

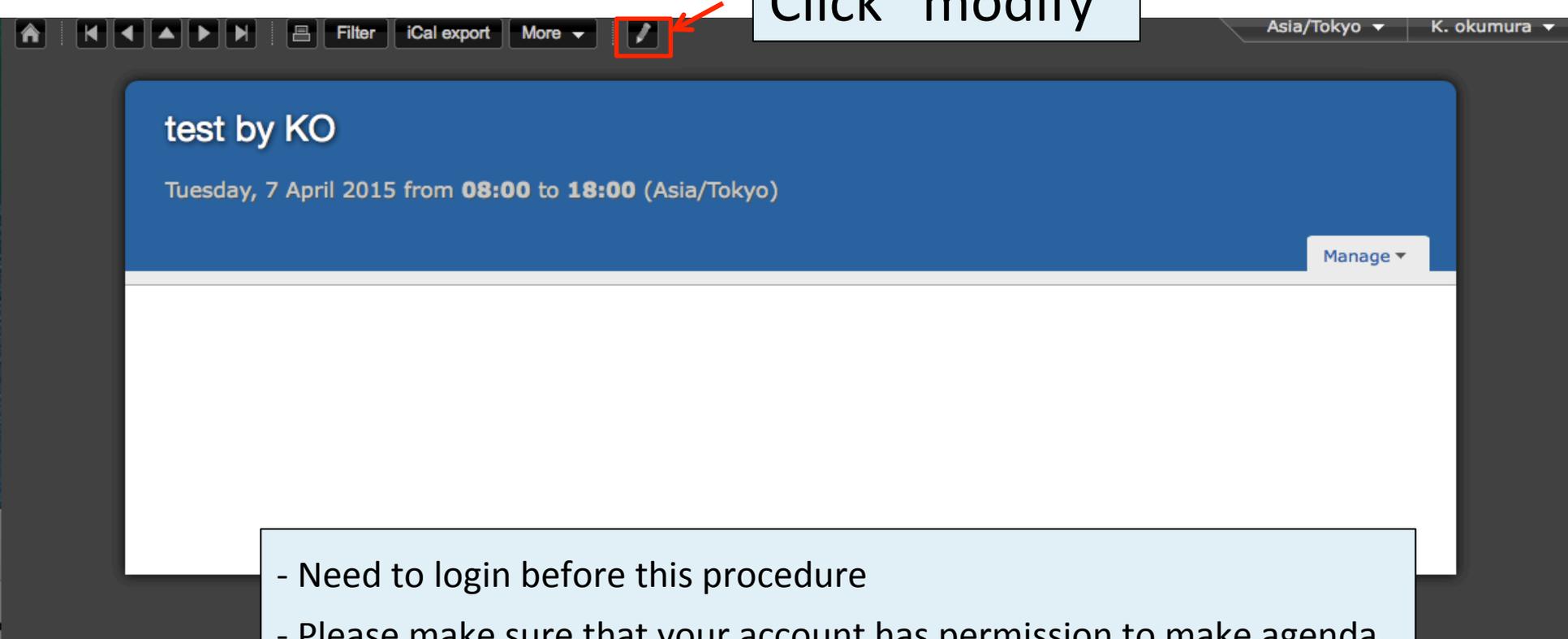
How to make agenda, upload file on Indico page

K. Okumura

2015 Apr. 7th

How to make agenda

Click “modify”



- Need to login before this procedure
- Please make sure that your account has permission to make agenda. If not, please contact to manager (person who create this page)

test by KO 7 Apr

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

Event actions

Clone

Lock

Switch to event page

General settings

Timetable

Material

Participants

Evaluation

Advanced options

Lists

Protection

Tools

Logs

General Settings

Click "Timetable"

Place Location:
Room:
Address:
(edit)

Start/End date Starts : 07/04/2015 08:00
Ends : 07/04/2015 18:00
(edit)

Timezone Asia/Tokyo (edit)

Support Caption : Support
Email :
Telephone :
(edit)

Default style Indico style (edit)
Visibility Everywhere (edit)
Event type meeting (edit)
Keywords (edit)

Short display URL There is not any short url yet. Click "edit" to setup. (edit)

(edit)

Edit all

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Timetable (from Tue 07/04 to Tue 07/04 [edit] Timezone: Asia/Tokyo)

