
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.

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

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

☐ 1 sub contribution 1

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	modify
Duration	00h15'	
Keywords		

Presenters	remove
	new
	search

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

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		


Access control

Current status	PUBLIC 
make it	PRIVATE by itself
make it	ABSOLUTELY PUBLIC 

Users allowed to access

[Add user to list](#)

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)	<input type="checkbox"/> 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](#)

