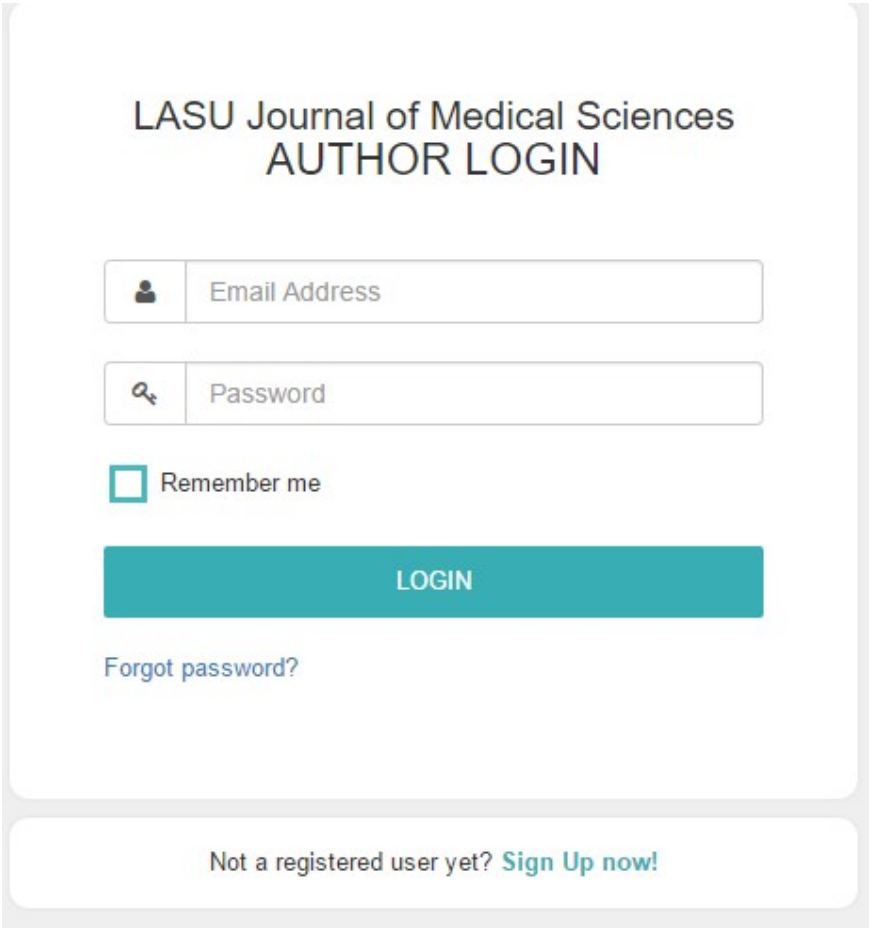


1. Introduction

This is a authors panel user guide. It allows authors to register, submit manuscript, track manuscript, re-submit manuscript and make payment. The link to the authors' panel is <https://lasujms.org/mtp>.

