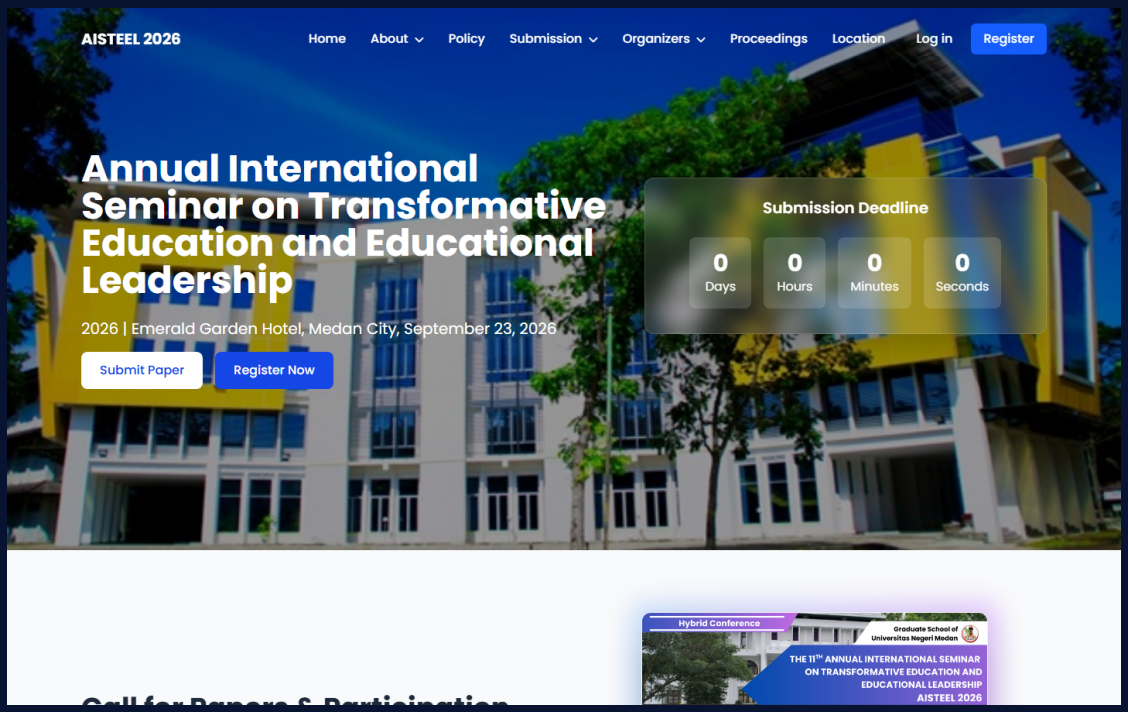
OFFICIAL USER GUIDE

# Complete AISTEEL System User Guide

Conference-edition registration, profiles, submission, screening, structured peer review, decisions, revisions, payment, reporting, and chair administration.

2026 EDITION | DIRECT FULL PAPER | SCREENING + STRUCTURED REVIEW




Document version 2.6 | 17 November 2026 | All visual examples use synthetic data.

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Uploaded the wrong full paper? Use **My Papers -> Open paper workspace -> Replace manuscript upload**, select the replacement and provide a reason. The upload period must remain open and no reviewer may ever have been assigned to that version, including retired assignments. Earlier files remain in history; **Replacement 1**, etc. are separate from formal `rev1` corrections. Metadata stays the same; supporting files and template/Turnitin checks stay on the old version. The new file requires fresh screening when enabled. After assignment, use the normal correction flow following a Revision decision. See manuscript replacement rules.

In single-Editor mode, choose from all active Reviewer accounts, up to three per version. Editor and Reviewer cards show the **First author** from the manuscript's ordered metadata. The owner requires this name even during blind review; this indicator excludes other authors and emails. Before publication, select template and Turnitin attachments in **Files for the Author feedback ZIP**. Authors use **My Papers -> Open workspace -> Consolidated Editor instructions -> Download one feedback package** for the consolidated note, general Editor file and selected files. Internal notes and raw reviewer attachments remain private. Eligible files can be added to an older report using **Add selected files to Author feedback ZIP** without editing the report. Former Editors use **My editorial history** to read their previous work; unselected review assignments remain in History.

Single-Editor mode: login opens a dedicated dashboard; coordination, the former Template / Turnitin portal, and released-report History have separate menus. Search, Rows (5/10/20/50/100), and status filters are available. Manually choose 1-3 reviewers: at least one submitted result is enough even with pending reviewers. Internal result cards identify the account by name, email and ID. The Editor publishes final Accepted/Revision/Rejected decisions directly to the Author. Chair screens and views history without selecting Editors/reviewers. The Editor opens their own exact-version Template / Turnitin task from the workspace. The seven former SK Editors return to Reviewer without overwriting evidence or credentials. See current workflow. Historical quorum/assignment sections below still apply to editions without the single-Editor configuration.

Editor Coordination lists versions awaiting Editor feedback. Publishing feedback moves that version to History; a new Author revision returns to Coordination. Initial full papers have no revision badge, followed by `rev1`, `rev2`, etc. Editor downloads use `full-paper-{ID}.pdf` initially and `full-paper-{ID}-rev1.pdf`, etc., retaining the actual file extension. Each card has **Download paper** at the bottom right beside **Open coordination workspace**. **Download all papers awaiting feedback (ZIP)** below the edition description downloads the entire pending Editor queue across all pages, independent of search/status filters. The total size limit is 250 MB; use individual card downloads if the queue exceeds it. History is for published reports. Use **Open Editor coordination** or the report card's **Open current coordination workspace** to return to manuscript work. Published versions stay locked; after a Revision decision, controls return on the new Author upload directly to the Editor. Chair screening applies to the initial submission; corrections requested during screening still need Chair clearance.

**Template / Turnitin** provides current-version forms for the coordinator: template status, notes, corrections, similarity and Turnitin file. Use **Open reviewer selection and Author instructions** for that version's coordination. Legacy evidence stays locked; expired internal dates need a Chair settings extension and are never silently bypassed.

**Template result / corrections** shows status, internal notes and correction files in the Editor workspace and Template / Turnitin menu. Authors receive released instructions through **Consolidated Editor instructions** after report publication. A **Template / Turnitin** panel displays that version's template status and reported similarity percentage. Internal notes/raw files stay private; follow the consolidated corrections. Open My Papers -> Open workspace -> Consolidated Editor instructions, or select an older feedback version from manuscript history.

This guide explains the AISTEEL workflow from edition selection, registration, profile completion, student verification, manuscript submission, screening, structured peer review, decisions, revision metadata, structured payment, announcements, and finance verification through chair administration.

> Every screenshot uses synthetic accounts and records. No production participant, manuscript, payment, or reviewer data appears in this guide. Select an image to open it at full size.

# Essential concepts

## One account, multiple editions

An email address and password identify one global account. Conference registrations are annual records:

- AISTEEL 2025 data remains attached to the 2025 registration;
- an existing user joins AISTEEL 2026 by signing in and creating a 2026 registration;
- fee snapshots, student and payment states, papers, reviews, timelines, and reports do not mix across editions;
- the edition selector determines the workspace currently displayed.

Do not create a second account merely to join a new edition or submit a revision.

## Account role and participation role

| Type | Options | Purpose |
|---|---|---|
| Account role | Author, Reviewer, Editor, Chair, Finance | Controls portal access |
| Author participation role | Participant, Presenter | Determines whether a manuscript is required |
| Category | Normal, Student | Determines whether student verification is required |
| Origin | Domestic, Overseas | Determines currency and the applicable fee matrix |

A Participant does not submit a paper. A Presenter follows the submission mode configured for the selected edition.

## Workflow per edition

The chair may configure either:

- **Direct full paper**: version 1 -> screening -> structured review -> decision or revision;
- **Abstract first**: abstract -> abstract review and decision -> payment -> full-paper review and revisions.

AISTEEL 2026 starts in direct-full-paper mode.

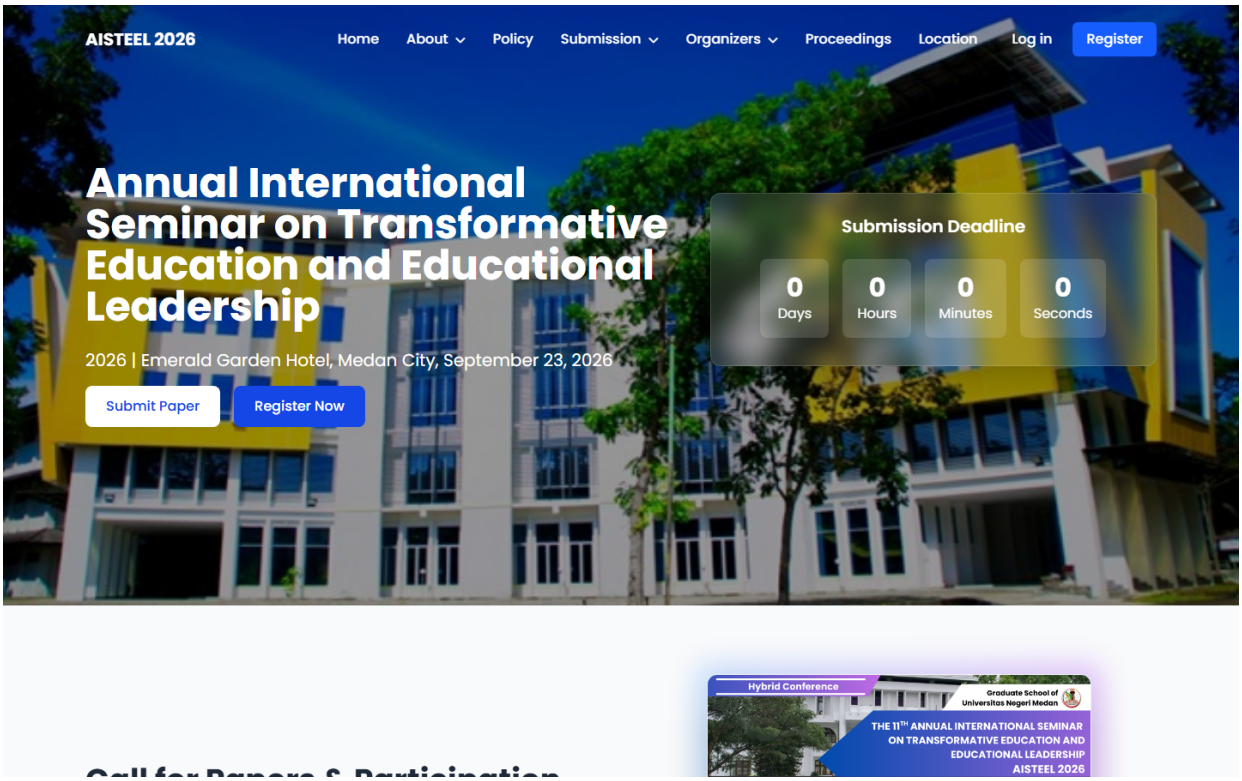



**Figure.** AISTEEL public home page showing the active edition - synthetic documentation data.

# Getting started and selecting an edition

## New user

1. Open the AISTEEL public website.
2. Check the year, venue, workflow, and important dates.
3. Select **Register**.
4. Create an account and a registration for the active edition. The registration form links back to **AISTEEL Login** when an account already exists.
5. Open the verification email and follow its link. Verification is required before the author dashboard becomes available.
6. Sign in and follow the dashboard. Use the eye icon to reveal or hide a password while typing.

