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# **Indico Documentation**

***Release 0.97***

**Indico Team**

March 22, 2010



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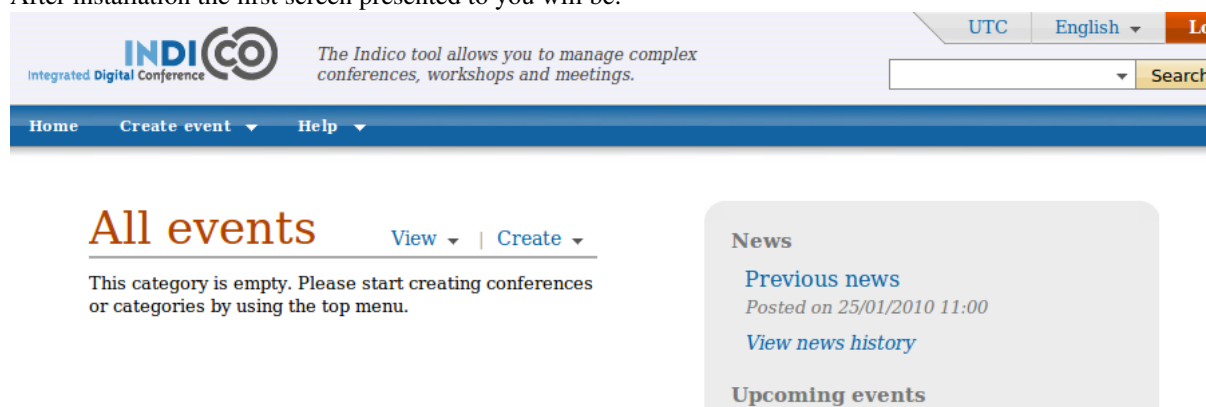
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# STARTING WITH INDICO

## 1.1 Creating an Administration Account

After installation the first screen presented to you will be:



First you must to create an user account by clicking on login. You will be presented with a Log In screen and with an option to create an account. A form will need to be filled in with your user details. Once this is complete an email will be sent to you with a link to activate your account, once activated you will then be able to login. Now, it is the moment to add yourself as an Administrator. In order to do so, click on *Server admin*, in the top blue bar, and you will access the [Administration Area](#).

Server Administration

General settings

Local Definitions

Users and Groups

IP Domains

Rooms

Templates

Services

Plugins

Homepage

System

General System Information

System title

Organization

Support email  
(for automatic messages)

Support email  
(for public display in page footers)

Language

Timezone

Address

Features

jose.benito.gonzalez@cern.ch

jose.benito.gonzalez@cern.ch

English

UTC

☐ Cache Indico Pages ?  
☐ News Pages  
☐ Debug

Administrator list

Add user to list

From here you need to add your account to the Administrator list, to do this click on *Add user to list* under the title of *Administrator List* and use the user search to find and select your account. You will then be an Administrator and can start using all the features of Indico. If there is no Administrator account anybody can access and change all parts of Indico leaving it exposed with no access control. Once, someone adds himself as Administrator, nobody else will be able to do it in the same way, but existing Administrators can add new Administrators. Administrators will have access and modification rights to all categories and events.

Users can create their own accounts to use Indico, and they can modify, delete and add extra logins manually. Administrators are also able to create new accounts and assign users to be Administrators or organise users into groups (see [Administration Area](#))

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## 1.2 Accounts Created by a User

When a new user wants to create an account, he can do so by clicking on *login* in the top right-hand corner of Indico. From here he can choose to create an account. A form will be presented that needs to be filled in with the user's details. Once submitted an email will be sent to the user.

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### 1.2.1 Activating a User Created Account

A user activates the account by using the link that is sent in an email after applying for a new account. If the account is not activated the user cannot log in.

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### 1.2.2 Retrieving a Forgotten Password

If a user needs to retrieve his password, he can use the login screen and his forgotten password option; the user will be sent their password by email to the address registered with that account.

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# ADMINISTRATION AREA

The Administration Area controls the whole of Indico, anything you modify or add from here can be used throughout the whole program. From here you can change general information about your version of Indico, manually add, activate and modify accounts, add more than one login for a user, delete additional logins and assign users to groups. You can also define domains for use with Access Control throughout Indico and you have control of any maintenance.

