
International Network for the Availability of Scientific Publications

Guide to using the Vietnam/Nepal JOL databases

Vietnam: <http://journals.sfu.ca/vn/>

Nepal: <http://journals.sfu.ca/nepal/>

Document Notes

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Date November 2006

Summary These notes are intended as a guide to inputting and editing data on
the JOL database

The guidelines may be updated at any time

If any users find any errors, or would like to make any suggestions for
improvements, please send these to scumming@inasp.info

Your journal username:

Your journal password:

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Guide to using the Vietnam/Nepal JOL database

Chapter 2: Journal Administration – log on instructions

Document Notes

Author	Sioux Cumming / Pippa Smart
Date	November 2006
Summary	Instructions on how to log in, and options available

Contents

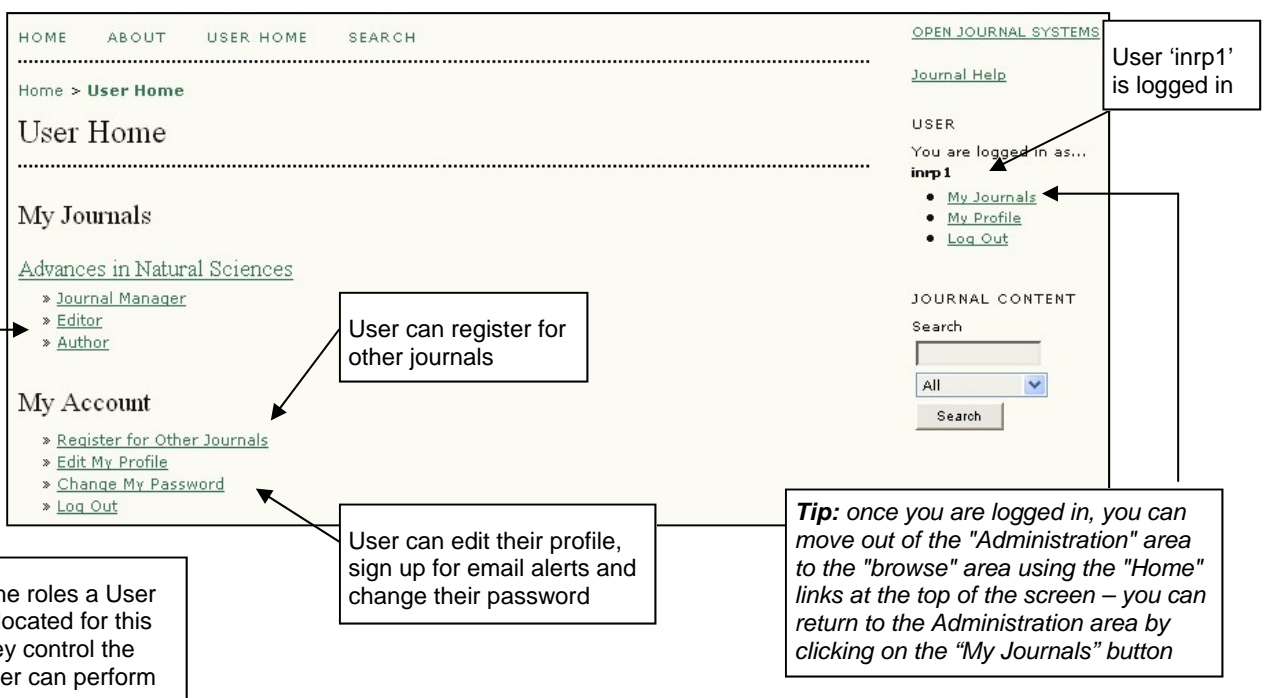
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1. Introduction

For the purposes of this workshop, all users will be Author/Editors. They will be able to perform the roles of both Authors and Editors

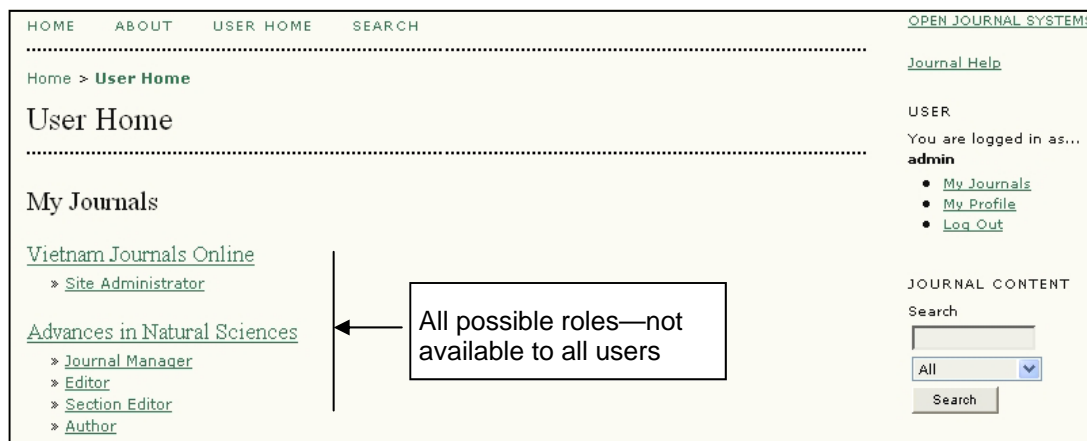
2. How to log in

1. Open <http://journals.sfu.ca/vn/> OR <http://journals.sfu.ca/nepal/>
2. If you have not already done so before, click on the **Register** button in the top menu. If you have registered before, go to No.6 below
3. Select the journal for which you wish to be a Author/Editor
4. Fill in the **Profile** form – you can select any username and password, following the instructions given
5. If this is your first login, the Site Manager will now need to grant you access rights for your journal. You will need to log out and then log in again (see below) after the Journal Manager has assigned your roles
6. If you have registered before, fill in your username and password in the login boxes on the right, and click **Log in** button
7. You should be able to select the role of **Author/Editor** for the journal you registered for



3. Journal administration

This is the main index page for working on a journal. You need select the role appropriate for the task that you wish to undertake—not all roles will be available to you



- **Site Administrator:** this allows you to create a new journal and manage all the administrative users on the system
- **Journal Manager:** this allows you to edit the information about the journal – homepage, contact information, etc. and to review the journal statistics. It allows you to create and view users of the system
- **Editor:** this allows you to create new issues, review the status of articles with regard to publication and to allocate articles to issues, and to edit issues. You can also send email alerts when an issue is published
- **Section Editor:** this allows you review the status of articles and edit articles in the section to you have been allocated (by the Editor)
- **Author:** this allows you to submit new articles and to list the articles that you have already been submitted

This page also allows you to Log out, and to go to the JOL homepage list of journals (Home in top menu), and to search your journal content

Note: Some users will only have access in one of these roles - e.g. they may only be an author