



**UMS**  
UNIVERSITI MALAYSIA SABAH



# **USER MANUAL**

## CONFERENCE SYSTEM

# **UPC**

**UMS PRESS CONFERENCE**

# **2024**

**UMS PRESS**  
**UNIVERSITI MALAYSIA SABAH**

# KNOW YOUR ROLES

## 1. Administrator

- Have access to all function in the system

## 2. Conference Manager

- A person who create event/conference
- A person who adds person's role

## 3. Author

- A person who submits the paper

## 4. Reviewer

- A person who reviews paper submitted

## 5. Judges

- A person who can judge the paper submitted from the author based on reviewer

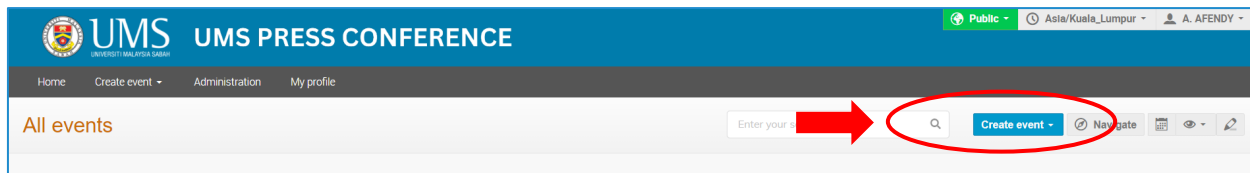
## 6. User / Participant

- A person who attend the conference

## CONFERENCE MANAGER

### HOW TO ADD A CONFERENCE?

**Step 1:** Click the **Create Event** button, select **Conference** to add a new event or conference.



**Step 2:** Enter all the information regarding the conference. After filling in all the information, click the **Create Event** button.

Create new conference

Event title \* STaRS

Start \* 10/01/2024 8:00 am

End \* 10/02/2024 6:00 pm

Timezone \* Asia/Kuala\_Lumpur


Location Library UMS Smart Space

Protection mode Public **Inheriting** Protected

**Public**  
This event will be publicly accessible since the category Home is not protected.

**Create event** Cancel

**Step 3:** All the settings will appear after the event has been created.



**UMS PRESS CONFERENCE**

Home Create event Administration My profile

Home » Persidangan Penerbit

Switch to display view

**Persidangan Penerbit 31 Jan**  
Created by AQILAH AFENDY (aqilahafendy@ums.edu.my)


**Settings**

	<b>Title</b> Persidangan Penerbit	
	<b>Description</b> None	
	<b>Short URL</b> None	
	<b>Date</b> January 31, 2024	
	<b>Time</b> 8:00 AM - 6:00 PM	
	<b>Timezone</b> Asia/Kuala_Lumpur	
	<b>Screen dates</b> None	
	<b>Room</b> Auditorium Sekafi	
	<b>Venue</b> GAH-UMS	
	<b>Address</b> None	
	<b>Map URL</b> None	
	<b>Chairpersons</b> None	
	<b>Additional info</b> None	
	<b>Contact title</b> Contact	
	<b>Email</b> None	
	<b>Phone</b> None	

In this part, Conference Manager can manage all the information that occur in the conference. For example, he/she can add information in the **Material** sections, can manage Registration, can manage **Role Setup** etc.

**Roles Setup**


There are no roles defined yet.



**Add a new role**

**Name \***   
*The full name of the role*

**Code \***   
*A shortcut (max. 3 characters) for the role*

**Color**   
*The color used when displaying the role*

Click **Add Role**. A new window will appear, and Conference Manager can add a new role.



## HOW TO ADD A CONFERENCE POSTER?

**Step 1:** Click **Customization**, then click layout. Go to event logo, then **Upload Logo**. Header style, announcement can also be changed in **Layout**.

Persidangan Penerbit 31 Jan  
Created by AQILAH AFENDY (aqilahafendy@ums.edu.my)

### Layout

#### General

**Enable search** ☒ Enable search within the event

**Show navigation bar** ☒ Show the navigation bar at the top

**"Now happening"** ☐ Show a banner with the current entries from the timetable

**Show social badges** ☒

**Name format**  Format in which names are displayed

**Show videoconferences** ☐ Show videoconferences on the main conference page

#### Header Style

**Text color**


**Background color**

### Stylesheet

Drag file here  
- or -

If you want to fully customize your conference page you can create your own stylesheet and upload it. An example stylesheet can be downloaded [here](#)

#### Event Logo

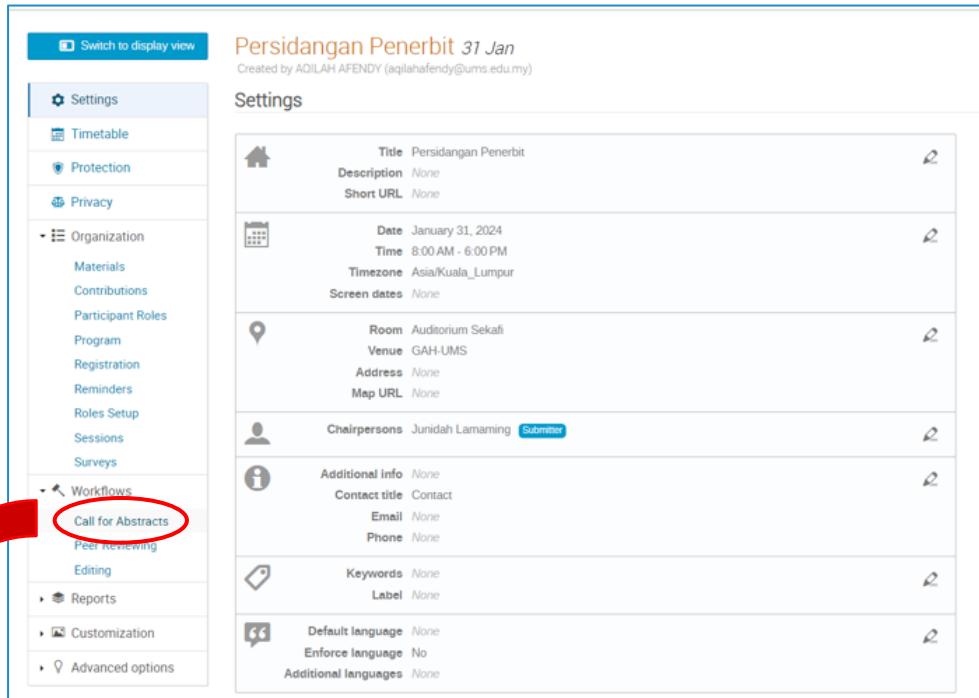


Logo to be displayed next to the event's title

In this part, Conference Manager can upload event posters to make it **visible** on the front page of the conference.

