

# Content Management System Registration Manual

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## 1. INTRODUCTION

Content Management System is not just about getting software. You will also be provided proceeding complementary services ensuring our assistance at every step of the process. Other services such as Bentham Science database resources and technology can also be provided at discount rates.

## 2. PURPOSE

Content Management System provides easy and innovative web-based solutions for articles/chapters/books submission and peer review to commercial publishers, self-publishers, not-for-profit organization, university, presses, and government agencies worldwide.

Content Management System helps to standardize, and improve and expedite administrative, editing and reviewing processes. Its product can ideally fit into any workflow since it underlies numerous configurable and flexible system options as well as intuitive interface. You can be sure of the following:

- Accelerated processing to marketing your critical data,
- Even Lower processing costs,
- Increased profile among authors and publishers,
- Easy tracking,
- 100% satisfaction & feedback.



Figure 1

### **3. REGISTRATION METHODS**

To get started with the software you need to register yourself which can be done in three different ways.

1. Open/Home Registration
2. Locked Registration
3. Role/Journal Registration

### 3.1 Open/Home Registration

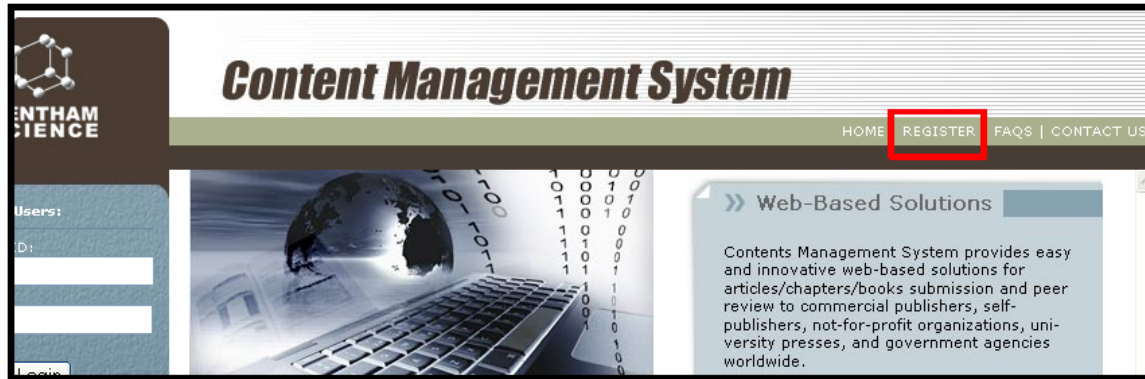


Figure 2

As it is clear from its name, Open Registration is open for everyone who is new to this system.

Using Open Registration method you can register yourself only as an **Author** or as a **Reviewer**. By clicking on highlighted option **REGISTER** you will be directed to Registration Form as shown in the **figure 7**.

**Note:** If you are an unregistered author/reviewer, then you need to perform an open registration, skip to **Section 4** Registration Form (page #8).

### 3.2 Locked Registration

Locked Registration is basically available for people who are already registered in CMS.

For Locked Registration a registered user can register someone else as an Author or a Reviewer. Unlike Open Registration, via locked registration you can register a person only for a specific journal through which you have logged in.

A mail will be generated to the person you are registering on behalf for account activation similar as in Open Registration.

