

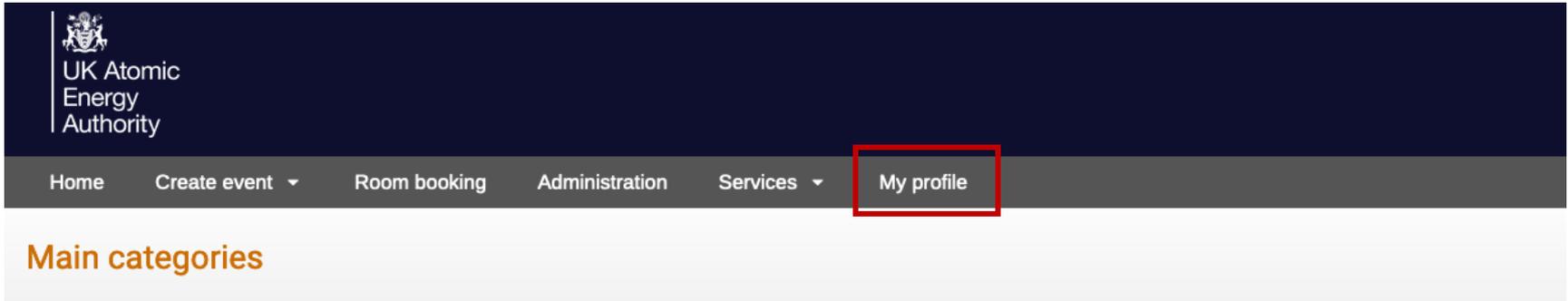
UKAEA Indico Training

Categories and Admin

Adam Parker,

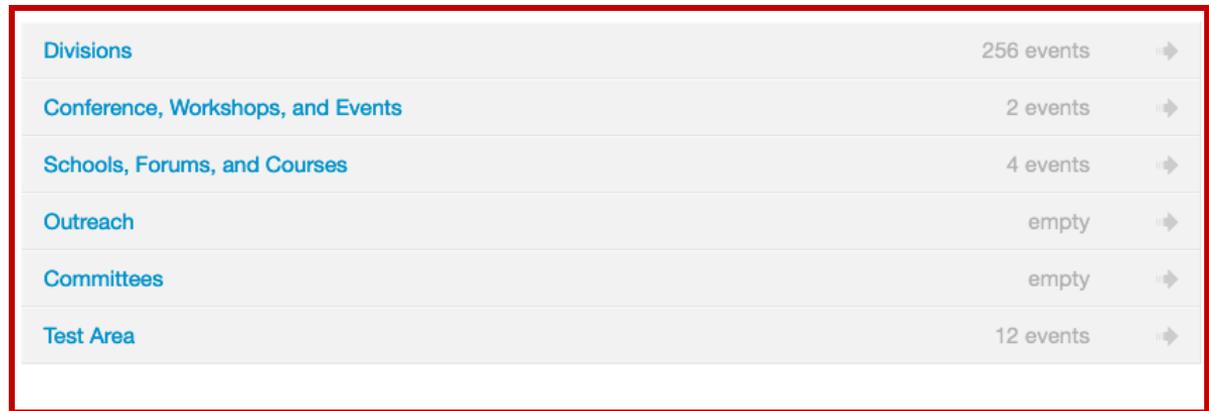
January 20th, 2025

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



The screenshot shows the top navigation bar of the Indico website. The UK Atomic Energy Authority logo is in the top left. The navigation menu includes: Home, Create event (with a dropdown arrow), Room booking, Administration, Services (with a dropdown arrow), and My profile (highlighted with a red box). Below the navigation bar is a section titled "Main categories" in orange text.

Welcome to Indico. The Indico tool allows you to manage complex conferences, workshops and meetings. To start browsing, please select a category below.



