

SOEHPON Journal Archive – Upload Manual for Journal Managers

Purpose

This manual provides step-by-step guidance for SOEHPON-appointed users on how to upload journal publications to the website using the custom-built Journal Archive plugin.

Only users with special privileges (assigned the **SOEHPON Journal Uploader** role) can access and use the journal upload interface.

Prerequisites

Before you can upload:

- You must be a **registered user** on the SOEHPON website.
- You must have been assigned the **SOEHPON Journal Uploader** role.
- You must be logged in to access the upload form.
- Each journal must be in **PDF format**, and ready for upload.

Step-by-Step: How to Upload a Journal

✓ Step 1: Log In

1. Visit the SOEHPON login page:
/login (or wherever your login page is located)
2. Enter your email and password.
3. Upon successful login, you'll be redirected to your dashboard or homepage.

✓ Step 2: Go to the Journal Upload Page

1. Locate the menu or dashboard link labeled:
Upload Journal
(This is visible only to users with the right upload privileges.)
 2. Alternatively, enter the direct URL:
<https://soehpon.com/upload-journal>
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✓ Step 3: Fill in the Journal Upload Form

On the **SOEHPON Journal Upload Portal**, you'll see a form with the following fields:

Field	Description
Title	The full title of the journal publication.
Authors	Names of the authors, separated by commas if more than one.
Year	Year of publication (e.g. 2024).
PDF File	Upload the journal document in PDF format only.

Step 4: Submit

- After filling all fields, click the **Upload Journal** button.
- Wait for the confirmation message:
"Journal uploaded successfully!"

Notes & Best Practices

- Only **PDF files** are allowed. Ensure the file is complete and properly named.
- Use the correct **year of publication**. Do not use future years unless pre-approved.
- Double-check spelling for title and author names before submission.
- Once uploaded, journals are immediately visible in the public listing.

Troubleshooting

Problem	Solution
"You do not have permission to upload journals."	Contact the site admin to verify that your account has the soehpon_uploader role.
Form won't submit	Ensure all fields are filled and the PDF is valid.
Uploaded the wrong file	Contact the admin to remove or replace it manually (there is no edit function currently).

For Admins Only

If you are an administrator:

- Go to **Dashboard** → **Journals** to see all uploaded entries.
- You can edit, delete, or export journal data from here.

Where Uploaded Journals Appear

All uploaded journals are displayed publicly on the SOEHPON Journal Listing page: <https://soehpon.com/soehpon-journals/>