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# Indico Documentation

*Release 1.2*

**Indico Team**

**Sep 21, 2016**



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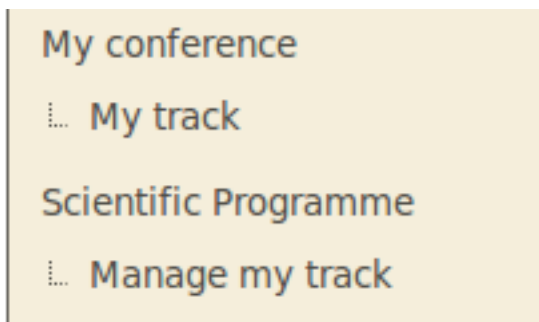
Contents:



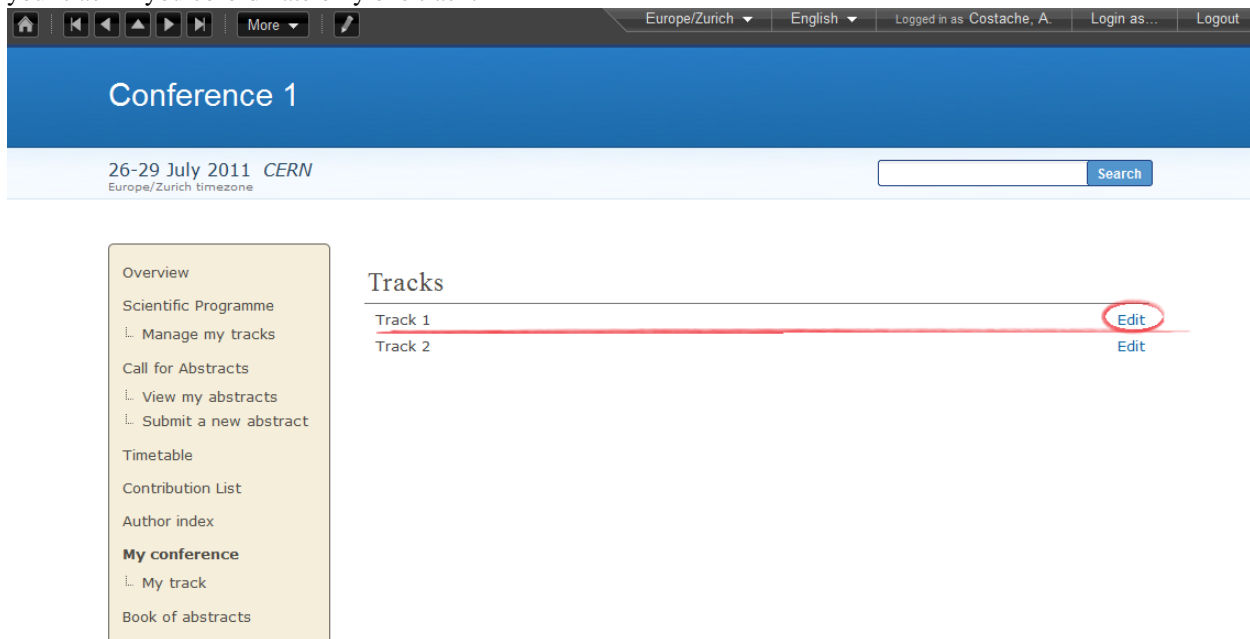
## TRACK CO-ORDINATOR'S GUIDE

### 1.1 Track Co-ordinator

As a Track Co-ordinator you are able to propose the acceptance or rejection of abstracts within your track. You are given the Track Co-ordinator's access by the Conference Manager.



You can access your tracks by selecting *My tracks* or *Manage my tracks* from the conference homepage menu under *My conference* or *Scientific Programme*. This will take you to the list of tracks you are co-ordinating or straight into your track if you co-ordinate only one track.



## 1.2 Track Co-ordinating

Once in the My tracks area you can click on *Edit* to the right of the track name to access the co-ordination area of that track.

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### 1.2.1 Main Tab

From here, you can change the code, title and description of the track.

Track: Track 1

Go back to: [Track list](#)

Main	Coordination control	Abstracts	Contributions
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Code	
Title	Track 1
Description	This track is about nuclear physics

modify

### 1.2.2 Coordination Control Tab

This is where you add/remove users allowed to coordinate the track. **Note:** this tab is only available to you if you are a manager!


Track: Track 1

Go back to: [Track list](#)

Main	Coordination control	Abstracts	Contributions
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Users allowed to coordinate this track

	COSTACHE, Anamaria (anamaria.costache@cern.ch)	 
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Add user to list

### 1.2.3 Abstracts Tab

The Abstracts tab lists all the abstracts that have been submitted for your track and their status.



Track: Data Mining

Go back to: [Track list](#)

[Main](#) [Coordination control](#) [Abstracts](#) [Contributions](#)

Quick search: Abstract ID =  [seek it](#)


Displaying 1 abstract


[Apply filters](#)

[Participant list](#) Export to: 

[Go to all abstracts](#)

Select: [All](#), [None](#)

ID	Title	Type	Status	Acc. Type	Submission date
 3 	<a href="#">My new test</a>	--not specified--	 submitted		22 August 2011

[Participant list](#) Export to: 

[Go to all abstracts](#)

If you click on an abstract's name you will be taken to the Abstract's Management area. From here you can view the abstract's details and propose whether you want to accept, reject, mark as duplicated, or suggest the abstract for another track. Depending on the setup of the Abstract Module, a track coordinator can be able to directly accept or reject the abstract.

## Main Tab

This is where you can modify the main details of the abstract, and also see some information as for instance submitter, status, etc. It is also from here where a track coordinator can propose the abstract to be accepted, rejected, for another track and mark as duplicated (see next image). Depending on the setup of the Abstract Module, a track coordinator can also accept or reject the abstract directly.

Track: Data Mining

Go back to: [Abstract list](#) >> [Track list](#)

<b>Main</b> Internal comments	
Abstract ID	3
Title	My new test
Content	my new test
Summary	xxx
Primary authors	<a href="#">GONZALEZ, Jose (cern)</a>
Co-authors	<a href="#">Mr. CASTILLA, Alexis (CERN)</a>
Presenters	<a href="#">Mr. CASTILLA, Alexis (CERN)</a>
Contribution type	--not specified--
Track classification	Data Mining
Attached files	<a href="#">template.odt</a> <a href="#">edit_13.png</a> <a href="#">edit_16.png</a>
Status	
SUBMITTED	
<a href="#">propose to be accepted</a>	
<a href="#">propose to be rejected</a>	
<a href="#">propose for other tracks</a>	
<a href="#">mark as duplicated</a>	
Your rating for this abstract	No rating yet
Submitted by	<a href="#">Mr. ALEXIS, Alexis (cern)</a>
Submitted on	22 August 2011 13:23
Last modified on	23 August 2011 12:29
Comments	<a href="#">here the comments</a>
Contribution	

### Internal Comments Tab

The Internal comments tab allows you to view and add any comments attached to the abstract.

Track: Track 2

Go back to: [Abstract list](#) >> [Track list](#)

<b>Main</b> Internal comments
<a href="#">new comment</a>
--no internal comments--
<a href="#">new comment</a>