

# How-To: Edit a Paper Abstract

The submitted abstract of a paper can be edited later on.

1. To do so, go to the [Paper list](#).
2. Click the **Edit** button in the orange action menu of the paper.



OCS » Conference list » Isola11 » Paper list

## Paper list Isola11

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

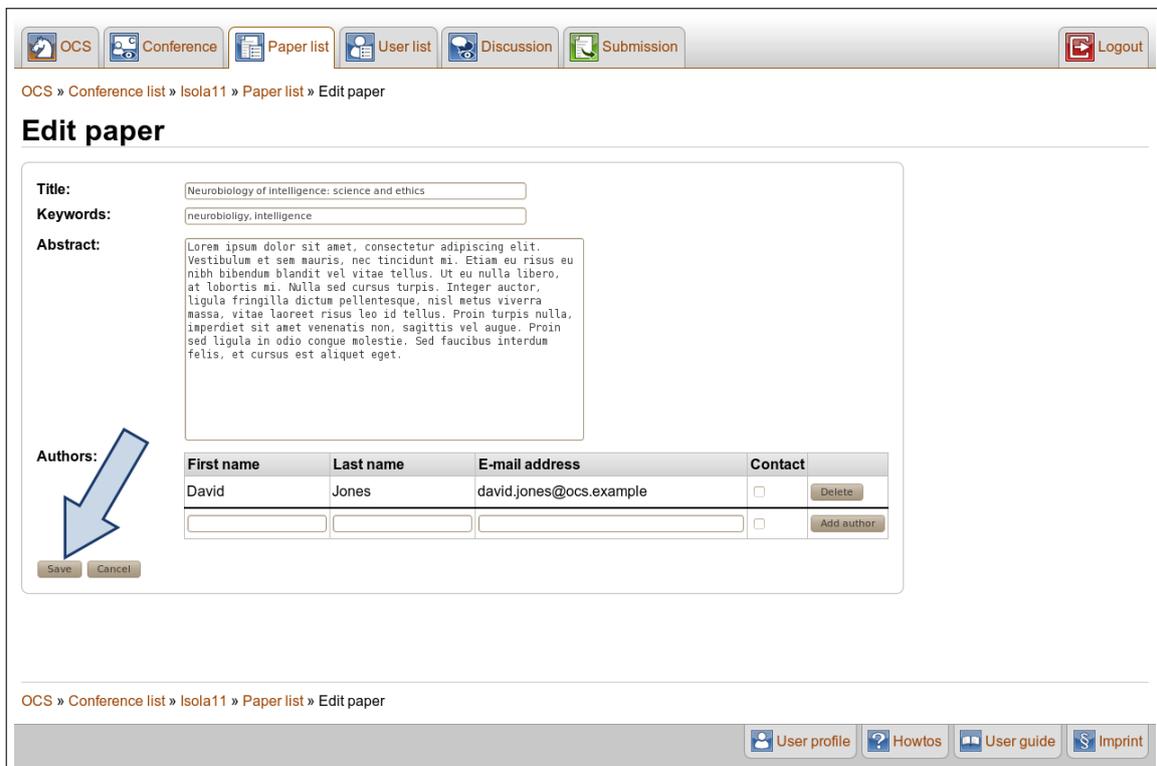
ID	Title	Authors	Keywords
001	Never going to give someone up	Rick Astley	Never, gonna, give, you, up
002	The Secret Life of Trees. How They Live and Why They Matter	Kevin Brown	tree, life
003	Neurobiology of intelligence: science and ethics	David Jones	neurobiology, intelligence

Global actions: Edit

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3. Change the content of the text fields and [add or delete authors](#).
4. When you are done modifying the abstract, click **Save**.



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## Edit paper

**Title:** Neurobiology of intelligence: science and ethics

**Keywords:** neurobiology, intelligence

**Abstract:** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum et sem mauris, nec tincidunt mi. Etiam eu risus eu nibh bibendum blandit vel vitae tellus. Ut eu nulla libero, at lobortis mi. Nulla sed cursus turpis. Integer auctor, ligula fringilla dictum pellentesque, nisl metus viverra massa, vitae laoreet risus leo id tellus. Proin turpis nulla, imperdiet sit amet venenatis non, sagittis vel augue. Proin sed ligula in odio congue molestie. Sed faucibus interdum felis, et cursus est aliquet eget.

**Authors:**

First name	Last name	E-mail address	Contact
David	Jones	david.jones@ocs.example	<input type="checkbox"/> Delete
			<input type="checkbox"/> Add author

Save Cancel

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5. All changes that were made have been saved.

