

# 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

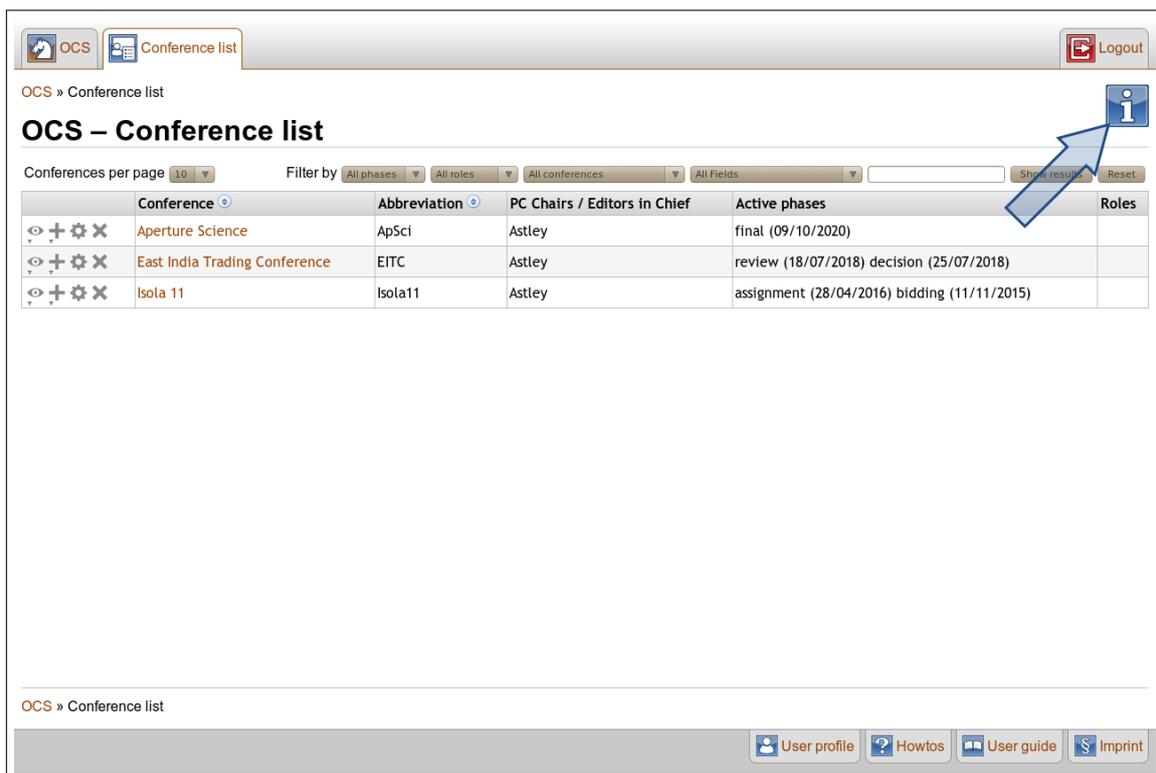
The next sections will provide details on these components, including information about:

- 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)



The screenshot shows the OCS interface for the 'Conference list' page. At the top right, there is a 'Logout' button and an 'Info' button (represented by a lowercase 'i' in a blue square). A blue arrow points to this 'Info' button. Below the navigation bar, the page title is 'OCS – Conference list'. There are filters for 'Conferences per page' (set to 10) and 'Filter by' (with dropdowns for 'All phases', 'All roles', 'All conferences', and 'All Fields'). A search bar and 'Show results' / 'Reset' buttons are also present. The main content is a table with columns: 'Conference', 'Abbreviation', 'PC Chairs / Editors in Chief', 'Active phases', and 'Roles'. The table lists three conferences: 'Aperture Science', 'East India Trading Conference', and 'Isola 11'. At the bottom of the page, there are links for 'User profile', 'Howtos', 'User guide', and 'Imprint'.

Conference	Abbreviation	PC Chairs / Editors in Chief	Active phases	Roles
Aperture Science	ApSci	Astley	final (09/10/2020)	
East India Trading Conference	EITC	Astley	review (18/07/2018) decision (25/07/2018)	
Isola 11	Isola11	Astley	assignment (28/04/2016) bidding (11/11/2015)	

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 mouse cursor is in the corresponding info frame or on the info button.