#### 3.2.1 Steps

1. Using Locked Registration you have to first log in through your account.

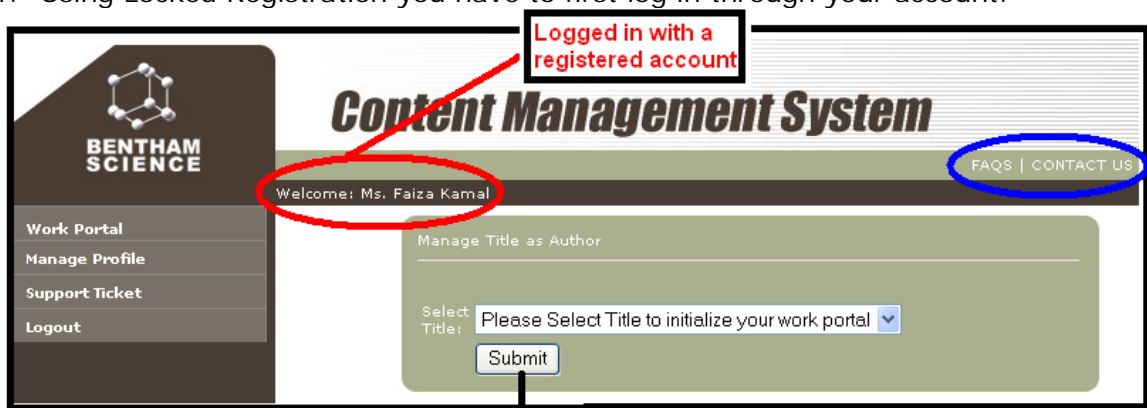


Figure 3

2. Once you log in you need to initialize your work portal by selecting a journal and clicking submit.
3. You can see a register option on the top right corner of the page as also shown in the figure below.



Figure 4

For example you login as an **Author** for **The Open Software Engineering Journal** the Author can register any other Reviewer or an Author for that one particular journal.

| REGISTRATION FORM |  |
|-------------------|--|
| Salutation*:      | Prof. <input type="button" value="v"/>                       |
| First Name*:      | Amna   |
| Middle Name:      |  |
| Last Name*:       | Khan   |
| Title *:          | Assistant Manager  |
| Affiliation :     |  |
| Institution*:     | Bentham Science  |
| Journals/Books*:  | Certified Chocolate Journal <input type="button" value="v"/> |
| Register as*:     | Certified Chocolate Journal                                  |

Figure 5

The rest of the registration process will be same as that explained in **section 4** (page #8).

### 3.3 Role/Journal Registration

Role/Journal registration is a method for registration in which Publication Manager have the authority to register an Author, a Reviewer, an Editor, an Editorial Advisory Board Member, an Associate Editor, a Regional Editor or a Section Editor. Unlike Open and Locked Registration, mails will not be generated. The person that is registered will be added in their respective pool.

Following are the steps for Role/Journal Registration:

- Login with your user-id and password.
- Manage Title as Publication Manager.
- Select Title and then click on submit button.
- Click on General Management Tab.
- Click on respective Add button for the respective role you want to register for.
- Registration form will appear in a new window, fill in the required fields and click on submit button.

