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# **Indico Documentation**

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**Indico Team**

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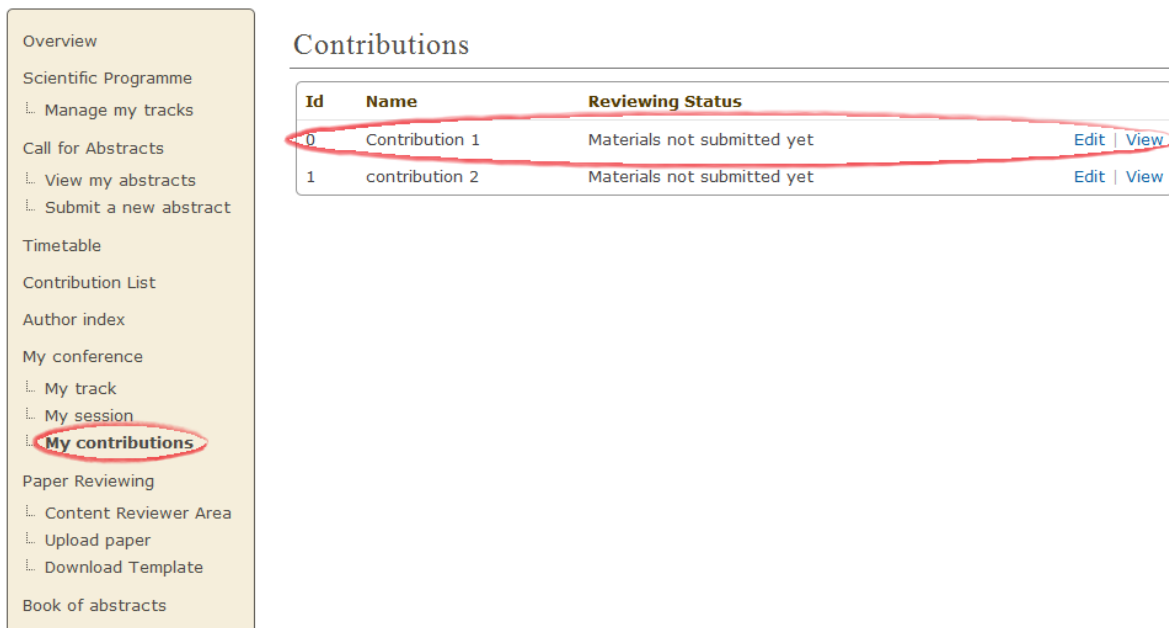


# CONTRIBUTION MANAGER'S GUIDE

## 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, a table titled 'Contributions' lists two entries. The first entry, 'Contribution 1', is also highlighted with a red oval. To its right are 'Edit' and 'View' links, which are also circled in red.

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>

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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.

## 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
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Contribution ID 0

Title contribution1

Content

Summary

Place CERN

Date/time Not scheduled

Duration 00h20'

