



Malaysian Society of Parasitology  
& Tropical Medicine

**Tropical Biomedicine**  
**Online Submission System**  
*powered by OpusSoft*

## Tropical Biomedicine Journal Management System

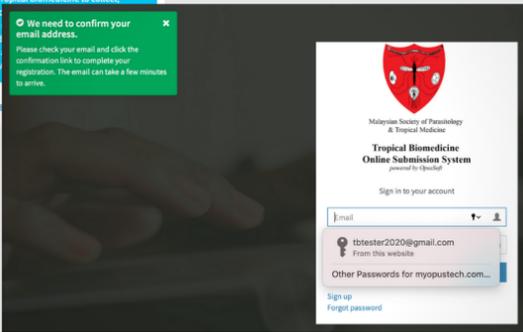
# TECHNICAL GUIDE #1

Registering as a OpusSoft User

1

## SIGN UP

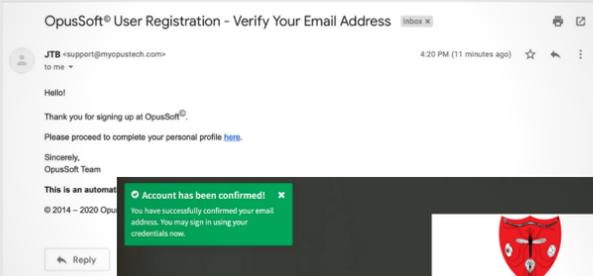
- Go to <https://tb.myopustech.com>
- Click on the “Sign Up” link at the bottom.
- Key in your email address.
- Key in a password of your choice (8 - 12 characters, one uppercase and one digit).
- Keep the password safe with you.
- Click "Sign Up" button at the bottom.



2

## VERIFY EMAIL

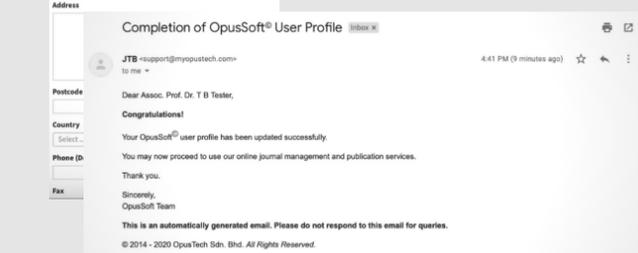
- Go to the Inbox of the email you input in Step 1.
- Check out for the verification email with the subject “OpusSoft© User Registration - Verify Your Email Address”.
- Click on the “[here](#)” link in the email to verify your email address and complete your user profile.



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## CREATE PROFILE

- Once you fill out a basic profile and submit, check out for email subject “Completion of OpusSoft© User Profile” in your Inbox.
- This indicates your account registration is complete.
- You may login to the system to update any personal information, to change your password, or to upload a photo.



All automated emails pertinent to account creation and manuscript transactions at OpusSoft will come from [support@myopustech.com](mailto:support@myopustech.com). Please add this email address into the contacts, whitelist or safe senders list in your email system to ensure that you definitely receive the email.

Also, automated emails may not arrive instantly at your Inbox and sometimes could take a few minutes to arrive due to various reasons. You need to also check your Spam or Junk folder. If the email could not be found in any of these folders, please contact us at [editor.msptm@gmail.com](mailto:editor.msptm@gmail.com).



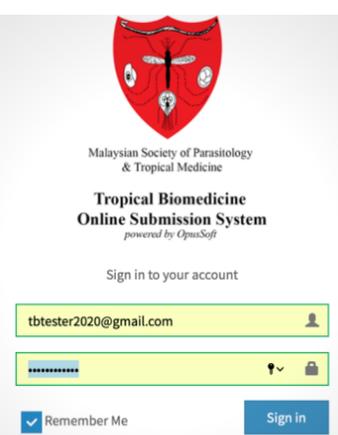
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## Tropical Biomedicine Journal Management System

# TECHNICAL GUIDE #2

### Registering as a Reviewer

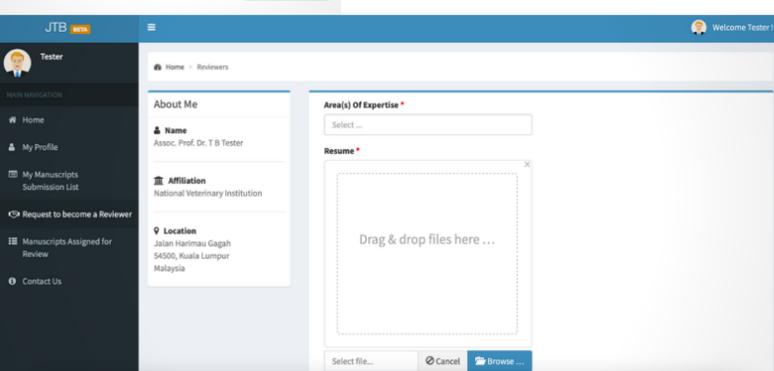


## 1 INITIATE A REQUEST

- Go to <https://tb.myopustech.com> and login.

