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# **Indico Documentation**

***Release 1.2***

**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.

**Contributions**

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>

### 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.

The screenshot shows the 'Main' tab of the Indico Contribution Manager. At the top, there are five tabs: 'Main' (selected), 'Material', 'Sub Contribution', 'Protection', and 'Tools'. The main content area is divided into several sections:

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

On the right side of this section is a 'modify' button.

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**Track:** --none--

On the right is a dropdown menu showing 'Track 1' and a 'change' button.

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**Session:**

On the right is a dropdown menu and a 'change' button.

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**Primary authors:**

On the right are buttons: 'remove', 'to co-author', 'new', and 'search'.

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**Co-authors:**

On the right are buttons: 'remove', 'to primary', 'new', and 'search'.

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**Presenters:**

On the right are buttons: 'remove', a dropdown menu with 'add', 'new', and 'search'.

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**Report numbers:** -- select a system -- add

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At the bottom center 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.



**Upload Material**

Basic Advanced

Location ☒ Local file ☐ External resource (hyperlink)

[more](#)

☒ Convert to PDF (when applicable)

Material type Slides or [other](#)

*This will be the first resource of type **Slides**. Please select who will be able to access this material type:*

☒ Same as for the parent Contribution (currently **restricted** to some users, but can change)

☐ Private: Can only be viewed by you and users/groups chosen by you from the list of users

☐ Public: Can be viewed by everyone

### 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](#)

Main Material **Sub Contribution** Protection Tools

**Sub Contribution**

☐ 1 Sub contribution 1

☐ 2 Sub contribution 2

☐ 3 Sub contribution 3

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	<input type="button" value="modify"/>
Duration	00h15'	
Keywords		

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Presenters	<input type="button" value="remove"/>
	<input type="button" value="new"/>
	<input type="button" value="search"/>

---

Report numbers	<input type="button" value="- select a system -"/>	<input type="button" value="add"/>
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### 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	<b>Protection</b>	Tools
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## Modification control

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Managers  
(users allowed to modify)

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

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## Access control

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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

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

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## Submission control

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Submitters  
(users allowed to submit material for this contribution)

For more on Access Control, see [access\\_control](#)


### 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](#)

Main	Material	Sub Contribution	Protection	<b>Tools</b>
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 [Delete this contribution](#)

 [Move this contribution](#)

 [Write minutes for this contribution](#)