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# Manual Penggunaan Daftar dan Log Masuk **ePRESS**

# PENGENALAN

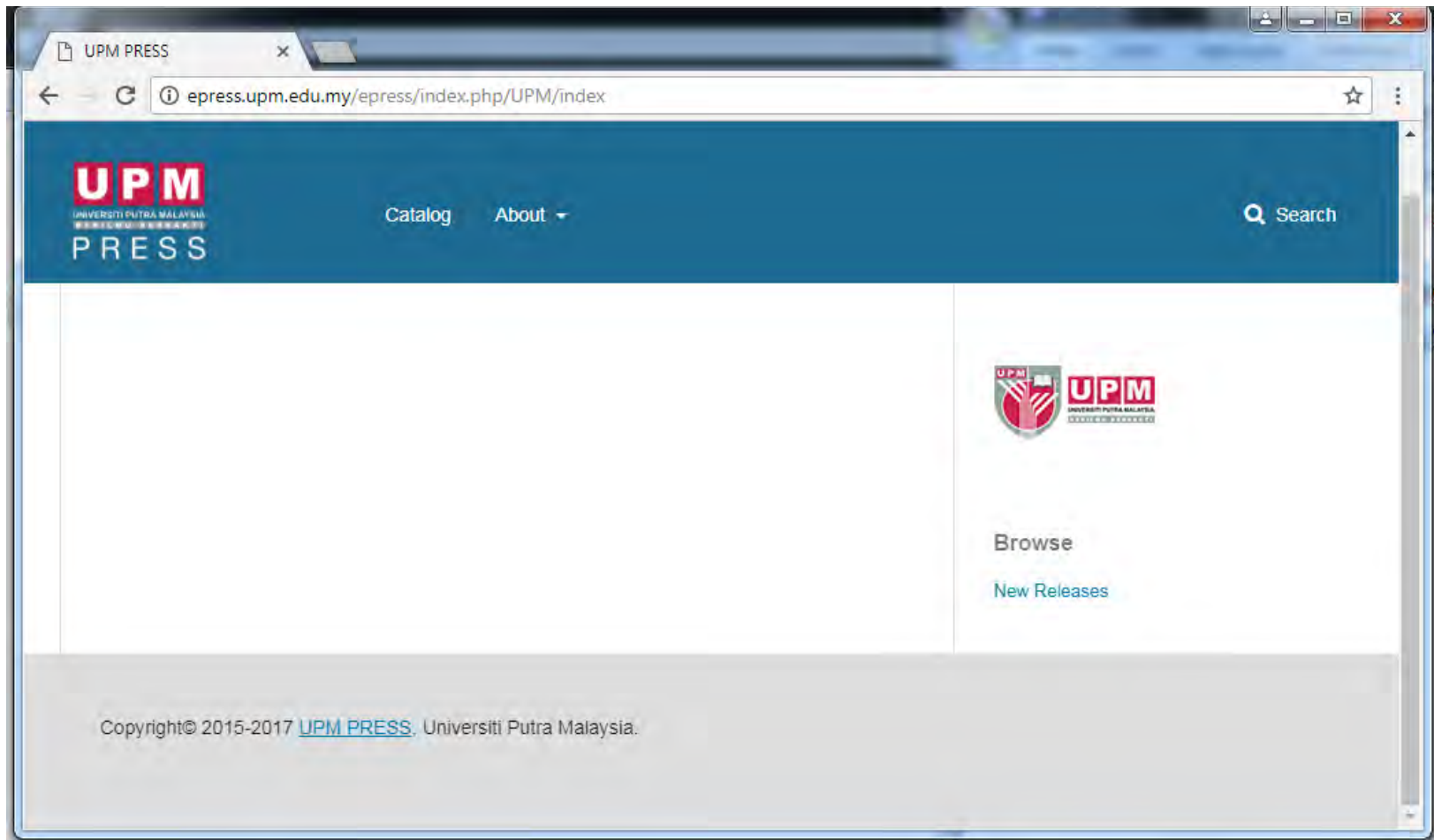
- Proses penyerahan manuskrip oleh pengarang dapat dilakukan melalui sistem **secara dalam talian**.
- Sistem ini dapat membantu memudahkan pengarang menghantar dan menyemak perkembangan proses terkini manuskrip yang dihantar.
- Sebelum proses penghantaran manuskrip dilakukan, pengarang perlulah mendaftar pengguna.



