Indico Documentation

Release 0.97

Indico Team

October 04, 2010

CONTENTS

1 Track Co-ordinator's Guide **3**
1.1 Track Co-ordinator 3
1.2 Track Co-ordinating 4

Contents:

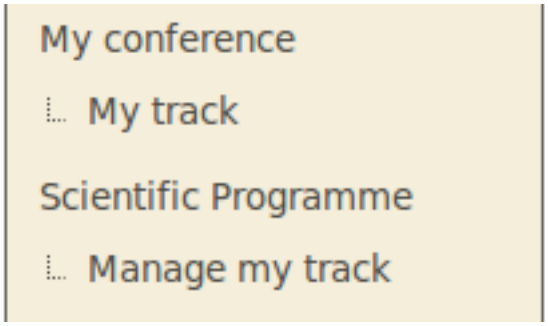
CHAPTER

ONE

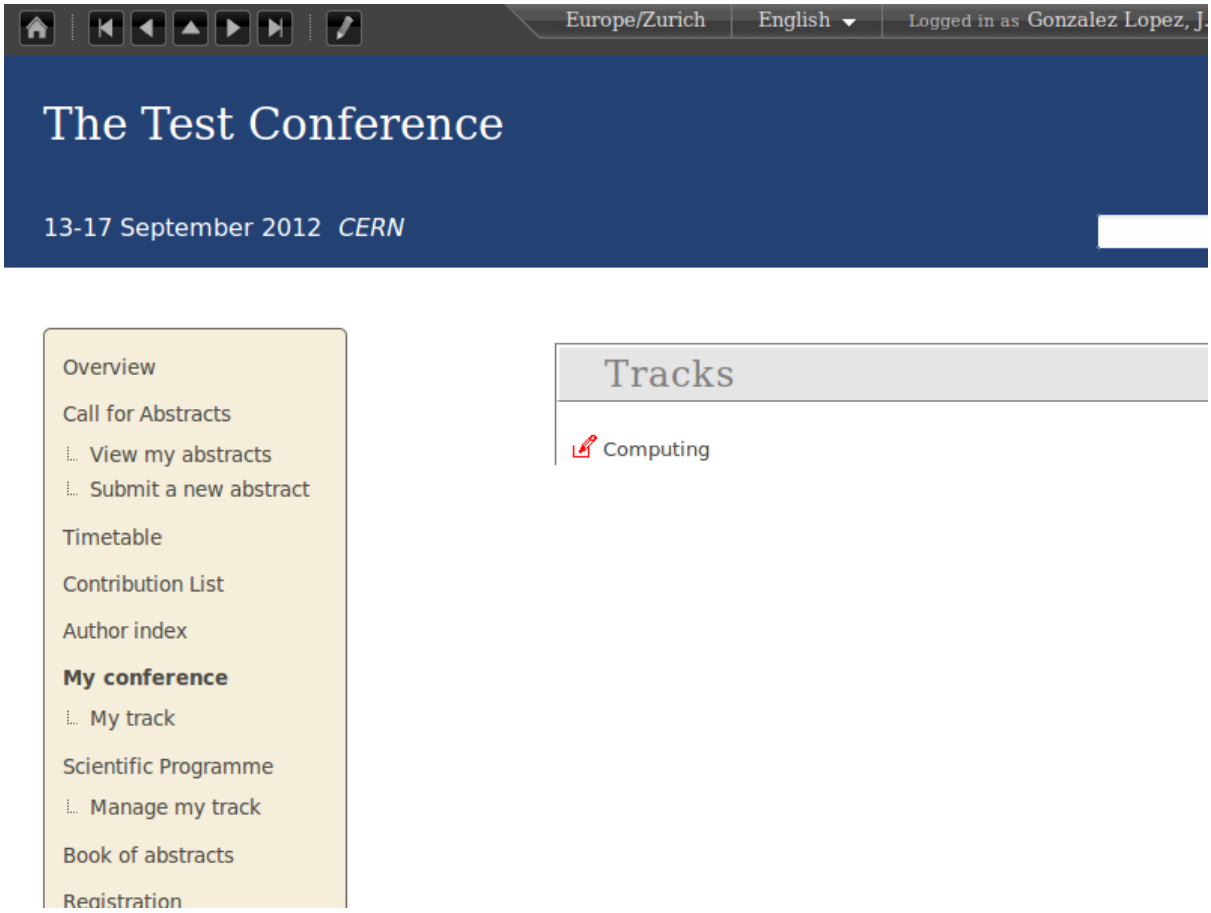
TRACK CO-ORDINATOR'S GUIDE

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.

