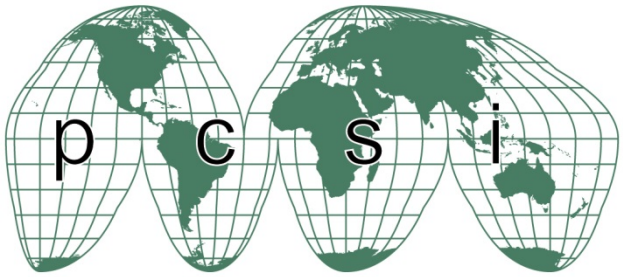


Updating a Submitted Abstract on the PCSI Abstract Submission Website

Version 5.0

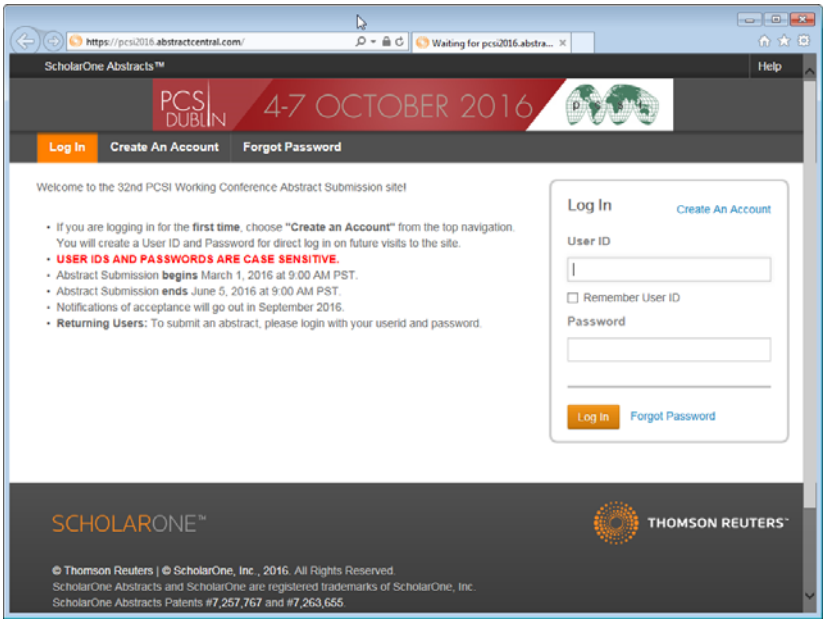
When an abstract has been added, it is possible to edit or update the abstract up to the closing date for submissions. It is also possible to remove abstracts from the system if this is required.

1

Login to the abstract system using your preferred internet browser. The web address of the abstract system is

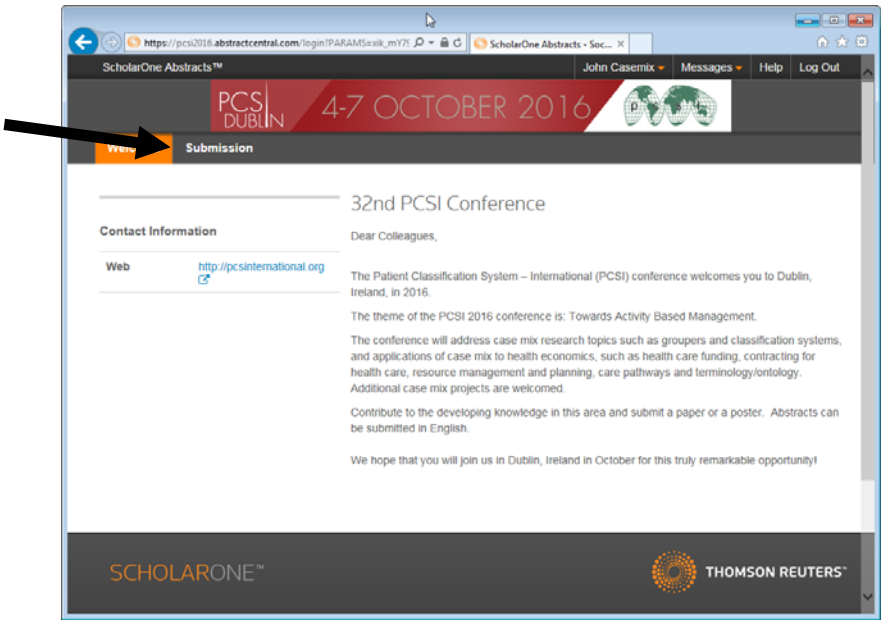
http://PCSI2016.abstractcentral.com

The following login screen will appear.



