

# ICRR Indico

K. Okumura

2015 Apr. 7th

# 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'. At 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.' To the left of this message is a table listing categories and their event counts. To the right is a 'News' section with a 'more...' link and a 'Previous news' entry dated 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

[more...](#)

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

# “Research group” category

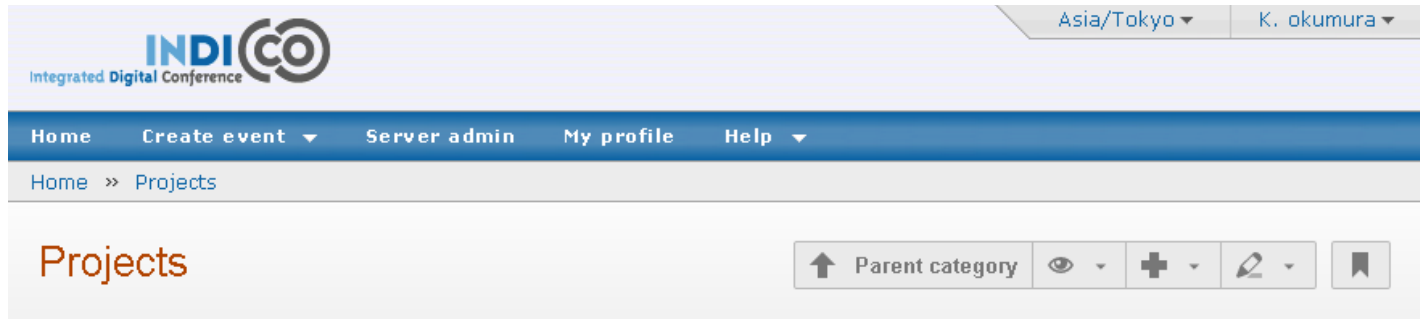
Categories for ICRR research groups.  
Currently access permission is restricted. Manager of each category is assigned to Keisanki-iin of each group.

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

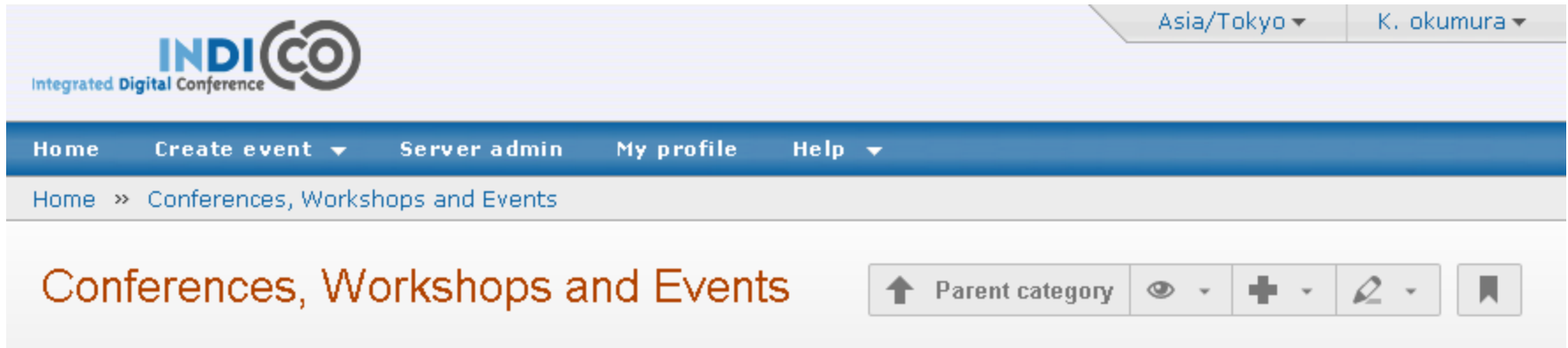
# “Project” category



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 left is the logo for INDI CO. To the right, there are dropdown menus for 'Asia/Tokyo' and 'K. okumura'. Below the logo is a navigation bar with links for 'Home', 'Create event', 'Server admin', 'My profile', and 'Help'. Underneath the navigation bar is a breadcrumb trail: 'Home >> Conferences, Workshops and Events'. The main heading of the page is 'Conferences, Workshops and Events' in a large, orange font. To the right of this 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.

