
Indico Documentation

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Indico Team

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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, Manage my tracks, Call for Abstracts, View my abstracts, Submit a new abstract, Timetable, Contribution List, Author index, My conference, My track, My session, My contributions (circled in red), Paper Reviewing, Content Reviewer Area, Upload paper, Download Template, and Book of abstracts. On the right is a table titled 'Contributions' with the following data:

Id	Name	Reviewing Status	
0	Contribution 1	Materials not submitted yet	Edit View
1	contribution 2	Materials not submitted yet	Edit View

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.

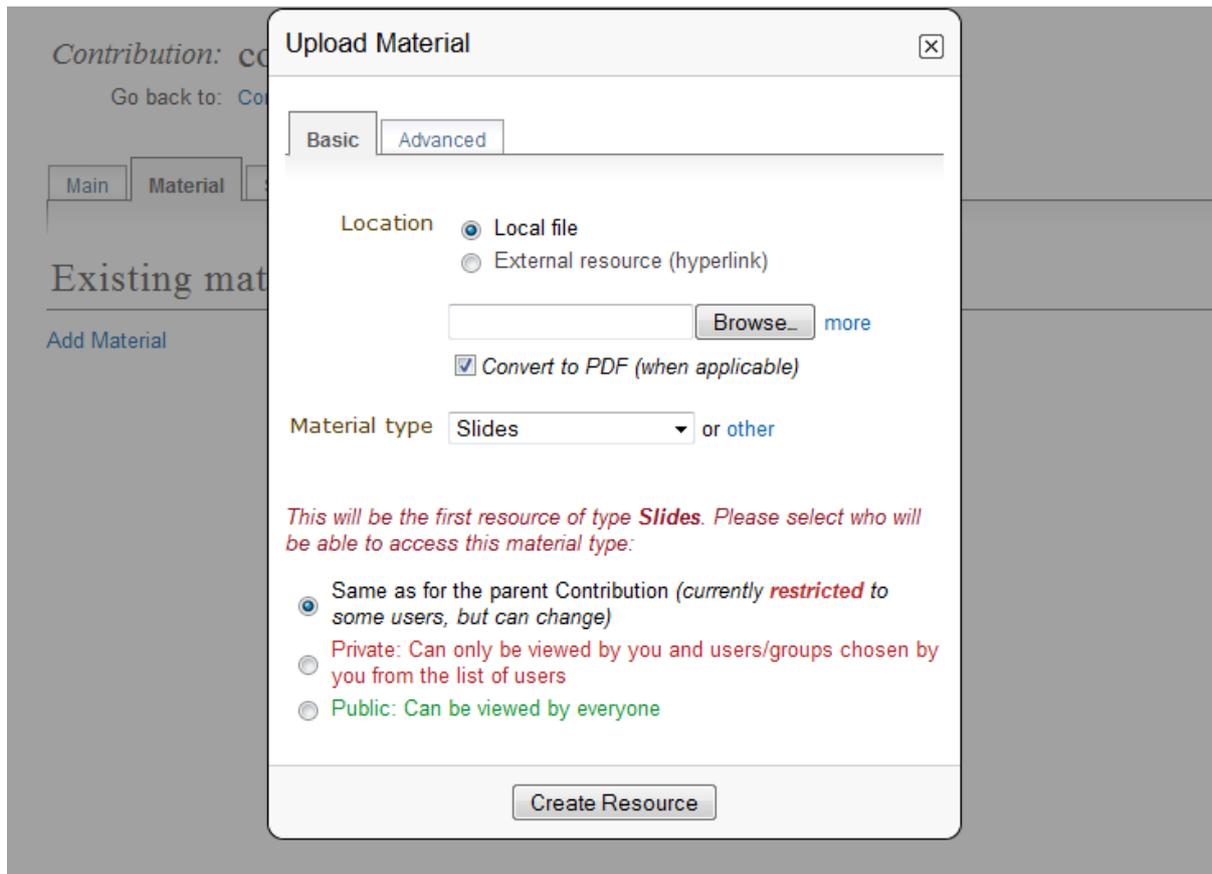
1.2.1 Main Tab

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.

