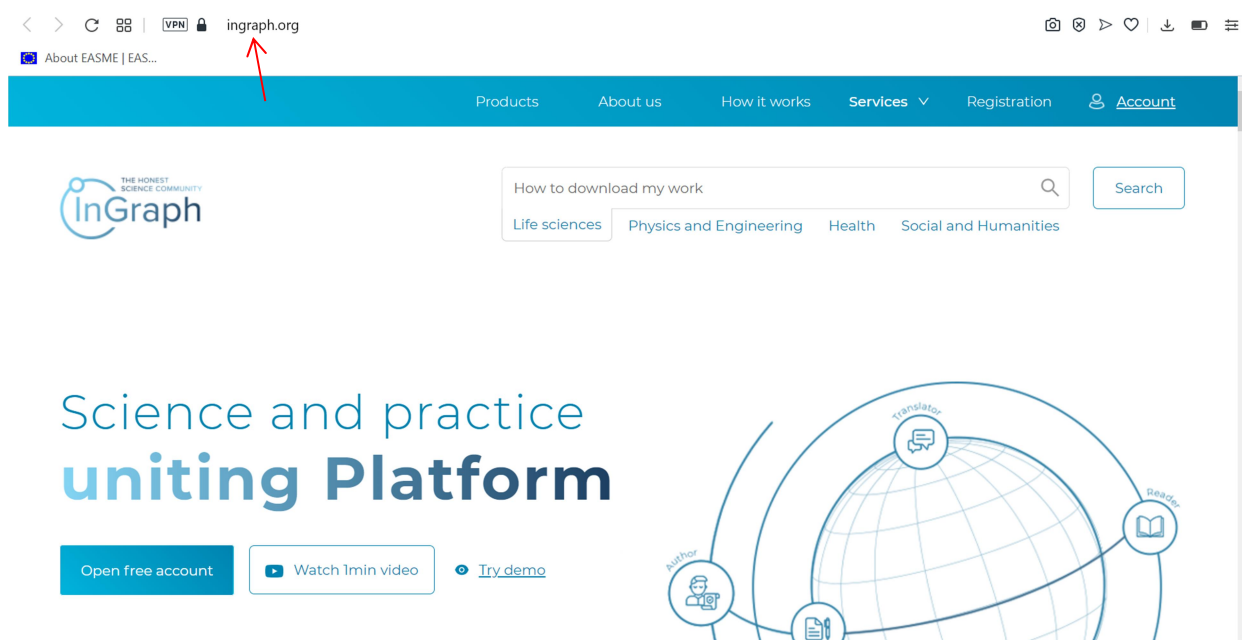




SEQUENCE OF STEPS FOR "AUTHOR" ON THE PLATFORM

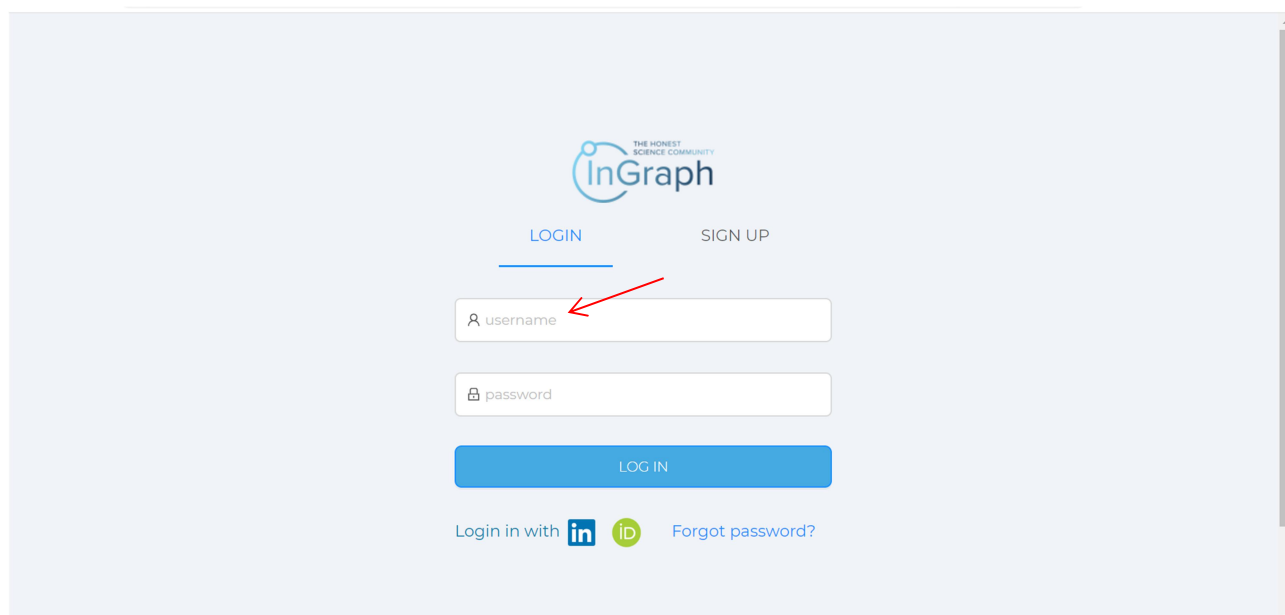
ENTERING THE PLATFORM AND REGISTRATION

Enter the Platform by filling the address in the browser
You will see the main page in the form given in **Screenshot 1**

