
Indico Documentation

Release 0.98

Indico Team

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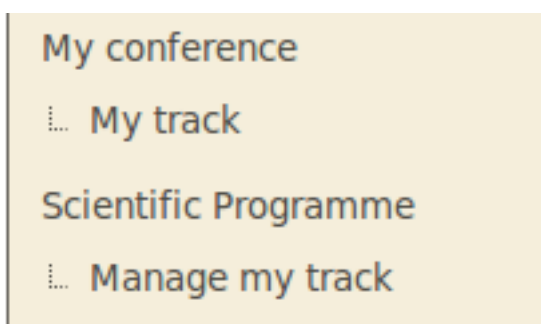
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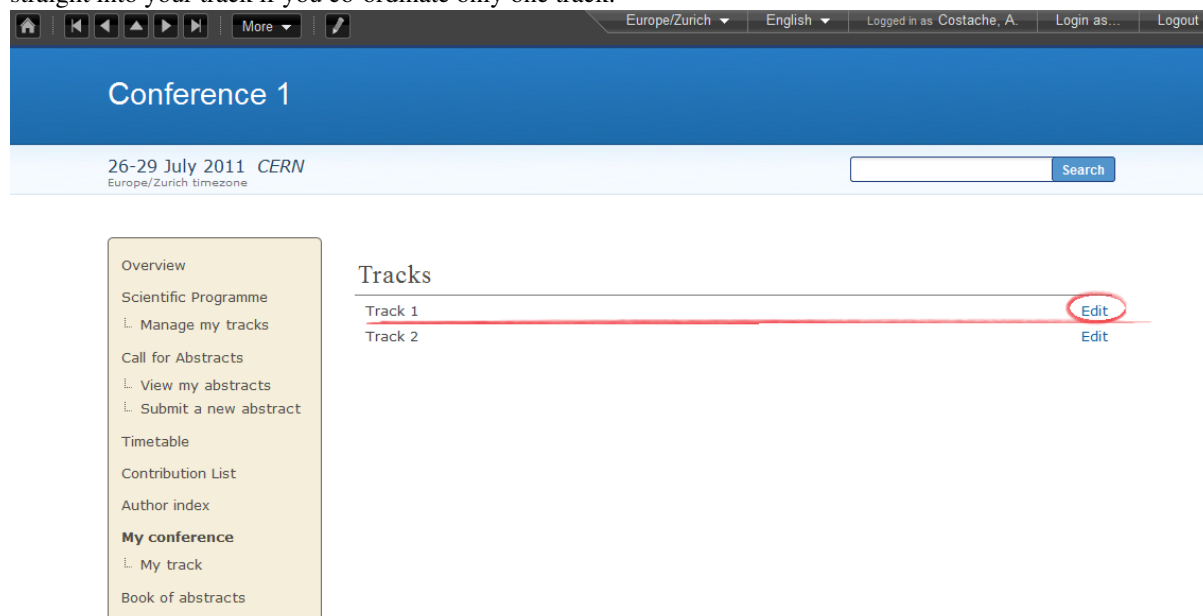
TRACK CO-ORDINATOR'S GUIDE

1.1 Track Co-ordinator

As a Track Co-ordinator you are able to propose the acceptance or rejection of abstracts within your track. Your are given the Track Co-ordinator's access by the Conference Manager.



You can access your tracks by selecting *My tracks* or *Manage my tracks* from the conference homepage menu under *My conference* or *Scientific Programme*. This will take you to the list of tracks you are co-ordinating or straight into your track if you co-ordinate only one track.



1.2 Track Co-ordinating

Once in the My tracks area you can click on *Edit* to the right of the track name to access the co-ordination area of that track.

1.2.1 Main Tab

From here, you can change the code, title and description of the track.

Track: Track 1

Go back to: [Track list](#)

| | | | |
|------|----------------------|-----------|---------------|
| Main | Coordination control | Abstracts | Contributions |
|------|----------------------|-----------|---------------|

| | |
|-------------|-------------------------------------|
| Code | |
| Title | Track 1 |
| Description | This track is about nuclear physics |

modify

1.2.2 Coordination Control Tab

This is where you add/remove users allowed to coordinate the track. **Note:** this tab is only available to you if you are a manager!

Track: Track 1

Go back to: [Track list](#)

| | | | |
|------|----------------------|-----------|---------------|
| Main | Coordination control | Abstracts | Contributions |
|------|----------------------|-----------|---------------|

Users allowed to coordinate this track

| | | |
|---|---|---|
|  | COSTACHE, Anamaria (anamaria.costache@cern.ch) |   |
|---|---|---|

Add user to list

1.2.3 Abstracts Tab

The Abstracts tab lists all the abstracts that have been submitted for your track and their status.

Track: Data Mining

Go back to: [Track list](#)

Main
Coordination control
Abstracts
Contributions

Quick search: Abstract ID =

Displaying 1 abstract

Apply filters

Participant list
Export to:

[Go to all abstracts](#)

Select: All, None

| ID | Title | Type | Status | Acc. Type | Submission date |
|----|-------------|-------------------|-----------|-----------|-----------------|
| 3 | My new test | --not specified-- | submitted | | 22 August 2011 |

Participant list
Export to:

[Go to all abstracts](#)

If you click on an abstract's name you will be taken to the Abstract's Management area. From here you can view the abstract's details and propose whether you want to accept, reject, mark as duplicated, or suggest the abstract for another track.

Main Tab

This is where you can modify the main details of the abstract, and also see some information as for instance submitter, status, etc. It is also from here where a track coordinator can propose the abstract to be accepted, rejected, for another track and mark as duplicated (see next image).

Track: Data Mining

Go back to: [Abstract list](#) >> [Track list](#)

Main
Internal comments

Abstract ID 3
Title My new test
Content my new test
Summary xxx
Primary authors GONZALEZ, Jose (cern)
Co-authors Mr. CASTILLA, Alexis (CERN)
Presenters Mr. CASTILLA, Alexis (CERN)
Contribution type --not specified--
Track classification Data Mining
Attached files
template.odt
edit_13.png
edit_16.png

Status
SUBMITTED

Your rating for this abstract
No rating yet

Submitted by Mr. ALEXIS, Alexis (cern)
Submitted on 22 August 2011 13:23
Last modified on 23 August 2011 12:29
Comments here the comments
Contribution

Internal Comments Tab

The Internal comments tab allows you to view and add any comments attached to the abstract.

Track: **Track 2**

Go back to: [Abstract list](#) >> [Track list](#)

| | |
|------|-------------------|
| Main | Internal comments |
|------|-------------------|

--no internal comments--