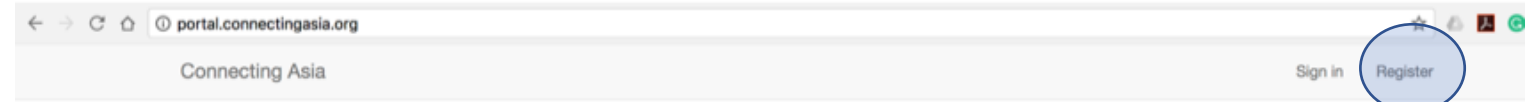


# User Guideline

Conference Management System



Click register to create new user.  
If you are already a user please sign in with your user name



Connecting Asia - Register x

Not Secure | portal.connectingasia.org/register

Connecting Asia Sign In Register

### Connecting Asia - Registration Form

**Username**

**First Name \***

**Last Name \***

**Address**

**City**

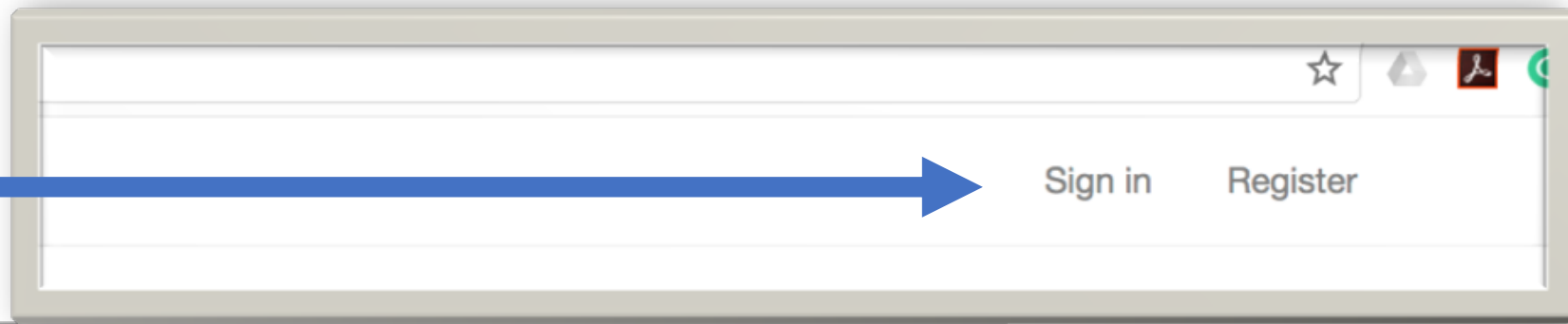
**State**

**Postal Code**

**Country \***

18193979\_1020900270...jpg Show All x

# Sign In



Sign in

Register

Account Details

Muhammad Imran

Account Details

Logged In Successfully

S.No	Task	Status	Action
1	Abstracts		<a href="#">Submit Abstract</a>
2	Payment		<a href="#">View</a>
3	Payment Proof	Submitted 0	<a href="#">View &amp; Upload</a>

[Download Templates](#)

Account Details

portal.connectingasia.org/admin

Connecting Asia

Muhammad Imran

Online

MAIN NAVIGATION

- Home
- Abstracts
- Invoices
- Conference Registration
- Certificates
- Sign Out

### Account Details

Account Details

Logged In Successfully

S.No	Task	Status	Action
1	Abstracts		<a href="#">Submit Abstract</a>
2	Payment		<a href="#">View</a>
3	Payment P	Submitted 0	<a href="#">View &amp; Upload</a>

[Download Templates](#)

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portal.connectingasia.org/admin/paper

18193979\_1020900270...jpg

Show All

Start  
submit  
your abstr



Add New Abstract

The screenshot shows the admin interface for 'Connecting Asia'. The user is logged in as Muhammad Imran. The main navigation menu includes Home, Abstracts, Invoices, Conference Registration, Certificates, and Sign Out. The 'Abstracts' section is active, displaying a '+ New Abstract' button, a search bar, and a table with columns for Abstract ID, Title, Author, Theme, Submission Date, Status, and Actions. The table is currently empty, showing 'No data available in table'. An 'Options' panel is visible at the top right, containing a 'Status' dropdown menu and 'Submit' and 'Clear' buttons.

