

QS PROPOSAL SUBMISSION SYSTEM (PSS)

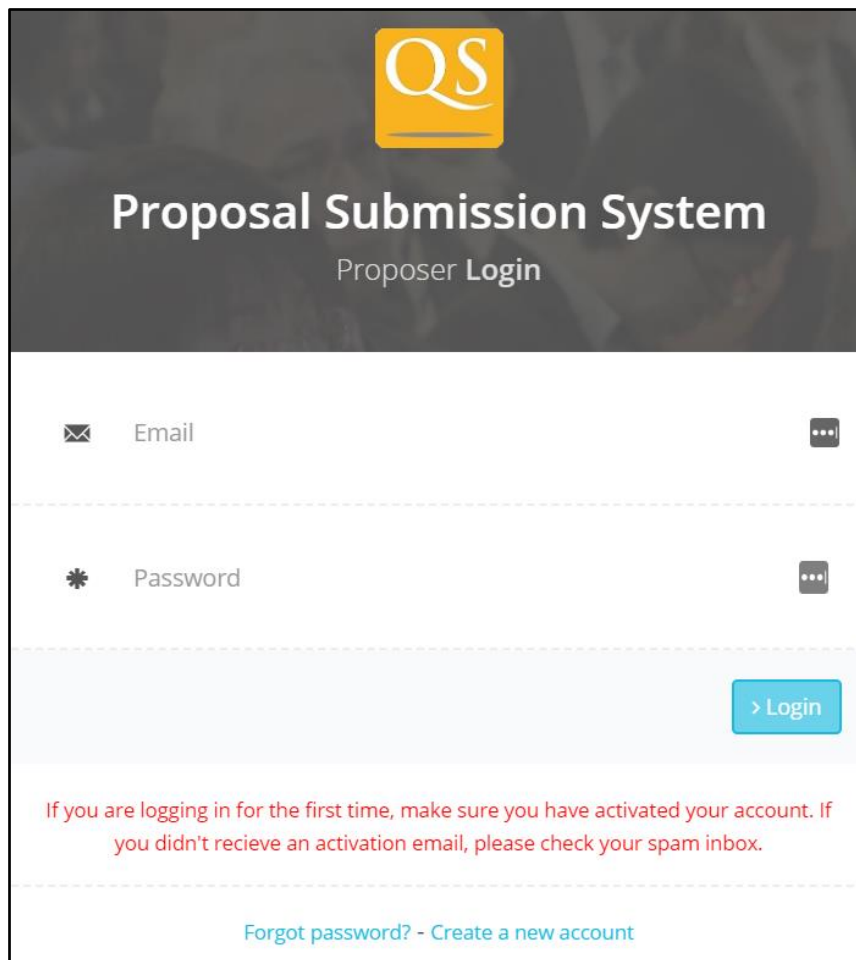
USER GUIDE

Logging in

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

Note: Activation e-mail might be delivered to your spam e-mail box

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

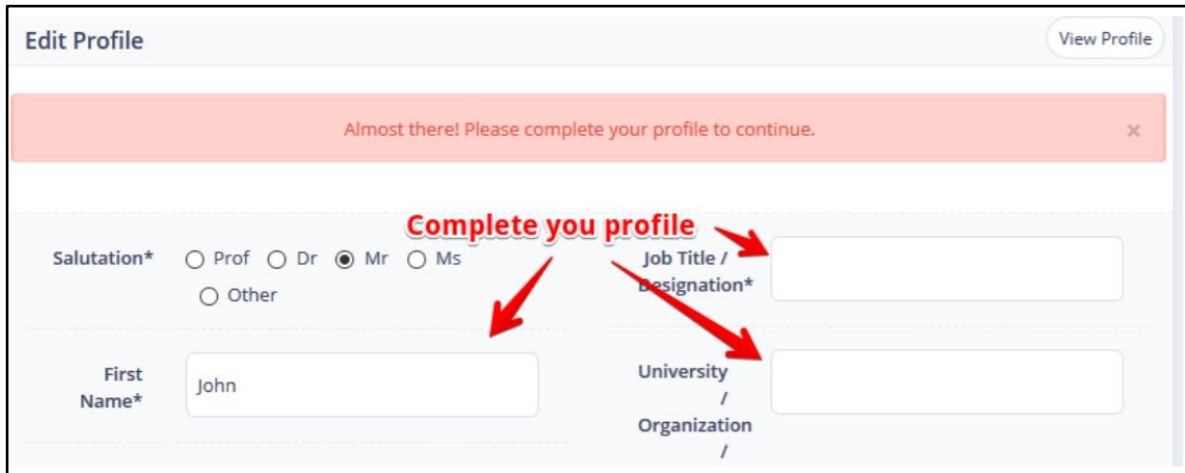


The screenshot shows the login interface for the QS Proposal Submission System. At the top, there is a dark header with the QS logo (a yellow square with 'QS' in white) and the text 'Proposal Submission System' and 'Proposer Login'. Below the header, there are two input fields: 'Email' with an envelope icon and 'Password' with an asterisk icon. Each field has a three-dot menu icon to its right. A blue 'Login' button with a right-pointing arrow is positioned to the right of the password field. Below the input fields, there is a red text message: 'If you are logging in for the first time, make sure you have activated your account. If you didn't receive an activation email, please check your spam inbox.' At the bottom, there are two links: 'Forgot password?' and 'Create a new account'.

