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# **Indico Documentation**

***Release 0.97***

**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 *Timetable* from the menu in the event home page and finding your contribution. If you are the manager of that contribution you will see a pencil button. This will take you to your contribution management area.

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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

The Main tab contains all the data about the contribution itself.

Contribution: Contribution 1

Go back to: [Timetable](#)

Main	Material	Sub Contribution	Protection	Tools
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Sub Contribution

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☐ 1 [sub contribution 1](#)

[remove selected](#) [add sub contribution](#)

## 1.2.2 Sub Contribution Tab

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

*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	
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remove

new

search

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Report numbers	<div>- select a system -</div>	add
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Clicking on the title of a sub contribution will take you into its management area.

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## 1.2.3 Access Control Tab

The access control tab allows you to add other contribution managers and to give permission for users to submit material for your contribution.

*Contribution:* Contribution 6

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

Main	Material	Sub Contribution	Protection	Tools
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### Modification control

Managers  
(users allowed to modify)

EDITOR1, User (angelova.cveti@gmail.com)

Add to Basket

Add user to list

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### Access control

Current status

PUBLIC

make it PRIVATE by itself

make it ABSOLUTELY PUBLIC

Users allowed to access

Add user to list

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### Domain control

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

remove

Select

<- add <

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### Submission control

Submitters  
(users allowed to  
submit material for this  
contribution)

REFeree11, anna

remove

add



## 1.2.4 Tools Tab

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

*Contribution:* Contribution 1

Go back to: [Timetable](#)

