

# INSTRUCTION FOR USING THE SYSTEM FOR INSERTING ABSTRACTS, ARTICLES AND PRESENTATIONS



UNIwersytet  
EKONOMICZNY  
W KRAKOWIE

## Financial Reporting and Auditing

CHALLENGES AND OPPORTUNITIES CREATED  
BY THE COVID-19 PANDEMIC

CRACOW UNIVERSITY OF ECONOMICS  
Department of Financial Accounting

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### The 10<sup>th</sup> International Conference

„Financial Reporting and Auditing:  
Challenges and Opportunities Created by  
the COVID-19 Pandemic”

December 9, 2021



1. Start with  
**Log in**

Register

Login

2.

Then enter your e-mail  
address (given during  
registration) in the  
**Username field**.  
Below enter the password.  
If you do not remember  
the password, you can  
click **“Forgot password?”**

Nazwa użytkownika lub adres e-mail  
kontakt@good-art.pl

Hasło  
●●●●●●●●

Zapamiętaj mnie

Nie pamiętasz hasła?  
— Przejdź do CRM conference system

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**3.** After Log in, you will see view below. Here you can navigate to elements created by you. (**Abstract ...** - navy blue colour, **Article ...** - green colour, **Speech ...** - orange colour).

A screenshot of a web application interface. On the left is a blue sidebar with icons for 'Projects', 'Tasks', and 'Files'. The main area is titled 'Projects' and has a sub-header 'Choose a category'. Below this are four colored cards: 'All' (light blue), 'Abstract - The 10th International Conference' (navy blue), 'Article - The 10th International Conference' (green), and 'Speech - The 10th International Conference' (orange). Each card shows '0 Projects'. A red callout bubble on the right contains the text 'For adding one of those elements click the circle with plus sign in right down corner.' A red arrow points from this bubble to a blue circle with a white plus sign located at the bottom right of the main content area.

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# 4.

You will see the window with 4 options:

- **New Project** - create a new project
- **New Task** - create a new task
- **New File** - add a new file
- **Logout**

A screenshot of a web application interface. On the left is a blue sidebar with a search icon and a user profile for 'Jan Kowalski'. Below the profile are three menu items: 'Projects' (with a grid icon), 'Tasks' (with a list icon), and 'Files' (with a folder icon). The main content area is titled 'Projects' and has a sub-header 'Choose a category'. Below this are four colored cards: a blue card for 'All' (All projects, 0 Projects), a dark blue card for 'Abstract - The 10th International Conference' (0 Projects), a green card for 'Article - The 10th International Conference' (0 Projects), and an orange card for 'Speech - The 10th International Conference' (0 Projects). In the bottom right corner, a dropdown menu is open, showing four options: 'New Project', 'New Task', 'New File', and 'Logout'. The 'New Project' option is circled in red. A large red arrow points from a white oval containing the text 'Click New Project' to the 'New Project' option in the dropdown menu. A blue close button with an 'X' is located at the bottom right of the dropdown menu.

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**5.** Here you can fill in the project name (best way is to name it the same as the articles titles). It is worth to add an **Abstract** word after a pause (dash)

Create a new project

Finansowanie pracy zdalnej - Abstract

Project Description

Categories

- Abstract - The 10th International Conference
- Article - The 10th International Conference
- Speech - The 10th International Conference

List  
Organize your work in an itemized list.

Board (Kanban)  
Organize your work like sticky notes on a board.

Click **Create Project**

Priority: None **Create Project**

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**6.** Go back to window **Project** and click **plus** (bottom of website)

The screenshot shows a web application interface for managing projects. On the left is a blue sidebar with navigation icons for 'Projects', 'Tasks', and 'Files'. The main content area is titled 'Projects' and includes a 'Choose a category' section with four colored cards: 'All' (blue, 1 Project), 'Abstract - The 10th International Conference' (dark blue, 1 Project), 'Article - The 10th International Conference' (green, 0 Projects), and 'Speech - The 10th International Conference' (orange, 0 Projects). In the bottom right corner, a circular menu is open, showing options: 'New Project', 'New Task' (circled in red), 'New File', and 'Logout'. A red callout bubble with an arrow points to the 'New Task' option, containing the text 'Click **New Task** for adding Abstract'. A blue plus icon is visible at the bottom right of the main content area.