Main	Material	Sub Contribution	Protection	Tools
Contribution ID	0			
Title	contribution1			
Content				
Summary				
Place	CERN			
Date/time	Not scheduled			
Duration	00h20'			<input type="button" value="modify"/>
Type				
Keywords				
Track	--none--		Track 1	<input type="button" value="change"/>
Session				<input type="button" value="change"/>
Primary authors				<input type="button" value="remove"/> <input type="button" value="to co-author"/> <input type="button" value="new"/> <input type="button" value="search"/>
Co-authors				<input type="button" value="remove"/> <input type="button" value="to primary"/> <input type="button" value="new"/> <input type="button" value="search"/>
Presenters				<input type="button" value="remove"/> <input type="button" value="add"/> <input type="button" value="new"/> <input type="button" value="search"/>
Report numbers	-- select a system --			<input type="button" value="add"/>
<input type="button" value="withdraw"/>				

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.

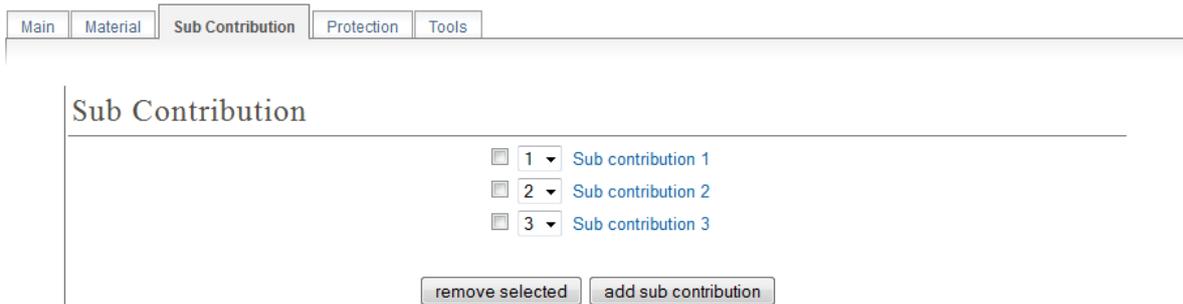


1.2.3 Sub Contribution Tab

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
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Title sub contribution 1

Description

Place aaa

Duration 00h15'

Keywords modify

Presenters remove

new

search

Report numbers - select a system - add

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
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Modification control

Managers (users allowed to modify) COSTACHE, Anamaria (anamaria.costache@cem.ch) ★ ✖

Add user to list

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

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

Domain control

Allowed domains (if no domain is selected no control is applied) remove Select ▼ <- add<

Submission control

Submitters (users allowed to submit material for this contribution) remove

add

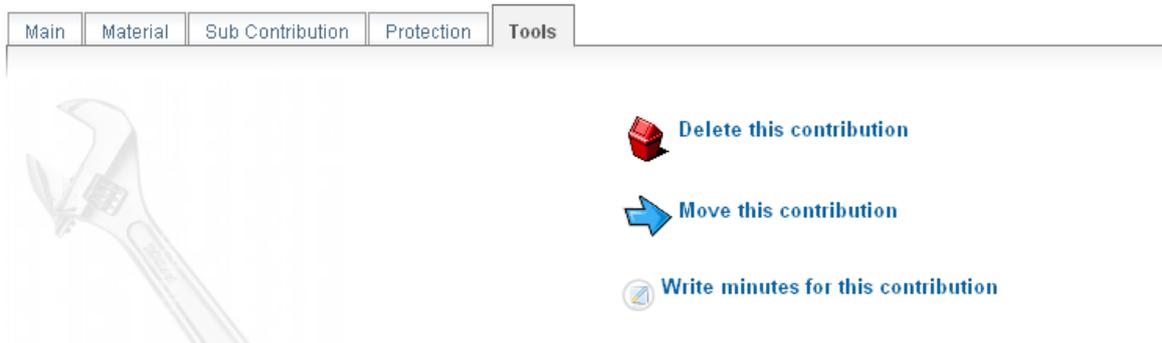
For more on Access Control, see *Access Control Policy* (in *Indico User Guide*)

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 selected. 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**