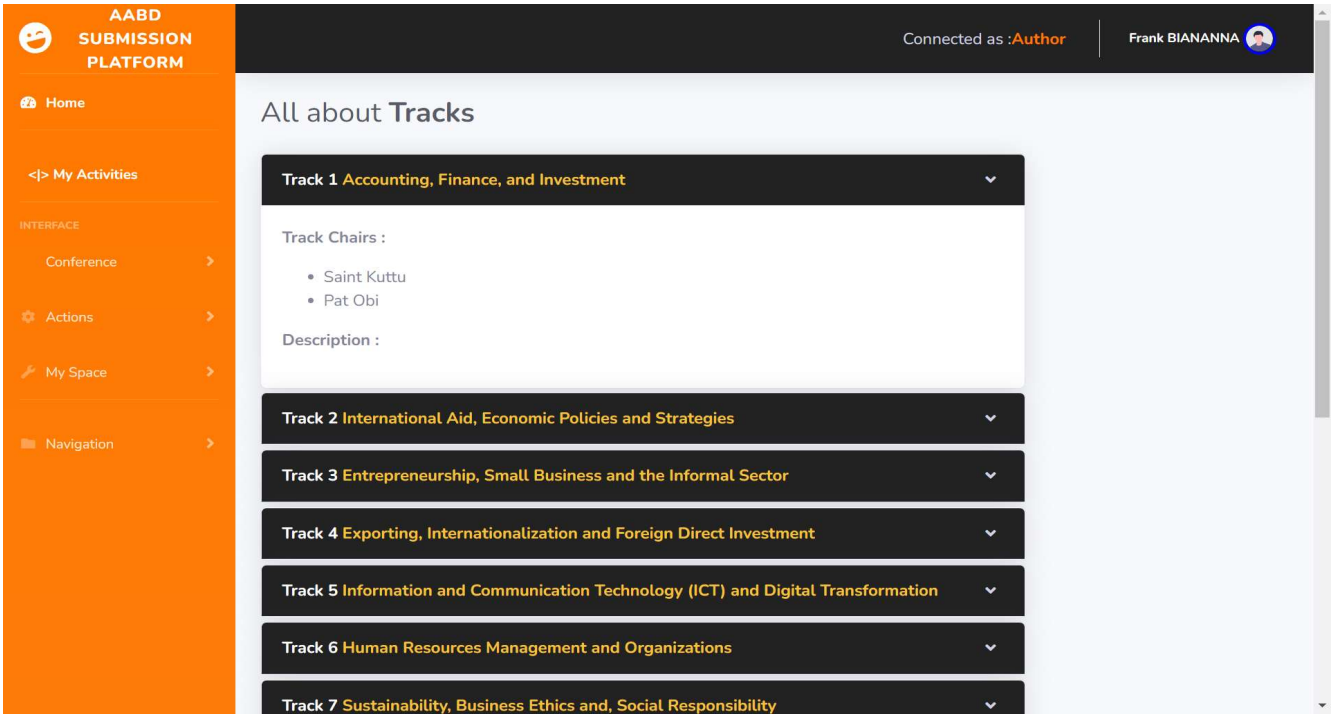
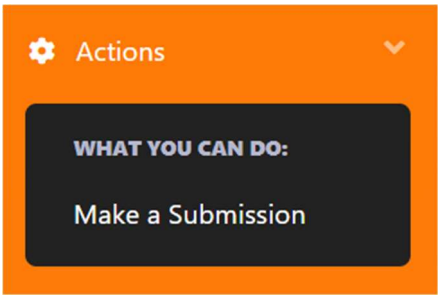


Figure 7: The "All about Tracks" page

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.