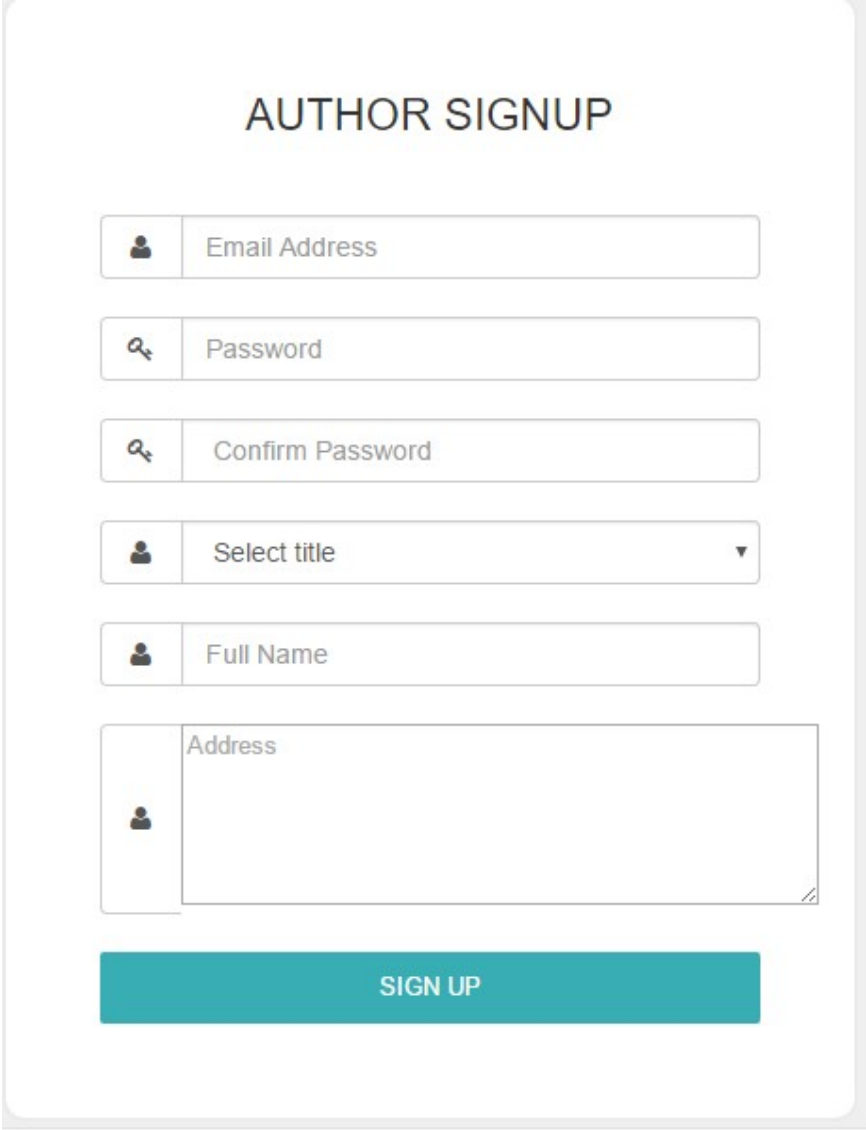
2. Sign Up

For authors to able to use have access to authors' panel they have register or signup. Once authors' panel link or menu is clicked an author will be provided with login form as shown in figure 1. The author can login if he/she already register otherwise click on signup now link. The signup form can be shown in figure 2.



The image shows a web form titled "LASU Journal of Medical Sciences AUTHOR LOGIN". It contains two input fields: "Email Address" with a person icon and "Password" with a magnifying glass icon. Below these is a checkbox labeled "Remember me". A teal "LOGIN" button is positioned below the checkbox. A link "Forgot password?" is located below the login button. At the bottom, a white box contains the text "Not a registered user yet? [Sign Up now!](#)".

Figure 1: Login Form



The image shows a web form titled "AUTHOR SIGNUP" centered at the top. Below the title are six input fields, each with a small icon on the left: a person icon for "Email Address", a key icon for "Password", a key icon for "Confirm Password", a person icon for "Select title" (which is a dropdown menu), a person icon for "Full Name", and a person icon for "Address" (which is a larger text area). At the bottom of the form is a teal button with the text "SIGN UP" in white capital letters.

Figure 2: Signup Form

After you login successfully an interface will be displayed as shown in figure 3.

3. Submit Manuscript

This is a top menu item allows authors to submit new manuscripts. On clicking the menu submit manuscript form will be displayed as shown in figure 4. This form allows authors to submit their manuscript type, manuscript title and abstract.

