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.

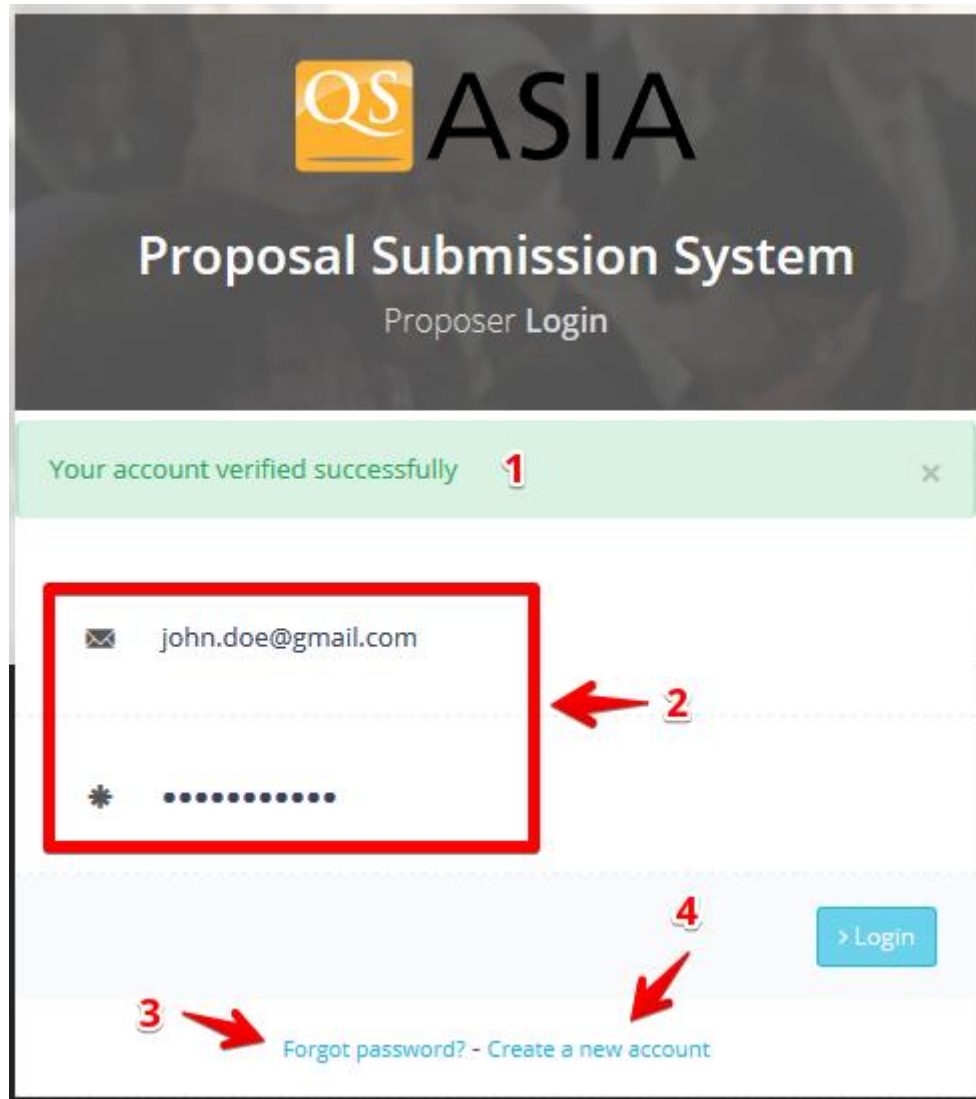Follow the link and you will be directed to the login page as seen below in *Figure 1*

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*)

