

# UHICEB WEBSITE USAGE GUIDE



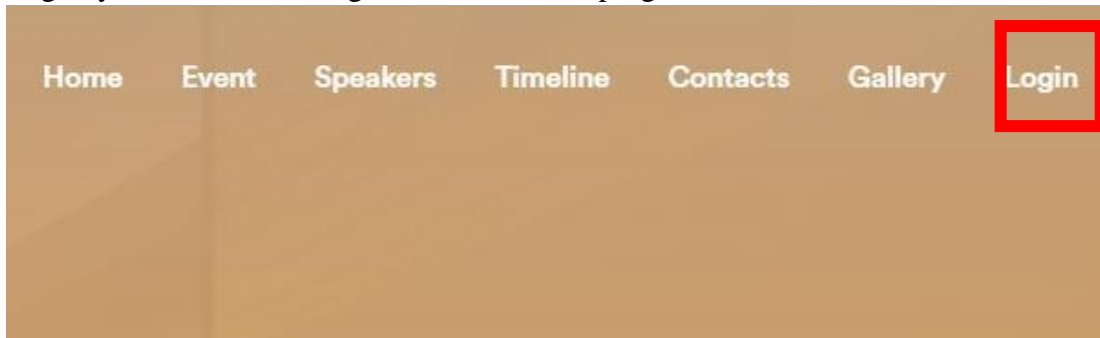
**U H I C E B .**

**UHAMKA INTERNATIONAL CONFERENCE  
ON ECONOMICS AND BUSINESS**

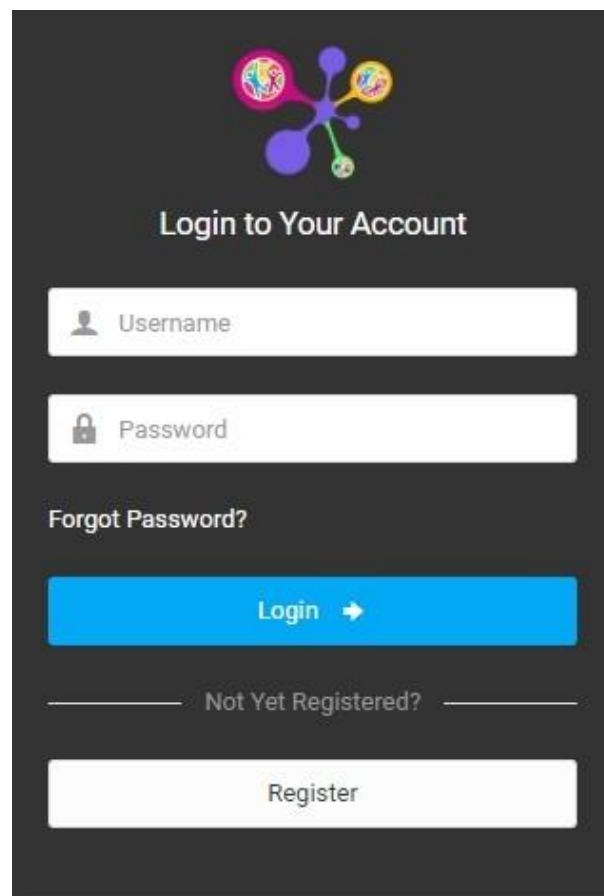
**BY:**

**Faculty Of Economics and Business  
Universitas Muhammadiyah Prof.Dr.HAMKA (UHAMKA)**

1. Log in to <https://conference.uhamka.ac.id/uhiceb/>,
2. Login, you can click the login button on the top right corner.



3. After clicking the login button, the system will display the login form as below:

A screenshot of a login form titled "Login to Your Account". The form is displayed on a dark background. At the top, there is a colorful logo consisting of several interconnected circles in purple, pink, and yellow. Below the logo, the title "Login to Your Account" is centered. The form contains two input fields: "Username" with a person icon and "Password" with a lock icon. Below these fields, there is a link "Forgot Password?". A prominent blue button with the text "Login" and a right-pointing arrow is positioned below the "Forgot Password?" link. At the bottom of the form, there is a link "Not Yet Registered?" flanked by horizontal lines, and a white button with the text "Register".

4. Enter the username and password that has been created, then click login
5. After successfully logging in the system will display, the dashboard as below

6. Select the abstract menu on the left side menu of the screen

- 7.
8. The following display will appear when the fullpaper menu is selected, participants can upload fullpapers, by filling in the form provided

9. After the form is filled in click upload paper, to upload the paper
10. The uploaded paper will appear as shown below, the status of the uploaded paper can be seen from the status column in the table. The status of paper will be written “DRAFT” at the beginning, , the participant must click the “SEND FORREVIEW” button in the status column.

Paper Data ▼

Filter:  Show: 10 ▼

No ^	Paper Title ◊	Type ◊	Uploads Date ◊	Reviews Date ◊	Status	Note ◊	Action ◊
1	UPLOAD PAPER DISINI TEST	Science Technology	06 June 2023	06 June 2023	DRAFT <a href="#">Send for Review</a>	<a href="#">Note</a>	<a href="#">⋮</a>