When registration is switched off or its deadline has passed, the form and Register actions are hidden. Use the available **Dashboard**, **Log in**, or **System guide** link. Submitting an older cached form is also rejected without creating a partial registration.

## User from a previous edition

1. Select **Log in**. Do not create a duplicate account.
2. After v1.8.2 is deployed, an account with an AISTEEL 2025 registration is already verified automatically. If an account is not covered and remains unverified, sign-in sends a signed verification link and opens the notice; use **Resend verification email** when needed.
3. Open the edition selector in the navigation bar or user menu.
4. Select **AISTEEL 2026**.

5 Select **Register 2026**.

6 Complete the new registration.

The 2025 history remains available after selecting the 2025 workspace. Editing a 2025 registration does not rewrite the 2026 registration snapshot.

# Registration and profile

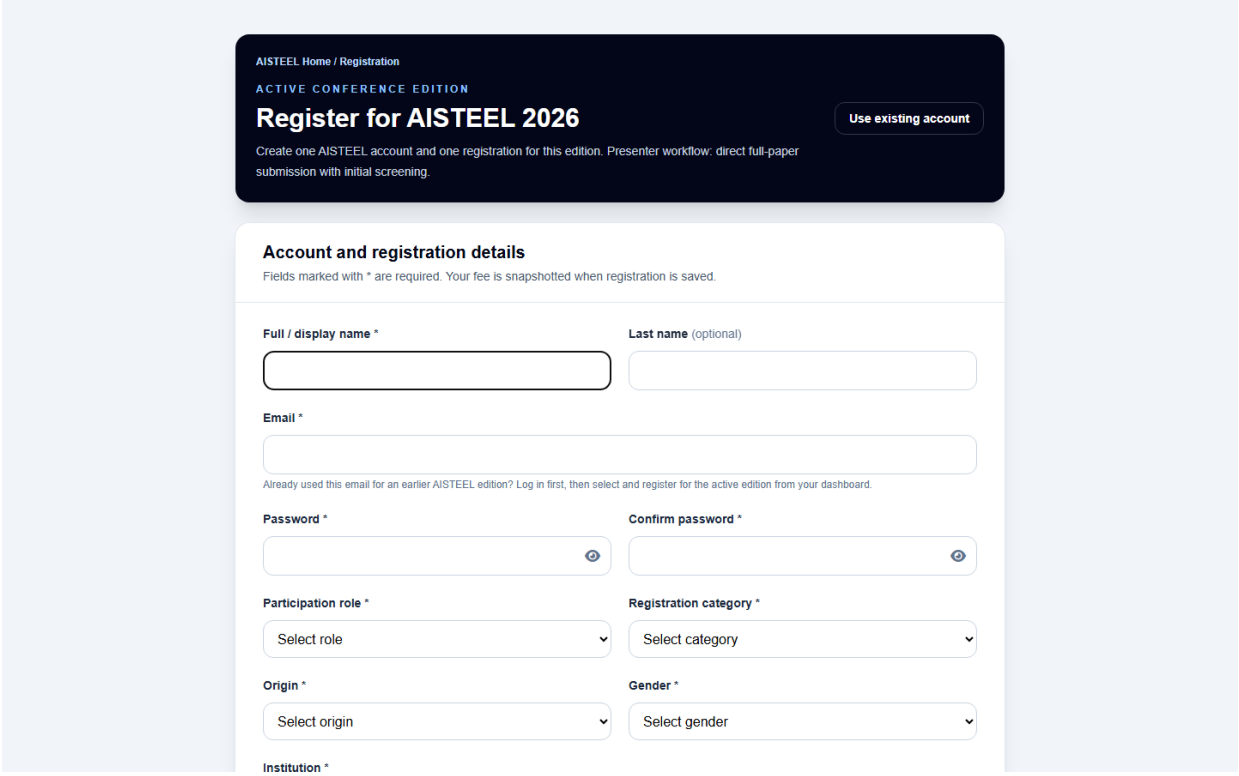



**Figure.** AISTEEL registration form using synthetic data - synthetic documentation data.

## Registration data

1 Select **Participant** or **Presenter**.

2 Enter the **Full/display name** and gender. A one-word name is valid; **Last name** is optional.

3 Enter the full institution name.

4 Enter an active phone number.

5 Select **Domestic** or **Overseas**.

6 Select **Normal** or **Student**.

7 A Student uploads valid proof of student status using the displayed type and size limits.

8 Accept the terms and submit the form.

The system stores category, currency, and amount per registration. Until payment is complete, those fields follow the edition's early-bird/regular period and are synchronized on the dashboard, profile, and payment request. Verified attempts remain immutable and a fully settled payment is never repriced.

### Study program required for UNIMED

If the institution is **Universitas Negeri Medan**, **State University of Medan**, **Medan State University**, or contains **UNIMED**, **Study program** is required. Matching is case-insensitive and server-side validation enforces the rule.

The upgrade migration copies a study program from the legacy user snapshot when available. An older matching registration that still has no study program is marked incomplete so its owner can correct the profile; no record or history is deleted.

A legacy user without a study program should:

1. sign in to the relevant edition;
2. open **Profile** or the **Complete profile** notice;
3. correct the institution and enter the study program;
4. save the profile;
5. return to the dashboard.

### Editable information

An author may change:

- full/display name and optional last name;
- gender;
- institution;
- study program;
- phone number;
- planned **Onsite / offline** or **Online / Zoom** attendance.

Attendance may be updated when plans change. An author cannot directly change the edition, registration code, participation role, origin, payable fee, student or payment approval, or scientific workflow decision.

## Student verification

| State | Display | Required action |
|---|---|---|
| Not required | Normal registration | Continue according to the participation role |
| Pending | Under verification | Wait for the chair |
| Approved | Approved | Student gate completed |
| Rejected or revision | Reupload required | Read the reason and upload corrected proof |

The chair approves or rejects a proof with an actionable reason. Replacing a rejected document does not erase its audit event. The decision email is sent after the state is stored; a mail transport failure does not roll back the decision.

# Participant workflow

A Participant does not have a paper workspace.

## Normal Participant

### Workflow summary

1. Register for an edition -> Upload payment proof
2. Upload payment proof -> Chair verification
3. Chair verification **(Approved)** -> Registration complete
4. Chair verification **(Rejected)** -> Read reason and reupload

## Student Participant

### Workflow summary

1. Register and upload student proof -> Student verification
2. Student verification **(Approved)** -> Upload payment proof
3. Student verification **(Revision)** -> Replace student proof
4. Upload payment proof -> Payment verification
5. Payment verification **(Approved)** -> Registration complete
6. Payment verification **(Rejected)** -> Replace payment proof

# 2026 Presenter workflow: direct full paper

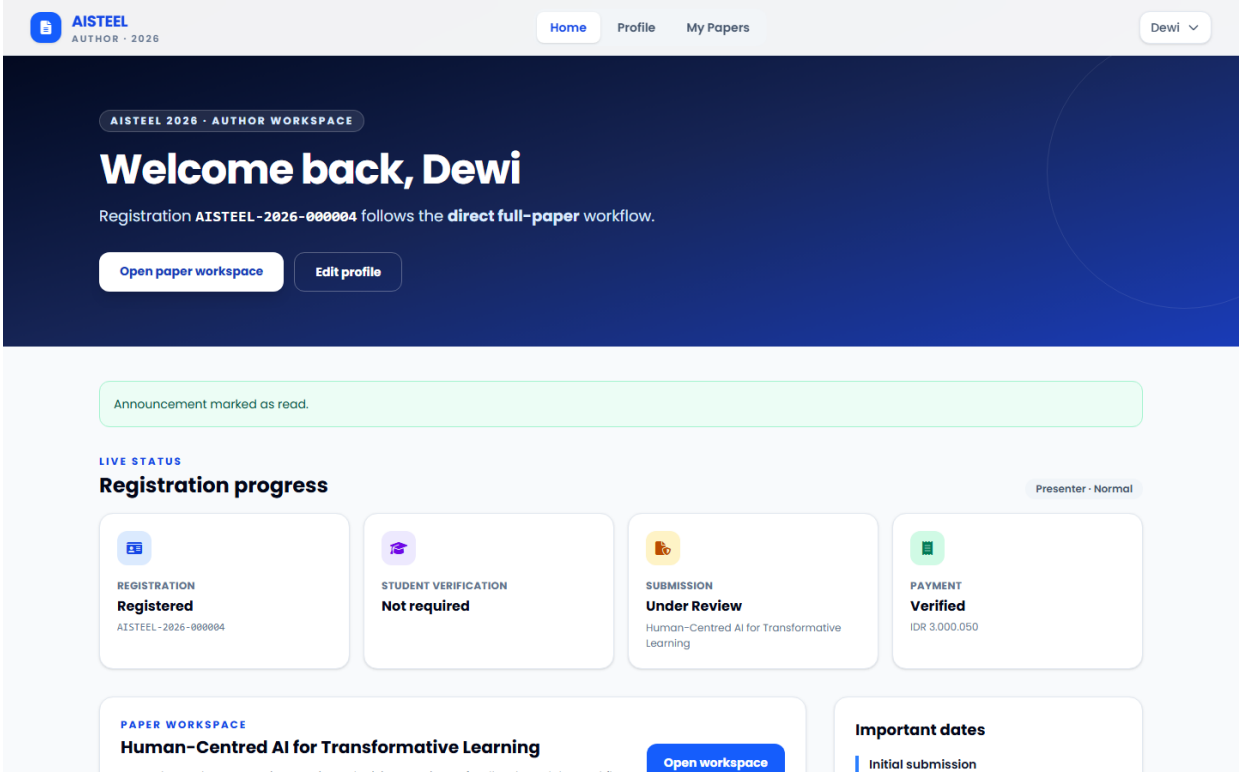



**Figure.** AISTEEL 2026 Presenter dashboard - synthetic documentation data.

## 1. Submit version 1

1. Confirm that the registration and profile are complete.
2. From the dashboard, select **Submit Full Paper**.
3. Select the most appropriate topic.
4. Enter the manuscript title.
5. Enter a concise summary or abstract for administrative metadata.
6. Enter the keywords.
7. Add the ordered author and affiliation list and identify the corresponding author.
8. Download and use the linked conference template.
9. Upload PDF, DOC, or DOCX within the displayed size limit.
10. When useful, add one PDF, DOC, DOCX, JPG, or PNG supporting file, such as a Turnitin report. It is stored privately and receives the same upload-security checks as the manuscript.
11. Accept the declaration.
12. Select **Submit Full Paper** once and wait for the paper workspace.