Sistem **ePRESS** dapat diakses terus melalui alamat ini menggunakan pelayar di komputer dan telefon pintar.

 <http://epress.upm.edu.my>

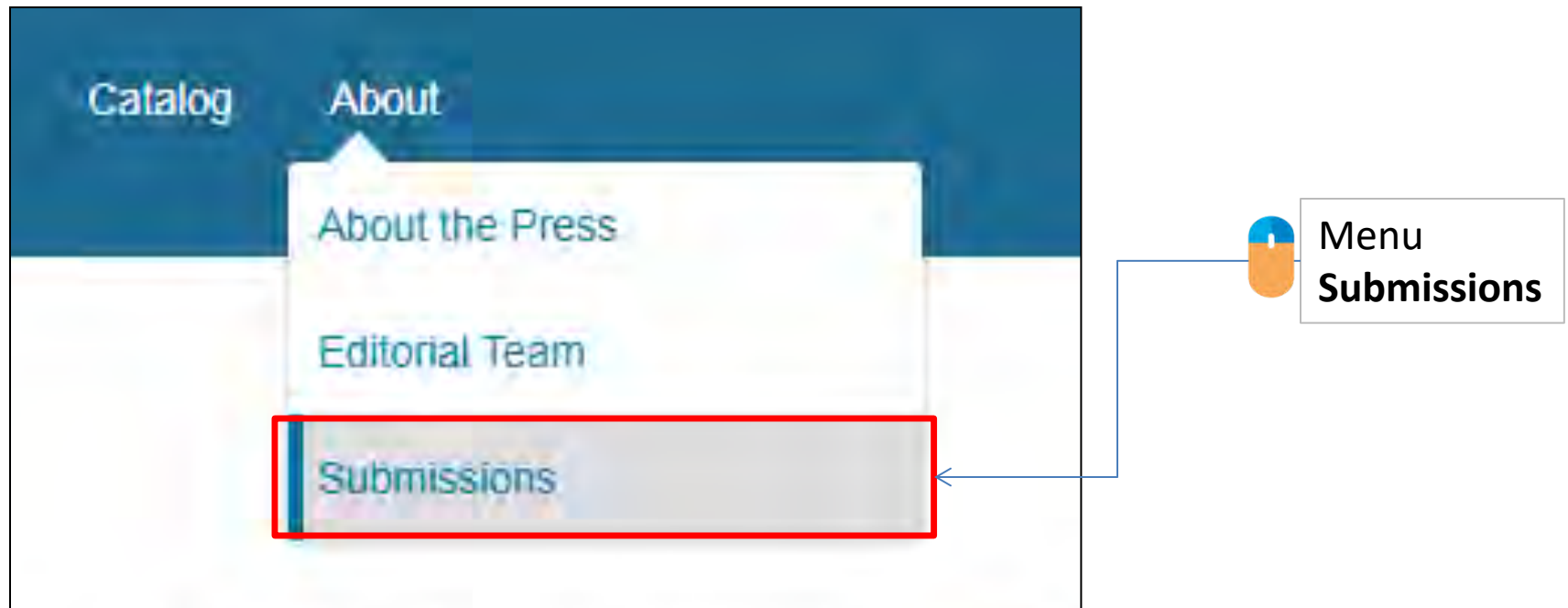
# Muka Hadapan ePRESS



# MANUAL DAFTAR PENGGUNA



# Langkah 1 Pilih Menu Submission



# Langkah 2 Pilih **Register** untuk Daftar Pengguna

You must be registered and logged in to submit items and track current submissions. [Login](#) to an existing account or [Register](#) a new account.



