
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 *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 displays the Contribution Manager interface. On the left is a vertical menu with various options. 'My contributions' is highlighted with a red oval. To the right, under the heading 'Contributions', is a table with two columns: 'Id' and 'Name'. The table contains two rows of data. The first row has '0' as the Id and 'Contribution 1' as the Name. The second row has '1' as the Id and 'contribution 2' as the Name. Both rows have 'Materials not submitted yet' in the 'Reviewing Status' column. To the right of each row are links for 'Edit' and 'View', which are also circled in red.

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




















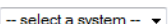


1.2 Contribution Management

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.

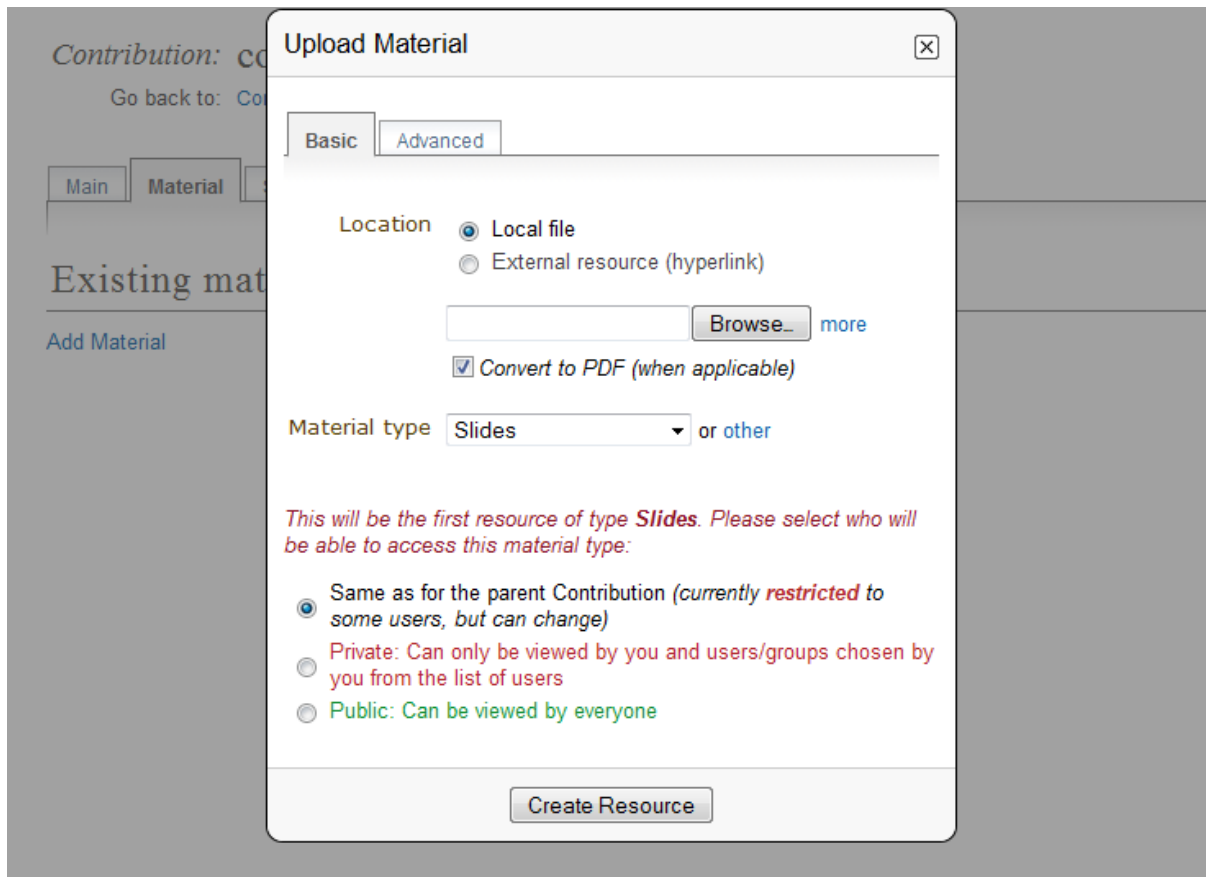
1.2.1 Main Tab

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
<div>Contribution ID 0 </div> <div>Title contribution1</div> <div>Content</div> <div>Summary</div> <div>Place CERN</div> <div>Date/time <i>Not scheduled</i></div> <div>Duration 00h20'</div> <div>Type</div> <div>Keywords</div> <div></div>				
<div>Track --none--</div> <div>Track 1 </div> <div></div>				
<div>Session</div> <div></div> <div></div>				
<div>Primary authors</div> <div></div> <div></div> <div></div> <div></div>				
<div>Co-authors</div> <div></div> <div></div> <div></div> <div></div>				
<div>Presenters</div> <div></div> <div> </div> <div></div> <div></div>				
<div>Report numbers</div> <div> </div>				
<div></div>				

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.

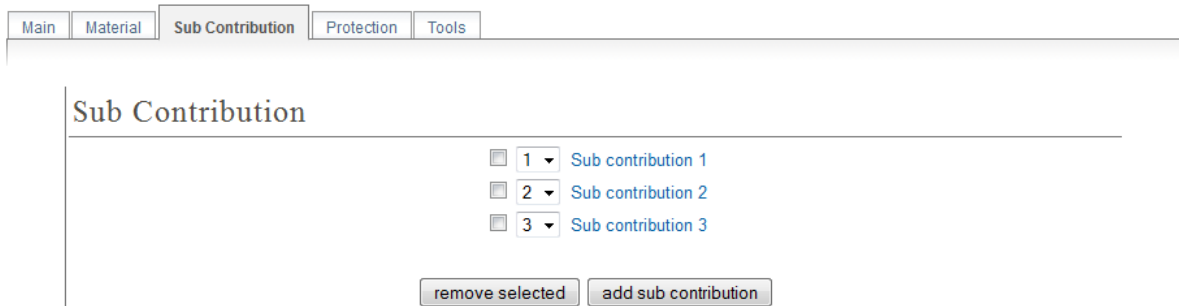


1.2.3 Sub Contribution Tab

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
<p>Title sub contribution 1</p> <p>Description</p> <p>Place aaa</p> <p>Duration 00h15'</p> <p>Keywords</p> <p>Presenters</p> <p>Report numbers</p>		
<p>modify</p> <p>remove</p> <p>new</p> <p>search</p> <p>- select a system - add</p>		

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
<p>Modification control</p> <p>Managers (users allowed to modify)  COSTACHE, Anamaria (anamaria.costache@cern.ch) ★ ✖</p> <p>Add user to list</p>				

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](#)

