

How-To: Upload the Paper Document to an Abstract

A paper document can be uploaded while the *Abstract Submission* or *Paper Upload* phase is active.



Note:

In order to complete the paper, a paper document in png.png format has to be uploaded to each abstract.

1. Go to the [Paper list](#) of the conference that includes your paper abstract and click the **Upload paper document** button in the papers' green action menu.

OCS » Conference list » Isola11-Activation » Paper list

Paper list Isola11-Activation

Papers per page 10 Filter by All papers All Fields Show results Reset

ID	Title	Authors	Keywords
001	Giving an example of how to upload a paper document in post-modern times	David Jones	post-modern, example, paper document
002	Never going to give someone up	Rick Astley, David Jones, Kevin Brown	Never, gonna, give, you, up
	ret Life of Trees. How They Live and Why They Matter	Kevin Brown, David Jones	tree, life

Global actions: [Eye] [Plus] [Gear] [X]

OCS » Conference list » Isola11-Activation » Paper list

User profile Howtos User guide Imprint

2. Open your fileviewer by clicking the **Browse** button and select the paper document in png.png format.
3. Make sure, that the current paper details are correct.
 - Click the **update the data before performing the upload** link if the abstract has to be edited.
 - Click the **checkbox** when all data is correct.

The screenshot shows the 'Upload' page in the OCS system. At the top, there is a navigation bar with icons for OCS, Conference, Paper list, Discussion, Submission, and Logout. Below this is a breadcrumb trail: OCS » Conference list » Isola11-Activation » Paper list » Giving an example of how to upload a paper document in post-modern times » Upload. The main heading is 'Upload'. The form contains the following fields:

- ID:** 001
- Title:** Giving an example of how to upload a paper document in post-modern times
- Abstract:** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus mollis, lacus a pretium pharetra, massa purus venenatis nulla, a lobortis augue lorem eu libero. Praesent mollis molestie congue. Pellentesque gravida, leo ut semper adipiscing, turpis nibh fermentum elit, sit amet dignissim orci odio ac urna.
- Keywords:** post-modern, example, paper document
- Authors:** David Jones

A yellow callout box titled 'Did the paper details change?' contains the text: 'If details of the paper like the title, abstract or authors changed, you can [update the data before performing the upload](#).' Below this text is a checkbox with a checkmark and the label 'The paper details are up to date.' A blue arrow points to this checkbox.

The 'File:' field contains the path '/home/jones/documents/paperdocument.pdf' and a 'Browse...' button. A blue arrow points to the 'Browse...' button.

At the bottom of the form is an 'Upload' button. A blue arrow points to this button.

At the bottom of the page, there is another breadcrumb trail: OCS » Conference list » Isola11-Activation » Paper list » Giving an example of how to upload a paper document in post-modern times » Upload. Below this is a footer bar with icons for User profile, Howtos, User guide, and Imprint.

