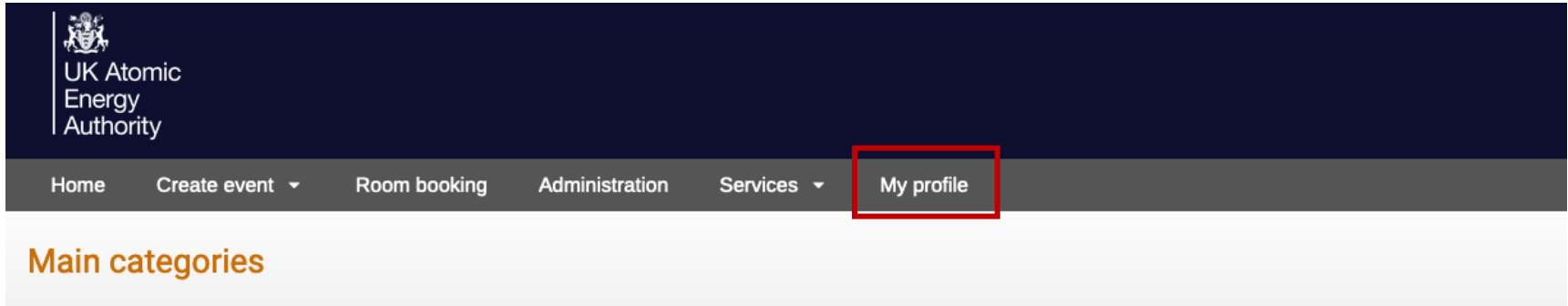# UKAEA Indico Training

Categories and Admin

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Home

The Homepage of indico.ukaea.uk acts as the top-level category and all events live in levels below

Home

If your account has administration rights

The homepage can be configured to

- display 'News',
- show 'Upcoming' events to a date of your choosing,
- and make announcements across the whole webpage
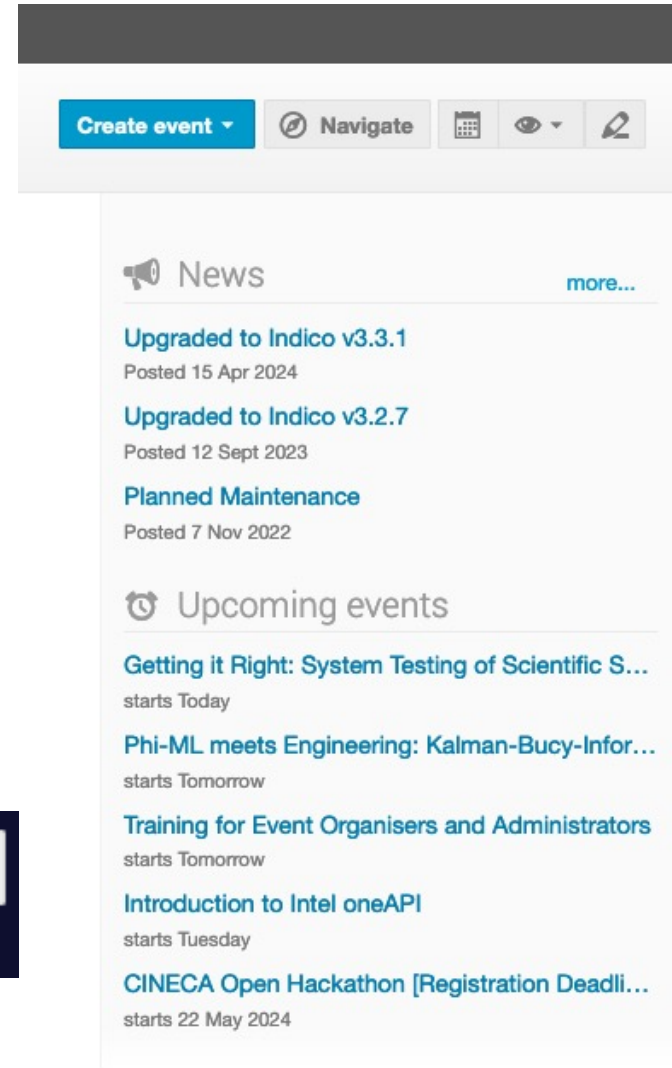
Privacy Policy + Terms & Conditions

When defined, these documents can be found at the footer of every page

Help | Contact | Terms and conditions | Privacy

These can be embedded or link to a separate URL

https://indico.euro-fusion.org/
as an example of embedded text

https://indico.cern.ch/
for links to separate URLs

NOTE: these are the Indico instance documents (NOT EVENT)

Accounts and Profiles

Your profile acts as a dashboard displaying your events and favourites, it even suggest categories or events you might be interested in

Account Settings

Account settings allow you to customise your Indico experience and everything associated with your profile

For example, you can:

- change your name, affiliation, title etc,

- update your email addresses,

- define your preferred time zone and language,

- associate multiple accounts,

- even add a profile picture!!