Authors Panel User Guide

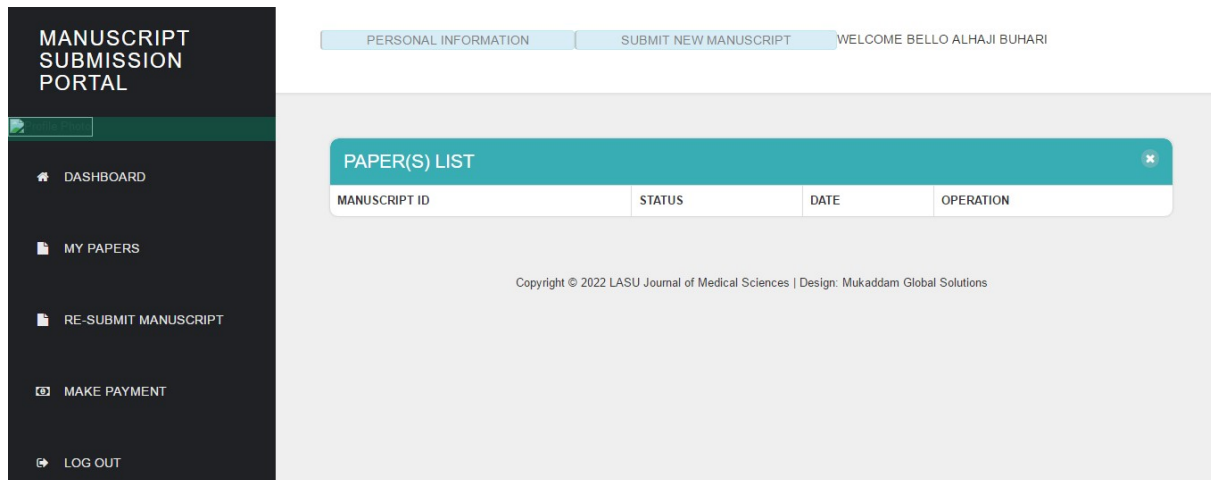


Figure 3: Authors' Panel Dashboard

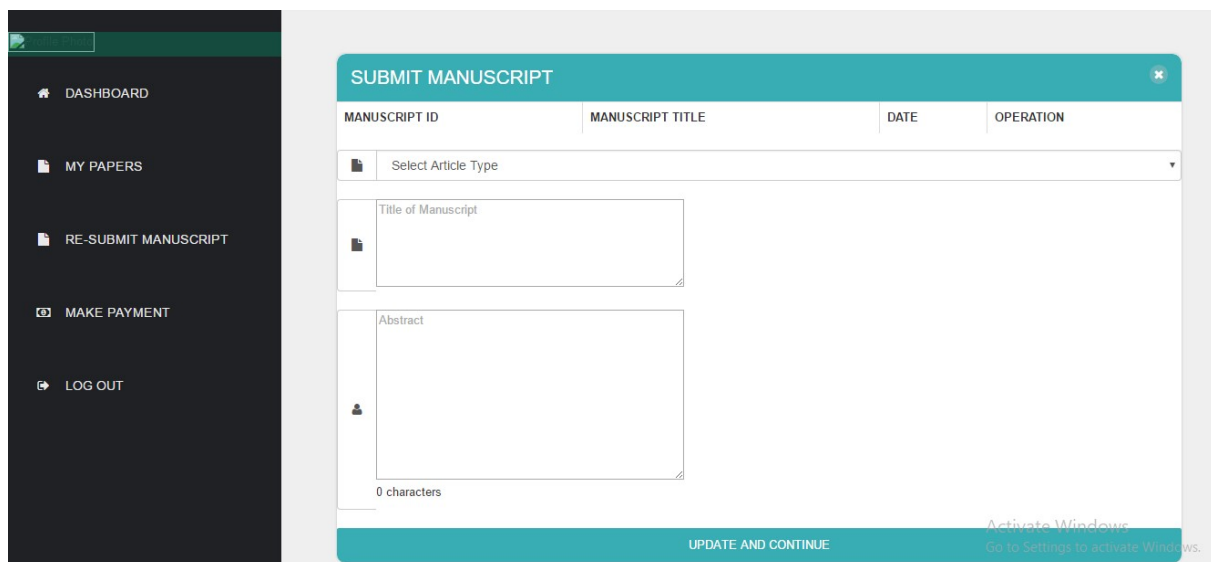


Figure 4: Submit Manuscript Form

When these information are provided and update and continue button is clicked next step interface called add author will be displayed as shown in figure 5 to allow authors to add manuscript authors. Here there is provision for specifying the corresponding author.

