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# **Indico Documentation**

***Release 1.2***

**Indico Team**

**Jul 06, 2016**



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## **INTRODUCTION**

Importer plugins are used to fetch data from external sources and insert it to an event timetable as contributions or subcontributions. The purpose is to save significant amount of time while transferring information to Indico from other sources. Instead of arduous and time wasting manual rewriting of data from one system to another, all the entries will be inserted automatically to the selected place. Data sources that can be handled by Indico will depend on the installed importer plugins.



## USER GUIDE

Timetable (from Sun 18/09 to Fri 23/09 [\[edit\]](#) Timezone: Europe/Rome)

Sun 18/09

Mon 19/09

Tue 20/09

Wed 21/09

Thu 22/09

Fri 23/09

Add new ▾

Reschedule

Import

08:00	<b>0 - Session1</b> <i>Città del Mare, Terrasini - Palermo - Sicily - Italy</i> 08:00 - 09:00
09:00	<b>2 - Contribution1</b> <i>Città del Mare, Terrasini - Palermo - Sicily - Italy</i> 09:00 - 09:20
	<b>3 - Contribution 2</b> <i>Città del Mare, Terrasini - Palermo - Sicily - Italy</i> 09:20 - 09:40
10:00	<b>1 - Session 2</b> <i>Città del Mare, Terrasini - Palermo - Sicily - Italy</i> 09:40 - 10:40
11:00	

If the importer plugin is installed, the ‘Import’ link appears at the tool bar of an event timetable. Clicking on it opens the main importer dialog.

### 2.1 My first search

Import Entries

Search bar

search

in

Select importer ▾

Please type your search phrase and press 'search'.

Proceed...

Initially, the dialog consist of the search bar, the place to type the search phrase, and a dropdown list containing installed importers. After selecting an importer, writing the desired phrase into the search bar and clicking the ‘search’ button (or pressing enter while the search bar is focused), Indico will import and display data from the external source.

The left side of the dialog contains the data downloaded by a plugin. The right side is the list of all days and entries listed in the timetable.

## 2.2 Selecting data

The screenshot shows the 'Import Entries' dialog. At the top, a search bar contains 'Leszek Syroka' and a dropdown menu is set to 'Invenio importer'. Below this, the dialog is divided into two main sections: 'Step 1: Search results' and 'Step 2: Choose destination'.

**Step 1: Search results:** This section displays a list of search results. The first result is for 'Leszek Syroka' with ID 564296, meeting 'AVC section meeting', and place 'CERN'. The second result is for 'Leszek Syroka' with ID 563705, meeting 'AVC section meeting', and place 'CERN'. The third result is for 'Leszek Syroka' with ID 556758, meeting 'AVC section meeting', and place 'CERN'. Each result has a 'Link: Contribution details'.

**Step 2: Choose destination:** This section displays a list of destinations. The first destination is '18 Sep 2011', which contains several sessions and contributions: 'Session1 (08:00 - 09:00)', 'Contribution 3 (08:00 - 08:20)', 'Contribution1 (09:00 - 09:20)', 'Contribution 2 (09:20 - 09:40)', 'Session 2 (09:40 - 10:40)', and 'Dummy entry (10:40 - 11:00)'. The second destination is '19 Sep 2011', which contains 'Session 3 (08:00 - 09:00)' and 'Session 4 (09:00 - 10:00)'. Each session and contribution has a color-coded bar representing its duration.

At the bottom of the dialog, there is a 'Proceed...' button.

The first step is to choose the results that will be inserted into the timetable. Selection is made by clicking a left mouse button at the entry in the list at the left side of the dialog. After making selection entry will be highlighted and a number will appear at the left side of it. This number indicates the sequence in which the entries will be inserted to the timetable. Clicking a left mouse button at this number, decrements it, which means that the entry will be moved to the front of the insertion sequence, while clicking right mouse button, increments it, which means the entry will be moved to the back. Sometimes not all the available entries are displayed. Clicking at ‘more results’ link at the end of imported entries list will import more data from the external source.

