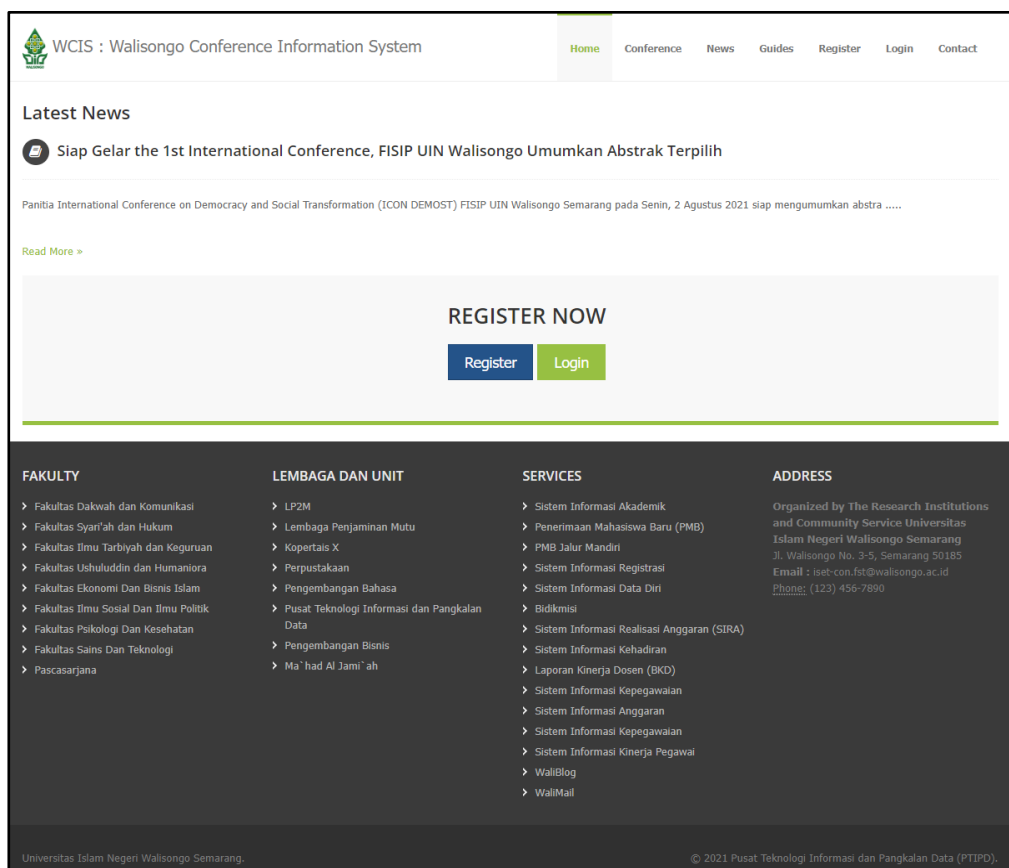# USER GUIDANCE FOR REGISTER CONFERENCE

AT WCIS: WALISONGO CONFERENCE INFORMATION SYSTEM (WCIS)

How to register conference by online with click this website http://conference.walisongo.ac.id. System will display picture below, referred **Picture 1.**

Picture 1. Frontpage WCIS

User should create account first before register conference. There is guidance to create account in http://conference.walisongo.ac.id :

A. Create Account

To create account, user should click this link to register first, http://conference.walisongo.ac.id/register. User could click **Register** button in front page website either, referred **picture 1.**

System will display this form to create account, like **Picture 2** below:

Picture 2. Register Page

User should fill in all data in Register Page, for filling can be filled in the following data, referred **Table 1**:

Table 1. Data in Register Page

No	Input Name	Information
1	Username	Should fill in Minimum 4 characters and has not been used by other users
2	Password	Should fill in Minimum 4 characters
3	Retype Password	Should fill in Minimum 4 characters
4	Identity No	Should fill in Identical Number (such as: KTP / SIM / Passport)
5	Full Name	Should fill in full name user
6	Place Of Birth	Should fill in birthplace user (Kabupaten)
7	Date Of Birth	Should fill in Date birth user
8	Instance	Should fill in name of institute user (Workplace/learning place)
9	Handphone No	Should fill in number handphone user

