

# **ELISE**

**Version 2.002**

ELectronic and Interactive Submission Engine  
for Conference Abstracts

## **User's Guide**

Reinach, January 2000  
C.Nieswand

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## **What ELISE is ...**

ELISE is a Web engine which takes documents in Postscript or PDF (Adobe's Portable Document Format) format checks them for font problems, page margins etc. and converts them to PDF format. The sender of the document receives rendered images of the document showing how the document will look like in the end - together with some error messages.

The sender has then to correct and to send (submit) the document again until ELISE and the sender are both satisfied with the result.

Documents can be sent to ELISE via Web browser (HTTP), FTP client or Email.

This is ideal for submission of contribution to conferences which will publish the contributions in the end in electronic format (usually in PDF).

In principle this CD-ROM can then be made available very quickly after or even during the conference - looking from the technical point of view.

ELISE has run successfully the first time on the Conference of the Plasma Physics Division of the European Physical Society in Maastricht 1999.

This document gives the end user (the sender of a document) a hand and guides him slowly through all possible stages of the submission procedure.

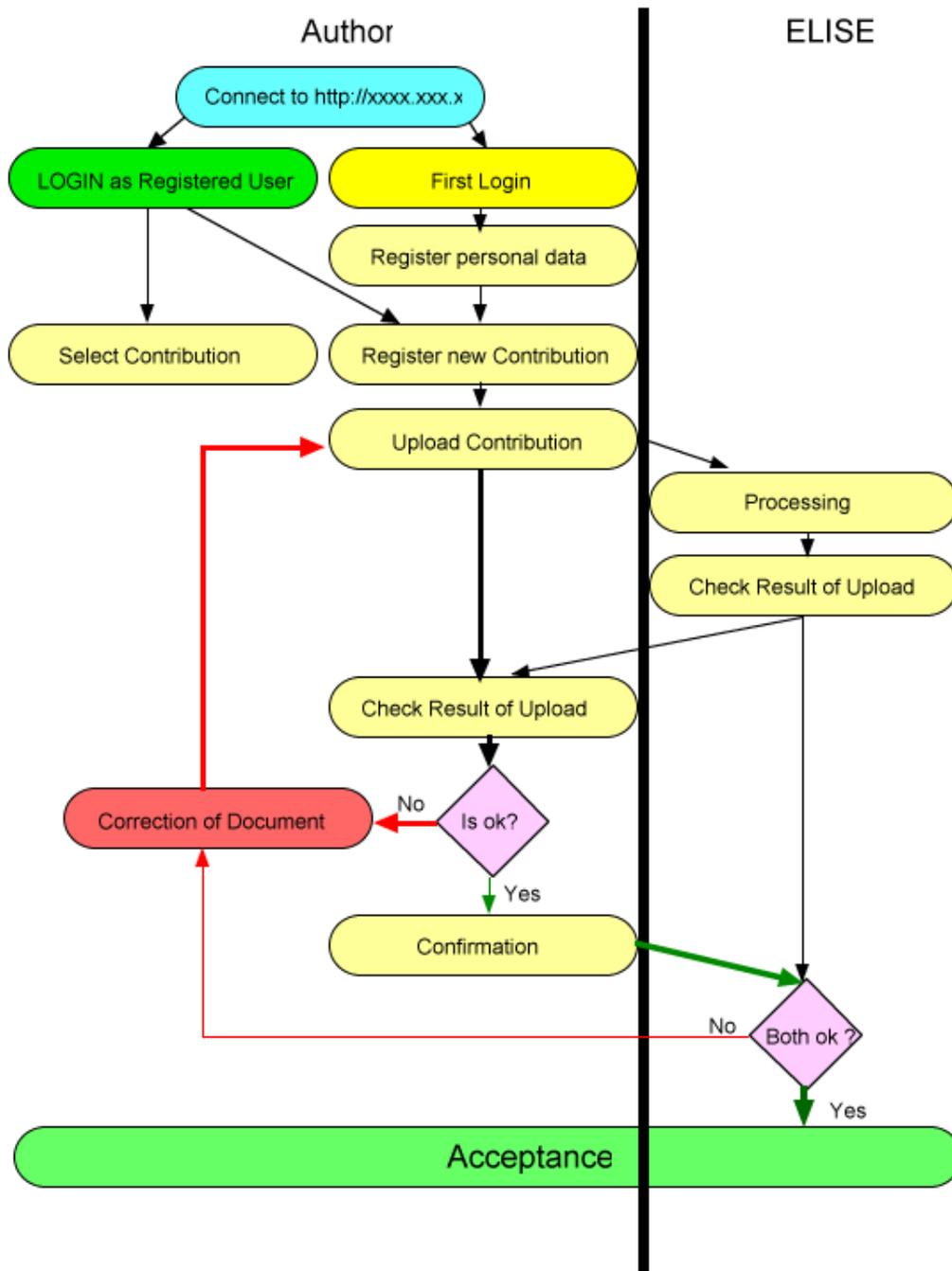
The length of this document may be frightening on the first view, but you will quickly see that most space is taken by pictures which help you much more than pure compact text. You can compare the pictures in this document with what you see on your computer.

## Starting to use ELISE ...

Using ELISE is not so difficult. The Web interface has been made self-explaining and you should use it intuitively.

You will go through a cycle of submitting, correcting, re-submitting, re-correcting etc. until final submission with subsequent explicit confirmation of the users final submission.

Watch this diagram: it describes the cycles you and ELISE will go until you both agree on the acceptance of the document.



## Prepare a Postscript or PDF version of your document

...

In order to use ELISE you have to prepare first a Postscript or PDF (Portable Document Format) version of your document.

Prepare your document with the word processor you prefer and check out how to make a Postscript version. Usually your word processor allows for to print the document to a file. If you use for this a Postscript printer driver the output file might have a suffix .prn but contains Postscript. Rename the file so that it has a suffix .ps.

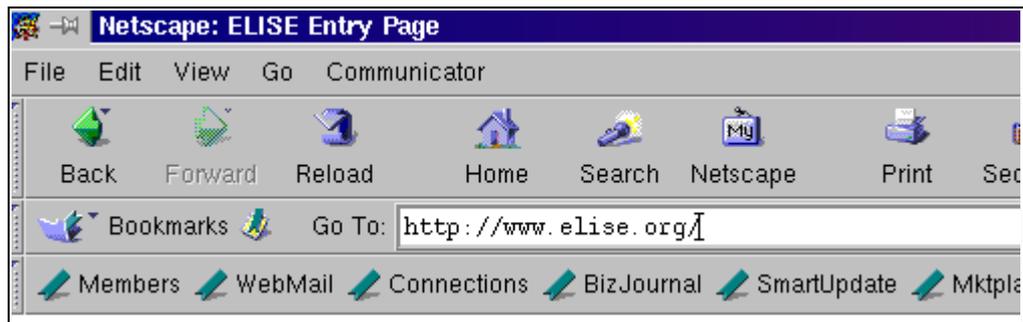
**Note:** Macintosh users usually use and produce filenames without suffixes. The Mac OS recognizes the file content differently. **ELISE requires suffixes.** Change the name of the Postscript file so that it has a suffix .ps.

You can convert this Postscript file to PDF with tools like Acrobat Distiller, GhostScript or other tools.

Some word processors allow for installation of a so called PDF writer which produces PDF directly from the original document. The use of an PDF writer is of advantage if you have a lot of bitmap graphics in your document: the PDF file will become significantly smaller!

## Connect to ELISE ...

Use your favourite Web browser (minimum Netscape 2.0 or Microsoft Internet Explorer 3.0 or equivalent), type the Web address of the ELISE site in the field for the URL and push return.



**Note:** The address in the following example (<http://www.elise.org/>) has been chosen arbitrarily and is definitively NOT valid for your conference!

# The ELISE Welcome Page

What you will get is a page like the following (logo, dates and email addresses will of course be different).

**Netscape: ELISE Entry Page**

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Location: [http://192.168.200.9/cgi/Elise\\_public.pl?](http://192.168.200.9/cgi/Elise_public.pl?) What's Related

Members WebMail Connections BizJournal SmartUpdate Mktplace

## ELISE

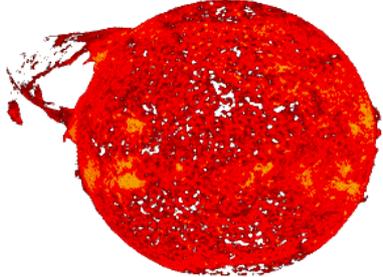
**Tour**  
Introduction  
About Fonts  
About Figures  
About Documents  
Helpers  
FAQs  
Error report  
Templates

**Home**

**Contact**

@CRPP-EPFL

### ELISE



35th Conference on Plasma Physics  
in  
Davos  
12.6.2018 – 19.6.2018

<b>REGISTERED USERS</b> (only if you have already personally registered)	<b>NEW USERS</b> (only if you have never used ELISE for this conference !)
---	---

Contact for the conference:  
[Dr. Jones](#)

Contact for this site (ELISE):  
[postmaster@epsppd.epfl.ch](mailto:postmaster@epsppd.epfl.ch)

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Ecole Polytechnique Fédérale de Lausanne, Switzerland

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European Physical Society  
Plasma Physics Division

  
ÉCOLE POLYTECHNIQUE  
FÉDÉRALE DE LAUSANNE

100% <http://192.168.200.9/cgi/Elise.pl>

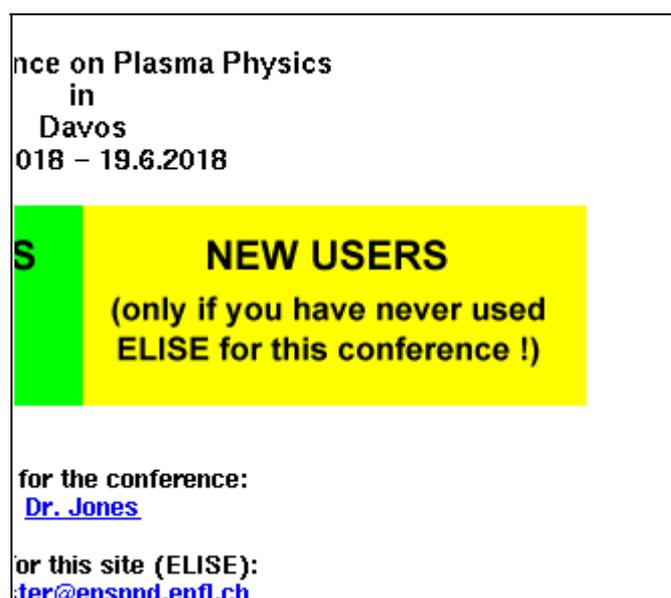
## Getting help ...

The menu on the left side provides you links to some help pages.



