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# **Indico Documentation**

***Release 0.97***

**Indico Team**

October 25, 2010



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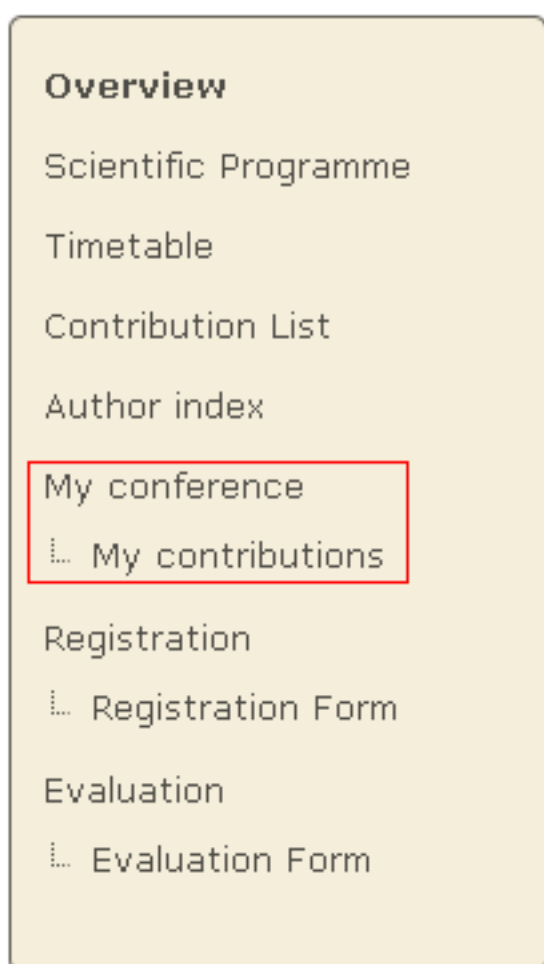
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# SUBMITTER'S GUIDE

## 1.1 Submitter

The Submitter is able to submit material for a contribution. You are given Submitter access by either the Conference Manager, Session Manager, Contribution Manager or possibly the Session Co-ordinator.



You can access the contributions for which you can submit material by selecting *My contributions* from the menu in the event homepage. This will take you to your submission area and will list the contributions for which you can submit material.

 **Conference 1**

6-10 July 2009 *aaa*

Overview

Scientific Programme

Timetable

Contribution List

Author index

**My conference**

[My contributions](#)

Registration

[Registration Form](#)

Evaluation

[Evaluation Form](#)

Contributions

Id	Name
1	<a href="#">Contribution 2</a>

[support](#)

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## 1.2 Submitting

Once in the My contributions area you can click on the contribution name to view the contribution details and start submitting material.