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## 2.1 General settings

From the *General settings* in the Administration Area, you are able to modify the system title, the organisation, the support email and address. You can also add or remove users from the administration list; this means they have full administration access throughout Indico.

Server Administration

General settings

Local Definitions

Users and Groups

IP Domains

Rooms

Templates

Services

Plugins

Homepage

System

General System Information

System title

My INDICO

modify

Organization

CERN

Support email

(for automatic messages)

csvetelina.angelova@cern.ch

Support email

(for public display in page footers)

Language

English (USA)

Timezone

Europe/Zurich

Address

Plovdiv (Bulgaria)

Features

☒ Cache Indico Pages ?

☒ News Pages

☒ Debug

Administrator list

ANGELOVA, Csvetelina (csvetelina.angelova@cern.ch)

✖

Add user to list

The Support email address you add in the General System Information will appear as the overall general support contact. However, if a problem occurs within the program and an error report needs to be sent, this report will be sent to the developers not to this support email.

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## 2.2 Users

From the *Users and Groups* option you can control and modify any of the user accounts and groups.

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## 2.2.1 Manually Creating a User

To manually create a new account use the *New User* button in the *Users and Groups* menu, *Manage Users* tab. You will be presented with the same form as a user creating his own account; fill in and submit this form to create the account. You will still need to activate the account.

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## 2.2.2 Searching for Users

You can search for a user by surname, first name, email address or organisation. If you are not sure of the full details you can enter the first few letters and you will be shown all the users that match your search. The Search filter is found by clicking on *Users and Groups > Manage Users*.

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## 2.2.3 Manually Activating an Account

To activate an account from within the administration area, go to the *Users and Groups* option, *Manage Users* tab, and search for the user's account using the filter, then select the account you wish to activate, this will take you to the user's details:

[Home](#) » [User Details](#)

### Personal Area for new User

Account Details

Favorites

*This page shows your personal data. You can modify it by clicking on the 'modify' button.  
You can also find the different accounts you can use to login. You can add or remove accounts,  
but you must have at least one account.*

### Details for USER, new

Affiliation cern

Email user.new.user@gmail.com

Language English (USA)

Address

Telephone

Fax

My Timezone Europe/Zurich

Display Timezone Event Timezone

modify

### Your account(s)

Account status Not confirmed

activate the account

☐ new

Local [Change password](#)

delete selected accounts

create a new account

### Special Rights

Category Manager

Event Manager

If an account has not been activated its status will be *not confirmed*. Click the button next to the status in order to activate the account. The account status will then be changed to *activated* and the user for that account will now be able to log in.

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## 2.2.4 Modifying a User's Account

From the Account Details screen above you have the option to modify the user's details. From here you are able to modify the user affiliation, email address, postal address, telephone number, fax number, default timezone, default language, etc.

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## 2.2.5 Creating Additional Logins for a User

A user may have more than one login (username and password) on their account, this can be useful if a user has certain access rights with one login but not with another, they can then choose which login to use when using Indico.

[Home](#) » [User Details](#)

### Personal Area for new User

Account Details	Favorites
-----------------	-----------

*This page shows your personal data. You can modify it by clicking on the 'modify' button. You can also find the different accounts you can use to login. You can add or remove accounts, but you must have at least one account.*

### Details for USER, new

Affiliation	cern
Email	user.new.user@gmail.com
Language	English (USA)
Address	
Telephone	
Fax	
My Timezone	Europe/Zurich
Display Timezone	Event Timezone

[modify](#)

### Your account(s)

Account status	activated
<input type="checkbox"/> new	Local
<a href="#">delete selected accounts</a>	<a href="#">create a new account</a>

[Change password](#)

### Special Rights

[Category Manager](#)  
[Event Manager](#)

To create a new login account for a user, use the *create a new account* option. This will take you to a screen where you can enter a new username and password. Once the new account is added it will show in the User Details screen as above

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## 2.2.6 Deleting Additional Logins

To delete any additional account login select those accounts for that user that you wish to delete and use the *delete selected accounts* option from the User Details screen above. A user must have one login account however.

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## 2.3 Groups

You can use the Groups section to categorise users if you wish. You may want to use this feature to help with Access Control. If, for example, you have more than one user that you would like to manage an event, you could make a group of Managers for each event and then assign each set to an event as apposed to adding each individual user.

