

# ICRR Indico

K. Okumura

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# TOP page

<https://www.icrr.u-tokyo.ac.jp/indico/>

The screenshot shows the top page of the Indico website. At the top left is the logo for 'INDICO Integrated Digital Conference'. On the top right, there are two dropdown menus: 'UTC' and 'K. okumura'. Below the logo is a dark blue navigation bar with links for 'Home', 'Create event', 'Server admin', 'My profile', and 'Help'. The main content area has a heading 'Main categories' with three icons (eye, plus, and edit) to its right. Below this is a welcome message: 'Welcome to Indico. The Indico tool allows you to manage complex conferences, workshops and meetings. In order to start browsing, please select one of the categories below.' This is followed by a table of categories. On the right side, there is a 'News' section with a speaker icon, the title 'News', and a 'more...' link. Below the news section is a 'Previous news' entry with the text 'Posted on 07/11/2013'.

INDICO  
Integrated Digital Conference

UTC K. okumura

Home Create event Server admin My profile Help

## Main categories

Welcome to Indico. The Indico tool allows you to manage complex conferences, workshops and meetings.  
In order to start browsing, please select one of the categories below.

<a href="#">Research Groups</a>	empty	»
<a href="#">Seminars</a>	empty	»
<a href="#">Projects</a>	empty	»
<a href="#">Conferences, Workshops and Events</a>	empty	»
<a href="#">TEST Category</a>	1 event	»

### News

[Previous news](#)  
Posted on 07/11/2013

[more...](#)

# “Research group” category

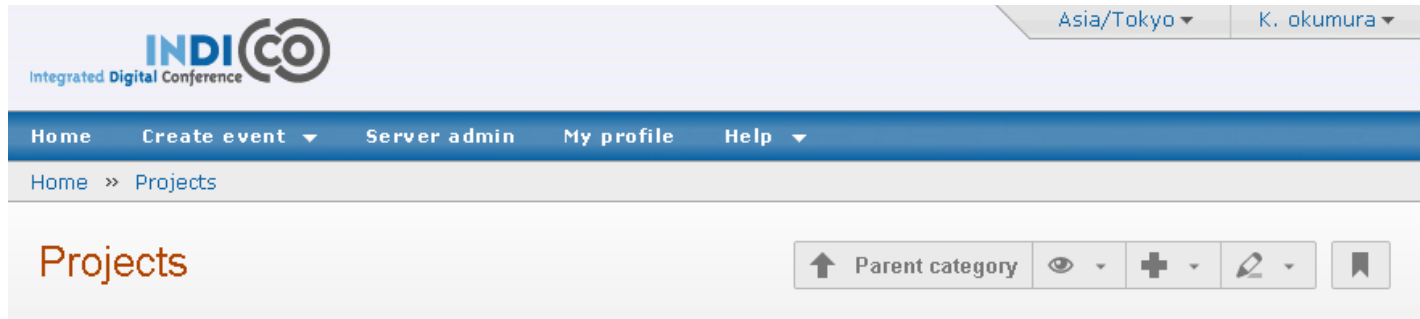
Categories for ICRR research groups.  
Currently access permission is restricted. Manager of each category is assigned to Keisanki-iin of each group.

holders for research group

Manager

Ashra group	empty	→	sasakim
Gamma group	empty	→	tyoshiko
Gravitational wave group	empty	→	miyoko
High energy astrophysics group	empty	→	mtakeda
Kamioka group	empty	→	hayato
Observational cosmology group	empty	→	ono
Research center for cosmic neutrinos	empty	→	okumura
TA group	empty	→	mtakeda
Theory group	empty	→	kawasaki, ibe
Tibet group	empty	→	ohnishi