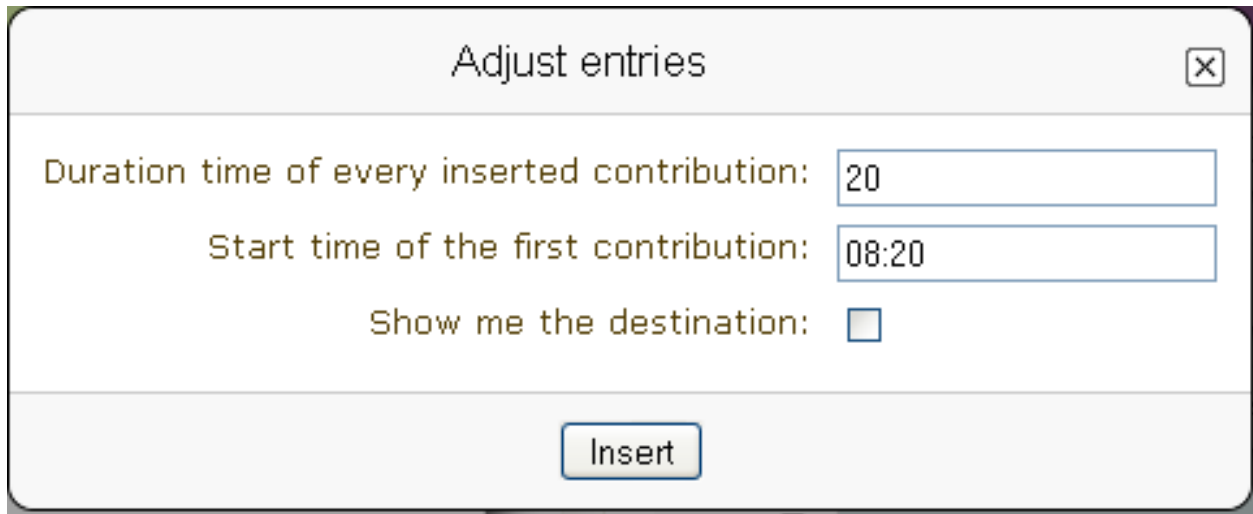
## 2.3 Choosing the destination

The second step is to choose the place in which the results selected in the first step will be inserted. The menu at the right side of the dialog represents the structure of the event. The white fields represent days. Contributions and sessions have the same color as in the timetable. Fields which contain subentries have a ‘+’ icon, which expands the list and shows them. Clicking at the ‘-’ button, which appears instead of ‘+’ after displaying subentries, hides them. The



destination entry of the results from the first step, can be chosen by clicking one of the fields. When making selection the field becomes larger, its title is bold and border is ticker. Only one destination can be selected, so choosing another destination while one is selected, cancels the previous one.

## 2.4 Adjusting new contributions



Adjust entries

Duration time of every inserted contribution: 20

Start time of the first contribution: 08:20

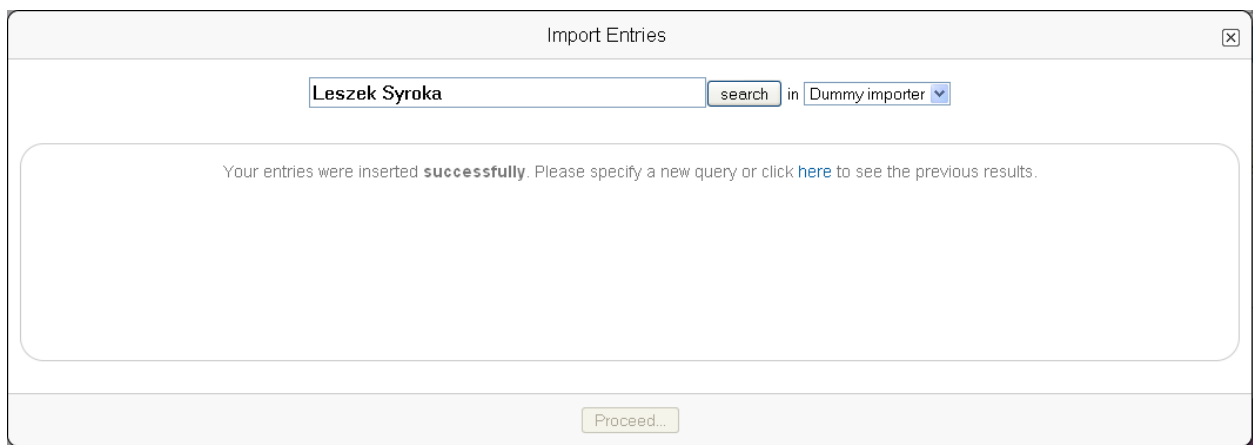
Show me the destination: ☐

Insert

After successfully completing the steps above, the 'proceed' button at the bottom of the dialog should be activated. It opens a dialog that adjusts the starting time and duration of the selected results.

The last step is to set duration time for every inserted contribution and the start time of the first one. Entries will be inserted one after another in the order set in the first step of this user guide. It's not possible to set different durations for contributions, the duration will be the same for everything. Keep in mind that inserting contributions can change duration of the destination. If 'Show me the the destination' checkbox is ticked you will be redirected to the destination webpage. Clicking at 'Insert' button will start inserting contributions.

## 2.5 Further searches



Import Entries

Leszek Syroka search in Dummy importer

Your entries were inserted **successfully**. Please specify a new query or click [here](#) to see the previous results.

Proceed...

If 'Show me the destination' had not been checked, the main import dialog is displayed again. New data can be imported (to do it go back to the first step of the guide) or the old results can be displayed by clicking the link 'here'.