## Use ELISE the first time ...

If you connect to ELISE the first time for **THIS** conference push the yellow field on the main page.



## Register with your personal data ...

You will get the following page which you have to fill out completely and correctly.

**ELISE**

**ELISE Registration Form**

**Registration of new ELISE users for the  
35th Conference on Plasma Physics in Davos  
12.6.2018 - 19.6.2018**

Fill this form completely and push the "REGISTER" button!

**You need username and password for later login for electronic submission!**

Username	Password	Retype Password
<input type="text" value="smith"/>	<input type="password" value="*****"/>	<input type="password" value="*****"/>

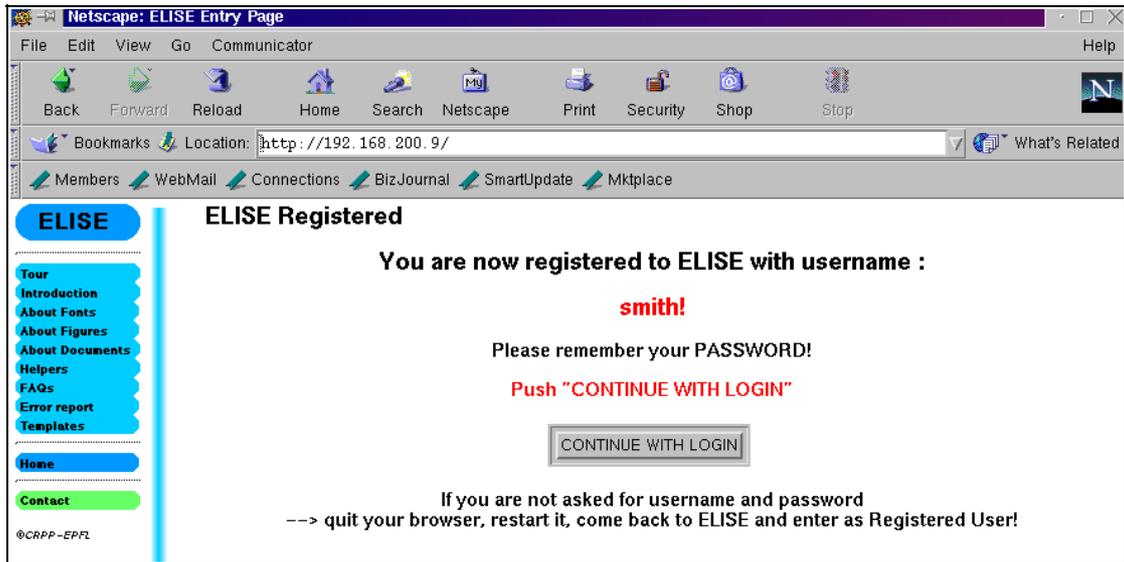
Email

**Note:** Fill the cases for Username, Password, Retype Password in the yellow field and keep username and password in mind. **You will need them later!** Passwords must be at least 6 characters and/or numbers long and are case sensitive! Username must be typed later as you typed it here or completely in lower case!

For the whole conference you do need not to do this step anymore - even if you want to submit several contributions. You can modify these data at any time you wish - except the username you have chosen in the yellow field!

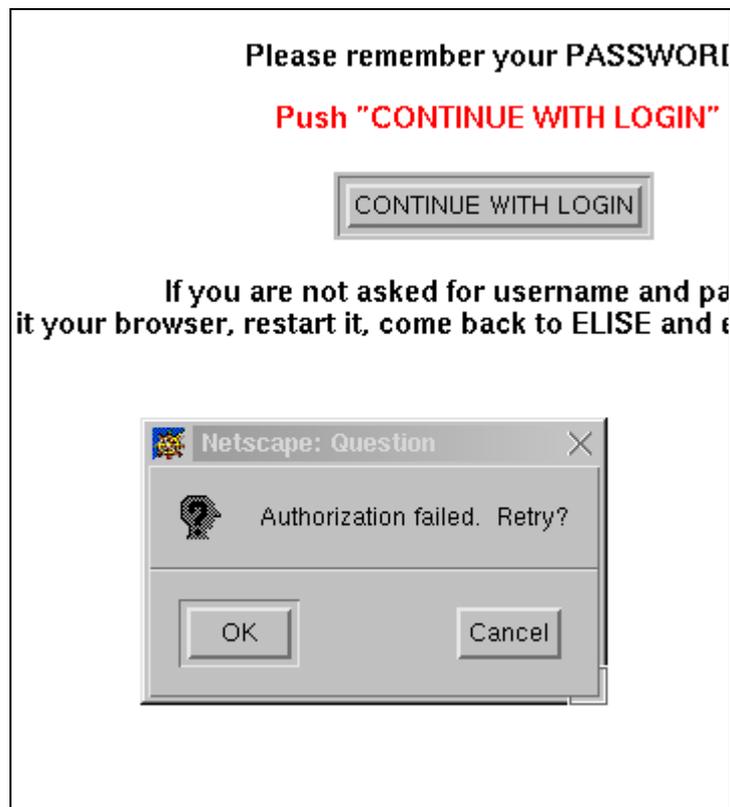
Once the form is filled push the button **REGISTER** on the bottom of the page.

You will receive an acknowledgement like this:



Push the button **CONTINUE WITH LOGIN**!

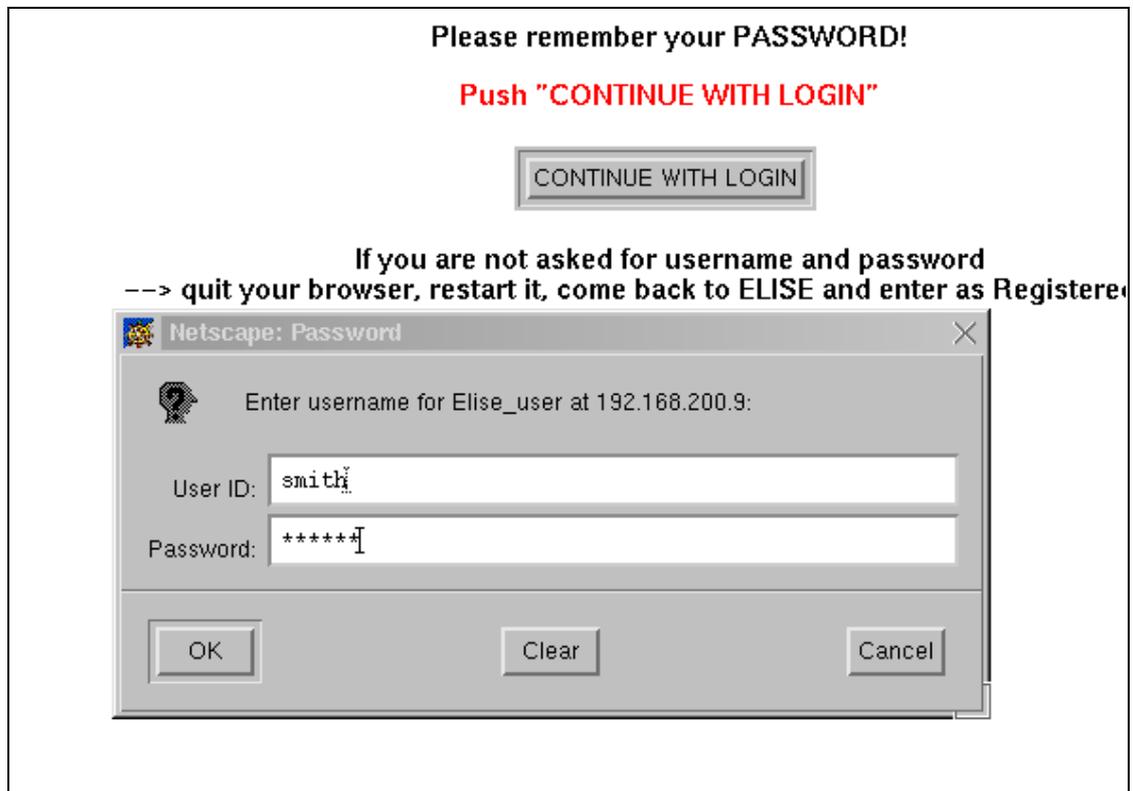
Elise will tell you that authorization failed. **This is normal at this moment!**



Push **OK** button!

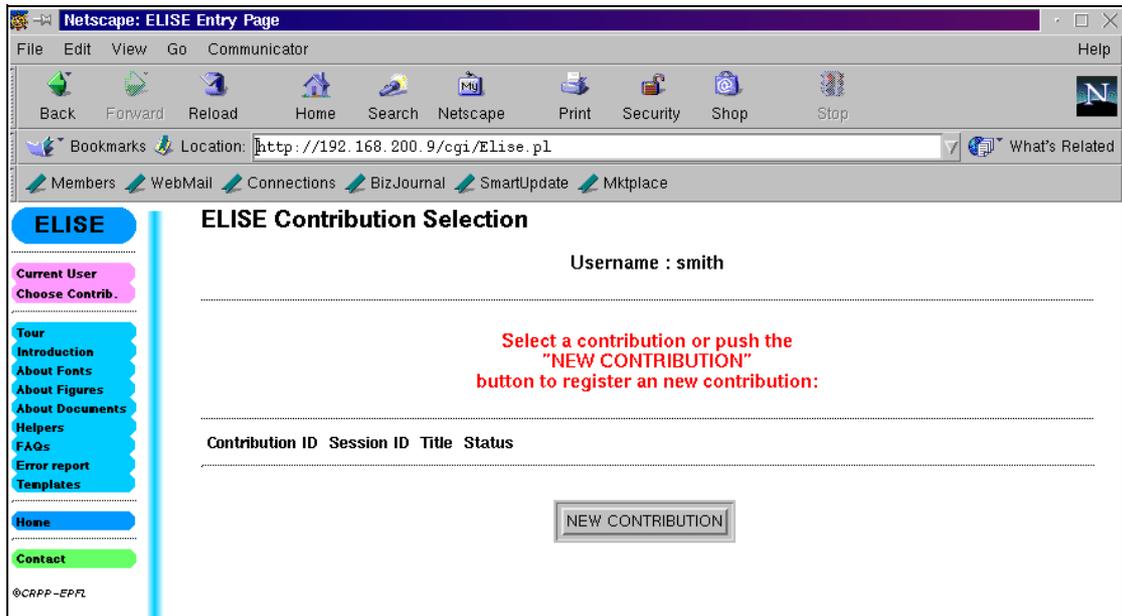
## LOGIN to ELISE ...

You will be requested to authenticate with the username and password you have supplied just before on registration:



Type username and password correctly and push the button **OK**.

You will receive a page like this:



You are requested to select a contribution. Since you have up to now not yet submitted anything you have to register a new one : push the button **NEW CONTRIBUTION**.

