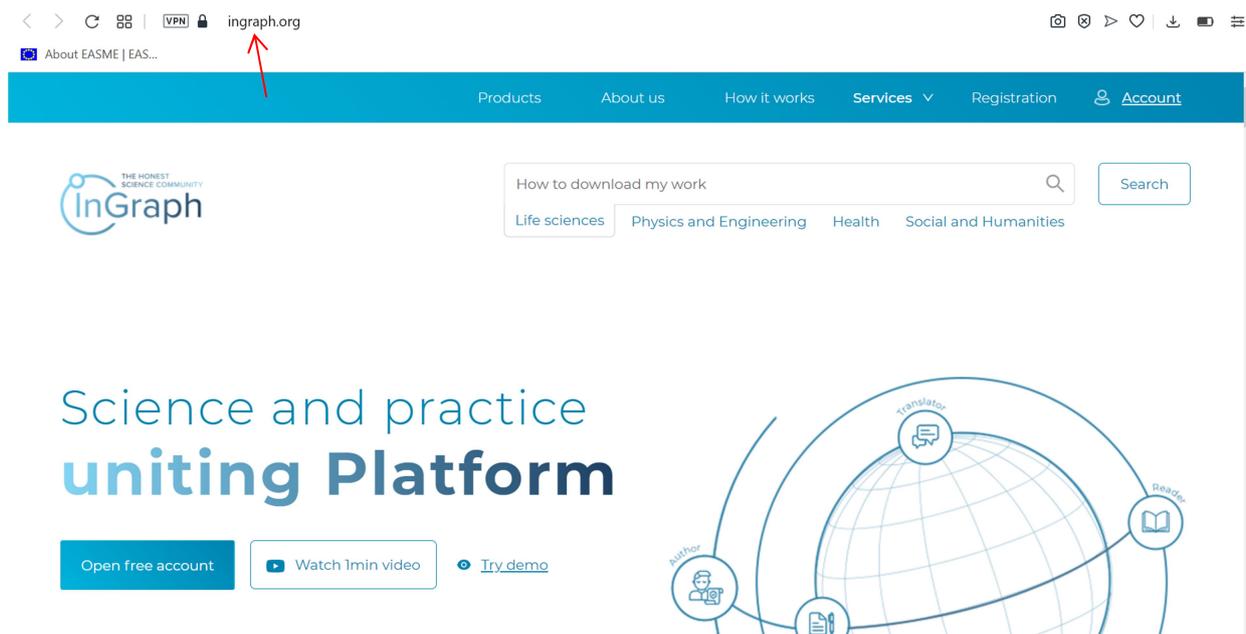




## SEQUENCE OF STEPS FOR "AUTHOR" ON THE PLATFORM

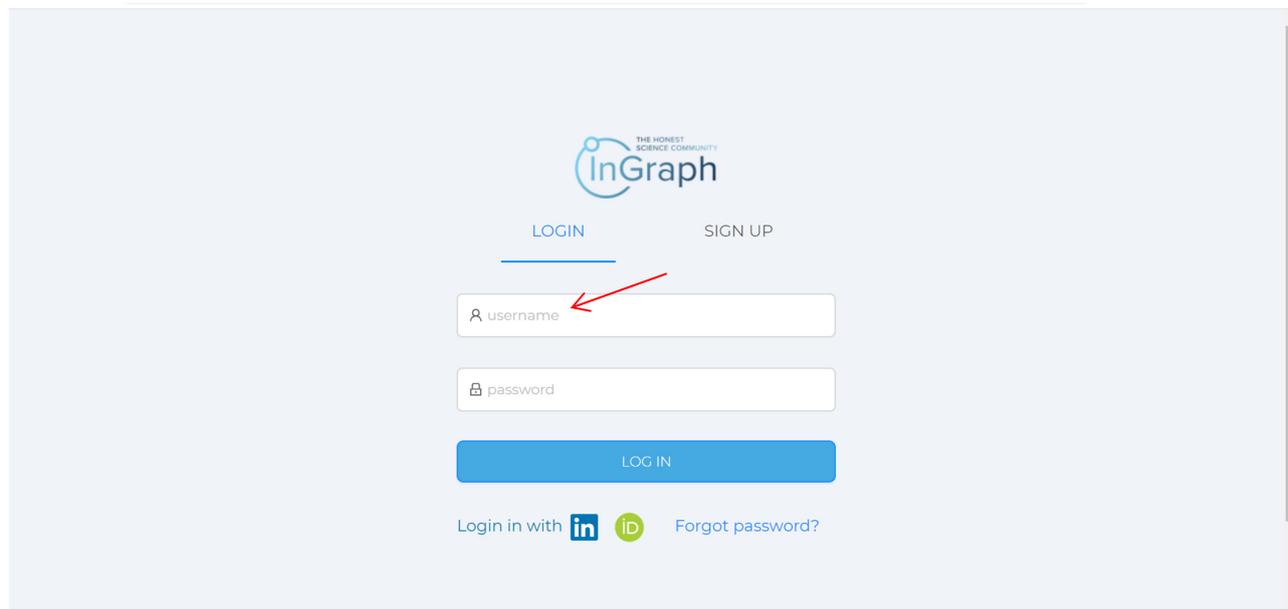
### ENTERING THE PLATFORM AND REGISTRATION

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, the InGraph logo is displayed 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 two columns of input fields. The left column contains four fields: 'name surname', 'username', 'password', and 'confirm password'. The right column contains three fields: 'email', a dropdown menu for location, and another dropdown menu for role. A blue 'SIGN UP' button is positioned below the right