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# **Indico Documentation**

***Release 1.2***

**Indico Team**

**Sep 21, 2016**



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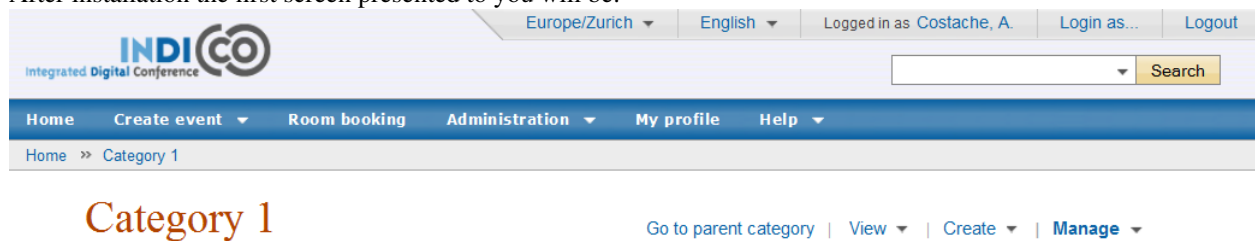
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## STARTING WITH INDICO

### 1.1 Creating an Administration Account

After installation the first screen presented to you will be:



First you must create a 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	Indico	<a href="#">modify</a>
Organization	CERN	
Support email (for automatic messages)	indico-team@cern.ch	
Support email (for public display in page footers)	indico-support@cern.ch	
No reply email (for automatic messages that don't need answer)	noreply-indico-team@cern.ch	
Language	English	
Timezone	Europe/Zurich	
Address	Geneva (Switzerland)	
Features	<input checked="" type="checkbox"/> Cache Indico Pages <a href="#">?</a> <input checked="" type="checkbox"/> News Pages <input checked="" type="checkbox"/> Debug	

### Administrator list

	BARON, Thomas		
	CASTILLA HERNANDEZ, Alexis		
	CERTO, Giuseppe		
	COSTACHE, Anamaria		
	GONZALEZ LOPEZ, Jose Benito		
	MACEDO ALVES FERREIRA, Pedro		
	MONNICH, Jerome		
	NOGIEC, Jurand		
	PETROVSKI, Stefan		
	RESCO PEREZ, Alberto		
	SALAH, Abdul Hafeth		
	SIMKO, Tibor		

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*)

## 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 his account by using the link that is sent in the email he receives once he applied for a new account. The account must be activated, otherwise he won't be able to 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 its 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, the no reply 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

The *Users and Groups* option allows you to control and modify any of the users 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 it in and submit it in order 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 only one of the options or 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](#)☐ newLocal [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 *activate the account* 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.

## 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.

### 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 the 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

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*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

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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
----------------	-----------

☐ new
 Local
 [Change password](#)

delete selected accounts

create a new account

### Special Rights

---

Category Manager	
Event Manager	

To create a new login account for a user, click on the *create a new account* button. 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.

## 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. However, a user must have at least one login account.

## 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.

Server Administration

General settings  
Local Definitions  
**Users and Groups**  
IP Domains  
Rooms  
Templates  
Services  
Plugins  
Homepage  
System

Main Manage Users **Manage Groups**

<< back

**Group Group 1**

Description Description of Group 1  
Email

**Members**

Add user to list

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

Server Administration

General settings  
Local Definitions  
**Users and Groups**  
IP Domains  
Rooms  
Templates  
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Plugins  
Homepage  
System

Main Manage Users **Manage Groups**

<< back

**Group Editors**

Description Description of Group Editors  
Email modify

**Members**

EDITOR1, User (angelova.cveti@gmail.com)	Add to Basket	✖
EDITOR3, nick (toyjybtbdr@cem.ch)	Add to Basket	✖
EDITOR4, edikoi (oplmnhew@cem.ch)	Add to Basket	✖

Add user to list

You can assign a group of users to Access Control in the same way as you can add individual users. Once your group(s) is/are created you can use the *Search 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 which to use in this domain:

Server Administration

General settings
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**IP Domains**
Rooms
Templates
Services
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System

Domains

Registering a new DOMAIN

Name

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

enter the IP filters  
separated by ";"

ok

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

Server Administration

General settings
Local Definitions
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**IP Domains**
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System

Domains

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

modify

You can also modify the Domain by clicking on it, and then on the button *modify*.