10	Email	Should fill in Email Active User. System will send activate account and notification by email.

User required all the input first, then click **Register** button. System will be processing data to create new account and display Activated Account by Email like **Picture 3** below:
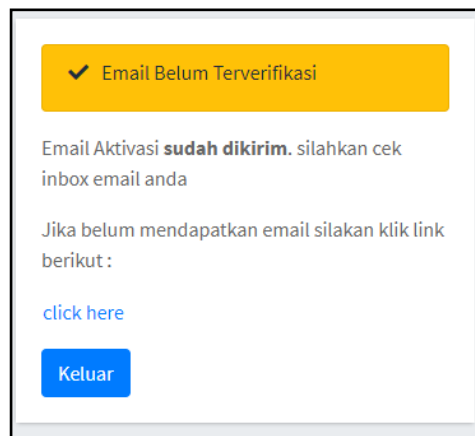
**Picture 3.** Information of Activated Account by Email

User should open email that have been registered, then activated account. There is email that contain account information and activated link like **Picture 4** below:

Picture 4. Email that has been activated

User should click **Aktivasi** button, automatically system open new page process activated.
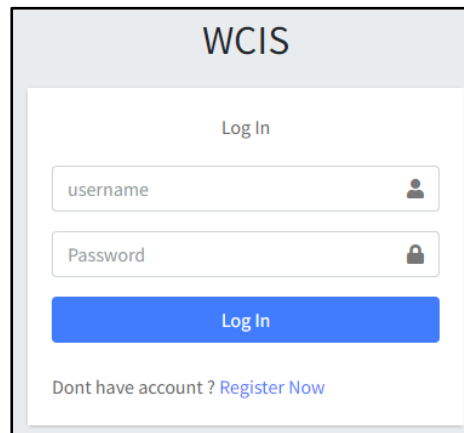
System would display this notification message if process activated success like **Picture 5** below:
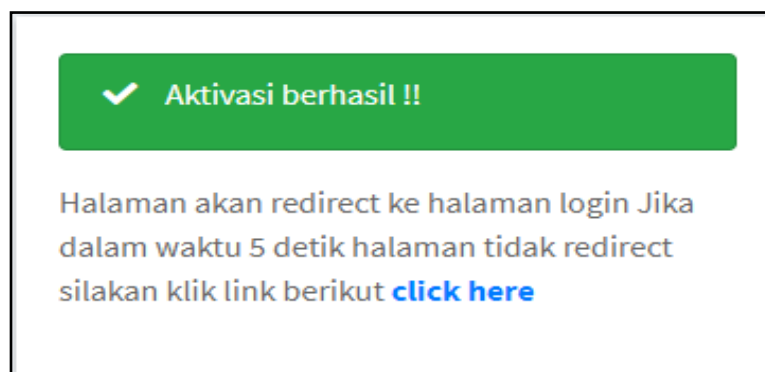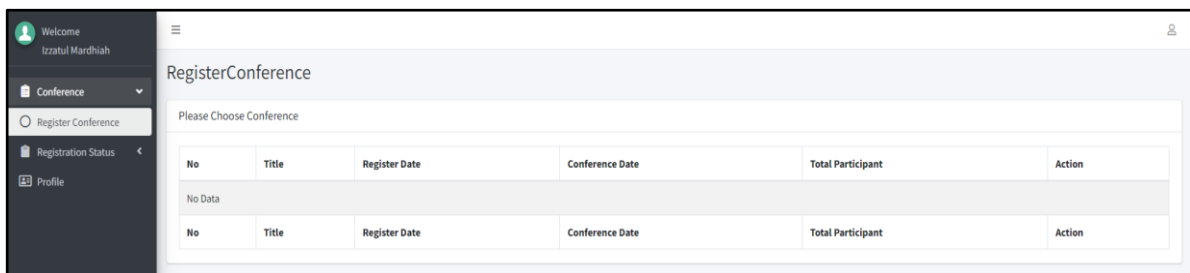

Picture 5. Activated Success

B. Login

To login user should click this link http://conference.walisongo.ac.id/login or could click **Login** button in Main Page website. System will display like **Picture 6** below:

Picture 6. Login Page

Please fill username and password. If login success System will display like **Picture 7.**

Picture 7. Dasboard

These below are information contain in Dashboard page:

1. Title : Title of conference

2. Register Date : registration date period conference

3. Conference Date: implementation date period conference

4. Total Participant : Total Information Abstract registered by user as Audience.

Displayed data in **Register Conference** menu are data still active date period register.