One Presenter registration has one manuscript workspace. A revision belongs in that workspace and must not be submitted from a duplicate account. PDF attachments and non-script link actions, as well as embedded objects and HTTPS links in DOCX, do not need to be flattened before upload. Executable scripts, macros, and links to local files remain blocked.

### Replacing a mistaken file before reviewer assignment

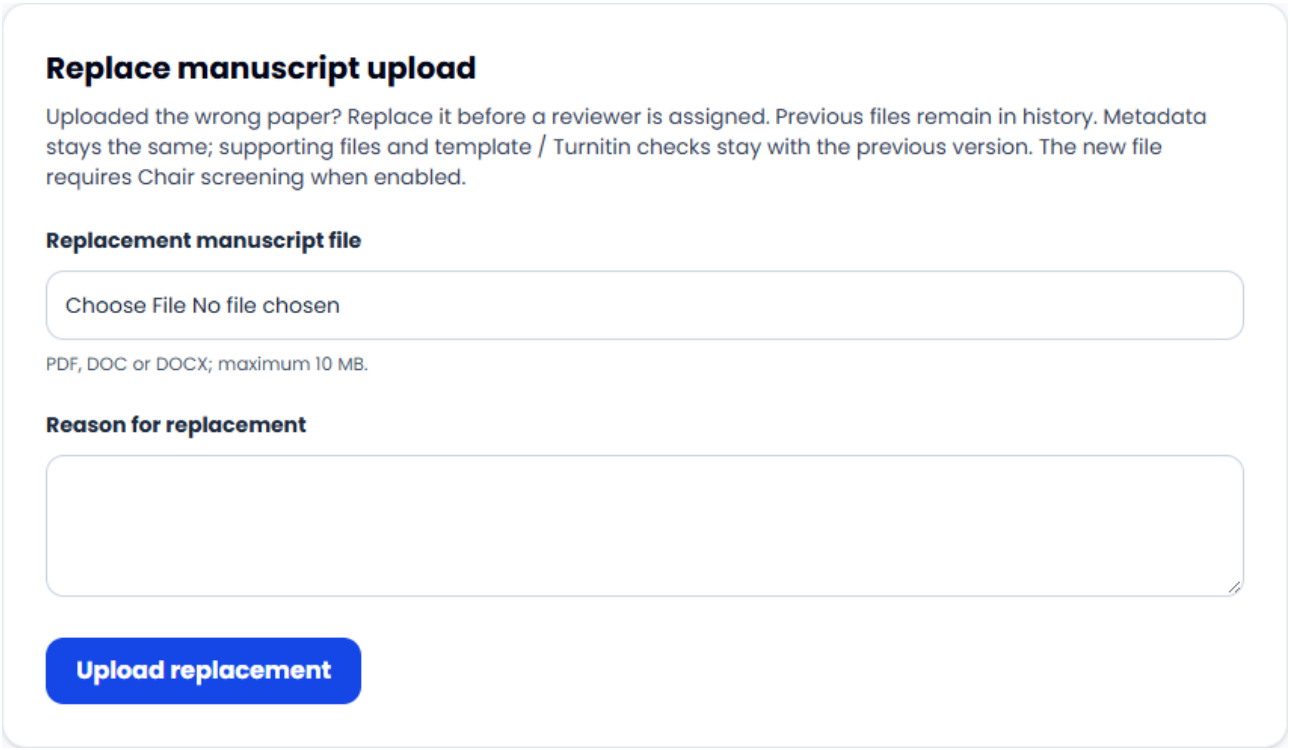



**Figure.** Full-paper replacement form using synthetic data - synthetic documentation data.

1. Open **My Papers -> Open paper workspace** and find **Replace manuscript upload**.
2. Select the correct PDF/DOC/DOCX, enter **Reason for replacement**, then select **Upload replacement**.
3. Check **Manuscript versions and feedback**: the new file is labeled **Replacement 1**, etc.; older files remain available. Fresh screening is required when enabled.

The form locks after a reviewer has ever been assigned to that version, including retired assignments. Following a Revision decision, use the normal correction form. Replacements do not advance `rev1`, `rev2`, etc. Metadata stays the same; supporting files and template/Turnitin checks stay attached to the previous version.

## 2. Initial screening

The committee checks:

- conference scope and topic;
- manuscript completeness;
- readability and template readiness;
- metadata consistency;
- plagiarism and ethics readiness according to committee procedure;
- readiness for independent review.

Possible results:

- **Passed**: reviewers may be assigned;
- **Revision**: read the reason and upload the next corrected version;
- **Rejected**: the submission path is closed while its history remains available.

## 3. Structured peer review

After screening passes, the Chair approves topic-aware assignments up to the edition quota. The new policy uses three substantive reviewers with an optional edition roster. Existing edition settings require explicit reconciliation rather than an automatic migration overwrite. Every reviewer receives an independent assignment and may work in parallel. Submitted results go to assigned Editors first. One Editor report is released to the Author; raw results and original reviewer files remain internal.

## 4. Chair decision

Normally the chair decides after the reviewer quota is met and every assignment is submitted. If some reviewers have not responded, the chair may select **Force early decision** after the configured minimum (3 by default) submitted reviews is met. The action is recorded with the chair's rationale. Early Revision/Rejected remain available, but Accepted additionally requires the exact-cycle Editor Accept/ready report:

- **Accepted**: the scientific submission is accepted and the Presenter becomes payment-eligible;
- **Revision**: upload the next version in the same workspace;
- **Rejected**: the submission path closes while files and history remain available.

## 5. Revision loop

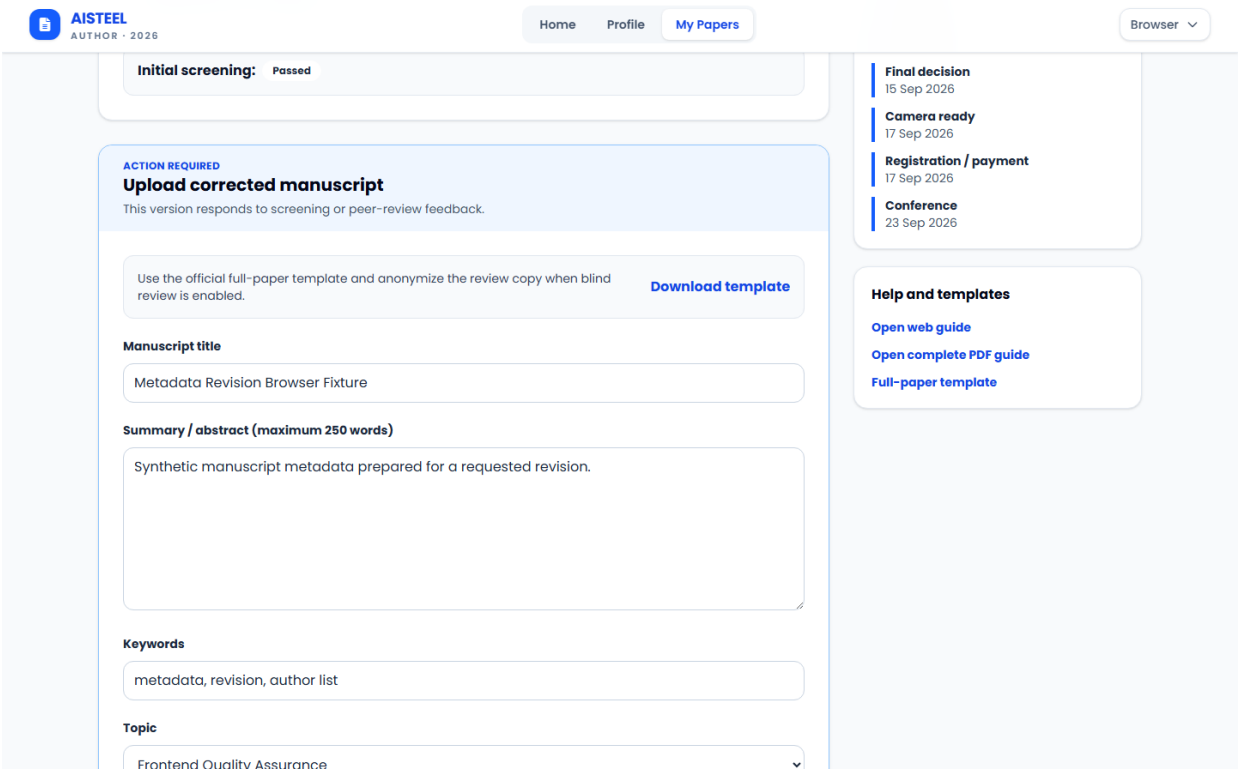



**Figure.** Versioned manuscript metadata and author-list revision form - synthetic documentation data.

1. Open **My Papers** -> **Open paper workspace**.
2. Read the screening notes, consolidated Editor instructions, and chair decision.
3. Revise the manuscript.
4. Update the title, topic, summary, keywords, author/affiliation list, and corresponding author when they have changed.
5. Enter a revision note summarizing file and metadata changes.

6 Upload the next version and, when useful, one private supporting file such as a Turnitin report.

7 The version stores its own metadata/author-list snapshot and supporting file, then follows the edition screening and review controls.

Only the latest version may receive a new assignment or decision. Older versions and reviews are immutable audit evidence.

