

LLUCS user manual

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Quick links:

- ❖ [LLUCS system](#)
- ❖ [LLUCS user account and registration for a conference](#)
- ❖ [Submission adding](#)
- ❖ [Submission editing and files upload](#)
- ❖ [Switching between multiple conferences / participation types](#)

LLUCS system as well as this user manual is constantly updated. All system users will be notified in case of major updates or changes of LLUCS. If you're having any technical problems during the registration or while using the system, please contact systems administrator: webmaster@llu.lv

1. LLUCS system

LLU Conference System (further in text - **LLUCS**) is made to be as a unified scientific or academic conference management solution for conferences organized by Latvia University of Life Sciences and Technologies (LLU). This user manual covers main system features – registration in system, registration for a particular conference, submission adding and submission files upload.

LLUCS uses two step registration (as described [here](#)). To register for a particular conference:

- 1) You **have to have** a LLUCS user account;
- 2) You **must be** logged in.

2. LLUCS user account and registration for a conference

In LLUCS users can only register for active conferences shown on the public home page of the system (refer to Figure 1). This part of user manual describes registration processes for both new and already existing users.

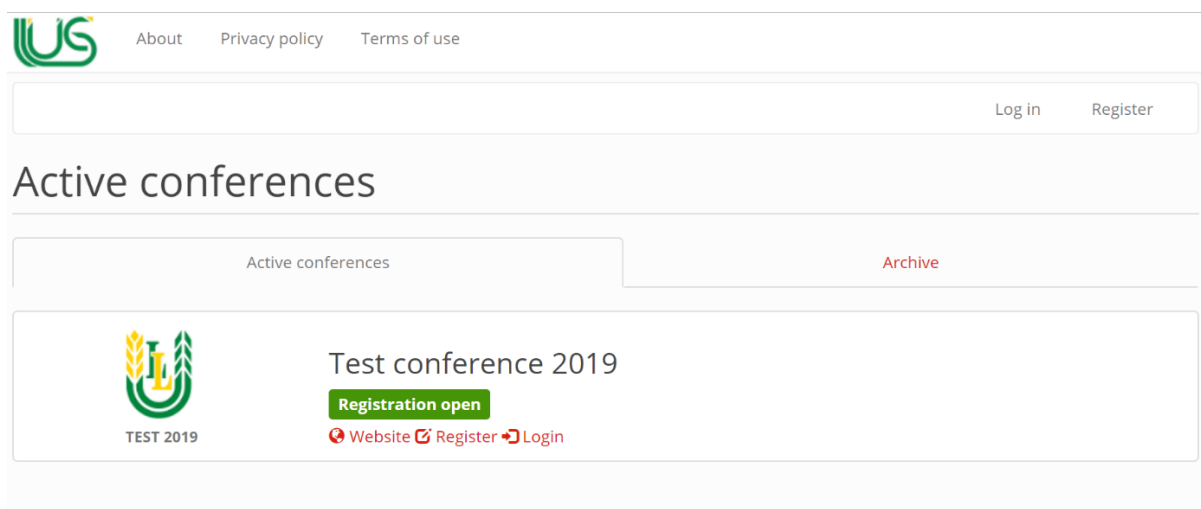


Figure 1. Public home page of LLUCS (displays currently active conferences)

2.1. For new users

If you don't have a LLUCS account, you must create one to be able to register for conferences. There are multiple LLUCS registration links placed across the system to make this task easier:

- 1) On user's menu at the top of the screen (refer to Figure 2);
- 2) At registration page of a particular conference (refer to Figure 3);
- 3) At the bottom of the login form (refer to Figure 4).



Figure 2. LLUCS Registration link on the users menu (highlighted in red)