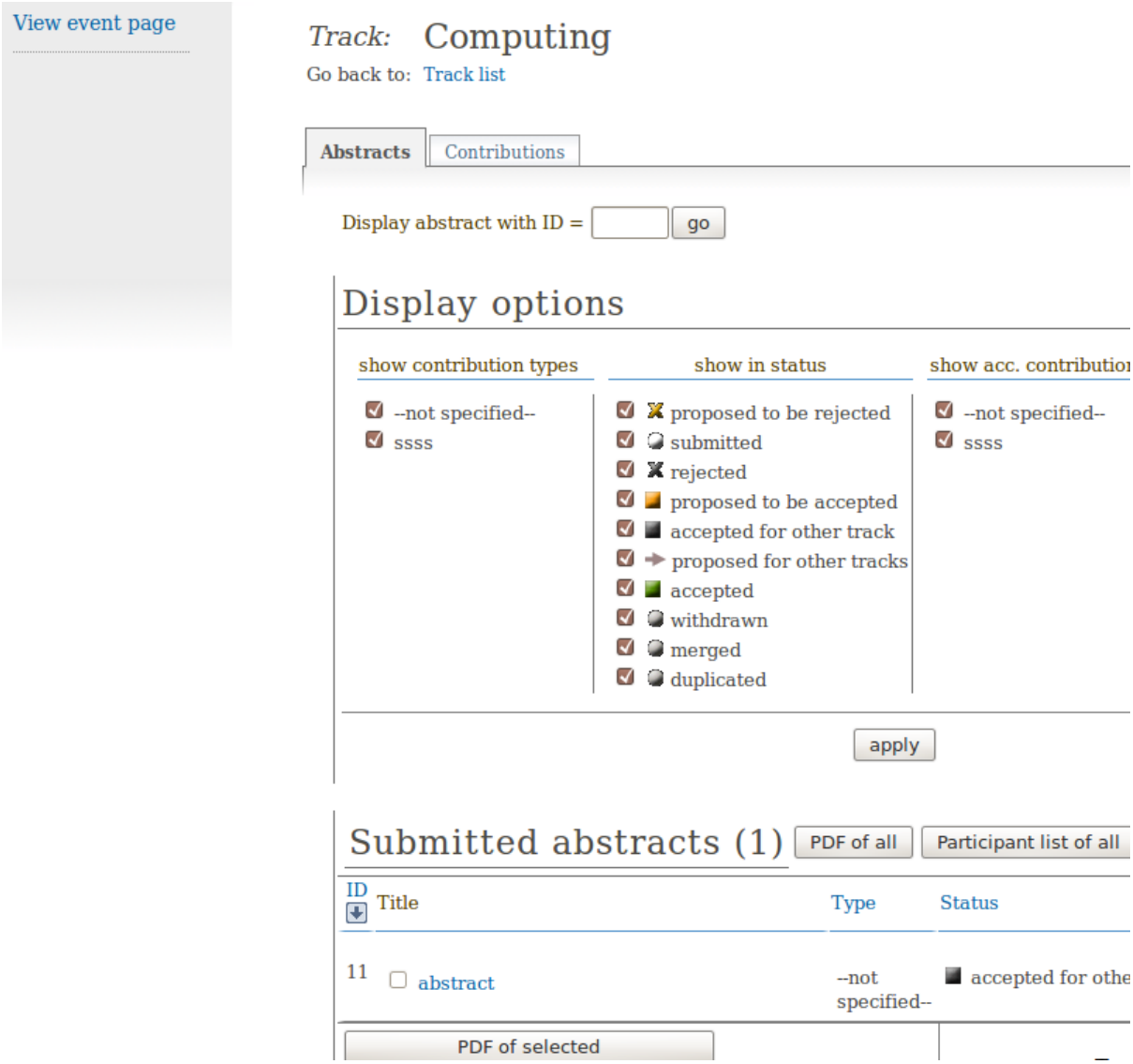


1.2 Track Co-ordinating

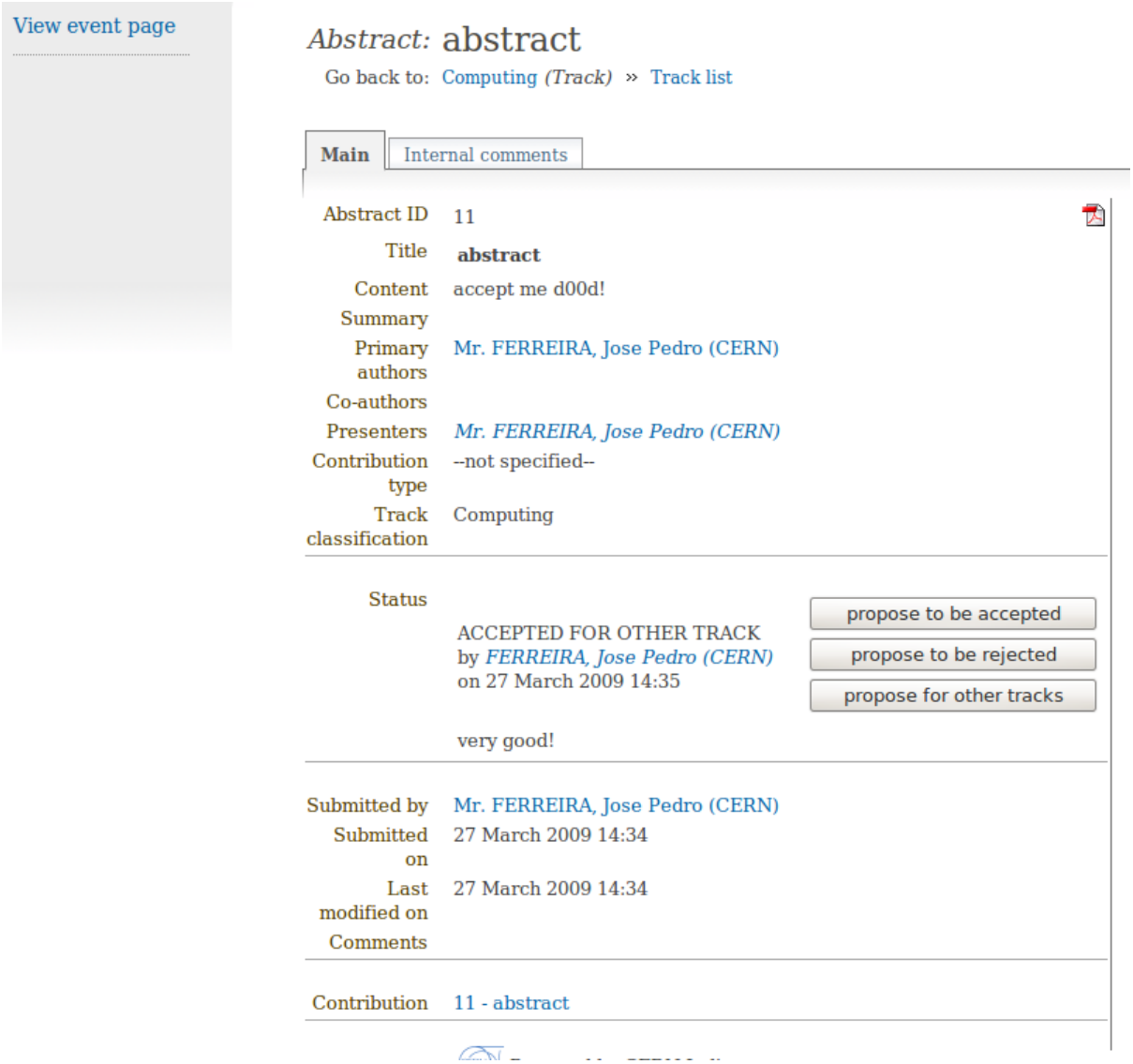
Once in the My tracks area you can click on the small red pen to the left of the track name to access the co-ordination area of that track.