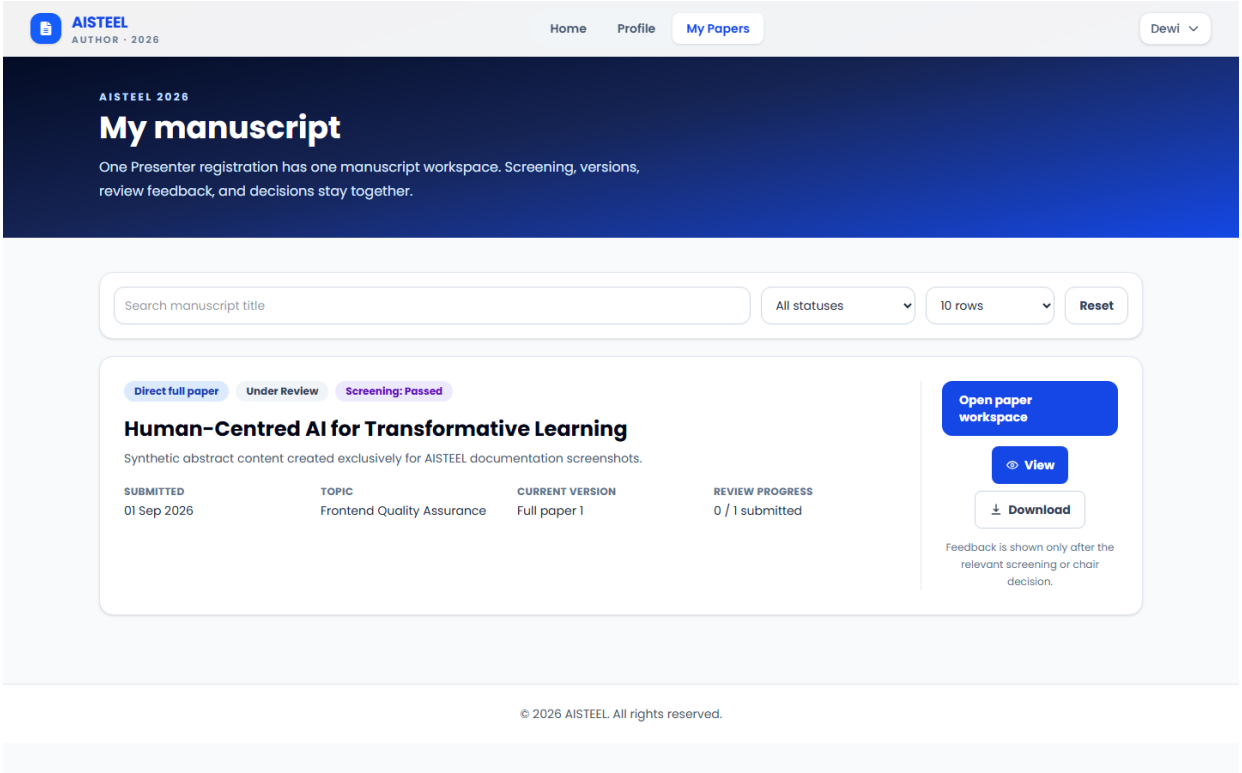



**Figure.** Presenter manuscript workspace and status history - synthetic documentation data.

# Abstract-first workflow

An edition configured for abstract-first submission follows:

1 Presenter registration;

2 abstract version 1 upload with one private supporting file when needed;

3 optional initial screening;

4 structured abstract review;

5 chair decision;

6 if **Revision**, upload the next abstract version;

7 if **Accepted**, the first full-paper action opens and the system sends an email notice;

8 if the edition enables **payment before first full paper**, complete payment first; otherwise upload directly;

9 complete structured full-paper review and the revision loop.

Abstract reviews and full-paper reviews are separate records. The system never copies a score or comment as if the two stages were equivalent.

# Screening, review, and decisions

### Workflow summary

1. Upload current version -> Screening enabled?
2. Screening enabled? **(No)** -> Reviewer assignment
3. Screening enabled? **(Yes)** -> Screening decision
4. Screening decision **(Passed)** -> Reviewer assignment
5. Screening decision **(Revision)** -> Author uploads next version
6. Screening decision **(Rejected)** -> Closed
7. Reviewer assignment -> Assigned reviewers submit independently
8. Assigned reviewers submit independently -> Chair decision
9. Chair decision **(Accepted)** -> Accepted
10. Chair decision **(Revision)** -> Author uploads next version
11. Chair decision **(Rejected)** -> Closed

Screening and decision reasons must be clear enough for the author to act on. A decision must not be used to bypass incomplete reviewer assignments.

# Payment

| Registration | Requirement before payment-proof upload |
|---|---|
| Normal Participant | Valid registration and an open payment period |
| Student Participant | Student verification is Approved |
| Direct-full-paper Presenter | Manuscript is Accepted, **or** screening Passed and the chair/finance team issued a payment request; a Student must also be Approved |
| Abstract-first Presenter | Abstract is Accepted; a Student must also be Approved. Pre-full-paper payment applies only when the edition gate is enabled |

## Paying the registration fee

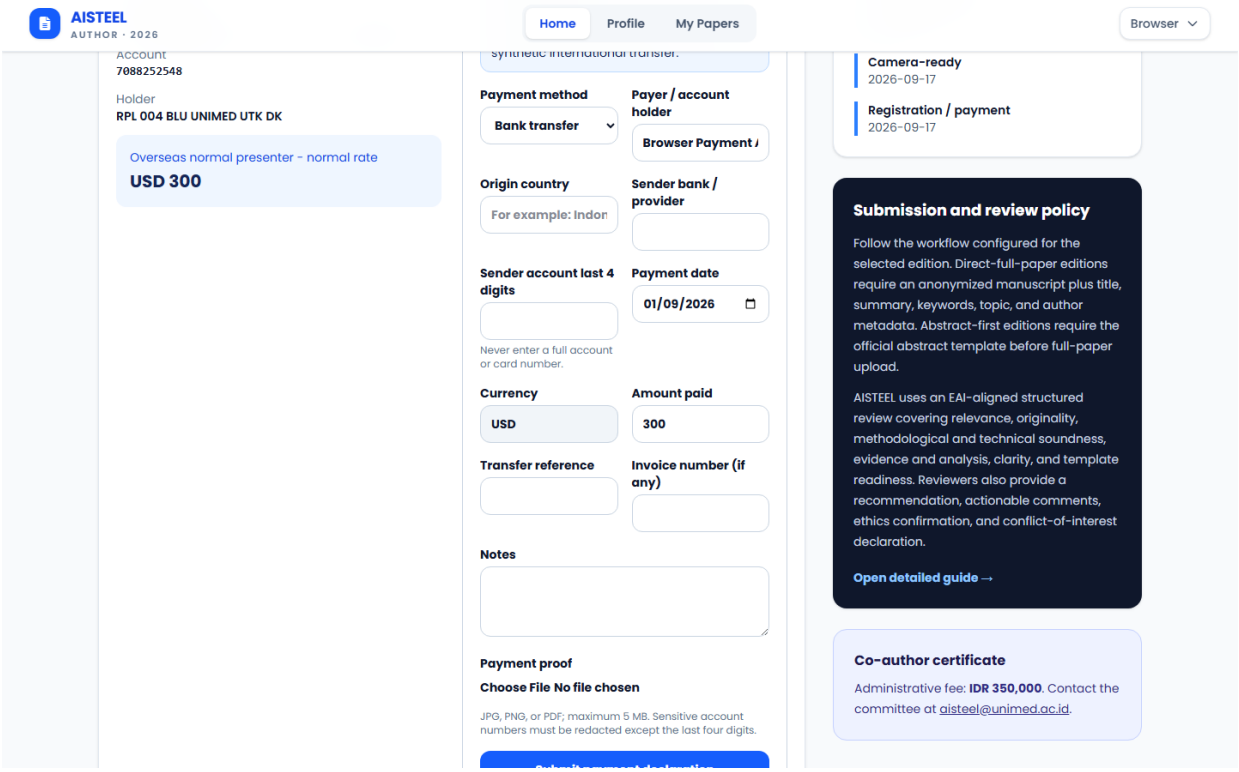



**Figure.** Structured international payment declaration - synthetic documentation data.

1. Open the dashboard for the correct edition.
2. Confirm the category, currency, and current payable amount.
3. If payment was opened by request, read the due date and committee note.
4. Transfer using the displayed bank account and SWIFT information.
5. Enter the payment method, payer/account-holder name, origin country, bank/provider, paid date, currency, and amount.
6. Add the optional account/card last four, transaction reference, invoice, and note when available. Never submit a complete card/account number or credential.
7. Upload a redacted JPG, PNG, or PDF proof.
8. Review the declaration and submit it once.
9. Wait for Chair or Finance verification.
10. If rejected, read the reason and create a corrected attempt.

Payment states are:

- **Not submitted**;
- **Under verification**;
- **Additional payment required** when the verified total is incomplete;
- **Verified**;
- **Reupload required** after rejection.

Each declaration is an immutable attempt. A pending proof cannot be overwritten, and rejected evidence remains in the audit history. For modern attempts, the applicable period comes from the first verified transfer date. If the verified total is short, Chair/Finance requests the balance and the author uploads a new top-up attempt. A legacy record without `paid_at` retains its stored amount so the system does not invent a historical liability.

## Official payment proof after verification

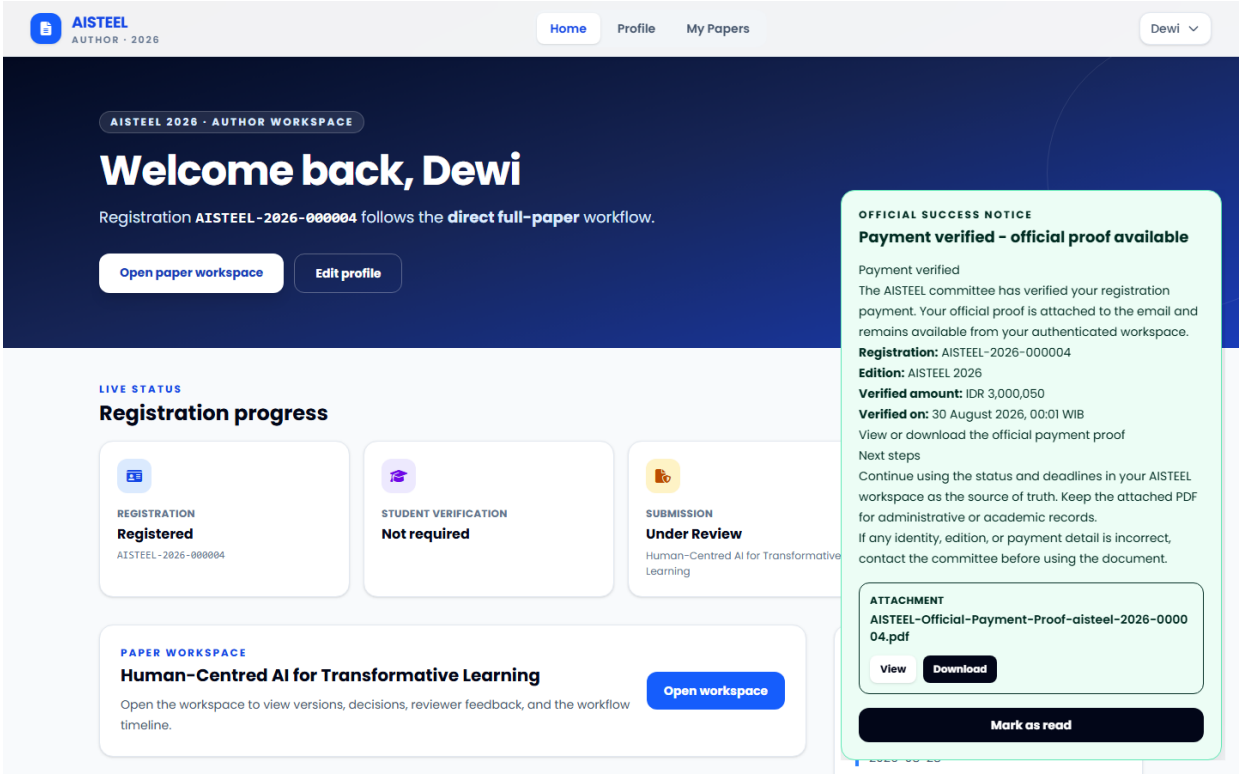



**Figure.** Payment verification notice and official-proof attachment - synthetic documentation data.

After a Chair or Finance operator selects **Verify**, the system:

