
Indico Documentation

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Indico Team

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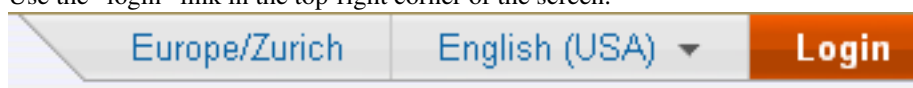
PRELIMINARY NOTE ON INDICO

Indico is currently in the process of replacing CDS Agenda as the only CERN event management software. The developement of Indico was triggered by the fact that CDS Agenda was not able to cope with the administration of bigger events such as workshops and conferences which are regularly organised in the Organisation. Indico solves this issue by providing its users with tools to manage the biggest conference (nearly) as easily as the simplest lecture. In between, meeting management has also been enriched with new features such as videoconference bookings, participant management... Others will soon come, like room booking or task list management, teleconference booking... and will make of Indico a really integrated event management software. We hope you will enjoy using Indico, and please do not hesitate to contact us (indico-team@cern.ch) if you wish to propose an improvement, report a bug or simply need help...

GENERAL

2.1 Login

Use the “login” link in the top-right corner of the screen.



You may use your CERN NICE account. If you don't have one, then choose the “If you don't have an account” section of the login page.

 If you don't have an account, you can create one [here](#)

The “remind me of my password” feature works only with local Indico accounts, not with NICE ones.

2.2 Modify Account Data

Once logged in, you may click on your name which appears in the top-right corner to modify all the information associated with your account (tel. number, affiliation...).

EVENT CREATION

As in CDS Agenda, events can be created in all category which do not contain any subcategory. In such categories, a menu such as this one will appear in the top bar:



In order to create an event, click on the proper event type and fill the form in.

3.1 Lectures

A lecture is the simplest event possible. It consists of a title, speaker, dates, description, plus attached files. It does not contain a timetable.

3.2 Meetings

Create a meeting if you wish to handle a timetable with several items inside, attach files to them...

3.3 Conferences

You should choose to create a conference only if you need advanced features such as call for abstract, registration form, epayment. The Conference type creates a real web portal to your event, not just a timetable.

EVENT MODIFICATION

4.1 Using a Modification Key

As in CDS Agenda, you may use a modification key in order to modify your meeting. To do so, go to the display page of the meeting and click on the pencil button in the top menu, then enter the modification key.



Note: Unlike in CDS Agenda a modification key will not be automatically given to your meeting. (see section 4 if you want to set one for your meeting)

4.2 By logging In

Being logged in will give you a default access to the modification of the meetings for which you have the proper rights. For example, if you have created an event, you will have this default right, as well as if you are the manager of the category in which the meeting resides. The manager of the event may also grant you modification rights on the full event or only on parts of it (a session, a contribution...).

4.3 Access to the Modification Interface

Once you have entered the modification key, or if you are logged in with rights over the event, small blue arrows will appear in the timetable next to the items you are allowed to modify. If you click on it, you will see a menu with all the options to modify, write minutes, manage material, etc.

4.4 Creating a Timetable

Once you have created your meeting, access the modification area by clicking the pencil button on the top bar. Then click on the “Timetable” menu.

The screenshot shows the 'Meeting 1' page for '03 July'. On the left is a sidebar with navigation links: 'View event page', 'General settings', 'Timetable' (highlighted), 'Material', 'Room booking', 'Video Services', 'Participants', 'Evaluation', 'Advanced options', 'Lists', 'Protection', 'Tools', and 'Logs'. The main content area displays event details: 'Start date' (Friday 03 July 2009 08:00), 'End date' (Friday 03 July 2009 18:00), 'Options' (checked 'Automatically solve timing conflicts'), and 'Timezone' (UTC). Below this is a 'Show:' dropdown set to 'Friday, 03 July 2009', with 'add' and 'reschedule' buttons. The timetable for 'Fri Jul 03' is shown, starting at 08:00 with 'Contribution 1' (08:00-08:20) and a 'sub contribution 1'. At 09:00, 'Session 1' (08:20-09:20) begins.

Once there, use the “new ...” buttons to populate your timetable. If you have created a session and want to populate its inner timetable, simply click on its name. Once you have populated the session timetable, you can easily go back to the main timetable by clicking on the meeting name:

This screenshot shows the 'Meeting 1' page with the 'Session 1' configuration view. The sidebar is identical to the previous screenshot. The main content area shows 'Session: Session 1' and a 'Go back to:' link labeled 'Timetable' (highlighted with a red box). The 'View event page' and 'General settings' links in the sidebar are also highlighted with red boxes.

Once you have finished modifying the event, you can go back to its display page by clicking on the display icon:

This screenshot shows the 'Meeting 1' page with the 'View event page' link in the sidebar highlighted with a red box, indicating the action to return to the event's display page.

4.5 Posting Files/Links

You can either post a file or a link from the display of the timetable of your event by clicking on the file upload icon:



or from the modification interface of the event by choosing the “Material” menu.

EVENT PROTECTION

5.1 Setting up access/modification keys

You need to enter the modification area in order to change these. Once in there, select the “Access Control” tab.

The screenshot shows the event management interface. On the left is a sidebar with a list of options: 'View event page', 'General settings', 'Timetable', 'Material', 'Room booking', 'Video Services', 'Participants', 'Evaluation', 'Advanced options', 'Lists', 'Protection' (highlighted with a red box), 'Tools', and 'Logs'. The main area is titled 'Modification control' and contains two sections. The first section, 'Managers (users allowed to modify)', has an 'Add user to list' button. The second section, 'Access control', shows the 'Current status' as 'PUBLIC' with a help icon. Below this are two options: 'make it PRIVATE by itself' and 'make it ABSOLUTELY PUBLIC' with a help icon. Under 'Users allowed to access', there is an 'Add user to list' button. At the bottom, the 'Access key' is shown as a masked field with a 'change' button. Red boxes highlight the 'Protection' tab in the sidebar and the 'Access key' field and 'change' button in the 'Access control' section.

Then enter a modification password and/or an access password and validate your choice by clicking on the “change” button. *Note: If you choose to protect the access to your event, setting an access key will not be sufficient: don’t forget to set the current status of the event to “PRIVATE”!*

5.2 Delegate Management Rights

Instead of using a modification key, you can also grant administrative rights over your meeting to a given person. For this click on the “add” manager of the “modification control” section:

This screenshot shows the 'Modification control' section. The 'Managers (users allowed to modify)' section has an 'Add user to list' button highlighted with a red box. Below it, the 'Modification key' is shown as a masked field with a 'change' button.

Then search for the person in question in the database of Indico users. Both the local Indico database of users and the CERN NICE database will be searched. If the person in question does not have an account yet, please ask him/her to register in the system.