column. Below the button, there is a link 'Already have an account?' and a 'Login in with' section featuring LinkedIn and ID icons. At the bottom of the page, the copyright notice 'copyright © 2020 Ingraph Platform' is visible.

## Screenshot 3

Please fill in all registration fields.

Important!

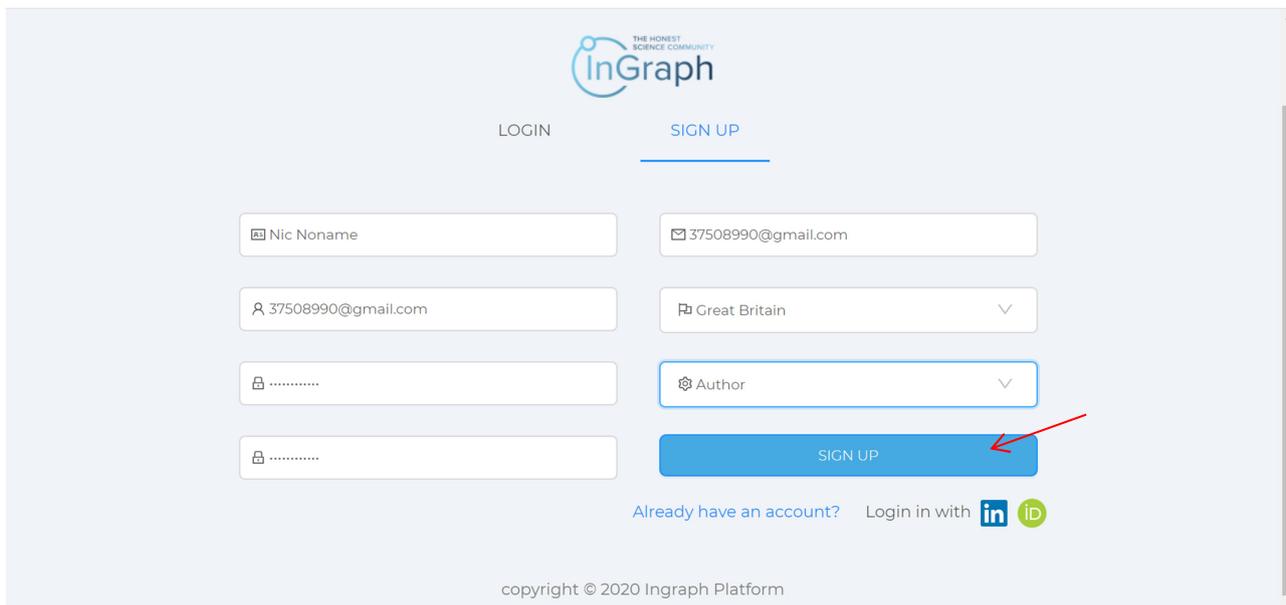
1. You must add your e-mail address to **both** the **username** field and **email** field.
2. The list in the last field proposes one of the roles that you assume when registering on the Platform: Author, Reviewer, End-User (**Screenshot 4**). Please choose the one you have assumed.