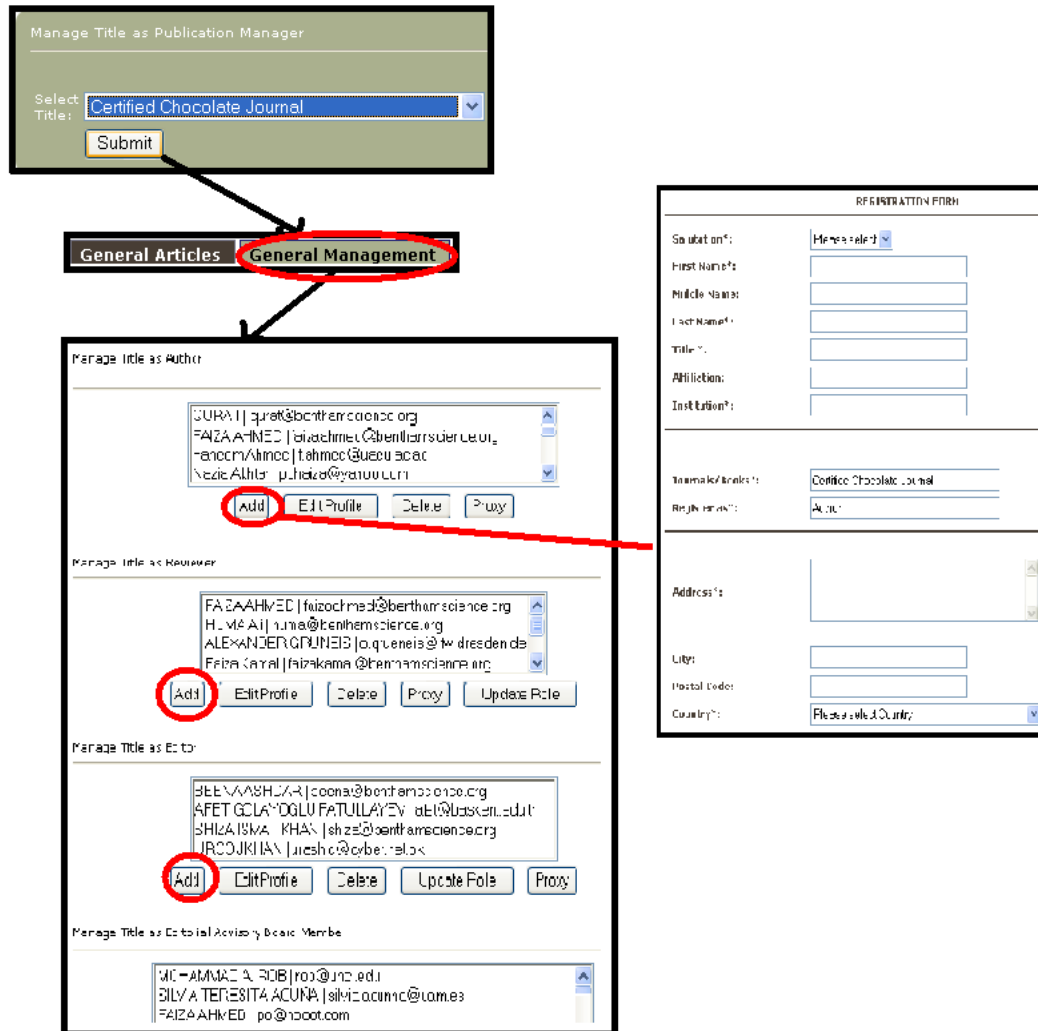


Figure 6

#### 4. Registration Form Description

No matter which method you use for registration, the Registration Form is same for all as shown in the figure below.

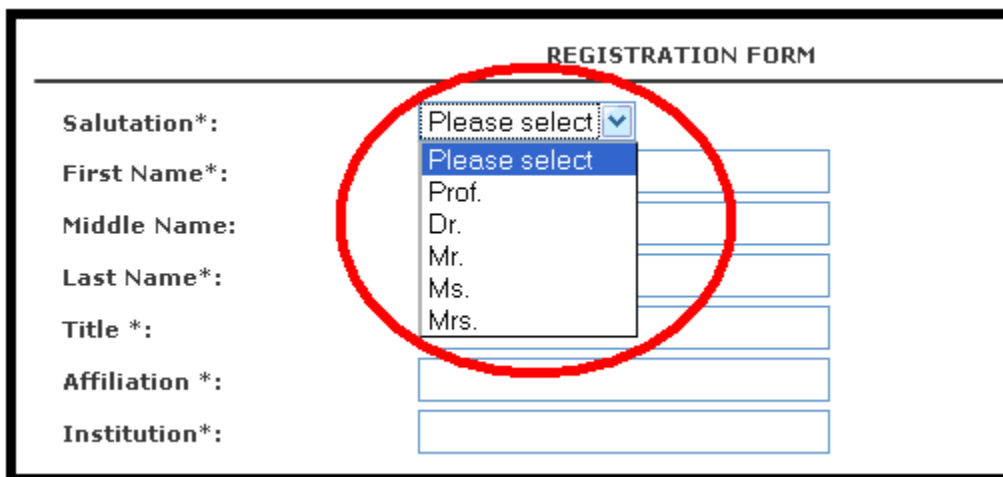
| REGISTRATION FORM |                         |
|-------------------|-------------------------|
| Salutation*:      | Please select ▾         |
| First Name*:      | <input type="text"/>    |
| Middle Name:      | <input type="text"/>    |
| Last Name*:       | <input type="text"/>    |
| Title *:          | <input type="text"/>    |
| Affiliation *:    | <input type="text"/>    |
| Institution*:     | <input type="text"/>    |
| <hr/>             |                         |
| Journals/Books*:  | Please select Journal ▾ |
| Register as*:     | Please select Role ▾    |
| <hr/>             |                         |
| Address*:         | <input type="text"/>    |
| City*:            | <input type="text"/>    |
| Postal Code*:     | <input type="text"/>    |
| Country*:         | Please select Country ▾ |
| State:            | <input type="text"/>    |
| Home-Phone:       | <input type="text"/>    |
| Work-Phone:       | <input type="text"/>    |
| Mobile-Phone:     | <input type="text"/>    |
| Fax:              | <input type="text"/>    |
| Email*:           | <input type="text"/>    |
| Retype Email*:    | <input type="text"/>    |
| Secondary_email:  | <input type="text"/>    |
| Password*:        | <input type="text"/>    |
| Retype Password*: | <input type="text"/>    |