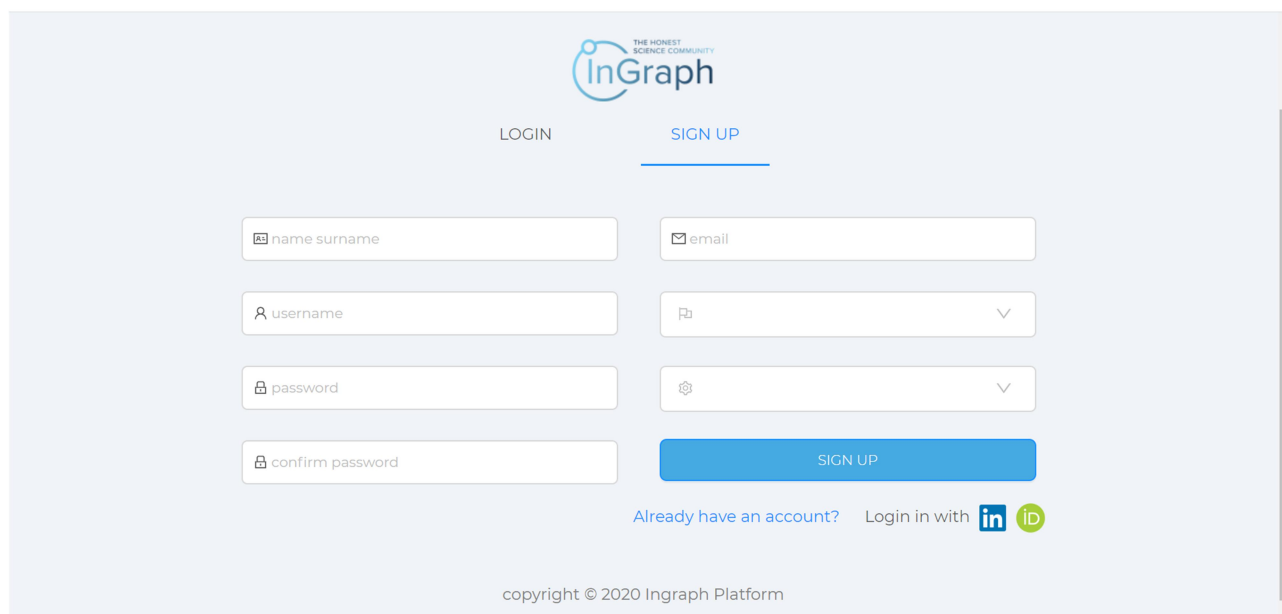


Screenshot 1

If you have not been registered on the Platform, please find [Registration](#) in the upper menu.
You will see the page given in **Screenshot 2**. Please select [SIGN UP](#).
The result will be the registration page given in **Screenshot 3**.