Authors Panel User Guide

S/No	Author's Name	Affiliation	Phone Number	Email	Status	
1	Bello Alhaji Buhari	Department of Computer Science, Usmanu Danfodiyo University, Sokoto	7037602702	buhari.bello@udusok.edu.ng	Corresponding Author	Remove

Author's name

Author's affiliation

Phone Number

Email

☐ Click if is the Corresponding Author

[SUBMIT](#)

[CONTINUE](#)

Figure 5: Add Author Form

After all the authors have been added then Continue button will be clicked to go to the last step. The last step is Upload Manuscript. The upload manuscript form is shown in figure 6.

S/No	Document Type		
1	Main Manuscript	Download	Delete

Main Manuscript, Cover Letter and Conflict of Interest Statement are mandatory. You can not complete submission until this three documents are uploaded

Select Document Type

[Choose File](#) No file chosen

[UPLOAD DOCUMENT](#)

Copyright © 2022 LASU Journal of Medical Sciences | Design: Mukaddam Global Solutions

Figure 6: Upload Manuscript Form.

The upload manuscript form allows authors to upload relevant documents such as conflict of interest statement, cover letter, figure, main manuscript and figure. Main manuscript, cover letter and conflict of interest statement are mandatory. You cannot complete submission until these three documents are uploaded. Once they are uploaded Complete Submission button will be displayed as shown in figure 7. Now click on Complete Submission button to

complete your submission. An email notification will be send to the author for submission confirmation.

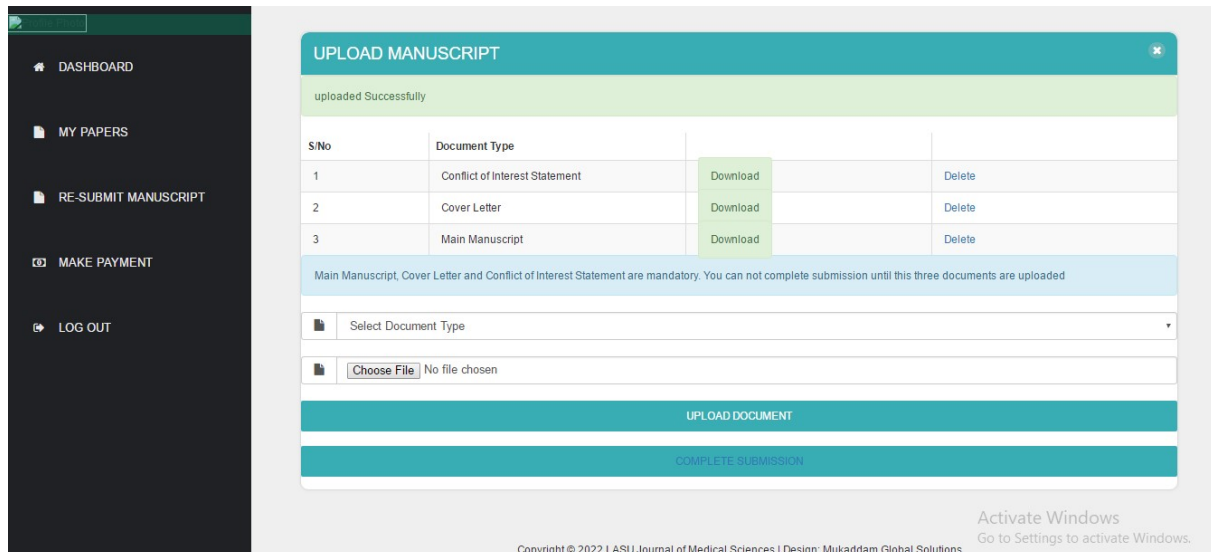


Figure 7: Complete submission button

In case you could not finished submission till another time, login and click on my papers. Yours papers list will be displayed as shown in figure 8. Click on Complete submission button or continue submission button to complete your submission.

