
Indico Documentation

Release 0.97

Indico Team

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CHAPTER 1. CONTRIBUTION MANAGER'S GUIDE

1.1 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 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 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

Sub Contribution

☐ 1 sub contribution 1

remove selected

add sub contribution

1.2.2 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		
Duration	00h15'		<input type="button" value="modify"/>
Keywords			

Presenters		<input type="button" value="remove"/>
		<input type="button" value="new"/>
		<input type="button" value="search"/>

Report numbers	<input type="button" value="- select a system -"/>	<input type="button" value="add"/>
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Clicking on the title of a sub contribution will take you into its management area.

1.2.3 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 6Go 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 by itself


make it 

Users allowed to access

[Add user to list](#)

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)

☐ REFEREE11, [anna](#)


[remove](#)
[add](#)




1.2.4 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 1Go back to: [Timetable](#)

Main	Material	Sub Contribution	Protection	Tools
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 [Delete this contribution](#)
 [Move this contribution](#)
 [Write minutes for this contribution](#)