## HOW TO ENABLE CALL FOR ABSTRACTS?

**Step 4:** To enable **Call for Abstracts** in any conference or seminar, Conference Manager need to enable under **Workflows** -> **Call for Abstract** -> click **Enable Module**




Persidangan Penerbit 31 Jan  
Created by AQILAH AFENDY (aqilahafendy@ums.edu.my)

Settings

🏠	Title	Persidangan Penerbit	🔗
	Description	None	
	Short URL	None	
📅	Date	January 31, 2024	🔗
	Time	8:00 AM - 6:00 PM	
	Timezone	Asia/Kuala_Lumpur	
	Screen dates	None	
📍	Room	Auditorium Sekali	🔗
	Venue	GAH-UMS	
	Address	None	
	Map URL	None	
👤	Chairpersons	Junidah Lamaming <a href="#">Submitter</a>	🔗
📄	Additional info	None	🔗
	Contact title	Contact	
	Email	None	
	Phone	None	
🏷️	Keywords	None	🔗
	Label	None	
🗣️	Default language	None	🔗
	Enforce language	No	
	Additional languages	None	

In this part, Conference Manager can upload event posters to make it **visible** on the front page of the conference.

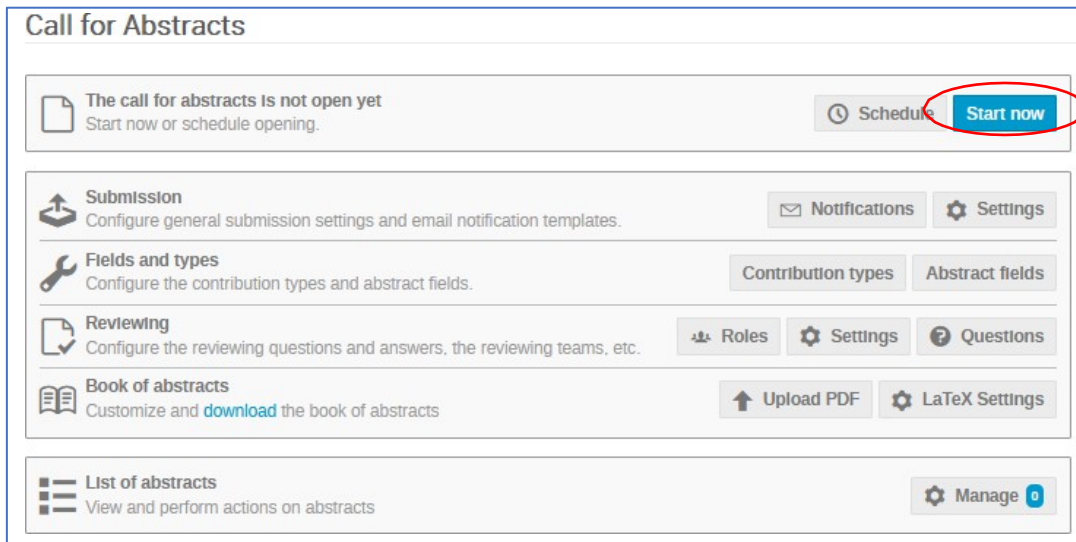
Call for Abstracts

 **Call for Abstracts disabled**

"Call for Abstracts" provides an integrated abstract management and reviewing module that will allow you to set up a full abstract submission and reviewing workflow.

[Enable module](#)

**Step 5:** After enabling it, Conference Manager can **Schedule** the date and time, manage the information etc. Click the **Start Now** button to make it appear on the website.



**Call for Abstracts**

The call for abstracts is not open yet  
Start now or schedule opening.

[Schedule](#) [Start now](#)

**Submission**  
Configure general submission settings and email notification templates. [Notifications](#) [Settings](#)

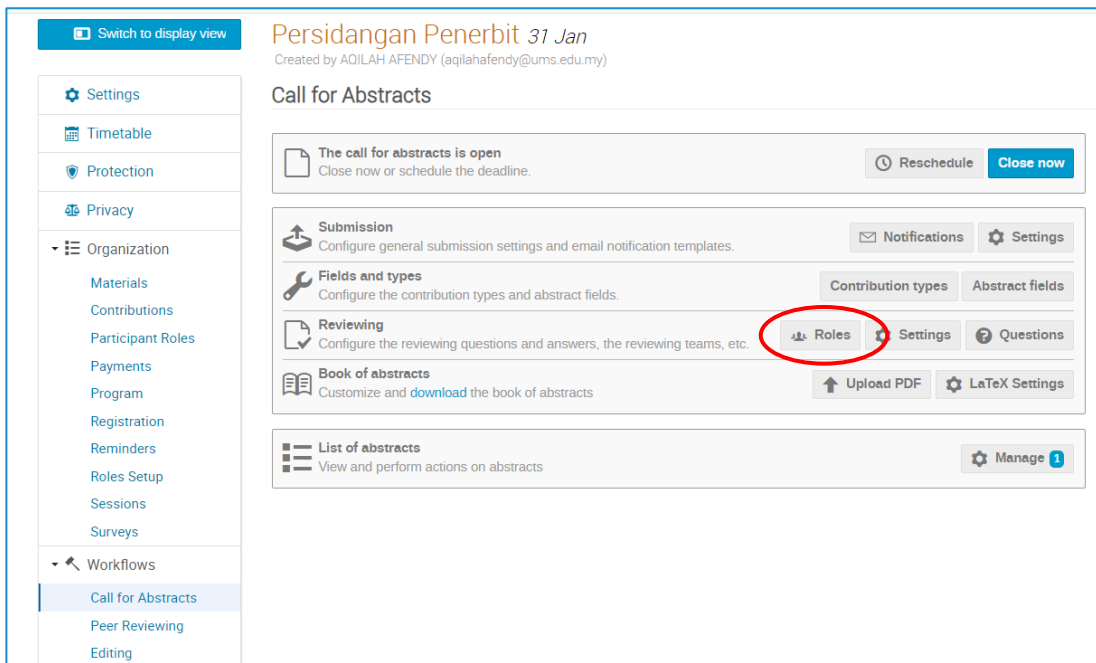
**Fields and types**  
Configure the contribution types and abstract fields. [Contribution types](#) [Abstract fields](#)

**Reviewing**  
Configure the reviewing questions and answers, the reviewing teams, etc. [Roles](#) [Settings](#) [Questions](#)

**Book of abstracts**  
Customize and [download](#) the book of abstracts [Upload PDF](#) [LaTeX Settings](#)

**List of abstracts**  
View and perform actions on abstracts [Manage](#) 0

**Step 6:** To add **Reviewer**, go to **Call for Abstract** and click **Roles** (Reviewing), Add User and Save.



[Switch to display view](#)