C. Register As Presenter

User could register more than one abstract in one conference. To register could click **Register Conference** menu, then click **Action** button and select **Register as Presenter** like **Picture 8** below:

Picture 8. Register As Presenter

Then after click **Register As Presenter**, user would directing to upload page like **Picture 9 below:**

Picture 9. Form Register Conference

These below are input that should be fill in :

1. Type Presenter : Type presenter and detail fee

2. Topic : Topic Uploaded Abstract.

3. Abtract / Paper Title : Title Uploaded Abstract.

4. Keyword : Keywotd Uploaded Abstract.

5. Upload Abtract : Upload Abstract document with pdf format.

To save data could click **Save** button, System automatically save data as Draft, so User still could edit data.

To submit data could click **Submit** button, System automatically submits abstract then directly to verificator abstract.

After completing all action, System would display Status Register Page like **Picture** 10 below:

Picture 10. State Register As Presenter

These below are information contain in Register State Page**:**

1. Registration Code: Unique code each uploaded abstract.

2. Abtract Title : Title uploaded abstract.

3. Conference Title : Title listed conference.

4. Current Status : State of uploaded abstract, every uploaded abstract contain this state:

   a. **DRAFT** : Abstract still could edited or deleted.

   b. **WAITING FOR ABSTRACT VERIFICATION** : Abstract was uploaded and waiting for verification

   c. **ABTRACT REVISION** : Uploaded Abstract need to revision.

   d. **UPLOAD RECEIPT** : Need upload receipt.

   e. **ABSTRACT REJECTED** : Uploaded Abstract was rejected, process approval stopped.

   f. **WAITING FOR RECEIPT VERIFICATION**: Need verification of uploaded receipt.

   g. **RECEIPT REVISION** : Need revision of receipt.

   h. **UPLOAD PAPER** : Upload article.

   i. **RECEIPT REJECTED** : receipt rejected, process approval stopped.

   j. **WAITING FOR PAPER VERIFICATION** : need verification of article.

   k. **PAPER REVISION** : need revision of article.

   l. **ACCEPTED** : Article accepted.

5. Abstract State: That contain information about state of abstract, there are :

   a. **DRAFT** : Draft Abstract, still could edited or deleted.

   b. **WAITING** : waiting verification abstract

   c. **NEED_REVISION** : Uploaded abstract need revision
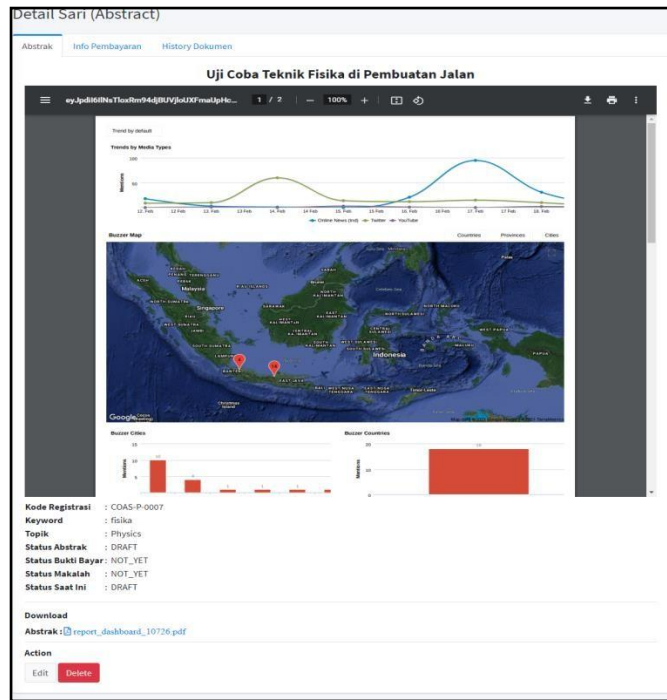
   d. **ACCEPT** : Uploaded abstract accepted

e. **REJECT :** Uploaded abstract rejected, process approval stopped.