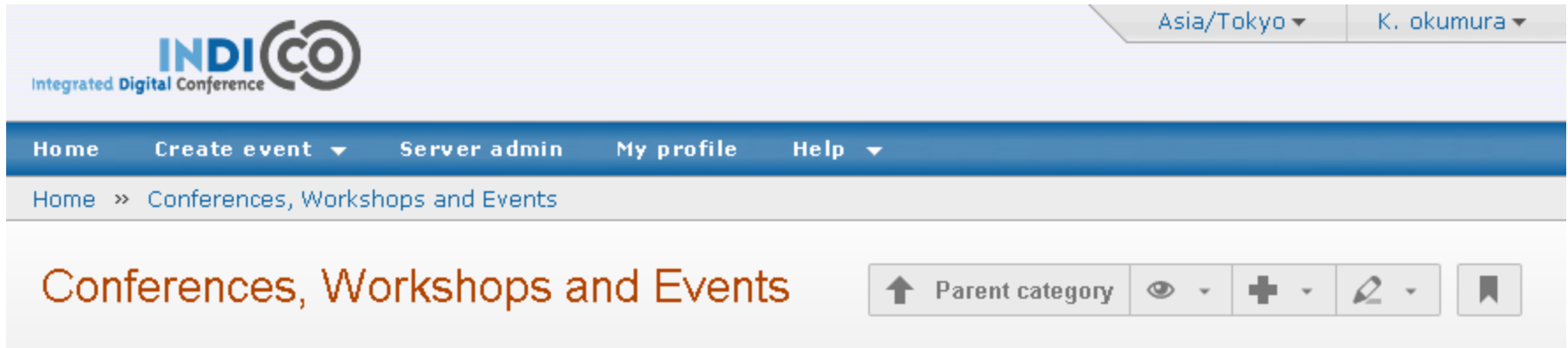
# “Project” category



This category is empty. Please start creating conferences or categories by using the top menu.

Category for ICRR related projects.  
Keisanki\_iin members have privilege to make sub-category here.

# “Conferences...” category



The screenshot shows the INDI CO (Integrated Digital Conference) web interface. At the top right, there are dropdown menus for 'Asia/Tokyo' and 'K. okumura'. The main navigation bar includes 'Home', 'Create event', 'Server admin', 'My profile', and 'Help'. Below this, a breadcrumb trail reads 'Home >> Conferences, Workshops and Events'. The main heading is 'Conferences, Workshops and Events' in orange text. To the right of the heading is a toolbar with icons for 'Parent category', visibility, add, edit, and bookmark.

This category is empty. Please start creating conferences or categories by using the top menu.

Category for ICRR related conference, workshop, events, etc.

Keisanki\_iin can make sub-category here.

If you want to be manager of event page, please ask them to add you into manger list.

→ see “Adding manager”