Dashboard

Personal data

Profile picture

Emails

Preferences

Accounts

Favourites

Applications

API tokens

HTTP API

Data export

Categories

ATLAS Meetings
BaBar
BASE
Belle II
BRAHMS meetings
CALET
CAST Meetings
CBM Meetings
CIMA Meetings
CLOUD
CMS meetings
COMPASS Meetings

A Category is a means of grouping your events or other Categories together

Inside a category you can:

- **add/delete** events or other sub-categories,

- **set access rights** to say who can access or modify,

- **re-allocate or remove** the sub-categories,

- **delete the current category and everything inside it**,

- and also insert a logo and/or a description in your own category.

P.S I may need your help defining the UKAEA categories

Manage Categories
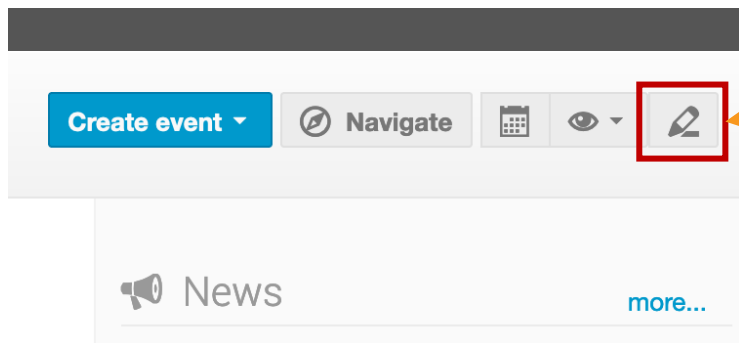
Pencil icon to edit/manage
~~not draw~~

Each category has its own management area

Changes for one category do not necessarily propagate to subcategories or connected areas
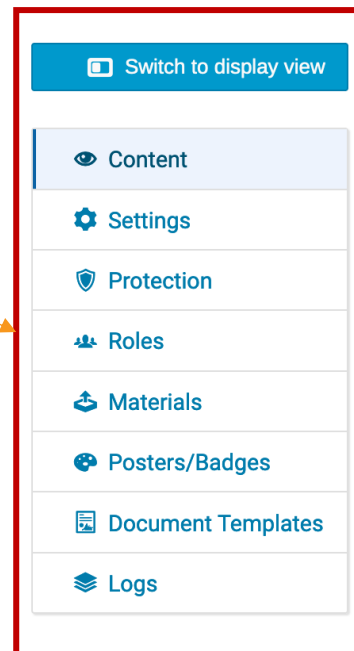
Create, Move, and Delete

Drag 'n drop to reorder

Calendar Views and Sync
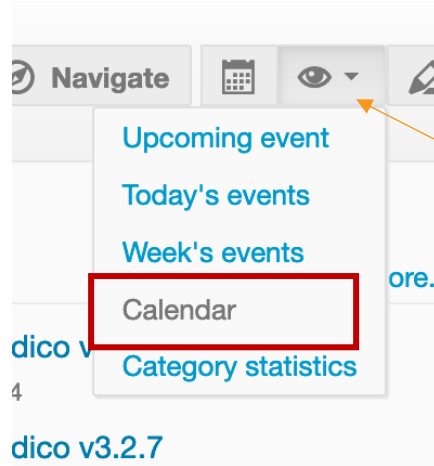
Customise your view of a category with the 'eye' symbol

For example, Calendar view can be useful to view all categories events for the months

Calendar Views and Sync

Customise your view of with the 'eye' symbol

, Calendar view can be w all categories events s

Even export or synchronise a category with your personal calendar

Protection

From the Management Area you can protect your category in terms of who can view it, who is its manager, and who can create events in the category.

Divisions ⇄ 🗑

Category protection

Permissions

| 👥 | Parent Category … | MANAGE | ACCESS |
| ❓ | Anonymous | ACCESS | |

Add | User | Group

Add users or groups and manage their rights

Protection mode Public **Inheriting** Protected

🔓 **Public**
This object is publicly accessible since **Home** (Category) is not protected.

No access contact
[   ]
Contact information shown when someone lacks access to the category