**Persidangan Penerbit 31 Jan**  
Created by AQILAH AFENDY (aqilahafendy@ums.edu.my)

**Call for Abstracts**

The call for abstracts is open  
Close now or schedule the deadline. [Reschedule](#) [Close now](#)

**Submission**  
Configure general submission settings and email notification templates. [Notifications](#) [Settings](#)

**Fields and types**  
Configure the contribution types and abstract fields. [Contribution types](#) [Abstract fields](#)

**Reviewing**  
Configure the reviewing questions and answers, the reviewing teams, etc. [Roles](#) [Settings](#) [Questions](#)

**Book of abstracts**  
Customize and [download](#) the book of abstracts [Upload PDF](#) [LaTeX Settings](#)

**List of abstracts**  
View and perform actions on abstracts [Manage](#) 1

**Left Sidebar:**

- Settings
- Timetable
- Protection
- Privacy
- Organization
  - Materials
  - Contributions
  - Participant Roles
  - Payments
  - Program
  - Registration
  - Reminders
  - Roles Setup
  - Sessions
  - Surveys
- Workflows
  - Call for Abstracts
  - Peer Reviewing
  - Editing

Abstract Reviewing Roles

All Tracks

These users will be able to access/review all tracks in the event.

This list is currently empty

+

UserGroupEvent Role

Entomology

Misni Ulfah Mohd Jamil  
misni.ulfah@ums.edu.my

Review

+

+

UserGroupEvent Role

Botany

Misni Ulfah Mohd Jamil  
misni.ulfah@ums.edu.my

Review

+

+

UserGroupEvent Role

Save

Cancel

**Step 7:** To add a new track, go to **Program** and click add **New Track Group**. You can also add the sub track under it.

[illegible]

**Step 8: Click Add Track to add sub-track under it.**

Persidangan Penerbit 31 Jan  
Created by AQILAH AFENDY (aqilahafendy@ums.edu.my)

✓ Track "Botany" has been created.

Program

Tracks represent the subject matter of the conference. They represent both the basis for the Scientific Program and a taxonomy that can be used to classify submissions during the Call for Abstracts process.

Program  
Configure the conference page displaying the scientific program. [Configure](#)

List of tracks and track groups [+ Add track group](#) [+ Add track](#)

Biology

Entomology	<a href="#">↶</a> <a href="#">↷</a>	ENTO
Botany	<a href="#">↶</a> <a href="#">↷</a>	BOTA

**Step 9: To add Judges, go to Peer Reviewing and click Enable module.**

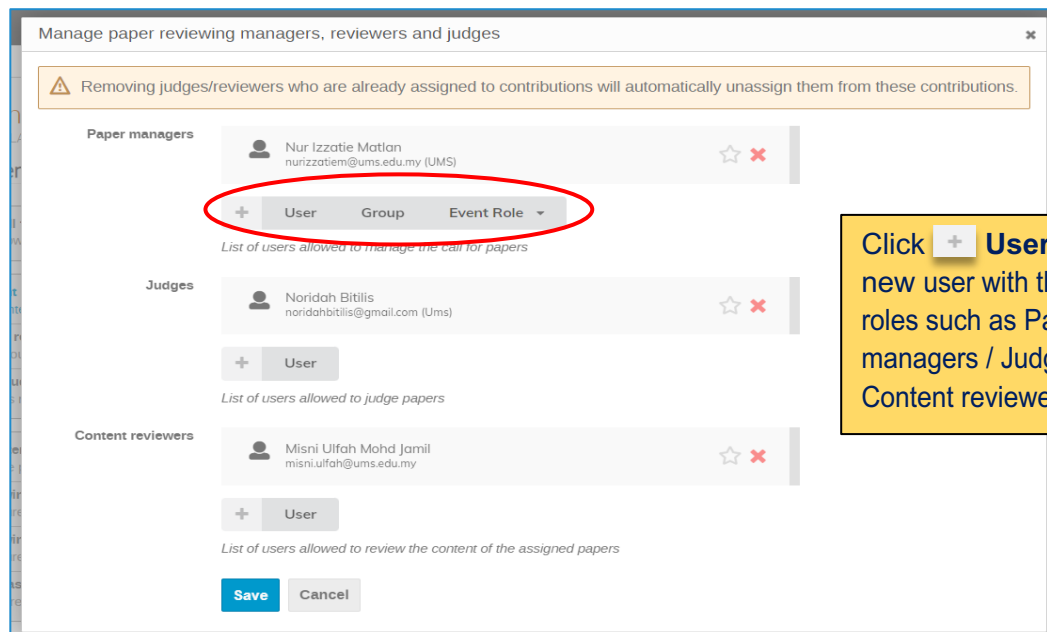
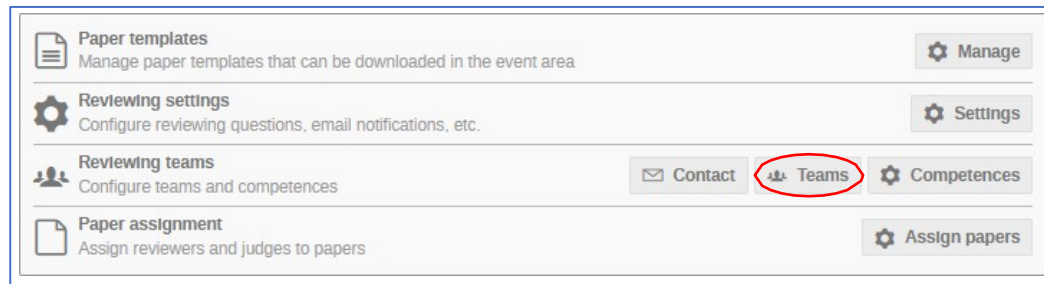
Persidangan Penerbit 31 Jan  
Created by AQILAH AFENDY (aqilahafendy@ums.edu.my)

Paper Peer Reviewing

Paper Peer Reviewing disabled  
"Paper Peer Reviewing" provides an integrated paper management and peer reviewing module that will allow you to set up a full paper submission and peer reviewing workflow. [Enable module](#)

