1 Supportive Tools

In this chapter, you will get to know how to access the help information the OCS offers, in order to get the most out of it. The OCS provides help on three levels:

1. The Info Button for a quick digest on the possible actions for the current page, directly accessible on the page

2. The Howtos, step-by-step tutorials that help to accomplish a specific task

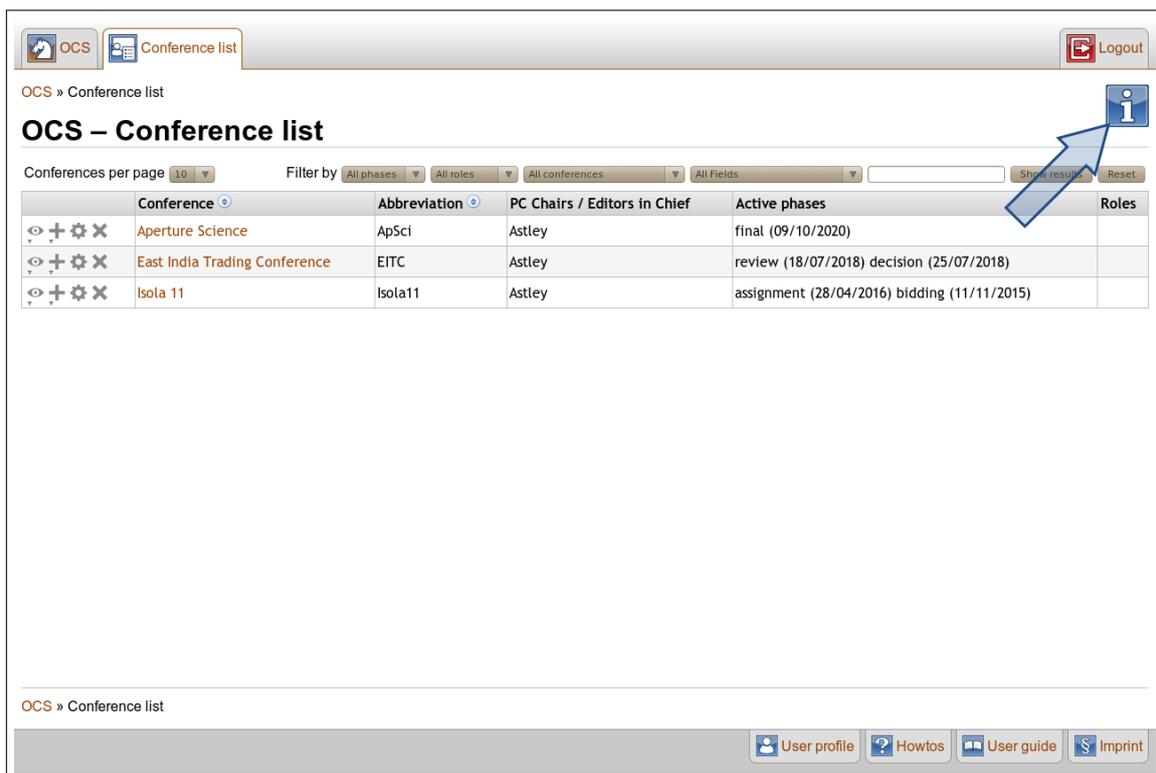3. The OCS User Guide as a general overview and compendium of the high-level operations

The next sections will provide details on these components, including information about:

- What information does it supply?

- Where do I find it?

- How do I use it?

1.1 Info Button

The (**i**) info button is a component of OCS pages, that gives short information about actions that can be currently performed. This can alter based on:

- the currently visited OCS page

- the conference status if the visited page belongs to a conference

- your user roles (and hence if you are logged in)

If an OCS page contains the info button component, it can be found in the upper right corner of the main window.

The text supplied by the info button can be displayed by hovering the mouse cursor over the icon. The text stays visible as long as the mousecursor is in the corresponding info frame or on the info button.

For some OCS pages, such as the "**Conference List**" or the "**Paper List**" of a conference, there is a greater amount of information. The info button displays all possible actions but also offers you the choice to read the information texts on a seperate page.

If you click on the highlighted link **new page**, you get refered to a page that contains short explanations for every possible action of the previous page.

1.2 Howtos

Howtos ([?]) are compact single-step tutorials that concentrate on one task. The steps are illustrated with screenshots.