Showing 1 to 1 of 1 entries ← 1 →

11. After the SEND FOR REVIEW button is clicked, the status will change to NOT YET REVIEWED.

Paper Data ▼

Filter:  Show: 10 ▼

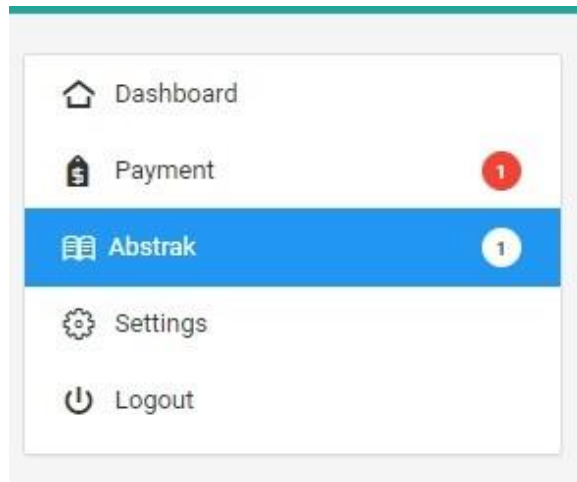
No ^	Paper Title ◊	Type ◊	Uploads Date ◊	Reviews Date ◊	Status	Note ◊	Action ◊
1	UPLOAD PAPER DISINI TEST	Science Technology	06 June 2023	06 June 2023	NOT YET REVIEWED	<a href="#">Note</a>	Waiting for Admin "Proses"

Showing 1 to 1 of 1 entries ← 1 →

There are three statuses in the status column

- NOT YET REVIEWED = indicates that your paper has not been reviewed by the reviewer.
- REJECTED = indicates the paper is rejected
- REVISION = indicates the paper has been revised.
- ACCEPTED = indicates the paper is accepted

12. After the paper is accepted, a payment menu will appear which can be seen in the menu



13. When the payment menu is clicked, the system will display the payment form, participants are required to fill in the form and click the upload button.

Dashboard / Bukti bayar

### Payment Proof Upload

**Account Name**  
 Success.

**Amount**  
 Success.  
 Match with your receipt  
 Ex: Rp,450.000 = 450000

**Event**  
 Success.

**Abstrak**  
 Success.

**Payment Proof Files**  
 visa-logo-png-2013.png Success.  
 Only jpg/jpeg/png that can be Uploaded.

14. The uploaded payment data will be entered into the table as below:

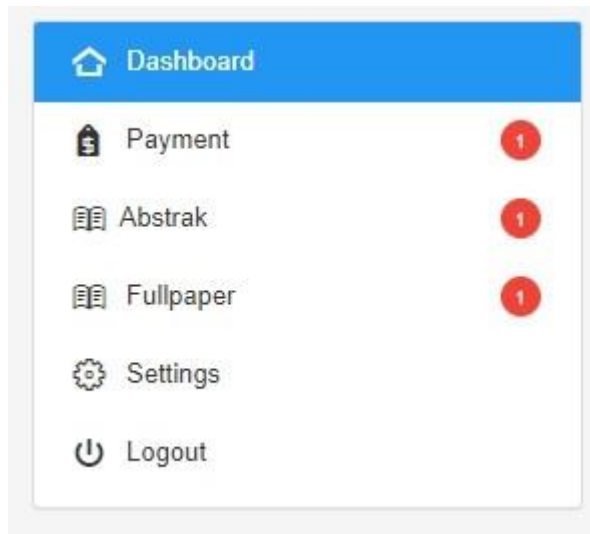
Payment Proof Data

Filter:  Show:

No	Event	Abstract Title	Amount	Uploads Date	Verification Dates	Payment Status	Action
1	International Conference on Natural Science Education (ICNSSE)	UPLOAD PAPER DISINI TEST	Rp, 350.000 A/N : Rizal bank	06 June 2023	-	NOT YET VERIFIED	⋮

Showing 1 to 1 of 1 entries

15. After the payment is verified (VERIFIED), the fullpaper menu will appear (specifically for presenters (academics / researchers), for S1 presenters the system will be completed in the next step.



16. On the fullpaper menu, participants are required to fill in the fullpaper upload form, this form is filled in when the participant has attended the UHICEB conference.

The image shows a form for uploading a full paper. At the top, there is a light blue notification bar with an information icon and the text: 'ATTENTION! After Fullpaper Uploaded, click button "Send for Review" For Being Processed by Reviewers'. Below this is a section titled 'Script Upload' with a dropdown arrow. Underneath is a 'Choose Paper' section with a dropdown menu showing '-- Choose Paper --'. The next section is 'File Full Paper' with a 'Choose File' button and the text 'No file chosen'. Below this, it says 'Only .pdf and .word files can be uploaded'. At the bottom right, there is a blue 'Upload Fullpaper' button.

17. Fullpaper data that has been uploaded will appear in the table below

The image shows a table titled 'Data Full Paper' with a dropdown arrow. Below the title is a search filter 'Filter: Type to filter...' and a 'Show: 10' dropdown. The table has the following columns: 'No', 'Final Draft Title', 'Uploads Date', 'Reviews Date', 'Status', 'Note', and 'Action'. There is one row of data:

No	Final Draft Title	Uploads Date	Reviews Date	Status	Note	Action
1	UPLOAD PAPER DISINI TEST	06 Juni 2023	-	NOT YET REVIEWED	Note	Waiting for Admin'proses"

At the bottom, it says 'Showing 1 to 1 of 1 entries' and has a pagination control showing '1'.

18. After the final draft is reviewed and ACCEPTED, it will appear as below

Data Full Paper						
Filter: <input type="text" value="Type to filter..."/>					Show: <input type="text" value="10"/>	
No	Final Draft Title	Uploads Date	Reviews Date	Status	Note	Action
1	UPLOAD PAPER DISINI TEST	06 Juni 2023	06 Juni 2023	ACCEPTED	Note	Final Draft Already 'Accepted' LoA

Showing 1 to 1 of 1 entries

← **1** →

19. System complete.