Klik Register

# Langkah 3 Masukkan Butiran Peribadi yang Diperlukan

### Profile

*First Name \**  *Middle Name*  *Last Name \**

*Affiliation \**  *Country \**

### Login

*Email \**

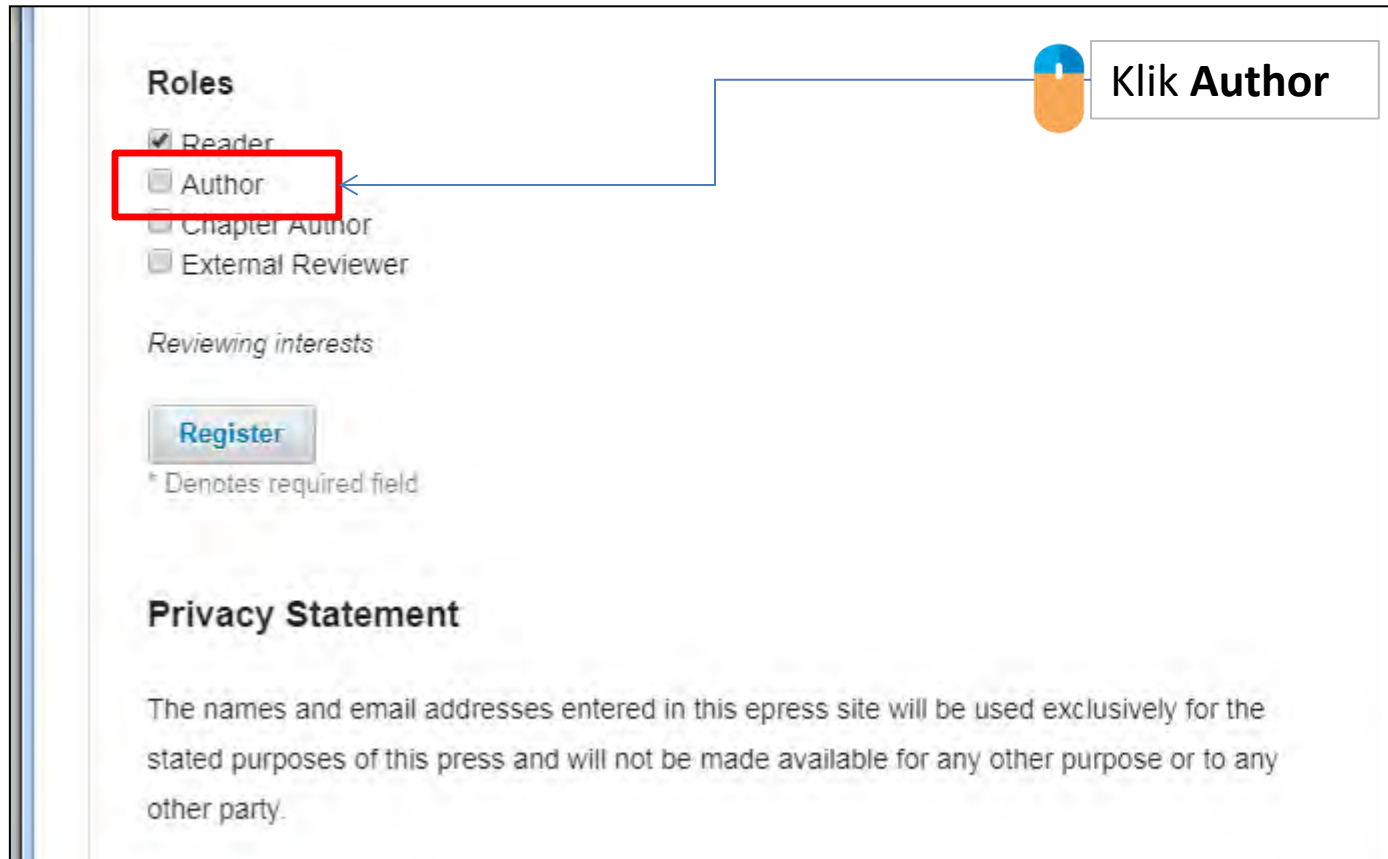
*Username \**

*Password \**

*Repeat password \**



# Langkah 4 Pilih Kategori Pengguna yang Berkaitan



**Roles**

- Reader
- Author
- Chapter Author
- External Reviewer

*Reviewing interests*

[Register](#)

\* Denotes required field

**Privacy Statement**

The names and email addresses entered in this epress site will be used exclusively for the stated purposes of this press and will not be made available for any other purpose or to any other party.