# Login



INDICO  
Integrated Digital Conference

Asia/Tokyo English **Login**

Home Create event Help

## Log in to Indico

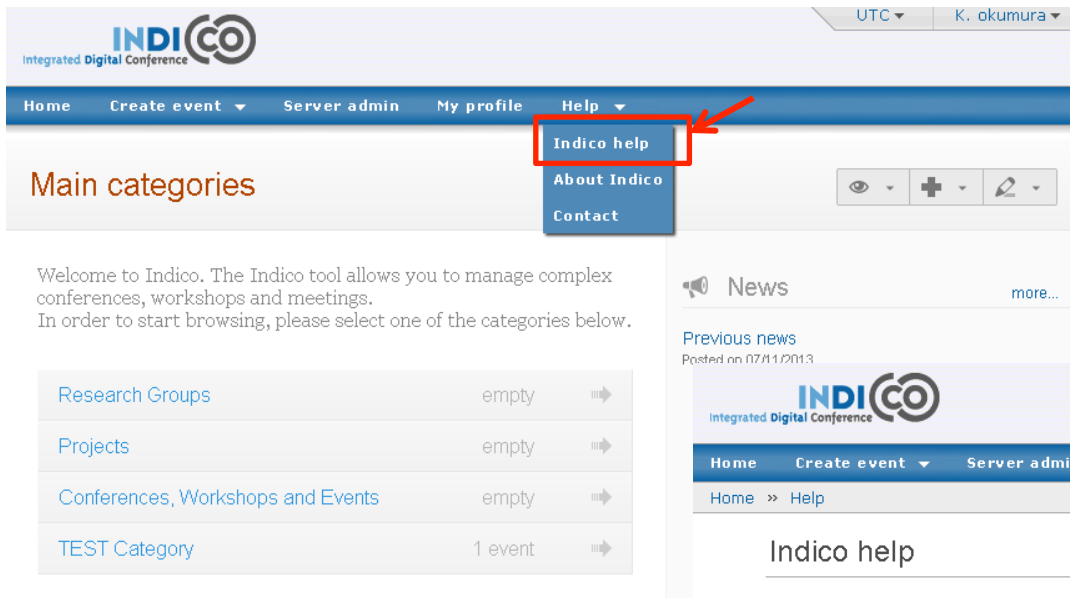
---

User Name

Password

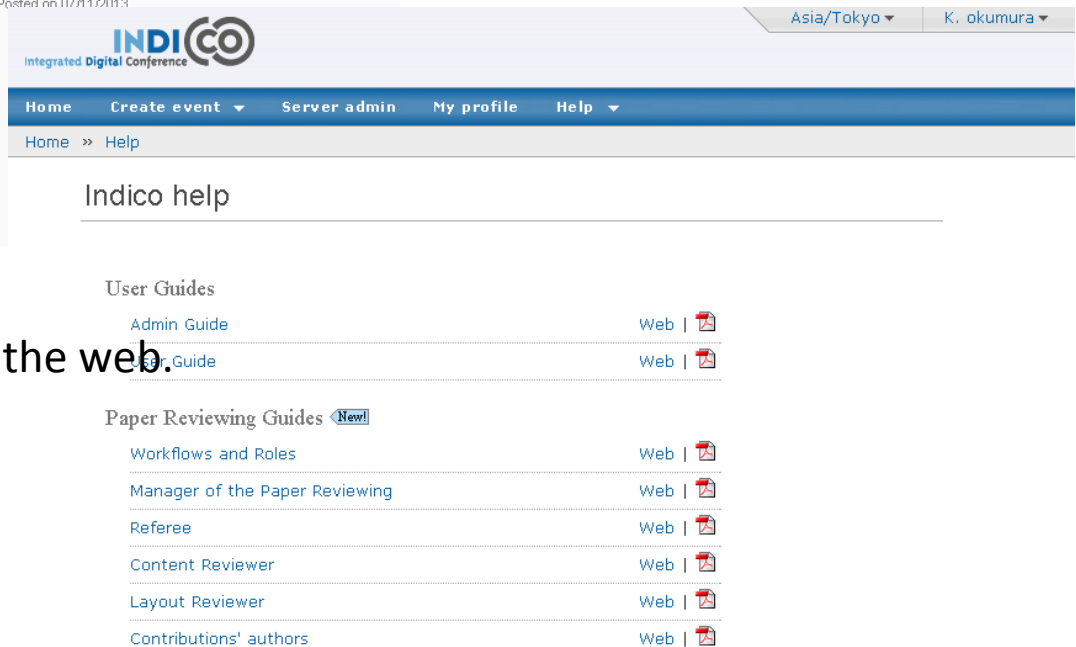
login by ICRR computer account is necessary to manage indico. Click “login” link at the right upper corner of the page. Account and password are common with ICRR computer system.

# Indico Manuals



The screenshot shows the top navigation bar of the Indico website. The 'Help' menu is open, and 'Indico help' is highlighted with a red box and an arrow. Below the navigation bar, there is a 'Main categories' section with a list of categories: Research Groups (empty), Projects (empty), Conferences, Workshops and Events (empty), and TEST Category (1 event). A 'News' section is also visible, showing 'Previous news' posted on 07/11/2013.

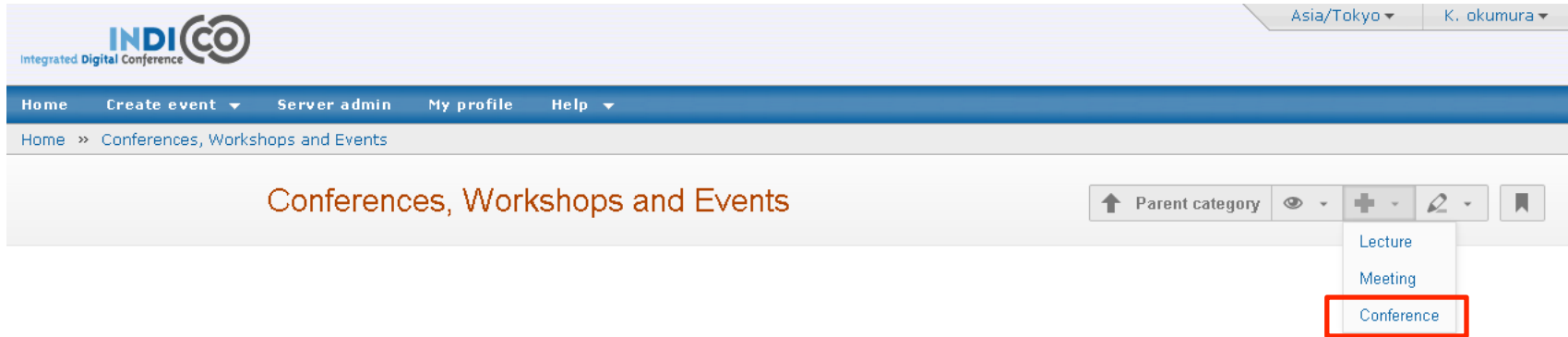
Select "Indico help".