Type

Keywords

modify

Track

--none--

Track 1

change

Session

change

Primary authors

remove

to co-author

new

search

Co-authors

remove

to primary

new

search

Presenters

remove

add

new

search

Report numbers

-- select a system --

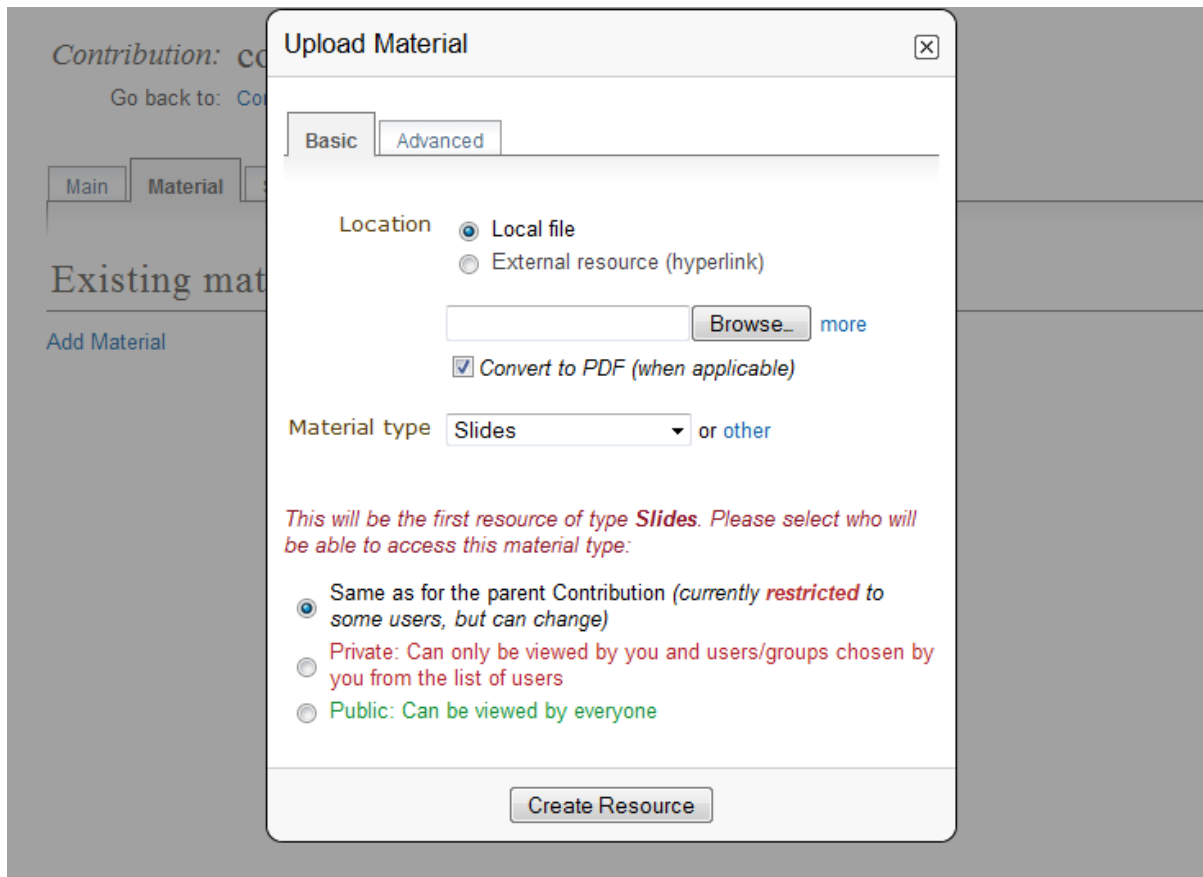
add

withdraw

## 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.



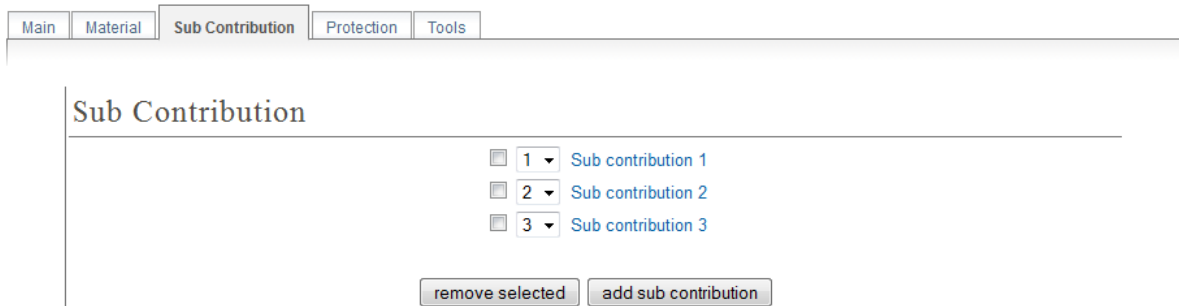


### 1.2.3 Sub Contribution Tab

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><a href="#">modify</a></p> <p><a href="#">remove</a></p> <p><a href="#">new</a></p> <p><a href="#">search</a></p> <p><a href="#">- select a system -</a> <a href="#">add</a></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)  <a href="#">COSTACHE, Anamaria (anamaria.costache@cern.ch)</a> <a href="#">★</a> <a href="#">✖</a></p> <p><a href="#">Add user to list</a></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*

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### 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](#)