Figure 7

The fields with \* sign are mandatory without entering them you cannot proceed.

#### 4.1 Selecting Salutation

Below in the figure you can see the Salutation list in the dropdown box.

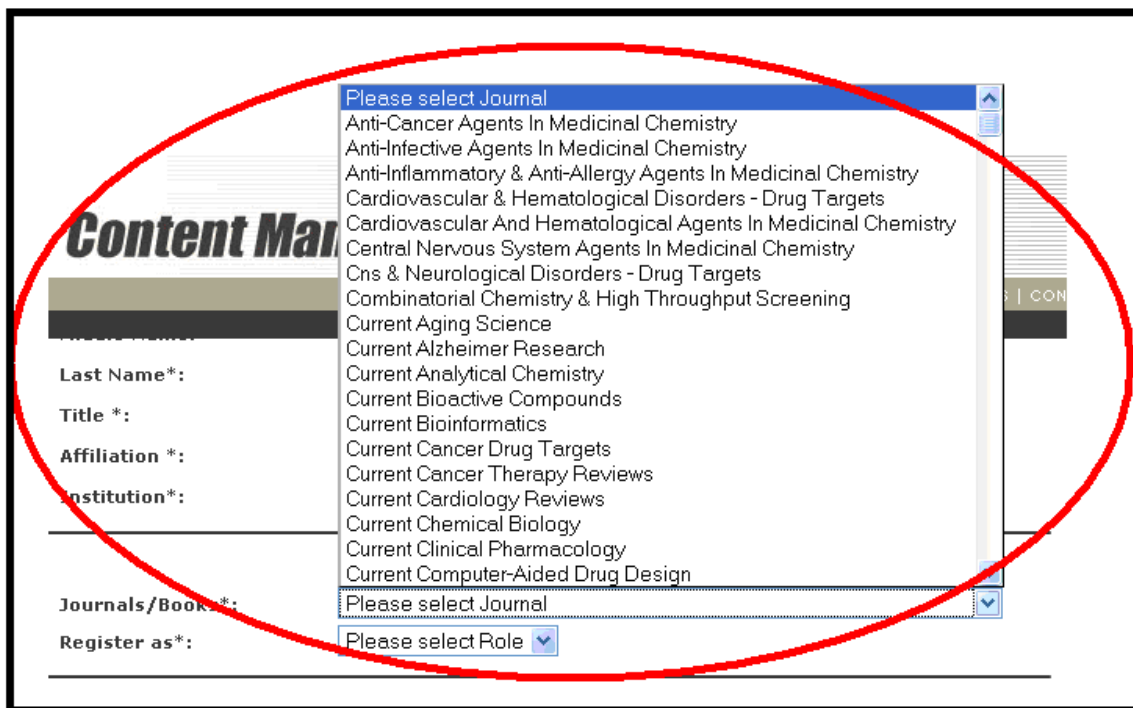


The image shows a registration form titled "REGISTRATION FORM". The form contains several fields: "Salutation\*", "First Name\*", "Middle Name:", "Last Name\*", "Title \*:", "Affiliation \*:", and "Institution\*:". A red circle highlights the "Salutation\*" dropdown menu, which is currently open and displaying a list of options: "Please select", "Prof.", "Dr.", "Mr.", "Ms.", and "Mrs.". The "Please select" option is highlighted in blue.

