

QS Asia Proposal Submission System (PSS) User Guide

Logging in

Once you register for a new account, an email will be dispatched with a link to activate your account.

Follow the link and you will be directed to the login page as seen below in **Figure 1**

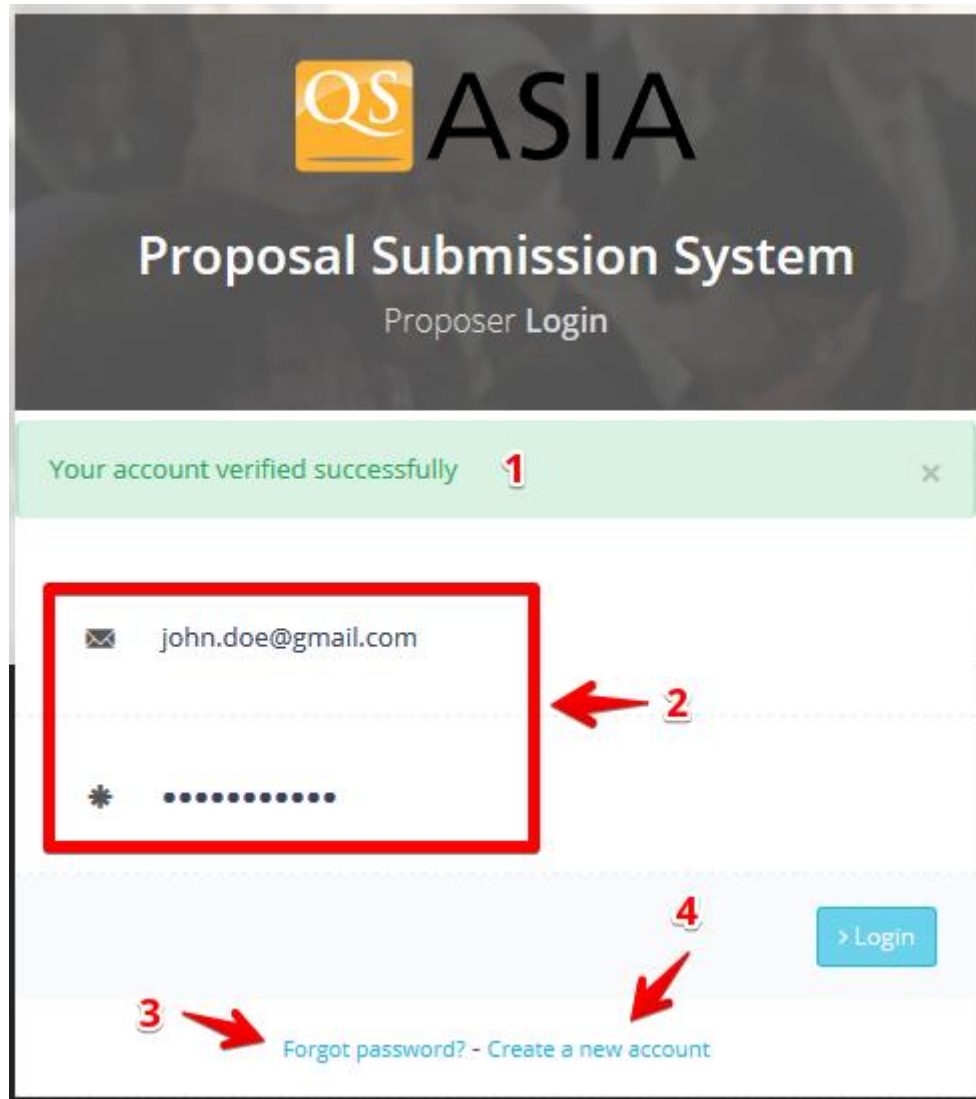


Figure 1

1. Confirmation that account has been successfully verified
2. Key in the login information you provided in the register form to login
3. In case you forgot your password, click here to retrieve
4. Click here to create a new account

Before you start

Once logged in you **MUST** complete these details to proceed (see **Figure 2**)

