

## EasyAbstracts - instructions for abstract amendment and withdrawal

### 1. How do I update or replace my abstract?

When the abstract is uploaded, the options of [Withdraw File](#) and [Withdraw Submission](#) are available.

To update or replace an abstract, select [Withdraw File](#). This presents an [OK/Cancel](#) option.

Select [OK](#).

#### ANZSNM 2017 Test Submission 1

Files	Notifications	
Call for Abstracts - Open	Last Modified	
cfp1.docx	2016-10-24 14:18:48	<a href="#">Withdraw File</a>

[Edit Submission](#) [Withdraw Submission](#)

When the abstract is withdrawn, the option to upload a new file becomes available.

To upload the revised abstract, follow the same procedure as the original submission. Select the [Browse](#) button next to *Add a new file*. Locate your file and select the [Upload](#) button.

If the upload was successful, a message "The file was successfully uploaded" will appear together with a link to your abstract. You will also receive a confirmation email.

### 2. How do I amend my submission form?

To edit your submission form (e.g. change presenter details, abstract title etc.), select [Edit Submission](#). This presents the submission form which can then be edited.

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[Edit Submission](#) [Withdraw Submission](#)

## Help Desk

Email: [help@easyabstracts.com.au](mailto:help@easyabstracts.com.au)