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*)
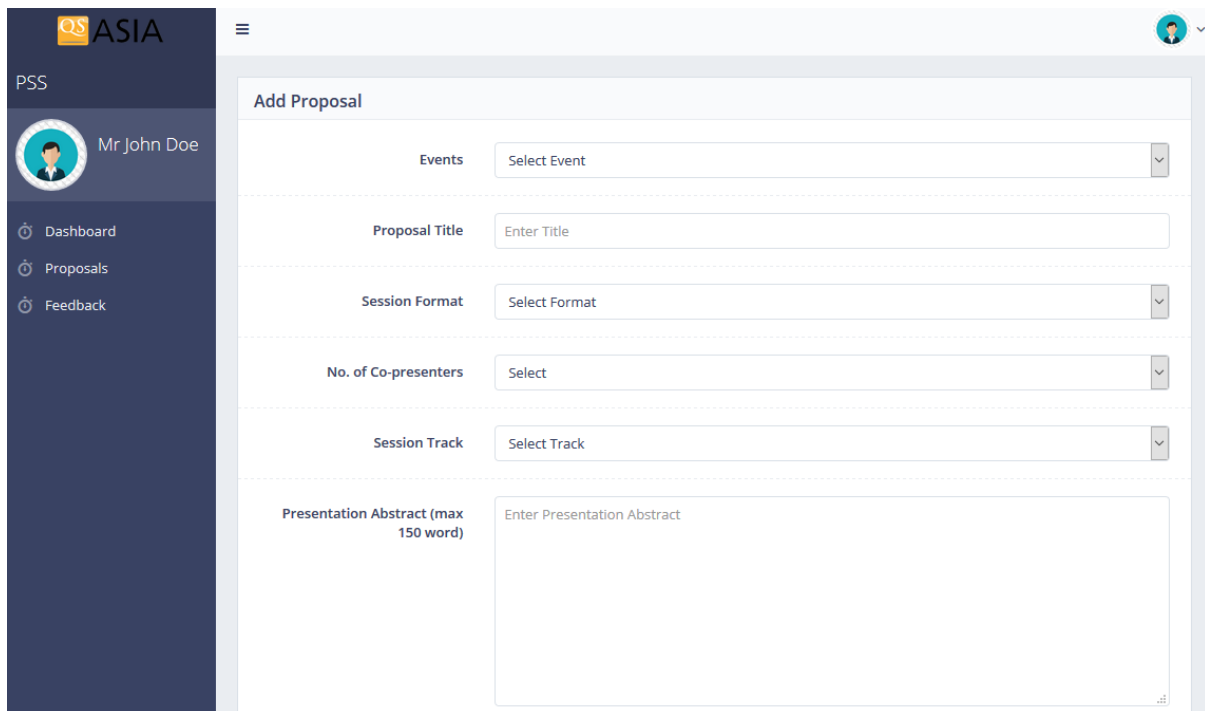

Figure 3

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.
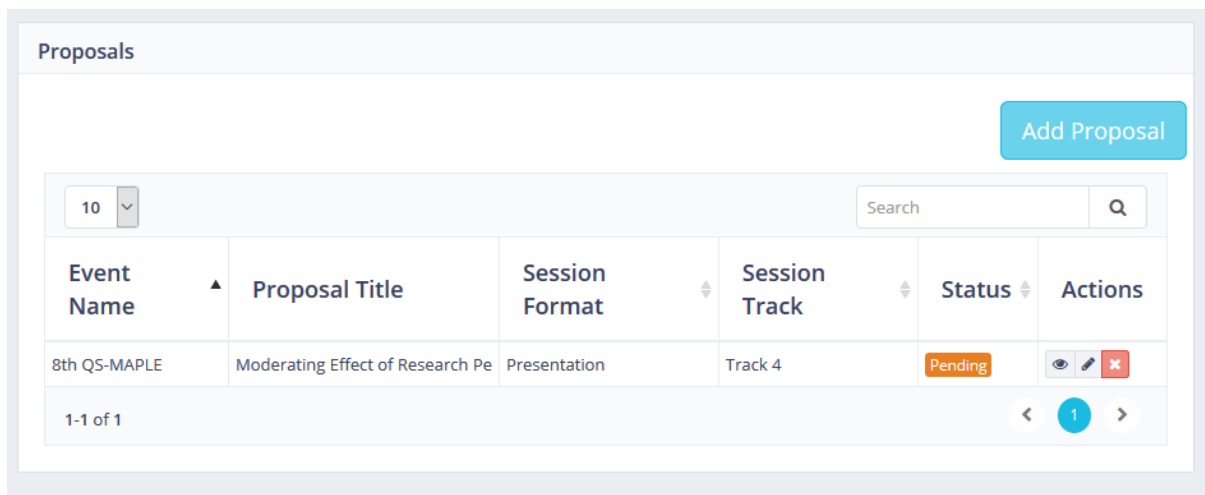

Figure 4

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.

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