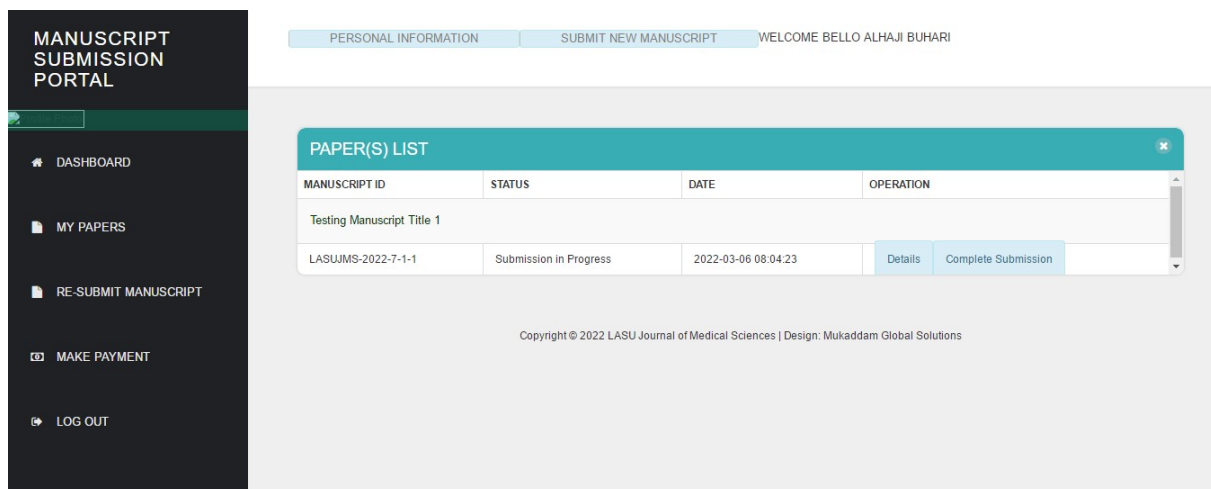


Figure 8: My Paper (s) List

4. Re-Submit Manuscript

This is a left side menu item allows authors to re-submit corrected or revised manuscripts and response to reviewer's comments. On clicking the menu re-submit manuscript form will be displayed as shown in figure 9.

The screenshot shows the 'RE-SUBMIT MANUSCRIPT' form within the Manuscript Submission Portal. The left sidebar contains the following menu items: DASHBOARD, MY PAPERS, RE-SUBMIT MANUSCRIPT (highlighted), MAKE PAYMENT, and LOG OUT. The main content area has a header with 'PERSONAL INFORMATION', 'SUBMIT NEW MANUSCRIPT', and 'WELCOME BELLO ALHAJI BUHARI'. The form itself has a teal header 'RE-SUBMIT MANUSCRIPT' with a close button. It includes a 'Manuscript ID' field, a 'Revised Manuscript' section with a 'Choose File' button and 'No file chosen' text, and a 'Response to Reviwer's Comments' section with another 'Choose File' button and 'No file chosen' text. A teal 'SUBMIT' button is at the bottom. The footer reads 'Copyright © 2022 LASU Journal of Medical Sciences | Design: Mukaddam Global Solutions'.

Figure 9: Re-Submit Manuscript Form

5. Make Payment

This is a left side menu item allows authors to make payments for publications. On clicking the menu make payment form will be displayed as shown in figure 10.

The screenshot shows the 'MAKE PAYMENT' form within the Manuscript Submission Portal. The left sidebar contains the following menu items: DASHBOARD, MY PAPERS, RE-SUBMIT MANUSCRIPT, MAKE PAYMENT (highlighted), and LOG OUT. The main content area has a header with 'PERSONAL INFORMATION', 'SUBMIT NEW MANUSCRIPT', and 'WELCOME BELLO ALHAJI BUHARI'. The form itself has a teal header 'MAKE PAYMENT' with a close button. It includes a 'Manuscript ID' field and a payment amount field with the value '30000'. A teal 'SUBMIT' button is at the bottom. The footer reads 'Copyright © 2022 LASU Journal of Medical Sciences | Design: Mukaddam Global Solutions'.

Figure 10: Make Payment Form.

After manuscript ID is provided and submit button clicked a paystack payment e-invoice is displayed as shown in figure 11.