Figure 8

#### 4.2 Select Journal Name

The user is provided with a list of the entire journals name, from which they can register themselves with their respective roles to that selected journal.

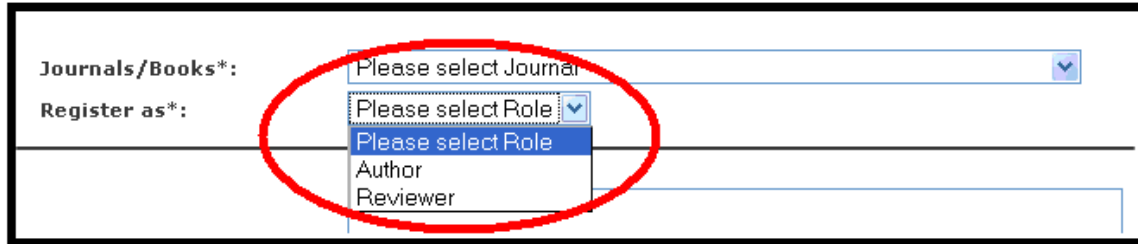


The image shows a registration form titled "Content Management System". The form contains several fields: "Last Name\*", "Title \*:", "Affiliation \*:", "Institution\*:", "Journals/Books\*:", and "Register as\*:". A red circle highlights the "Journals/Books\*" dropdown menu, which is currently open and displaying a list of journal names: "Please select Journal", "Anti-Cancer Agents In Medicinal Chemistry", "Anti-Infective Agents In Medicinal Chemistry", "Anti-Inflammatory & Anti-Allergy Agents In Medicinal Chemistry", "Cardiovascular & Hematological Disorders - Drug Targets", "Cardiovascular And Hematological Agents In Medicinal Chemistry", "Central Nervous System Agents In Medicinal Chemistry", "Cns & Neurological Disorders - Drug Targets", "Combinatorial Chemistry & High Throughput Screening", "Current Aging Science", "Current Alzheimer Research", "Current Analytical Chemistry", "Current Bioactive Compounds", "Current Bioinformatics", "Current Cancer Drug Targets", "Current Cancer Therapy Reviews", "Current Cardiology Reviews", "Current Chemical Biology", "Current Clinical Pharmacology", and "Current Computer-Aided Drug Design". The "Please select Journal" option is highlighted in blue.

Figure 9

### 4.3 Select Role

You can register yourself by selecting a role from the drop down list as an Author or as a Reviewer.



The screenshot shows a registration form with two main sections. The first section is labeled 'Journals/Books\*' and contains a dropdown menu with the text 'Please select Journal'. The second section is labeled 'Register as\*' and contains a dropdown menu with the text 'Please select Role'. This dropdown menu is open, showing three options: 'Please select Role' (highlighted in blue), 'Author', and 'Reviewer'. A red circle is drawn around the 'Register as\*' dropdown menu.

Figure 10

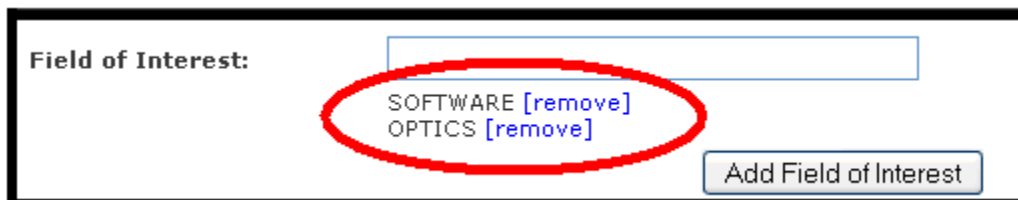
### 4.4 Field of Interest



The screenshot shows a form with the label 'Field of Interest:'. To the right of the label is an empty text input field. Below the input field is a button labeled 'Add Field of Interest'. A red circle is drawn around the 'Add Field of Interest' button.

Figure 11

This will help you in advance search for assigning a reviewer of the same field of interest, by adding field of interests. On clicking submit a list will be created as shown in the following figure.