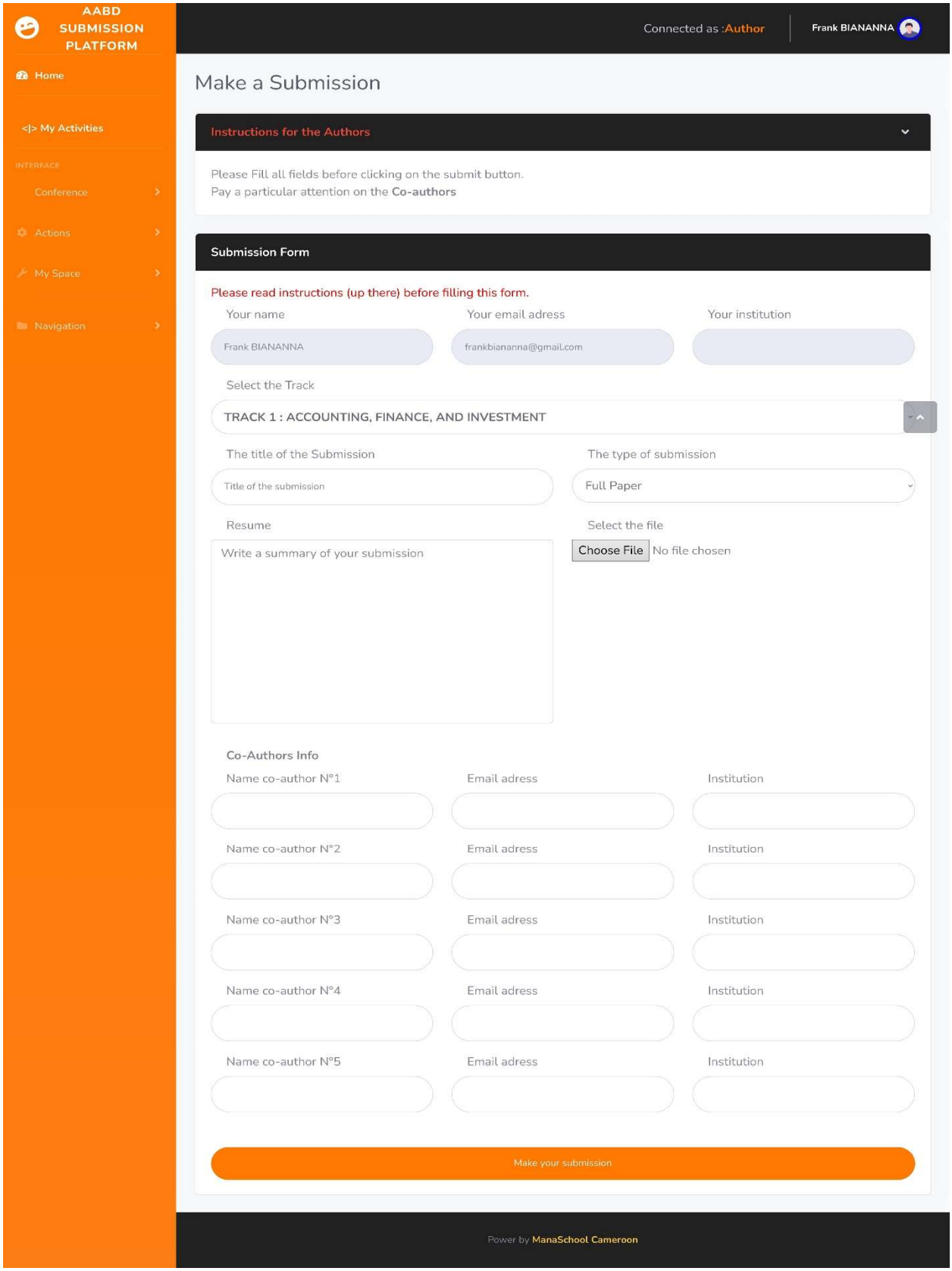
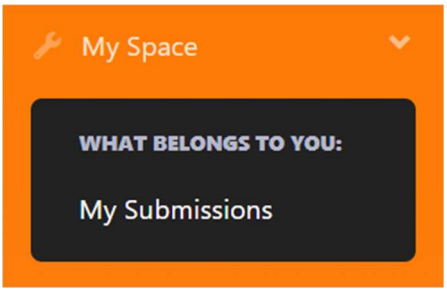


