




INSTRUCTIONS TO ACCESS THE RESTRICTED AREA OF ICSA2010 WEB PAGE AND TO SUBMIT A DOCUMENT

1 – ACCESS THE RESTRICTED AREA

In ICSA2010 home page (www.icsa2010.com) access to the restricted area by clicking over  (top left) or over **“Access to Restricted Area”** (bottom left).

Introduce your login (complete email address) **and password**

Login:
 Password:

 » lost password ?
 » new user ?

After access the restricted you will see:

Home

author


- Submit Document
- Documents List

special sessions

- Special session proposal

personal data

- Change data
- Change password



Chairman - Paulo J. S. Cruz

Welcome to the Restrict Area of Conference ICSA2010

Login/Email :

Name:

Surname:

Alternative Email:

Institution:

Position:

Address:


Postal Code:

City:

Country:

Phone: Fax:

Roles: | Author | Participant |





2 – SUBMIT THE “EXTENDED ABSTRACT”

Select “**Submit Document**” in the main menu.

Home Documents submission

author

- Submit Document
- Documents List

special sessions

- Special session proposal

personal data

- Change data
- Change password

Theme* Special Session

Theme*: « choose one »

Document type*: « choose one »

Title*:

File*: Procurar...

Short file description *: doc

save

* - Required field

2.1. Choose the type

Select “**Theme**” – Never select “Special Session”

☒ Theme ☐ Special Session

2.2 Choose the theme

Select the theme of the abstract you want to submit the paper.

Theme*: « choose one »

Document type*:

Title*:

File*:

Short file description *:

* - Required field

Comprehension of complex forms

Computer and experimental methods

Concrete and masonry structures

Emerging technologies

Glass structures

Innovative architectural and structural design

Lightweight and membrane structures

Special structures

Steel and composite structures

The tectonic of new solutions

The use of new materials

Timber structures

The history of the relationship between architects

The borderline between architecture and structural

Other

Mini-Symposium on Tectonics in Architecture

Mini-Symposium on Timber Construction

Mini-Symposium on Transparent Structural Materials

« choose one »

Only the authors with abstracts approved by Mini-Symposia organizers are allowed to submit papers to them.



2.2. Choose document Type

Select “**Extended Abstract, Full Paper & Consent to Publish**”

Theme*:	<input type="text" value="Other"/>	▼
Document type*:	<input type="text" value="« choose one »"/>	▼
Title*:	<input type="text" value="Extended Abstract, Full Paper & Consent to Publish"/>	
	<input type="text" value="« choose one »"/>	
File*:	<input type="text"/>	<input type="button" value="Procurar..."/>
<input type="button" value="save"/>		

2.3 Choose the precedent document

Select the precedent document (accepted abstract).

Choose the accepted precedent document*:	<input type="text" value="« choose one »"/>	▼
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After selecting the accepted abstract the default value of the title will be the title of the corresponding accepted abstract. You are able to change it.

Title*:	<input type="text"/>	▲▼
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2.4. Browse the file

Select the file from your computer (browse):

File*:	<input type="text"/>	<input type="button" value="Browse..."/>
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In Short File Description please write “**Extended Abstract**”

Short file description :	<input type="text"/>
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2.5. Finalize the submission of the extended abstract

Click in

You will receive an email confirming the submission of your extended abstract.



At the end of the form you will see:

A preview of the form's end state. It shows a light gray rectangular area. On the right side, there are three buttons: "update" (a simple rectangular button), "add new file" (a button with a green plus icon), and "refresh" (a button with a circular arrow icon).

3 – SUBMIT THE “FULL PAPER”

Click in “add new file” 

Select the file from your computer (browse):

A preview of the file selection part of the form. It shows the text "add new file:" followed by a text input field and a button labeled "Procurar..." (which means "Browse" in Portuguese).

In “Short file description” write “Full Paper”

A preview of the short file description part of the form. It shows the text "Short file description :" followed by a text input field.

Click in

A button labeled "save" with a mouse cursor icon pointing at it.

4 – SUBMIT THE “CONSENT TO PUBLISH”

Click in “add new file” 

Select the file from your computer (browse):

A preview of the file selection part of the form. It shows the text "add new file:" followed by a text input field and a button labeled "Procurar..." (which means "Browse" in Portuguese).

In “Short File Description” write “Consent to Publish”

A preview of the short file description part of the form. It shows the text "Short file description :" followed by a text input field.

Click in

A button labeled "save" with a mouse cursor icon pointing at it.

Close the window.



5 – SUBMIT THE DOCUMENTS ASSOCIATED TO ANOTHER ACCEPTED ABSTRACT

Select “**Submit Document**” in the main menu.

Repeat all the procedures described in sections 2 to 4.

6 – UPDATE THE ATTACHED FILES OF A SUBMITTED PAPER

You can update the submitted information and attach more files.

Select **Documents List**, introduce all the required data and save.

Home

author

- Submit Document
- Documents List

Submitted Documents

refresh

Type	Title	submission date	State	
Abstract	Lixo 1	11-10-2009	Accepted	+
Extended Abstract, Full Paper & Consent to Publish	Lixo 1	15-12-2009	Submitted	+

page: «1»

In the list of submitted files click over





Submitted document detail

Reference code

Type:

Theme:

Precedent document:

Title:

Author:

State:

submission date:

validation date:

Associated Files

add new file

Short file description	Name			
Extended abstract	PrtScn.pdf	15-12-2009 18:34:28		
consent	PrtScn.pdf	15-12-2009 18:35:08		

If you want to remove a document click in



If you want to add a new document click in “add new file”

7 – EXIT THE RESTRICTED AREA

Close the window and leave the restricted area, by clicking on the padlock logo (on the left).



8 – PASSWORD RECOVERY

If you try to access the restricted area but you have forgotten your password you will have the opportunity to recover it.

Please select **lost password**, enter the required data and save.

Login:
Password:
enter
» lost password ?
» new user ?

recover

Email *:

Type the characters you see in the picture

save cancel

* - Required field

If the email address is valid, you will immediately receive an e-mail with a custom link, allowing you to reenter the site with a new password.

To reset the password, please click on the custom link or copy and paste it in your browser. When you visit that page, you will be asked to enter the new password.

recover

Email *:

Password*: (8 to 12 letters and numbers)

Retype password*:

Type the characters you see in the picture

save cancel

* - Required field