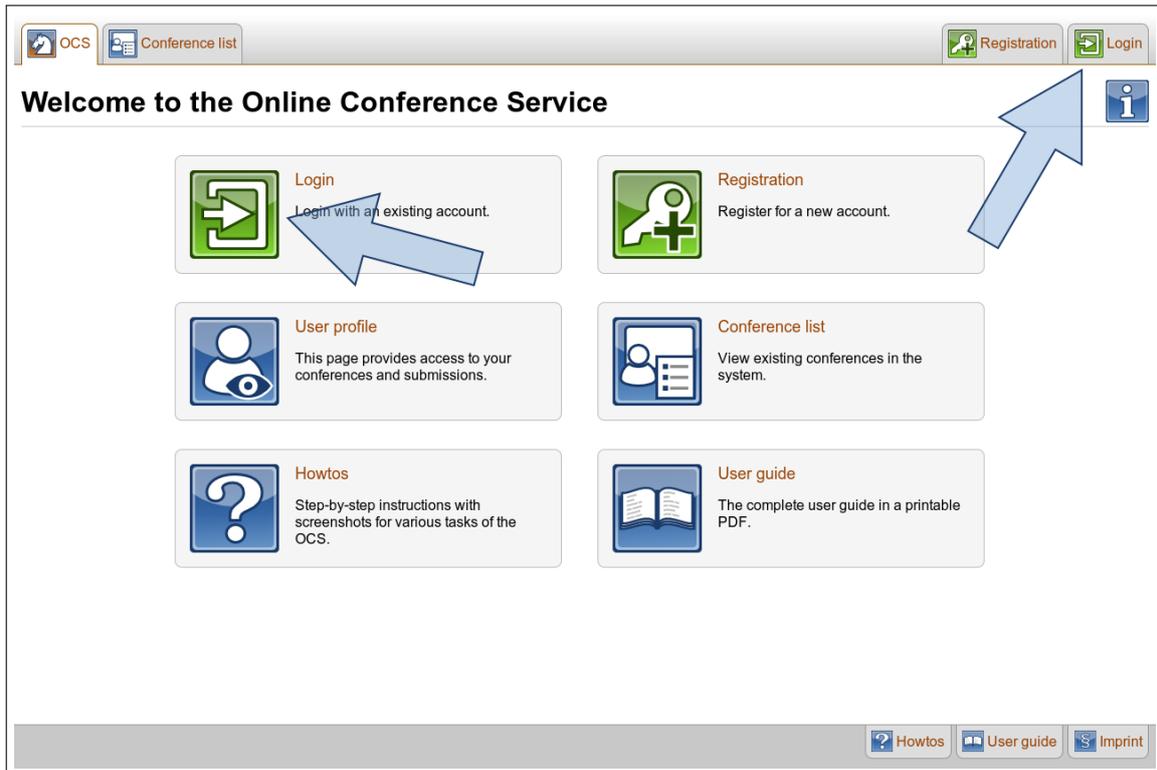
# APPENDIX

## 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

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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..