The screenshot shows the same 'Field of Interest' form as in Figure 11. The input field now contains the text 'SOFTWARE [remove]' and 'OPTICS [remove]'. A red circle is drawn around this list of interests. The 'Add Field of Interest' button is still visible below the list.

Figure 12

There is an option for you to remove the field of interest as desired, which can be done by clicking on [\[remove\]](#).

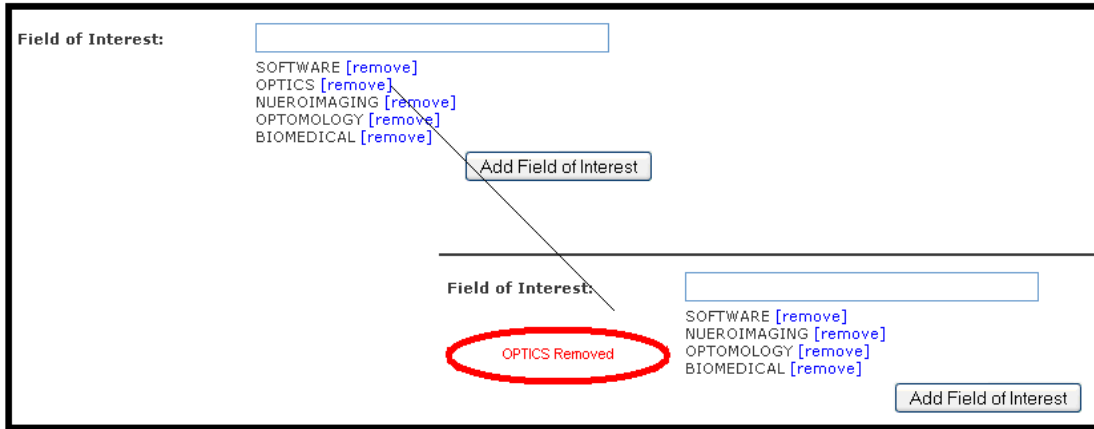


Figure 13

## 4.5 A Complete Filled Registration Form

Following is an example of a filled registration form. Once you enter all the details in the registration form.

REGISTRATION FORM

---

|                |   |
|----------------|---|
| Salutation*:   | Ms. <input type="button" value="v"/>                    |
| First Name*:   | <input type="text" value="Faiza"/>                      |
| Middle Name:   | <input type="text"/>                                    |
| Last Name*:    | <input type="text" value="Kamal"/>                      |
| Title *:       | <input type="text" value="Assistant Manager"/>          |
| Affiliation *: | <input type="text" value="Web Department"/>             |
| Institution*:  | <input type="text" value="Bentham Science Publishers"/> |

---

|                  |   |
|------------------|---|
| Journals/Books*: | <input type="text" value="The Open Software Engineering Journal"/> <input type="button" value="v"/> |
| Register as*:    | Author <input type="button" value="v"/>   |

---

|                   |   |
|-------------------|---|
| Address*:         | <input type="text" value="R-101 Zoramin Residency Scheme-33 Main University Road"/> |
| City*:            | <input type="text" value="Karachi"/>  |
| Postal Code*:     | <input type="text" value="75270"/>  |
| Country*:         | Pakistan <input type="button" value="v"/>   |
| State:            | <input type="text" value="Sindh"/>  |
| Home-Phone:       | <input type="text"/>  |
| Work-Phone:       | <input type="text"/>  |
| Mobile-Phone:     | <input type="text"/>  |
| Fax:              | <input type="text"/>  |
| Email*:           | <input type="text" value="faizakamal@benthamscience.org"/>                          |
| Retype Email*:    | <input type="text" value="faizakamal@benthamscience.org"/>                          |
| Secondary_email:  | <input type="text"/>  |
| Password*:        | <input type="password" value="●●●●●●"/>   |
| Retype Password*: | <input type="password" value="●●●●●●"/>   |

---

|                    |  |
|--------------------|--|
| Field of Interest: | <input type="text"/>   |
|                    | OPTICS <a href="#">[remove]</a><br>SOFTWARE <a href="#">[remove]</a> |
|                    | <input type="button" value="Add Field of Interest"/>                 |
|                    | <input type="button" value="Submit"/>                                |

Figure 14

## 5. Completing Your Registration ( For Open / Locked Registration Only)

Once you entered all the details in the registration form click on the submit button. The following message is displayed on the screen.