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 page as Screenshot 2, but with the form fields filled out. The 'name surname' field contains 'Nic Noname', the 'email' field contains '37508990@gmail.com', the 'username' field also contains '37508990@gmail.com', and the 'password' and 'confirm password' fields are filled with dots. The location dropdown menu is set to 'Great Britain'. The role dropdown menu is open, showing three options: 'Author', 'Reviewer', and 'EndUser'. The 'Author' option is highlighted. The 'SIGN UP' button is still present, and the 'Login in with' section and copyright notice are also visible.

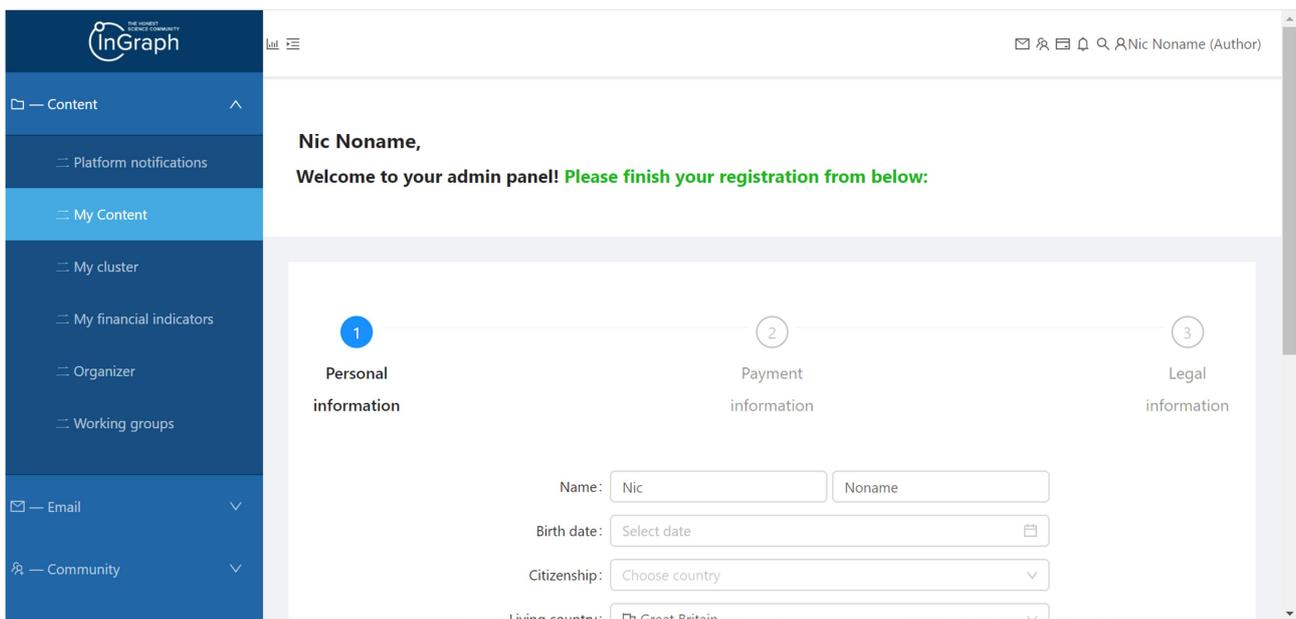
## Screenshot 4

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 displayed 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 form consists of several input fields: a name field containing 'Nic Noname', an email field containing '37508990@gmail.com', another email field containing '37508990@gmail.com', a country dropdown menu set to 'Great Britain', a role dropdown menu set to 'Author', and two password fields. A prominent blue 'SIGN UP' button is located at the bottom right of the form, 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 ORCID icons. At the very bottom, the copyright notice 'copyright © 2020 Ingraph Platform' is visible.