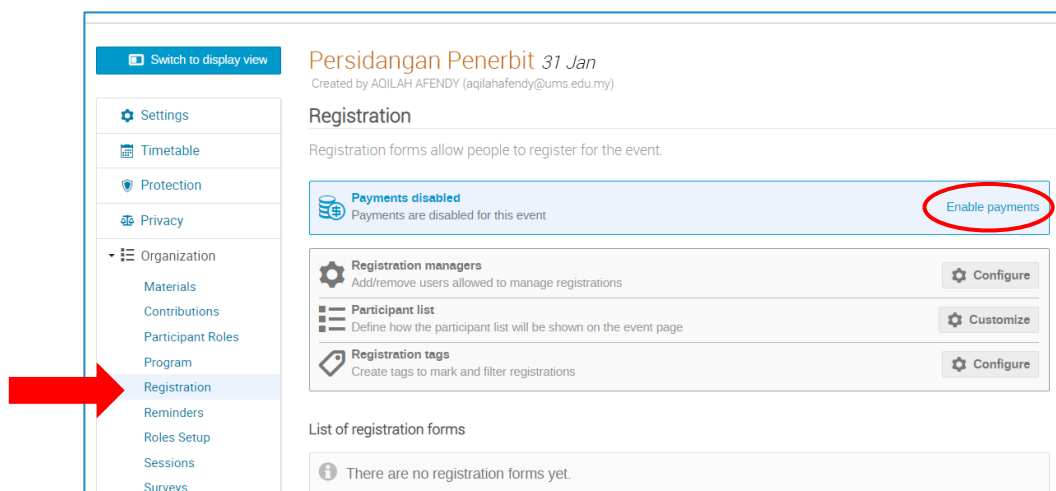
Peer Reviewing

**Step 10: Click Teams and click User.** (Please note that new users **MUST** sign up first.)



## HOW TO ENABLE REGISTRATION?

**Step 1: Click Registration and click Enable payment.**



**Step 2:** Click **Create** form and click **Start Now** to open registration to participants.

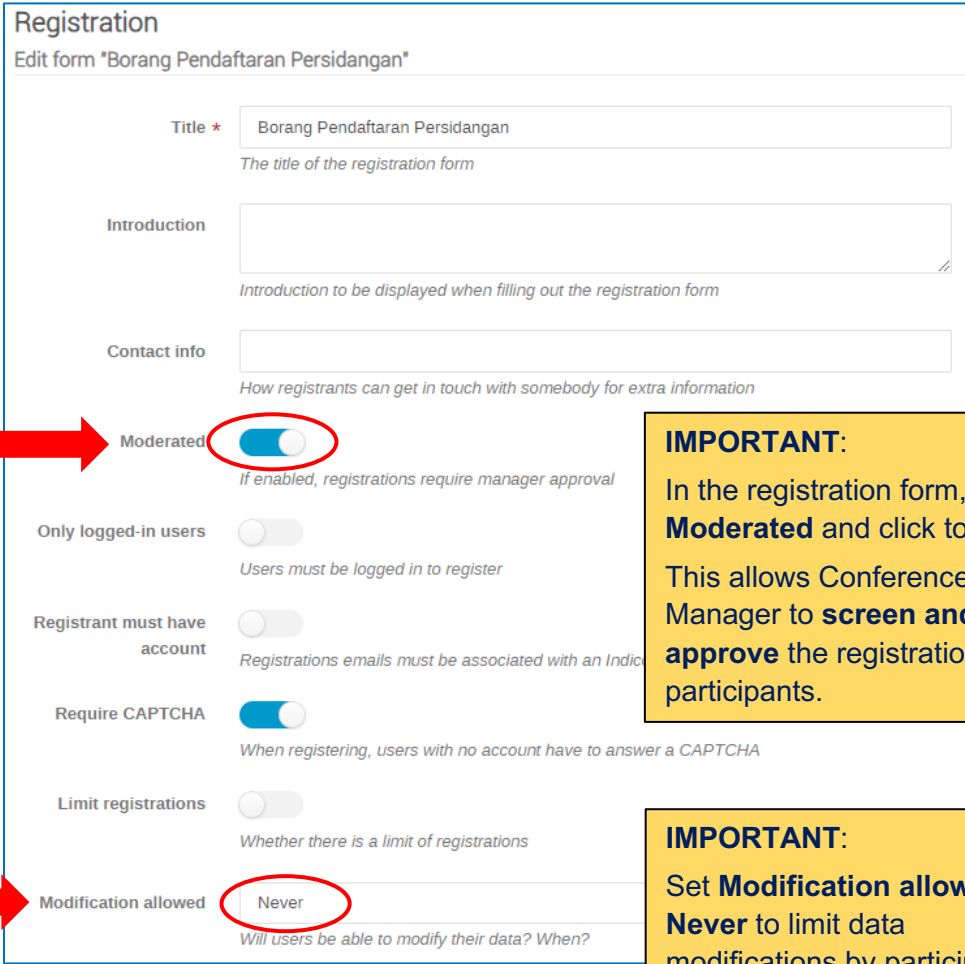
Click **Registration** and write the title of the form on **Title** column then click **Create**.

To begin the registration of the conference, click **Start now**.






**Step 3:** To setup the conference fee, click **Edit**.

**Edit**

**Step 4:** Click  **enable** registration moderation. Set **Modification allowed** to **Never**.



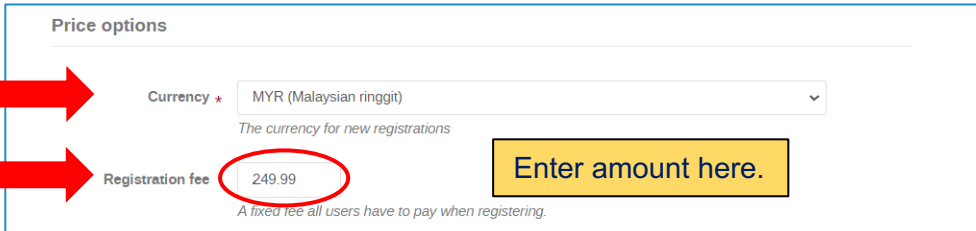
The screenshot shows the 'Registration' configuration page titled 'Edit form "Borang Pendaftaran Persidangan"'. It contains several settings:

- Title \***: Borang Pendaftaran Persidangan (The title of the registration form)
- Introduction**: (Introduction to be displayed when filling out the registration form)
- Contact info**: (How registrants can get in touch with somebody for extra information)
- Moderated**:  (If enabled, registrations require manager approval). A red arrow points to this toggle.
- Only logged-in users**:  (Users must be logged in to register)
- Registrant must have account**:  (Registrations emails must be associated with an Indic...)
- Require CAPTCHA**:  (When registering, users with no account have to answer a CAPTCHA)
- Limit registrations**:  (Whether there is a limit of registrations)
- Modification allowed**: **Never** (Will users be able to modify their data? When?). A red arrow points to this dropdown.

**IMPORTANT:**  
In the registration form, find **Moderated** and click to **Enable**.  
This allows Conference Manager to **screen and approve** the registrations from participants.

**IMPORTANT:**  
Set **Modification allowed** to **Never** to limit data modifications by participants in the registration form.

**Step 5:** Choose **Currency** and enter fee amount on **Registration Fee** and click **Save**.



The screenshot shows the 'Price options' configuration page. It contains the following settings:

- Currency \***: MYR (Malaysian ringgit) (The currency for new registrations). A red arrow points to this dropdown.
- Registration fee**: 249.99 (A fixed fee all users have to pay when registering). A red arrow points to this input field.