Connecting Asia

Muhammad Imran  
Online

MAIN NAVIGATION

- Home
- Abstracts
- Invoices
- Conference Registration
- Certificates
- Sign Out

## Abstracts

Options

Status: Select Status

Submit Clear

+ New Abstract

Show 10 entries

Showing 0 to 0 of 0 entries

Abstract ID	Title	Author	Theme	Submission Date	Status	Actions
No data available in table						
Abstract ID	Title	Author	Theme	Submission Date	Status	Actions

Showing 0 to 0 of 0 entries

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# Select Conference, Theme and presentation method

**Connecting Asia**

Muhammad Imran  
Online

MAIN NAVIGATION

- Home
- Abstracts
- Invoices
- Conference Registration
- Certificates
- Sign Out

portal.connectingasia.org/admin/paper

### New Paper Abstract

**Conference \*** 2nd ASIA International Multidisciplinary Conference 2018

**Theme \***

- ✓ Select Theme
- Economics, Business, and Management
- Life Sciences
- Social Sciences and Humanities
- Science, Technology, Engineering, and Mathematics

**Presentation Method \***

**Paper Title \***

**Co-Authors**

**Co-Authors Email ID**  
(separated by ;)

**Abstract (Maximum 300 words)**  
You may also copy paste your

Save Close

Download Template

Search: Previous Next

Status Actions

Status Actions

Previous Next

Write abstract and other details

Abstrac

portal.connectingasia.org/admin/paper

Connecting Asia

Muhammad Imran

Online

Home

Abstrac

Download Template

Search:

Previous Next

Status Actions

Status Actions

Previous Next

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18193979\_1020900270...jpg

Show All

### New Paper Abstract

**Paper Title**

**Co-Authors**

**Co-Authors Email ID (separated by ;)**

**Abstract (Maximum 300 words)**  
You may also copy paste your content from the Word

**Keywords (separated by ;)**

Save Close



portal.connectingasia.org/admin/paper

Connecting Asia

Muhammad Imran  
Online

MAIN NAVIGATION

- Home
- Abstracts

### Abstracts

Home > Abstracts

Options

Status: Select Status

Submit Clear

Paper abstract saved successfully.

+ New Abstract

Download Template

Show: 10

Search:

Showing 1 to 1 of 1 entries

Previous 1 Next

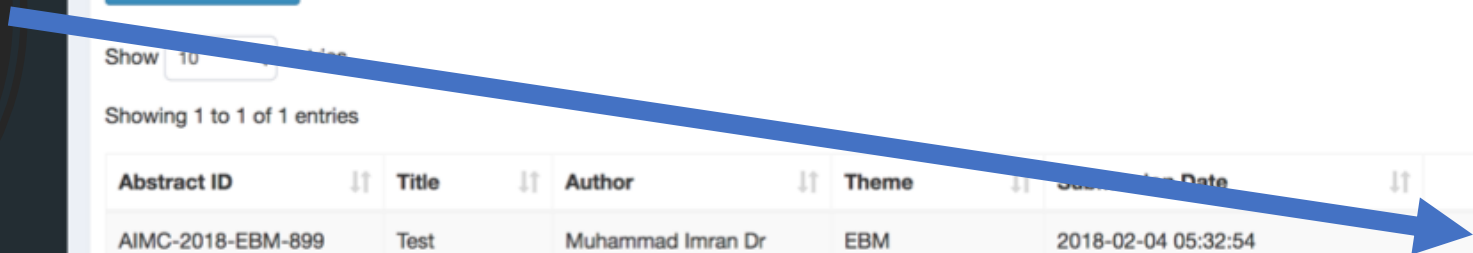
Abstract ID	Title	Author	Theme	Submission Date	Status	Actions
AIMC-2018-EBM-899	Test	Muhammad Imran Dr	EBM	2018-02-04 05:32:54	Submitted	

Showing 1 to 1 of 1 entries

Previous 1 Next

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Make sure your abstract is submitted



Please wait for editor decision, once it is accepted you can submit fee and full paper

# Acceptance, Invoice, Payment Proof

- Click view once abstract shows accepted status
- Click view to see your invoice
- Click view and Upload to check you invoice and upload payment proof

Account Details

Logged In Successfully

S.No	Task	Action
1	Abstracts	Accepted 1 <a href="#">View</a>
2	Document	Invoice 1 <a href="#">View</a>
3	Payment Proof	Submitted 0 <a href="#">View &amp; Upload</a>

Download Templates

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asia.org/admin/paper

1020900270...jpg

# Invoice, Acceptance letter and full paper

- Click Action button to download your acceptance letter, Invoice and to upload full paper.