Edit Profile View Profile

Almost there! Please complete your profile to continue. ×

Complete your profile

Salutation* Prof Dr Mr Ms
 Other

Job Title / Designation*

First Name* John

University / Organization

Figure 2

Dashboard

With all important details filled in now your profile is completed and you will be directed to your own dashboard (see **Figure 3**)

QS ASIA

PSS

Welcome Mr John Doe

Mr John Doe

Dashboard

Proposals

Feedback

1 New Proposal

2 View Proposals

3 Edit User

4

5

5

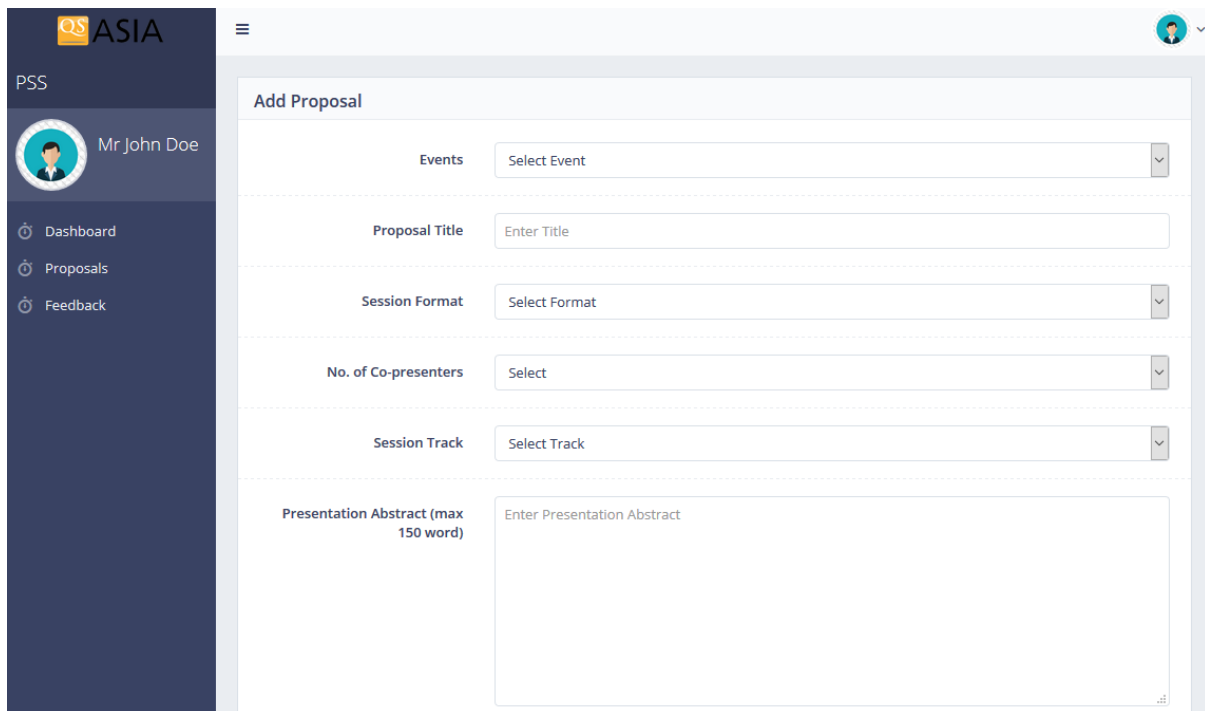
6

Figure 3

1. Click here to submit a new proposal to listed QS Asia events
2. Click here to view/edit all the proposals you have submitted
3. Edit/update your personal information
4. Click here to view/edit all the proposals you have submitted
5. Send us feedback about the system
6. View your profile / Logout

Submitting a new proposal

Click “New Proposal” or “Add Proposal” button and you will be directed to the form to be filled for a new proposal (see **Figure 4**), select the event, key in the details of your proposal and click submit.