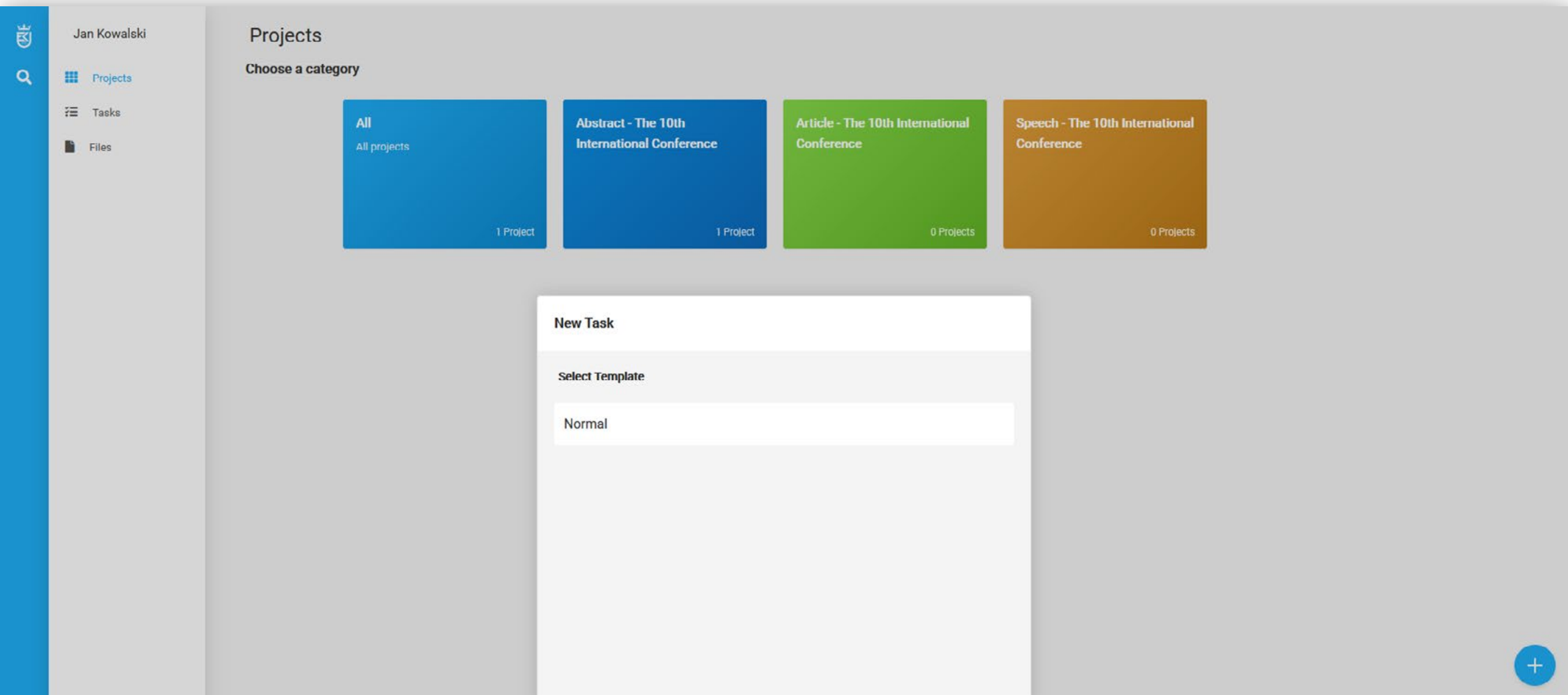
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# 7.

You will see window **New Task**, now choose **Normal**



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**8.** Fill in **Task Name** field.  
In **Task Description** field write in **Abstract**

**New Task**

Task Name  
Finansowanie pracy zdalnej

Task Description  
vivia condaipit vortoviry quam, ut iqui est et aut ut quid.  
Sa num id magniss imperat quam dolore sum, nimillo repelliqua del excea ipit rem simos moleculparum dem estium quat.

Project  
Select Project

Assignee  
Select Assignees

Team  
Select Team

Set Priority Add Custom Field Add File Create Task

**9.** In the **Project** field you need to choose project which is related to the Abstract

**New Task**

Task Name  
Finansowanie pracy zdalnej

Task Description  
vivia condaipit vortoviry quam, ut iqui est et aut ut quid.  
Sa num id magniss imperat quam dolore sum, nimillo repelliqua del excea ipit rem simos moleculparum dem estium quat.

Project  
Select Project  
Select Project  
Finansowanie pracy zdalnej  
Select Assignees

Team  
Select Team

Set Priority Add Custom Field Add File Create Task

**10.** In the field **Assignee** you have to choose yourself

**New Task**

Task Name  
Finansowanie pracy zdalnej

Task Description  
vivia condaipit vortoviry quam, ut iqui est et aut ut quid.  
Sa num id magniss imperat quam dolore sum, nimillo repelliqua del excea ipit rem simos moleculparum dem estium quat.

Project  
Finansowanie pracy zdalnej

Assignee  
Jan Kowalski  
Select Assignees

Team  
Select Team

Set Priority Add Custom Field Add File Create Task

After choosing yourself click **Create Task**

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## 11.