Figure 8: "Make a Submission" page

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

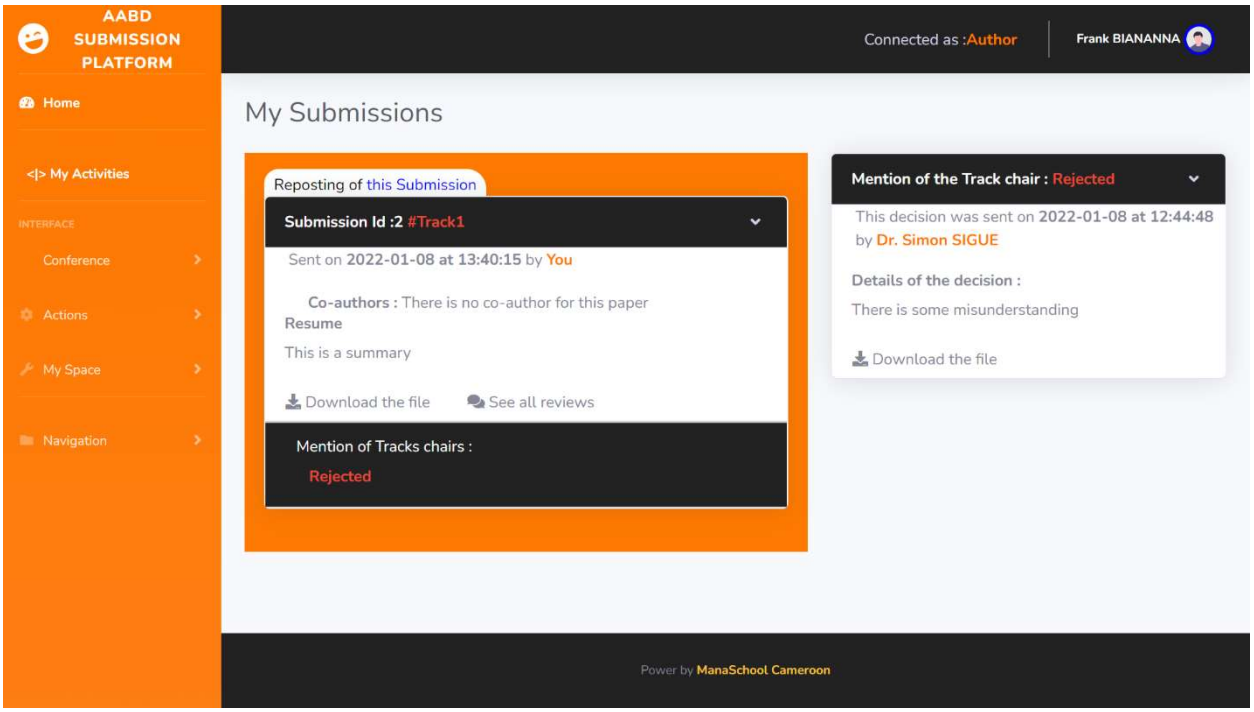


Figure9: "My Submissions" page

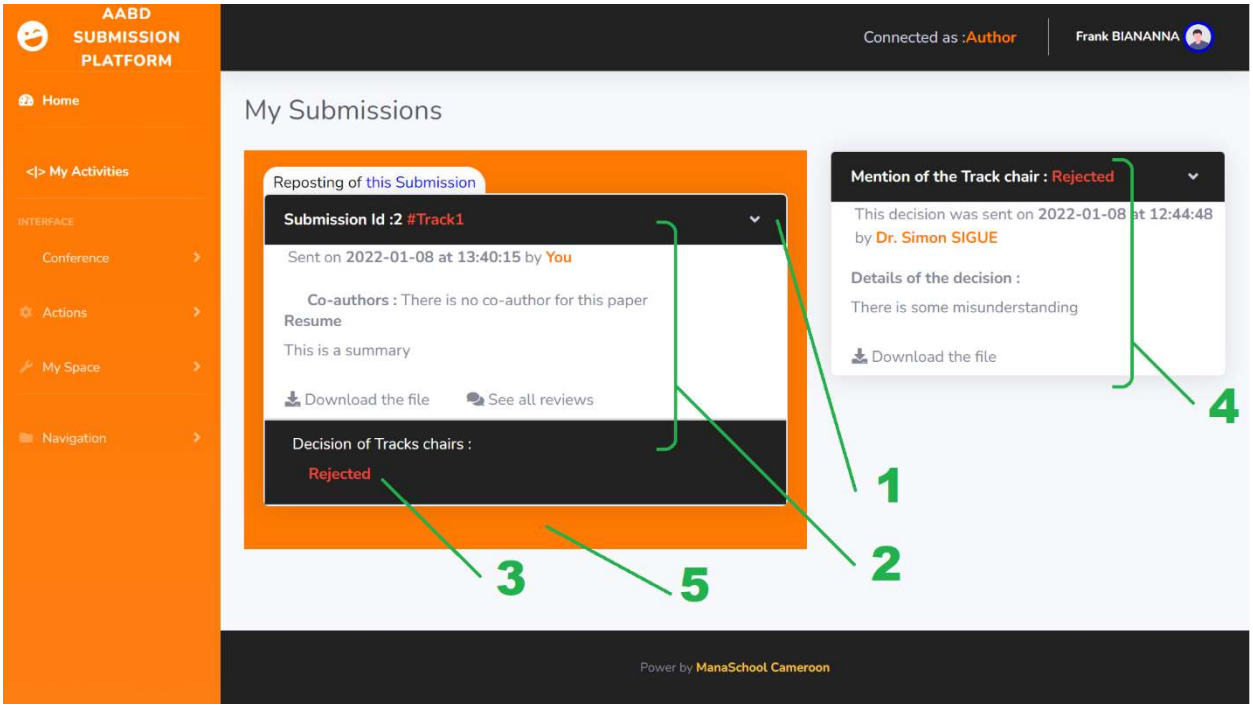


Figure9: "My Submissions" page's details

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.**

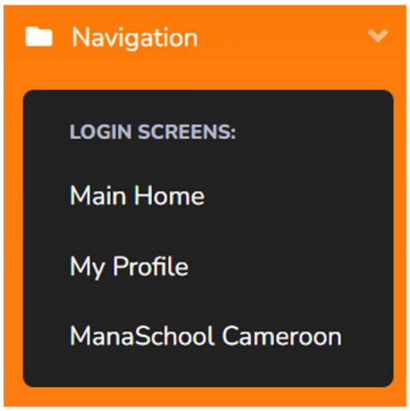
- The name of the person who decided for the submission.
- A brief summary of the decision
- The file sent with the decision.

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

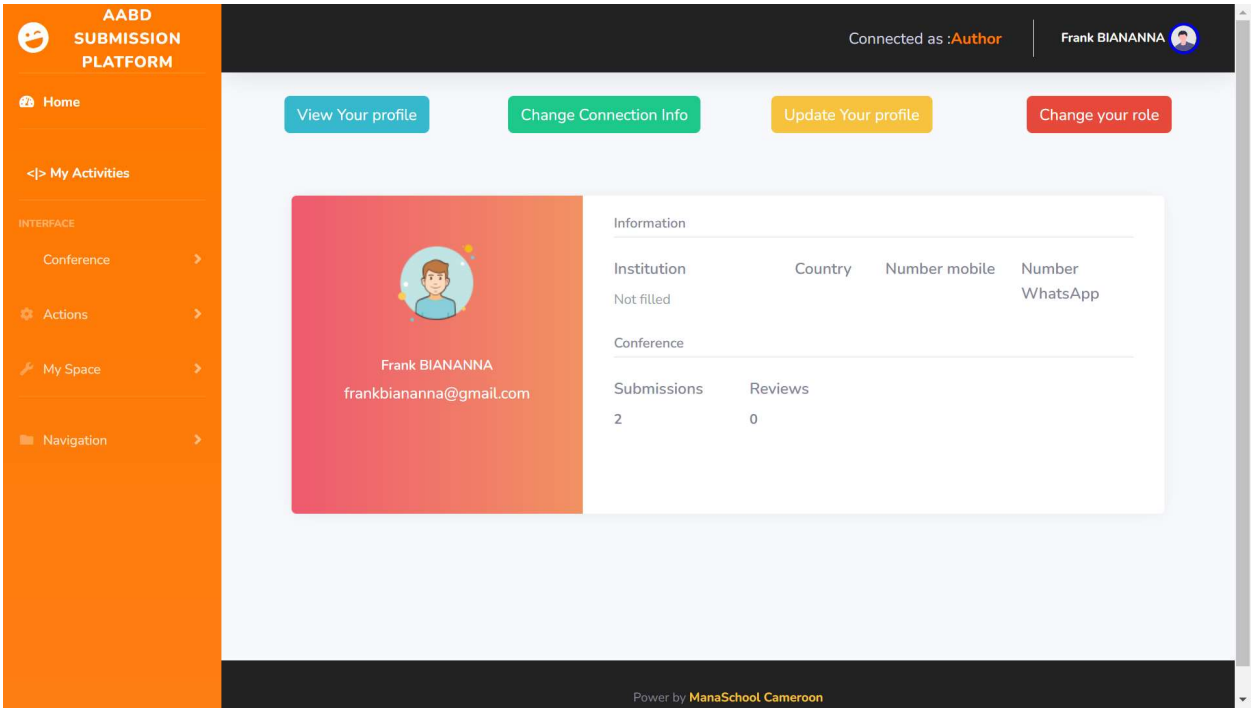
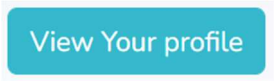


Figure 10: Profile Page

There four mains tabs in this page.

a- View Your Profile

You see all your information.