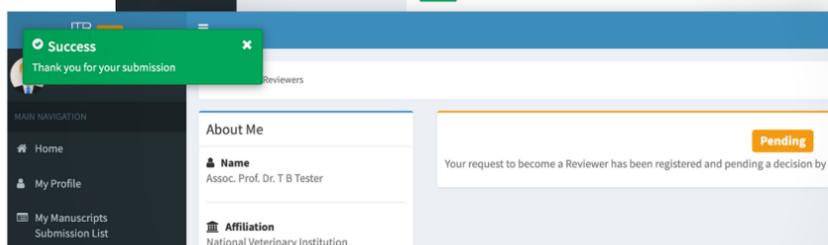
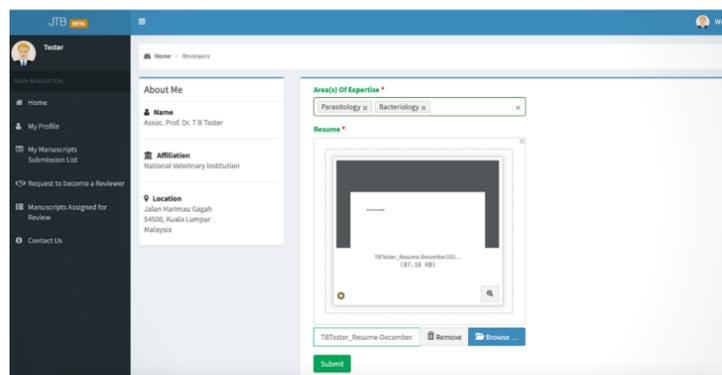
If you are not registered user of OpusSoft yet, please refer to the steps to Sign Up in Technical Guide #1.

- On the left menu bar, click on "Request to become a Reviewer".



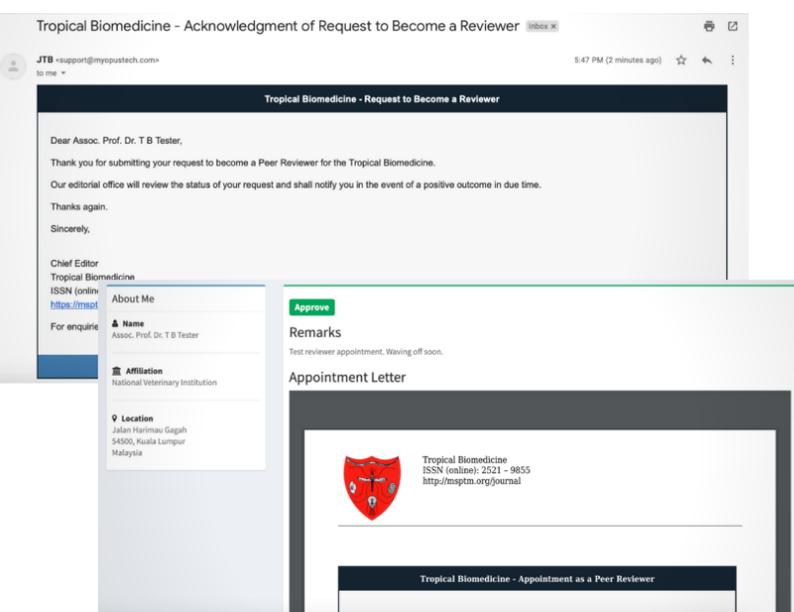
## 2 UPLOAD YOUR RESUME

Indicate your areas of expertise and upload your resume.



## 3 LOOKOUT FOR FEEDBACK

- Check out for the "Tropical Biomedicine - Acknowledgment of Request to Become a Reviewer" **acknowledgment email** in your Inbox.
- If your request is approved, you will be sent the "Tropical Biomedicine - Appointment as a Reviewer" **approval email**.
- Login to OpusSoft and go to the "Request to become a Reviewer" menu to **download a copy of your appointment letter as a Reviewer**.



