SECTION II: USER MANNUAL
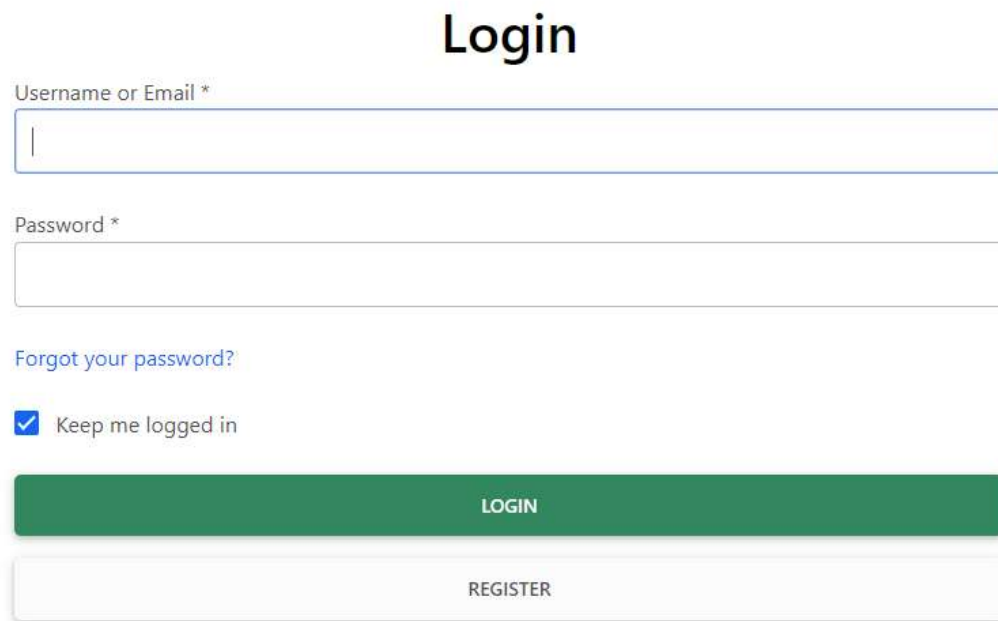
1. Login

1.1. Logic account

- Username or Email: The identifier you created to log into the system
- Password: The password to log into the system

1.2. User Interface

- The program presents the following interface:

2. Author (TG)

Author (TG) registers an account and submits their journal to the website.

2.1. Account Registration

- The user accesses to the website and selects **Register** tab
- Enter all required information and agree to the journal's terms
- Click [**Register**] to create an account

Register

Given Name

[   ]

Family Name

[   ]

Affiliation

[   ]

Country

[   ]

Email

[   ]

Username

[   ]

ⓘ The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password

[   ]

ⓘ The password must be at least 6 characters.

Repeat password

[   ]

☐ Yes, I agree to have my data collected and stored according to the privacy statement.

☐ Yes, I would like to be notified of new publications and announcements.

☐ Yes, I would like to be contacted with requests to review submissions to this journal.

[REGISTER]

- After successful registration, the system will automatically log in with the registered account.
  - View Submission: Review submitted journals
  - Make a New Submission: Submit a new journal
  - Edit My Profile: Update personal information
  - Continue Browsing: Proceed as a reader

Registration complete

Thanks for registering! What would you like to do next?

VIEW SUBMISSIONS

MAKE A NEW SUBMISSION

EDIT MY PROFILE

CONTINUE BROWSING
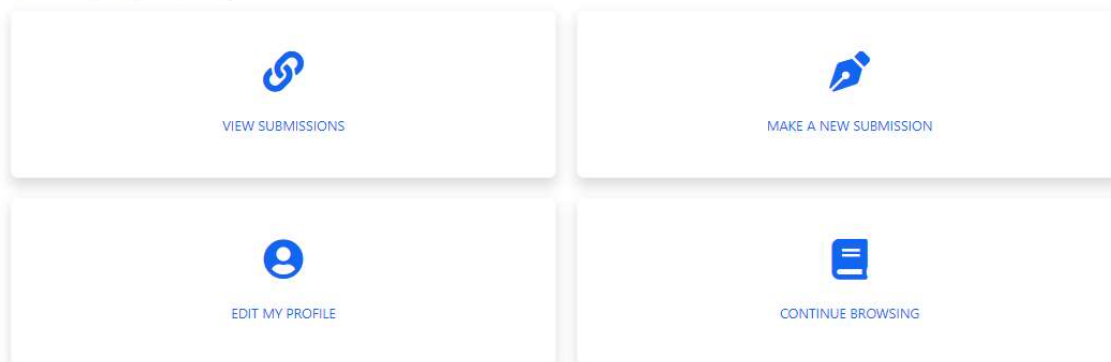
2.2. Adding Professional Biography

- After successful account registration, the Author (TG) can go to the Edit My Profile section to add their professional biography.