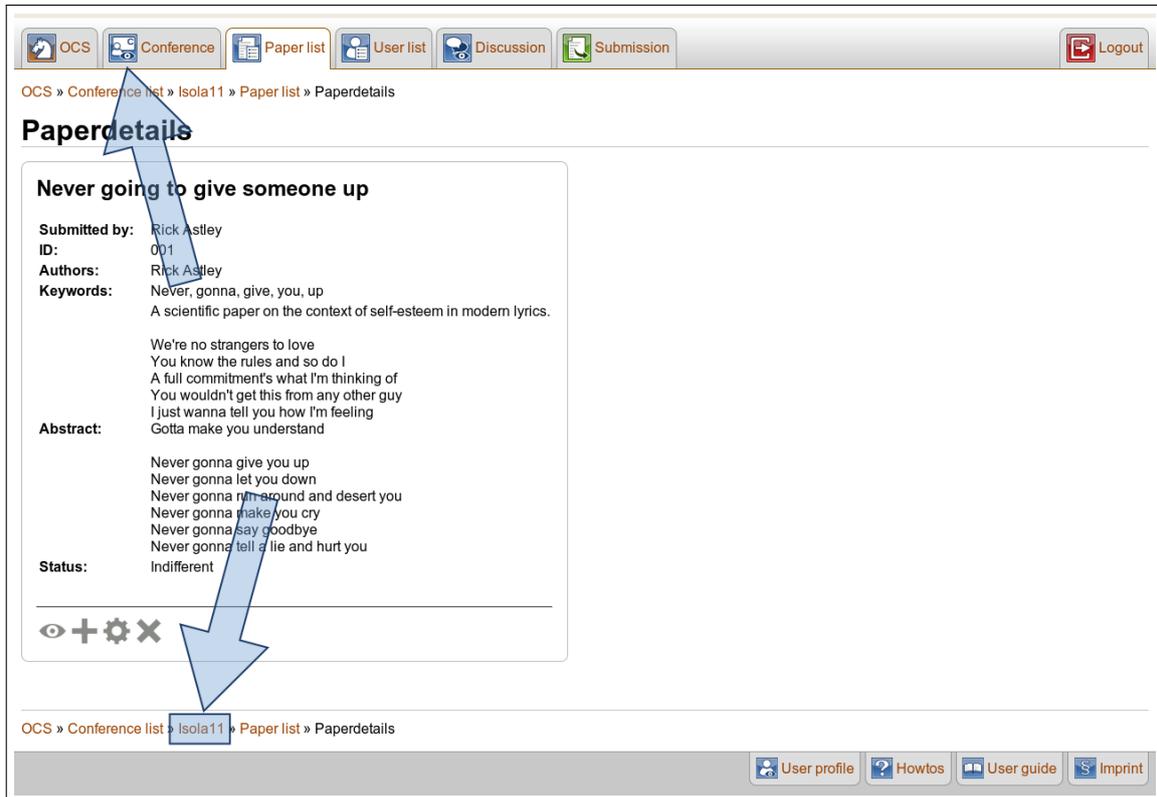


Back to: [How-To: Change to Conference Home Page](#)

## 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.



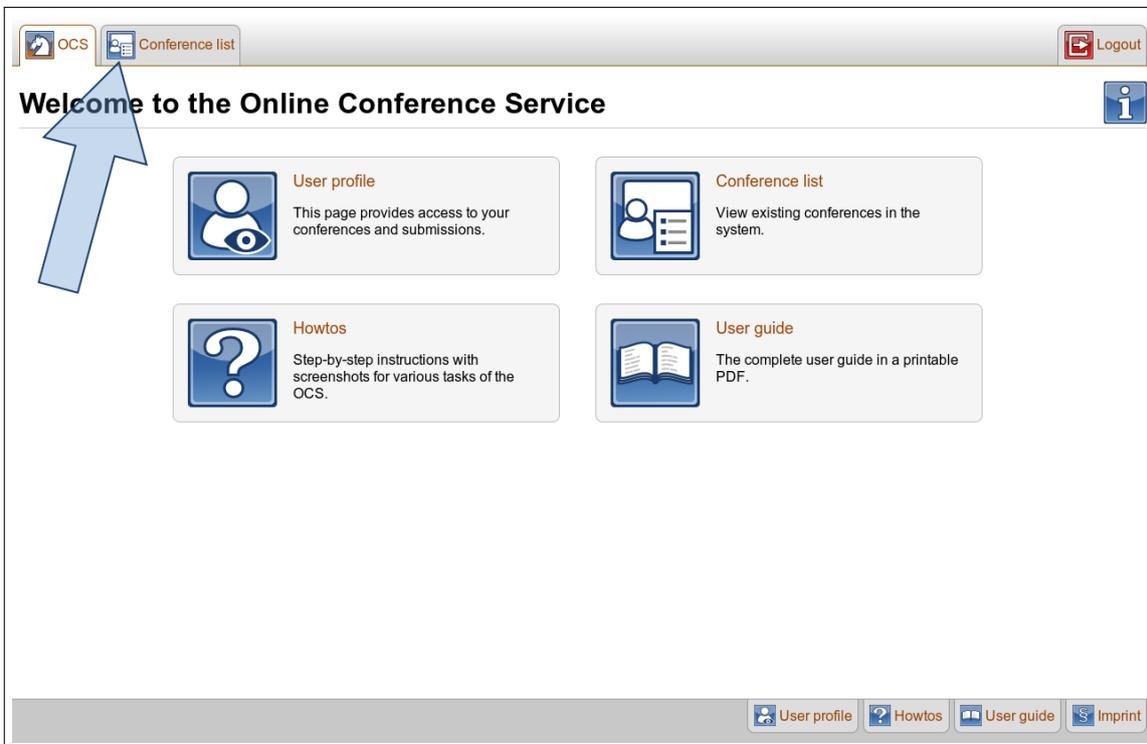
The screenshot displays the OCS interface for a conference. At the top, a navigation bar contains buttons for OCS, Conference, Paper list, User list, Discussion, Submission, and Logout. Below this, a breadcrumb trail reads "OCS » Conference list » Isola11 » Paper list » Paperdetails". The main content 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 contains the lyrics of the song "Never Gonna Give You Up" by Rick Astley. 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 point from the "Conference" button in the top navigation bar and the "Isola11" link in the breadcrumb trail to the "Paperdetails" title.

