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# **Indico Documentation**

***Release 1.2***

**Indico Team**

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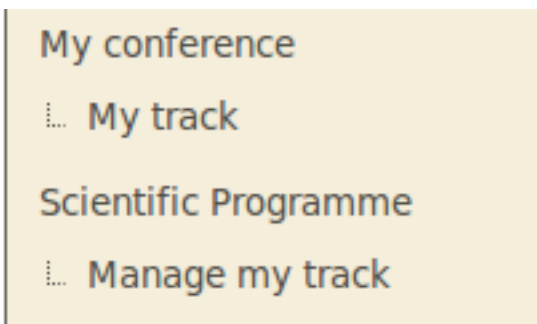
Contents:



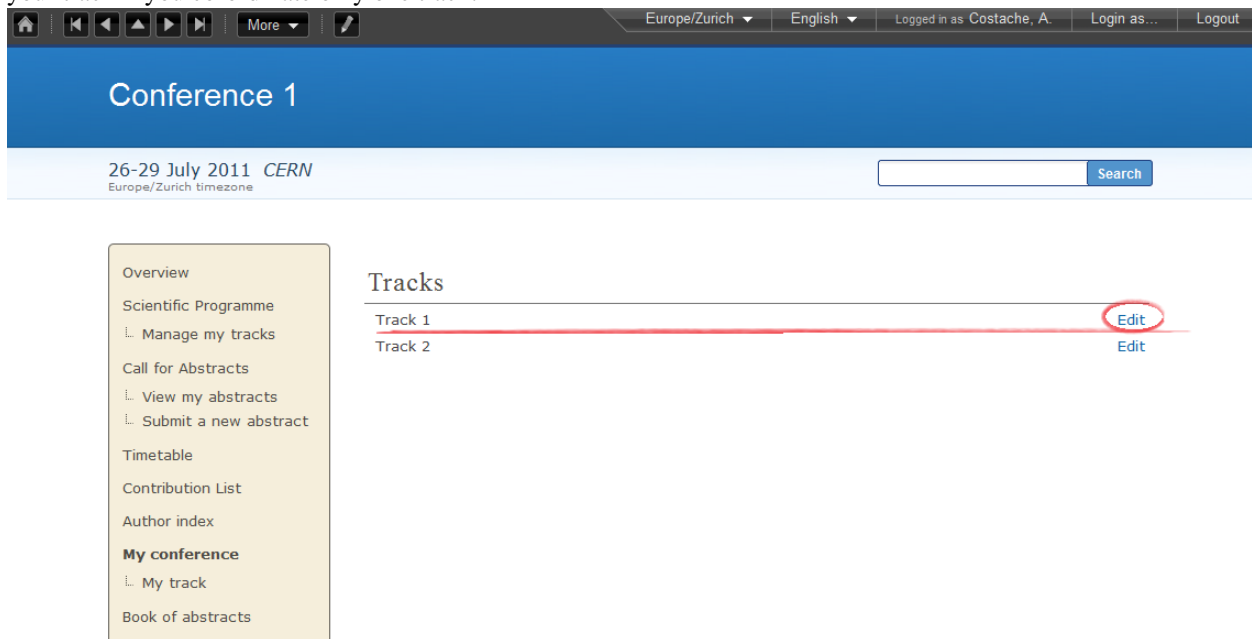
## TRACK CO-ORDINATOR'S GUIDE

### 1.1 Track Co-ordinator

As a Track Co-ordinator you are able to propose the acceptance or rejection of abstracts within your track. You 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.

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### 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](#)

The screenshot shows a web interface with a tabbed menu at the top containing 'Main', 'Coordination control', 'Abstracts', and 'Contributions'. The 'Main' tab is selected. Below the menu, there are three rows of information: 'Code' (empty), 'Title' (Track 1), and 'Description' (This track is about nuclear physics). To the right of the description is a 'modify' button.

### 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](#)

The screenshot shows the same tabbed menu as in the previous section, but with 'Coordination control' selected. Below the menu, the heading 'Users allowed to coordinate this track' is displayed. Underneath, there is a list of users. One user is listed: 'COSTACHE, Anamaria (anamaria.costache@cem.ch)', accompanied by a person icon, a yellow star icon, and a red 'X' icon. Below the list is an 'Add user to list' button.

### 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

Export to:

[Go to all abstracts](#)

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Select: [All](#), [None](#)

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

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. Depending on the setup of the Abstract Module, a track coordinator can be able to directly accept or reject the abstract.

## 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). Depending on the setup of the Abstract Module, a track coordinator can also accept or reject the abstract directly.

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](#)

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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](#)

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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--