1.2.1 Abstracts Tab

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

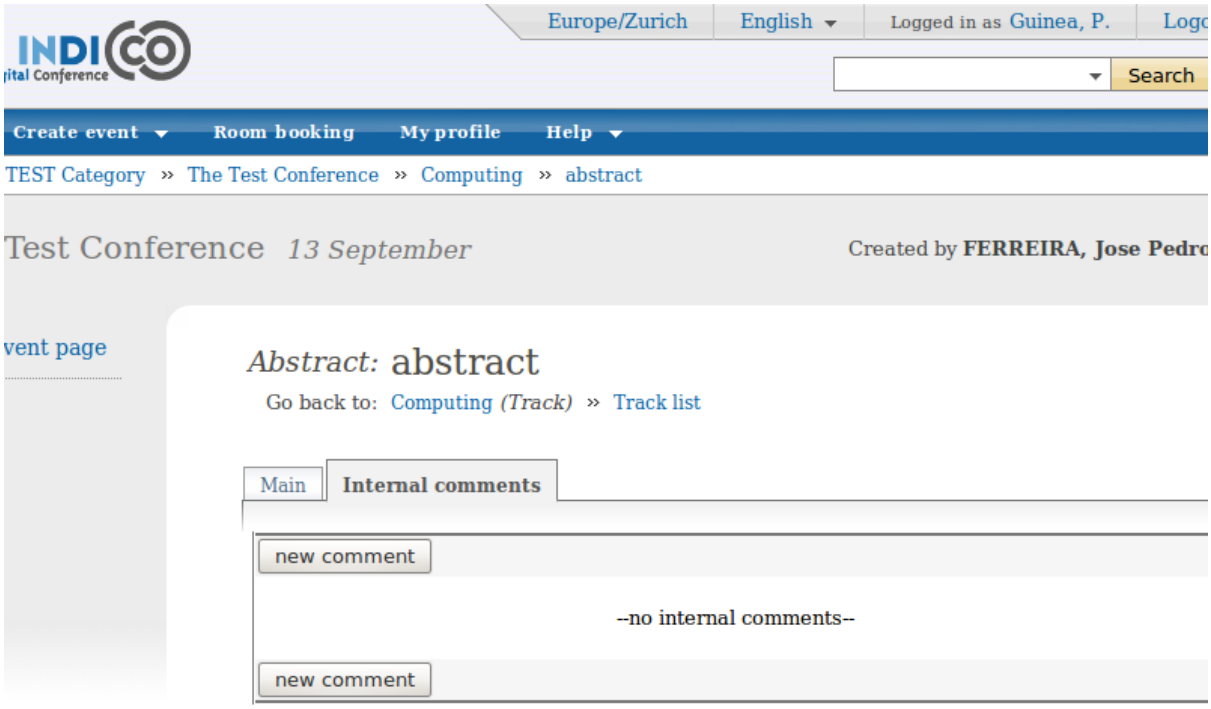


If you click on an abstract's name you will be taken to the Abstract's Management area. From here you can view the abstract's details and propose whether you want to accept, reject, mark as duplicated, or suggest the abstract for another track.



1.2.2 Internal Comments Tab

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


Europe/Zurich
English
Logged in as Guinea, P.
Search
Create event
Room booking
My profile
Help
TEST Category » The Test Conference » Computing » abstract
Test Conference 13 September
Created by FERREIRA, Jose Pedro
vent page
Abstract: abstract
Go back to: Computing (Track) » Track list
Main
Internal comments
new comment
--no internal comments--
new comment