The screenshot shows the 'Indico help' page. The page title is 'Indico help'. Below the title, there are two sections: 'User Guides' and 'Paper Reviewing Guides'. The 'User Guides' section includes 'Admin Guide' and 'User Guide', both with 'Web' and 'PDF' icons. The 'Paper Reviewing Guides' section includes 'Workflows and Roles', 'Manager of the Paper Reviewing', 'Referee', 'Content Reviewer', 'Layout Reviewer', and 'Contributions' authors', all with 'Web' and 'PDF' icons. The 'New!' tag is visible next to the 'Paper Reviewing Guides' section title.

More detail manuals available on the web.

# Make new conference



The screenshot shows the INDI CO web interface. The top navigation bar includes the INDI CO logo and the text 'Integrated Digital Conference'. The user is logged in as 'K. okumura' in the 'Asia/Tokyo' region. The main navigation menu includes 'Home', 'Create event', 'Server admin', 'My profile', and 'Help'. The current page is 'Conferences, Workshops and Events'. The page title is 'Conferences, Workshops and Events'. The page content area is empty, with a message: 'This category is empty. Please start creating conferences or categories by using the top menu.' The 'Parent category' dropdown menu is open, showing 'Lecture', 'Meeting', and 'Conference'. The 'Conference' option is highlighted with a red box.

This category is empty. Please start creating conferences or categories by using the top menu.

Go into “Conference, ...” category from top page, and click “Conference” menu.  
Need manager privilege. Ask Keisanki-iin.



# Conference title, date, place

**INDICO**  
Integrated Digital Conference

Asia/Tokyo ▼ K. okumura ▼

Home Create event ▼ Server admin My profile Help ▼

Home » Conferences, Workshops and Events

Please follow the steps to create a conference

## Step 1: Choose a category

The event will be created in: **1** Conferences, Workshops and Events Change...

## Step 2: Enter basic information about the conference

**2**

Title

Start date

End date  [Show existing events during these dates](#)

Timezone  ▼

Place

Location	Room
<input type="text"/>	<input type="text"/>

Address

[Show advanced options...](#)

1. Confirm “Conference...”
2. Input these information, and click “Create conference” below

# More options

The screenshot displays the Indico administration interface. At the top, the Indico logo is on the left, and the current location 'Asia/Tokyo' and user 'K. okumura' are on the right. A navigation bar contains links for Home, Create event, Server admin, My profile, and Help. Below this, a breadcrumb trail shows 'Home >> Conferences, Workshops and Events >> test'. The main content area is titled 'test 26 Dec' and includes the creator's name 'Created by Kimihiro OKUMURA - okumura@icrr.u-tokyo.ac.jp'. On the right, an 'Event actions' box contains buttons for 'Clone', 'Lock', and 'Switch to event page'. A left sidebar lists various settings categories: General settings, Timetable, Material, Programme, Registration, Abstracts, Contributions, Paper Reviewing, Evaluation, Advanced options, Lists, Protection, Tools, Layout, and Logs. The 'General Settings' section is expanded, showing fields for Title (test), Description (No description), Place (Location, Room, Address), Start/End date (Starts: 26/12/2013 08:00, Ends: 26/12/2013 18:00), Timezone (Asia/Tokyo), and Additional info (No additional info). Each field has an '(edit)' link next to it.

**General Settings**

Title	test (edit)
Description	No description (edit)
Place	Location: Room: Address: (edit)
Start/End date	Starts : 26/12/2013 08:00 Ends : 26/12/2013 18:00 (edit)
Timezone	Asia/Tokyo (edit)
Additional info	No additional info

More detail options can be set from this administration page. Please refer Indico manual.