# Contoh Maklumat Butiran Pengguna

**Profile**

*First Name* \*  *Middle Name*  *Last Name* \*

*Affiliation* \*  *Country* \*

**Login**

*Email* \*

*Username* \*

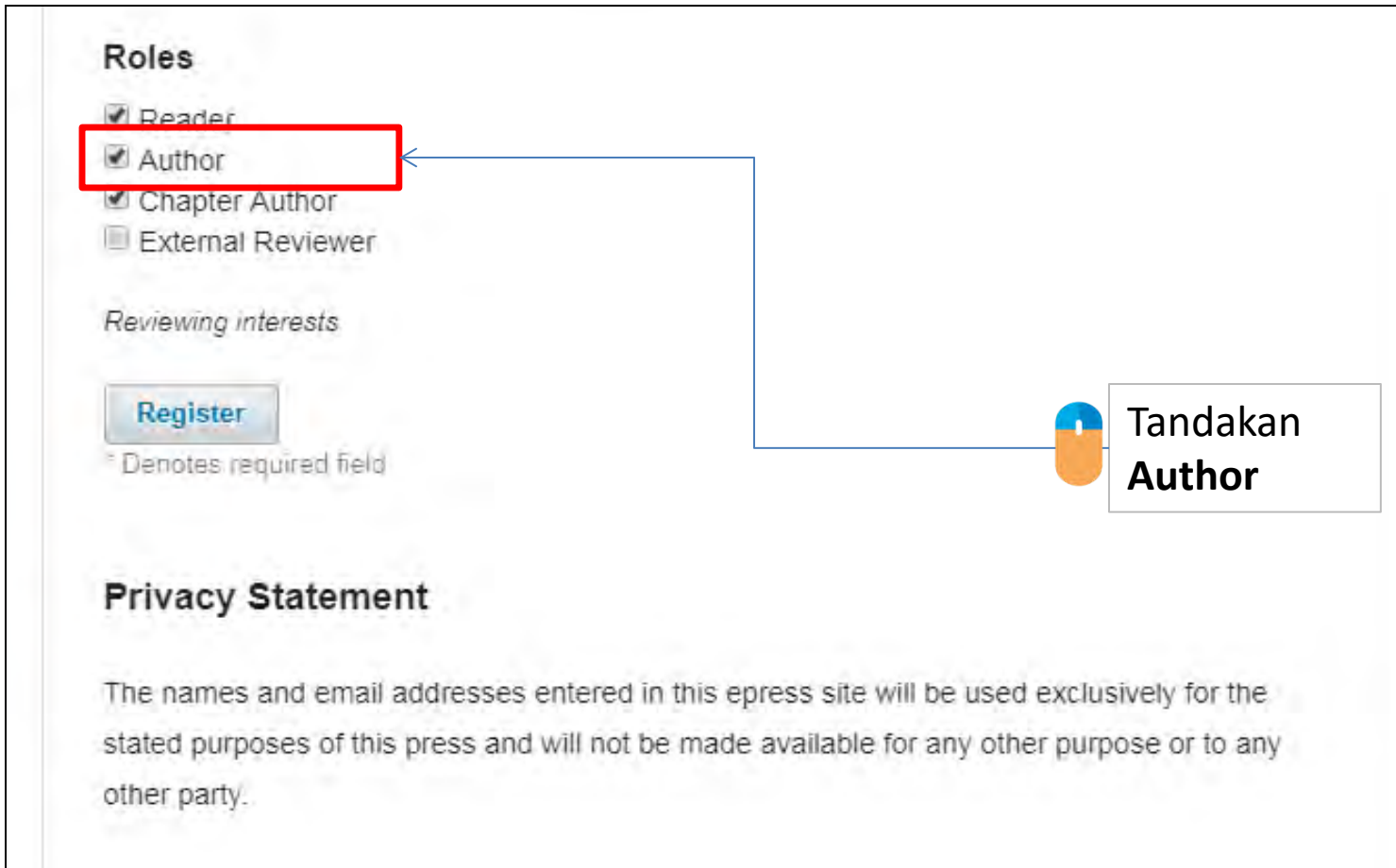
*Password* \*

*Repeat password* \*



Password  
minimum 6  
karakter/huruf

# Contoh Kategori Pengguna yang Dipilih oleh Pengguna Baharu



The image shows a registration form with a 'Roles' section. The 'Author' role is selected and highlighted with a red box. A blue arrow points from this box to a callout box on the right that says 'Tandakan Author' with a mouse cursor icon. Below the roles is a 'Register' button and a note that an asterisk denotes a required field. At the bottom, there is a 'Privacy Statement' section.

**Roles**

- Reader
- Author
- Chapter Author
- External Reviewer

*Reviewing interests*

**Register**

\* Denotes required field

**Privacy Statement**

The names and email addresses entered in this epress site will be used exclusively for the stated purposes of this press and will not be made available for any other purpose or to any other party.

# Langkah 5 Klik Butang Register



Proses daftar selesai.