To create a new group use the *New Group* feature in the *Users and Groups* menu, *Manage Groups* tab. You will be asked for a group name and a description.

The screenshot shows the 'Server Administration' interface with a sidebar menu on the left containing: General settings, Local Definitions, **Users and Groups**, IP Domains, Rooms, Templates, Services, Plugins, Homepage, and System. The main content area has tabs for 'Main', 'Manage Users', and 'Manage Groups'. The 'Manage Groups' tab is active, showing a '<< back' link. Below this, there is a section for 'Group Group 1' with a 'Description' field containing 'Description of Group 1' and an 'Email' field. Below the description fields is a 'Members' section with an 'Add user to list' button.

You can then start to add or remove users from the group.

The screenshot shows the 'Server Administration' interface with the same sidebar menu. The 'Manage Groups' tab is active, showing the '<< back' link. Below this, there is a section for 'Group Editors' with a 'Description' field containing 'Description of Group Editors' and a 'modify' button. Below the description fields is a 'Members' section with a list of users: EDITOR1, User (angelova.cveti@gmail.com), EDITOR3, nick (toyjybtbdr@cern.ch), and EDITOR4, edikoi (oplmnhew@cern.ch). Each user has an 'Add to Basket' button and a red 'X' icon. Below the list is an 'Add user to list' button.

You can assign a group of users to Access Control in the same way as you can add individual users. Once your group(s) are created you can use the *Groups* option to find a particular group, to continue adding and removing users, or to modify the group details.

## 2.4 IP Domains

You can add sets of IP addresses called Domains to be used in Access Control. To add a new domain use the *New Domain* option in the *IP Domains* menu.

You can then enter a name, description, and the IP addresses you wish to use in this domain:

The screenshot shows the 'Server Administration' interface with a sidebar menu. The 'Domains' section is active. The form 'Registering a new DOMAIN' has the following fields:

- Name:** A text box containing 'Domain 1'.
- Description:** A large text area containing 'Description of Domain 1'.
- IP Filter:** A text box containing '192.160.0.2, 192.160.0.3, 192.160.0.4, 192.160.0.5'. Below this box is the instruction 'enter the IP filters separated by ";"

An 'ok' button is located at the bottom right of the form.

Any domains you create can be shown from the *IP Domains* menu, you can search for the domain name you want to look at and you will be shown the details of that Domain.

The screenshot shows the 'Server Administration' interface with the 'Domains' section active. The details for 'Domain Domain 1' are displayed in a table-like format:

Domain Domain 1	
Description	Description of domain 1
IP filter	192.160.0.2, 192.160.0.3, 192.160.0.4, 192.160.0.5

A 'modify' button is located at the bottom right of the details section.

From here you can also modify the domain.

## 2.5 Maintenance

The maintenance area is accessible from the *System* menu, *Maintenance* tab. From here you are able to:

- View the amount of Temporary files being used by Indico. Indico creates temporary files internally for example when a user submits a file or when creating a DVD, etc. These temporary files are stored until you delete them from here.
- Pack the Database. Indico periodically backs up your database and stores the older versions; you can choose to remove older versions to save memory by using the *pack* option, this will keep the current version of the database.
- Delete Websessions. The database stores temporary information for the period in which an end user is navigating Indico, for example, websessions. Websessions are stored in the database until you choose to delete them.

The screenshot shows the 'Server Administration' interface with a sidebar on the left containing links: General settings, Local Definitions, Users and Groups, IP Domains, Rooms, Templates, Services, Plugins, Homepage, and System (highlighted). The main content area has three tabs: Configuration, Task Manager, and Maintenance (selected). Under the Maintenance tab, there are three sections: 'Temporary Files' showing 'Folder size: 88 MB', 'Number of files: 287 files', and 'Number of folders: 0 folders' with a 'cleanup' button; 'Database' showing 'Approximate size: 68 MB' with a 'pack' button; and 'Websession' showing 'Approximate number of sessions: 267' with a 'cleanup' button.

Temporary Files	
Folder size	88 MB
Number of files	287 files
Number of folders	0 folders

[cleanup](#)

Database	
Approximate size	68 MB

[pack](#)

Websession	
Approximate number of sessions	267

[cleanup](#)

You will be asked to confirm the deletion of temporary files and websessions as well as when packing the database.