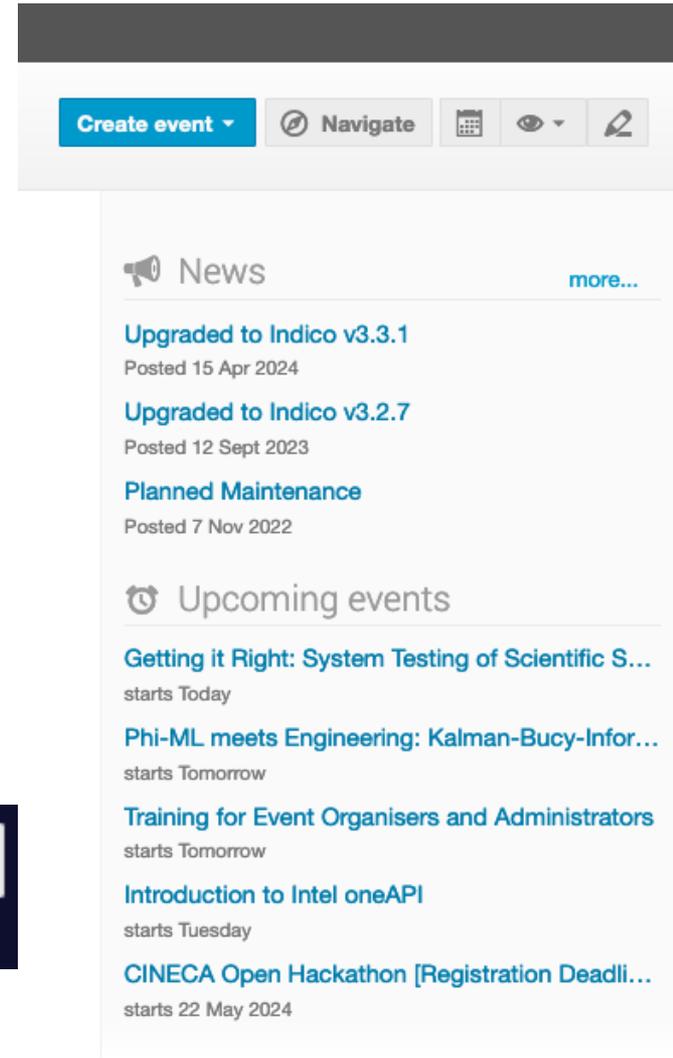
The screenshot shows a list of main categories with their respective event counts and a right-pointing arrow for each. The list is enclosed in a red border.

Divisions	256 events	→
Conference, Workshops, and Events	2 events	→
Schools, Forums, and Courses	4 events	→
Outreach	empty	→
Committees	empty	→
Test Area	12 events	→

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

Home » My Profile

Dashboard



Adam Parker
[Admin](#) Last login 15 May 2024, 13:41

High Performance Data Analytics
adam.parker@ukaea.uk

Your events at hand

Last Thursday	MAST-U Data Systems - Weekly Meeting	  
Tomorrow	Training for Event Organisers and Administrators	  

You might be interested in the following categories...

Culham Plasma Physics Summer School Home » Schools, Forums, and Courses ★ Add to favourites	
Data Management Group Divisions » Computing ★ Add to favourites	
Data Solutions Unit Divisions » Computing ★ Add to favourites	
Test Area Home » Conference, Workshops, and Events ★ Add to favourites	

Your categories

Calls and Proposals Divisions » ... » Tokamak Science	
Home	
Indico Training Home » Schools, Forums, and Courses	
Tokamak Science Divisions » Plasma Science & Fusion Operations	

Happening in your categories

Today	Getting it Right: System Testing of Scientific Software DevOps / Software Best Practices
Tomorrow	Phi-ML meets Engineering: Kalman-Bucy-Informed Neural Network for System Identifica... Data Science
Tomorrow	Training for Event Organisers and Administrators Indico Training
Tuesday	Introduction to Intel oneAPI GPU / Accelerators
22 May 2024	CINECA Open Hackathon [Registration Deadline 6 March 2024] Hackathons
22 May 2024	Scalable Algorithms and GPU programming School GPU / Accelerators

[Settings](#)