  - After selecting Edit My Profile, the Author (TG) should then select Public to add their professional biography

Profile

Identity   Contact   Roles   **Public**   Password   Notifications   API Key   ● Help

Profile Image

Delete

Drag and drop a file here to begin upload   Upload File

Mai Thanh Men (199x) is a software engineer with extensive experience and management skills andworks for a hi-tech telecommunication company. The company develops and sellssolutions that enable service providers to efficiently deliver high quality voice anddata services over broadband access networks while leveraging investment in theirnetwork infrastructure. As a senior software engineer he is responsible for thedevelopment of management software products produced by the company. Men has aB.Sc. in Computer Sciences from the Academic College of Tel-Aviv Jaffa (2020).

Bio Statement (e.g., department and rank)

https://orcid.org/0000-0002-6548-5120

Homepage URL

iD Create or Connect your ORCID iD   What is ORCID?

- To update professional biography, the Author (TG) can go to the View Profile menu and select the **Public** section to make updates.
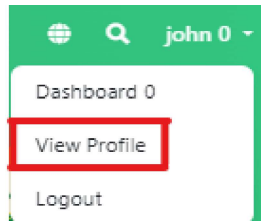
2.3. Submitting a Journal

- The Author selects **[Make a New Submission]**

There are 5 steps to submit a journal

Step 1: The Author (TG) enters the title of the journal, carefully reads the submission guidelines, agrees to them, and select **[Begin Submission]**. Ensure all required fields marked with an asterisk (*****) are filled in. Pay special attention to the following requirements: **Keywords** must include 3 to 6 keywords, the **Abstract** should not exceed 250 words, **Title** should not exceed 20 words. Select **[Continue]** to proceed to the next step.

Step 2: Upload Files: Upload journal files

- The Author (TG) selects the type of journal and uploads the journal files to the system. Select **[Continue]** to proceed to the next step

122 / Huy / Test For OJS

Make a Submission: Upload Files   Save for Later

✓ Details ———— ② Upload Files ———— ✓ Contributors ———— ✓ For the Editors ———— ⑤ Review

Upload Files

Provide any files our editorial team may need to evaluate your submission. In addition to the main work, you may wish to submit data sets, conflict of interest statements, or other supplementary files if these will be helpful for our editors.

Files   Add File

📄 Test_For_OJS.docx   Transcripts   Edit   Remove

Back   Last saved 5 minutes ago   Save for Later   Continue

- The Author (TG) selects **Edit**, and make sure to select **Article Text**, then click **[Save]** to save the changes

Edit Test_For_OJS.docx   ✕

┌─ What kind of file is this? ────────────────────────────────
Choose the option that best describes this file.

🔘 Article Text

○ Research Instrument

○ Research Materials

○ Research Results

○ Transcripts

○ Data Analysis

○ Data Set

○ Source Texts

○ Other

                                                                Save

- The Author (TG) reviews file and selects **[Add file]** to upload additional files if desired. After adding the files, click **[Save]** to complete this step

- Select **[Continue]** to proceed to the next step

Step 3: Contributors: Review contributor information
- Preview: Preview the information

- Add Contributor: Add a co-author (Contributor)
  - Select **[Add Contributor]** to add a co-author
  - Enter the co-author's information
  - Select the co-author's role in the **Contributor's Role** section
  - Fill in all required information and select **[Save]**

Add Contributor   ✕

Given Name *

Family Name

Email *

Country *

Homepage URL

ORCID iD

Bio Statement (e.g., department and rank)

| **B** | *I* | x² | x₂ | 🔗 |

Affiliation

Contributor's role

◉ Author

○ Translator

Publication Lists

☑ Include this contributor when identifying authors in lists of publications.