The screenshot shows the 'Abstracts' management page in the Connecting Asia admin portal. The page includes a sidebar with navigation options like Home, Abstracts, Invoices, and Certificates. The main content area features a table of abstracts with columns for ID, Title, Author, Theme, Submission Date, Status, and Actions. A dropdown menu is open under the 'Actions' column for the first entry, showing options: View, Acceptance Letter, Upload Paper, and View Fee Invoice. A blue arrow points from the text 'Click Action button' to the 'Actions' dropdown menu.

Abstract ID	Title	Author	Theme	Submission Date	Status	Actions
AIMC-2018-EBM-899	Test	Muhammad Imran Dr	EBM	2018-02-04 05:32:54	Accepted	<a href="#">View</a> <a href="#">Acceptance Letter</a> <a href="#">Upload Paper</a> <a href="#">View Fee Invoice</a>

# Full paper template

- Click download template to download full paper template

The screenshot shows the admin interface for 'Connecting Asia'. The user is logged in as Muhammad Imran. The main navigation menu includes Home, Abstracts, Invoices, Conference Registration, Certificates, and Sign Out. The 'Abstracts' section is active, displaying a table of abstracts. A modal window titled 'Options' is open, showing a 'Status' dropdown menu with 'Select Status' selected, and 'Submit' and 'Clear' buttons. A blue arrow points from the 'Download Template' button in the top right of the abstracts list to the 'Download Template' dropdown menu. The table below shows one abstract entry with the following details:

Abstract ID	Title	Author	Theme	Submission Date	Status	Actions
AIMC-2018-EBM-899	Test	Muhammad Imran Dr	EBM	2018-02-04 05:32:54	Accepted	<a href="#">View</a> <a href="#">Acceptance Letter</a> <a href="#">Upload Paper</a> <a href="#">View Fee Invoice</a>

Showing 1 to 1 of 1 entries

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# Printing Invoice

The screenshot displays a web browser window with two tabs titled "Acceptance Letter". The address bar shows the URL: [portal.connectingasia.org/admin/paper/printletter/id/899](http://portal.connectingasia.org/admin/paper/printletter/id/899). The page layout consists of a dark sidebar on the left, a central print settings panel, a large preview area, and a right-hand navigation bar.

**Sidebar (Left):**

- Connecting Asia
- Muhammad Inran (Online)
- MAIN NAVIGATION
  - Home
  - Abstracts
  - Invoices
  - Conference Registration
  - Certificates
  - Sign Out

**Print Settings Panel (Middle-Left):**

- Print** (Total: 2 sheets of paper) with Cancel and Print buttons.
- Destination:** Brother DCP-J105 (Brother DCP-J105-AirPr...), with a Change... button.
- Pages:** All (selected), with a text input field containing "e.g. 1-5, 8, 11-13".
- Copies:** 1
- Layout:** Portrait
- Color:** Color
- + More settings
- Print using system dialog... (⌘P)
- Open PDF in Preview

**Preview Area (Center):**

The preview shows the header of an acceptance letter. It features logos for UTM (Universiti Teknologi Malaysia) and ASI (ASIA SOCIETY & INDUSTRY). The main title is "AIMC 2018 ASIA International Multidisciplinary Conference". Below this, it reads "2nd ASIA International Multidisciplinary Conferer 2018 (AIMC2018)" and "Acceptance of Abstract". The reference number is "Ref:AIMC-2018-EBM-899".

The body of the letter is addressed to "Dear MUHAMMAD IMRAN DIR" and contains the following text:

I am pleased to inform you that your abstract entitled **test** has been accepted for oral presentation in **2nd ASIA International Multidisciplinary Conference 2018 (AIMC2018)** after peer review by the editorial board (AIMC2018), note that the conference will be held on 12-13 May 2018 at Faculty of Management, Universiti Teknologi Malaysia, J Bharu. You are hereby requested to upload full paper along with payment proof at <http://portal.connectingasia.org/> within 14 days. Participants who can't ensure their presences at conference venue are allowed to present virtually through **video conferencing using Skype**. This paper will be published in an SCOPUS / ISI Indexed journal as mentioned in the conference website (see link for detail).

For future correspondence, use this **AIMC-2018-EBM-899** as reference. If you have any queries, feel free to contact the undersigned accordingly.

The letter is signed by Prof. Dr. Anran Rasi (Chief Editor, Faculty of Management, UTM, Johor Bahru, Malaysia) and Muhammad Inran Qureshi (Director Operations/Publications, Connecting ASIA Sdn Bhd., 44 Jalan Kemuluan 8, Skudai, Johor, Bahru, Malaysia).