# Make new meeting

The screenshot shows the INDI CO web interface. At the top left is the logo for INDI CO (Integrated Digital Conference). The top right shows the location 'Asia/Tokyo' and the user 'K. okumura'. A navigation bar contains 'Home', 'Create event', 'Server admin', 'My profile', and 'Help'. Below this, a breadcrumb trail reads 'Home >> Conferences, Workshops and Events'. The main heading is 'Conferences, Workshops and Events'. To the right of the heading is a toolbar with icons for 'Parent category', visibility, adding a new item, editing, and bookmarking. A dropdown menu is open from the 'Add' icon, showing three options: 'Lecture', 'Meeting', and 'Conference'. The 'Meeting' option is highlighted with a red rectangular box.

This category is empty. Please start creating conferences or categories by using the top menu.

# Making sub-category

This category is empty. Please start creating conferences or categories by using the top menu.

Only Keisanki-iin is allowed to make sub-category.

Keisanki-iin can add manger  
→ see “Adding manager”

# “Edit category”

me Create event ▾ Server admin My profile Help ▾

me » Research Groups » Research center for cosmic neutrinos

## Research center for cosmic neutrinos

↑ Parent category 👁️ + ✎ 🗑️

Edit category  
Add subcategory

👤 Managers

- 👤 okumura, K.
- 👤 rccn, R.

This category is empty. Please start creating conferences or categories by using the top menu.

# Go back to event page

The screenshot shows the INDI CO (Integrated Digital Conference) web interface. At the top, there is a navigation bar with 'Home', 'Create event', 'Server admin', 'My profile', and 'Help'. Below this is a breadcrumb trail: 'Home >> Conferences, Workshops and Events >> test'. The main content area is titled 'test 26 Dec' and includes a 'Created by Kimihiro OKUMURA - okumura@icrr.u-tokyo.ac.jp' field. On the right, there is an 'Event actions' menu with 'Clone', 'Lock', and 'Switch to event page' buttons. The 'Switch to event page' button is highlighted with a red rectangle. A blue callout box points to this button with the text 'Click "Switch to event page" button'. The left sidebar contains a list of menu items: 'General settings', 'Timetable', 'Material', 'Programme', 'Registration', 'Abstracts', 'Contributions', 'Paper Reviewing', 'Evaluation', 'Advanced options', 'Lists', 'Protection', 'Tools', 'Layout', and 'Logs'. The main content area is divided into three sections: 'Modification control', 'Registration modification control', and 'Access control'. The 'Modification control' section includes a 'Managers' list with an 'Add manager' button and a 'Modification key' field with a 'change' button. A note below states: 'Note: It is more secure to use the manager list instead of a modification key!'. The 'Registration modification control' section includes a 'Registrars' list with an 'Add registrar' button. The 'Access control' section shows the current status as 'Your event is currently **INHERITING** from a **PUBLIC** category' and explains that this means it has the same access protection as its parent category. The 'Modify status' section shows the current status as **PUBLIC** (viewable by all the users, regardless of the access protection of the parent category 'Conferences, Workshops and Events').

# Adding manager

INDI CO  
Integrated Digital Conference

Asia/Tokyo | K. okumura

Home Create event Server admin My profile Help

Home >> Conferences, Workshops and Events >> test

test 26 Dec  
Created by Kimihiro OKUMURA - okumura@icrr.u-tokyo.ac.jp

Event actions  
Clone Lock Switch to event page

General settings  
Timetable  
Material  
Programme  
Registration  
Abstracts  
Contributions  
Paper Reviewing  
Evaluation  
Advanced options

Lists  
**Protection**  
Tools  
Layout  
Logs

**2** Modification control

Managers  
(users allowed to modify) Add manager

Modification key  change

Note: It is more secure to use the manager list instead of a modification key!