Event visibility
From everywhere ⌄
From which point in the category tree contents will be visible from (number of categories upwards). Applies to "Today's events" and Calendar. If the category is moved, this number will be preserved.
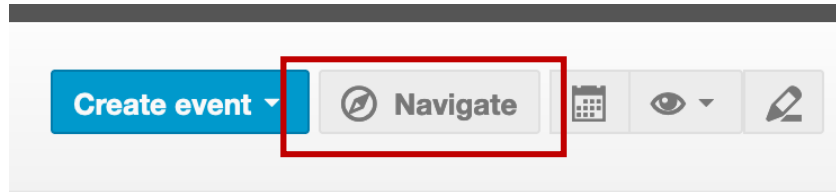
Event creation mode
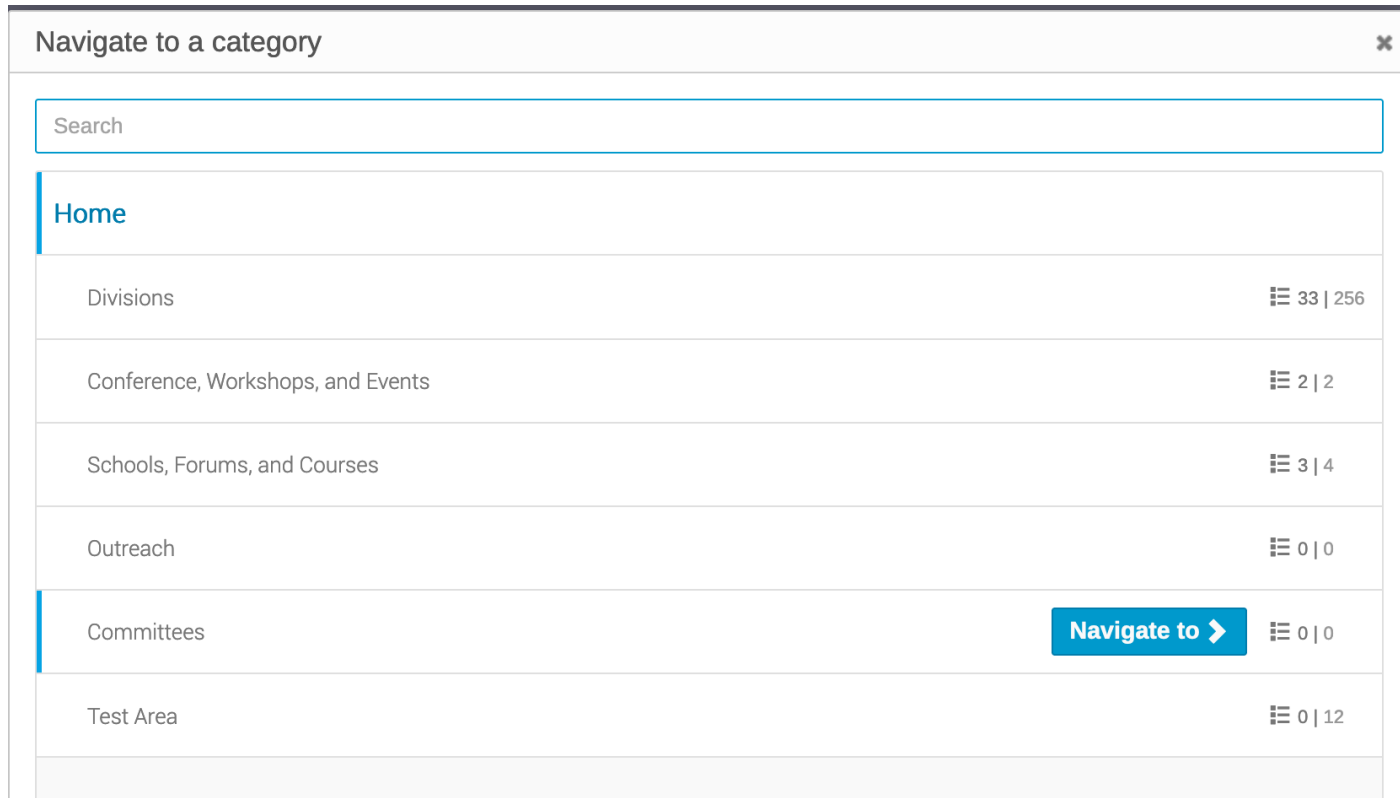Restricted to authorised users ⌄
Specify who can create events in the category and whether they need to be approved. Regardless of this setting, users cannot create/propose events unless they have at least read access to the category.

Save

Navigation

Quickly jump through categories without page reload with 'Navigate'

Moderation and Logging

Moderation is a workflow which allows event managers to request moving an event to a category.

Only once a category manager approves this request, the event is actually moved.

Confirm event move

You are about to move this event to **Home » A moderated category**.

Moving an event there **requires approval** by a category manager. Until approved, the event will remain in its current category.

Comment

Please approve my event!

You can provide a comment to the category managers to help them decide whether to approve your request.

Confirm | Change category | Cancel

Divisions ⇄ 🗑

Logs

Show	Category	Events

• Content	Subcategories sorted
• Content	Subcategories sorted
• Content	Subcategories sorted
• Content	Subcategories sorted
• Content	Subcategories sorted
• Content	Subcategory moved out: "Tokamak Science"
• Content	Subcategory created: "Fusion Technology"
• Content	Subcategory created: "Integrated Engineering"
• Content	Subcategory deleted: "MRF"
• Content	Subcategory deleted: "CODAS & IT"
• Content	Subcategory moved out: "JET"
• Content	Subcategory moved out: "MAST-U"

Logging is available to undo *or catch someone out*

HANDS-ON

Things to try

1. Change Title or Name

2. Favourite user or event

3. Change Default timezone and language

4. Export all your Indico data

5. Make a category

6. Give another user management access to your category
   (and let them move their category to yours)