**Enter amount here.**



### Notifications for registrants

Notification sender address

Email address set as the sender of all notifications sent to users. If empty, then noreply@ums.edu.my is used.

Message for pending registrations

Text included in emails sent to pending registrations (Markdown syntax)

Message for unpaid registrations

Text included in emails sent to unpaid registrations (Markdown syntax)

Message for complete registrations

Text included in emails sent to complete registrations (Markdown syntax)

Attach iCalendar file

☐Attach an iCalendar file to the mail sent once a registration is complete

### Notifications for managers

Enabled

☐Enable notifications to managers about registrations

Save

Back

## HOW TO ENABLE PAPER REVIEWING?

Step 1: Go to **Peer Reviewing**, click **Start now**

Persidangan Penerbit 31 Jan

Created by AQILAH AFENDY (aqilahafendy@ums.edu.my)

Paper Peer Reviewing

The call for papers is not open yet  
Start now or schedule opening.

Schedule

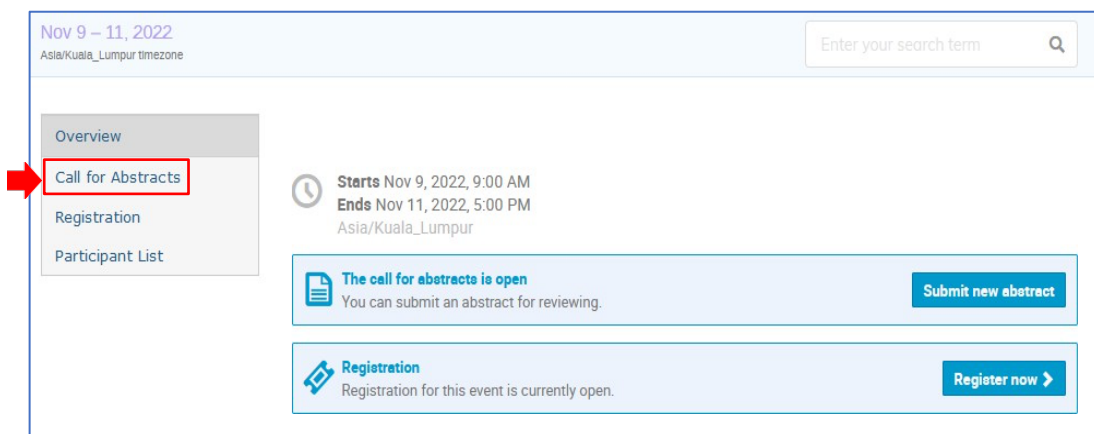
Start now

## AUTHOR

**Step 1:** Select conference.



**Step 2:** The conference information will appear as picture below. Click **Call for Abstracts** to submit the abstract.



**Step 3:** If you do not have an account, you need to register first. You will get an email to verify your account.

To create a new Indico profile you first need to verify your email address.

Email address ★

✓ You have successfully validated your email address and can now proceed with the registration.

### User information

Email address

First name \*

Family name \*

Affiliation

### Login details

Username \*

Password \*

Confirm password \*

Use the given link in your email to complete your information as shown in the picture below.

**Step 4:** After successfully login, click **Submit New Abstract** to go to the next page to submit the abstract.

[Overview](#)  
[Call for Abstracts](#)  
[Registration](#)  
[Participant List](#)

## Call for Abstracts

Opening day

Submission deadline

Jul 19, 2022, 2:39 PM

Aug 19, 2022, 11:59 PM

The call for abstracts is open

You can submit an abstract for reviewing.

**Step 5:** Fill in all the mandatory sections such as **Title**, **Content**, and **Authors**.

### Submit new abstract

Title \*

Content \*

**B I** | | |

The System of Rice Intensification (SRI) is now being practiced in over 60 countries worldwide where labor is cheap. Many benefits of SRI have been reported such as increase in rice yield up to 50%-100% or more; saves 25-50% irrigation water; saves seeds by 80-90%; tolerant to drought, wind and storm; reduce methane emission; and use less chemical fertilizers but more organic matter. However Malaysian paddy farmers are reluctant to adopt SRI due its high labor requirement during the manual transplanting of the fragile young seedlings of < 2 weeks old. Furthermore, the current transplanting technique disturbs the root system that cause transplanting shock of the seedlings, hence affecting growth. Many solutions have been studied for establishment of single

The System of Rice Intensification (SRI) is now being practiced in over 60 countries worldwide where labor is cheap. Many benefits of SRI have been reported such as increase in rice yield up to 50%-100% or more; saves 25-50% irrigation water; saves seeds by 80-90%; tolerant to drought, wind and storm; reduce methane emission; and use

**Step 6:** After selecting the authors, you can add as **Speakers** and choose **Tracks** where the abstract will be shown and click the **Submit** button.

The screenshot shows the 'Authors' section with two authors: AQILAH AFENDY (aqilahafendy@ums.edu.my) and Iman Jazli (imanjazli1603@gmail.com (UM)). Both are currently listed as 'Co-author'. A red arrow points to the 'Tracks' section, which includes options for Biology, Entomology, and Botany (selected). A yellow box highlights the 'Speaker' button, with text indicating 'Click [Speaker icon] to add as a Speaker'. The 'Submit' button is circled in red.

**Step 7:** After that, you will see the abstract has been displayed in front page of **Call for Abstract** sections.

The screenshot shows the 'Call for Abstracts' section. The 'Opening day' is Jan 17, 2024, 4:02 PM, and the 'Submission deadline' is 'No deadline'. A message states 'The call for abstracts is open' and 'You can submit an abstract for reviewing.' with a 'Submit new abstract' button. Below, the 'My abstracts' section shows a list of 1/1 abstracts. The first abstract is titled '1. Sri System' by Mrs AQILAH AFENDY, last modified on Jan 17, 2024, and is marked as 'Submitted'. The abstract text describes the System of Rice Intensification (SRI) and its benefits.

## REVIEWER

**Step 1:** Under menu **Call for Abstract**, select **Reviewing Area**. You can see there is a new abstract to be reviewed.

The screenshot shows the 'Persidangan Penerbit' website interface. On the left, a navigation menu is visible with a red arrow pointing to the 'Reviewing Area' option. The main content area displays the 'Reviewing Area' section, which includes a search bar and a list of tracks: 'Botany' (with a 'Reviewer 1' badge) and 'Entomology' (with a 'Reviewer' badge). Below this, the 'Abstracts from Botany' section is shown, featuring a table of abstracts. A red circle highlights the 'Sri System' abstract in the table, and a yellow box with the text 'Click the TITLE to review.' points to it.