< Tue 07/04 >



07:00

Add new ▾ Reschedule

- Session
- Contribution**
- Break

08:00

09:00

Click "Add new"
→ select "Contribution"

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Add Contribution

Basic Advanced

Title

Place Location Room

Inherit from parent event: ()

Address

Date 07/04/2015

Start time 08:00 Duration 20 min

Presenter(s)

Add Indico User Add New

Add Cancel

- Register Title, Date, Time, User, ...
- Click "Add"

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Timetable (from Tue 07/04 to Tue 07/04 [edit] Timezone: Asia/Tokyo)

< Tue 07/04 >

Add new ▾

Reschedule



07:00

08:00

0 - how to make agenda

Kimihiro OKUMURA

08:00 - 08:20

09:00

Click "Switch to event page"

Agenda is ready!

The screenshot shows a calendar application interface. At the top, there is a navigation bar with icons for home, back, forward, and search, along with buttons for 'Filter', 'iCal export', and 'More'. On the right side of the navigation bar, there are dropdown menus for 'Asia/Tokyo' and 'K. okumura'. Below the navigation bar, a blue header section displays 'test by KO' and 'Tuesday, 7 April 2015 from 08:00 to 18:00 (Asia/Tokyo)'. A 'Manage' button is located in the bottom right corner of this header. Below the header, a light blue bar indicates the date 'Tuesday, 7 April 2015'. The main content area shows a single agenda item: '08:00 - 08:20 how to make agenda 20' Speaker: Kimihiro okumura'. A small blue square icon with a white downward arrow is positioned to the right of the agenda item.

test by KO

Tuesday, 7 April 2015 from 08:00 to 18:00 (Asia/Tokyo)

Manage

Tuesday, 7 April 2015

08:00 - 08:20 how to make agenda 20'
Speaker: Kimihiro okumura

How to upload file

The screenshot shows a calendar application interface. At the top, there is a navigation bar with icons for home, back, forward, and search, along with buttons for 'Filter', 'iCal export', and 'More'. The current location is 'Asia/Tokyo' and the user is 'K. okumura'. The main content area is titled 'test by KO' and shows an event for 'Tuesday, 7 April 2015 from 08:00 to 18:00 (Asia/Tokyo)'. A 'Manage' button is visible in the top right of the event header. Below the header, the date 'Tuesday, 7 April 2015' is displayed. The event details are: '08:00 - 08:20 how to make agenda 20'' with the speaker 'Kimihiro okumura'. A context menu is open over the event, showing options: 'Edit contribution', 'Edit minutes', and 'Add material'. The 'Add material' option is highlighted with a red rectangular box. A callout box at the bottom right of the screenshot contains the text 'Select "Add material"'. The 'Add material' option is highlighted with a red rectangular box.

test by KO

Tuesday, 7 April 2015 from 08:00 to 18:00 (Asia/Tokyo)