1. locks the attempt as Verified while retaining the original transfer evidence;
2. creates one **Official Proof of Registration Payment** PDF from the stored identity, edition, registration code, category, paper when applicable, amount, bank, and verification time;
3. stores the PDF on private conference-document storage;
4. publishes a dashboard notice and queues a formatted email with the PDF attached;
5. exposes protected **View** and **Download** actions on the dashboard and payment history.

Only the registration owner, a Chair, or Finance for the active edition may open the PDF. The link requires authentication and is not a public sharing link. A user whose payment was verified before this feature does not need to upload again: an operator can run the controlled backfill for any missing PDF. Contact the committee before relying on a document whose name, edition, paper, amount, or bank details appear incorrect; do not edit the PDF yourself.

# Reviewer guide

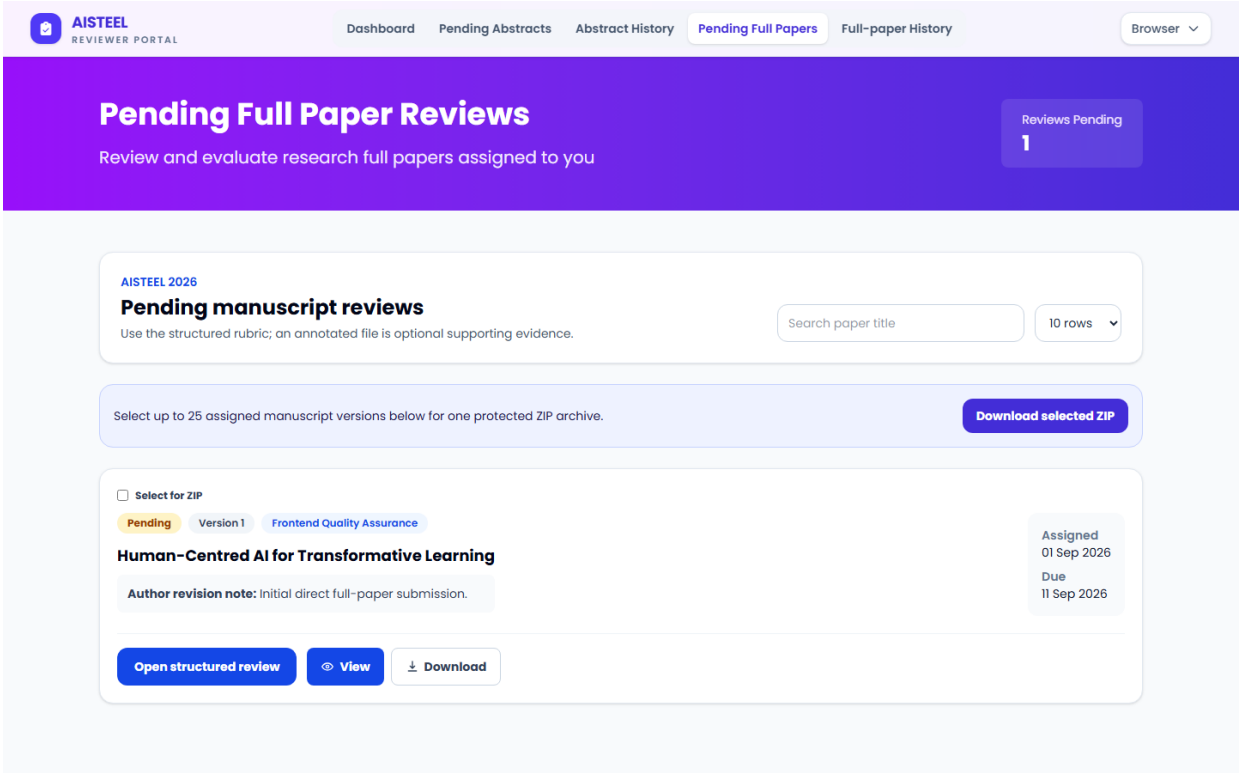



**Figure.** Synthetic full-paper assignment in the reviewer queue - synthetic documentation data.

## Select the workspace

Use the edition selector. A reviewer sees an active edition or an edition containing one of their assignments.

## Review queues

- **Pending Abstract Reviews**: open abstract rounds.
- **Abstract Review History**: submitted abstract reviews.
- **Pending Full-paper Reviews**: assigned latest full-paper versions.
- **Full-paper Review History**: submitted and locked results.

A reviewer may select up to 25 assigned manuscripts and download a structured ZIP. Use it only for the review, store it securely, and delete local copies when no longer required. The server rejects records outside the reviewer assignment scope.

## Complete the structured rubric

The web form is the primary review evidence. The following score module is optional; a reviewer may score only the relevant criteria from 1 (poor) to 5 (excellent):

1. scope and relevance;
2. originality and contribution;
3. methodological and technical soundness;
4. evidence, results, and analysis;
5. clarity and organization;

6 references and manuscript formatting.

Every reviewer field is optional, including recommendation, ethics/confidentiality and no-conflict confirmations. An entirely blank result counts as submitted and remains immutable. Blank ratings remain null; unchecked confirmations remain false.

Strengths, required revisions, comments, internal confidential comments, and safe attachments up to 10 MB are optional. All raw results go to the assigned Editor/Chair first, never directly to the Author. Only the Editor consolidated instructions are released, without internal notes or reviewer identities.

The same PDF/DOCX content rules apply to review attachments, including safe reference links and embedded objects.

This is the **AISTEEL conference review rubric**, not a publisher-specific scoring form. See the review policy basis.

### Reviewer rules

- When blind review is enabled, the queue shows the Paper ID without the author identity; when disabled, the author name is shown to help identify the assignment.
- review only an assigned manuscript;
- do not disclose a manuscript or identity to another party;
- report a conflict of interest before submitting;
- download a manuscript only for review;
- use objective, specific, and respectful reasoning;
- submit before the due date;
- work on the independent assignment and submit in parallel without waiting for another reviewer;
- understand that a submitted review is locked.

# Chair guide

## 1. Conference Editions

1 Open **Editions**.

2 Select an edition.

3 Set its lifecycle status.

4 Select the submission workflow.

5 Configure screening, registration, submission, and public switches.

6 Save the edition.

7 In migration reconciliation, **Confirm** or **Move** an ambiguous record using operational evidence.

Read the conference-edition guide before moving legacy data.

## 2. Settings

Settings apply to the selected edition workspace:

- event identity, website, venue, Google Maps directions/embed, and email;
- important dates, including notification of acceptance;

- early-bird and normal-rate periods;
- Domestic IDR and Overseas USD fee matrices;
- upload limit, reviewer count, preferred reviewer, automatic assignment, blind review, and the payment-before-full-paper gate;
- flyer, public description, guidelines, review criteria, and keywords.

The Chair may set **Chair-only operational extensions** in Schedule for submission, **Initial screening complete**, first review, revisions, **Final reviewer check**, **Final decision**, camera-ready, and registration/payment gates per edition. Blank uses the published date. Internal dates are not shown on the landing page, emails, or user dashboards; published dates and fee periods do not change. An override does not reopen a decided paper version or a verified payment. Internal dates cannot precede published dates, and changes are logged.

**Initial screening complete** controls Chair screening of abstracts/full papers. **Final reviewer check** extends reviewer checks and template work on revised full-paper versions. **Final decision** controls legacy Chair decisions and single-Editor final publication independently of review deadlines. An Editor may publish with sufficient submitted results after reviews close while the decision deadline remains open; a decision extension does not reopen expired reviewer assignment or template work. Deadlines include the entire day in the application timezone. Expired actions show a form message requesting a Chair extension.

In **Content**, keep the **Proceedings publication note** publisher-neutral until an agreement is confirmed. Once approved, the Chair can replace this public note and review the remaining publication policy before naming a publisher.

Date order is validated. Saving settings synchronizes category/currency/amount for unsettled registrations; it does not rewrite a completed payment or an immutable payment attempt.

If **Save changes** fails, no setting is partially persisted. The system opens the first affected section, displays an invalid-field count on each tab, and highlights every field with a readable reason. Use the section buttons in the error summary to move between remaining issues. In **Content**, provide comma-separated **Conference topics / keywords**; an empty value blocks saving even when the Schedule tab is currently open.

To synchronize the public landing page:

1. in **General**, enter the Google Maps directions link and paste either the embed URL or the complete Google Maps iframe; the system keeps only its safe HTTPS `src`;
2. in **Schedule**, select **Load schedule proposal**, review every milestone from initial submission to conference day-these values drive Important Dates and backend workflow gates-and save explicitly;
3. in **Content**, upload a JPG/JPEG/PNG/WebP flyer up to 10 MB, or choose **Use bundled flyer**;
4. in **Workflow**, set the quota/minimum (new policy `3`) and substantive roster, and keep automatic assignment disabled; a preferred reviewer must belong to the eligible roster;
5. confirm that the account-found indicator is shown; otherwise verify its email and reviewer role under **Users**;
6. select **Save changes**, open the landing page in a new tab, and verify the flyer, map, and every date.

Flyer and map changes are scoped to the selected edition. A flyer remains private at rest and is served through the public-edition route; never create `public/storage`.