Screenshot 2



The screenshot shows the InGraph registration page. At the top is the InGraph logo with the tagline 'THE HONEST SCIENCE COMMUNITY'. Below the logo are two tabs: 'LOGIN' and 'SIGN UP', with 'SIGN UP' being the active tab. The registration form consists of several input fields: 'name surname', 'email', 'username', a dropdown menu, 'password', another dropdown menu, and 'confirm password'. A blue 'SIGN UP' button is positioned to the right of the 'confirm password' field. Below the button, there is a link 'Already have an account?' and a 'Login in with' section featuring LinkedIn and ORCID icons. At the bottom, the copyright notice 'copyright © 2020 Ingraph Platform' is displayed.

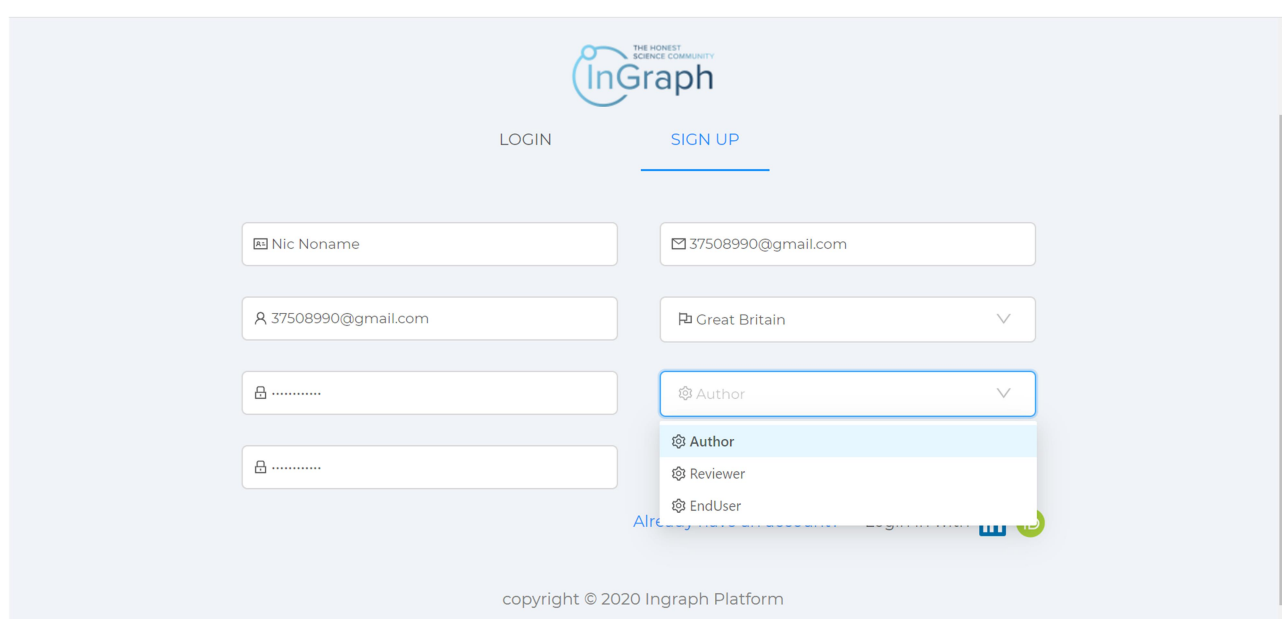
Screenshot 3

Please fill in all registration fields.

Important!

1. You must add your e-mail address to **both** the **username** field and **email** field.
2. The list in the last field proposes one of the roles that you assume when registering on the Platform: Author, Reviewer, End-User (**Screenshot 4**). Please choose the one you have assumed.