OCS » Conference list

## OCS – Conference list

Conferences per page 10 Filter by All phases All roles All conferences

Conference	Abbreviation	PC Chairs / Editors in Chief
Aperture Science	ApSci	Astley
East India Trading Conference	EITC	Astley
Isola 11	Isola11	Astley

This is the view of all the conferences matching your filter and you are allowed to see. You have access to various actions in each conference, which you can enter directly from this site.

Your current actions

- Conference profile**

With this action the main page of a conference is presented to you. This page contains the key information of this conference, like current phases and else.
- View papers**

With this action an overview of the currently submitted papers is presented to you. Furthermore you can see phase specific information and your possible paper-related actions.
- Contact PC Chair/Editor in Chief**

With this action you can contact the PC Chair/Editor in

Open the overview of your actions in a **new page**.

Furthermore you can consult the [Howtos](#).

OCS » Conference list

User profile Howtos User guide Imprint

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 separate page.

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

OCS » Information

## Information on the 'Conference list' page

This page shows information on the actions you hold on the currently filtered conferences.

- Conference profile**

With this action the main page of a conference is presented to you. This page contains the key information of this conference, like current phases and else.
- View papers**

With this action an overview of the currently submitted papers is presented to you. Furthermore you can see phase specific information and your possible paper-related actions.
- Contact PC Chair/Editor in Chief**

With this action you can contact the PC Chair/Editor in Chief via the internal message system.

OCS » Information

User profile Howtos User guide Imprint

## 1.2 Howtos

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

### How-To: Submit a Paper Abstract

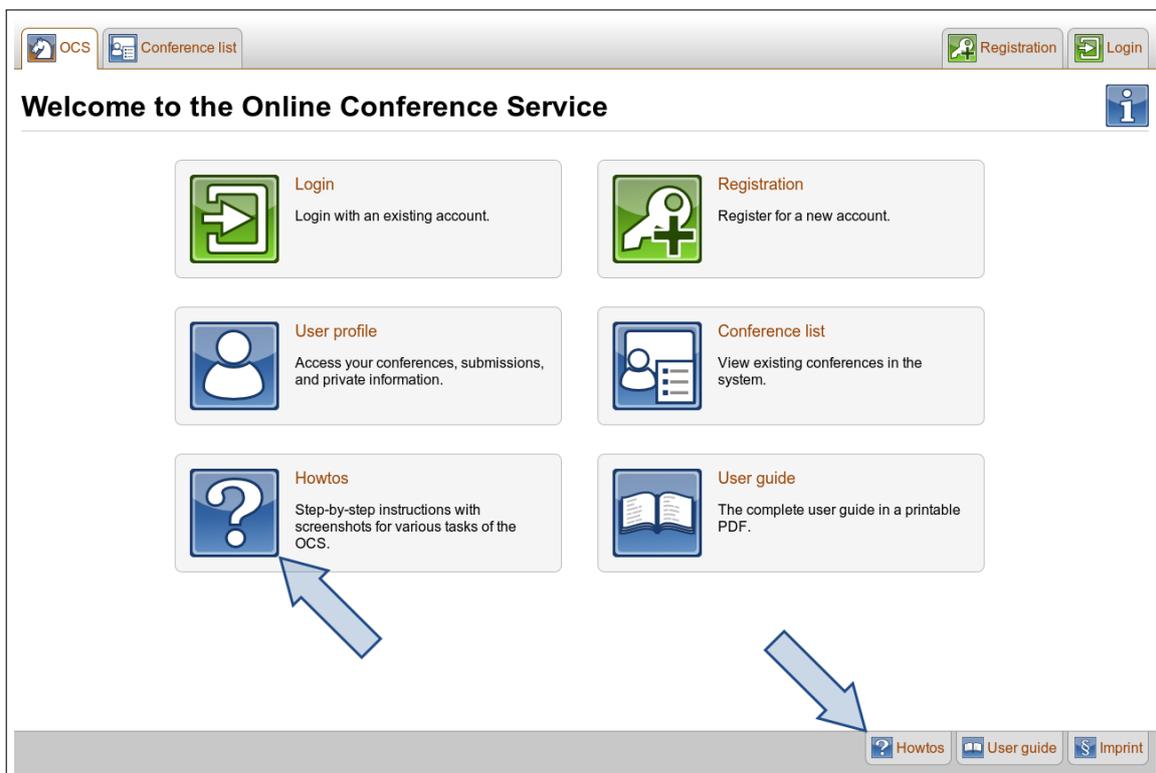
Submitting an abstract is possible during the *Abstract Submission* or *Paper Submission* phase.