**Note:** The menu on the left side has changed. The purple buttons allow for to modify your personal data and select between several contribution you might have submitted (nothing up to now - of course). These buttons will keep the same functionality as long as you are logged in to ELISE under the current username.

You can always come back to this page later by pushing the **CHOOSE CONTRIB** button in the purple menu on the left side. Then you will get the choice between all your contributions which you have already registered or you can register a new contribution - as we will do now.

## Register a new contribution ...

You will now get a form to fill with data concerning your contribution. Please take care that the author names are entered precisely as prescribed on that page. Names appearing in this field will be used later precisely as they are typed in here to build the author index on the CD-ROM containing all abstracts. The title will appear exactly as you type it here in the table of contents of the CD-ROM. So please take care!

The screenshot shows a web browser window with the URL `http://192.168.200.9/cgi/Elise.pl`. The page title is "ELISE New Contribution". The main heading is "Register New Contribution from user smith to the 35th Conference on Plasma Physics in Davos 12.6.2018 - 19.6.2018". Below this, a message says "Fill this form completely and push the 'REGISTER' button!". The form fields are:

- Type:**  Poster
- Category:**  c. Funny Confinement
- Authors of Contribution:** (A comma separated list, e.g.: M.Yself, A.N.Friend, HGFR-Super-Upgrade Team)
- Title of Contribution:**

Red text warnings are present:

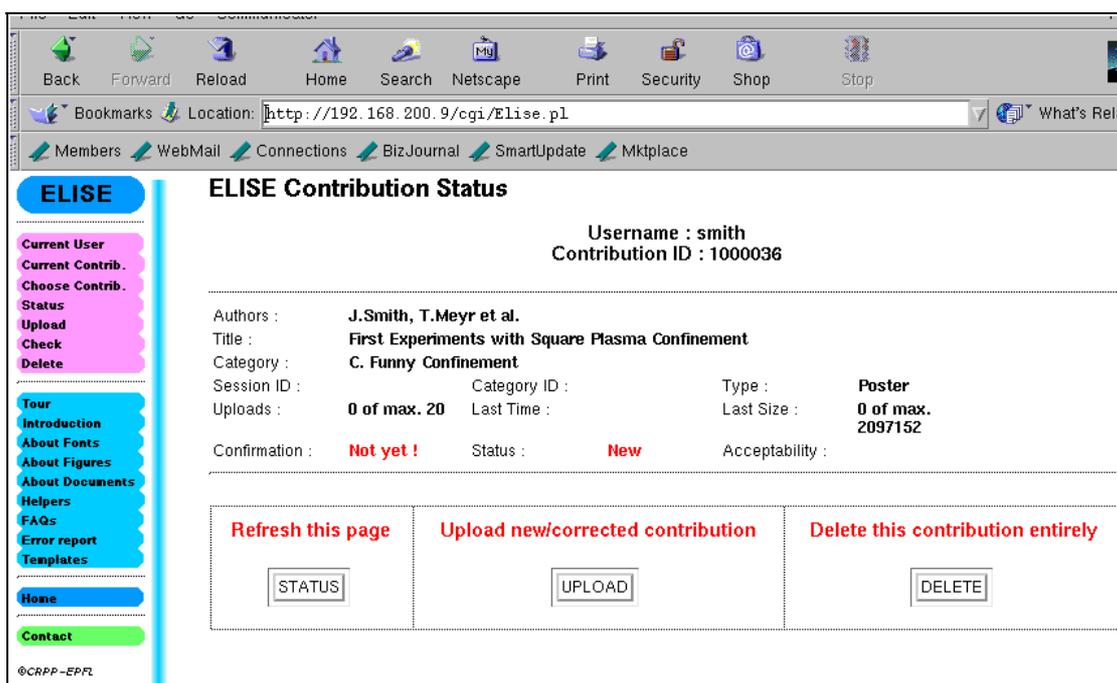
- THIS AUTHOR LISTE WILL BE USED FOR THE AUTHOR INDEX OF THE PUBLISHED CD-ROM EXACTLY as you SPELL them here! FIRST NAME AND INITIALS AND THEN LASTNAME, AUTHORS COMMA SEPARATED!**
- THIS TITLE WILL BE USED IN THE TABLE OF CONTENTS OF THE CD-ROM AS WRITTEN HERE!**

A "REGISTER" button is located at the bottom of the form. Below the button, it says "(These parameters may be modified later)".

You can modify these data at any time you wish and you can even delete this registration completely whenever you wish.

When the form is filled push the button **REGISTER**.

You will get an acknowledgement like this:



**Note:** The menu at the left has changed again. Additional buttons have appeared which allow for modification of data relevant to this contribution and to perform the following steps outside the cycle which we will continue now. These buttons will keep the same functionality as long as you work on the same contribution.

The button **Current Contrib.** in the purple menu on the left side leads you to a form where you can modify the previously entered data of your contribution.

You see a button **STATUS** on the main page which simply refreshes this page. You will see this page later again in a different context where this button might be useful.

The button **STATUS** in the purple menu on the left side has the same effect: it refreshes this page.

The button **DELETE** on the main allows for deletion of this registration. Pushing this button will not delete it immediately. You will be asked again whether you really want to do this.

The button **DELETE** in the purple menu on the left side has the same effect: you can delete this contribution from ELISE.

Now push the button **UPLOAD**, either on the main page or in the purple menu on the left side! Both buttons have exactly the same functionality.

## Upload a document ...

You will get a page which looks similar to this:

Bookmarks Location: <http://192.168.200.9/cgi/Elise.pl>

Members WebMail Connections BizJournal SmartUpdate Mktpace

### ELISE

**ELISE Upload Selection**

Username : smith  
Contribution ID : 1000036

---

Authors : **J.Smith, T.Meyr et al.**  
Title : **First Experiments with Square Plasma Confinement**  
Category : **C. Funny Confinement**

Session ID :	Category ID :	Type :	<b>Poster</b>
Uploads : <b>0 of max. 20</b>	Last Time :	Last Size :	<b>0 of max. 2097152</b>

Confirmation : **Not yet !**      Status : **New**      Acceptability :

---

**Select the upload method for your contribution!**

**HTTP**  
Click here !!  
- the easiest and fastest way

**FTP**  
Click here **only if HTTP does not work!**  
- more complicated and slower!

**EMAIL**  
Click here **only if HTTP and FTP do not work!**  
- more complicated, less reliable and very slow!

Home  
Contact

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Here you have the choice between 3 different methods to send (upload) your document to ELISE.

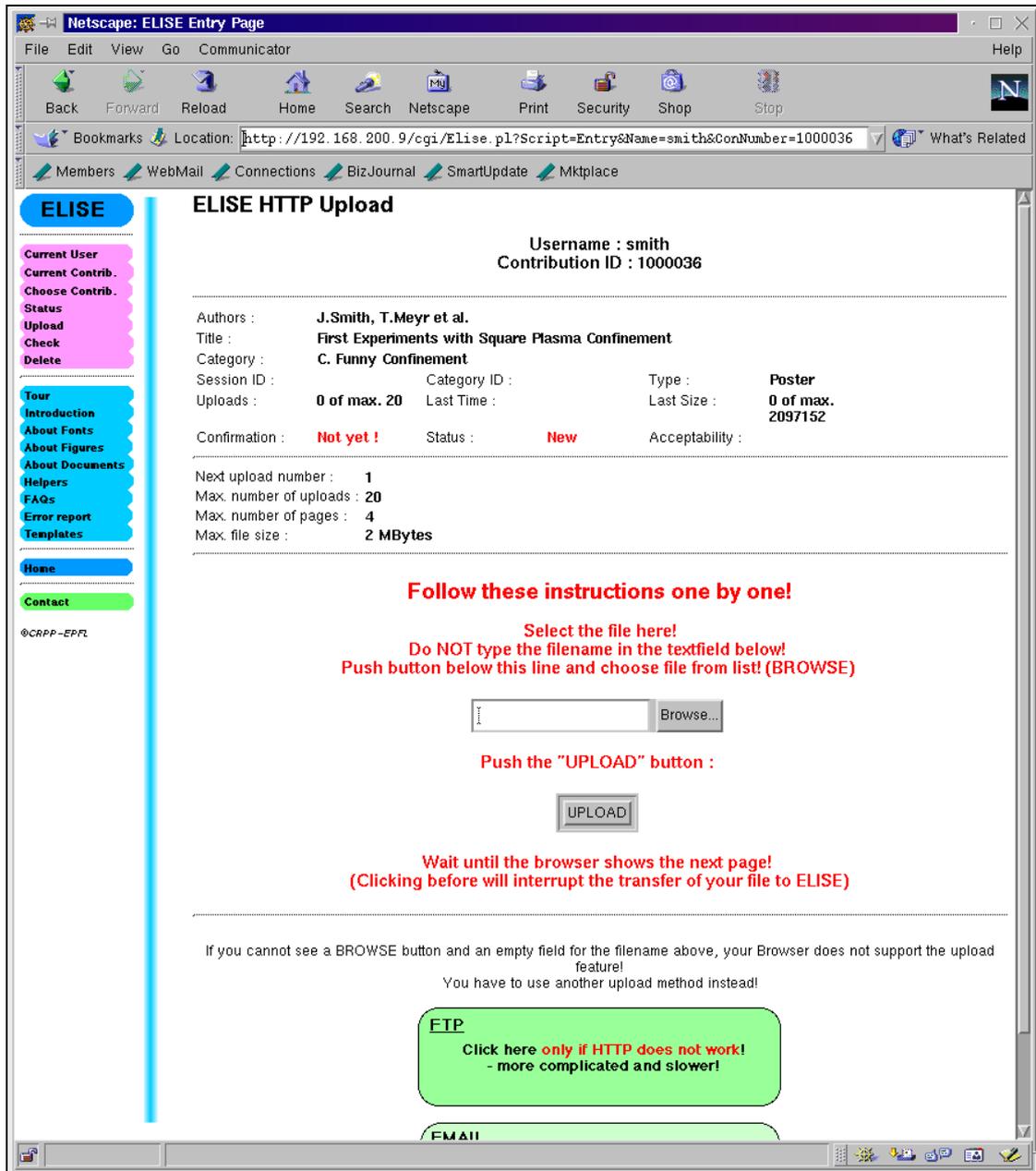
Try the first one (HTTP) - that means: push the dark green field which is marked HTTP!

The other 2 methods can be used if HTTP fails.

You can always come back to this page by pushing the **UPLOAD** button in the purple menu on the left side.

## Upload via HTTP ...

You will enter this dialogue:



In the centre of the page you see an empty text field with a button next to it. If you have an english version of your browser the text on the button is **BROWSE**.

**Note:** In browsers configured for another language (german,italian,french, japanese etc.) the text on the button might be the equivalent to "Browse" in the language of concern.