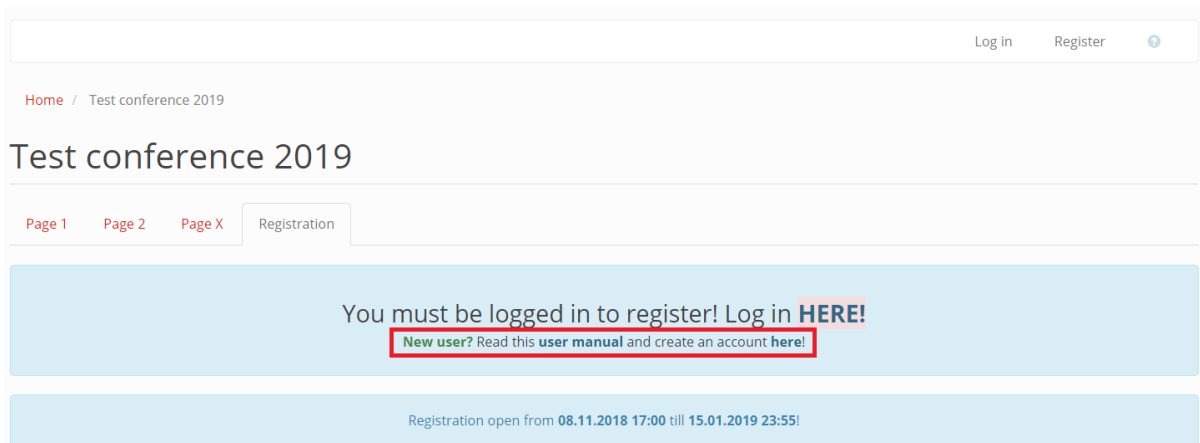


Figure 3. LLUCS registration link at the registration page of a particular conference (highlighted in red)

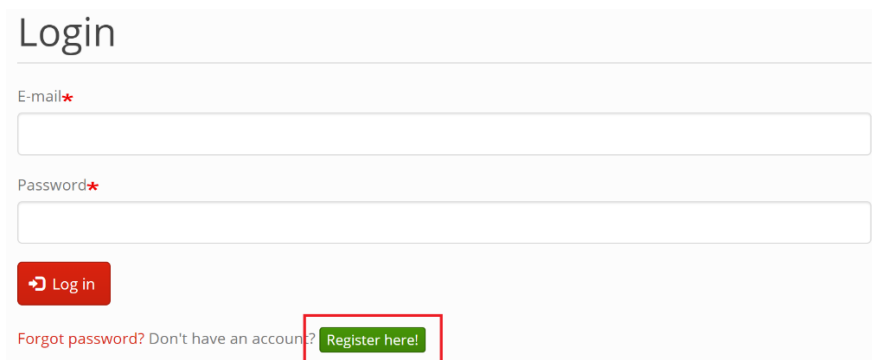


Figure 4. LLUCS registration link at LLUCS login form (highlighted in red)

During the registration process you will be asked to enter your name, surname, e-mail address and a password. In case of successful registration **you will have to verify your e-mail address** (only users with verified e-mail addresses can log in). There will be a verification message sent to your e-mail address right after the registration!

After a successful e-mail verification you will be redirected to LLUCS public home page. To register for a conference, please read next chapter (2.2. For existing users).

2.2. For existing users

Only users with a LLUCS account are able to register for conferences organized via LLUCS. If you have one, go to public home page of the system and click on registration link for chosen conference (refer to Figure 5).

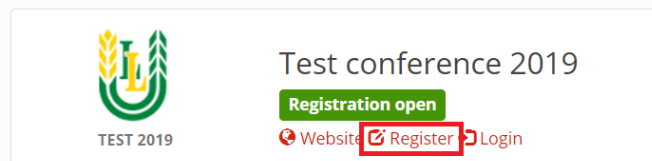


Figure 5. Conference registration link (highlighted in red)

On the registration page click the highlighted login link (refer to Figure 6). You will be redirected to the login form.