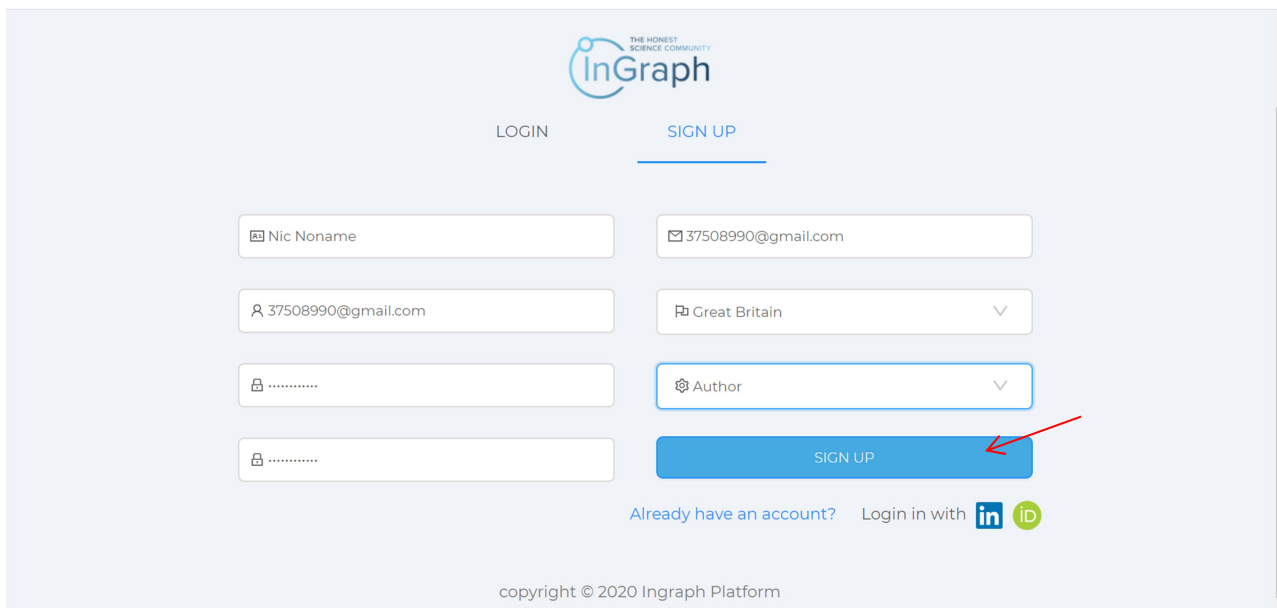
The Platform allows the registered users to assume all roles. Therefore, while choosing one of the roles here, when you next sign in assuming a different role, all the filled fields from your previous role will be shown automatically. All you will have to do is fill in the remaining ones.



This screenshot shows the same InGraph registration form as Screenshot 2, but with sample data entered. The 'name surname' field contains 'Nic Noname', 'email' contains '37508990@gmail.com', 'username' contains '37508990@gmail.com', and 'password' is masked with dots. The dropdown menu for roles is open, showing three options: 'Author' (selected), 'Reviewer', and 'EndUser'. The 'confirm password' field is also masked with dots. The 'SIGN UP' button and the 'Already have an account?' link are visible below the form. The copyright notice 'copyright © 2020 Ingraph Platform' is at the bottom.