Persidangan Penerbit

January 31, 2024  
GAH-UMS  
Asia/Kuala\_Lumpur timezone

Enter your search term

Come and Register with us Now and Get Your Paper Published with Us!

Overview  
Scientific Program  
Call for Abstracts  
Reviewing Area  
Timetable  
Paper Peer Reviewing  
Reviewing Area  
Judging Area  
Registration

Reviewing Area

The reviewing area shows the tracks for which you are a reviewer or convener.

Botany  
Reviewer 1

Entomology  
Reviewer

Abstracts from Botany

Customize list Export

ID	Title	State	Acc	Reviewed
1	Sri System	Awaiting Review	n/a	

Click the TITLE to review.

**Step 2:** Add comment to give feedback.

The screenshot shows the abstract submission details page. At the top, it says 'AQILAH AFENDY submitted this abstract - Jan 17, 2024'. Below this, the track is 'Biology: BOTA - Botany', the author is 'AQILAH AFENDY', the co-author is 'Iman Jazli (UM)', and the speaker is 'AQILAH AFENDY'. At the bottom, there is a comment section with a text input field labeled 'Leave a comment...' and a red arrow pointing to it. To the right of the input field is a 'Review' button, which is circled in red.

AQILAH AFENDY submitted this abstract - Jan 17, 2024

For track:  
Biology: BOTA - Botany

Author:  
AQILAH AFENDY

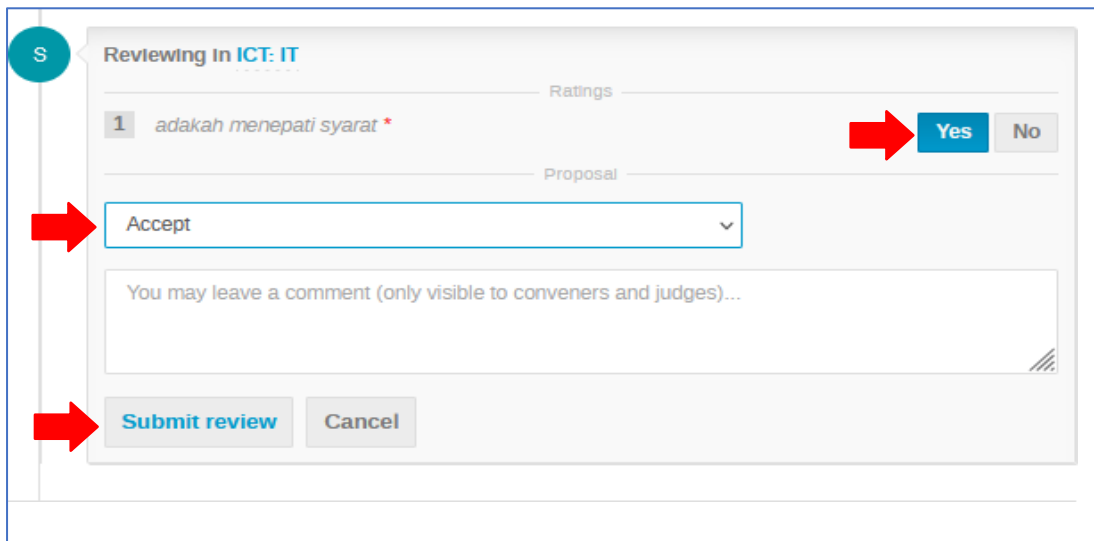
Co-author:  
Iman Jazli (UM)

Speaker:  
AQILAH AFENDY

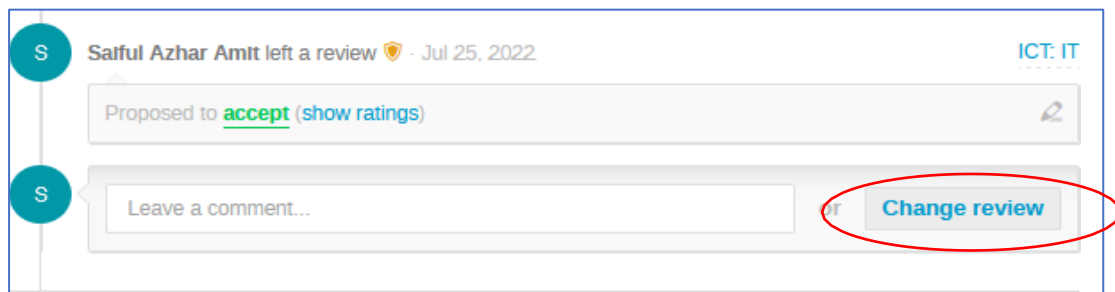
Leave a comment...

Review

**Step 3: To Review**, click Review button to purpose an action. Give reasonable ratings (if enable) and select the status of the proposal. Click Submit Review.



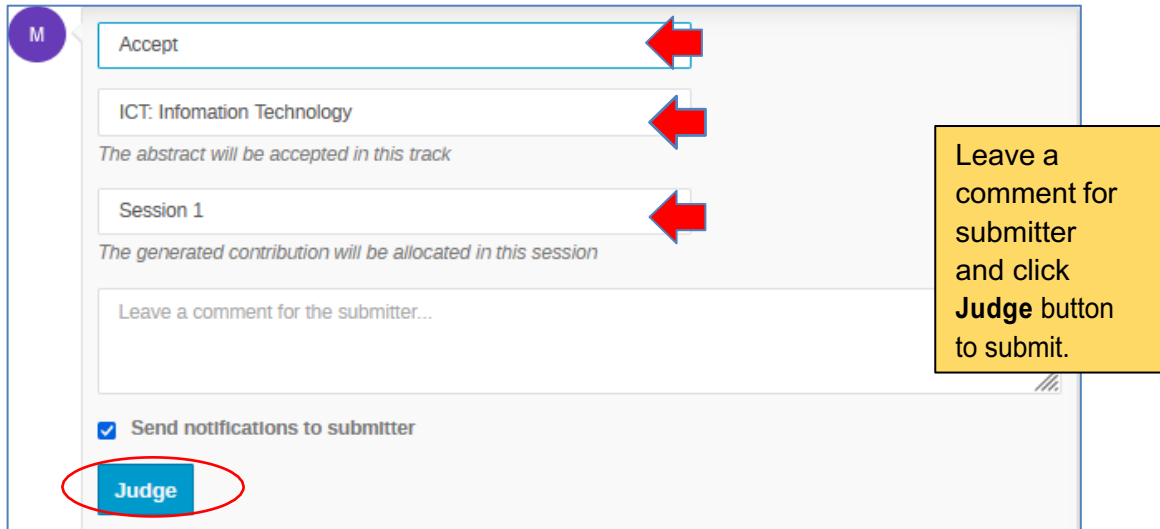
**Step 4: Review** will appear as below. To change the status, click the **Change Review** button to change the status.