4. Click **Upload**. Your paper file is uploaded and associated to its abstract.

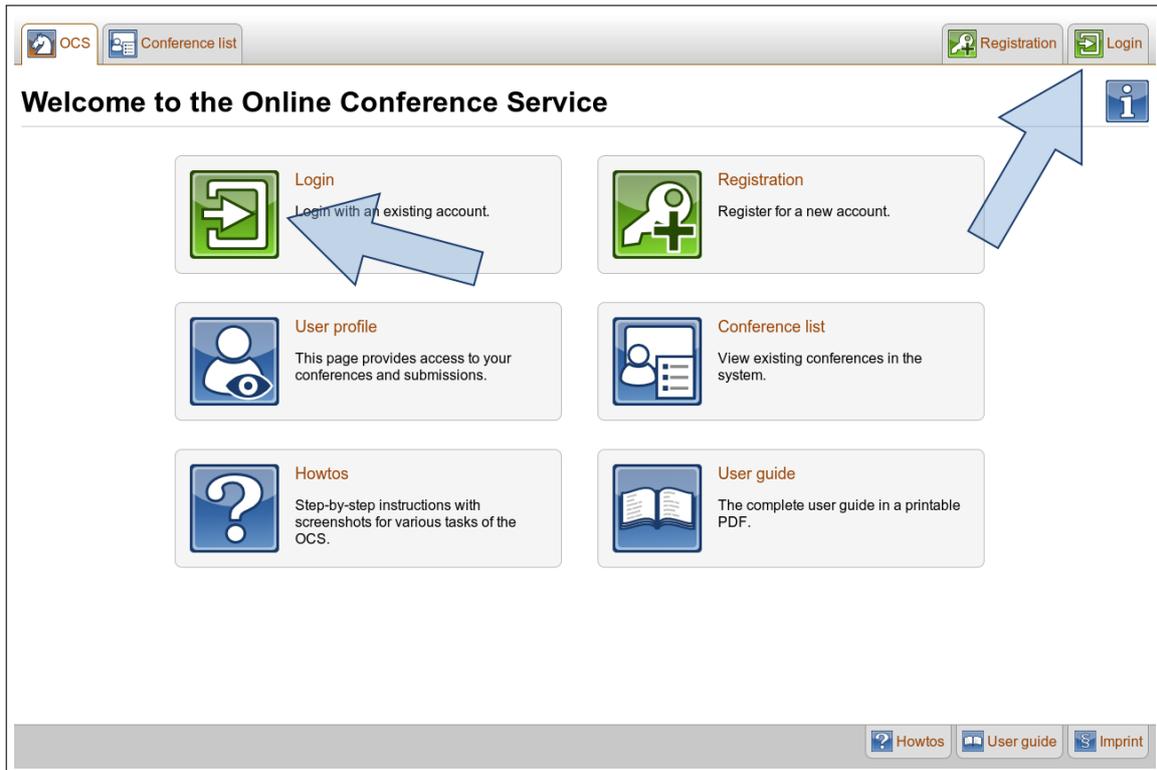
APPENDIX

How-To: Log in

Before working with OCS, please log in. If you do not have an account yet, consult the howto on creating a new account.

1. As long as you are not logged into the OCS already, you can do so in two ways:

- Click the **Login** button on the OCS Welcome Page.
- Click the **Login** button on the right side of every OCS pages' header.



2. On the next page, insert the mail address and password, which you have chosen while creating your account. Click the **Login** button.

OCS » Login

Please authenticate

E-mail address:

Password:

 Login

If you do not have an account, you can [register a new one](#).

 [Forgot your password?](#)

OCS » Login

[Howtos](#) [User guide](#) [Imprint](#)

3. After a successful login you will be redirected to the page you visited before.

How-To: Change to Conference Home Page

The “**Conference Home page**” – also named “**Conference Profile**” – lists the conference details and is the starting point for most of the performed actions.



Note:

You can always view the “**Conference Home page**”, but for most of the actions you need to [log in](#) first.

There are three different ways to navigate to the “**Conference Home page**”:

- [Access via OCS e-mail \(for example the invitation mail\)](#)
- [Access from conference-related page](#)
- [Access from other OCS page](#)

Access via OCS e-mail

There is a link to the corresponding conference at the end of every e-mail you receive from the OCS related to . The mail in this image is an invitation mail as a representative..

Dear Sir or Madam,

You have been invited to join the program committee as PC Member for the conference
''Isola 11''

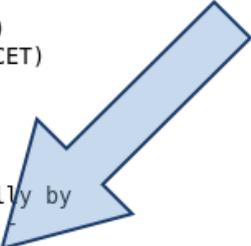
Please follow this link to confirm or reject the invitation (valid until Fri Oct 28 13:03:53 CEST 2011):
[http://localhost:8380/ocs/confirmorrejectinvitation/Isola11/32c6fba1044c44f4a83cfc95d55a18c9/david.jones\\$0040ocs.example/PC_MEMBER](http://localhost:8380/ocs/confirmorrejectinvitation/Isola11/32c6fba1044c44f4a83cfc95d55a18c9/david.jones$0040ocs.example/PC_MEMBER)

Enclosed please find a schedule of the conference:

1. Abstract Submission (Until Jan 4, 2014 CET)
Paper Upload (Until Jan 11, 2014 CET)
2. Bidding for Review (Until Apr 4, 2016 CET)
Assignment of Reviewers (Until Apr 11, 2016 CET)
3. Review (Until Jul 4, 2018 CET)
Decision (Until Jul 11, 2018 CET)
4. Final (Until Oct 9, 2020 CET)