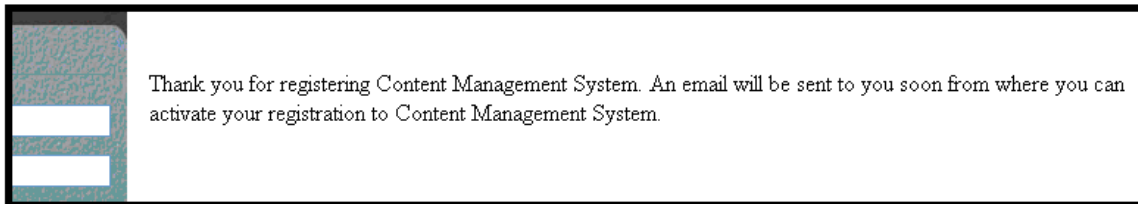


Figure 15

After registering yourself to Content Management System you'll receive an e-mail for your account activation.

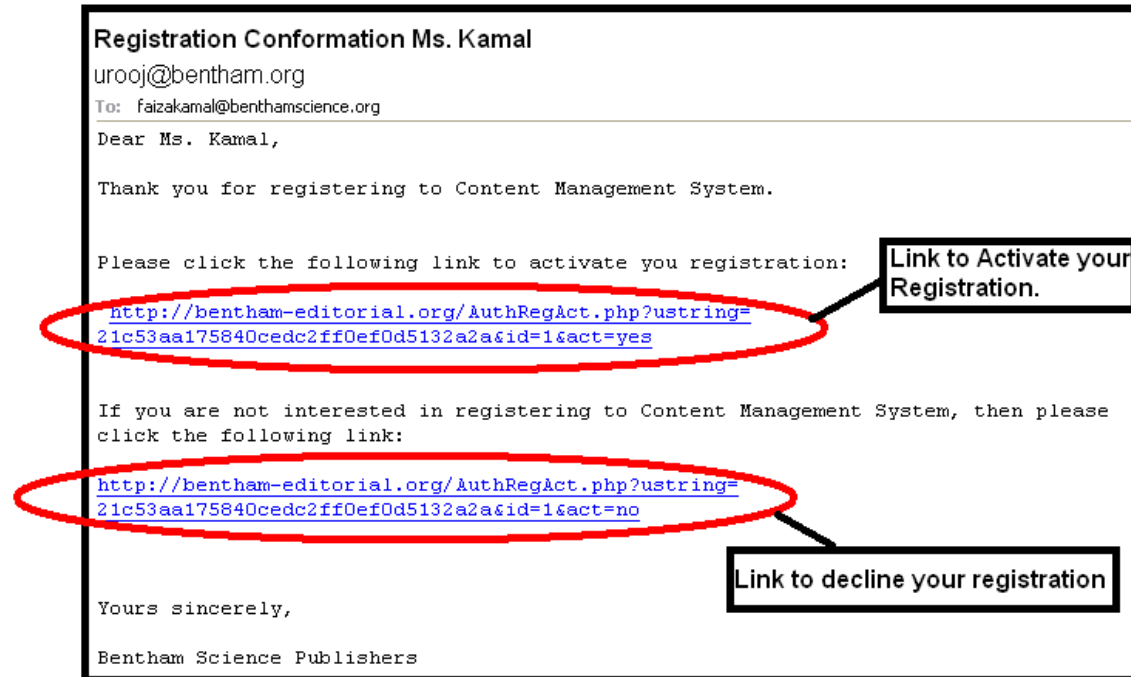


Figure 16

Clicking on the first given link for activation you will be proceeded to the home page of the website [www.bentham-editorial.org](http://www.bentham-editorial.org). If you are not interested in registering to CMS, then you can decline by clicking on the second link given.

## 6. Log In

After activation you can log-in with your user-id and password.



Figure 17