# Login



## Log in to Indico

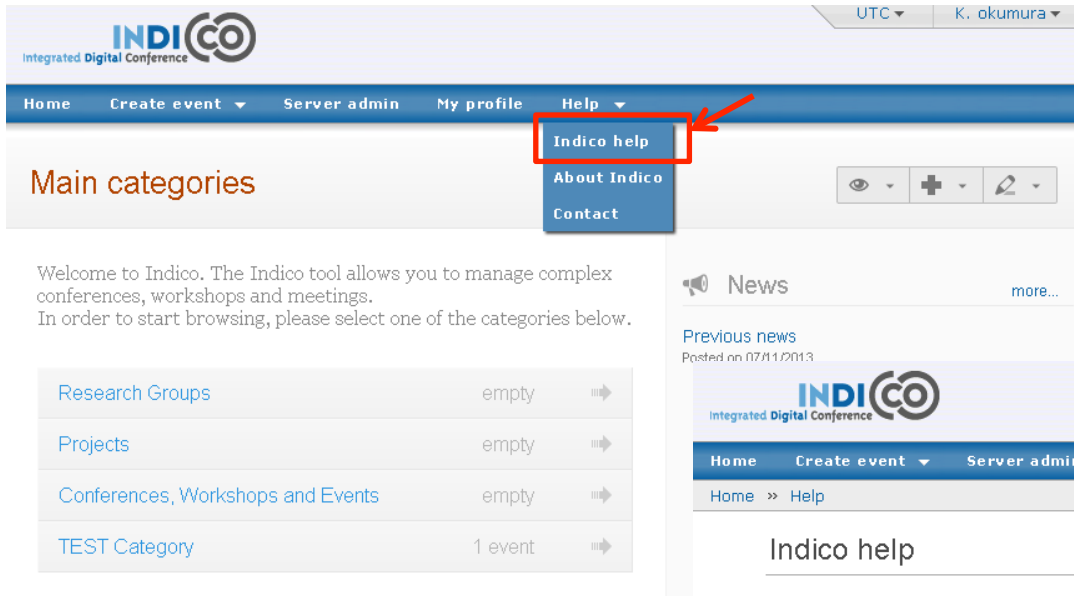
---

User Name

Password

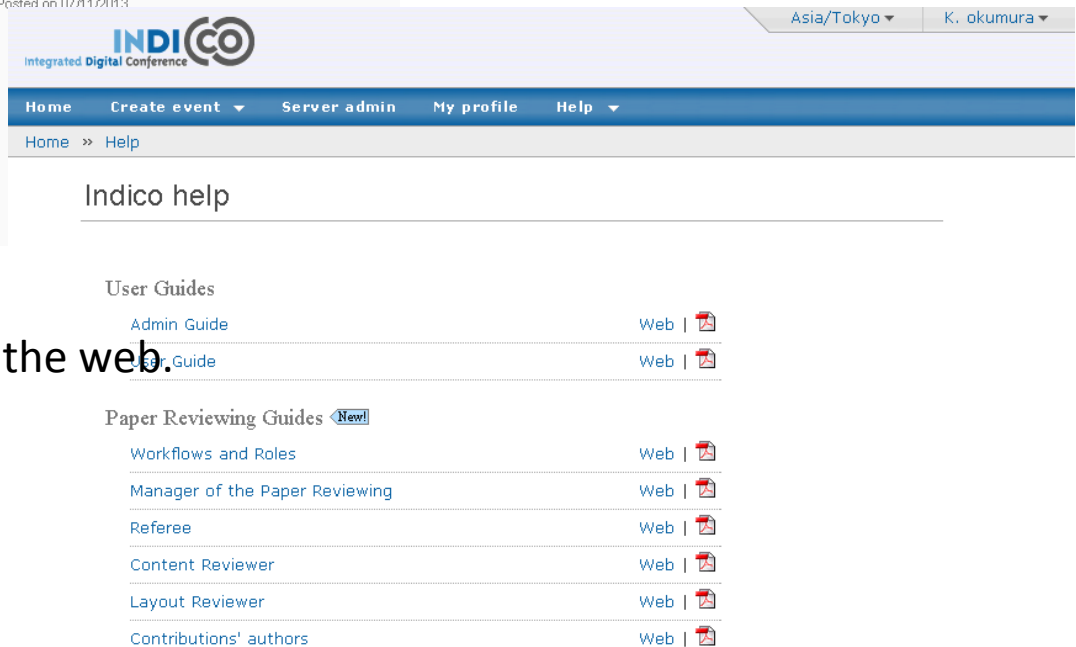
login by ICRR computer account is necessary to manage indico. Click “login” link at the right upper corner of the page. Account and password are common with ICRR computer system.

# 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'. Each section contains a list of links with 'Web' and a document icon next to them.

Section	Item	Web	Icon
User Guides	Admin Guide	Web	Document icon
	User Guide	Web	Document icon
Paper Reviewing Guides <span>New!</span>	Workflows and Roles	Web	Document icon
	Manager of the Paper Reviewing	Web	Document icon
	Referee	Web	Document icon
	Content Reviewer	Web	Document icon
	Layout Reviewer	Web	Document icon
	Contributions' authors	Web	Document icon

More detail manuals available on the web.

# How to make new page

- Currently only Kensanki-iin can make new event/conference/meeting page. Please ask them to create new page.
- If you want to be manager of the page, Keisanki-iin can give privilege to modify the page to you. Please ask them also.



# Keisanki-iin

Group	Name	Email (@icrr.u-tokyo.ac.jp)
Gravitational wave	三代木	miyoki
Cos	小野	ono
Theory	川崎	kawasaki
TA	竹田	mtakeda
HEA	浅野	asanok
Gamma	吉越	tyoshiko
Tibet	大西	ohnishi
Ashra	佐々木	sasakim
Kamioka	早戸	hayato
RCCN	奥村	okumura
	篠原	sinohara