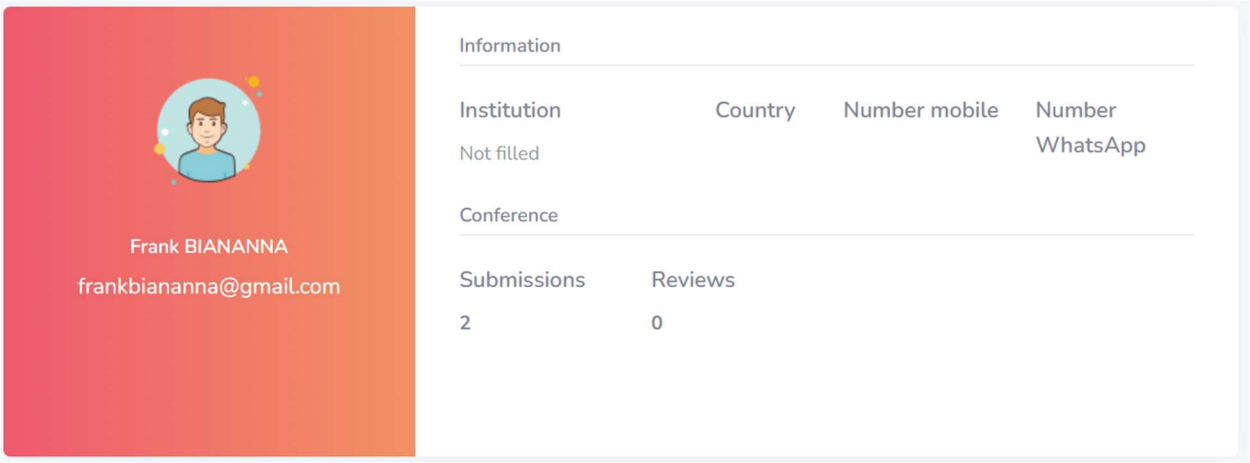
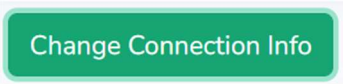


Figure 11: Info zone

b- Change Connection Info



Here you can change your email address and your password.

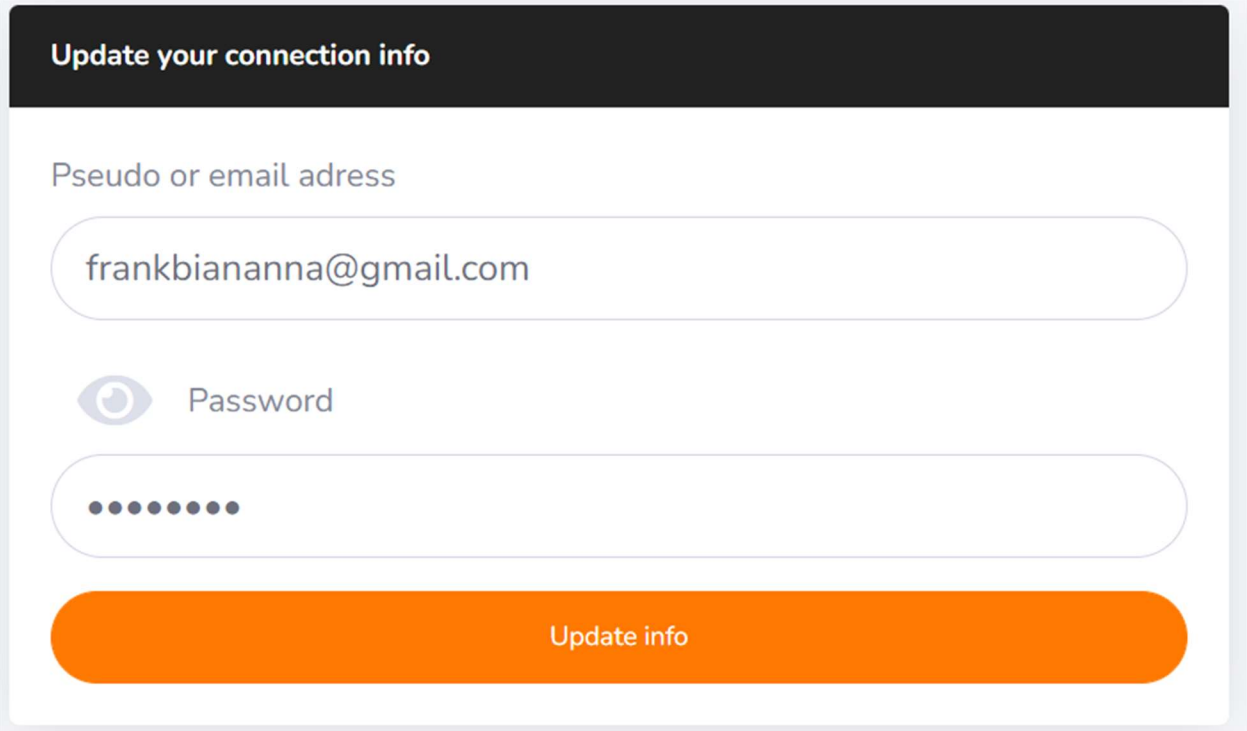


Figure 12: Updating connection info panel

c- Update Your Profile

Here you can update all information of your account:

Figure 13

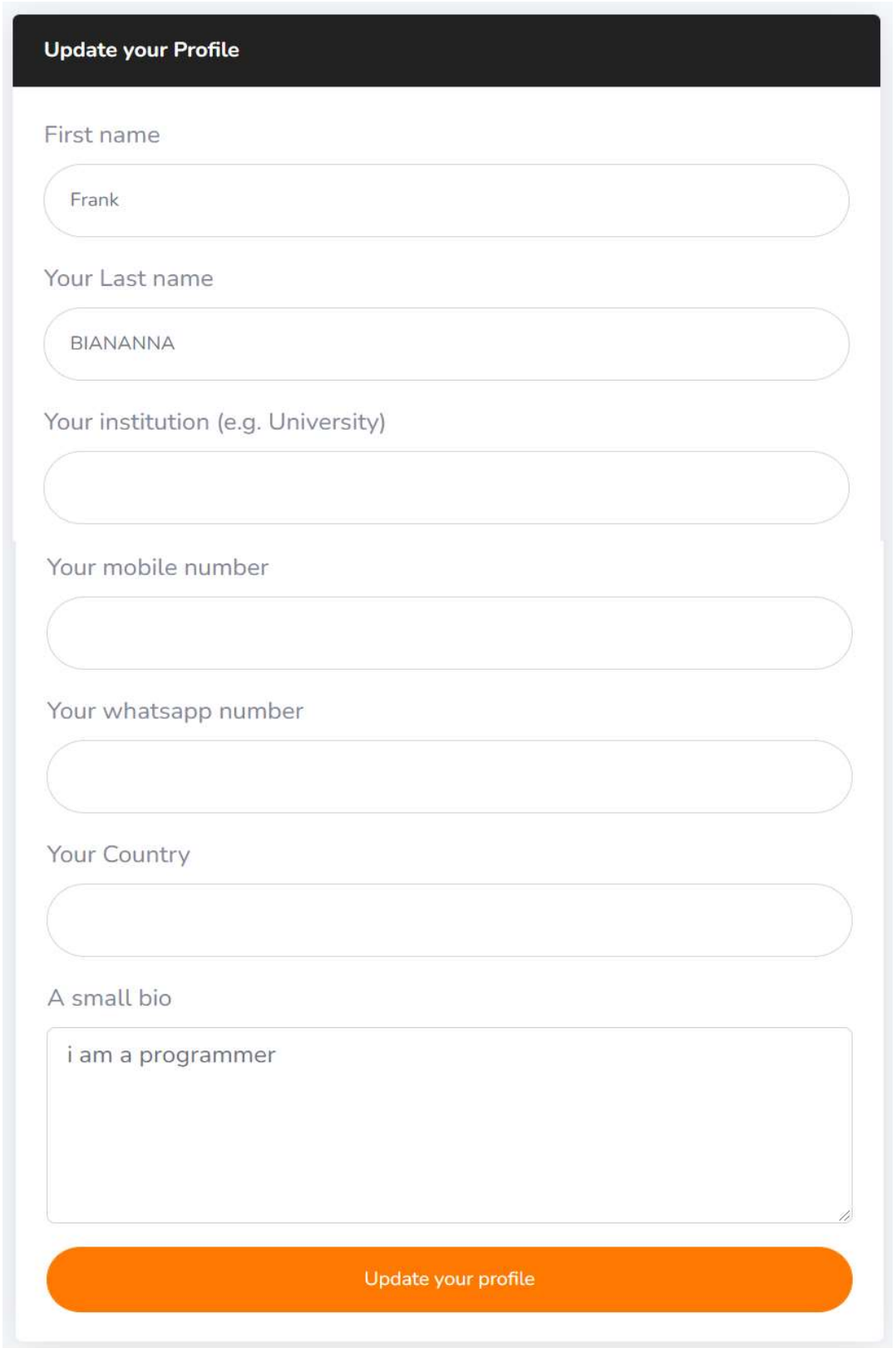
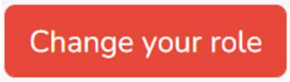


Figure 13: "Update your profile" form

d- Change your role



Here you can change the role into the platform.

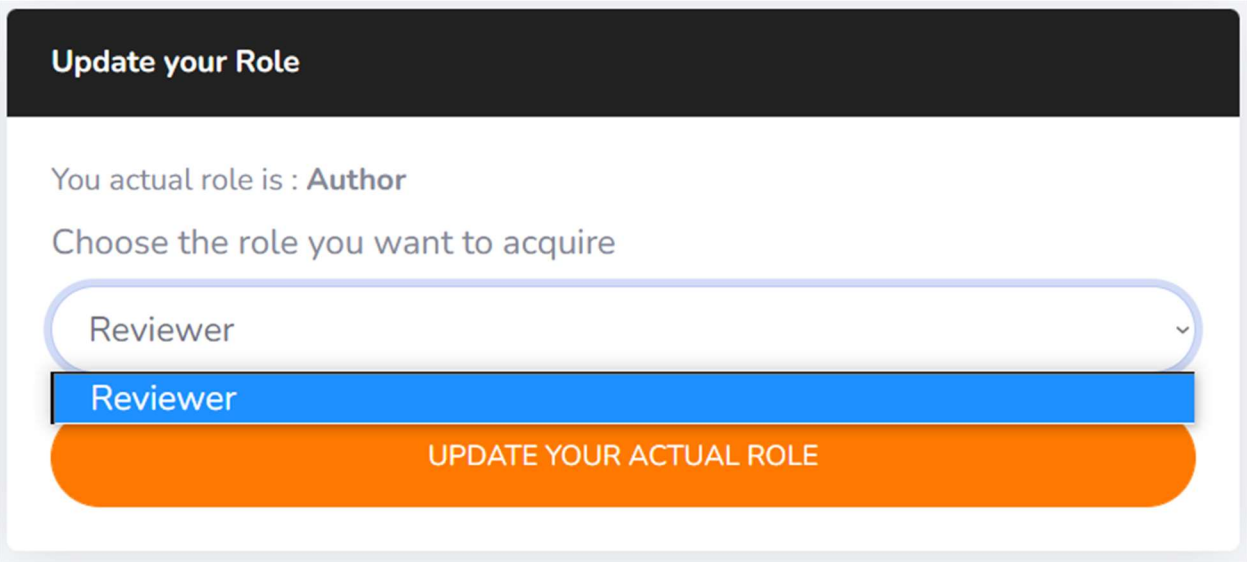


Figure 14: "Change your Role" form

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.