2

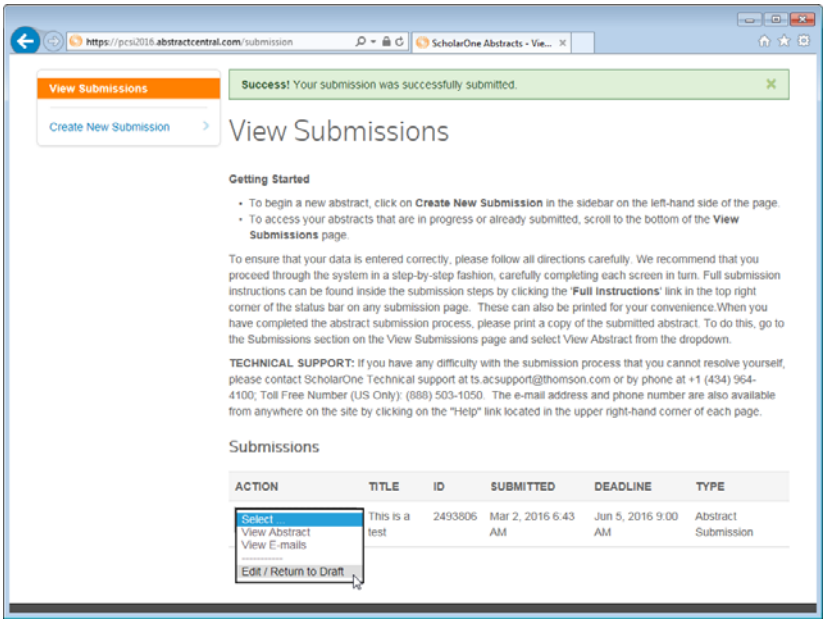
Once you login the following screen will be shown



To submit an abstract, or to edit an abstract that you submitted previously, click on the *Submission* tab. The following screen will then be shown.

3

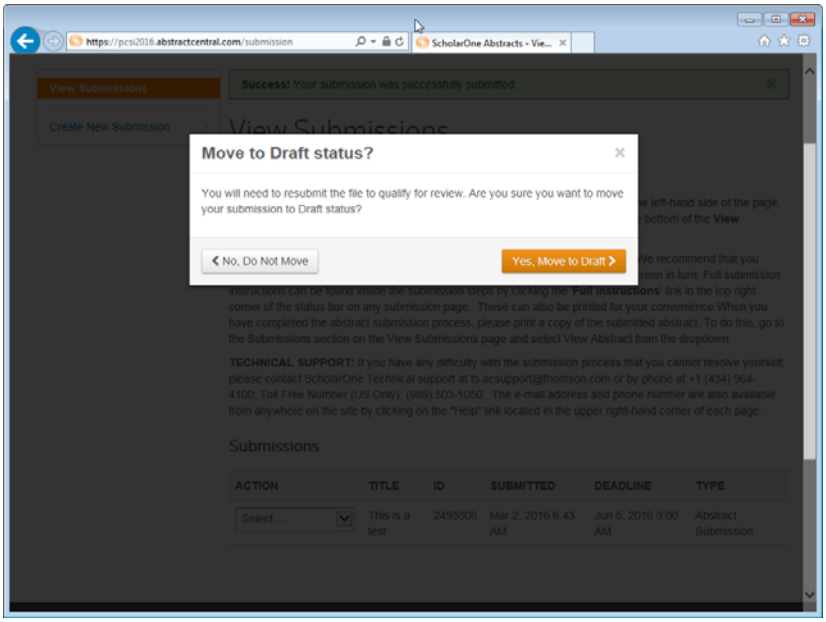
The abstract submission page is shown below.