**Right-hand Bar:** Muhammad Inran, Home > Acceptance Letter

**Bottom of the page:** A file name "18193979\_1020900270...jpg" is visible in the bottom left, and a "Show All" button is in the bottom right.

Upload  
Payment  
Proof

The screenshot shows a web browser window with the URL `portal.connectingasia.org/admin/invoice/view/id/787`. The page is titled "Fee Invoice" and features a dark sidebar with navigation options: Home, Abstracts, Invoices, Conference Registration, Certificates, and Sign Out. The main content area displays the "AIMC 2018 ASIA International Multidisciplinary Conference" logo and an invoice for "Invoice # AIMC-2018-EBM-899" dated 2018-02-03 22:34:08. The invoice details include bank information for Connecting Asia Sdn. Bhd. and recipient information for Muhammad Imran Dr. A table lists one item: "Conference Fee for Article test in 2nd ASIA International Multidisciplinary Conference 2018 2018, Faculty of Management, Universiti Teknologi Malaysia, Johor Bharu" with a quantity of 1 and a price of 100.00 USD. The subtotal is also 100.00 USD. A "Payment Proof" modal is open, showing a "Proof Document:" field with a "Choose File" button and "No file chosen" text. "Submit" and "Close" buttons are visible in the modal. A file name "18193979\_1020900270...jpg" is visible at the bottom left, and a "Show All" button is at the bottom right.

Upload Full  
paper

The screenshot shows the 'Connecting Asia' admin portal. The user is logged in as Muhammad Imran. The main content area is titled 'Abstracts' and contains a table with one entry. The entry has the following details:

Abstract ID	Title	Author	Theme	Submission Date	Status	Actions
AIMC-2018-EBM-899	Test	Muhammad Imran Dr	EBM	2018-02-04 05:32:54	Accepted	<a href="#">View</a> , <a href="#">Acceptance Letter</a> , <a href="#">Upload Paper</a> , <a href="#">View Fee Invoice</a>

The 'Upload Paper' action is highlighted in the context menu. The page also includes a sidebar with navigation options, a search bar, and a footer with the text '© 2018 All rights reserved.'

Select your journal and upload full paper file

The screenshot displays the 'portal.connectingasia.org/admin/paper' interface. A modal window titled 'Upload Full Paper' is open, featuring a 'Paper Document' section with a 'Choose File' button and 'No file chosen' text. Below this is a 'Journals' dropdown menu with 'ISI Indexed Proceedings' selected. The modal also includes 'Save' and 'Close' buttons. The background interface shows a sidebar with navigation options like 'Home', 'Abstracts', and 'Invoices', and a main content area with a table of abstracts. The table has columns for 'Abstract ID', 'Title', 'Author', 'Theme', 'Submission Date', 'Status', and 'Actions'. A single entry is visible with 'Abstract ID' AIMC-2018-EBM-899, 'Title' Test, 'Author' Muhammad Imran Dr, 'Theme' EBM, 'Submission Date' 2018-02-04 05:32:54, and 'Status' Accepted.

Abstract ID	Title	Author	Theme	Submission Date	Status	Actions
AIMC-2018-EBM-899	Test	Muhammad Imran Dr	EBM	2018-02-04 05:32:54	Accepted	



Click Invoice  
to Check you  
payment  
status

The screenshot shows a web browser window with the URL `portal.connectingasia.org/admin/invoice`. The page title is "Connecting Asia" and the user is logged in as "Muhammad Imran". The main content area is titled "Invoices" and displays a table with the following data:

Abstract ID	User	Created time	Sub total	Tax	Total	Amount paid	Payment proof	Paid	Conference
AIMC-2018-EBM-899	Muhammad Imran Dr	2018-02-03 - 22:34	USD100.00	USD6.00	USD106.00	USD0.00		No	AIMC2018

Below the table, there is a search bar with the text "Search:" and a "Search all" dropdown menu. At the bottom of the table area, it says "Show 10 entries" and "Page 1 of 1".

The left sidebar contains a navigation menu with the following items: Home, Abstracts, Invoices, Conference Registration, Certificates, and Sign Out. A blue arrow points to the "Invoices" menu item.

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Muhammad Imran  
Online

MAIN NAVIGATION

- Home
- Abstracts
- Invoices
- Conference Registration
- Certificates
- Sign Out

### Account Details Account Details

S.No	Task	Status	Action
1	Abstracts	Accepted 1	<a href="#">View</a>
2	Payment	Unpaid 1	<a href="#">View</a>
3	Payment Proof	Submitted 0	<a href="#">View &amp; Upload</a>

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