### **ADDING AN ARTICLE / PRESENTATION AT THE CONFERENCE**

In **Project**, click the **plus button** at the bottom of the website

A screenshot of a web application interface. On the left is a blue sidebar with navigation icons for 'Projects', 'Tasks', and 'Files'. The main content area is titled 'Projects' and 'Choose a category'. It displays four colored cards: 'All' (blue), 'Abstract - The 10th International Conference' (dark blue), 'Article - The 10th International Conference' (green), and 'Speech - The 10th International Conference' (orange). Each card shows '0 Projects'. A red callout bubble with a white background and a red border points to a blue circle with a white plus sign in the bottom right corner of the main content area. The text inside the bubble reads: 'To add one of these elements click the circle with a plus in the bottom right corner'.

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# 12.

You will see the window with 4 options:

- **New Project** - create a new project
- **New Task** - create a new task
- **New File** - add a new file
- **Logout**

The screenshot shows a user interface for a project management system. On the left, a blue sidebar contains the user's name "Jan Kowalski" and navigation icons for "Projects", "Tasks", and "Files". The main content area is titled "Projects" and includes a "Choose a category" section with four colored buttons: "All" (blue), "Abstract - The 10th International Conference" (dark blue), "Article - The 10th International Conference" (green), and "Speech - The 10th International Conference" (orange). Each button indicates "0 Projects". A red oval highlights the text "Click **New Project**", with a red arrow pointing to a dropdown menu in the bottom right corner. The menu contains the options "New Project", "New Task", "New File", and "Logout". The "New Project" option is circled in red. A blue close button with an 'X' is located at the bottom right of the menu.

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# 13.

Here you can fill in the project name (best way is to name it the same as the articles titles). It is worth to add an **“Article”** word after a pause (dash)

Create a new project

Finansowanie pracy zdalnej – Artykuł

Project Description

Categories

- Abstract - The 10th International Conference
- Article - The 10th International Conference**
- Speech - The 10th International Conference

List

Board (Kanban)

Here you can choose a category of uploaded material

Click **Create Project**

Priority: None **Create Project**

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# 14.

## **ADDING AN ARTICLE / PRESENTATION AT THE CONFERENCE**

In **Project**, click the **plus button** at the bottom of the website

The screenshot shows a user interface for a project management system. On the left is a blue sidebar with the user's name "Jan Kowalski" and navigation options: "Projects", "Tasks", and "Files". The main area is titled "Projects" and contains a "Choose a category" section with four colored cards: "All" (blue, 1 Project), "Abstract - The 10th International Conference" (dark blue, 1 Project), "Article - The 10th International Conference" (green, 0 Projects), and "Speech - The 10th International Conference" (orange, 0 Projects). On the right side, a circular menu is open, showing options: "New Project", "New Task", "New File", and "Logout". A red oval highlights the "New Task" option, and a red arrow points from a text box to it. The text box contains the instruction: "Click **New Task** to add an article".

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**15.** Fill in **Task Name** field. The **Task Description** field can be empty

Abstract - The 10th International Conference (1 Project)

Article - The 10th International Conference (0 Projects)

Speech - The 10th International Conference (0 Projects)

**New Task**

Task Name: Finansowanie pracy zdalnej

Task Description:   
*Wivie vutavovpve vovovovv quamm, ut igau est et aut ut quid. Sa num id magniss imperat quam doloreum sum, nimillo repelligu del excea ipit rem simos moleculparum dem estium quat.*

Project: Select Project

Assignee: Select Assignees

Team: Select Team

Set Priority Add Custom Field Add File Create Task

**16.** In the **Project** field you need to choose project which is related to the Article

Abstract - The 10th International Conference (1 Project)

Article - The 10th International Conference (0 Projects)

Speech - The 10th International Conference (0 Projects)

**New Task**

Task Name: Finansowanie pracy zdalnej

Task Description:   
*Wivie vutavovpve vovovovv quamm, ut igau est et aut ut quid. Sa num id magniss imperat quam doloreum sum, nimillo repelligu del excea ipit rem simos moleculparum dem estium quat.*

Project: Select Project  
Select Project  
Finansowanie pracy zdalnej

Assignee: Select Assignees

Team: Select Team

Set Priority Add Custom Field Add File Create Task

**17.** In the field **Assignee** you have to choose yourself

Abstract - The 10th International Conference (1 Project)

Article - The 10th International Conference (0 Projects)

Speech - The 10th International Conference (0 Projects)

**New Task**

Task Name: Finansowanie pracy zdalnej

Task Description:   
*Wivie vutavovpve vovovovv quamm, ut igau est et aut ut quid. Sa num id magniss imperat quam doloreum sum, nimillo repelligu del excea ipit rem simos moleculparum dem estium quat.*

