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# **Indico Documentation**

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**Indico Team**

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# CONTENTS

<b>1</b>	<b>Contribution Manager's Guide</b>	<b>3</b>
1.1	Contribution Manager . . . . .	3
1.2	Contribution Management . . . . .	3



Contents:



# CONTRIBUTION MANAGER'S GUIDE

## 1.1 Contribution Manager

The Contribution Manager is responsible for managing the information in a contribution. You are given contribution management access by either the Conference Manager, Session Manager, the existing Contribution Manager and possibly the Session Co-ordinator.

You can access your contribution by selecting *My contributions* under *My conference* in the left menu in the event home page. You will see a list of your contributions. To access the contribution page in the event page, click on *View*. To access the contribution management area, click on *Edit*. Both will be to the right of the contribution's name.

The screenshot shows the Contribution Manager interface. On the left is a navigation menu with the following items: Overview, Scientific Programme (with sub-items: Manage my tracks), Call for Abstracts (with sub-items: View my abstracts, Submit a new abstract), Timetable, Contribution List, Author index, My conference (with sub-items: My track, My session, **My contributions**), Paper Reviewing (with sub-items: Content Reviewer Area, Upload paper, Download Template), and Book of abstracts. The 'My contributions' item is circled in red. To the right is a table titled 'Contributions' with the following data:

Id	Name	Reviewing Status	
0	Contribution 1	Materials not submitted yet	<a href="#">Edit</a>   <a href="#">View</a>
1	contribution 2	Materials not submitted yet	<a href="#">Edit</a>   <a href="#">View</a>

The first row of the table is circled in red.

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## 1.2 Contribution Management

Once in the contribution management area you can start managing your contribution using the following tabs.

This is just a quick start guide for contribution management, for an in-depth explanation please see Contributions in the Indico User Guide.

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## 1.2.1 Main Tab

In the main tab, you can manage the main information about the contribution; its ID, title, content, date and time etc. You can assign the contribution to a track or a session, and select the authors, co-authors and presenters, as you can see below.

The screenshot shows the 'Main' tab of the Indico interface. At the top, there are navigation tabs: 'Main', 'Material', 'Sub Contribution', 'Protection', and 'Tools'. The 'Main' tab is active. The interface is divided into several sections:

- Contribution ID:** 0
- Title:** contribution1
- Content:** (empty)
- Summary:** (empty)
- Place:** CERN
- Date/time:** Not scheduled
- Duration:** 00h20'
- Type:** (empty)
- Keywords:** (empty)

On the right side of the first section, there are two small icons (a red 'X' and a document icon) and a 'modify' button.