## JUDGE

After the paper has been reviewed by Reviewer, a Judge will decide if it will be published.

**Step 1:** Choose the **STATUS** as below, choose the **Track** where the paper will be post and the session allocated.



M

Accept

ICT: Information Technology

*The abstract will be accepted in this track*

Session 1

*The generated contribution will be allocated in this session*

Leave a comment for the submitter...

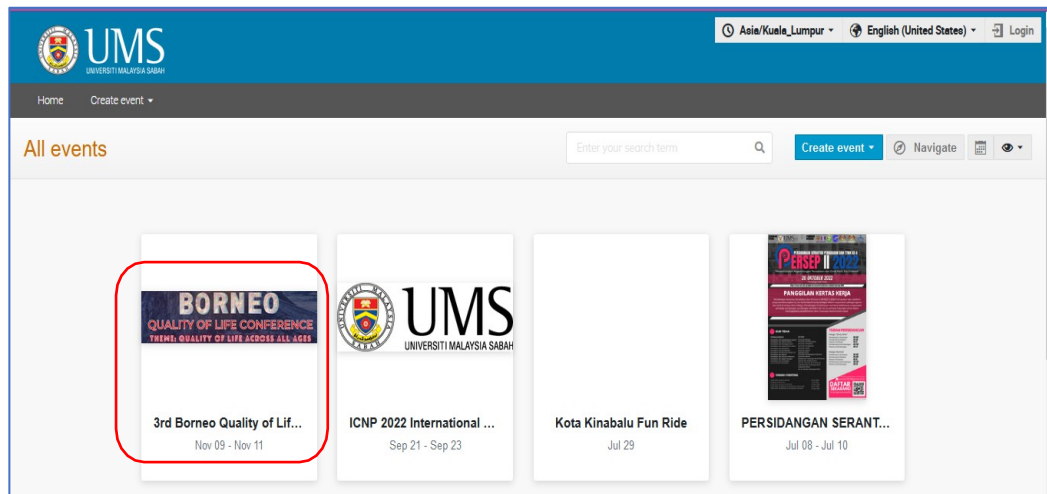
☒ Send notifications to submitter

Judge

Leave a comment for submitter and click **Judge** button to submit.

## USER/PARTICIPANT

**Step 1:** Select the conference you want to attend on the system's front page. Click the conference.



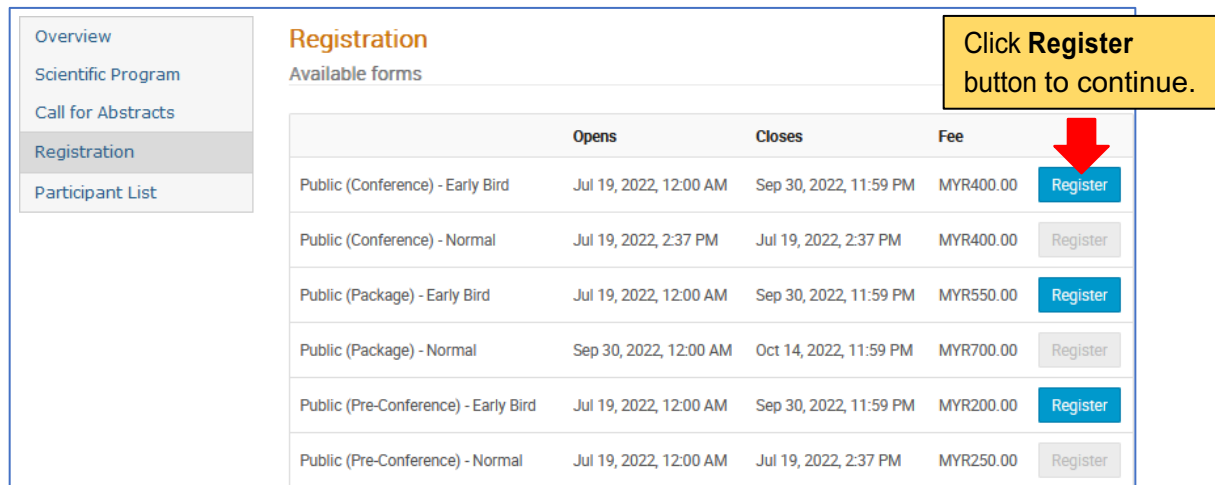
**Step 2:** The information regarding the conference will appear.



After that, click on **Registration** menu on the left side.



**Step 3:** The registration information will appear below including the type of participant.

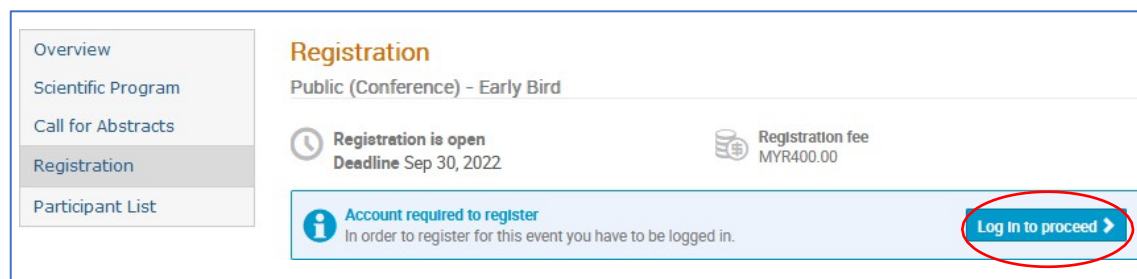


**Registration**  
Available forms

	Opens	Closes	Fee	
Public (Conference) - Early Bird	Jul 19, 2022, 12:00 AM	Sep 30, 2022, 11:59 PM	MYR400.00	<a href="#">Register</a>
Public (Conference) - Normal	Jul 19, 2022, 2:37 PM	Jul 19, 2022, 2:37 PM	MYR400.00	<a href="#">Register</a>
Public (Package) - Early Bird	Jul 19, 2022, 12:00 AM	Sep 30, 2022, 11:59 PM	MYR550.00	<a href="#">Register</a>
Public (Package) - Normal	Sep 30, 2022, 12:00 AM	Oct 14, 2022, 11:59 PM	MYR700.00	<a href="#">Register</a>
Public (Pre-Conference) - Early Bird	Jul 19, 2022, 12:00 AM	Sep 30, 2022, 11:59 PM	MYR200.00	<a href="#">Register</a>
Public (Pre-Conference) - Normal	Jul 19, 2022, 12:00 AM	Jul 19, 2022, 2:37 PM	MYR250.00	<a href="#">Register</a>

Click **Register** button to continue.