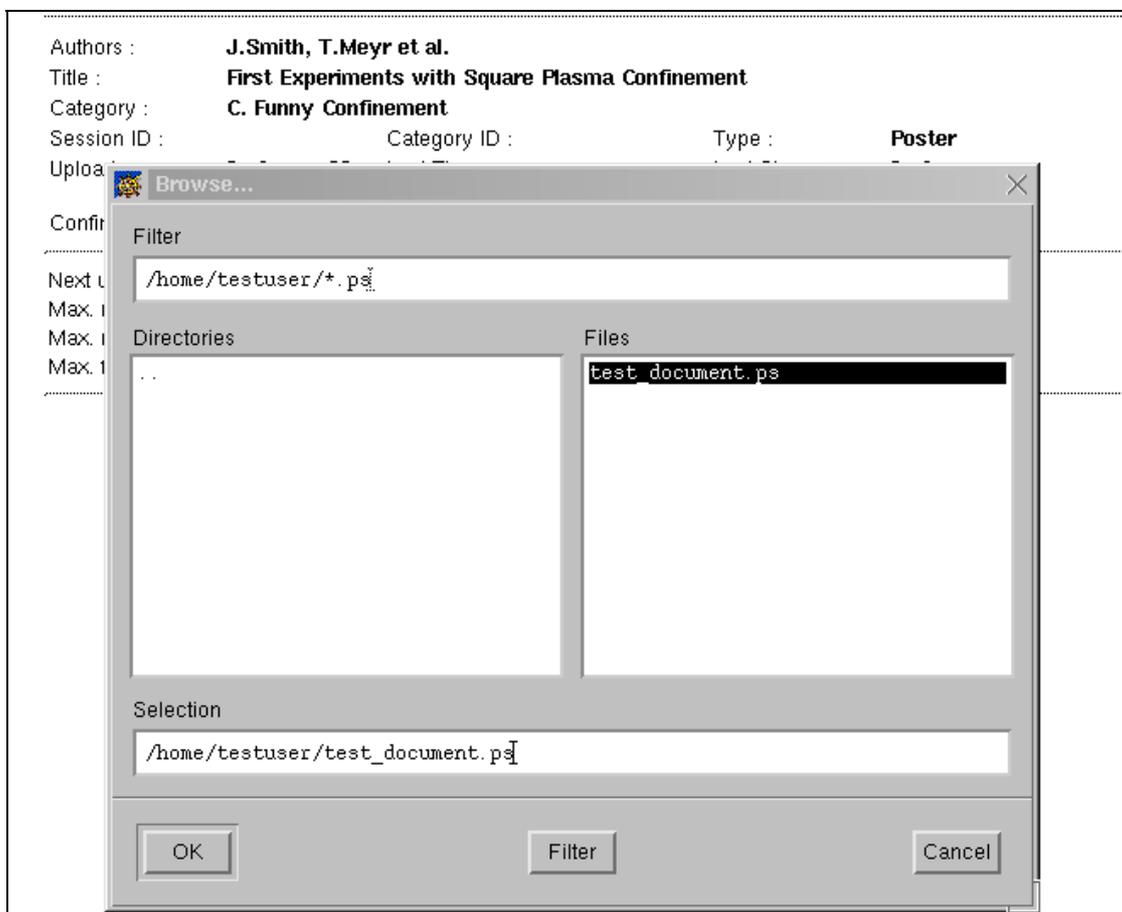
**IMPORTANT:** If the "Browse" button does not appear, your browser does not

support the upload method via HTTP and you have to choose one of the other 2 methods from the previous page. You can easily get to the previous page by pushing the **UPLOAD** button in the purple menu on the left side.

Let us assume that the "Browse" button is present ... Push it !

## Choose your document ...

You will get a file selection popup menu showing a local directory of your computer.



Authors : **J.Smith, T.Meyr et al.**  
Title : **First Experiments with Square Plasma Confinement**  
Category : **C. Funny Confinement**  
Session ID :                      Category ID :                      Type : **Poster**  
Upload:  Browse...  
Confirm:   
Next u:   
Max. i:   
Max. i:   
Max. i:   
Max. i:   
Filter:   
/home/testuser/\*.ps  
Directories:   
Files:   
test\_document.ps  
Selection:   
/home/testuser/test\_document.ps  
OK      Filter      Cancel

If you cannot see a BROWSE button and an empty field for the filename above, your Browser does not support this feature!  
You have to use another upload method instead!

**FTP**

Browse to the directory where your Postscript or PDF version of your document is saved. Do not forget to modify the "Filter" in the popup menu so

that you can see files with suffix .ps or .pdf!  
Double click on the document.

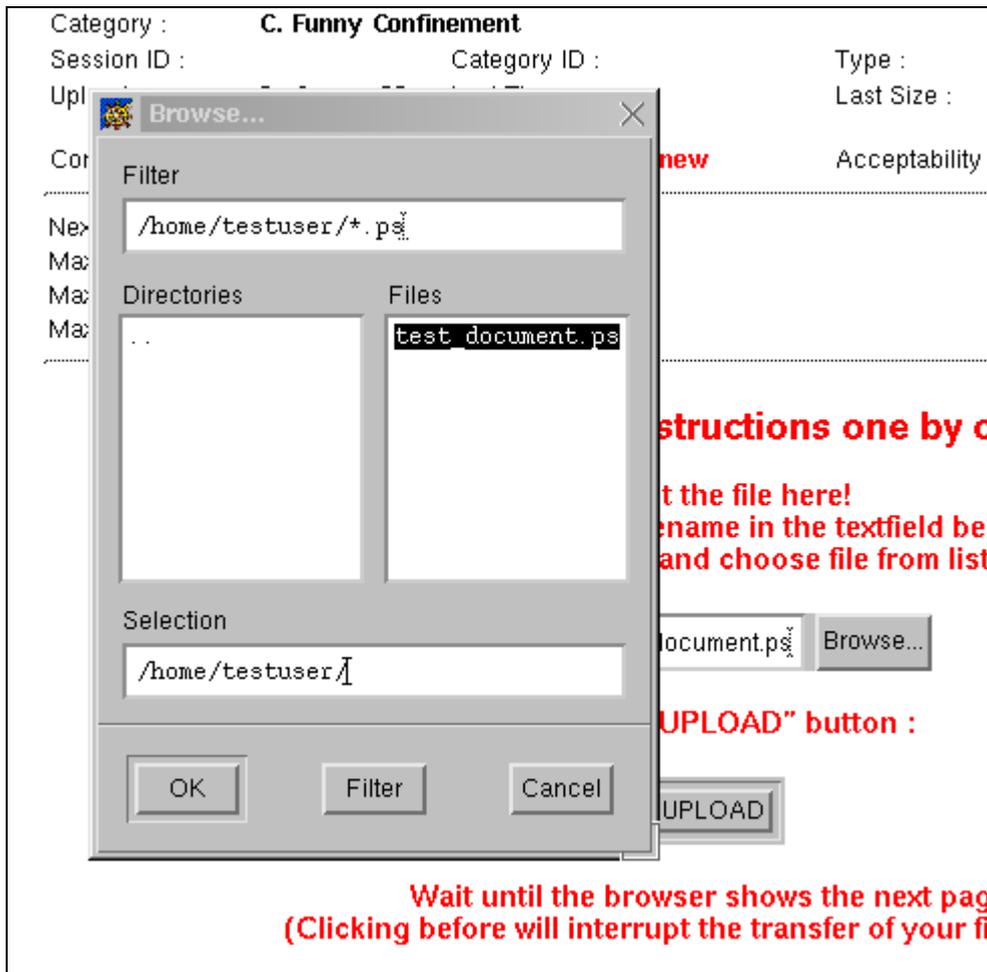
The filename or even the full path to the file appears now in the text field in the centre of the page.



Now push the **UPLOAD** button under the text field.

**Note:** This button has a different functionality than the purple left button has!

**IMPORTANT:** Of course you can push the Browse button as often as you wish. But if you do so the popup menu might look like this.



You see that the name of the document is selected but in the lower Selection field you see only the directory path!  
If you click on OK now the directory path only will be copied to the text field!



If you push the button UPLOAD now, the file upload will fail and your browser might stall forever. In that particular case you have to push the STOP button in the top menu of your browser, in order to cancel this action.  
Let us assume that you selected the correct file and that you have pushed the

**UPLOAD** button in the centre of the page. You should get a screen like this:

**ELISE Uploading via HTTP**

Username : smith  
Contribution ID : 1000036

---

Authors : **J. Smith, T. Meyr et al.**  
Title : **First Experiments with Square Plasma Confinement**  
Category : **C. Funny Confinement**

Session ID :	Category ID :	Type :	<b>Poster</b>
Uploads : <b>1 of max. 20</b>	Last Time : <b>Tue Jan 4 23:45:49 2000</b>	Last Size :	<b>1026087</b>

---

Confirmation : **Not yet !**      Status : **Processing**      Acceptability :

---

Your file : **test\_document.ps**  
Number of bytes received : **1026087**

---

**Wait a minute while file is processed.**  
**Then push STATUS button below to continue!**

For a while your browser will show silent activity. This time depends on the size and complexity of your document and the speed of your internet connection.

**IMPORTANT:** Wait until all activity of your browser finishes by itself. **DO NOT START CLICKING IN YOUR BROWSER!** This might interrupt the transfer of your document to ELISE and ELISE will fail on a partly submitted document. You would have to repeat the procedure. To do that, push the purple **UPLOAD** button on the left side and follow the sequence we did just before.

If you get a timeout message, that should not necessarily mean that something went wrong. Ignore it for the moment.

When the browser has ceased activity, click the button **STATUS**. The purple **STATUS** button in the left side menu has the same effect.

## Check the result of your upload ...

We come back to the status page which we saw already before. Now it contains an additional button **CHECK**.

okmarks Location: http://192.168.200.9/cgi/Elise.pl?Script=Entry&Name=smith&ConNumber=1000036 What's Relat

WebMail Connections BizJournal SmartUpdate Mktplace

### ELISE Contribution Status

Username : smith  
Contribution ID : 1000036

---

Authors : **J.Smith, T.Meyr et al.**  
Title : **First Experiments with Square Plasma Confinement**  
Category : **C. Funny Confinement**  
Session ID :                      Category ID :                      Type :                      **Poster**  
Uploads : **1 of max. 20**      Last Time : **Tue Jan 4 23:45:49 2000**      Last Size : **1026087**  
Confirmation : **Not yet !**      Status : **Processed**      Acceptability : **OK**

---

[View result of Previous Upload / Final Confirmation](#)

---

<b>Refresh this page</b> <input type="button" value="STATUS"/>	<b>Upload new/corrected contribution</b> <input type="button" value="UPLOAD"/>	<b>Delete this contribution entirely</b> <input type="button" value="DELETE"/>
---	---	---

Push the **CHECK** button!