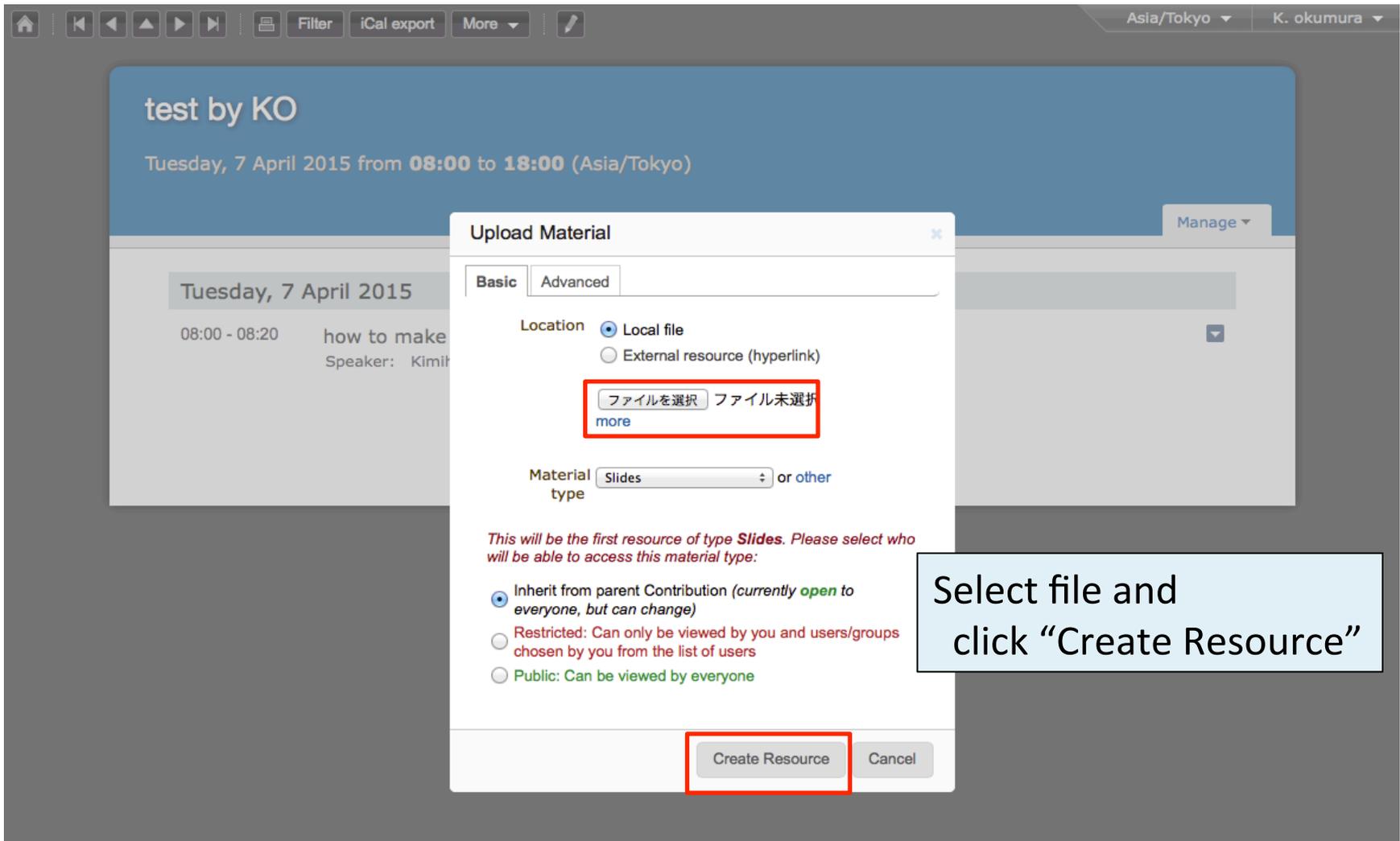
Manage

Tuesday, 7 April 2015

08:00 - 08:20 how to make agenda 20'
Speaker: Kimihiro okumura

Edit contribution
Edit minutes
Add material

Select "Add material"



test by KO

Tuesday, 7 April 2015 from 08:00 to 18:00 (Asia/Tokyo)

Upload Material

Basic Advanced

Location Local file
 External resource (hyperlink)

ファイルを選択 ファイル未選択
more

Material type Slides or other

*This will be the first resource of type **Slides**. Please select who will be able to access this material type:*

- Inherit from parent Contribution (currently **open** to everyone, but can change)
- Restricted: Can only be viewed by you and users/groups chosen by you from the list of users
- Public: Can be viewed by everyone

Create Resource

Cancel

Select file and
click "Create Resource"

Uploaded!

The screenshot shows a calendar application interface. At the top, there is a navigation bar with icons for home, back, forward, and search, along with buttons for 'Filter', 'iCal export', and 'More'. On the right side of the navigation bar, there are dropdown menus for 'Asia/Tokyo' and 'K. okumura'. The main content area has a blue header with the text 'test by KO' and 'Tuesday, 7 April 2015 from 08:00 to 18:00 (Asia/Tokyo)'. A 'Manage' button is located in the top right corner of this header. Below the header, there is a light blue bar indicating the date 'Tuesday, 7 April 2015'. Underneath, a list of events is shown. The first event is '08:00 - 08:20 how to make agenda 20'' with a speaker 'Kimihiro okumura' and a material 'Slides' (indicated by a red icon). A small blue square with a white downward arrow is visible to the right of the event title.

test by KO

Tuesday, 7 April 2015 from 08:00 to 18:00 (Asia/Tokyo)

Manage

Tuesday, 7 April 2015

08:00 - 08:20 how to make agenda 20' Speaker: Kimihiro okumura Material: Slides