 **Contribution 2**

**Id:** 1

**Place:** *aaa*

**Starting date:** 06-Jul-2009 09:00 (Europe/Zurich)

**Duration:** 20'

**Material:**

Existing material

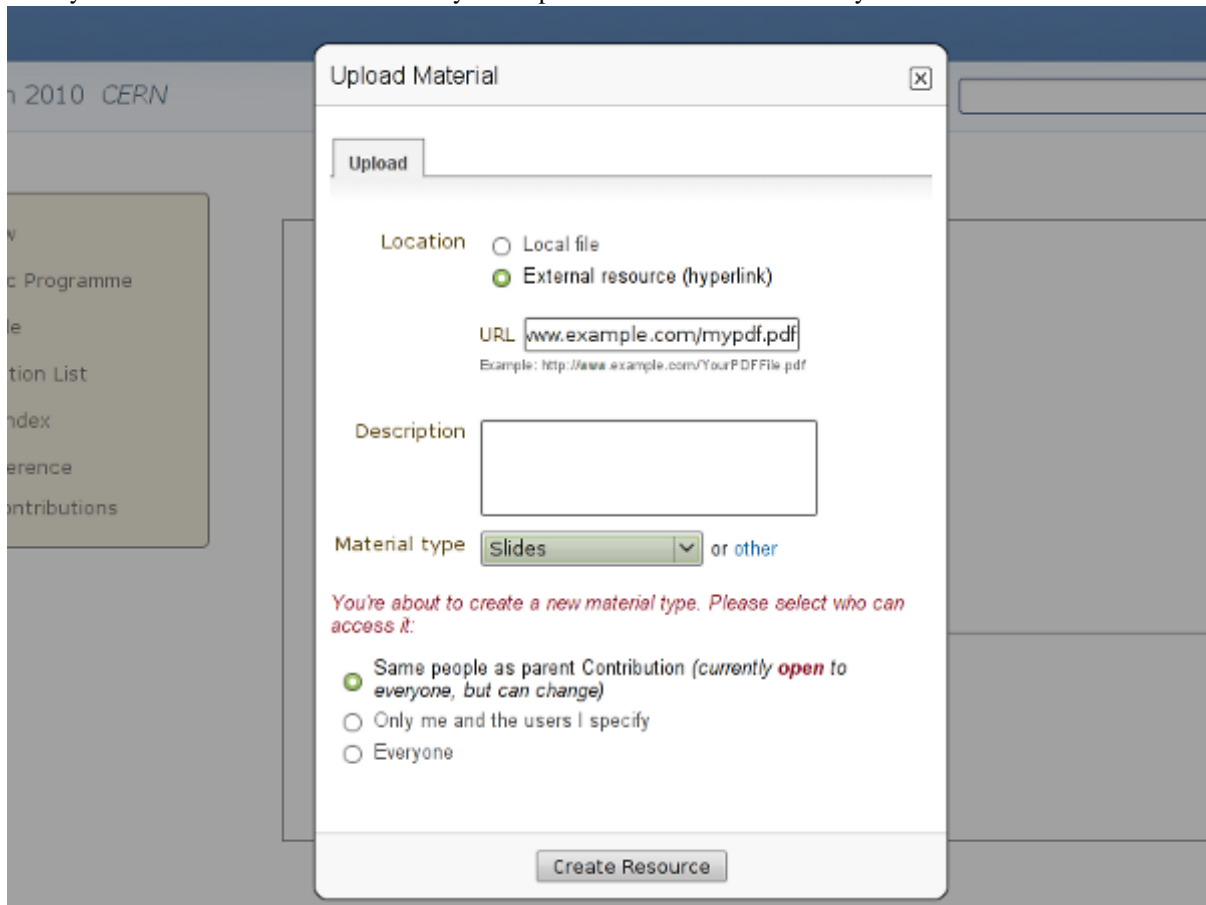
[Add Material](#)

**Included in session:** [Session 1](#)



### 1.2.1 Submitting Material

Once you have clicked on 'Add Material' you are presented with a screen to let you submit.



The screenshot shows a web interface with a sidebar on the left containing links like '2010 CERN', 'Programme', 'List', 'Index', 'Reference', and 'Contributions'. The main content area displays a modal dialog titled 'Upload Material' with a close button (X) in the top right corner. The dialog has a tab labeled 'Upload'. Inside, there are two radio buttons for 'Location': 'Local file' and 'External resource (hyperlink)', with the latter selected. Below this is a text field for 'URL' containing 'www.example.com/mypdf.pdf', with a small example text below it: 'Example: http://www.example.com/YourPDFFile.pdf'. There is a text area for 'Description'. Below that is a 'Material type' dropdown menu showing 'Slides' and a link 'or other'. A red text message reads: 'You're about to create a new material type. Please select who can access it:'. There are three radio buttons for access: 'Same people as parent Contribution (currently open to everyone, but can change)' (selected), 'Only me and the users I specify', and 'Everyone'. At the bottom is a 'Create Resource' button.

You can choose of which material type you want to submit, upload a file, and enter a description or comment.

When the material has been submitted it will appear in the contribution details