Save

- After entering the required information, select **[Continue]** to proceed to the next step

Step 4: For the Editors: Feedback for the editors
- Continue by selecting **[Continue]** to proceed to the next step

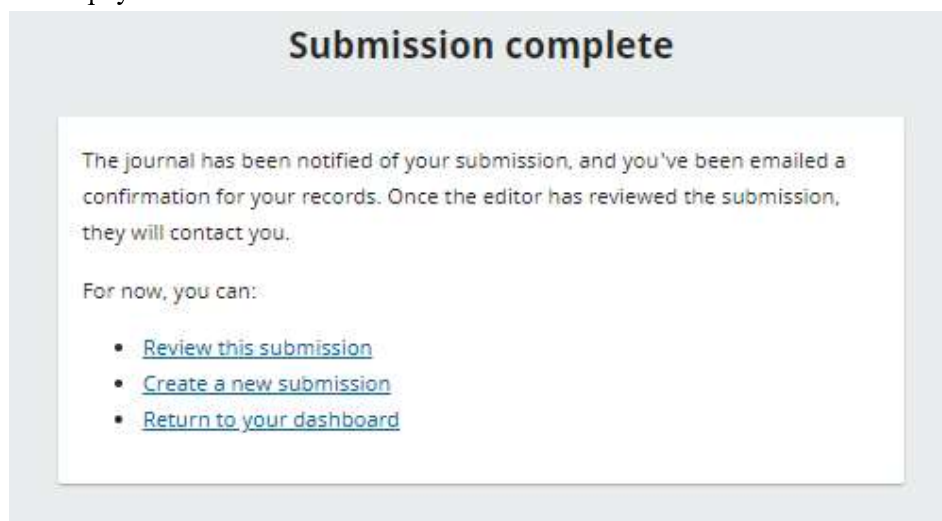**Step 5: Review:** Appraise and check for any inaccuracies or omissions. Make any necessary corrections. Once completed, click **[Submit]**

2.4. Paying Submission Fee

- After successfully creating the journal, the author can select "Review this submission" to review the detailed information of the journal. If applicable, proceed with the payment.

- After selecting "Review this submission", (if there is a fee) the author should Select Pay to start the payment process.
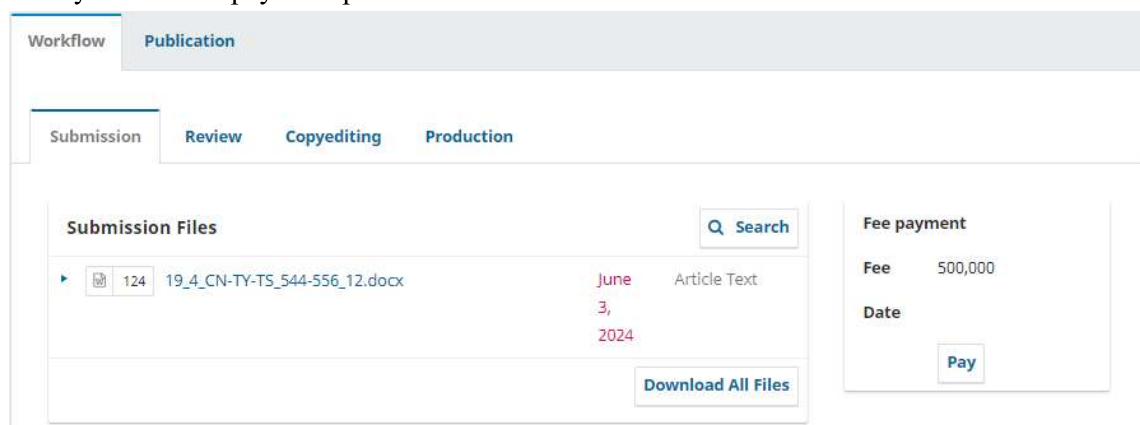
- After selecting Pay, the VNPAY payment interface will appear, and the author can proceed with the payment.

- After payment, there are two possible scenarios:

The first scenario is successful payment, where the Fee will be displayed as 0 and the Date will show the payment date and time:

The second scenario is a failed payment, where the amount will still be displayed in the Fee, and the Date will not show any date and time information.:

3. Section Editor (BBT)

3.1. Suggesting Reviewers

Step 1: Select [Add Reviewer To Suggest]