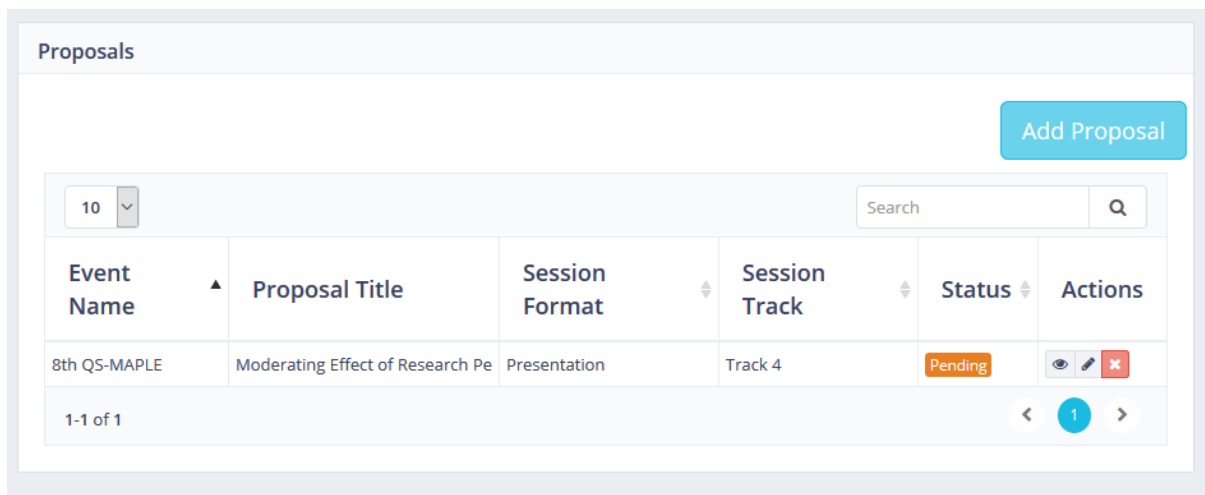


The screenshot shows the 'Add Proposal' form in the PSS system. The form is titled 'Add Proposal' and is located in the main content area. On the left side, there is a dark blue sidebar with the PSS logo and the user's name 'Mr John Doe'. The sidebar contains navigation links for 'Dashboard', 'Proposals', and 'Feedback'. The form itself consists of several fields: 'Events' (a dropdown menu with 'Select Event'), 'Proposal Title' (a text input field with 'Enter Title'), 'Session Format' (a dropdown menu with 'Select Format'), 'No. of Co-presenters' (a dropdown menu with 'Select'), and 'Session Track' (a dropdown menu with 'Select Track'). Below these fields is a large text area for the 'Presentation Abstract (max 150 word)' with the placeholder text 'Enter Presentation Abstract'. The form is set against a light gray background.

Figure 4

Keeping track of your proposals

Once you submit a proposal you will see all your submitted proposal in the “Proposals” section (see **Figure 5**). Summary of your proposal will be shown here with the respective status, you are able to view, edit (if status is not “Approved”) or delete your proposal from here.



The screenshot shows the 'Proposals' section in the PSS system. The section is titled 'Proposals' and is located in the main content area. On the right side, there is a blue button labeled 'Add Proposal'. Below the button, there is a table with columns for 'Event Name', 'Proposal Title', 'Session Format', 'Session Track', 'Status', and 'Actions'. The table contains one row of data: '8th QS-MAPLE', 'Moderating Effect of Research Pe', 'Presentation', 'Track 4', and 'Pending'. The 'Status' column has a red 'Pending' label. The 'Actions' column has three icons: a magnifying glass (view), a pencil (edit), and a red 'X' (delete). At the bottom of the table, there is a pagination bar showing '1-1 of 1' and a page number '1' in a blue circle.




Event Name	Proposal Title	Session Format	Session Track	Status	Actions
8th QS-MAPLE	Moderating Effect of Research Pe	Presentation	Track 4	Pending	  

Figure 5

Here's an explanation of different statuses you may see for each proposal and what you can or cannot do accordingly.

Status	Meaning	What you can do
PENDING	Your proposal has not been reviewed by the committee	You can still do changes to your proposal
ACCEPTED	Your proposal has been reviewed and accepted to be presented at the event you selected	You can no longer do any changes to this proposal
PROVISIONALLY ACCEPTED	Your proposal has been temporarily approved, subjected to changes, committee members may have commented on what needs to be adjusted in your proposal	You can edit your proposal and do the changes requested/suggested by the committee and re-submit