If a step requires previous actions like navigating to a certain OCS page, howtos for those steps are included in an attached section named "Appendix" and are refered by a link on the respective step.
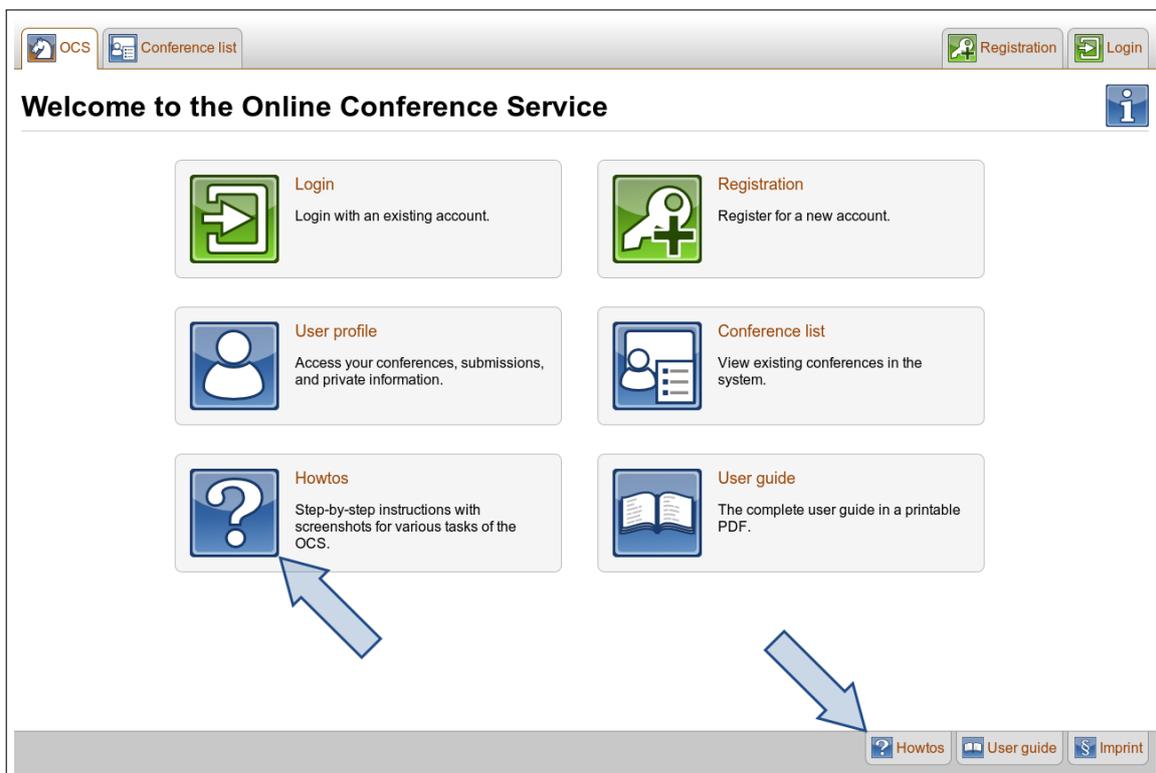
The howtos can be found on the "**Howtos**" page, which is always available on the right side of the footer and on the "**OCS Welcome**" page. A howto can be downloaded as a PDF document by clicking its title.

Howtos that are related to a specific conference phase, like for example "How to submit a paper abstract", are only displayed if the howtos page is accessed from a page that belongs to a conference in the specific phase.

PC Chairs and *Administrators* are always able to see all howtos. Any other user will only be able to see the howtos that are related to his or her user roles.

> **Note:**
>
> To see all howtos, a *PC Chair* has to access the "**Howtos**" page from the conference in which he or she is *PC Chair*.

If the howtos page is accessed from a page that is not related to any conference, such as the "**Conference List**" or the "**OCS Welcome**" page, global howtos are available only.

1.3 OCS User Guide

The OCS User Guide (📖) is a document that

- illustrates detailed steps and effects of each conference phase,

- provides information to PC Chair tasks and

- contains general information concerning the OCS
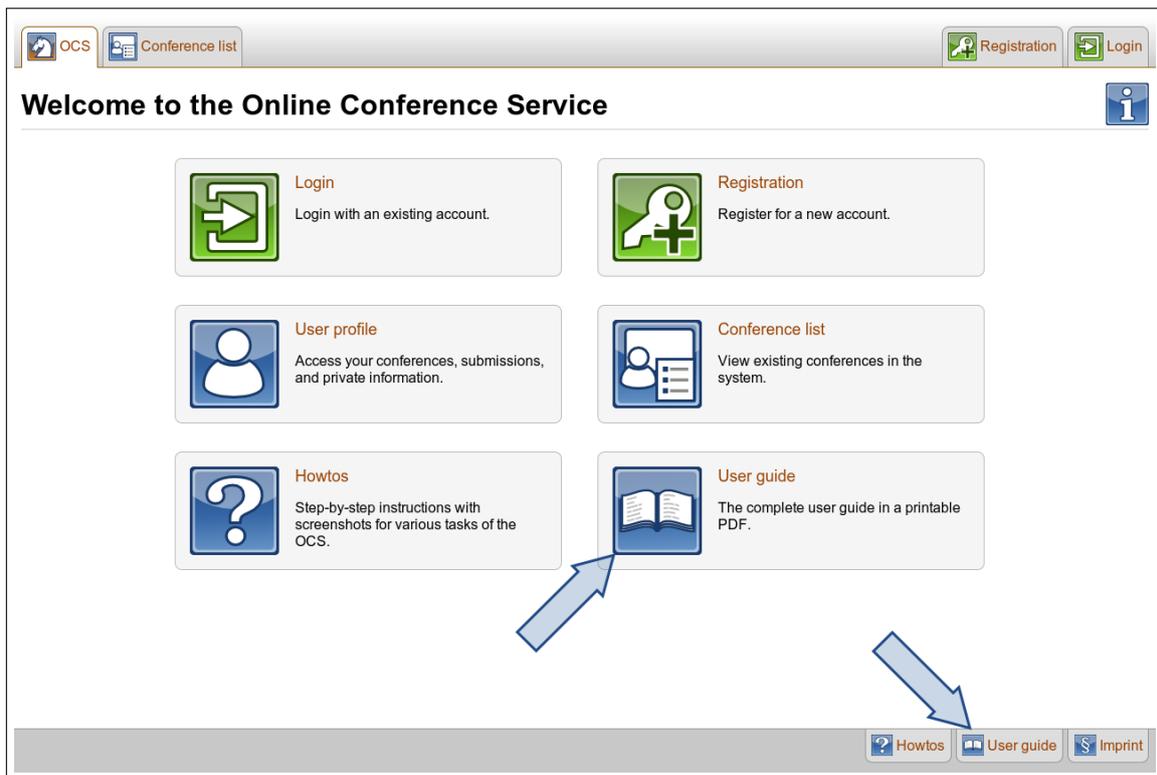
The User Guide is linked as a PDF file on the right side of <u>the footer</u> of every page and also on the "**OCS Welcome**" page.

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