**Track:** --none-- (dropdown menu) with a 'Track 1' dropdown and a 'change' button.

**Session:** (dropdown menu) with a 'change' button.

**Primary authors:** (empty list) with buttons: 'remove', 'to co-author', 'new', and 'search'.

**Co-authors:** (empty list) with buttons: 'remove', 'to primary', 'new', and 'search'.

**Presenters:** (empty list) with buttons: 'remove', 'add' (with a dropdown arrow), 'new', and 'search'.

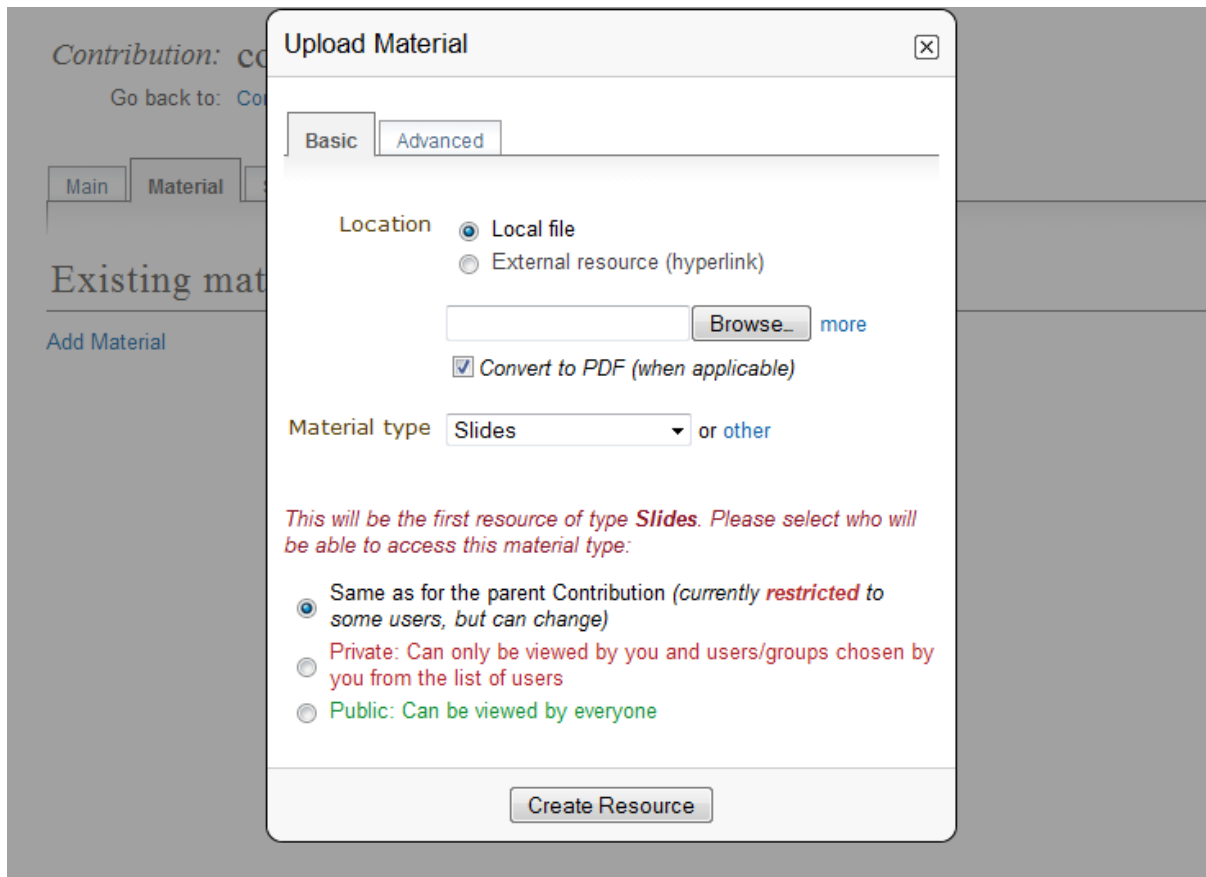
**Report numbers:** -- select a system -- (dropdown menu) with an 'add' button.

At the bottom center, there is a 'withdraw' button.

## 1.2.2 Material Tab

This is where you add or manage any material belonging to the contribution. To add material, click on *Add Material*. You will need to upload the material (video, slides etc.) as seen below.



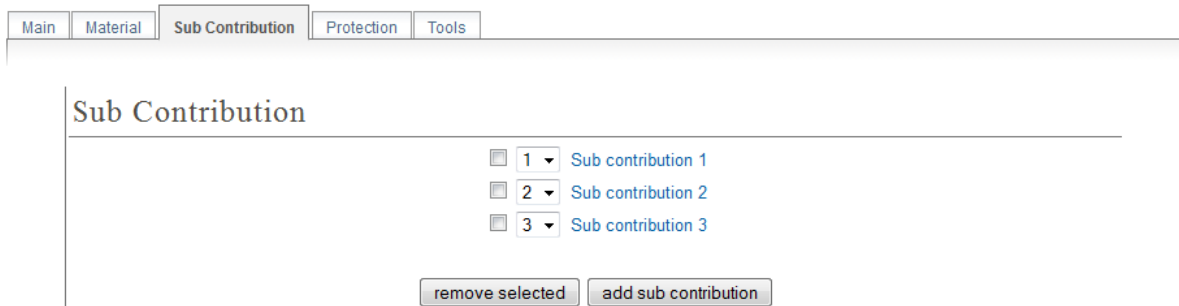


### 1.2.3 Sub Contribution Tab

The sub contribution tab allows you to add and remove sub contributions.