You can always come back to this page later by pushing the **STATUS** button in the purple menu on the left side.

Members WebMail Connections BizJournal SmartUpdate Mktplace

**SE** **ELISE View Results / Final Confirmation**

Username : smith  
Contribution ID : 1000036

---

Authors : J.Smith, T.Meyr et al.  
 Title : First Experiments with Square Plasma Confinement  
 Category : C. Funny Confinement

Session ID :                      Category ID :                      Type :                      Poster  
 Uploads : 1 of max. 20      Last Time : Mon Jan 10 22:11:30 2000      Last Size : 82600

Confirmation : **Not yet !**      Status : **Processed**      Acceptability : **Errors**

---

Scroll this LONG frame to verify your document!

**Severe errors :**

Page 1 : Text width or height or position wrong: Pixels Outside Margins [23450]  
 Page 2 : Text width or height or position wrong: Pixels Outside Margins [4338]

---

**Your document is NOT ACCEPTABLE in this form!**

You have to modify it and to upload it again!

---

**Click on each page to zoom image!**

(Use "Back" button to return to this view)

Page 01 :

<b>First Experiments with Square Plasma Confinement</b>		
J.Smith, T.Meyr and the Y45n7S-UPGRADE Team Plasma Physics Institute, Main University 98765 Bigtown, Nirwana		
Abstract	This is really a funny thing: a square plasma device. What about it be? We do not know	

Mmmhhh....

That does not look very well!

Under Severe Errors you might find quite a selection of error descriptions.

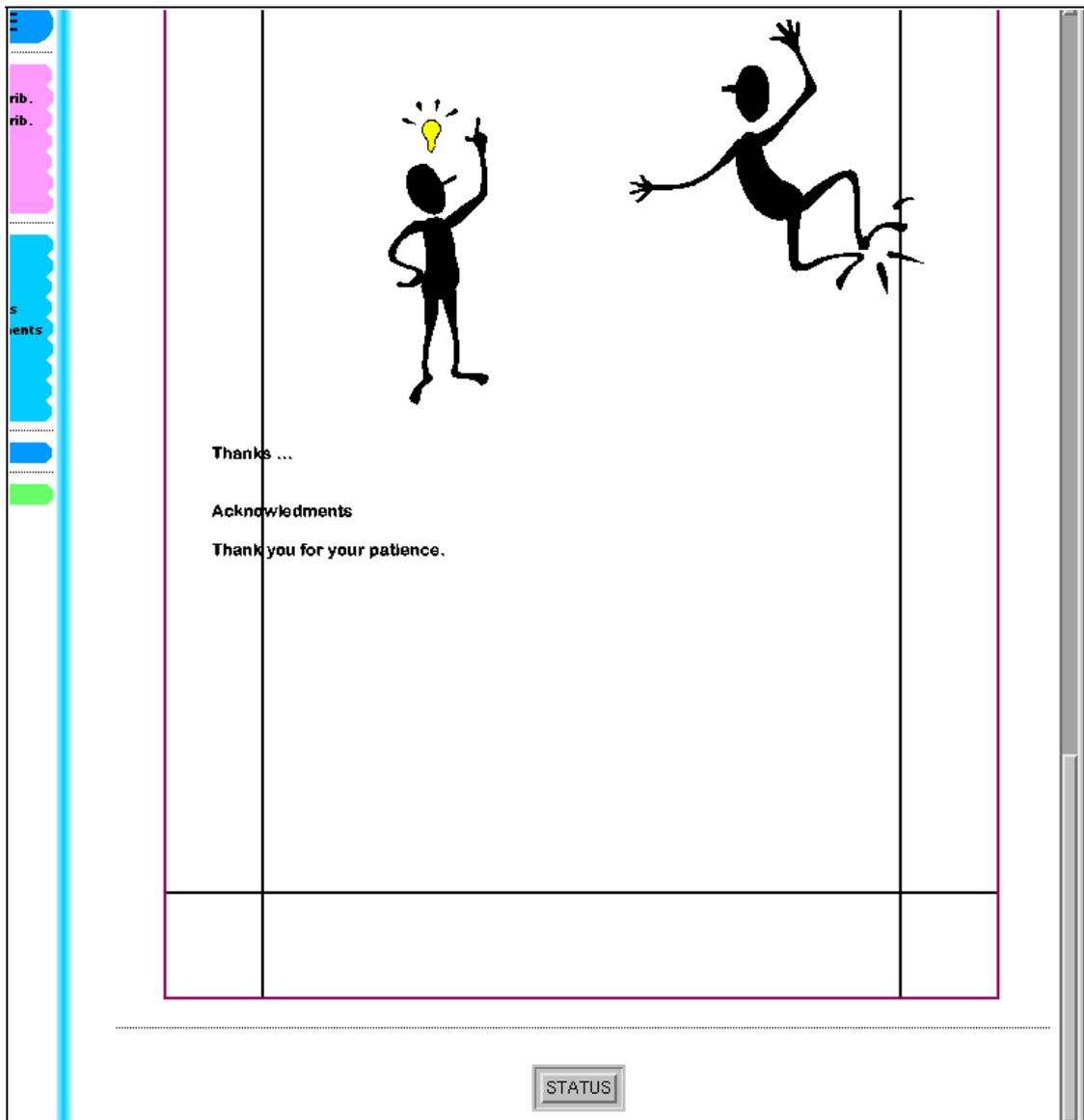
Here it is very obvious : the page margins have not been respected.

"Pixels Outside Margins [23450] means that on the rendered pages 23450 pixels are outside margins. (Pixels are calculated on a basis of 144ppi)

The black lines (left, right, top and bottom) added to the rendered page indicate the page margins. Everything (!!!!) on your page must be completely inside the central box formed by these lines - nothing is allowed ON the lines. This page will show you all your rendered pages - except those which exceed the allowed number of pages.

If you push the button **MORE DETAILS** you will get the logfile created during the rendering process. This might help you eventually.

This page is long ..... scroll it to the bottom:



Now (since your document is not acceptable) you have to do some work: correct your document and produce a new Postscript or PDF version. You have to upload again.

So push the **STATUS** button - either under the rendered pages or in the purple on the left side,

This is the result:

rs [WebMail](#) [Connections](#) [BizJournal](#) [SmartUpdate](#) [Mktplace](#)

## ELISE Contribution Status

Username : smith  
Contribution ID : 1000036

---

Authors : **J.Smith, T.Meyr et al.**  
Title : **First Experiments with Square Plasma Confinement**  
Category : **C. Funny Confinement**

Session ID :                      Category ID :                      Type :                      **Poster**  
Uploads :                      **1 of max. 20**      Last Time :                      **Mon Jan 10 22:11:30 2000**      Last Size :                      **82600**

Confirmation :                      **Not yet !**      Status :                      **Processed**      Acceptability :                      **Errors**

---

[View result of Previous Upload / Final Confirmation](#)

---

<a href="#">Refresh this page</a>	<a href="#">Upload new/corrected contribution</a>	<a href="#">Delete this contribution entirely</a>
<input type="button" value="STATUS"/>	<input type="button" value="UPLOAD"/>	<input type="button" value="DELETE"/>

And then push the **UPLOAD** button and you come back to the upload page:

### Select the upload method for your contribution!

**HTTP**  
Click here !!  
- the easiest and fastest way

**FTP**  
Click here **only if HTTP does not work!**  
- more complicated and slower!

**EMAIL**  
Click here **only if HTTP and FTP do not work!**  
- more complicated, less reliable and very slow!

Home  
Contact  
Help  
FAQs  
Error report  
Templates  
BCRPP-EPFL

To learn something, we push now the second (FTP) button (lighter green) ...

## Upload via FTP ...

This page appears now:

Confirmation : **Not yet !**      Status : **Processed**      Acceptability : **Errors**

---

**Read this before uploading via FTP !**

**Upload your file by anonymous ftp onto this site!**  
**Login to 192.168.200.9 with any FTP program.**

**Username : ftp Password : smith@nirwana-uni.xx**

**Upload your file (binary upload). Remember its name! (case sensitive)**  
**Choose a unique filename with the correct suffix (.ps for Postscript and .pdf for PDF files).**

**To use browser for FTP upload click the button below!**  
**Then use the FILE UPLOAD item in the FILE menu of your browser to select the file you want to upload!**

**FTP** Click here to use your browser as FTP client program!  
Use the **UPLOAD FILE** item in the **FILE** menu of your browser!

**Files will remain on ELISE for at least 24 hours.**  
**The FTP program will not show you the uploaded files (for security).**

**Type the filename in the text field below.**  
**Then push the button PROCESS FTP UPLOAD !**

Filename (case sensitive!):

Read all of that page!

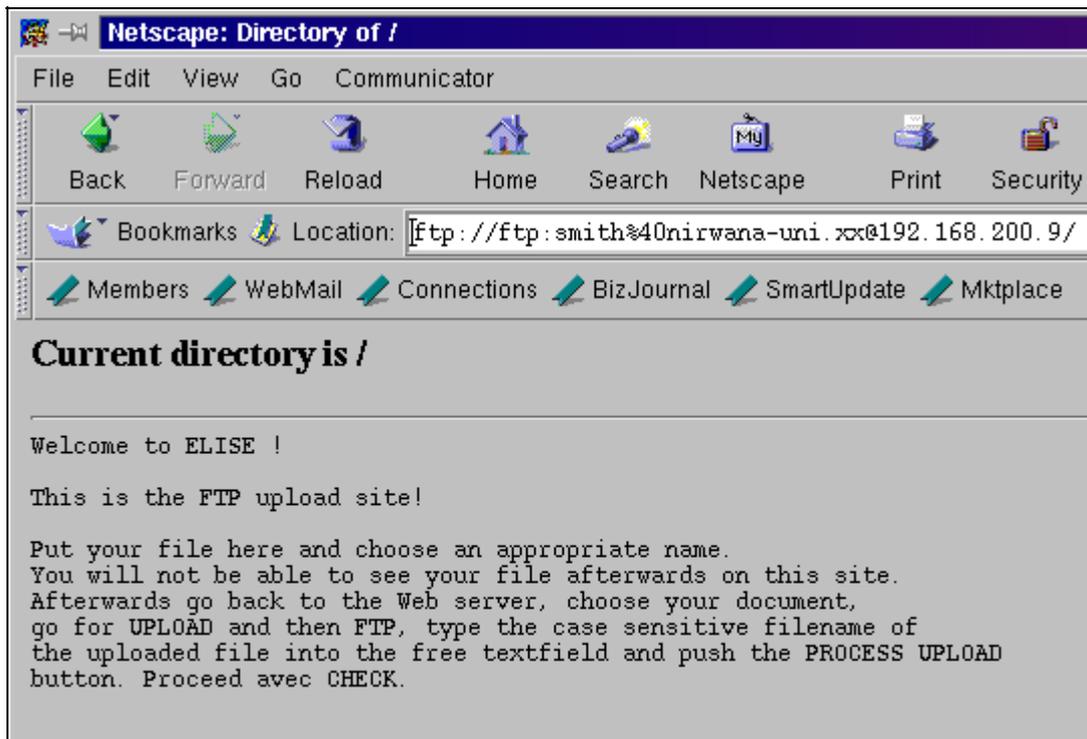
You can now use anonymous ftp client (program) to upload the document to the FTP server address mentioned in the text - in that case only an IP number (the developers PC at home ...).

