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# **Indico Documentation**

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**Indico Team**

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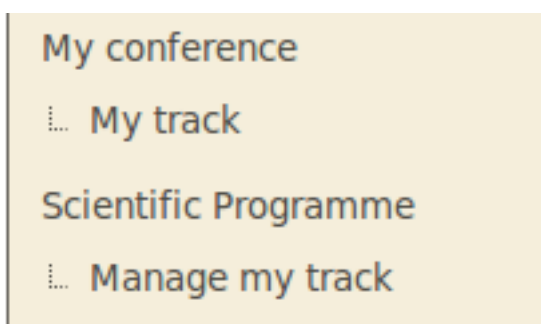
Contents:



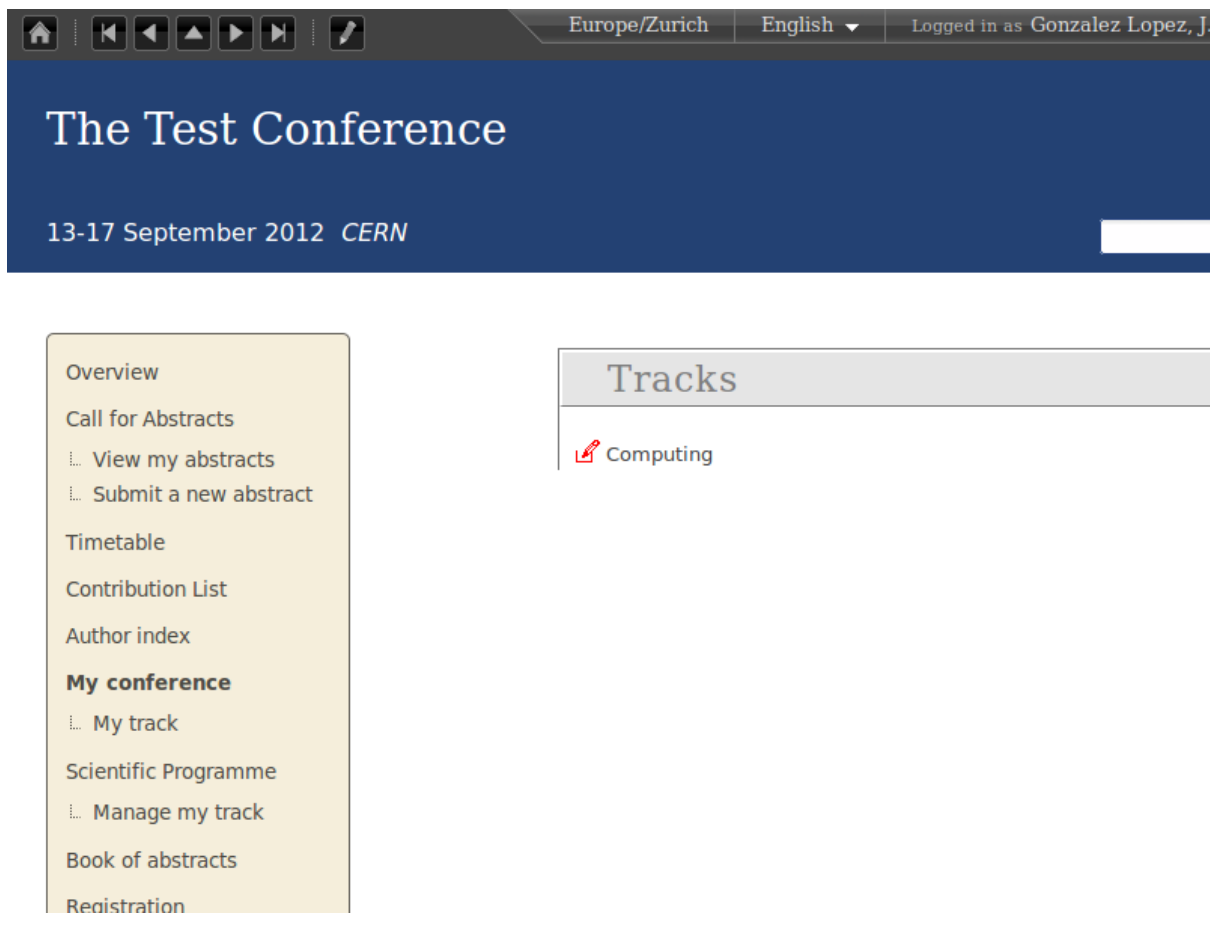
# TRACK CO-ORDINATOR'S GUIDE

## 1.1 Track Co-ordinator

As a Track Co-ordinator you are able to propose the acceptance or rejection of abstracts within your track. Your 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.



The screenshot shows the Indico website interface for 'The Test Conference'. At the top, there is a navigation bar with a home icon, navigation arrows, and a search icon. To the right of these icons, it says 'Europe/Zurich', 'English' with a dropdown arrow, and 'Logged in as Gonzalez Lopez, J.'. Below the navigation bar is a large blue header section with the text 'The Test Conference' in white, and '13-17 September 2012 CERN' below it. To the left of the main content area is a vertical menu with the following items: Overview, Call for Abstracts, View my abstracts, Submit a new abstract, Timetable, Contribution List, Author index, My conference (bolded), My track, Scientific Programme, Manage my track, Book of abstracts, and Registration. To the right of the menu is a section titled 'Tracks' with a light gray background. Below this title, there is a single track listed: 'Computing', preceded by a small red icon of a pen.

## 1.2 Track Co-ordinating

Once in the My tracks area you can click on the small red pen to the left of the track name to access the co-ordination area of that track.

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### 1.2.1 Abstracts Tab

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



[View event page](#)

## Track: Computing

 Go back to: [Track list](#)

Abstracts Contributions

 Display abstract with ID =  