This message was generated automatically by
- The Online Conference System (OCS)

<http://localhost:8380/ocs/home/Isola11>

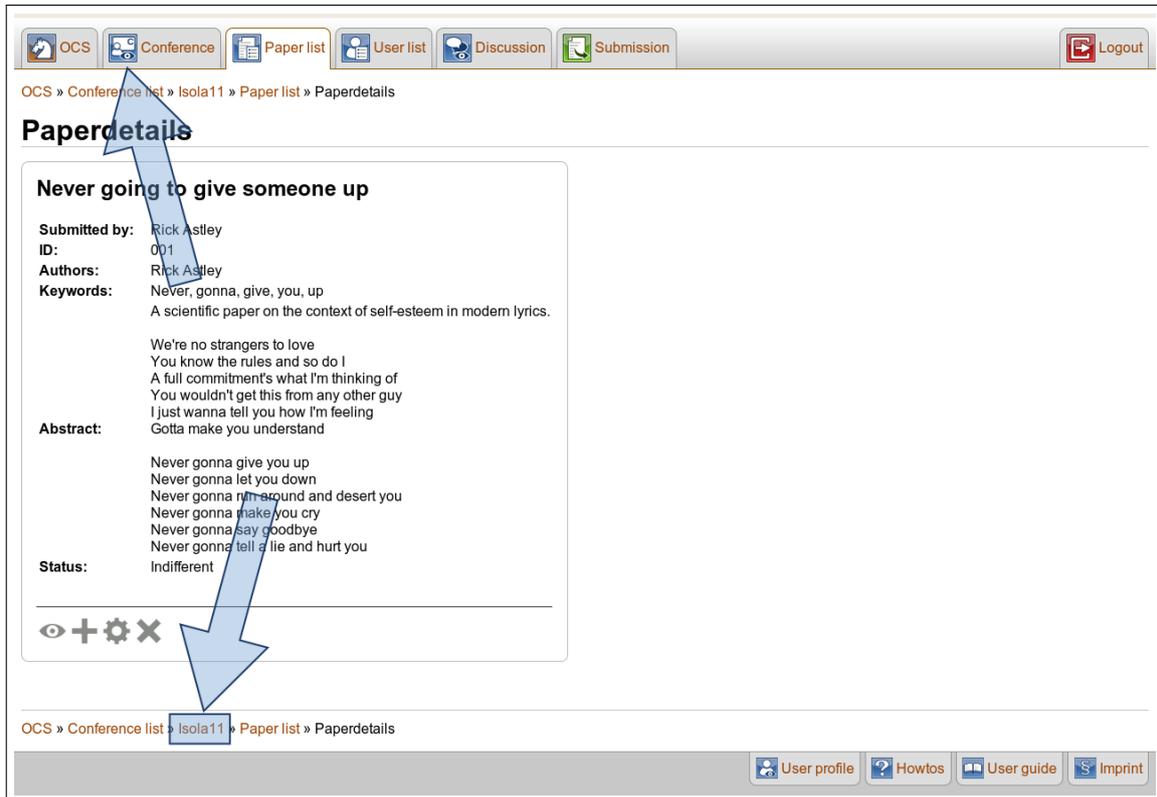


Back to: [How-To: Change to Conference Home Page](#)

Access from conference-related page

If you currently visit an OCS page that belongs to a conference, e.g. the “User list” or any papers’ detail page, simply click on

- the **Conference** button in the header or
- the link in the breadcrumbs on the top and bottom of your main window, entitled with the name of your current conference.