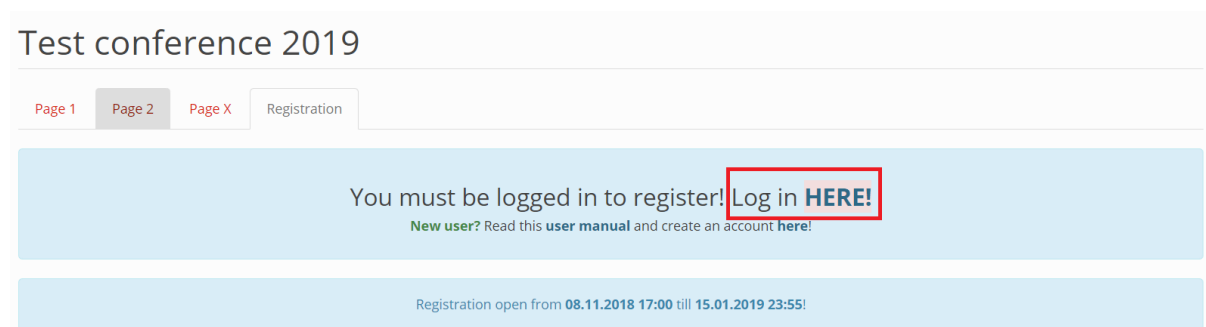


Figure 6. "Log in" link on the conference registration page

After successful login you will be redirected back to the conference registration page and a button **conference registration** button should be available (refer to Figure 7 – registration link is highlighted in blue).

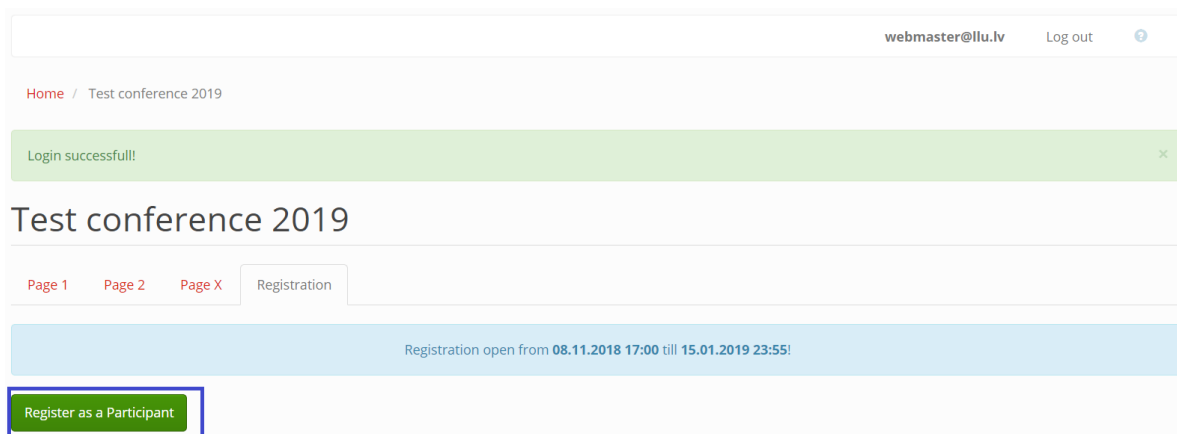


Figure 7. Conference registration page after user login.

Depending on the conference, there might be different registration types (for example, "Registration as a participant", "Registration as a listener" etc., thus there will be button for each available registration type). Chose the type of registration and click on the corresponding button.

Based on previously chosen registration type you will be granted with a specific access to the conference and redirected to internal subsection (participants or listeners) of LLUCS (refer to Figure

8). As a participant you will be able to add submissions and attach necessary files to them. As a listener you will be able to add information required for listeners.

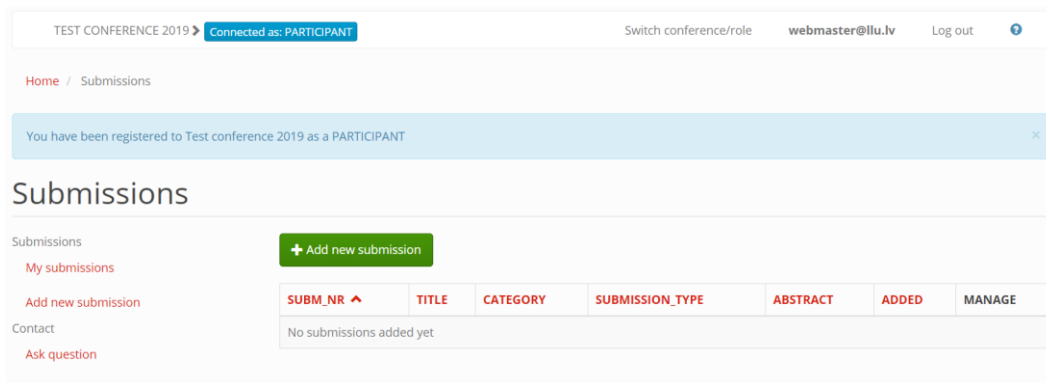


Figure 8. Internal subsection of LLUCS for participants

3. Submission adding

To add new submission, use the green button above your submissions list (refer to Figure 8). A submission form will be opened. **Please pay attention to notifications while filling out the form!**

4. Submission editing and files upload

After adding submission, there will be two options available in the “manage” column of submissions table (refer to Figure 9):

- 1) Edit submission – edit submission or its authoring information (icon highlighted in red);
- 2) Add files to submission (icon highlighted in blue).