Figure 1

Before you start

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



The screenshot shows the 'Edit Profile' page. At the top right is a 'View Profile' button. A red banner at the top says 'Almost there! Please complete your profile to continue.' Below this, the text 'Complete your profile' is written in red. Red arrows point to the following fields: 'Salutation*' (with radio buttons for Prof, Dr, Mr, Ms, and Other), 'Job Title / Designation*', 'First Name*' (containing 'John'), 'University / Organization', and '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)

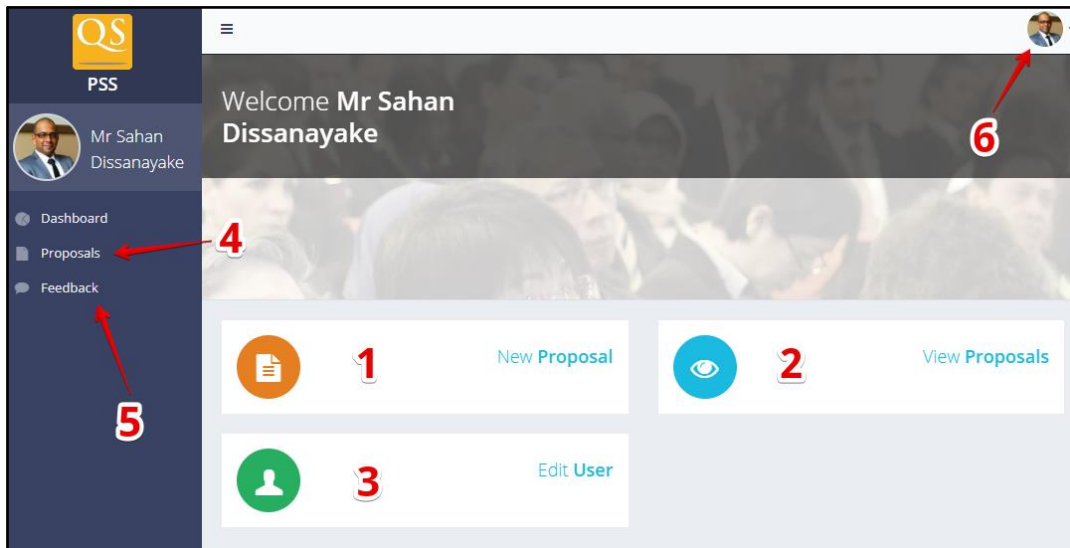
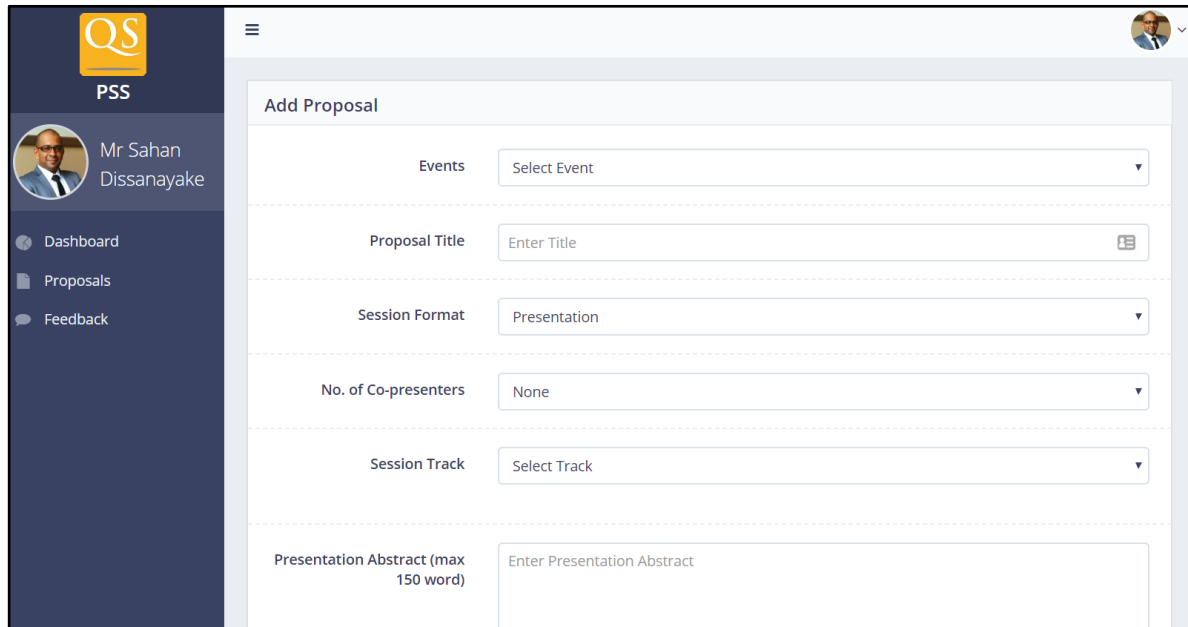