6. Payment State: That contain information about state of payment, there are:

   a. **NOT_YET:** need upload receipt.

   b. **WAITING:** waiting verification of receipt.

   c. **NEED_REVISION** : receipt already verified but need revision.

   d. **ACCEPT** : receipt accepted.

   e. **REJECT :** receipt rejected, process approval stopped.

7. Article State : That contain information about state of Article , there are:

   a. **NOT_YET** : not yet uploaded article.

   b. **WAITING** : waiting verification of article.

   c. **NEED_REVISION :** Uploaded article need revision

   d. **ACCEPT** : Uploaded abstract accepted.

   e. **REJECT :** Uploaded abstract rejected.

D. Detail Abstract

User that Register as Presenter could view detail abstract by click **action** in State Register page, then select **View Detail**. System will display like **Picture 11**. System automatically displayed like **Picture 12** below:

Picture 11. Menu View Detail Abstract

Picture 12. Detail Abstract

User could view history of payment and history uploaded document by select Tab **Info Payment** and **History Document** like **Picture 13** below. If User Tab **Info Payment** system will display like **Picture 14** below. If User Tab **History Document** system will display like **Picture 15** below.
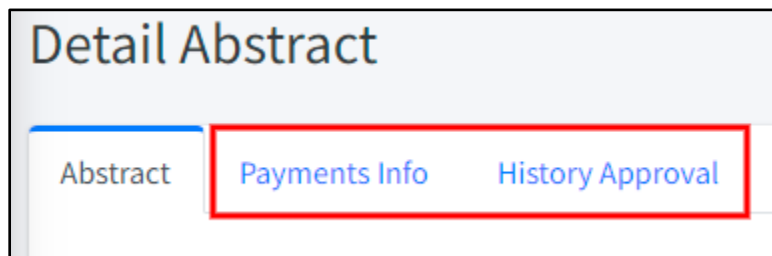
Picture 13. Tab Detail Abstract
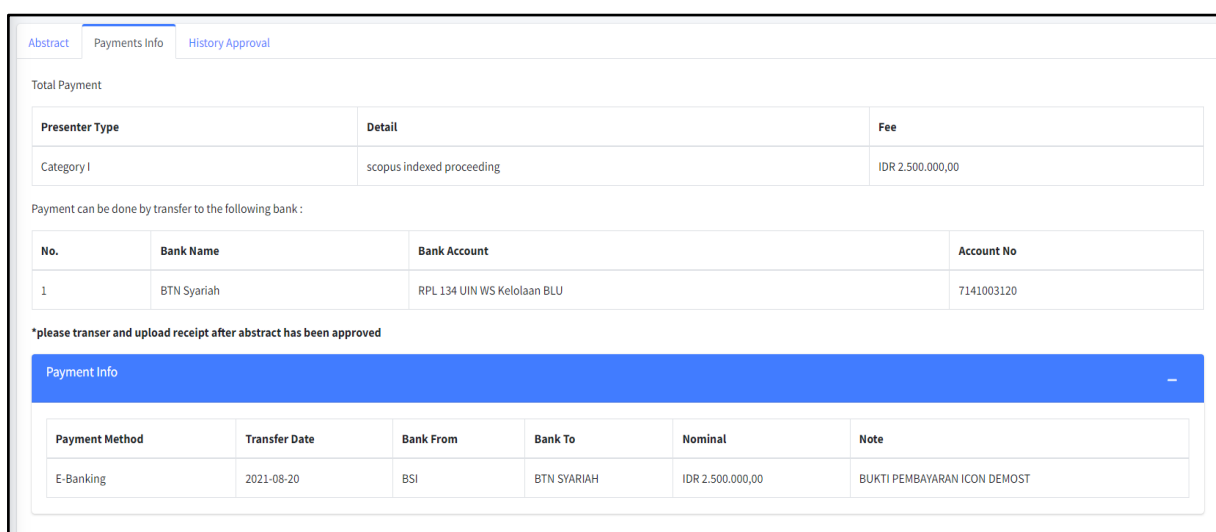
Picture 14. Detail Payment Information

Picture 15. Detail History Approval

E. **Abstract Revision**

User will get notification about revision of article by email. To revise abstract, user could click action then **Revision Abstract** that shown **Picture 16** below. System will automatically display new page like **Picture 17.** User could edit and click Submit if edit data was done.