# LOG MASUK

Register Login

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PRESS

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Search

Home / Submissions

You must be registered and logged in to submit items and track current submissions.  
[Login](#) to an existing account or [Register](#) a new account.

### Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

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Browse

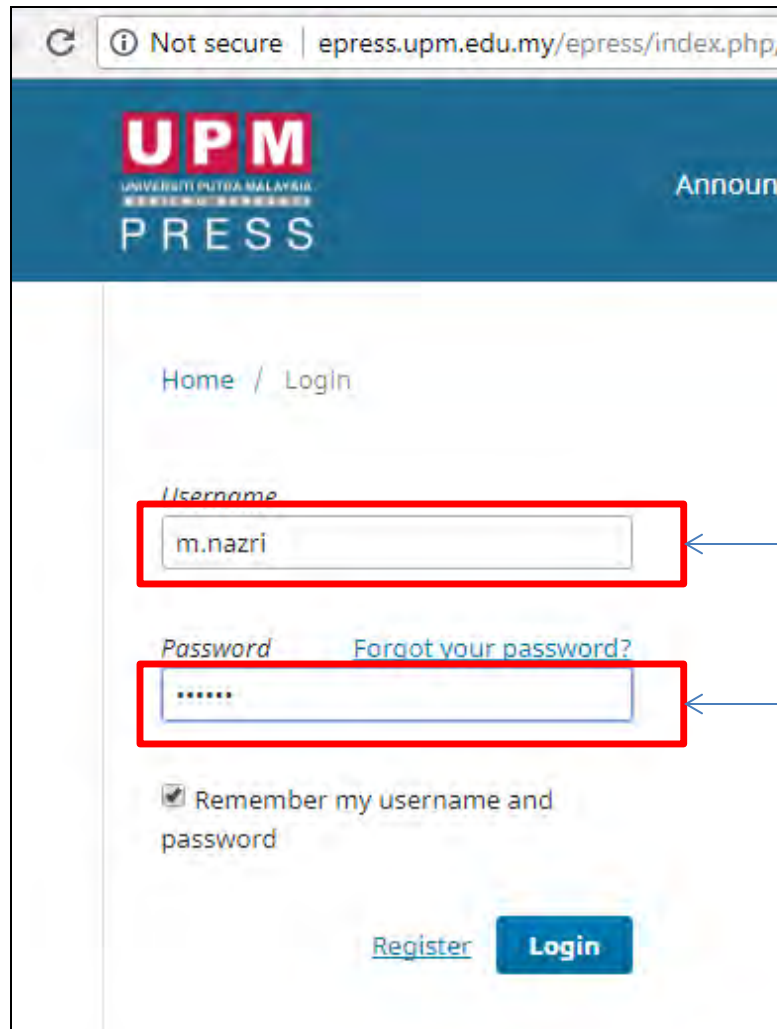
New Releases



Klik Login



# Langkah 1 Lengkapi Butiran Log Masuk



The screenshot shows the login page of the UPM epress system. The browser address bar displays "Not secure | epress.upm.edu.my/eypress/index.php". The page header includes the UPM logo and the text "Announ" and "PRESS". The main content area features a breadcrumb "Home / Login" and a login form. The form has two input fields: "Username" containing "m.nazri" and "Password" containing "\*\*\*\*\*". A "Remember my username and password" checkbox is checked. Below the form are "Register" and "Login" buttons. Two red boxes highlight the username and password fields. Blue arrows point from external text boxes to these fields.



Masukkan  
Username



Masukkan  
Password

# Langkah 2 Paparan Submission

The screenshot displays the 'Submissions' page of the UPM PRESS system. The page is divided into several sections:

- Header:** 'UPM PRESS' logo and 'UNIVERSITI PUTRA MALAYSIA' text.
- Navigation:** 'Tasks 0' and 'Submissions' menu items.
- Main Content:**
  - My Queue:** A tab at the top left.
  - My Assigned:** A section with a search icon and 'Search' button. Below it is a table with columns 'ID', 'Author, Title', and 'Stage'. The table is currently empty, displaying 'No Items'.
  - My Authored:** A section with a search icon and 'Search' button. Below it is a table with columns 'ID', 'Author, Title', and 'Stage'. The table is currently empty, displaying 'No Items'.
  - Buttons:** A 'New Submission' button is located to the right of the 'My Assigned' table.
  - Help:** A 'Help' button is located in the top right corner of the main content area.



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Terima Kasih | *Thank You*