S/NO	DESCRIPTION	AMOUNT
1.	Submission and Publication Fees - LASUJMS-2022-7-1-1 Testing Manuscript Title 1	30,000.00
2.	Charges	558.38
TOTAL		30,558.38

Figure 11: Paystack Payment e-Invoice

To invoke online paystack payment click on PAY NOW. On clicking PAY NOW an interface will displayed as shown in figure 12.

Secured by **paystack**

Figure 12: Paystack payment interface.

The authors can pay online using their debit card, transfer or USSD.

6. Update Profile

This is a top menu item allows authors to update their profile.. On clicking the menu update profile form will be displayed as shown in figure 13..

The screenshot shows the 'Update Profile' form within the Manuscript Submission Portal. The left sidebar contains the portal's navigation menu. The top header includes links for 'UPDATE PROFILE' and 'SUBMIT NEW MANUSCRIPT', along with a welcome message for 'Bello Alhaji Buhari'. The main form area is titled 'PERSONAL INFORMATION' and contains fields for email, gender, name, and affiliation, followed by an 'UPDATE' button.

MANUSCRIPT SUBMISSION PORTAL

DASHBOARD
MY PAPERS
RE-SUBMIT MANUSCRIPT
MAKE PAYMENT
CHANGE PASSWORD
LOG OUT

UPDATE PROFILE | SUBMIT NEW MANUSCRIPT | WELCOME BELLO ALHAJI BUHARI

PERSONAL INFORMATION

UPDATE

Copyright © 2022 LASU Journal of Medical Sciences | Design: Mukaddam Global Solutions

Figure 13: Update profile Form

7. Change Password

This is a left side menu item allows authors to change their password. On clicking the menu change password form will be displayed as shown in figure 14.

The screenshot shows the 'Change Password' form within the Manuscript Submission Portal. The layout is consistent with the previous figure, but the main form area is titled 'CHANGE PASSWORD' and contains fields for 'New Password' and 'Confirm Password', followed by a 'CHANGE' button.

MANUSCRIPT SUBMISSION PORTAL

DASHBOARD
MY PAPERS
RE-SUBMIT MANUSCRIPT
MAKE PAYMENT
CHANGE PASSWORD
LOG OUT

UPDATE PROFILE | SUBMIT NEW MANUSCRIPT | WELCOME BELLO ALHAJI BUHARI

CHANGE PASSWORD

CHANGE

Copyright © 2022 LASU Journal of Medical Sciences | Design: Mukaddam Global Solutions

Figure 14: Change Password Form.

8. Remember Password

In situations when authors could not login because they forgot their password, the system can send them their password via email by clicking on “Remember Password?” link. Once the link is followed, a forgot password form will be displayed as shown in figure 15.

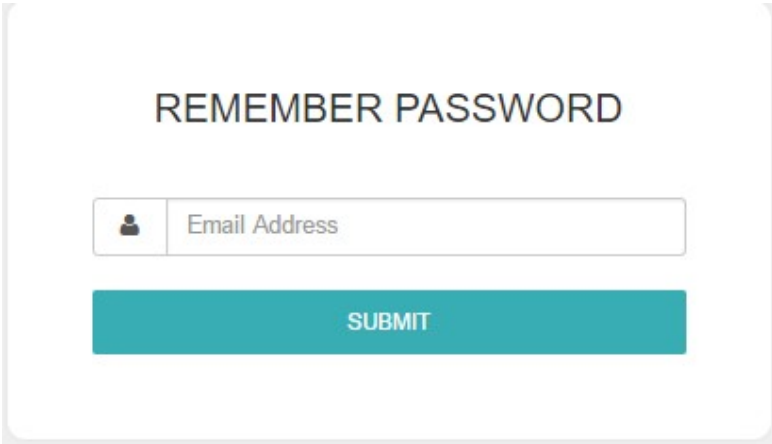
The image shows a web form titled "REMEMBER PASSWORD" in a light gray box. Below the title is a text input field with a small person icon on the left and the placeholder text "Email Address". Below the input field is a teal-colored button with the word "SUBMIT" in white capital letters.

Figure 15: Remember Password Form

The author will then submit his/her signup email in space provided. The password will then be send to him/her via the signup email.