Picture 16. Menu Revise Abstract

Picture 17. Revise Abstract Page

F. Upload Receipt / Upload Revise Receipt Register As Presenter

User will get notification by email if there is acceptance abstract and need upload receipt or revision receipt. User could upload receipt by click action button and upload receipt like **Picture 18**. System will display new page like **Picture 19.**

Picture 18. Menu Upload Receipt

Picture 19. Form Receipt

These below are input that should be fill in:

1. **Payment Method :** Payment Methods (Cash, Transfer , etc).

2. **Transfer Date**: Date Payment.

3. **Bank From :** Bank Payment Origin.

4. **Bank To :** payment destination bank.

5. **Note :** Note Payment to be added .

6. **Receipt :** Picture/Scan Receipt with pdf format.

After completed all click **Submit** button.

G. Upload Article / Revision of Article Uploaded

User would get mail notification if receipt accepted and need upload article or revision of article uploaded. User could upload article if status contain Upload Article or Revision of Article Uploaded.

To upload article, click action button then select Upload Receipt like **Picture 20** below. System will display form like **Picture 21** below. Select Article that want to upload then clik Upload, File should with pdf format.

Picture 20. Menu Upload Article

Picure 21. Form Upload Article

H. Register As Presenter

User only register once (Register As Audience) for one conference. What if rejected by system, User could register again at same one conference. For register click Menu Register Conference Then Click Action button and select Register As Audience like **Picture 22.** System will display confirmation message like **Picture 23**.

Picture 22. Menu Register As Audience

Picture 23. Confirmation Register As Audience

System will be directing to page Status Registrasi As Audience like **Picture 24.**

Picture 24. Status Register As Audience Page

These below are information contain in **Picture 24** above:

1. Registration Code : Code Unique that user get every register conference.

2. Conference Title: Title Registered Conference

3. Conference Date : Date of Conference

4. Current Status : That contain information of state or Approval Register As Audience based on order :

   a. **UPLOAD RECEIPT :** Need upload receipt.

   b. **WAITING FOR RECEIPT VERIFICATION**: Need verification of uploaded receipt.

   c. **REVISION RECEIPT** : Need revision of receipt.

   d. **ACCEPTED** : Register As Audience accepted.

   e. **REJECTED** : Register As Audience rejected.

5. State of Payment : That contain information about state of payment receipt, there are:

   a. **NOT_YET** : need upload receipt.

   b. **WAITING** : waiting verification of receipt.

   c. **NEED_REVISION** : Uploaded receipt was verified and need revision

   d. **ACCEPT** : Receipt accepted

   e. **REJECT :** Receipt rejected, process approval stopped.

I. **Detail Register As Audience**

User could view detail Register As Audience by clik Action button then Select View Detail like **Picture 25** below. System will display like **Picture 26.**

Picture 25. Menu View Detail Register As Audience

Picture 26. Detail Register As Audience

User could view history of document by select tab **History Dokumen** like **Picture 27** below. System will display like **Picture 28**