## 3. Student and payment verification

- use the allowlisted filters, search, and sorting controls;
- open a document only through an authorized route;

- after a Presenter passes screening, use **Request payment** when early payment is required and provide a clear due date/note;
- reconcile the latest declaration and attempt history, not only the proof image;
- use **Additional payment** and **Request balance** when the verified total is below the fee applicable on the transaction date;
- approve only after verifying the evidence; the system then creates the official payment-proof PDF, dashboard notice, and queued email;
- reject with a reason the user can act on;
- never ask a user to send a private document through a public storage URL.

## 4. Screening and reviewer assignment

- use **Abstracts** for an abstract-first edition;
- use **Full Papers** for direct and full-paper versions;
- screen only a current version without an active review result;
- select Passed, Revision, or Rejected and record clear notes;
- keep assignment topic-aware and never assign the author to their own manuscript;
- the active edition uses the reviewer quota stored in Settings and automatic assignment is disabled, so every addition still requires Chair approval;
- the recommended team is selected up to the remaining quota from the eligible roster; the Chair may approve all or add a smaller group in stages;
- an older open paper can be filled to the stored quota without deleting prior assignments or reopening a decided version;
- `conference:reviewers:backfill` remains available for legacy editions without a roster, but must not be used for this three-reviewer/editor transition;
- the former nine-account reviewer policy is replaced by three substantive reviewers and a separate Editor role. Use `conference:publication-team:sync --edition=2026` as a dry run for this transition, not the legacy backfill. Execute only after backup and Chair approval; former assignments are retired, not deleted;
- reviewer assignments are independent and may proceed in parallel; a normal decision still waits for the quota and every submitted assignment.

## Single-door Editor instructions

Chair assigns Editors per abstract round/full-paper version using **Editor coordination** (`/chair/editor-workflow`). Existing exact-version template assignments also grant coordination access. Editors open **Editor coordination** from `/editor`, select content reviewers in the same shared list/quota used by Chair, and inspect internal results. Chair alone retains screening; Finance is unchanged.

Every reviewer field is optional. Raw reviewer/template/Turnitin notes and files are not directly shared with Authors. After the reviewer quota and every active submission are complete, one assigned Editor uses the same rubric to consolidate instructions. Recommendation and consolidated comments are required for the Editor report; other modules are optional. One immutable report per cycle prevents conflicting releases by multiple Editors.

Authors receive only the consolidated report and explicitly released attachment through **Download one feedback package**. Chair receives the recommendation and retains Accepted/Revision/Rejected. Accepted requires an exact-cycle Editor Accept/ready recommendation; early decision does not bypass this gate. An Editor report does

not itself permit revision upload-wait for Chair authorization. New versions require fresh assignments and reports.

Internal template/Turnitin work and original history remain preserved without reopening old decisions. See workflow contract.

## 5. Decisions

A decision is available only when:

- the current round or version remains Under Review;
- the reviewer quota is satisfied and all assignments are submitted; or
- the chair enables **Force early decision** and the minimum submitted-review count is satisfied;
- the record is the latest version.

The decision and notes are stored with the actor, timestamp, and workflow event.

## 6. Users and credentials

From **Users**, a chair may update a full/display name, optional last name, email, role, reviewer topic, and optional password. A one-word name is valid; an empty password means it is unchanged. The eye icon can reveal a newly typed password.

Protections include:

- the last chair cannot be removed or demoted;
- self-demotion cannot remove the final administrative capability;
- a user with conference history is not deleted;
- role checks use the role name rather than an assumed numeric ID.

For the active-edition registration, Chair can also change Participant/ Presenter, Normal/Student, attendance, and origin before any cross-currency payment attempt. Presenter-to-Participant archives the paper workspace; changing back restores only a paper archived by that role migration.

Archive actions are not hard deletes. The account, registration, paper, payment, message, attachment, and history disappear from active portals through their archived parent while evidence remains stored. Use **Archive & restore** to view and restore the matching batch.

# 7. Reports

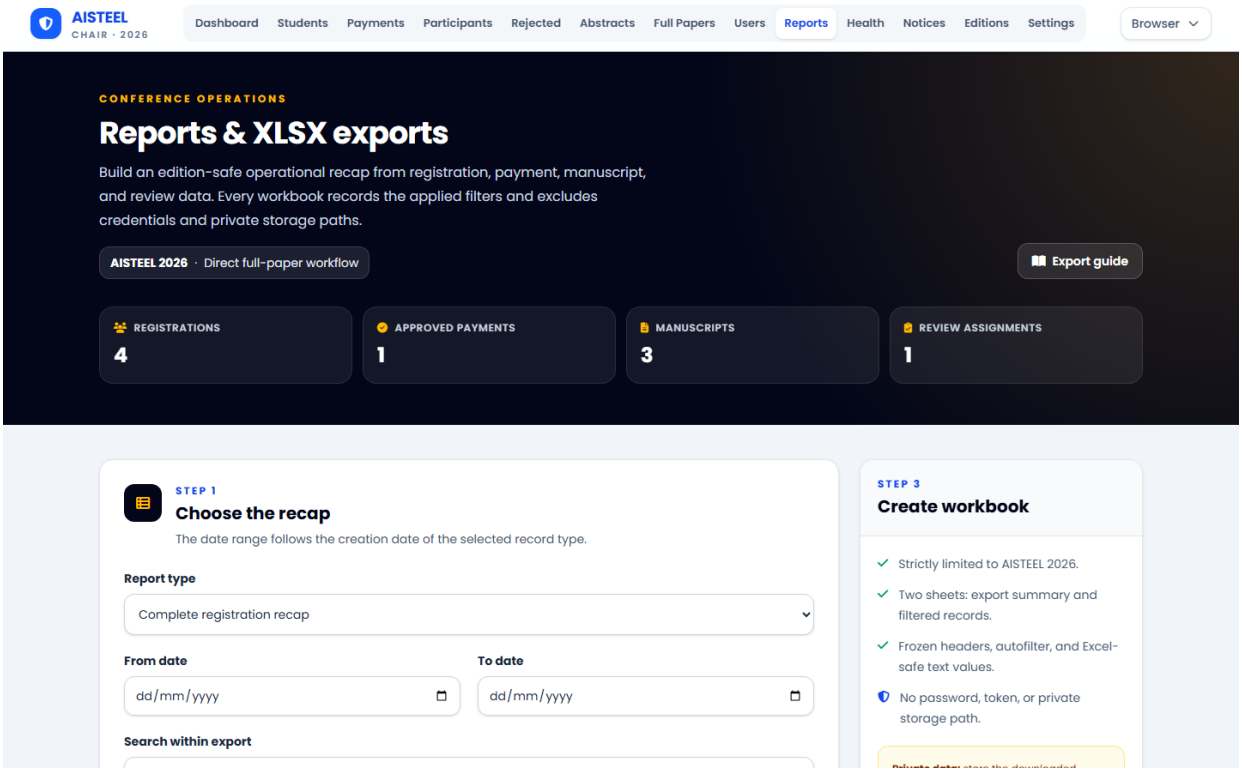



**Figure.** AISTEEL Chair reporting and XLSX export page - synthetic documentation data.

1. Select the edition workspace.
2. Open **Reports**.
3. Select **Simple participant list** for Name, Paper ID, Affiliation, Study program, Payment status, Email, WhatsApp, Role, and Attendance; use a complete dataset for detailed audit. This workbook also includes **status paper**, with one row per full-paper version, consolidated Editor comments, feedback delivery status, and whether the Author has resubmitted after a revision request.
4. Set the date range, status, and other filters.
5. Select an available sort order.
6. Download XLSX.
7. For the simple export, use the **Simple List**, **full paper**, **Presenter**, **Peserta**, and **status paper** tabs; **Export Summary** is the last tab. Other datasets use **Export Summary** followed by one data sheet.

The filename includes the edition year. Column, privacy, and troubleshooting details are in the reporting guide.

Executive metrics separate **Manuscript workspaces**, **Active abstracts**, and **Full-paper versions**. An archived 2026 abstract does not count as an active submission; its Paper ID and valid full-paper versions remain preserved.

A chair or reviewer may also select visible manuscripts for a structured ZIP. The limit is 25 files/250 MB and every record remains edition- or assignment- authorized. Use XLSX for recap data and ZIP only for required working documents.