**Note:**  
Some conferences require a paper document upload in order to submit an abstract. In other cases the upload of a paper document is optional and can be handed in until the *Upload Phase* ends.

1. On the [Conference Home page](#), click the **Submit abstract** button or **Submit Paper** button respectively. You can also click the **Submission** button in the header alternatively.



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 referred 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:**

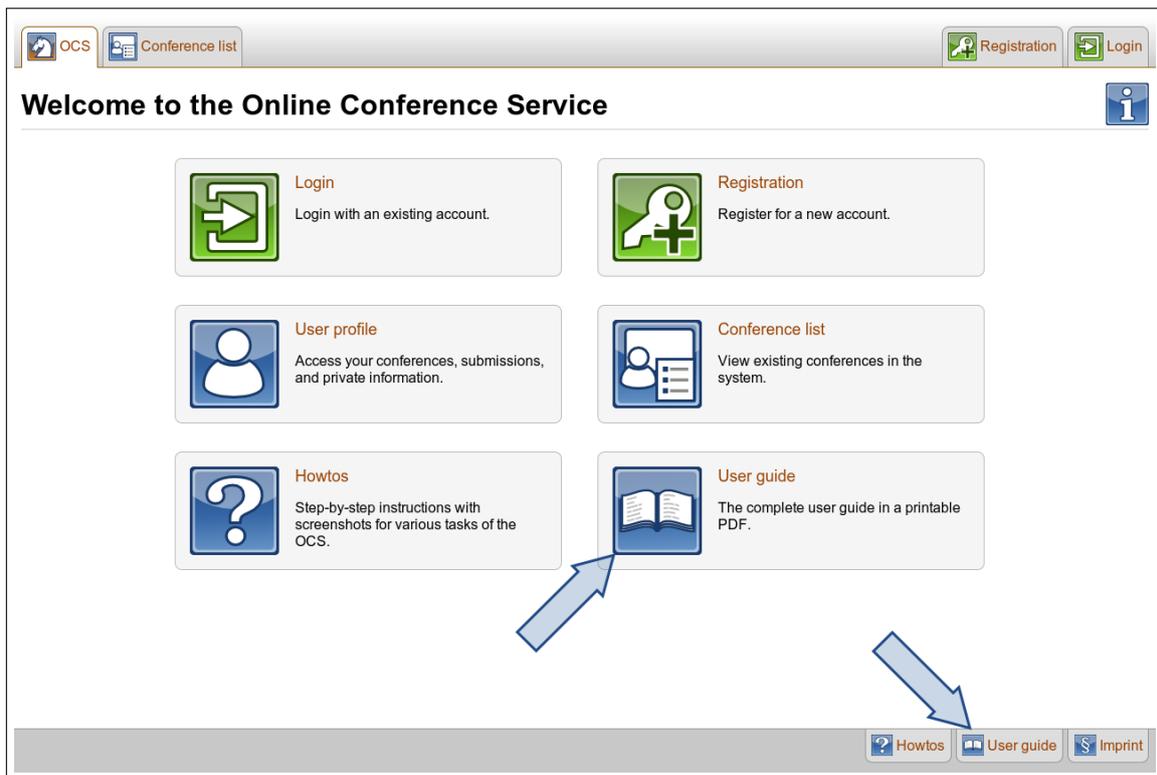
To see all howtos, a *PC Chair* has to access the “**Howtos**” page from the conference in which he or she is *PC Chair*.

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 [the footer](#) of every page and also on the “OCS Welcome” page.