**Screenshot 5**



The screenshot displays the InGraph admin panel for a user named 'Nic Noname (Author)'. The left sidebar contains navigation options: Content, Platform notifications, My Content, My cluster, My financial indicators, Organizer, Working groups, Email, and Community. The main content area shows a welcome message: 'Nic Noname, Welcome to your admin panel! Please finish your registration from below:'. Below this message is a registration progress bar with three steps: 1. Personal information, 2. Payment information, and 3. Legal information. The 'Personal information' step is currently active. The form fields for this step include: Name (with sub-fields for 'Nic' and 'Noname'), Birth date (a date picker), Citizenship (a dropdown menu), and Living country (a dropdown menu set to '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**)

The screenshot shows a web form titled 'information' with a sidebar on the left containing navigation options: Working groups, Email, Community, Payments, Agreements, Statistics, Information, and Feedback. The main form fields are: Name (Nic, Noname), 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, 0453055000). A blue 'Next step' button is located at the bottom right. Below the form, a note states: 'The data you provide will be used exclusively in the Platform's structure to generate statistics in'.

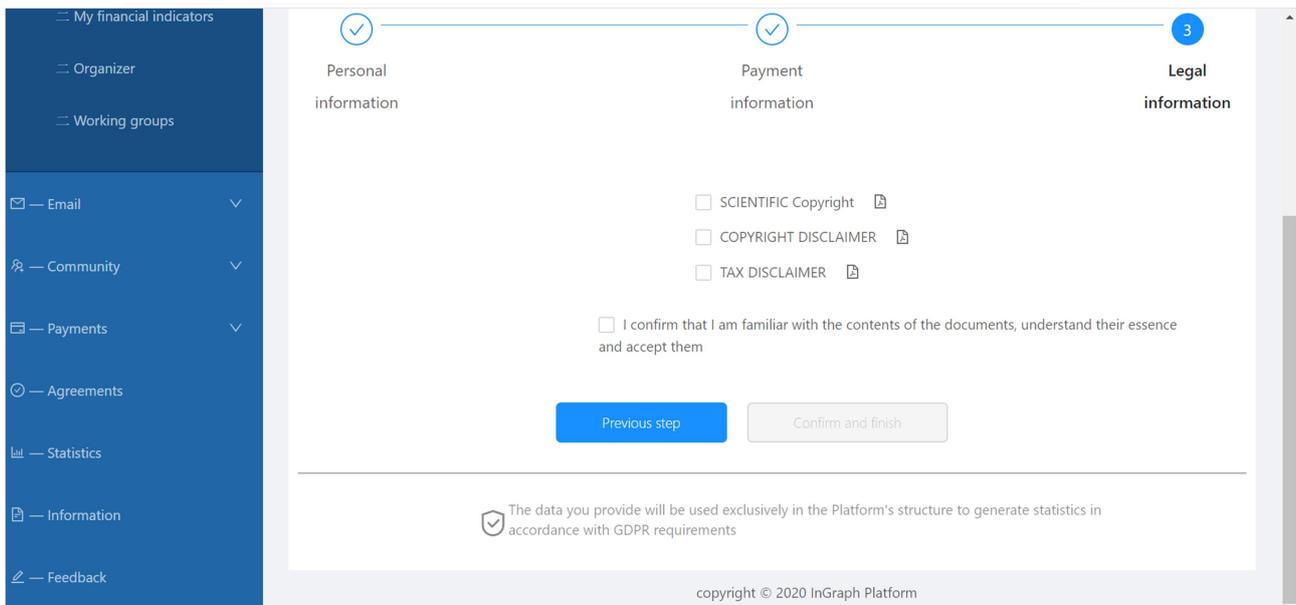
**Screenshot 7**

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

The screenshot shows a web form for payment information. The sidebar on the left is the same as in Screenshot 7. The main form fields are: 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'.