# 8. Announcements and custom email

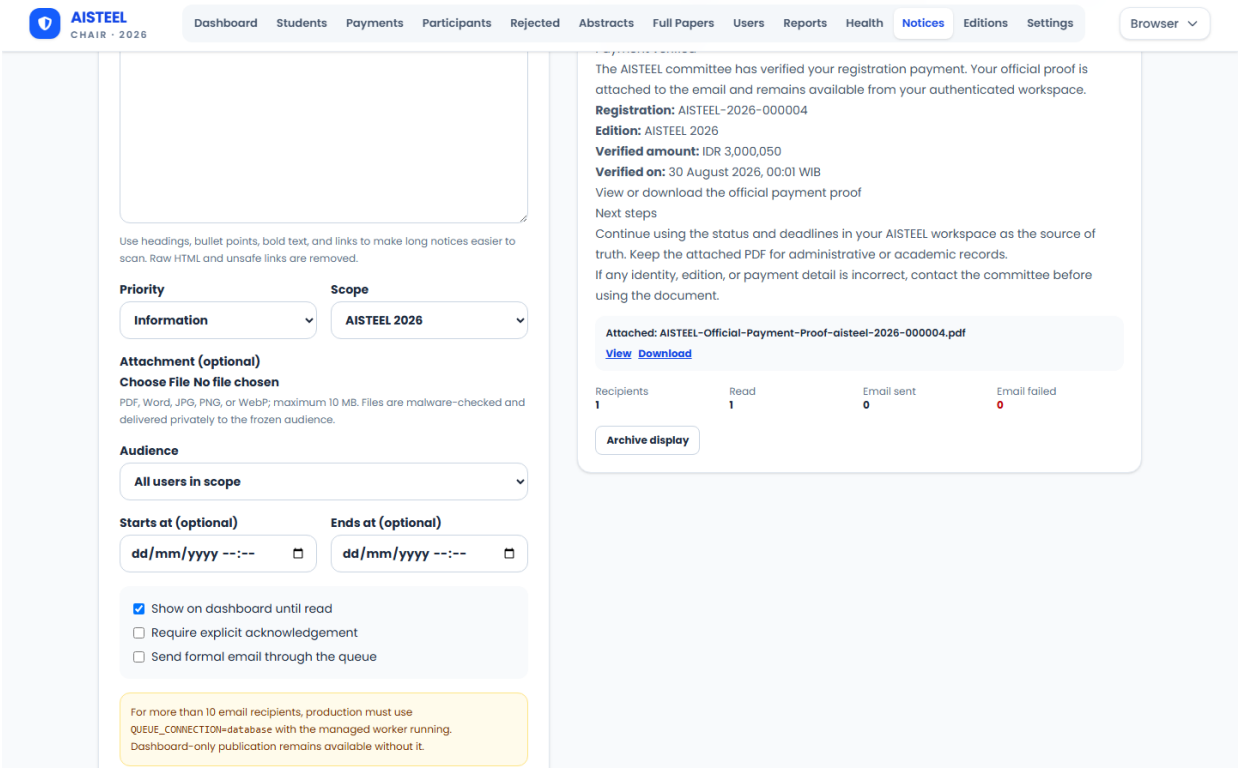



**Figure.** Chair announcement control - synthetic documentation data.

1. Open **Announcements**.
2. Select a specific edition or global scope.
3. Choose all users, a system role, a participation role, or selected users.
4. Select a template or write a formal English title and message. Use the Markdown toolbar for headings, bold text, lists, and links; raw HTML and unsafe links are removed.
5. When needed, attach one PDF, DOC, DOCX, JPG, PNG, or WebP file up to 10 MB. The file receives the same signature/malware validation as other conference uploads and remains private.
6. Configure the start/end window, severity, and acknowledgment requirement.
7. Verify the audience; never attach confidential review content, credentials, or complete banking data. Membership is frozen at publication, and only those recipients plus a Chair can open the attachment.
8. Publish. The recipient sees a dashboard popup/reminder and can select **Mark as read** or acknowledge it as configured.
9. For custom email, select recipients carefully and use the queue. Do not send a large batch while the production queue worker is unavailable.
10. If publication history shows a failed or unqueued email, select **Retry unsent email(s)**. Only recipients without a successful delivery are queued again; the frozen audience and read state do not change.

An announcement is archived rather than removed from the audit trail. Email delivery does not mark it read; only the recipient dashboard action does. Queue time is recorded only after dispatch succeeds, so a failure remains visible and retryable from publication history.

## 9. Operations

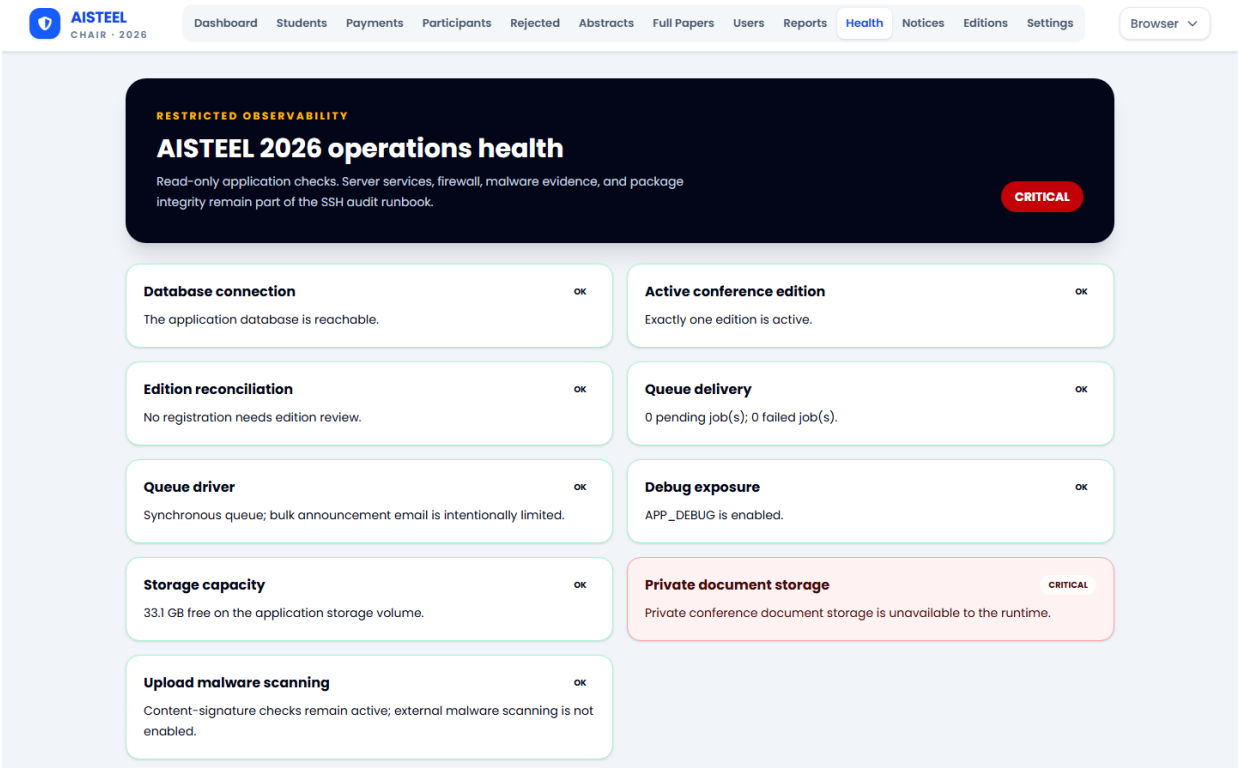



**Figure.** Chair operational health dashboard - synthetic documentation data.

The **Operations** page reports database state, the single active edition, unresolved reconciliation, queue and failed jobs, environment/debug state, disk, and private-storage access. The screenshot deliberately illustrates a blocking alert when private storage is not writable; a healthy production runtime must report every critical check as **OK**. Resolve critical items before deployment or bulk mail. The server equivalent is `php8.3 artisan conference:health --json`.

# Finance guide

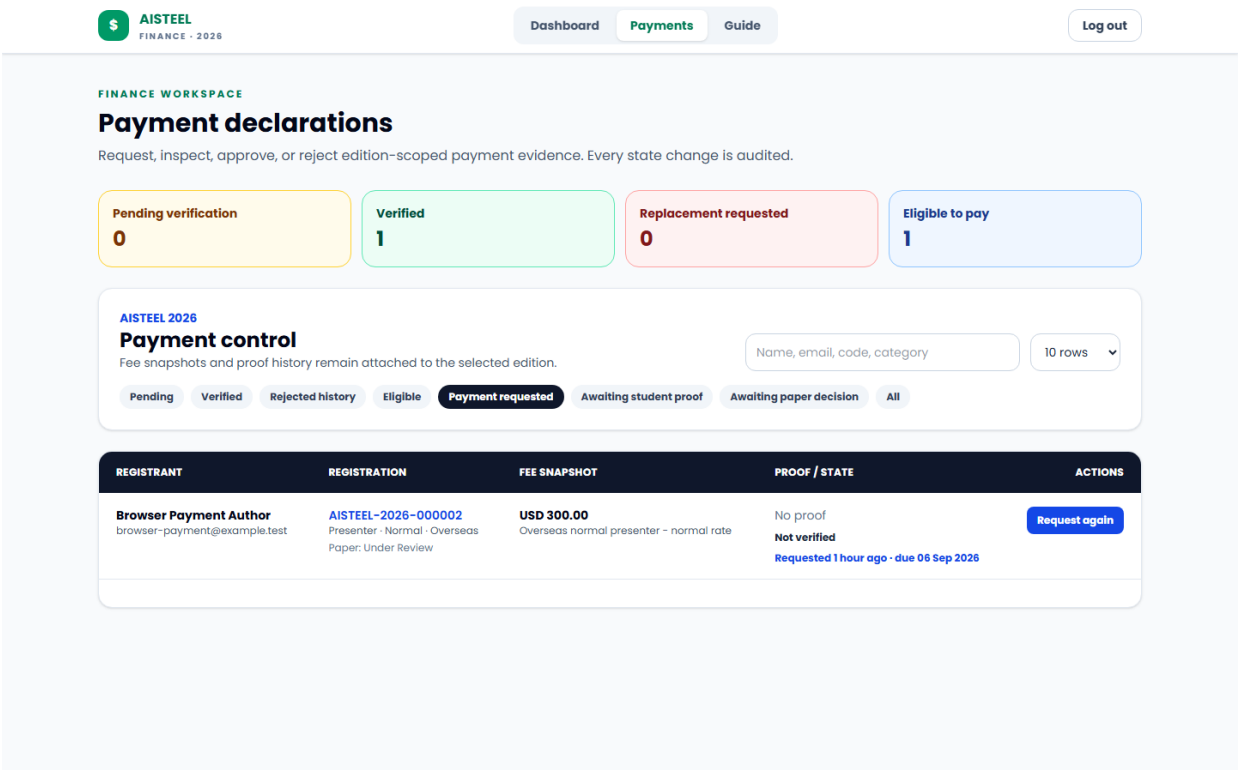



**Figure.** Finance payment-verification portal - synthetic documentation data.

A **finance** account uses `/finance` and requires a verified email. It does not receive manuscript, review, or chair-settings access.

During the production upgrade, the Chair should locate the existing AISTEEL finance account (`keuanganaisteel`), choose **Edit credentials -> System role: Finance**, and confirm that its email is verified. Do not create a duplicate or rewrite historical registration/payment records merely to change the staff role.

1. Select the correct edition.
2. Open **Payments**.
3. Search/filter registrations and payment states.
4. If a Presenter has passed screening and should pay early, issue a payment request with a due date and clear note.
5. Open proof only through the authorized route and reconcile the declaration, fee/currency snapshot, bank record, reference, and invoice when supplied.
6. Approve only after matching the record; the system creates an official payment-proof PDF, dashboard notice, and queued email. Reject with a specific actionable reason.
7. Use the protected **View/Download official payment proof** actions for follow-up; never copy evidence to public storage or a spreadsheet.

The Chair has the same verification capability. Chair/Finance actions synchronize the registration state, attempt history, workflow event, dashboard, report, and email notification.

# Email and activity timeline

Email is sent for important events, including:

- account and registration creation;
- student verification;
- manuscript submission;
- screening decision;
- reviewer assignment and due date;
- safe review-progress updates without reviewer identity or confidential comments;
- abstract or full-paper decision;
- invitation to start a full paper after acceptance of a legacy abstract;
- payment request, approval with its official PDF, or rejection;
- targeted announcement or custom chair message.

A database state is not rolled back solely because mail delivery fails. The committee must monitor the queue and logs and follow up when communication needs to be resent.

The author dashboard shows an activity timeline for the selected edition. It may record registration, proof replacement, version upload, screening, assignment, review submission, decisions, and payment verification. The dashboard state is the operational source of truth; neither email nor the timeline replaces the stored workflow state.