## 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.

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

## 2.6 Plugins

The plugins area is accessible from the *Plugins* menu. From here you are able to:

- Load the plugin types that are installed within Indico. This can be done manually by clicking in *Reload the plugins manually* button or automatically when you enter in the page by activating the checkbox *Reload all plugins every time you open*.
- Enable and disable the plugin types by clicking in the red/green square.

## 2.6.1 Search plugin

This plugin allows to choose which search engine to use in order to perform a search action in Indico. From here you can activate the different search engine adapters and choose the one to use by default, if there are more than one.

Currently, the only search engine plugin is developed for *Invenio*. You need to setup the Invenio server and select the mode:

- redirection to the search engine web server
- fetching, only PUBLIC, results from the search engine server and rendering them using Indico UI
- fetching, PUBLIC and PRIVATE, results from the search engine server and rendering them using Indico UI

You will also need to activate the corresponding Livesync plugin in *Livesync plugin* in order to keep up-to-date the indexes and contents in the Search Engine Server.

The screenshot shows the 'Server Administration' interface with a sidebar on the left containing links: General settings, Users and Groups, IP Domains, Rooms, Layout, Services, **Plugins**, Homepage, System, and Protection. The main content area has tabs: Main, EPayment, Importers, Live Sync, **Search**, and Statistics. The 'Search' tab is active, displaying 'Active plugins for Search' with a note 'Enables the search functionality to Indico.' and a table showing 'Enabled plugin' (green square) for 'Invenio (Invenio Search Engine Agent.)' and 'Disabled plugin' (red square). Below this is a 'Reload' button. The 'Global settings for Search' section shows 'Default search engine' set to 'invenio'. The 'Settings for individual plugins' section has a dropdown for 'Invenio' and two input fields: 'Invenio server to perform the search:' with the URL 'https://indicosearch2.cern.ch/search' and 'Invenio server to perform the search:' with a 'redirect' dropdown. A 'Save settings' button is at the bottom right.

## 2.6.2 Outlook calendar notification plugin

This plugin allows to synchronize information about Indico events with the participants personal Microsoft Outlook calendars. If a user is added as a registrant/participant of the conference/meeting, a notification about the event is sent to his Outlook calendar. The calendar notification is updated every time the event details are changed.

The calendar notification contains the following information about the event:

- title
- description
- time
- location
- link to event page

This plugin is enabled by default for each user but the user can disable it from the *User Personal Preferences* page. The Synchronization is run at a specific interval by the indico-scheduler.

To run the scheduler task for synchronizing events which the calendar, you have to run following commands in *indico\_shell*:

```
from indico.ext.calendaring.outlook.tasks import OutlookTaskRegistry
OutlookTaskRegistry.register()
```

Server Administration

Main
Collaboration
EPayment
RoomBooking
**Calendaring**

### Active plugins for Calendaring

Enables calendaring notifications when a user registers in a conference or participates in a meeting or lecture.

Enabled plugin

Outlook

(Enables Outlook calendar notifications.)

Disabled plugin

Reload

### Global settings for Calendaring

No global options defined for all Calendaring plugins

### Settings for individual plugins

Outlook

Service URL:

http://indico.cern.ch/indicocalendarupdate.aspx

Add event operation name:

CreateEvent

Update event operation name:

UpdateEvent

Remove event operation name:

DeleteEvent

Default status of the event (free, busy, tentative, oof):

busy

Turn on calendar reminder:

☒

Reminder time (minutes):

10

Please input an integer

Login:

login

Password:

....

Operation ID prefix:

Indico

Request timeout (seconds):

10.0

DateTime format:

MM-dd-yyyy HH:mm

Save settings

### 2.6.3 Livesync plugin



## ADMINISTRATION SCRIPTS

### 3.1 Recover Administration Account

*indico\_admin* script allows you to recover any administrator account. It can:

- grant administrator privileges to any existing user (by user id)
- revoke administrator privileges from any existing user (by user id)
- create a new user with administrator privileges

For more information type in console

```
indico_admin --help
```