If you are not hearing from us on the decision of your request, you may write in to [editor.msptm@gmail.com](mailto:editor.msptm@gmail.com) to enquire the status. Please include "Status of Request to become a Reviewer" in the email subject.

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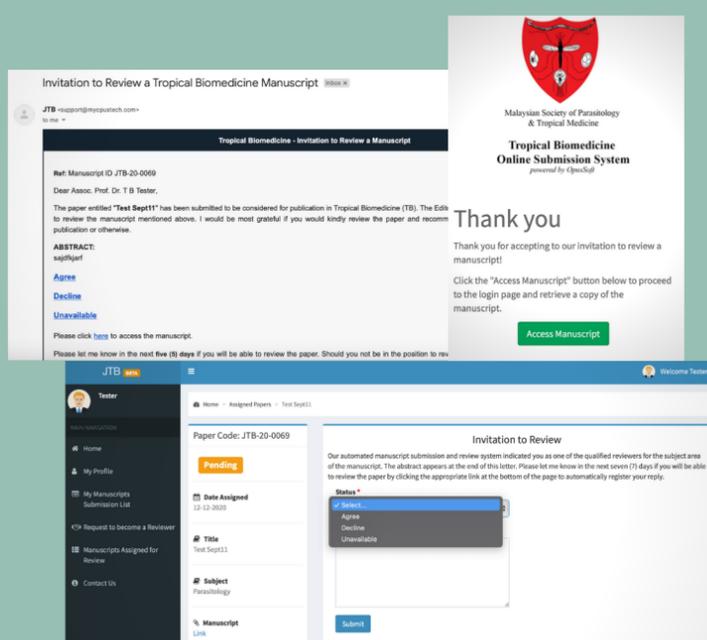
# TECHNICAL GUIDE #3

## Tracking a Review Assignment

1

### ACT ON THE INVITATION

- Respond to the invitation to review a manuscript through the invitation email itself.
- Alternatively at the OpusSoft system:
  - > Go to “Manuscripts Assigned for Review”
  - > View the "Assigned Papers" list
  - > Click the  button at far right column of the corresponding manuscript.



2

### PERFORM THE REVIEW

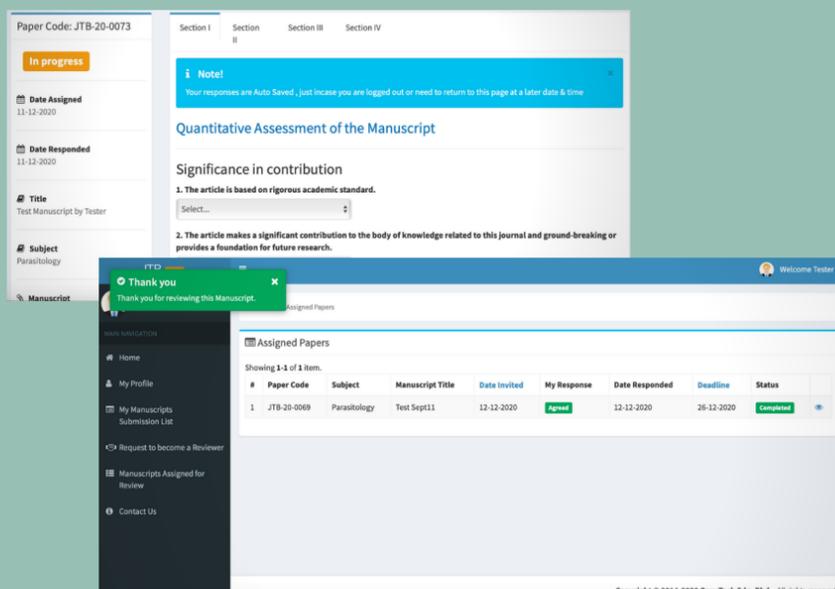
- Access the manuscript to review by clicking on the  button at the far right column of the “Assigned Papers” list.
- Fill out the first three sections of the review report form (Section IV is optional).
- Submit the form.

The report form auto-saves your entries so you may continue reviewing the manuscript at different times by logging out and logging in at your convenience. However, it is advisable to either compose or copy-paste your review statements in a separate word processing document (e.g., MSWord) as a backup.

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### TRACK STATUS

Status of the review can be tracked by clicking the  button at the far right column of the corresponding manuscript at the “Assigned Papers” list.



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