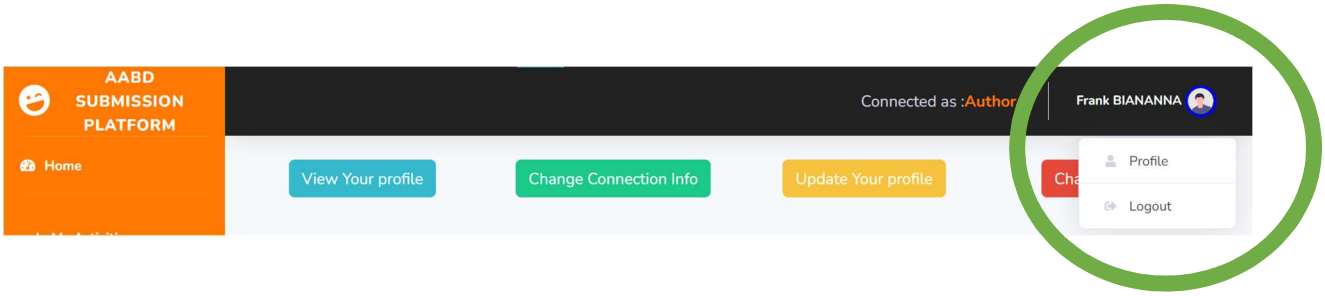
- Reviewer: It a person who gets the ability to bring a review about a submission. He gets this ability from a Track chair by invitation.

- 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

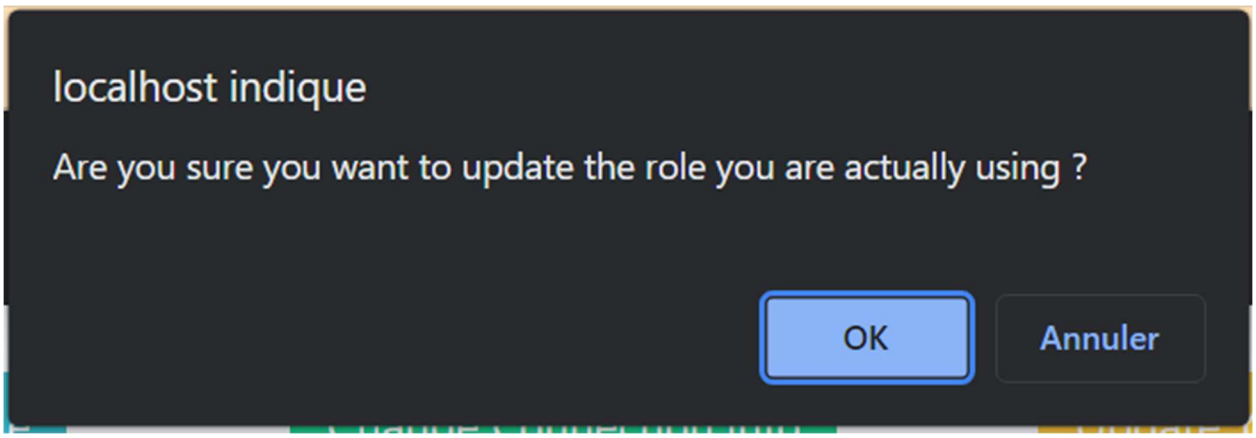
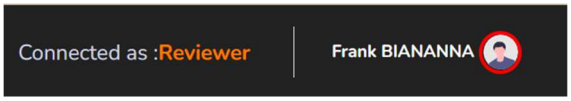
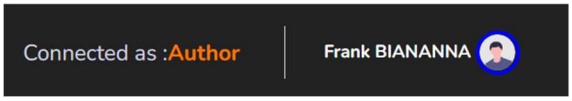


Figure 15: Warning about changing role

REVIEWER MODE

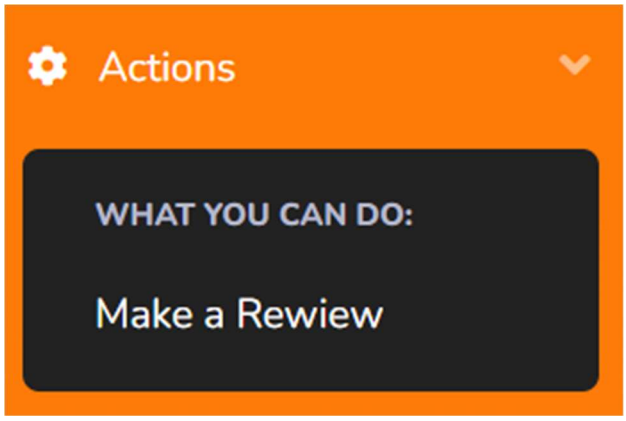
There is a small difference from the Author Mode and Reviewer Mode

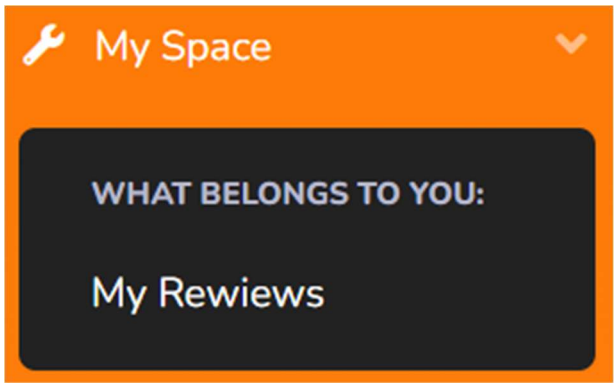




The ring which surrounds the profile picture has changed.