Project: Finansowanie pracy zdalnej

Assignee: Jan Kowalski

Team: Select Team

Set Priority Add Custom Field Add File Create Task

Click **Add File** to upload article

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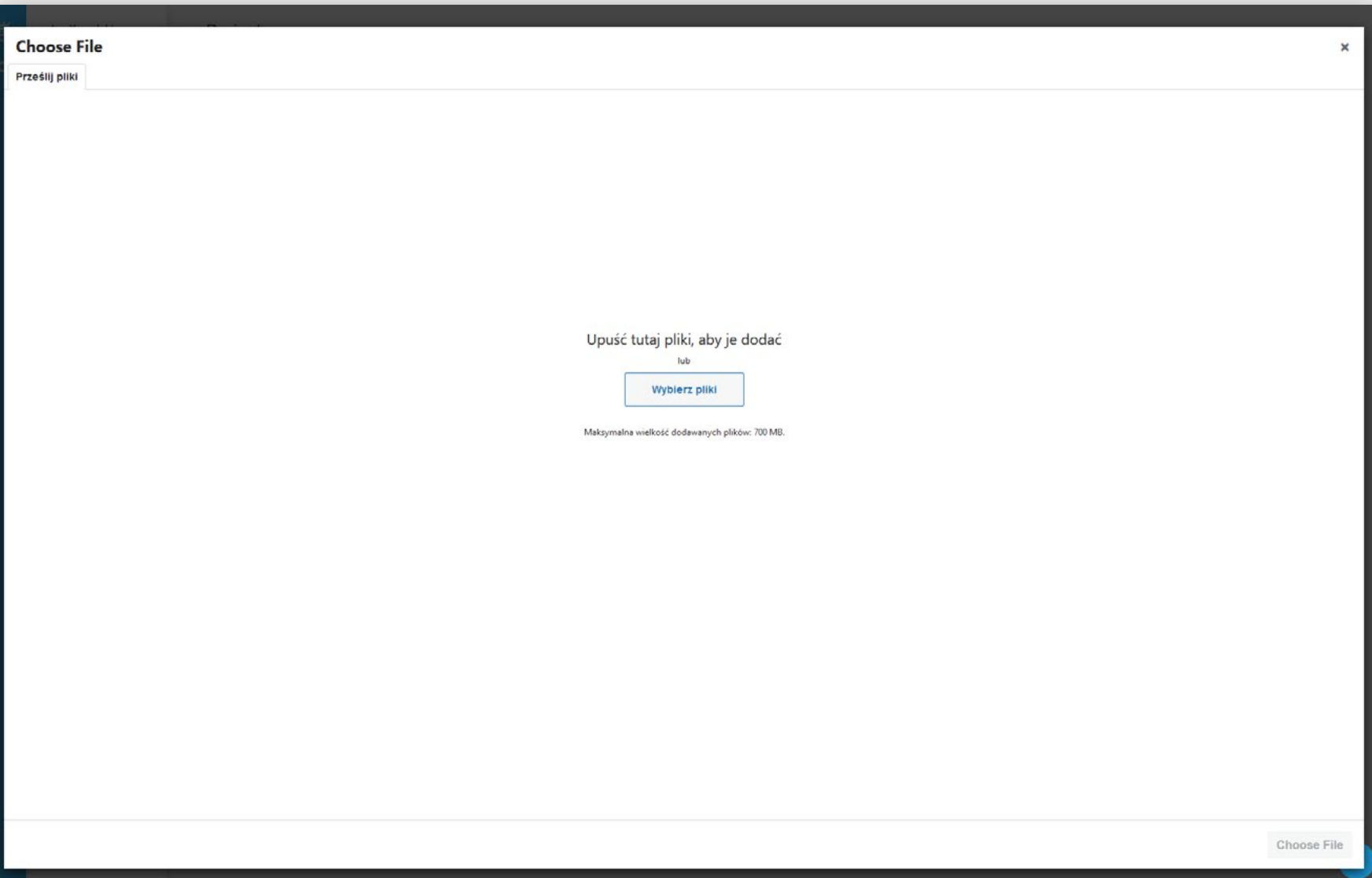
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# 18.

Click **Choose File** field  
(you need to find the  
file for uploading on  
your disc or **you can  
drag the file to this  
window**)



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### Choose File

Biblioteka mediów

Filtruj media

Wszystkie daty



Wyświetlaj 1 z 1 elementów multimedialnych

Załaduj więcej

Szukaj

SZCZEGÓŁY ZAŁĄCZONEGO PLIKU

finansowanie-pracy-zdalnej.pdf  
24 października 2021  
3 MB

Tytuł finansowanie pracy zdalnej

Podpis

Opis

Adres URL pliku: <https://krf-new.uek.krakow.>  
Skopiuj adres URL do schowku

Choose File

# 19.

After uploading the file, click the **Choose File button** which is in the right bottom of the website

Now you have an article connected with the project. You can only wait for the review.