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

ATLAS Meetings

BaBar

BASE

Belle II

BRAHMS meetings

CALET

CAST Meetings

CBM Meetings

CIMA Meetings

CLOUD

CMS meetings

COMPASS Meetings

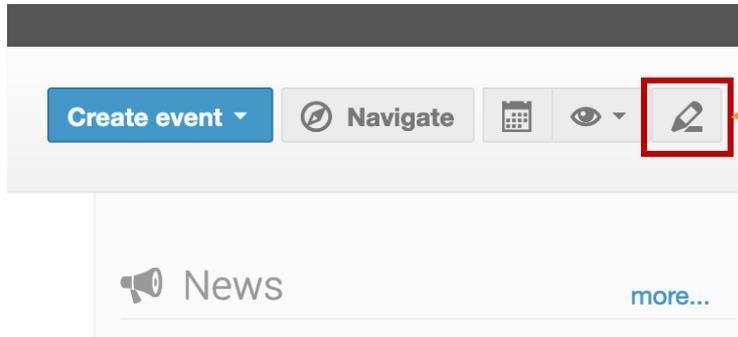
A Category is a means of grouping your events or other Categories together

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

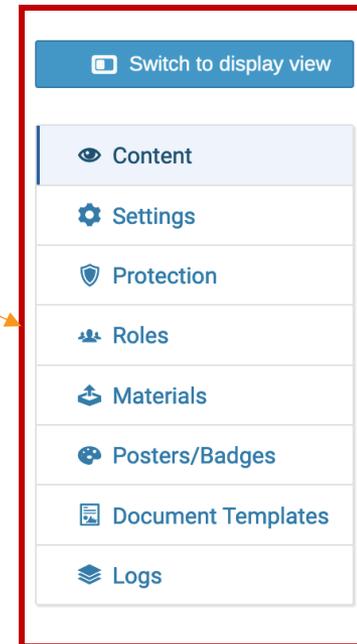
Manage Categories



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

Home

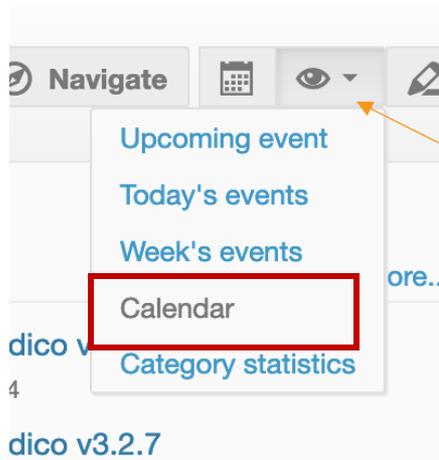
Categories

+ Create subcategory Create event ▾ ↓^A/_Z ↓^Z/_A 6

Title	
<input type="checkbox"/>	Divisions
<input type="checkbox"/>	Conference, Workshops, and Events
<input type="checkbox"/>	Schools, Forums, and Courses
<input type="checkbox"/>	Outreach
<input type="checkbox"/>	Committees
<input type="checkbox"/>	Test Area

Drag 'n drop to reorder

Calendar Views and Sync



Customise your view of a category with the 'eye' symbol

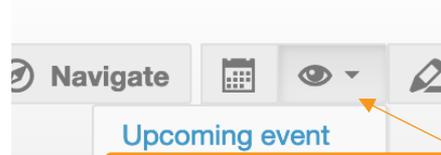
For example, Calendar view can be useful to view all categories events for the months

Home

May 2024

Mon	Tue	Wed	Thu	Fri
29	30	1	2	3
10:30 Parallel Performance Analysis using Scalasca/Score-P on the ARCHER2 AM			13:00 MAST-U Data Systems - Weekl	
6	7	8	9	10
10:00 Durham HPC Days				
10:00 Duhram HPC / AI Days				
20:00 Numerical Solvers for Viscous			13:00 MAST-U Data Systems - Weekl	

Calendar Views and Sync



Customise your view of
with the 'eye' symbol

Export **Category**

— Synchronize with your calendar —

You may copy-paste the following URL into your scheduling application. Contents will be automatically synchronised.

https://indico.ukaea.uk/category/0/events.ics?user_t

— Download —

Download an iCalendar file that you can use in calendaring applications.

, Calendar view can be
w all categories events
ns

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.

Add users or groups
and manage their rights

Divisions ⇄ 🗑️

Category protection

Permissions

	Parent Category ...	MANAGE	ACCESS
	Anonymous	ACCESS	
Add	User	Group	

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.