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.

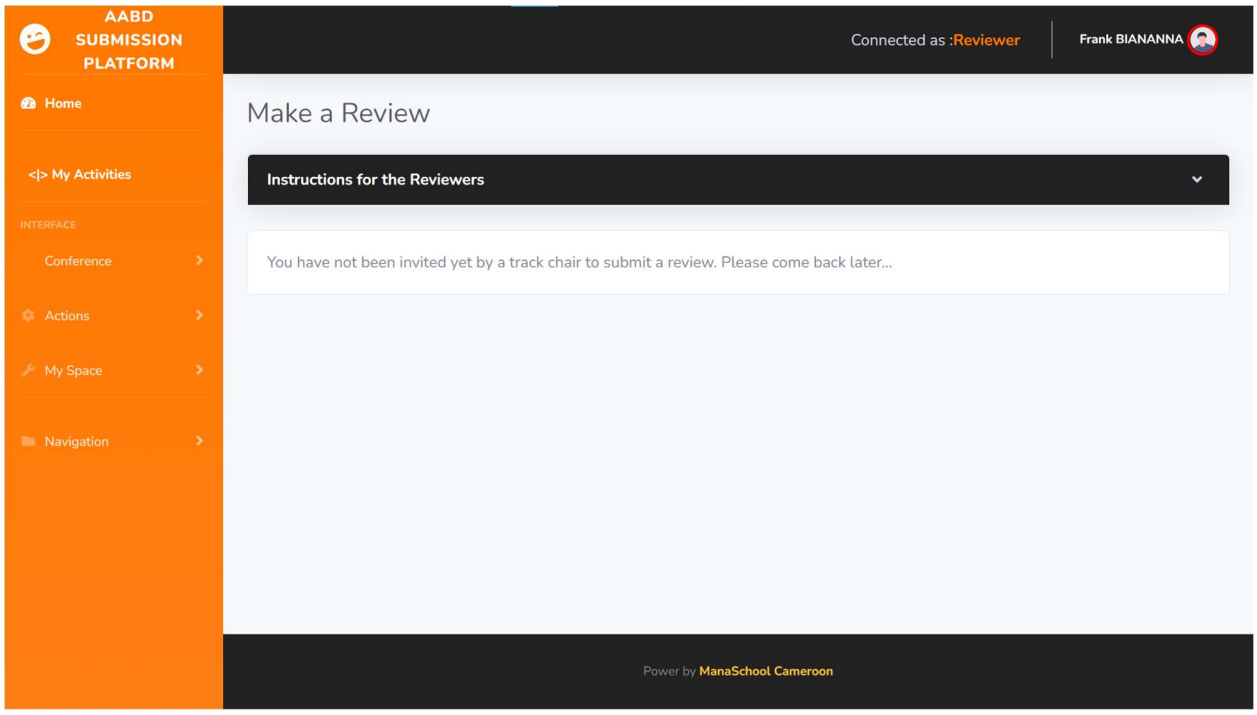


Figure 16: an empty "Make a Review" page

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

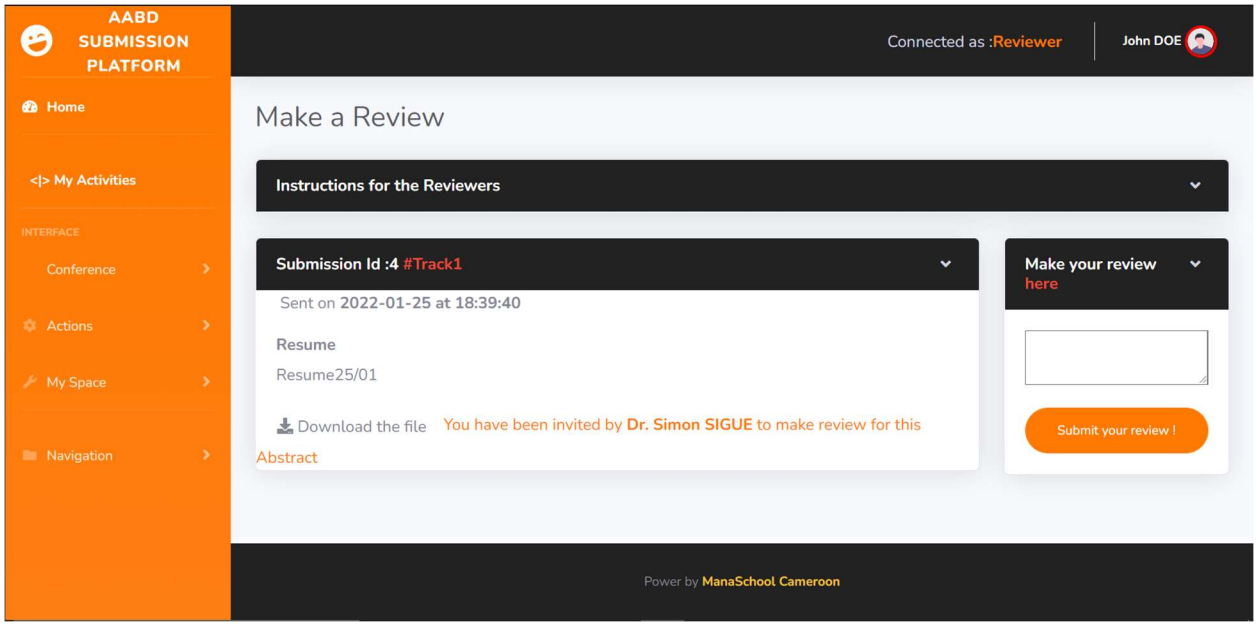


Figure 17 : "Make a Review" page with an invitation to reviewer.