Use your email as password.

The other possibility is very simple to use.

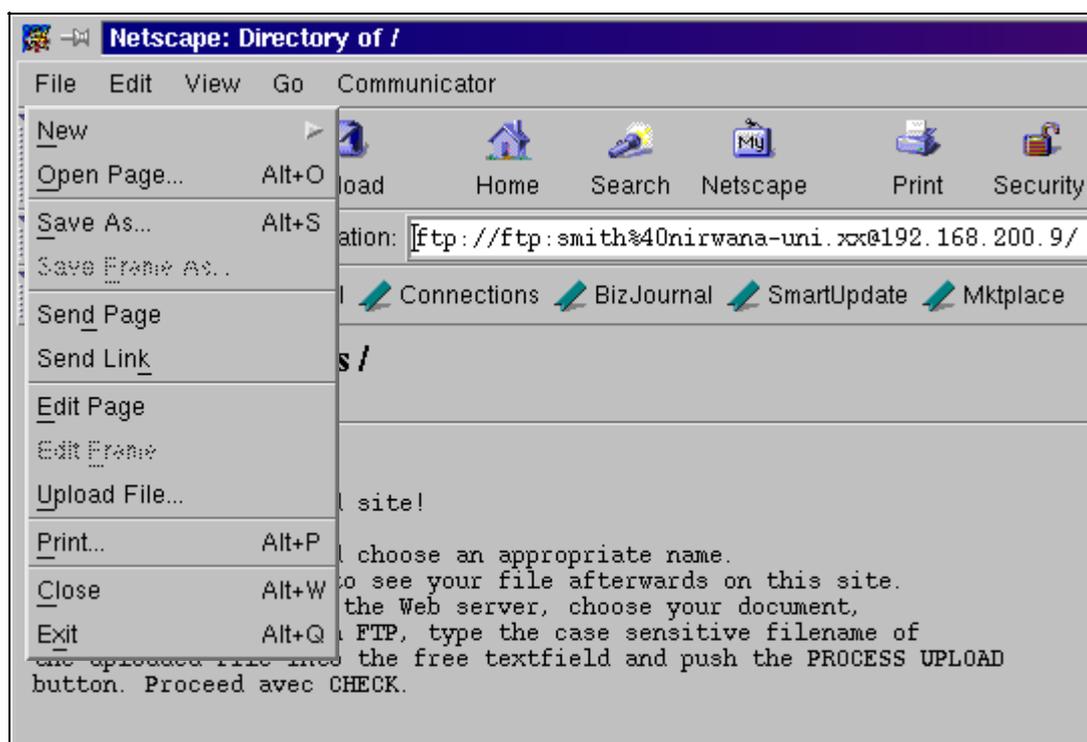
All modern Web browsers support FTP uploads. To use this feature push the green field in the centre of the page.

## Choose your document ...

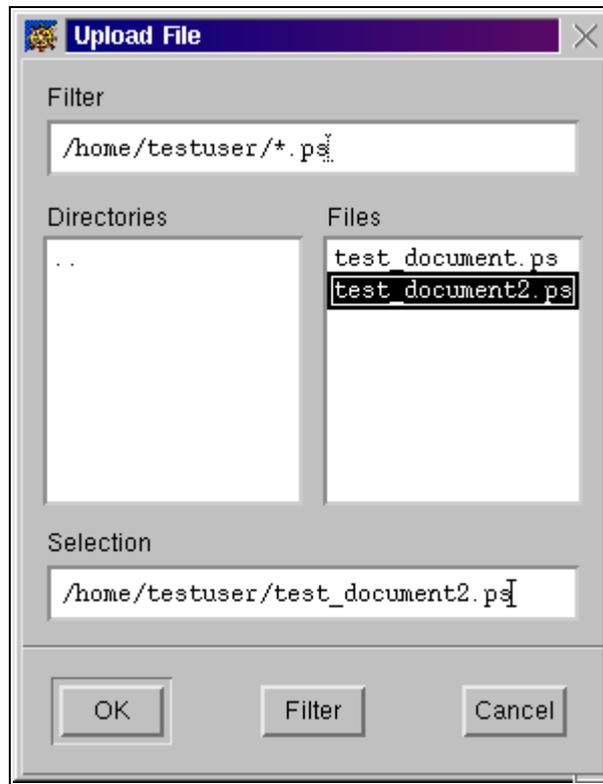


Go to the file menu and click it and select the **Upload File** item.

**Note:** Our example uses Netscape as Web browser. Other browsers (IE) have slightly other menu structures and item names. But you will be able to find the equivalent item to be selected.



You will be confronted with a file selectoin menu as already during the previous upload. Select the correct file now:

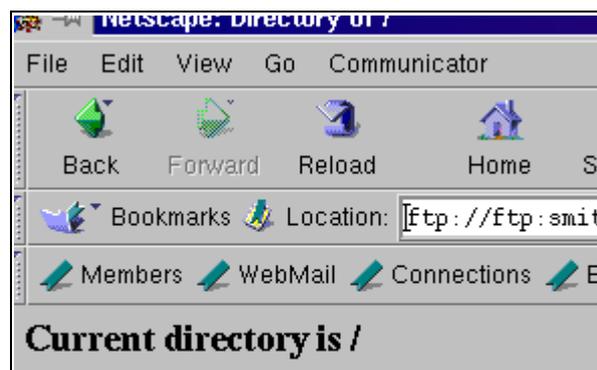


And push OK!

The file transfer happens now and the browser will show you the state of the upload.

**Note:** Choose a reasonable filename! If the filename exist already on the server you will not be allowed to upload your file under the same name - until the other file is processed by ELISE.

ELISE does not launch automatically the processing of your document. You have to tell ELISE to do that! Therefore go back to the previous webpage with the central green field you used to launch FTP upload through your web browser. You can do that by pushing the BACK button in the upper left corner of your browser toolbar until you see the page again.



menu of your browser!

ELISE for at least 24 hours.  
I will not show you the uploaded files (for security).

Type the filename in the text field below.  
Then push the **PROCESS FTP UPLOAD !** button.

Filename (case sensitive!):

Now type the name of your file EXACTLY into the textfield on that page and then push the button **PROCESS FTP UPLOAD**. You will get this ...

**ELISE Uploading via FTP**

Username : smith  
Contribution ID : 1000036

---

Authors :	<b>J.Smith, T.Meyr et al.</b>		
Title :	<b>First Experiments with Square Plasma Confinement</b>		
Category :	<b>C. Funny Confinement</b>		
Session ID :	Category ID :	Type :	<b>Poster</b>
Uploads :	<b>2 of max. 20</b>	Last Time :	<b>Mon Jan 10 23:26:26 2000</b>
Confirmation :	<b>Not yet !</b>	Status :	<b>Processing</b>
		Acceptability :	<b>Errors</b>

---

Your file : **test\_document2.ps**  
Number of bytes received : **85029**

---

**Wait a minute while file is processed.**

**Then push STATUS button below to continue!**

Wait 1 or 2 minutes and then push the **STATUS** button.

## Check the result of your upload ...

The screenshot shows a web browser window with several tabs: WebMail, Connections, BizJournal, SmartUpdate, and Mktplace. The main content area is titled "ELISE Contribution Status". At the top right, it displays "Username : smith" and "Contribution ID : 1000036". Below this, a table of metadata is shown:

Authors :	J.Smith, T.Meyr et al.		
Title :	First Experiments with Square Plasma Confinement		
Category :	C. Funny Confinement		
Session ID :	Category ID :	Type :	Poster
Uploads :	2 of max. 20	Last Time :	Mon Jan 10 23:26:26 2000
		Last Size :	85029
Confirmation :	Not yet !	Status :	Processed
		Acceptability :	Errors

Below the table, there is a blue link: "View result of Previous Upload / Final Confirmation" and a "CHECK" button. At the bottom, there are three buttons: "STATUS" (with the text "Refresh this page" above it), "UPLOAD" (with the text "Upload new/corrected contribution" above it), and "DELETE" (with the text "Delete this contribution entirely" above it).

You see already there are still errors - push the **CHECK** button again:

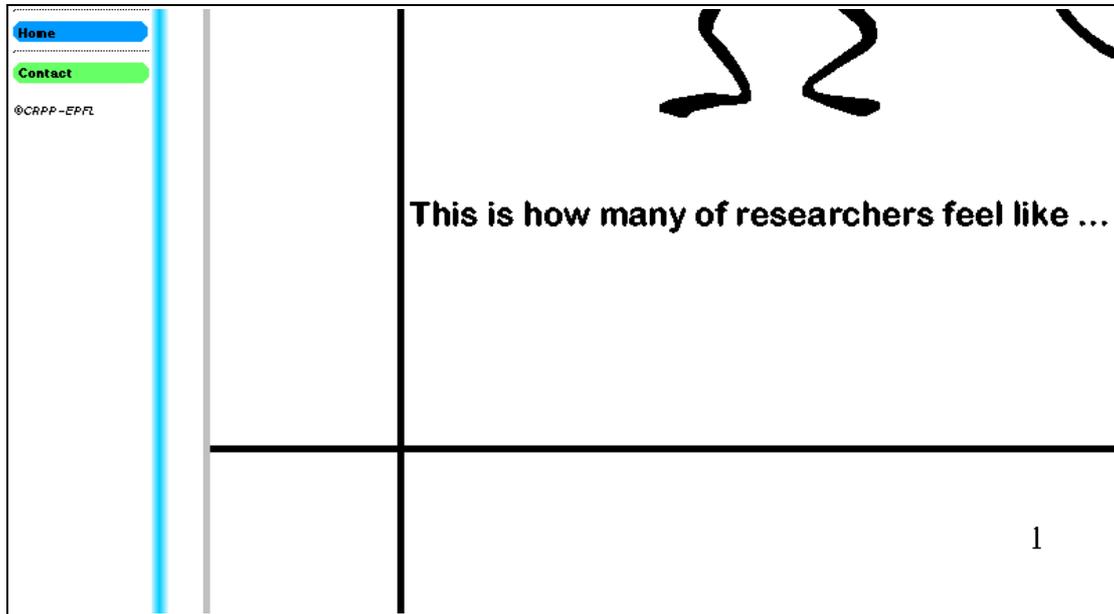
This screenshot shows the same page as above, but with more information. The metadata table is identical. Below it, the text "Scroll this LONG frame to verify your document!" is displayed. Underneath, "Severe errors :" is followed by two lines of error messages:

- Page 1 : Text width or height or position wrong: Pixels Outside Margins [43]
- Page 2 : Text width or height or position wrong: Pixels Outside Margins [59]

A "MORE DETAILS" button is located below the error messages. At the bottom of the page, a large red message states: "Your document is NOT ACCEPTABLE in this form!" followed by "You have to modify it and to upload it again!".