Figure 3

1. Click here to submit a new proposal to listed QS 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

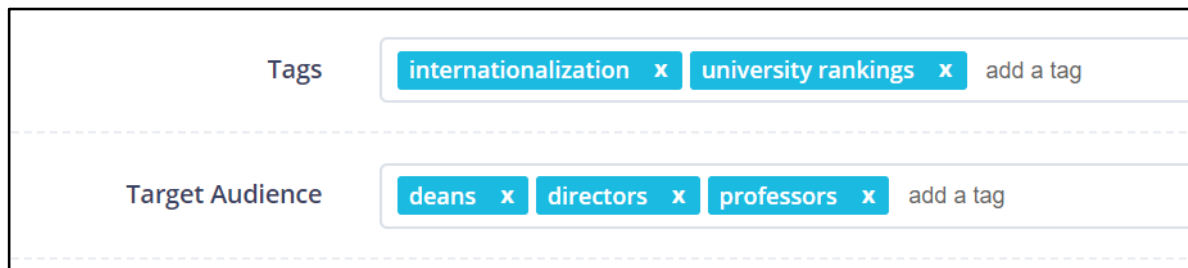
Click “New Proposal” or “Add Proposal” button and you will be directed to the form to be filled for a new proposal (see Figure 4), select the event, key in the details of your proposal and click submit.



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 at the top, followed by the user's name 'Mr Sahan Dissanayake' and a profile picture. Below the name are three menu items: 'Dashboard', 'Proposals', and 'Feedback'. The main form area contains several input fields: 'Events' (a dropdown menu with 'Select Event' as the placeholder), 'Proposal Title' (a text input field with 'Enter Title' as the placeholder), 'Session Format' (a dropdown menu with 'Presentation' as the selected option), 'No. of Co-presenters' (a dropdown menu with 'None' as the selected option), 'Session Track' (a dropdown menu with 'Select Track' as the placeholder), and 'Presentation Abstract (max 150 word)' (a text area with 'Enter Presentation Abstract' as the placeholder). The form is separated into sections by dashed horizontal lines.

Figure 4

To add tags and the type of target audience that your presentation is suitable for, key them in the respective text fields followed by a comma and the system will automatically convert it into a tag. (see figure 5)



The screenshot shows the 'Tags' and 'Target Audience' fields. The 'Tags' field has two tags: 'internationalization' and 'university rankings', each with a small 'x' icon to its right. To the right of the tags is a text input field with the placeholder 'add a tag'. The 'Target Audience' field has three tags: 'deans', 'directors', and 'professors', each with a small 'x' icon to its right. To the right of the tags is a text input field with the placeholder 'add a tag'. The fields are separated into sections by dashed horizontal lines.

Figure 5

All the submitted proposals will be listed in “Proposals” section (see Figure 6). 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 by clicking the buttons on the far right.

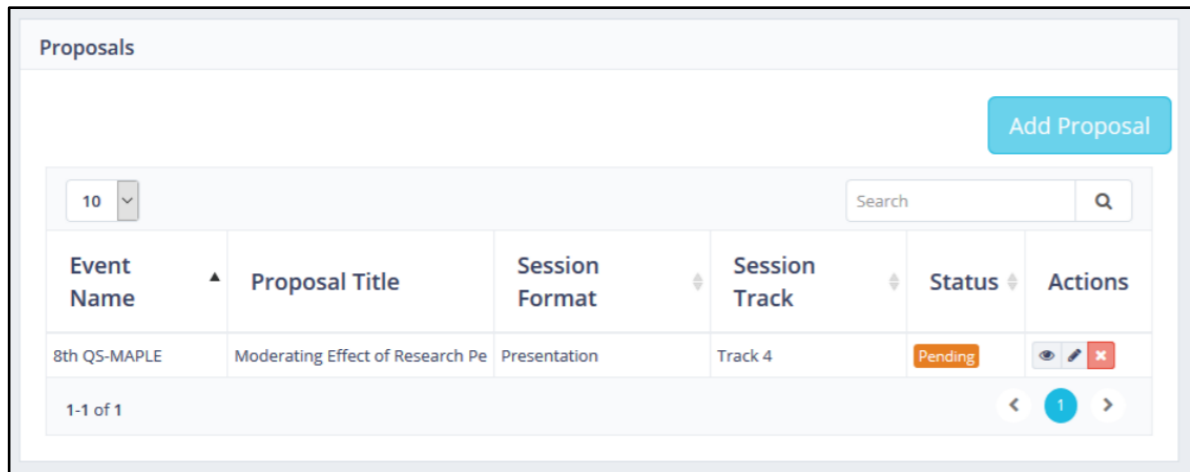


Figure 6

Here’s an explanation of different proposal statuses and what you can or cannot do accordingly.

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.
QUEUED	You have chosen to submit a proposal to a track that’s already reached its capacity, your proposal may or may not be accepted, if your proposal is accepted you will be notified by e-mail.