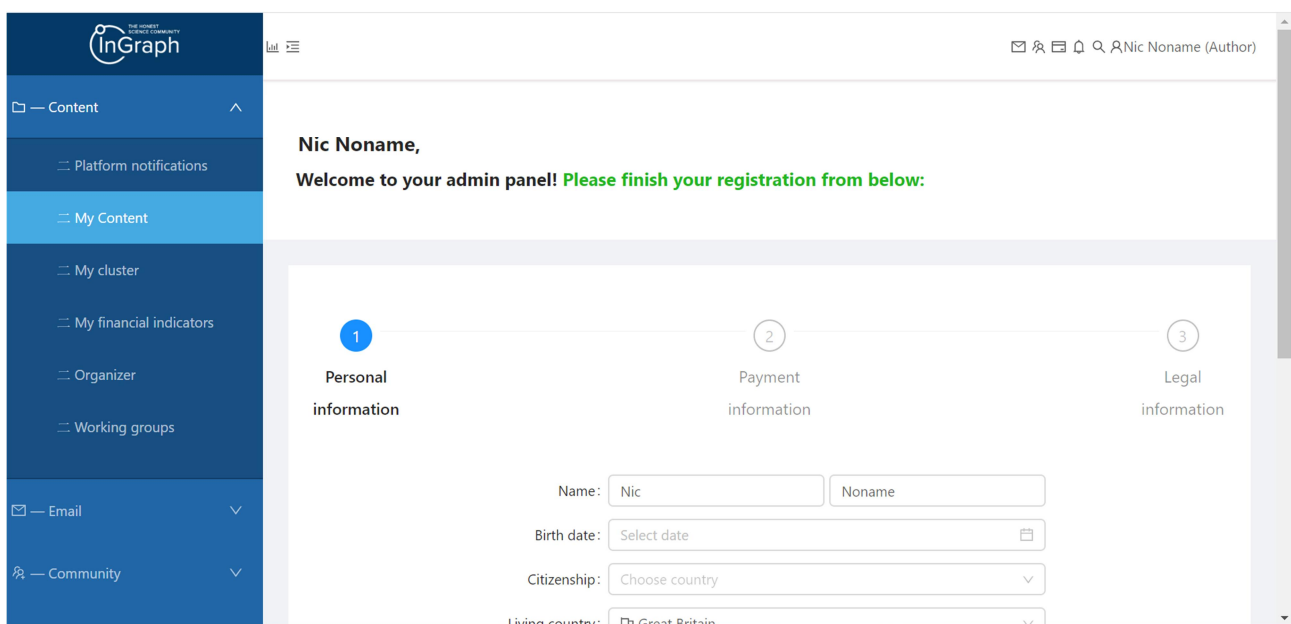
Screenshot 4

Upon filling in all fields, please press **SIGN UP (Screenshot 5)** to access the section of final registration where you must take 3 steps: Step 1 – Personal information; Step 2 – Payment information; Step 3 – Legal information (**Screenshot 6**).



The screenshot shows the InGraph 'SIGN UP' page. At the top, the InGraph logo is followed by 'THE HONEST SCIENCE COMMUNITY'. Below the logo are 'LOGIN' and 'SIGN UP' links, with 'SIGN UP' being the active one. The form consists of several input fields: a name field with 'Nic Nname', an email field with '37508990@gmail.com', a password field with '37508990@gmail.com', a country dropdown menu showing 'Great Britain', a role dropdown menu showing 'Author', and a confirmation password field. A blue 'SIGN UP' button is at the bottom right, with a red arrow pointing to it. Below the button, there is a link 'Already have an account?' and a 'Login in with' section featuring LinkedIn and ID icons. At the very bottom, it says 'copyright © 2020 Ingraph Platform'.

Screenshot 5



The screenshot shows the InGraph admin panel. On the left is a dark blue sidebar with the InGraph logo and a menu with items: 'Content', 'Platform notifications', 'My Content', 'My cluster', 'My financial indicators', 'Organizer', 'Working groups', 'Email', and 'Community'. The main area has a header with the InGraph logo and a user profile 'Nic Nname (Author)'. Below the header, it says 'Nic Nname, Welcome to your admin panel! Please finish your registration from below:'. The registration process is shown in three steps: 1. Personal information, 2. Payment information, and 3. Legal information. Step 1 is currently active. The form for Step 1 includes fields for 'Name' (split into 'Nic' and 'Nname'), 'Birth date' (a date picker), 'Citizenship' (a dropdown menu), and 'Living country' (a dropdown menu showing 'Great Britain').