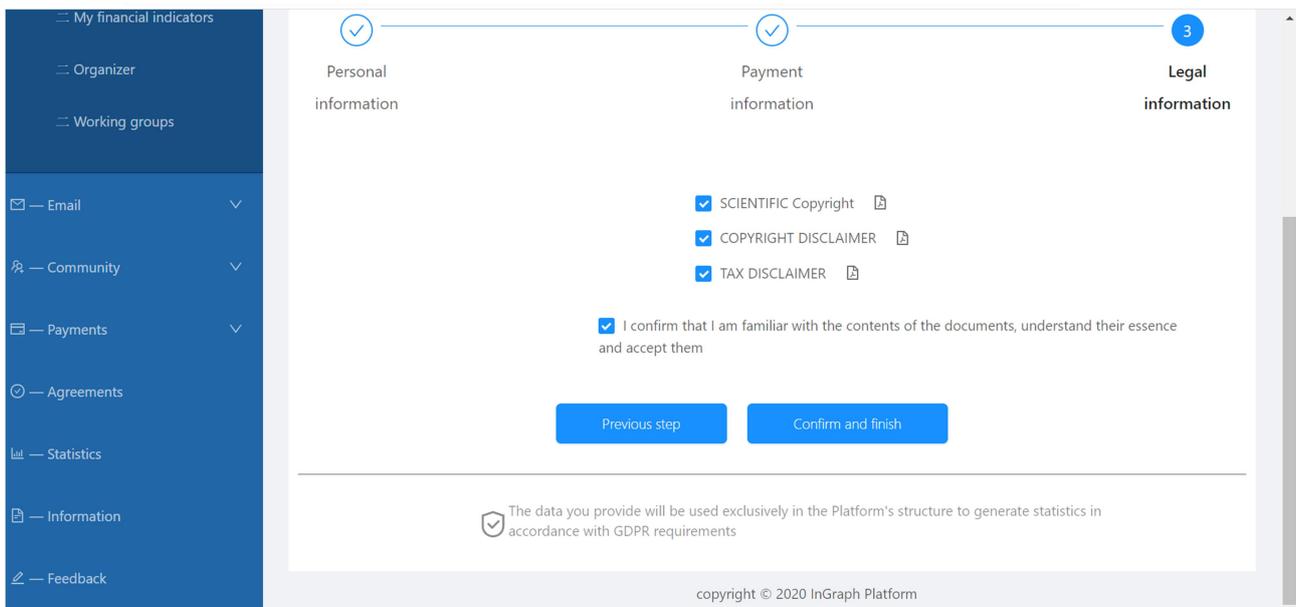
**Screenshot 8**

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



**Screenshot 9**

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



**Screenshot 10**

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

The screenshot shows the InGraph user interface. On the left is a dark blue sidebar with the InGraph logo at the top. Below the logo are several menu items: 'Content', 'Platform notifications', 'My Content', 'My cluster', 'My financial indicators', 'Organizer', 'Working groups', 'Email', and 'Community'. The main content area is white and features a user profile for 'Nic Noname (Author)'. The profile includes a circular placeholder for a profile picture, the name 'Nic Noname (Author)', and a welcome message 'Welcome to your admin panel!'. To the right of the profile is a blue button labeled '+ Add new content'. Further right are three statistics: 'Papers' with a value of '0', 'Downloads' with a value of '0', and 'Money earned' with a value of '0\$'. The top right corner of the page contains a search bar and a user name 'Nic Noname (Author)'.

**Screenshot 11**