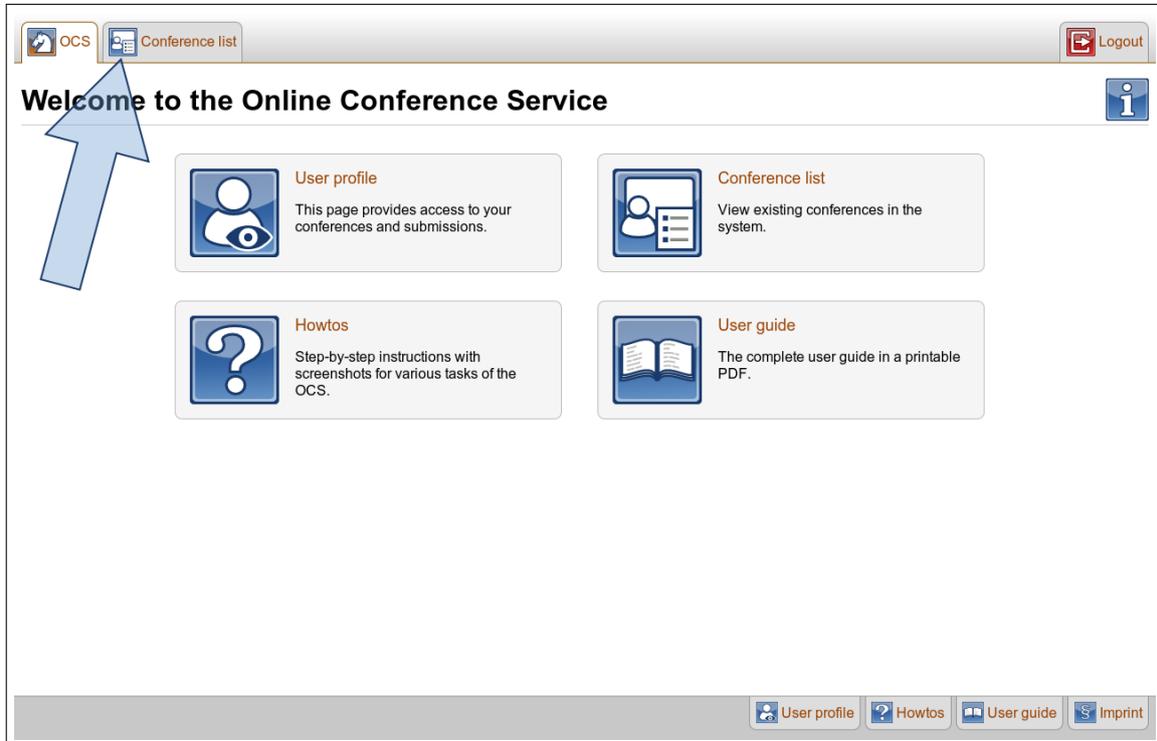
The screenshot displays the OCS interface for a conference. At the top, a navigation bar contains buttons for OCS, Conference, Paper list, User list, Discussion, Submission, and Logout. Below this, a breadcrumb trail reads "OCS » Conference list » Isola11 » Paper list » Paperdetails". The main content area is titled "Paperdetails" and features a paper titled "Never going to give someone up". The paper's metadata includes: Submitted by: Rick Astley, ID: 001, Authors: Rick Astley, and Keywords: Never, gonna, give, you, up; A scientific paper on the context of self-esteem in modern lyrics. The abstract text is: "We're no strangers to love / You know the rules and so do I / A full commitment's what I'm thinking of / You wouldn't get this from any other guy / I just wanna tell you how I'm feeling / Gotta make you understand". The status is listed as "Indifferent". At the bottom of the page, another breadcrumb trail reads "OCS » Conference list » Isola11 » Paper list » Paperdetails", and a footer bar contains buttons for User profile, Howtos, User guide, and Imprint. Two blue arrows highlight the "Conference" button in the top navigation bar and the "Isola11" link in the bottom breadcrumb trail.

Back to: [How-To: Change to Conference Home Page](#)

Access from other OCS page

Not every OCS page is related to a conference, as for example the “OCS Welcome page” or the “Imprint”.

1. Navigate to a conferences’ home page by clicking the **Conference list** button in the header.



Header: OCS | Conference list | Logout

Welcome to the Online Conference Service

User profile
This page provides access to your conferences and submissions.