Now it is somewhat better, but there still are pixels outside margins.

Scroll down the page and then click ON a rendered page. The page will appear magnified and you can use the scrollbars to see every part of the page.

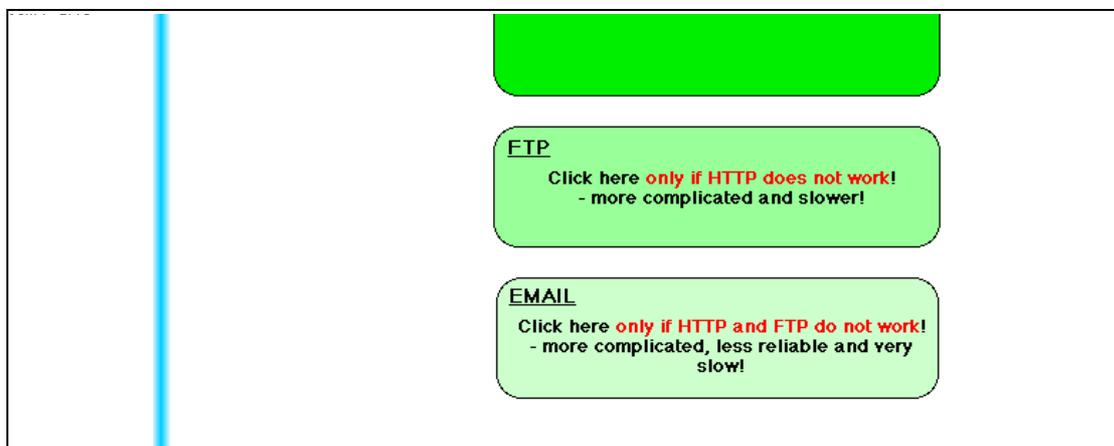


Uppps, you have used page numbers!

**Note:** Never number your page and make sure that the first page you see is indeed your first page. Some Postscript writers "print" last page first! You can change that in the printer setup menu in the word processor application which you have used to write your document! Make also sure that pages are upright. If they are not, make your Postscript file by "printing" upside down! If you want to go back to the previous page with the error messages on, use the **BACK** button of your browser again!

OK, you have to upload again - so push the **UPLOAD** button in the purple menu on the left side or on the previous page.

Now we select the lower light green button : EMAIL.



## Upload via Email ...

**ELISE**

**ELISE Email Upload**

Username : smith  
Contribution ID : 1000036

---

Authors : J.Smith, T.Meyr et al.  
Title : First Experiments with Square Plasma Confinement  
Category : C. Funny Confinement

Session ID :	Category ID :	Type :	Poster
Uploads : 2 of max. 20	Last Time : Mon Jan 10 23:26:26 2000	Last Size :	85029

Confirmation : **Not yet !**    Status : **Processed**    Acceptability : **Errors**

---

**Read this before sending an Email !**

Copy this KEY (and nothing else) into the SUBJECT line of your Email :

**smith947620724**

This KEY can be used only ONCE! It expires with your next mail upload!  
Only last issued KEY is valid!

Attach your document to the mail and send it!  
Use as document encoding for your attachment either

MIME-Encoding "base64" or "quoted-printable"

Your Email will be processed automatically!

If your browser can send mail, push button below: (KEY is automatically inserted as.  
Attach your document and end it!

**EMAIL**  
Click here to launch your Email client program!  
The subject field will already be filled correctly!

Wait until the Email is processed

Email can be slow, so be patient!

Return to status page to review submitted document!

**STATUS**

Read this page carefully!

This page provides you with a unique key consisting of your username and a number (in green).

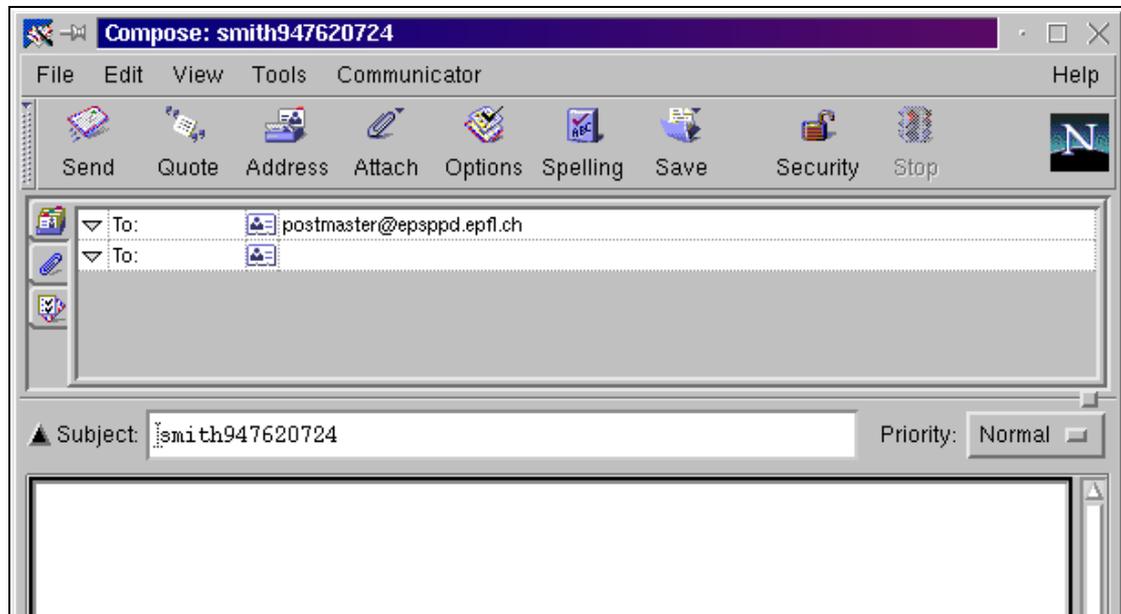
Write this key and nothing else into the subject field, attach your document to the mail and send it to the published Email address.

But you can also use a feature of Netscape or Windows IE.

Click on the green field and (if your browser is configured accordingly) your preferential mailer program will open with the subject field and address field for a new message already correctly filled. In this example Netscape Messenger is launched. IE might launch OUTLOOK.

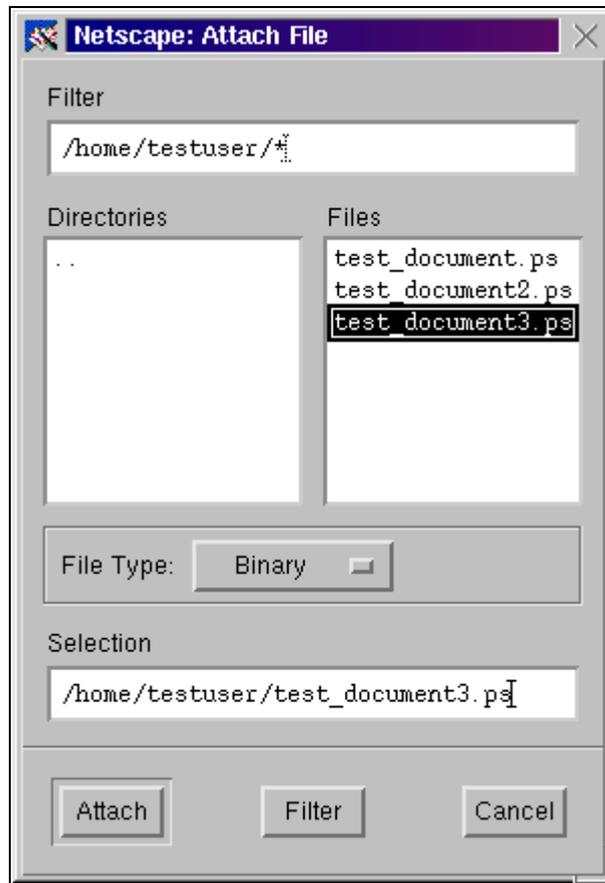
Using Netscape you have to follow this procedure, under OUTLOOK it will be similar.

First you get a kind of this page:



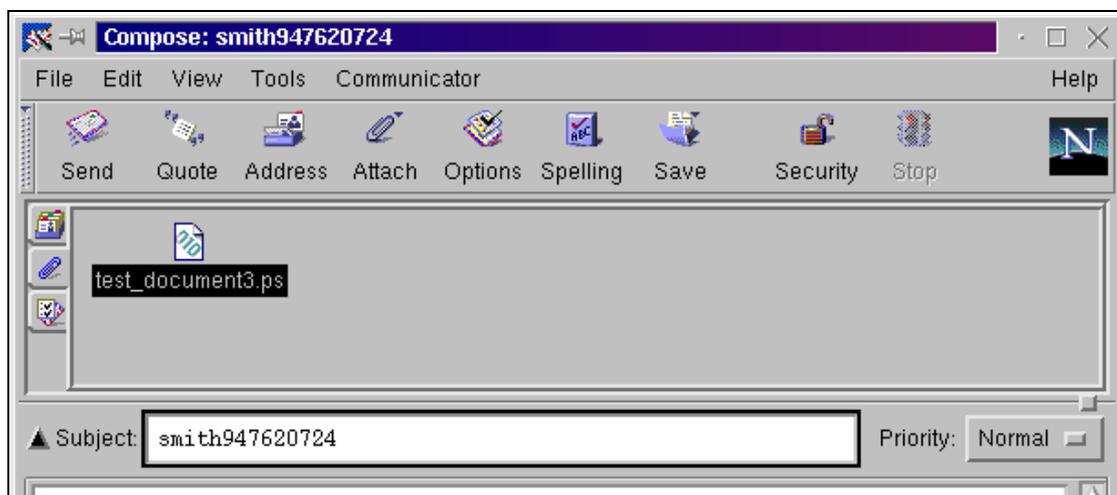
## Choose your document ...

Then attach your document by clicking on the **Attach** button in the toolbar of the mailer program. You have to select your document again:



**Note:** Select as filetype whenever it is possible "BINARY". Attachements can be sent MIME-Encoded or Quoted-Printable, usually the default is one of these.

Send the mail by pushing the **Send** button in the toolbar of the mail program.