# Important statuses

| Status | Meaning | User action |
|---|---|---|
| Registered | An edition registration exists | Complete the profile or next gate |
| Pending verification | Evidence awaits the chair | Wait |
| Reupload required | Evidence was rejected | Read the reason and upload a correction |
| Submitted | The system accepted a version | Wait for screening or assignment |
| Screening: Pending | The committee has not processed it | Wait |
| Screening: Passed | Ready for peer review | Wait for reviewers |
| Payment requested | The committee opened early payment | Complete the declaration and upload proof before the due date |
| Under Review | Reviewer assignments are active | Wait for feedback and decision |
| Revision | A correction is required | Upload the next version in the same workspace |
| Accepted | The scientific stage is accepted | Follow payment and camera-ready instructions |
| Rejected | The stage is closed | Read the decision and contact the committee if needed |
| Payment verified | Registration payment is complete | Keep the confirmation |

# Viewing documents without always downloading them

For an authorized student/payment proof, official payment proof, announcement attachment, manuscript, revision version, or review attachment, AISTEEL now presents two actions:

- **View** opens the private AISTEEL viewer in a new tab without exposing the storage path;
- **Download** retrieves the unchanged original file.

The viewer uses exactly the same per-record authorization as the download: an author sees only their records, a reviewer sees only an assigned manuscript, Finance sees payment evidence for the active edition, and a Chair follows the existing administrative authority.

Preview behavior:

| Format | Viewer behavior |
|---|---|
| JPG, PNG, WebP | Rendered as an image after signature verification |
| PDF | Rendered to canvas by AISTEEL's local PDF.js viewer on desktop/mobile after signature and active-content checks |
| DOCX | Sanitized text/tables; hyperlinks and non-executable objects are allowed, but external resources are not fetched and objects are not executed. Macros/ActiveX, damaged packages, or files beyond safe bounds remain download-only with an explicit reason |
| XLSX | Bounded cell-value preview; macros, formulas, external links, and objects are not executed |
| Legacy DOC/XLS or an unsafe format | Download-only with an explicit explanation |

The preview is **read-only** and may be truncated at a safe server-memory limit. AISTEEL does not edit an uploaded file in place because a proof, manuscript version, and review attachment are immutable audit evidence. Upload the next revision to change a manuscript; use the structured review, screening/decision note, or rejection-reason workflow to comment on it.

Two files with the same `.docx` extension can behave differently because DOCX is a ZIP/OOXML package. Word may store hyperlinks, linked images, remote templates, macros, embedded objects, or damaged internal parts. AISTEEL previews text/tables without fetching external resources or running embedded objects. Macros/ActiveX and damaged packages remain restricted; **Download** remains available for local inspection with trusted software.

# File privacy and security

- conference documents are stored on a private disk;
- conference uploads do not rely on `storage:link`;
- files are accessed through `/documents/...` with server-side authorization;
- an author may access only their own records;
- a reviewer may access only the relevant assignment;
- a chair has administrative access for conference operations;
- never disclose raw storage paths or authenticated session links;
- login and registration are indexable public entry pages; reset, email verification, portals, authentication actions, documents, payments, manuscripts, and reviews remain `noindex`;

- files are checked for extension/MIME, signatures, script patterns, and the production malware scanner before private storage;
- XLSX reports remain private even though credentials, tokens, and storage paths are excluded.

# Troubleshooting

## The wrong edition or data is displayed

Check the edition selector. If a legacy assignment is genuinely wrong, contact the chair. Do not create a duplicate account or paper. The chair should use **Migration reconciliation**.

## The submission action is not visible

Confirm that:

- a registration exists for the selected edition;
- the participation role is Presenter;
- the profile is complete;
- submission is open and the deadline has not passed;
- no manuscript workspace already exists;
- the student gate is complete when required.

## An upload is rejected

Check the extension, size, deadline, status, ownership, and version. The file must have genuine PDF, Word, or image structure. Web/DOI hyperlinks, comments, non-executable linked/embedded DOCX objects, PDF attachments, and non-script link actions are accepted. Macros/ActiveX, JavaScript/Launch, unsafe link schemes, executables, and malware-scan failures remain blocked. For a legitimate rejection, retain the exact error and contact the committee privately; do not remove required references or comments.

## Error page 403, 404, 419, 429, 500, or 503

Each AISTEEL error page explains common causes and provides **Go back**, **AISTEEL home**, and **System guide** recovery actions:

- **403**: return to the correct role dashboard and check the edition or assignment;
- **404**: reopen the record from the dashboard instead of an old bookmark;
- **419**: the system refreshes once to renew the session/form token; review the fields and select file attachments again;
- **429**: wait for the countdown and avoid repeated submit attempts;
- **500/503**: check the dashboard before repeating an upload or payment, then retry once or contact the committee if the problem continues.

These pages do not expose stack traces, storage paths, credentials, or private technical details. When requesting help, include the error code, time, and action attempted without sending a password or complete banking details.

## Study program is always required

The institution is recognized as Universitas Negeri Medan, State University of Medan, Medan State University, or UNIMED. Enter the official study program. If it was detected incorrectly, correct its name in **Profile**.

## A reviewer cannot submit

Confirm the assignment belongs to the account, the correct edition is selected, the due date is still open, the version is latest and open, every rubric field is complete, and both declarations are checked.

## Payment is not available

A Student Participant must wait for student approval. A Presenter must first receive the acceptance required by the edition workflow and must also have student approval when registered as Student.

## An email has not arrived

Check spam and the dashboard status. Contact the committee with the registration code. Never send a password or private file through a public channel.

An account with an AISTEEL 2025 registration does not need a new verification email after the v1.8.2 migration succeeds. For any other account that remains unverified, a successful sign-in automatically sends a verification email and opens the notice. Select **Resend verification email** if the first message does not arrive. For a forgotten password, use **Forgot your password?** on the login page; the response is deliberately generic to protect account privacy.

## The PDF guide does not open

Use the **English Complete Guide** action on `/guide`. The repository also contains the English PDF artifact. A 404 means the administrator must include both generated PDF artifacts in the release.

## Contacting the committee

Use the conference email displayed on the landing page or dashboard. Include:

- registration code;
- edition year;
- manuscript title when applicable;
- displayed status;
- time of the incident;
- a screenshot without passwords, tokens, or private documents.

# Appendix A - Recommended AISTEEL 2026 Important Dates

## Primary recommendation

The conference remains on **23 September 2026**. For the direct-full-paper workflow, the recommended schedule is:

| Stage | Date | Effective time | Purpose |
|---|---|---|---|
| Registration and full-paper submission open | 23 July 2026 | - | Begin the extension campaign |
| Early-bird and initial submission deadline | **25 August 2026** | extended | Final deadline approved by the committee |
| Initial screening completed | **28 August 2026** | 3 days | Rolling scope, completeness, template, and review-readiness checks |
| Notification of acceptance/screening | **29 August 2026** | 1 day | Send screening status and open selected payment requests |
| First review deadline | **6 September 2026** | 8 days | Allow reviewers to complete the structured rubric |
| Author revision deadline | **10 September 2026** | 4 days | Let authors revise the file and editable metadata |
| Final review deadline | **13 September 2026** | 3 days | Verify the corrected version |
| Final chair decision | **15 September 2026** | 2 days | Decide from complete review evidence |
| Camera-ready and registration or payment deadline | **17 September 2026** | 2 days | Finalize files, payments, and administration |
| Operational buffer | 18-22 September 2026 | 5 days | Prepare the program, certificates, proceedings package, and resolve administrative issues |
| Conference | **23 September 2026** | - | Fixed date |

The normal-rate period is **26 August-17 September 2026**.

## Risk created by the 25 August extension

Direct full paper removes a separate abstract round, but it does not remove:

- scope, completeness, plagiarism, ethics, and template screening;
- the need for enough independent reviewers;
- author time for major or minor revision;
- final reviewer verification and a chair decision;
- payment and camera-ready administration;
- the committee buffer before the conference.

The 25 August deadline is an intentional operational decision that gives authors more time. It leaves only three days for screening, eight days for the first review, four days for revision, and three days for the final check. The plan is viable only with rolling screening before the deadline, same-day assignment after each passing result, a committed primary reviewer, and a ready replacement.

# Applying the schedule

These values are code defaults for a new installation or edition. Because the committee explicitly approved this production change, the `v1.6.0` migration aligns the 2026 edition settings once during the upgrade. The migration is not re-run after it is recorded as `Ran`; subsequent Chair changes remain preserved by the runtime and seeder.

To verify production after the migration:

1. select the **AISTEEL 2026** workspace;
2. open **Settings -> Schedule**;
3. verify the saved values show 25 August, 29 August, 17 September, and the 23 September conference date;
4. use **Load schedule proposal** only when the reviewed values need to be restored;
5. check the chronological validator and save only when a correction is needed;
6. verify the landing page, guide, author and reviewer dashboards, email, sitemap, `llms.txt`, and reports;
7. announce the extension through official channels.

Operators can also preview and explicitly apply the proposal:

```
php8.3 artisan conference:schedule:proposal --edition=2026
php8.3 artisan conference:schedule:proposal --edition=2026 --execute --confirm=2026-09-23
```

Do not change dates only in a Blade view, email, flyer, or `.env`. Runtime values come from `conference_settings`; the command does not write without both `--execute` and the exact confirmation.

# Reviewer operations

- before 25 August: confirm the primary reviewer and replacement reviewers by topic or document an approved exception;
- through 28 August: screen submissions daily on a rolling basis;
- send reviewer assignments as soon as each paper passes screening;
- 29 August: send the screening/acceptance notice and selected payment requests;
- 29 August-6 September: monitor overdue work daily and replace unavailable reviewers immediately;
- 7-10 September: authors upload the next version in the same workspace;
- 11-13 September: final checks focus on the revision response rather than restarting review;
- 14-15 September: the chair decides after all required assignments are complete, or uses the audited early-decision quorum;
- 16-17 September: verify final files and payments;
- 18-22 September: do not start a new scientific round unless the chair approves an incident exception.

# Conference review policy basis

AISTEEL uses its own rubric for documented, objective, confidential, conflict-free peer review. The committee seeks several independent reviews and checks manuscript readiness against the conference template. This is not a publisher-specific form. The publisher, final format, and publication requirements will be announced after formal confirmation; conference acceptance does not guarantee publication or indexing.

# Operational limit after the extension decision

| Option | Submission | Consequence |
|---|---|---|
| Approved | 25 August | Requires rolling screening and a standby reviewer |
| High risk | 26-28 August | Further reduces an already compressed review or revision window |
| Not viable without changing the conference | After 28 August | Sacrifices review, decision, camera-ready, or the operational buffer |

The conference date is fixed, so delaying one stage consumes time from another. The system rejects an invalid chronological order, but the chair remains responsible for deciding whether the time available is academically sufficient.

**Note**
This guide describes application behavior. Dates, fees, workflow, and operational contact details displayed by the system follow the currently selected conference edition.