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

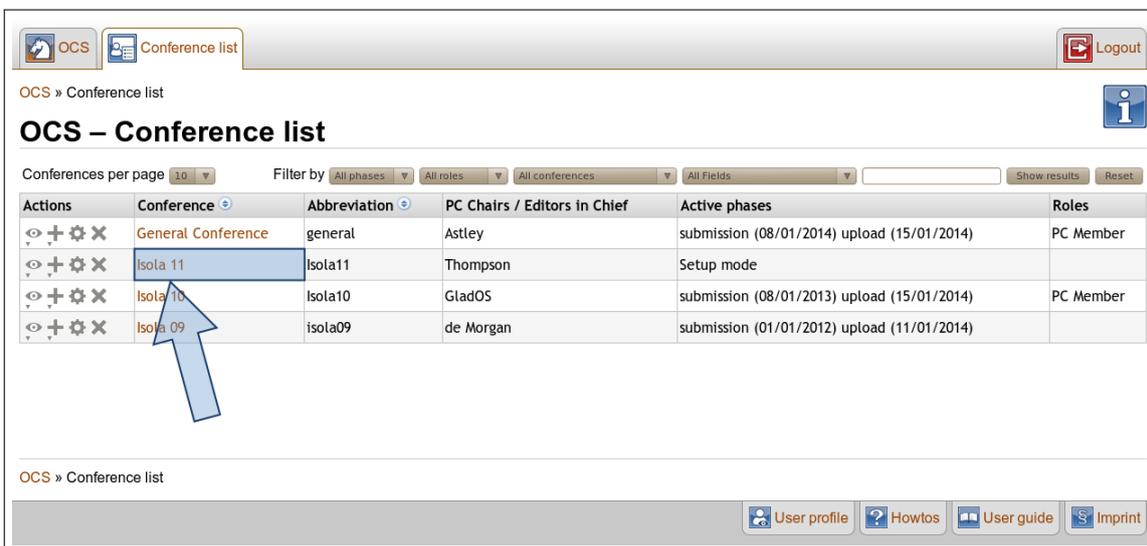
## Access from other OCS page

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.



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



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.

## How-To: Manage authors of a paper

- To add yourself or another user you already worked with as author click on the **Known author** drop-down box and choose one of the displayed users.

**List of authors\*:**

First name	Last name	E-mail address	Contact	
No authors defined				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Add author"/>
Known author				
David Jones	Jones	david.jones@ocs.example	<input type="checkbox"/>	<input type="button" value="Add author"/>
Rick Astley	Astley	rick.astley@ocs.example	<input type="checkbox"/>	<input type="button" value="Add author"/>

Full paper document (PDF):

- Otherwise, type in name and e-mail address of the person you want to add as author and click the **Add author** button in the corresponding row.

**List of authors\*:**

First name	Last name	E-mail address	Contact	
David	Jones	david.jones@ocs.example	<input type="checkbox"/>	<input type="button" value="Delete"/>
<input type="text" value="Rick"/>	<input type="text" value="Astley"/>	<input type="text" value="rick.astley@ocs.example"/>	<input type="checkbox"/>	<input type="button" value="Add author"/>
Known author				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Add author"/>

Full paper document (PDF):



### Note:

You have to click the **Add author** button before clicking **Submit abstract**, otherwise the author will be discarded.

- Delete an author or move up or down by clicking the respective button.

**List of authors\*:**

First name	Last name	E-mail address	Contact			
David	Jones	david.jones@ocs.example	<input type="checkbox"/>	<input type="button" value="Move down"/>	<input type="button" value="Delete"/>	
Rick	Astley	rick.astley@ocs.example	<input type="checkbox"/>	<input type="button" value="Move up"/>	<input type="button" value="Delete"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Add author"/>		

Full paper document (PDF):

- Check the **Contact** checkbox for every user that should receive messages that keep them up-to-date concerning the status of this paper. The submitter will always receive those notifications.

**List of authors\*:**

First name	Last name	E-mail address	Contact			
David	Jones	david.jones@ocs.example	<input type="checkbox"/>	<input type="button" value="Move down"/>	<input type="button" value="Delete"/>	
Rick	Astley	rick.astley@ocs.example	<input checked="" type="checkbox"/>	<input type="button" value="Move up"/>	<input type="button" value="Move down"/>	<input type="button" value="Delete"/>
Kevin	Brown	kevin.brown@ocs.example	<input checked="" type="checkbox"/>	<input type="button" value="Move up"/>	<input type="button" value="Delete"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Add author"/>		
Known author						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Add author"/>		

Full paper document (PDF):

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