*Contribution:* `contribution1`

Go back to: [Contributions list](#)



Clicking on the title of a sub contribution will take you into its management area, where you can add material, change the its main information, delete it or write minutes for it.

SubContribution: sub contribution 1

Go back to: [Contribution 1 \(Contribution\)](#) » [Timetable](#)

Main
Material
Tools

Title sub contribution 1

Description

Place aaa

Duration 00h15'

Keywords

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Presenters

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Report numbers

- select a system -

## 1.2.4 Access Control Tab

The access control tab allows you to add other contribution managers, set the access control (private, public, inheriting) and to give permission for users to submit material for your contribution.

Contribution: contribution1

Go back to: [Contributions list](#)

Main
Material
Sub Contribution
Protection
Tools

### Modification control

Managers (users allowed to modify)

COSTACHE, Anamaria ([anamaria.costache@cern.ch](mailto:anamaria.costache@cern.ch)) ★ ✕

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### Access control

Current status Your contribution is currently **PUBLIC** .

*This means that it can be viewed by all the users, regardless of the access protection of its parent event 'Conference 1'.*

Modify status Make it  (viewable only by the users you choose, regardless of the access protection of the parent event 'Conference 1').

Make it  the access protection from its parent event 'Conference 1' (**PRIVATE** for the moment).

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### Domain control

Allowed domains (if no domain is selected no control is applied)

Select
<- add<

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### Submission control

Submitters (users allowed to submit material for this contribution)

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For more on Access Control, see *access\_control*

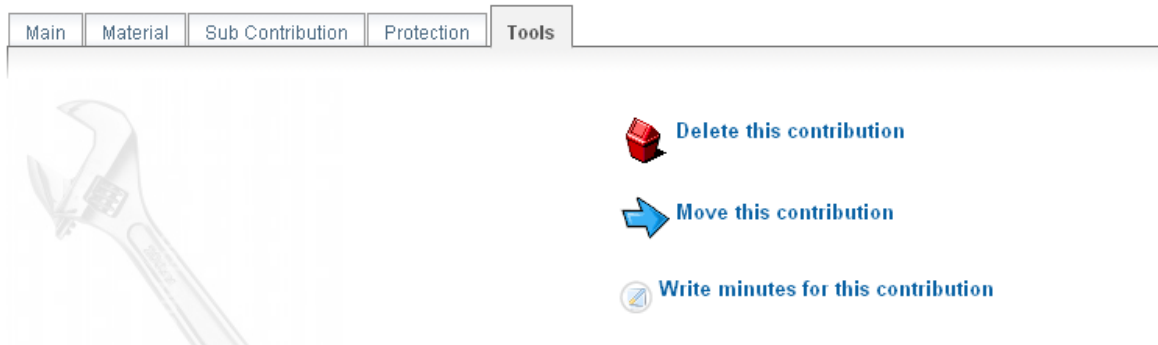
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## 1.2.5 Tools Tab




The tools tab allows you to delete, move and write minutes for the contribution.

*Contribution:* **Contribution 1**

Go back to: [Timetable](#)



The screenshot shows a web interface with a navigation bar containing tabs: 'Main', 'Material', 'Sub Contribution', 'Protection', and 'Tools'. The 'Tools' tab is active. Below the navigation bar, there is a large, faint watermark of a wrench. To the right of the watermark, there are three action items:

-  **Delete this contribution**
-  **Move this contribution**
-  **Write minutes for this contribution**