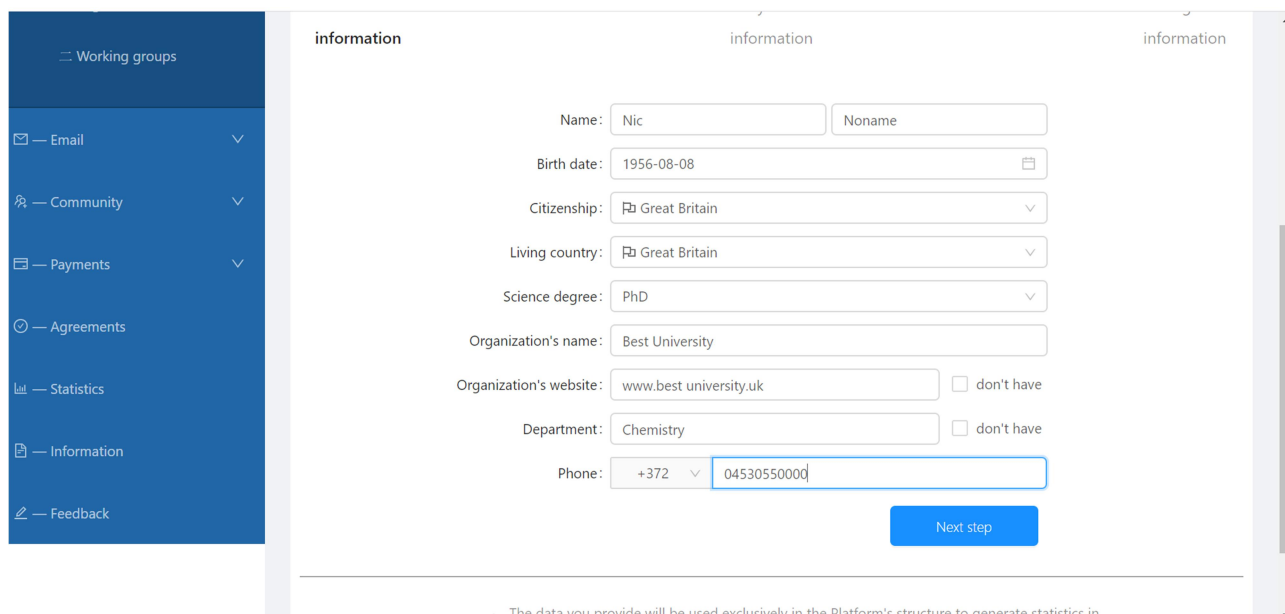
Screenshot 6

Important!

Within rendering our services on the INGRAPH Platform, we collect the necessary personal data. By filling in the fields in the registration form at step 1, you consent to the collection and processing of your data in order to exercise user rights on the INGRAPH Platform. The data will be used exclusively to provide the service and will not be passed on to third parties. The collection and processing of the collected data are carried out exclusively in accordance with the applicable laws, including the requirements by GDPR.

Important!

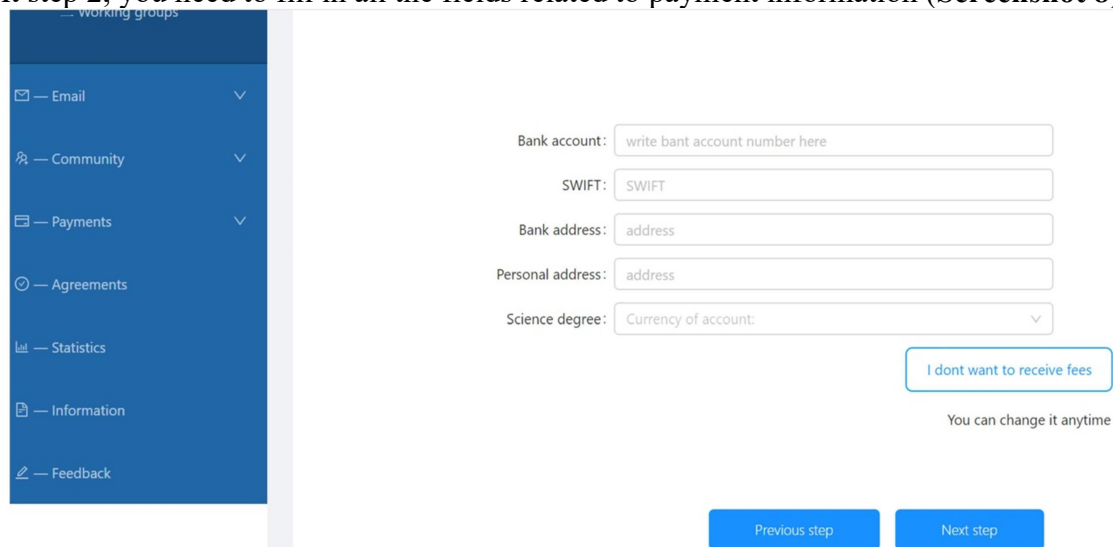
When entering a telephone number, all numbers must be entered without spaces, hyphens, etc. All phone numbers must be entered one after the other (**Screenshot 7**)