**Step 4:** A page below will appear. If you have an account, you can click on the **Log in to proceed** button to log into the system. If you do not have an account, you need to register first.



**Registration**  
Public (Conference) - Early Bird

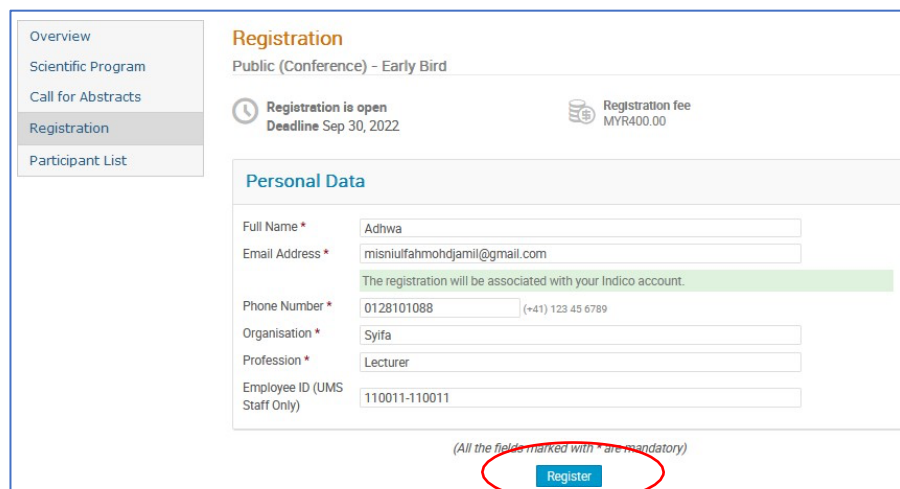
Registration is open  
Deadline Sep 30, 2022

Registration fee  
MYR400.00

Account required to register  
In order to register for this event you have to be logged in.

[Log in to proceed](#)

**Step 5:** Make sure all the details are correct and click the **Register** button before proceeding to payment.



**Registration**  
Public (Conference) - Early Bird

Registration is open  
Deadline Sep 30, 2022

Registration fee  
MYR400.00

**Personal Data**

Full Name \* Adhwa

Email Address \* misniulfahmohdjamil@gmail.com

The registration will be associated with your Indico account.

Phone Number \* 0128101088 (+41) 123 45 6789

Organisation \* Syifa

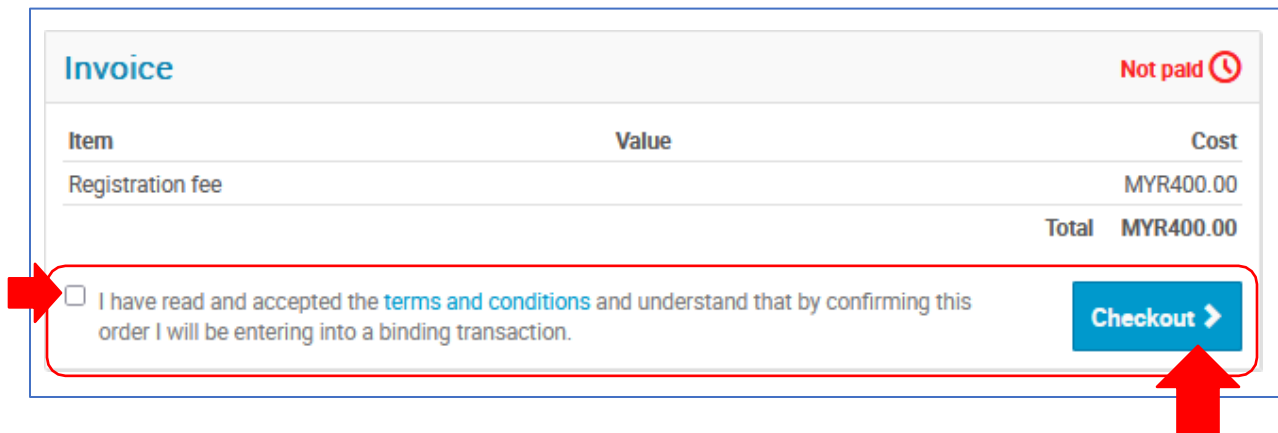
Profession \* Lecturer

Employee ID (UMS Staff Only) 110011-110011

(All the fields marked with \* are mandatory)

[Register](#)

**Step 6:** After that, a screen as below will appear. Please tick the term and condition and click **Checkout** button



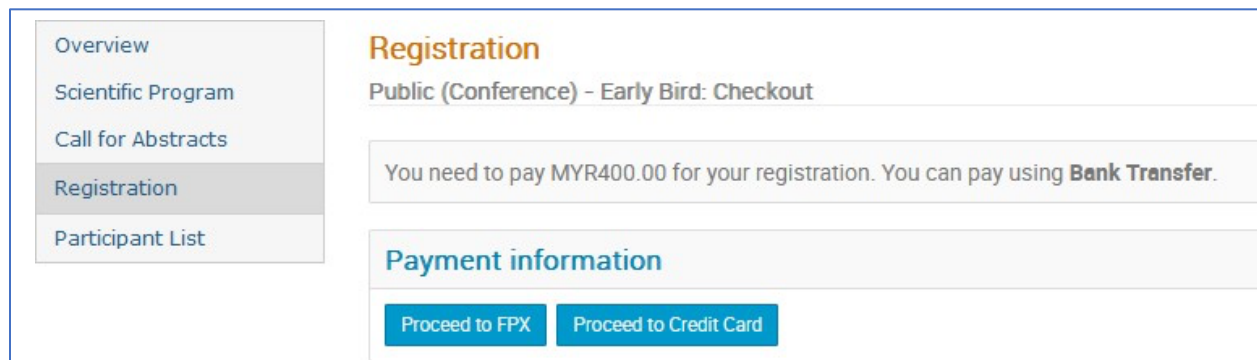
The screenshot shows an 'Invoice' section with a table of items and a total. Below the table is a checkbox for terms and conditions, and a 'Checkout' button. A red arrow points to the checkbox, and another red arrow points to the 'Checkout' button.

Item	Value	Cost
Registration fee		MYR400.00
Total		MYR400.00

☐ I have read and accepted the [terms and conditions](#) and understand that by confirming this order I will be entering into a binding transaction.

**Checkout >**

**Step 7:** You can choose either online transfer (for local can choose FPX, and for outside Malaysia can use Credit Card). Users can also **pay manually** to the secretariat.



The screenshot shows the 'Registration' page. On the left is a sidebar with navigation links. The main content area shows the registration details and payment options.

**Registration**

Public (Conference) - Early Bird: Checkout

You need to pay MYR400.00 for your registration. You can pay using **Bank Transfer**.

**Payment information**

[Proceed to FPX](#) [Proceed to Credit Card](#)