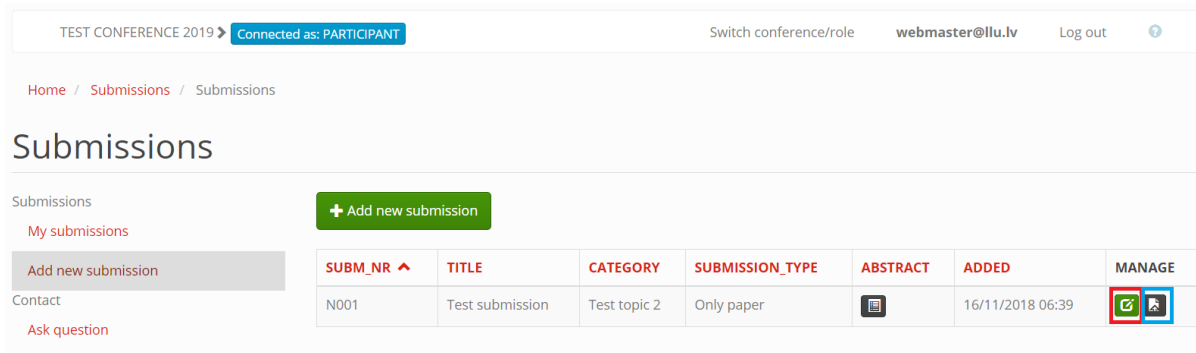


Figure 9. Table of user's submissions

Files upload

To attach files to your submission, please use the files icon highlighted in blue (refer to Figure 9). An internal page for submission will be opened containing currently attached files as well as a form for uploading new ones (refer to Figure 10). Notice that before attaching a file, you must specify a type of it!

Each conference has a predefined list of file types that user has to upload. Each file type has a time period (deadlines) in which it must be uploaded!

Upload new file

File type
abstract (06/11/2018 08:00 - 02/01/2019 16:55) ▼

Upload file
 No file chosen

txt doc docx pdf xls xlsx ppt pps jpeg jpg png gif rar zip wmv pptx eps ppsx dot mp3 mp4

File description

Submitted files

abstract (06/11/2018 08:00 - 02/01/2019 16:55)

<input type="checkbox"/>	File name	Description	Added
<input type="checkbox"/>	test_abstract.txt	test abstract	16/11/2018 06:49

To remove, check rows and click "Remove selected files"

Figure 10. File upload form

5. Switching between multiple conferences / participation types

LLUCS allows its users to register for multiple conferences at the same time. After logging into the LLUCS the main internal section is opened displaying a list of users¹ conferences by default (refer to Figure 11). Under each conference on the list there is one or multiple roles that user can use (highlighted in red). By choosing one of roles, user is redirected to corresponding internal section of LLUCS (for example, in case of a participant, to participants section displayed on Figure 8).

Please notice the menu on the left side of main internal section of LLUCS! You can also view a list of other available conferences or an archive as well as edit your LLUCS account information or contact systems administrator.

Home / My conferences

My conferences

Conferences

My conferences

Available conferences

Archive

My account

Profile information

Change password

Contact system administrator

Test conference 2019

Registration open

Website

Connect as:

Participant

Figure 11. LLUCS main internal section (showed after user login)

¹ Conferences, that user can access to as a participant or listener

If you are connected to a conference with a particular role (refer to Figure 12) and you want to get back to main internal section (list of your conferences), there are multiple ways to do so:

- 1) By clicking on systems logo at the main top menu;
- 2) By clicking “Home” on breadcrumbs line;
- 3) By using link “Switch conference/role” on user menu.

Submissions

SUBM_NR	TITLE	CATEGORY	SUBMISSION_TYPE	ABSTRACT	ADDED	MANAGE
N001	Test submission	Test topic 2	Only paper		16/11/2018 06:39	

Figure 12.