This screenshot shows a web form for entering personal information. On the left is a dark blue sidebar with a menu containing: 'Working groups', 'Email', 'Community', 'Payments', 'Agreements', 'Statistics', 'Information', and 'Feedback'. The main content area is titled 'information' and contains the following fields: 'Name' (with 'Nic' and 'Noname' input boxes), 'Birth date' (1956-08-08), 'Citizenship' (Great Britain), 'Living country' (Great Britain), 'Science degree' (PhD), 'Organization's name' (Best University), 'Organization's website' (www.best university.uk) with a 'don't have' checkbox, 'Department' (Chemistry) with a 'don't have' checkbox, and 'Phone' (+372 04530550000). A blue 'Next step' button is at the bottom right. Below the form, a small note states: 'The data you provide will be used exclusively in the Platform's structure to generate statistics in'.

Screenshot 7

At step 2, you need to fill in all the fields related to payment information (**Screenshot 8**)



This screenshot shows a web form for entering payment information. The sidebar is identical to the previous form. The main content area is titled 'information' and contains the following fields: 'Bank account' (write bank account number here), 'SWIFT' (SWIFT), 'Bank address' (address), 'Personal address' (address), and 'Science degree' (Currency of account:). A blue button labeled 'I dont want to receive fees' is located below the 'Science degree' field, with the text 'You can change it anytime' underneath it. At the bottom, there are two blue buttons: 'Previous step' and 'Next step'.

Screenshot 8

At step 3, you need to confirm the Agreements, having read them in advance (**Screenshot 9**)

My financial indicators

Organizer

Working groups

Email

Community

Payments

Agreements

Statistics

Information

Feedback

Personal information

Payment information

3 Legal information

☐ SCIENTIFIC Copyright

☐ COPYRIGHT DISCLAIMER

☐ TAX DISCLAIMER

☐ I confirm that I am familiar with the contents of the documents, understand their essence and accept them

Previous step

Confirm and finish

The data you provide will be used exclusively in the Platform's structure to generate statistics in accordance with GDPR requirements

copyright © 2020 InGraph Platform

Screenshot 9

Complete this step by clicking [Confirm and Finish](#) (Screenshot 10)

My financial indicators

Organizer

Working groups

Email

Community

Payments

Agreements

Statistics

Information

Feedback

Personal information

Payment information

3 Legal information

☒ SCIENTIFIC Copyright

☒ COPYRIGHT DISCLAIMER

☒ TAX DISCLAIMER

☒ I confirm that I am familiar with the contents of the documents, understand their essence and accept them

Previous step


Confirm and finish

The data you provide will be used exclusively in the Platform's structure to generate statistics in accordance with GDPR requirements

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Screenshot 10

After completing the registration process (Screenshots 2–10), you will be taken to the Author's personal account (Screenshot 11)



THE SCIENCE
IMPACT COMMUNITY

Content

Platform notifications

My Content

My cluster


My financial indicators

Organizer

Working groups

Email

Community



Nic Nonaime (Author),

Welcome to your admin panel!

+ Add new content

Papers

0

Downloads

0

Money earned

0\$

Screenshot 11