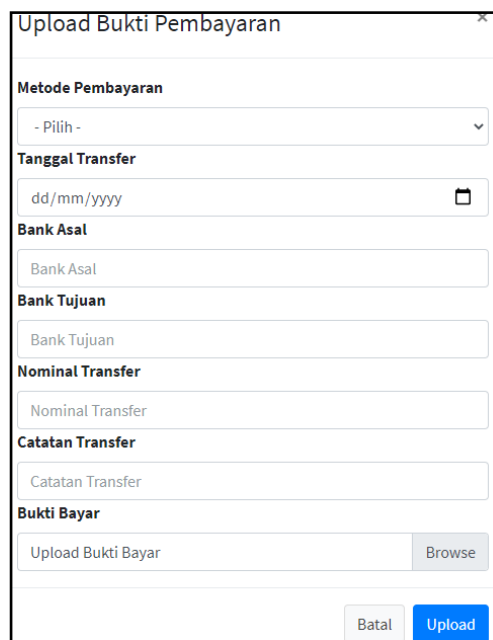**Picture 27.** Tab Menu Detail Register As Audience
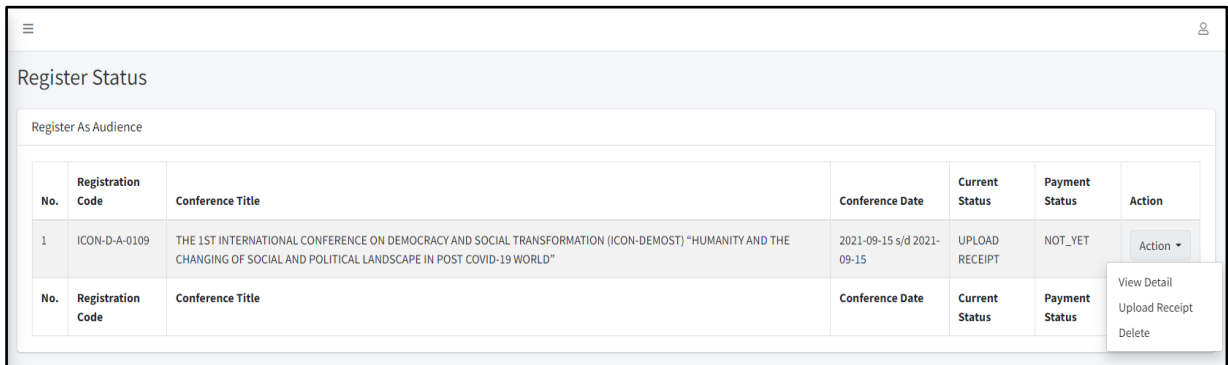
J. Upload Receipt / Upload Receipt Register As Presenter

User could upload receipt when in the state of UPLOAD RECEIPT or REVISION RECEIPT. To Upload receipt by click **Action** button then **upload receipt** like **Picture 28**. System will display new form like **Picture 29**.

Picture 28. Menu Upload Receipt Register As Audience

Picture 29. Form Receipt

These below are input that should be fill in:

1. **Metode Pembayaran :** Payment Methods (Cash, Transfer , etc).

2. **Tanggal Transfer** : Date Payment.

3. **Bank Asal :** Bank Payment Origin.

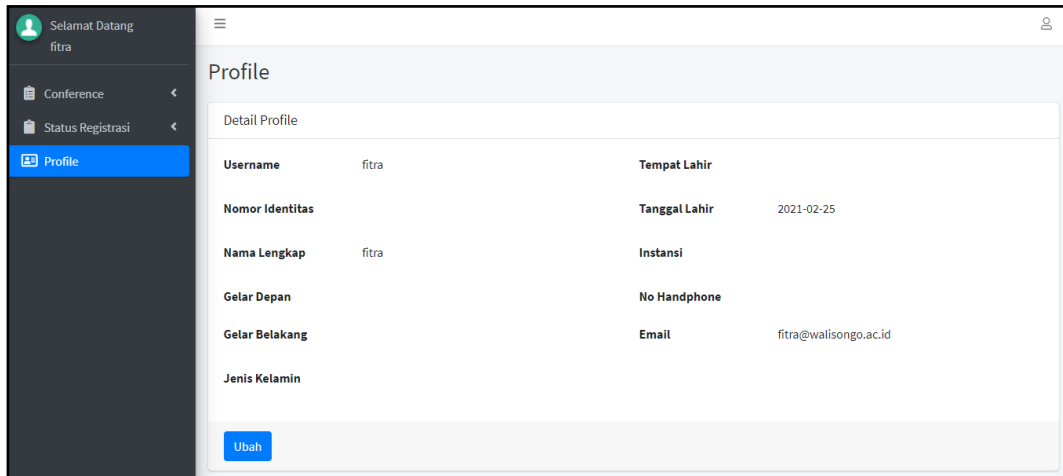4. **Bank Tujuan :** payment destination bank.

5. **Catatan Transfer :** Note Payment to be added .

6. **Bukti Bayar :** Picture/Scan Receipt with pdf format.

After completed all click **Submit** button.

K. Profile

User could view profile by click menu Profile. Profile page will display like **Picture 30** below.

To edut profile, user could click **Edit** button, then click Save button to save data.

Picture 30. Profile Page

Picture 31. Edit Profile Page

L. Logout

To logout from system, user could logout by click Logout button in left top page like **Picture 32** below.

Picture 32. Menu Logout