

Ecodesign 2017

ONLINE SUBMISSION SYSTEM USER MANUAL –
PAPER ACCEPTED UPLOAD FILES

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9/19/2017




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Quick Guide:

This manual is designed to help author to using Ecodesign 2017 online submission system.

For Author

Part One: Upload final paper

Step 1 Log In



Figure 1 Log In

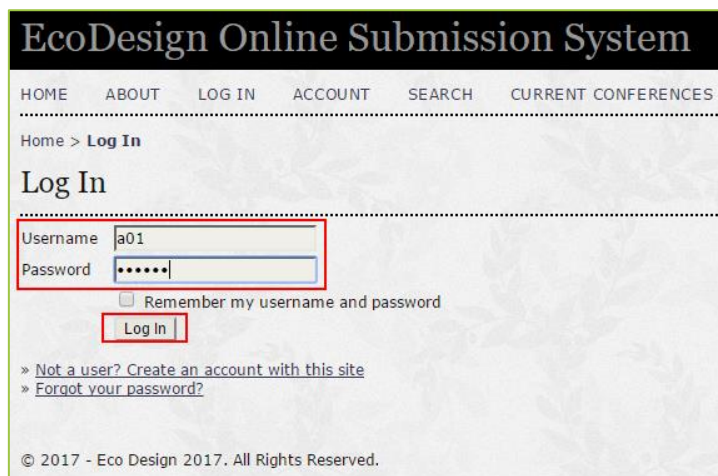


Figure 2 Log In form

Step 3 Click 「Author」 link as below



The screenshot shows the top navigation bar with links for ECODESIGN2017, HOME, ABOUT, and USER HOME. Below the navigation bar is a breadcrumb trail: Home > Going Green EcoDesign2017 > User Home. The main heading is "User Home". Below the heading is a sub-heading "Going Green EcoDesign2017". At the bottom of the page, there is a navigation bar with three items: a red-bordered button with a right-pointing arrow and the text "Author", a link "1 Active", and a link "[New Submission]".

Figure 3 Click Author

Step 4 Click the paper title



The screenshot shows the "Active Submissions" page. At the top, there are two buttons: "ACTIVE" and "ARCHIVE". Below the buttons is a table with the following columns: ID, MM-DD SUBMIT, TOPIC, PAPER TYPE, AUTHORS, and TITLE. The table contains one row of data. The title "0820 MANAGER TEST PAPER" is highlighted with a red border. Below the table, it says "1 - 1 of 1 Items".

ID	MM-DD SUBMIT	TOPIC	PAPER TYPE	AUTHORS	TITLE
325	09-19	1.Social Vision for EcoDesign	E-book	Eco-Design 2017	0820 MANAGER TEST PAPER

Figure 4 Click the paper title

Step 5 Click 「REVIEW」 and then click 「PAPER REVIEW」



#325 Summary

SUMMARY **REVIEW**

Submission

Authors	manager of Eco-Design 2017
Title	0820_Manager_Test_Paper
Paper Type	E-book
Original file	325-195-1-SM.DOCX 2017-09-19 ORIG Filename:test0919.docx
Supp. files	None ADD A SUPPLEMENTARY FILE
Submitter	manager of Eco-Design 2017
Date submitted	September 19, 2017 - 01:57 PM
Topics	01_Social Vision and Scenarios for EcoDesign
Director	Allen Hu (Director)

Figure 5 Click Review



#325 Paper Review

SUMMARY ABSTRACT REVIEW **PAPER REVIEW**

Submission

Authors	manager of Eco-Design 2017
Title	0820_Manager_Test_Paper
Paper Type	E-book
Topics	01_Social Vision and Scenarios for EcoDesign
Director	Allen Hu

Figure 6 Click Paper Review

Step 6 Upload author's final paper

#325 Paper Review

[SUMMARY](#) [ABSTRACT REVIEW](#) [PAPER REVIEW](#)

Submission

Authors	manager of Eco-Design 2017
Title	0820_Manager_Test_Paper
Paper Type	E-book
Topics	01_Social Vision and Scenarios for EcoDesign
Director	Allen Hu

Peer Review

Review Version	325-196-1-RV.DOCX 2017-09-19
Initiated	—
Last modified	—
Reviewer	see more
Comment	
Uploaded file	None
Director	None
Version	
Author Version	None

Director Decision

Decision	—
Notify Director	<input checked="" type="checkbox"/> Director/Author Email Record No Comments
Director	None
Version	
Author Version	None
Upload Author Version	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

Figure 7 Upload Author's Final Paper

Part Two: Add Supplementary Files (Springer Format Document or Consent to Publish Document)

Step 1 Log on first, and then click the 「 Author 」 link as below



ECODESIGN2017 HOME ABOUT USER HOME

Home > Going Green EcoDesign2017 > **User Home**

User Home

Going Green EcoDesign2017

» [Author](#) 1 Active [\[New Submission\]](#)

Figure 8 Click Author link

Step 2 Click the paper title



Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	TOPIC	PAPER TYPE	AUTHORS	TITLE
325	09-19	1.Social Vision for EcoDesign	E-book	Eco-Design 2017	0820 MANAGER TEST PAPER

1 - 1 of 1 Items

Figure 9 Click Paper title

Step 3 Click 「Summary」



#325 Summary

SUMMARY REVIEW

Submission

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Supp. files	None ADD A SUPPLEMENTARY FILE
Submitter	manager of Eco-Design 2017
Date submitted	September 19, 2017 - 01:57 PM
Topics	01_Social Vision and Scenarios for EcoDesign
Director	Allen Hu (Director)

Figure 10 Click Summary

Step 4 Add a supplementary File



#325 Summary

SUMMARY **REVIEW**

Submission

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Director	Allen Hu (Director)

Figure 11 Add a supplementary file

Step 5 Fill the 「Add a supplementary file」 form as below

Add a Supplementary File

Supplementary File Metadata

To index this supplementary material, provide the following metadata for the uploaded supplementary file.

Title*	<input type="text"/>	1
Creator (or owner) of file	<input type="text"/>	
Subject	<input type="text"/>	2
Type	Other <input type="text"/> Specify other: <input type="text"/>	
Brief description	<input type="text"/>	3
Publisher	<input type="text"/> Use only with formally published materials.	
Contributor or sponsoring agency	<input type="text"/>	
Date	<input type="text"/> YYYY-MM-DD Date when data was collected or instrument created.	
Source	<input type="text"/> Name of study or other point of origin.	
Language	<input type="text"/> English=en; French=fr; Spanish=es. Additional codes.	

Supplementary File

No file uploaded.

4

Upload No file chosen Present file to reviewers (without metadata), as it will not compromise blind review.

5



* Denotes required field

Figure 12 Fill the 「Add a supplementary file」 form

#325 Summary

[SUMMARY](#) [REVIEW](#)

Submission

Authors	manager of Eco-Design 2017
Title	0820_Manager_Test_Paper
Paper Type	E-book
Original file	325-195-1-SM.DOCX 2017-09-19 ORIG Filename:test0919.docx
Supp. files	325-197-1-SP.DOCX 2017-09-19 ORIG Filename:Consent_To_Publish.docx
Submitter	manager of Eco-Design 2017 
Date submitted	September 19, 2017 - 01:57 PM
Topics	01_Social Vision and Scenarios for EcoDesign
Director	Allen Hu  (Director)

[ADD A SUPPLEMENTARY FILE](#)

Figure 13 After upload the consent to publish document