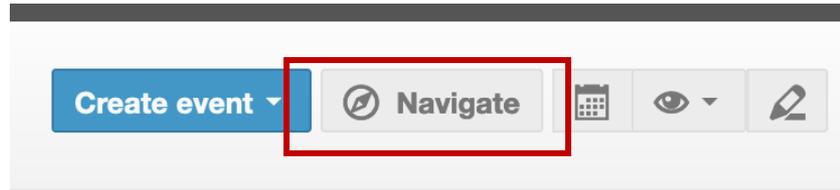
Event creation mode

Restricted to authorised users ▾

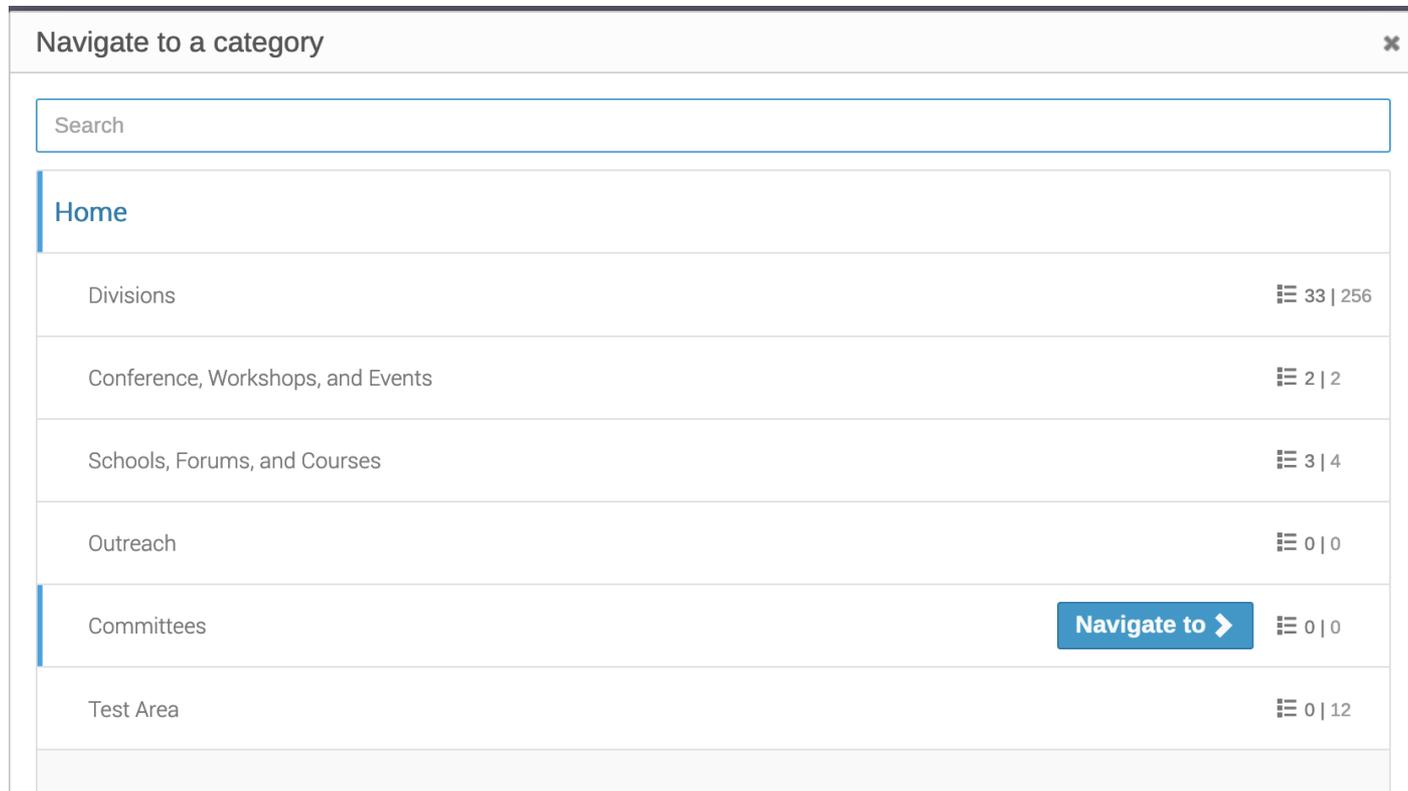
Specify who can create events in the category and whether they need to be approved. Regardless of this setting, users cannot create/propose events unless they have at least read access to the category.

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

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

Divisions

Logs

Show	Category	Events
• 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)