2) My Reviews

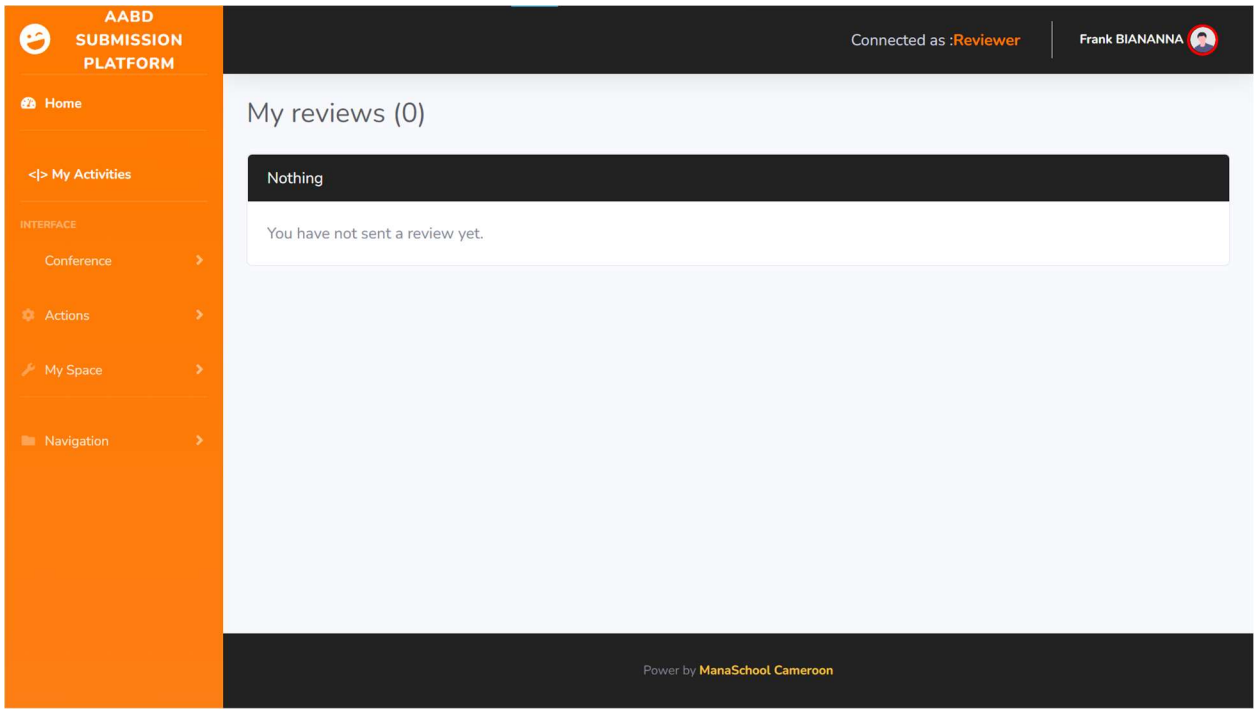


Figure 18: an empty "Make a Review" page

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

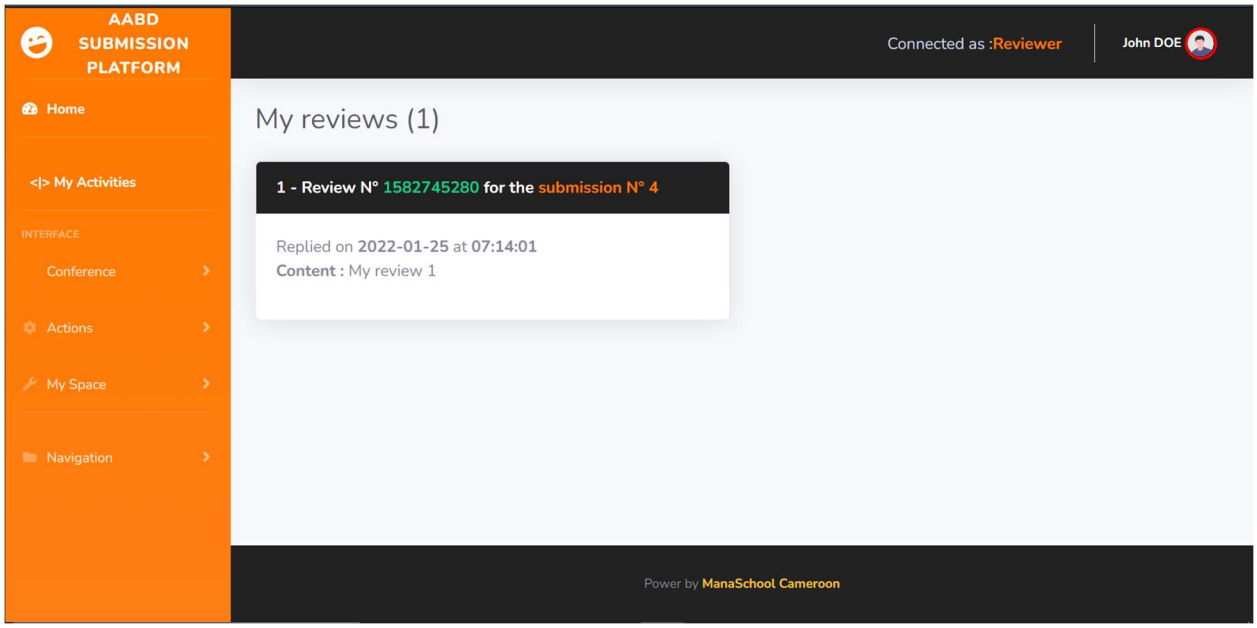


Figure 19 : "Make a Review" page with an invitation to reviewer