Use the *Action* options to choose the action required. To edit a submitted abstract, choose *Edit / Return to Draft*.

4

The following screen is shown checking that you want to proceed

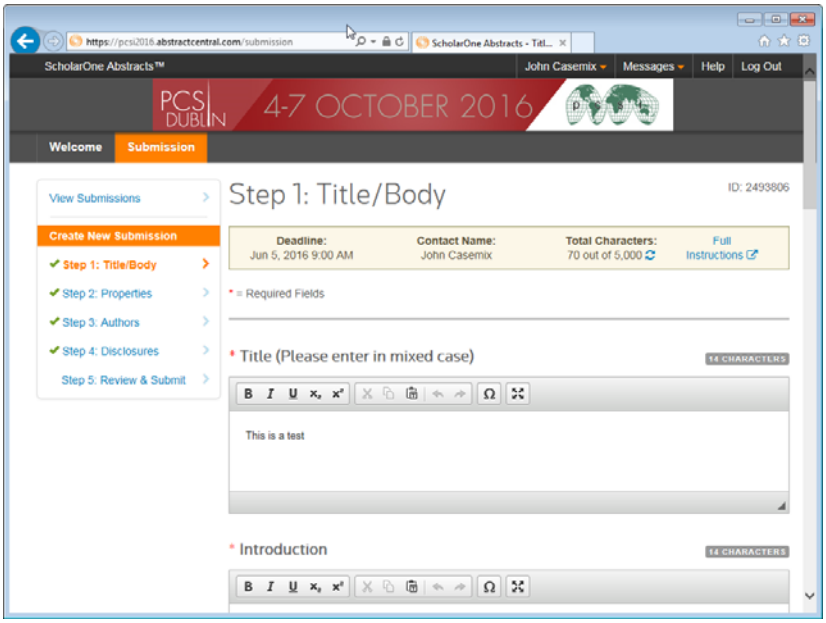


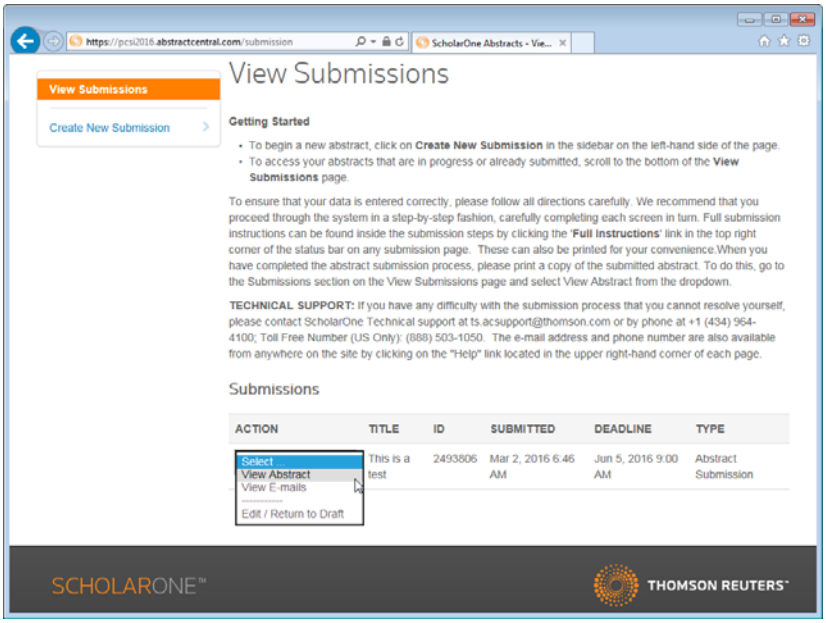
Choose *Yes, Move to Draft* to continue

Please note that when an abstract is moved to draft, it is <u>not submitted</u> and will not be considered for the conference

5

Once the abstract is moved to draft, the system automatically will bring you into the abstract submission steps. These are the same steps that were used to submit the abstract originally and the answers provided during the initial submission remain.



6

The user should move through the steps as before making the changes as needed. Once this is complete and the user clicks on *Resubmit*, the abstract is automatically re-submitted so that it is no longer a draft abstract.