### Display options

#### show contribution types

- ☒ --not specified--  
☒ ssss

#### show in status

- ☒ ✗ proposed to be rejected  
☒ ⬤ submitted  
☒ ✗ rejected  
☒ 🟡 proposed to be accepted  
☒ ⬤ accepted for other track  
☒ ➡ proposed for other tracks  
☒ 🟢 accepted  
☒ ⬤ withdrawn  
☒ ⬤ merged  
☒ ⬤ duplicated

#### show acc. contribution

- ☒ --not specified--  
☒ ssss

### Submitted abstracts (1)



ID	Title	Type	Status
11	<input type="checkbox"/> <a href="#">abstract</a>	--not specified--	⬤ accepted for other
<input type="button" value="PDF of selected"/>			

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.

[View event page](#)

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## Abstract: abstract

Go back to: [Computing \(Track\)](#) » [Track list](#)

**Main**[Internal comments](#)

Abstract ID 11

Title **abstract**

Content accept me d00d!

Summary

Primary authors [Mr. FERREIRA, Jose Pedro \(CERN\)](#)

Co-authors

Presenters [Mr. FERREIRA, Jose Pedro \(CERN\)](#)

Contribution type --not specified--

Track classification Computing

Status

ACCEPTED FOR OTHER TRACK  
by [FERREIRA, Jose Pedro \(CERN\)](#)  
on 27 March 2009 14:35

[propose to be accepted](#)[propose to be rejected](#)[propose for other tracks](#)

very good!

Submitted by [Mr. FERREIRA, Jose Pedro \(CERN\)](#)

Submitted on 27 March 2009 14:34

Last modified on 27 March 2009 14:34

Comments

Contribution [11 - abstract](#)

### 1.2.2 Internal Comments Tab

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

Europe/ZurichEnglishLogged in as Guinea, P.Log out

Search

Create eventRoom bookingMy profileHelp

[TEST Category](#) » [The Test Conference](#) » [Computing](#) » [abstract](#)

Test Conference 13 September

Created by FERREIRA, Jose Pedro

event page

### Abstract: abstract

Go back to: [Computing \(Track\)](#) » [Track list](#)

Main

Internal comments

new comment

--no internal comments--

new comment