



USER'S GUIDE

LITERARY SUBMISSION PORTAL



Literary Submission Portal v4 – User Handbook

PART 1. User Guide

1. Accessing the Portal

- Open the portal URL in any modern web browser (desktop or mobile).
- You will see the login screen with the AngSalinsinag logo and portal name.



<https://sites.google.com/view/dawani-scg/salinsinag/submit-literary>

2. Creating an Account

1. On the login screen, click “**Create account**”.
2. Fill in your details:
 - a. **Full Name** – Your complete name.
 - b. **Email** – Your active email address (used for login and notifications).
 - c. **Password** – A secure password for your account.
 - d. **Campus** – Select your campus from the dropdown (Pili, Sipocot, Pasacao, Calabanga).
3. Click “Create Account”.
4. A message will appear: “Account created. Please login.”
5. Now return to the login screen to sign in with your email and password.

3. Logging In

- Enter your **Email and Password**.
- Click “**Login**”.
- If your credentials are correct, you will be directed to the User Dashboard. If login fails, an error message will appear: “Invalid email or password”.

4. Viewing Announcements

- On the main dashboard, an Announcement Box may display images with important updates.
- If there are multiple images, they rotate every 4 seconds automatically.

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5. Submitting a Literary Entry

1. On the dashboard, locate the “Submit Entry” section.
2. Fill in your submission:
 - o **Title** – The title of your literary work.
 - o **Content** – The body of your literary piece.
 - o **Photo Link** (optional) – A link to any relevant image.
3. Click “Submit”.
4. Status message will display: “Entry submitted successfully”.
5. You will also receive a confirmation email containing:
 - o Your name, campus, title, submission ID, and the content submitted.

6. Checking Your Submissions

1. Scroll to “My Entries” on the dashboard.
2. Use the search bar to filter by Title or Submission ID.
3. Each entry shows:
 - o Title
 - o Status (current stage of the submission)
 - o Submission ID
 - o Status Timeline – Track progress of your submission (e.g., Pending → Editing → Published).
 - o Original Content – The version you submitted.
 - o Edited Version – If any edits were made by admin, it will appear here.

7. Logging Out

1. Click the “Logout” button at the top of the dashboard.
2. You will be redirected to the login screen.
3. Your session data is cleared for security.

8. User Security Tips

1. Do not share your password with anyone. Your password is your personal access key.
2. Use a strong, unique password combining letters, numbers, and symbols.
3. Log out after using the portal, especially on public devices.
4. Check emails carefully – all official emails are sent from the system.
5. Passwords are securely stored using a Pass Hash:
 - o The system does not store your actual password. Instead, it converts your password into a secure cryptographic hash using SHA-256.
 - o Even if someone accesses the database, they cannot retrieve your original password.

Part 2: Admin Guide

1. Admin Login

- Admins use the same login screen.
- Enter your assigned Admin Email and Password.
- Upon successful login, you are directed to the Admin Dashboard.

2. Admin Dashboard Overview

- Logout Button – Ends your session.
- Admin Filters – Search and filter entries.
 - Search Bar – Search by Title, Submission ID, Submitter Name, or Email.
 - Status Filter – Filter entries by their current status (Pending, Editing, Edited, Published, etc.).
- All Entries (Admin) – Lists all submissions in the portal.

3. Viewing and Managing Entries

- Scroll through the All Entries section.
- Each entry displays:
 - Title
 - Submitter’s Name & Email
 - Submission ID
 - Status Timeline
 - Original Content
- Admin Editor Section:
 - Textarea for editing content.
 - Dropdown for updating the submission status.
 - Save Changes button.

4. Updating Entries

- Edit the content in the text area if needed.
- Change the status in the dropdown.
- Click “Save Changes”.
- The system will:
 - Update the entry in the Google Sheet.
 - Update the Status History.
 - Send a status update email to the submitter showing progress.

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5. Admin Filters

- Search Title / ID / Submitter: Quickly locate submissions by keywords.
- Status Filter: Display only entries with a specific status (e.g., Pending, Editing, Published).

6. Managing Announcements

- Admins can add or manage announcement images in the Sheet3 of the Google Spreadsheet.
- Only images marked as TRUE in the “Active” column will appear on the portal.
- Announcements rotate automatically every 4 seconds if multiple images exist.

7. Admin Security Tips

- Do not share your admin credentials with anyone.
- Use a strong password and change it regularly.
- Log out after completing administrative tasks.
- Verify changes before saving – edits affect user submissions.
- All password storage uses Pass Hash encryption:
 - Admin passwords are also stored as cryptographic hashes.
 - Actual passwords cannot be retrieved even by Google Apps Script.
- Admin email is recorded whenever an entry is updated for accountability.

Additional Admin Tips

- Always update status when making edits.
- Keep the status timeline accurate; it helps users track progress.
- Use search and filters to manage large volumes of entries efficiently.
- Double-check edited content before saving to prevent errors.

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Common Statuses

Status	Description
Pending	Entry submitted, waiting for admin review.
Approved for editing	Admin has approved the entry for editing.
Editing	Entry is currently being edited by admin.
Edited	Editing complete; entry ready for next stage.
Queuing for publication	Entry is queued for posting/publishing.
Published on Facebook Page	Entry published on the FB page.
Published on Website	Entry published on the website.
Published on FB Page and Website	Entry published both on FB page and website.
Approved for Inclusion in Literary Folio	Included in official literary folio.
Deleted	Entry removed.
Withdrawn	Entry withdrawn by submitter.