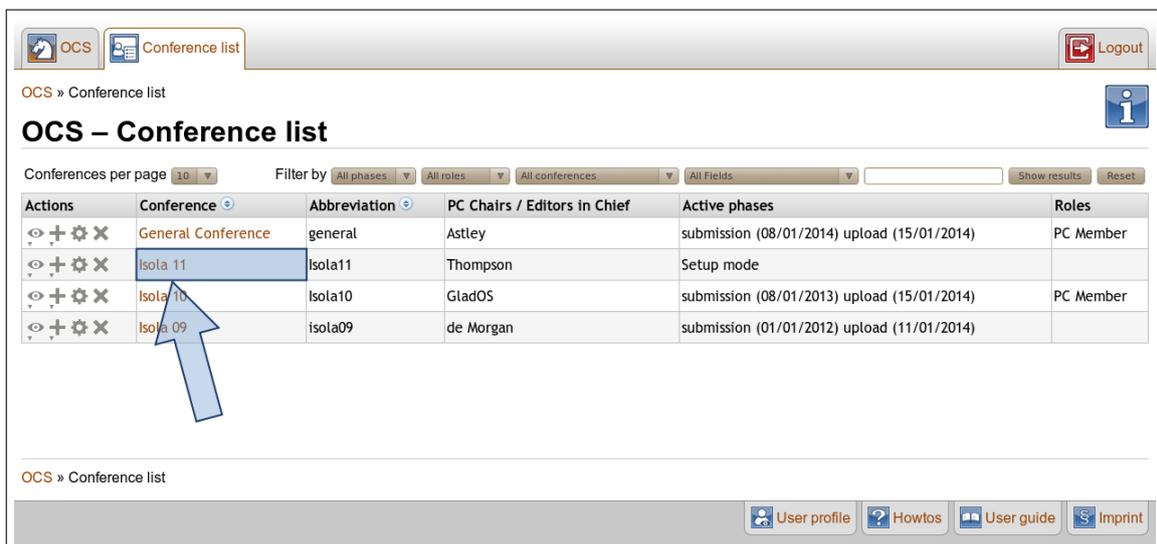
Conference list
View existing conferences in the system.

Howtos
Step-by-step instructions with screenshots for various tasks of the OCS.

User guide
The complete user guide in a printable PDF.

Footer: User profile | Howtos | User guide | Imprint

2. In the list of all conferences, click on the title of the conference that you want to view.



Header: OCS | Conference list | Logout

OCS » Conference list

OCS – Conference list

Conferences per page: 10 | Filter by: All phases | All roles | All conferences | All Fields | Show results | Reset

Actions	Conference	Abbreviation	PC Chairs / Editors in Chief	Active phases	Roles
	General Conference	general	Astley	submission (08/01/2014) upload (15/01/2014)	PC Member
	Isola 11	Isola11	Thompson	Setup mode	
	Isola 10	Isola10	GladOS	submission (08/01/2013) upload (15/01/2014)	PC Member
	Isola 09	Isola09	de Morgan	submission (01/01/2012) upload (11/01/2014)	

Footer: OCS » Conference list | User profile | Howtos | User guide | Imprint

Back to: [How-To: Change to Conference Home Page](#)

How-To: Change to the Paper List

The paper list of a conference lists all abstracts of the conference. It is essential for the interaction with papers.

1. Navigate to the [Conference Home page](#).
2. Click the **View papers** button in the blue action menu.

OCS » Conference list » Isola11 » Conference

Welcome to the conference service of Isola11

Name: Isola 11
Description: A very nice conference for isola 11.
PC Chairs: Rick Astley
Conference flow: Abstract Submission (Jan 8, 2014 CET), Paper Upload (Jan 15, 2014 CET), Bidding for Review (Apr 7, 2016 CET), Assignment of Reviewers (Apr 14, 2016 CET), Review (Jul 6, 2018 CET), Decision (Jul 13, 2018 CET), Final (Oct 10, 2020 CET)
Current phases: Abstract Submission (Jan 8, 2014 CET), Paper Upload (Jan 15, 2014 CET)

View papers

OCS » Conference list » Isola11 » Conference

User profile Howtos User guide Imprint

3. You will see the “**Paper list**” of the conference.



Note:

As long as you are in subpages of a conference, the Paper list is always accessible by the **Paper list** button in the header.

Back to: [How-To: Upload the Paper Document to an Abstract](#)