Registration modification control

Registrars  
(users allowed to modify registration) Add registrar

Access control

Current status Your event  
This means category 'Co  
PUBLIC (bu

Modify status Make it PU

If you want to let other person to manage conference page, you can add manager.  
1. Click "Protection" menu from left-side panel  
2. Add manager

# Change/add manager

The screenshot shows the INDI CO management interface. The top navigation bar includes 'Home', 'Create event', 'My profile', and 'Help'. The breadcrumb trail is 'Home >> Research groups >> Research center for cosmic neutrinos'. The main content area is titled 'Modification control' and features a 'Managers' section with two entries: 'OKUMURA, Kimihiro (okumura@icrr.u-tokyo.ac.jp)' and 'RCCN, RCCN (rccn@icrr.u-tokyo.ac.jp)'. A red box highlights the 'Add manager' button. The left sidebar contains a 'Protection' menu item, also highlighted with a red box. Below the 'Modification control' section is the 'Access control' section, which indicates the current status is 'RESTRICTED'.

1

2

Current status Your category is currently **RESTRICTED**  
This means that it can be viewed only by the users you specify in the  
follow  
category

Ac  
Gr

To change/add manager of this category:  
1. click “Protection” from management page  
2. register new manager from “Modification control”



# Access control list

1

Protection (users allowed to modify)

Tools

Access control

Current status Your category is currently **RESTRICTED**. This means that it can be viewed only by the users you specify in the following list, regardless of the access protection of the parent category 'Research groups'.

Access control List

Group: kam

2

Add Indico User / Group

Contact in case of no access no contact info defined (edit)

Modify status Make it **PUBLIC** (viewable by all the users, regardless of the access protection of the parent category 'Research groups').

Currently access is restricted to each group member by access control list. Need to register members in order for them to go to group page.

You can register members as shown in right picture.

1. Type account name in "E-mail"
2. check "Search LDAP"
3. click "Search"
4. select member
5. click "add"

(But registering all members is annoying work. It may be better to manage access control by group account. how to make new account on indico is shown next pages)

Protection (users allowed to modify)

Tools

Add Users and Groups

Users Groups

Family name

First name

E-mail okumura 1

Organisation

Exact Match

2 Search LDAP  3

Search

4

OKUMURA, Kimihiro

OKUMURA, Kimihiro

5

Add Cancel

Suggested users

There are no suggested users for you at the moment. Why not add some favourites?

protection of

groups' (PUBLIC for the moment).

# Making new account




## Log in to Indico

User Name

Password

Login

 If you don't have an account, you can create one [here](#) **3**

 Forgot your password? [Click here](#)

If you want to make common group account, you can make from indico.

1. logout if you already login
2. click "Login" at right upper of page
3. click "here"

(Note: This account is effective only in ICRR indico)

# Making new account (cont.)

## Creating a new Indico user

To create a new user please fill in the following form.  
The site manager has to accept your account creation request. You will be informed of the decision by email.

**Beware! This is not a conference registration form but an Indico account creation.**

### Personal data

1

Title

\* Family name

\* First name

\* Affiliation

\* Email

\* Language

Address

Telephone number

Fax number

My Timezone

Display Timezone

You must enter a valid email address. An email will be sent to you to confirm the registration.

### Account data

Please note that your password will be stored in clear text in our database which will allow us to send it back to you in case you lost it. Try avoid using the same password as accounts you may have in other systems.

2

\* Login

\* Password

\* Password (again)

Please note that fields marked with \* are mandatory.

1. Type necessary information

2. Type account name and password

(Please make sure that new account name is NOT overlapped with existing account in ICRR. simple group name like "kam" is not good. Please use longer account name like "kam\_icrr")

# Access key

General settings

Timetable

Material

Participants

Evaluation

Advanced options

Lists

**Protection**

Tools

Logs

1

## Modification control

Managers  
(users allowed to modify)

Add manager

Modification key

change

Note: It is more secure to use the manager list instead of a modification key!

## Access control

2

Current status Your event is currently **RESTRICTED**

This means that it can be viewed only by the users you specify in the following list, regardless of the access protection of the parent category 'TEST Category'.

### Access control List

Add Indico User / Group

Contact in case of no access

no contact info defined ([edit](#))

Modify status

Make it **PUBLIC** (viewable by all the users, regardless of the access protection of the parent category 'TEST Category').

Make it **INHERITING** the access protection from its parent category 'TEST Category' (**PUBLIC** for the moment).

3

Access key

.....

change

Note: It is more secure to use make the event private instead of using an access key!

Another method to give read permission to specified members is to set access key of the page:

1. Go to "Protection" menu
2. Set access control to "RESTRICTED"
3. Type Access key and click "change" button

Then access key is requested when user visits this page.