## Check the result of your upload ...

Then go back to your browser (Navigator) window and push the **STATUS** button on the last page you have seen - you know the page already but now it says Acceptability OK. Push the CHECK button!

### ELISE View Results / Final Confirmation

Username : smith  
Contribution ID : 1000036

---

Authors :	<b>J.Smith, T.Meyr et al.</b>		
Title :	<b>First Experiments with Square Plasma Confinement</b>		
Category :	<b>C. Funny Confinement</b>		
Session ID :	Category ID :	Type :	<b>Poster</b>
Uploads :	<b>3 of max. 20</b>	Last Time :	<b>Tue Jan 11 21:13:43 2000</b>
Confirmation :	<b>Not yet !</b>	Status :	<b>Processed</b>
		Acceptability :	<b>OK</b>

---

**Document is OK!**

**You still have to confirm it!**

**Review rendered pages below, then confirm using button at bottom of frame!**

---

**Click on each page to zoom image!**

(Use "Back" button to return to this view)

Page 01 :

--	--	--

Looks ok !

**Note:** Although ELISE says OK you HAVE TO DO the following steps!

Scroll completely down this page!


---

**Final Confirmation cannot be undone!**  
**Following Final Confirmation the document may only be viewed.**

---

**I agree that the document will be published as I can see it now so I ...**

OR

**I wish to modify my document and/or confirm later!**

Now it is up to you!

If you do not yet like the result, you can go through upload cycles again. If you are happy (and ELISE is happy at this point), you should however confirm your subscription and push the button **CONFIRM**.

You can also wait and come back to this page later. But at the end you **HAVE TO** confirm!

To come back here later: Login as Registered User, provide username and password, select the document, push the **CHECK** button in the purple menu on the left side.

For now : confirm!

## Confirmation of your document ...

You will get the following acknowledgement:

Location: <http://192.168.200.9/cgi/Elise.pl?Script=Entry&Name=smith&ConNumber=1000036>

WebMail Connections BizJournal SmartUpdate Mktplace

### ELISE Confirmation

Username : smith  
Contribution ID : 1000036

---

Authors : **J.Smith, T.Meyr et al.**  
Title : **First Experiments with Square Plasma Confinement**  
Category : **C. Funny Confinement**

Session ID :	Category ID :	Type :	<b>Poster</b>
Uploads : <b>3 of max. 20</b>	Last Time : <b>Tue Jan 11 21:13:43 2000</b>	Last Size :	<b>84617</b>
Confirmation : <b>Tue Jan 11 21:16:59 2000</b>	Status : <b>Confirmed</b>	Acceptability :	<b>OK</b>

---

**Your document is confirmed now!**

**Thank you for flying ELISE!**

That's it! You have got through!

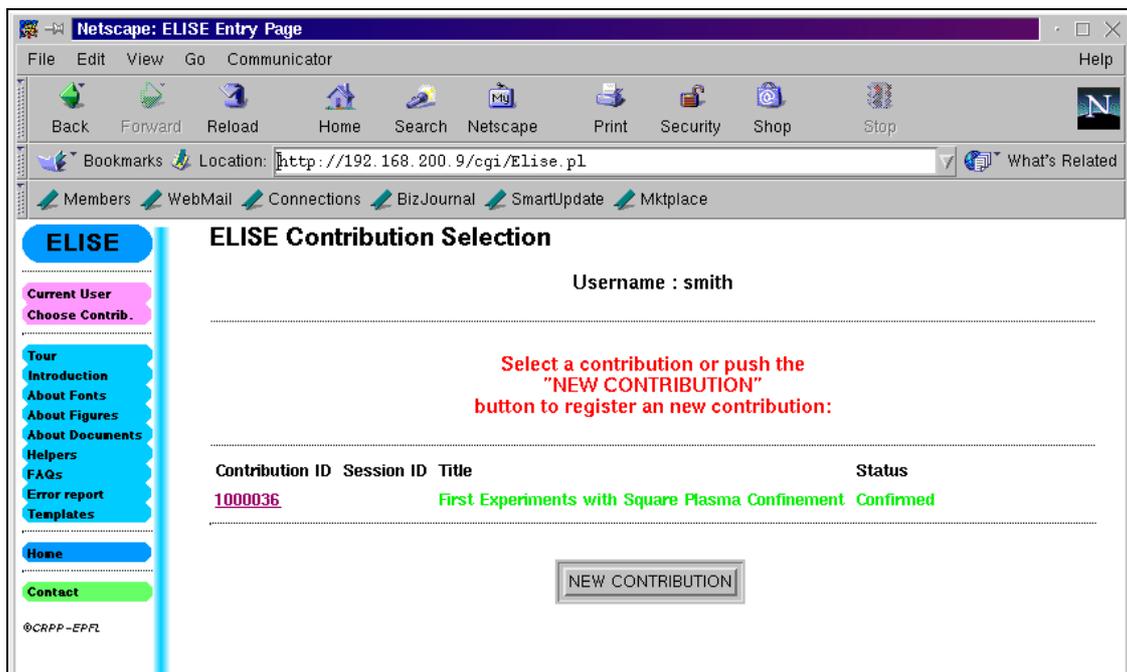
You still can use the **CHECK** button and see your document.  
But you cannot upload anymore. You will be notified if you try.

If there is any urgent need to re-activate the upload feature you have to contact the ELISE administrator via the Email address on the left side.

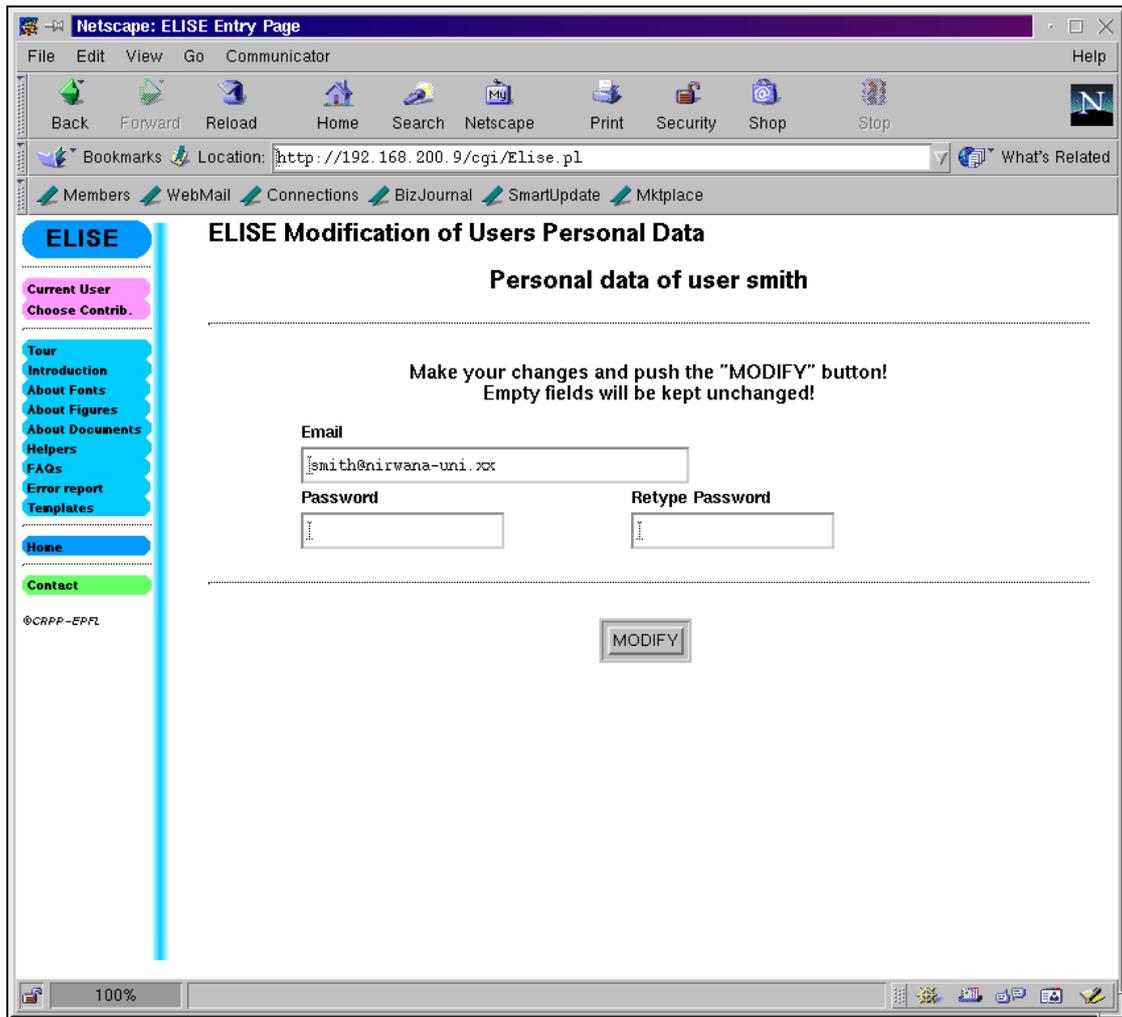
## Changing personal data of the user ...

At some time you might want to change your personal data which you have entered at the beginning of the cycle, like your Email address or your password.

If you are not yet logged in to ELISE, connect to ELISE as described before. Then push the green field **Registered Users**. You will be asked for username and password as usual. Passing this stage successfully you will get a page with a list of the contributions which you have submitted up to now.



In the left purple menu click on the button **Current User**. You will get a form like this:



Make your changes and **do not forget** to push the button **MODIFY** on the bottom of this page. This makes your changes become effective. If you do not enter anything in the password fields, the old password will remain valid.

These changes can be made until closure of the Web site!

## Changing data concerning a contribution ...

At some stage you might wish to change the data of a contribution, like the list of authors or the title.

Follow the instructions from the previous chapter to login until you get the list of your contributions.

Then click on the number of the contribution for which you want to change data. You will get to the well known status page of the contribution.

Now click in the purple menu on the left side on the button Current Contrib.

Make your changes in the appearing form and **do not forget** to push the button **MODIFY** on the bottom of this page. This makes your changes become effective.

These changes can be made until closure of the Web site!

**ELISE**

**ELISE Modification of Contribution Data**

**Contribution 1000036 of user smith**

Make your changes and push the "MODIFY" button!  
Empty fields will be kept unchanged!

Type:  Category:

Authors of your contribution  
(A comma separated list, e.g.: M.Yself, A.N.O.L.D.Friend, HGFR-Super-Upgrade Team)

Title of your contribution

©CRPP-EPFL

## **Additional hint ...**

Do not hesitate to try all buttons on the pages. You will be warned if you are going to do delete something or if you are doing something inconsistent.

Good luck!

Reinach, January 2000

C.Nieswand