User Guide for SEAMEO BIOTROP’s e-Publication

SEAMEO BIOTROP e-Publication is an application that helps its user to browse, see updates, downloads, and requesting hard copy for SEAMEO BIOTROP publications.

Through this publication, SEAMEO BIOTROP aims to further improving its impact by making it easier for public to get information and knowledge, especially in the field of tropical biology through printed and online publication.

As a user of the application, here are the features that you can access from the e-publication:

- Accessing the Application
- Browsing through Publication Catalog
- Accessing Publication Details
- Downloading Softcopy
- Requesting Publication Hardcopy
- Making Shipping Fee Payment
- Checking Publication Request Status
1. Accessing the Application
To access the application, you will need a computer or smartphone. Make sure that you can access the internet from the device.

The application has been integrated into SEAMEO BIOTROP main website at https://biotrop.org since May 2020 for easier access and maintenance through the system. After visiting the main website, the user can access publications menu and then choose the publication category they want to browse.
To access publication system directly, simply type [https://biotrop.org/publication](https://biotrop.org/publication) in your browser.

The website have been developed with responsive design in mind, meaning that the User should be able to access, read, and interact with the application smoothly either when they accessed it through website or mobile phone.
2. Browsing through Publication Catalog
In the main menu, the user can start browse the publication’s collection based on its category:

The User can search for books by using “search publication” box in the upper right portion of the screen. This search box will search for the inputted keyword in **publication’s title** and **description**.

Click on the different categories to access the catalog of the selected category. Currently, 5 categories are available: Books, Proceedings, Journal of BIOTROPIA, BIOTROP Courier, and Annual Report.
3. Accessing Publication Details

When the user clicked on the book cover, it will bring them to book detail page, where the user can find detailed description on the book they choose, such as its author, date published, and also brief summary of what’s in the book.
4. Downloading Softcopy
The user can choose to obtain the copy of the books when it is available for them in the form of digital download or hard copy. Note that not all books are available for download depending on the publisher’s policy.
To start download the books copy through digital download, click on Download button, and then fill the download information form correctly, after you click on proceed to download button, the download should start immediately.

Please note that the downloaded file is NOT to be shared, sold, or reproduced in any forms. The user should contact SEAMEO BIOTROP’s publication team (mailto:publication@biotrop.org) for further permission if it’s deemed necessary.
5. Requesting Hard Copy

User can also request the hard copy version of SEAMEO BIOTROP’s Special publication for free. The shipping fee will be charged if the books are sent through mail delivery service. Here is the publication request process:

![Publication Request Flow Diagram]

[Diagram of Publication Request Flow]
Printed SEAMEO BIOTROP’s publication usually are to be distributed for free. User can see if the book is available in printed version when the **request hard copy** button is enabled in the book detail page.

By clicking on this button, the current book will be added to the user’s **request list cart**. The user can then add another book by pressing the “**request hard copy**” button in the book detail page. After finished, click on “**proceed to checkout**” button to go to publication request checkout page.
In the checkout page, the user can double check their publication request details, and also quantity of each publication when they needs more than 1 publication. The publications are distributed FOR FREE, however, the user should bear the shipping fee from SEAMEO BIOTROP ‘s headquarter in Bogor, to the destination. Make sure to fill the shipping information correctly.
After you have made the request, please wait in 2 – 3 working days to receive confirmation from Publication admin on the publication availability and shipping fees detail.
6. Making Shipping Fees Payment

After SEAMEO BIOTROP’s admin have verified your order, you will receive a notification through your registered e-mail address.

The email will confirm your publication request order, shipping address, as well as the shipping fees needed to process your publication order. If the given information is correct, please proceed to pay for the shipping fees to the aforementioned bank account.
When you have paid the shipping fees, please upload the receipt to the link sent to you by email.

Order #63
Status: Waiting Payment

Please transfer the shipping fee of **144.500** to SEAMEO BIOTROP Bank Account Number, then upload the proof of payment below:

1. IDR Account
   BIOTROP SEAMEO
   No. 0003893863
   Bank BNI, Bogor Branch
   Jl. Ir. H. Juanda, Bogor
   West Java, Indonesia
   SWIFT CODE: BININIDABGR
2. USD Account
   SEAMEO BIOTROP
   No. 0003890624
   Bank BNI, Bogor Branch
   Jl. Ir. H. Juanda, Bogor
   West Java, Indonesia
   SWIFT CODE: BININIDABGR

Choose File: No file chosen

PDF/PG/PNG, net more than 3MB, new file will replace the previously uploaded file

Upload

Shipment Label:

To: April - Balai Taman Nasional Wasur
*****6093

Balai Taman Nasional Wasur Jl. Leproseri No. 3 Merauke, Papua
Merauke, Indonesia

The admin will verify the payment, and prepare to send your publications afterwards.
7. Checking Publication Status
To check on publication request status, go to the publication menu in BIOTROP’s website, and then click on **publication request status** menu, or visit the following link [https://biotrop.org/publication/request](https://biotrop.org/publication/request).

Then you can input your email to see your publication request status.
These are the status of the publication request:

- **Verification**: Our staff are currently verifying your order, as well as checking the availability and final shipping fee needed
- **Waiting Payment**: We have verified the order and sent you the bills for the shipping cost, please transfer accordingly and confirm with us through request status page, or email: publication@biotrop.org
- **To be sent**: We have received your payment confirmation, the publications are currently being packaged
- **Completed**: We have sent the publication through local post office