UK Atomic Energy Authority

UKAEA Indico Training

Categories and Admin

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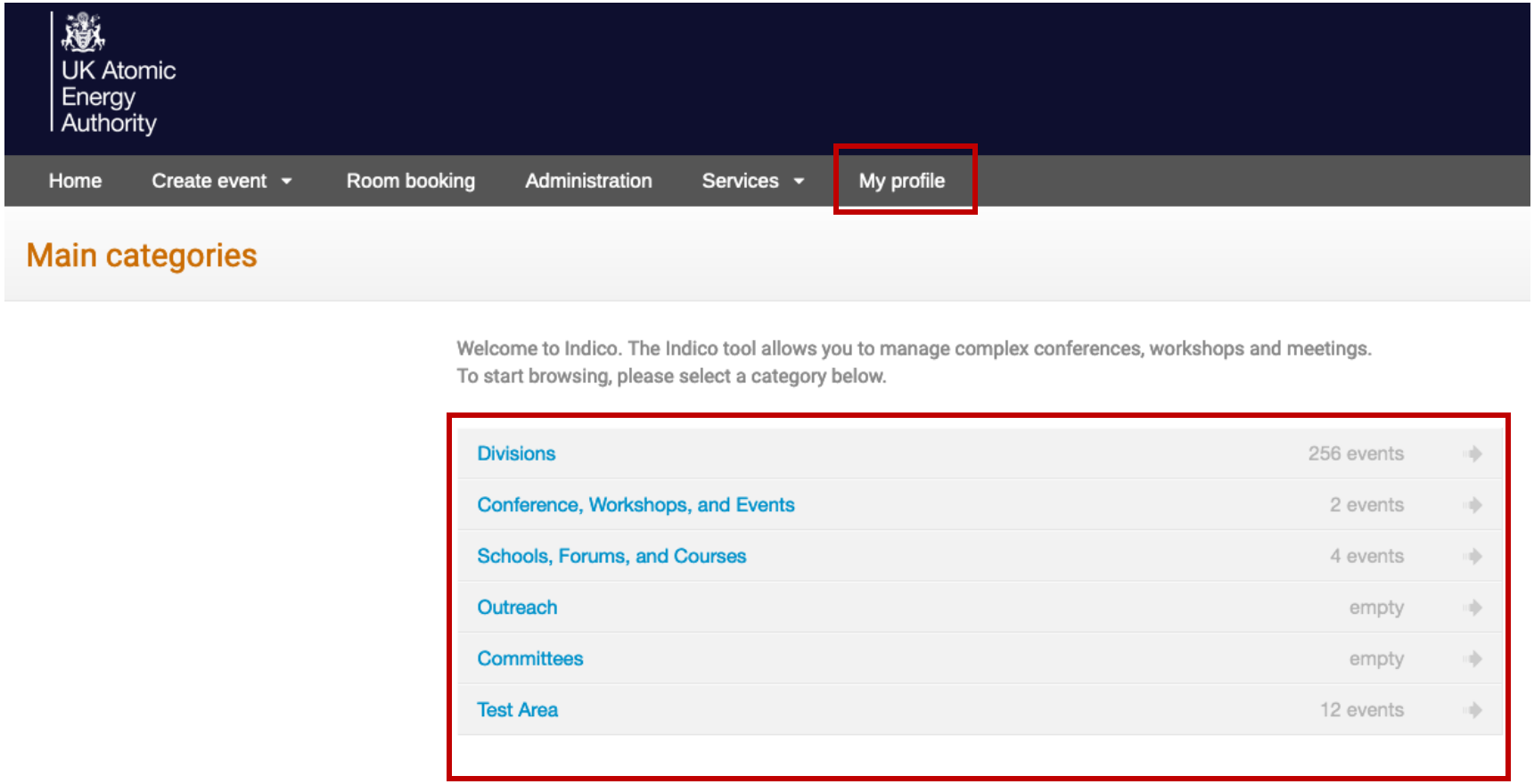
Home

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

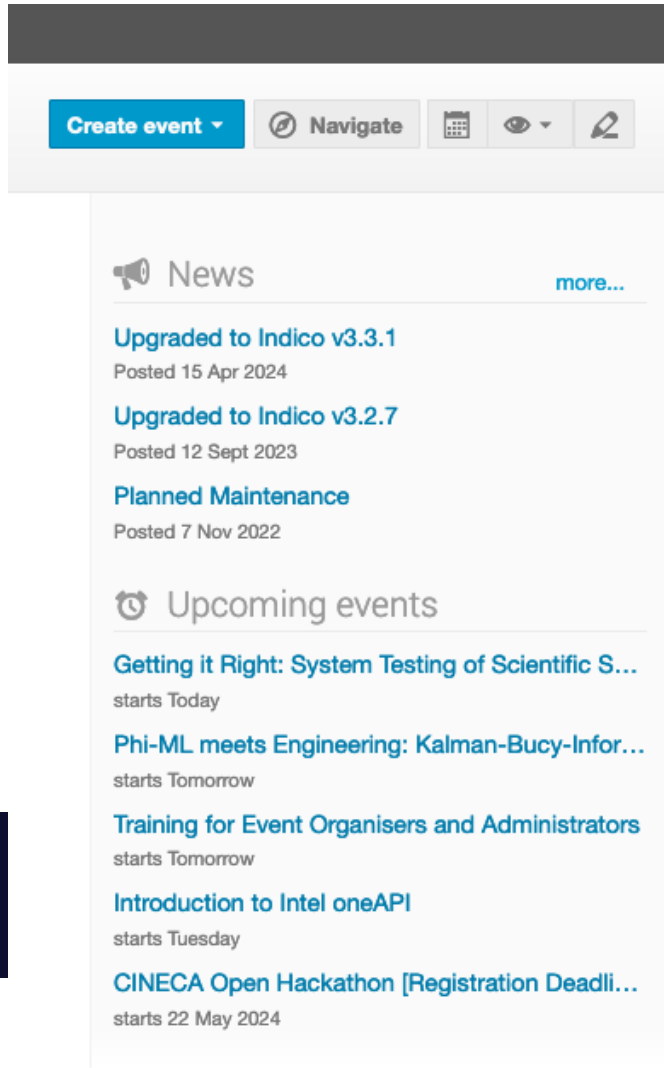


Home

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

These can be embedded or link to a separate URL

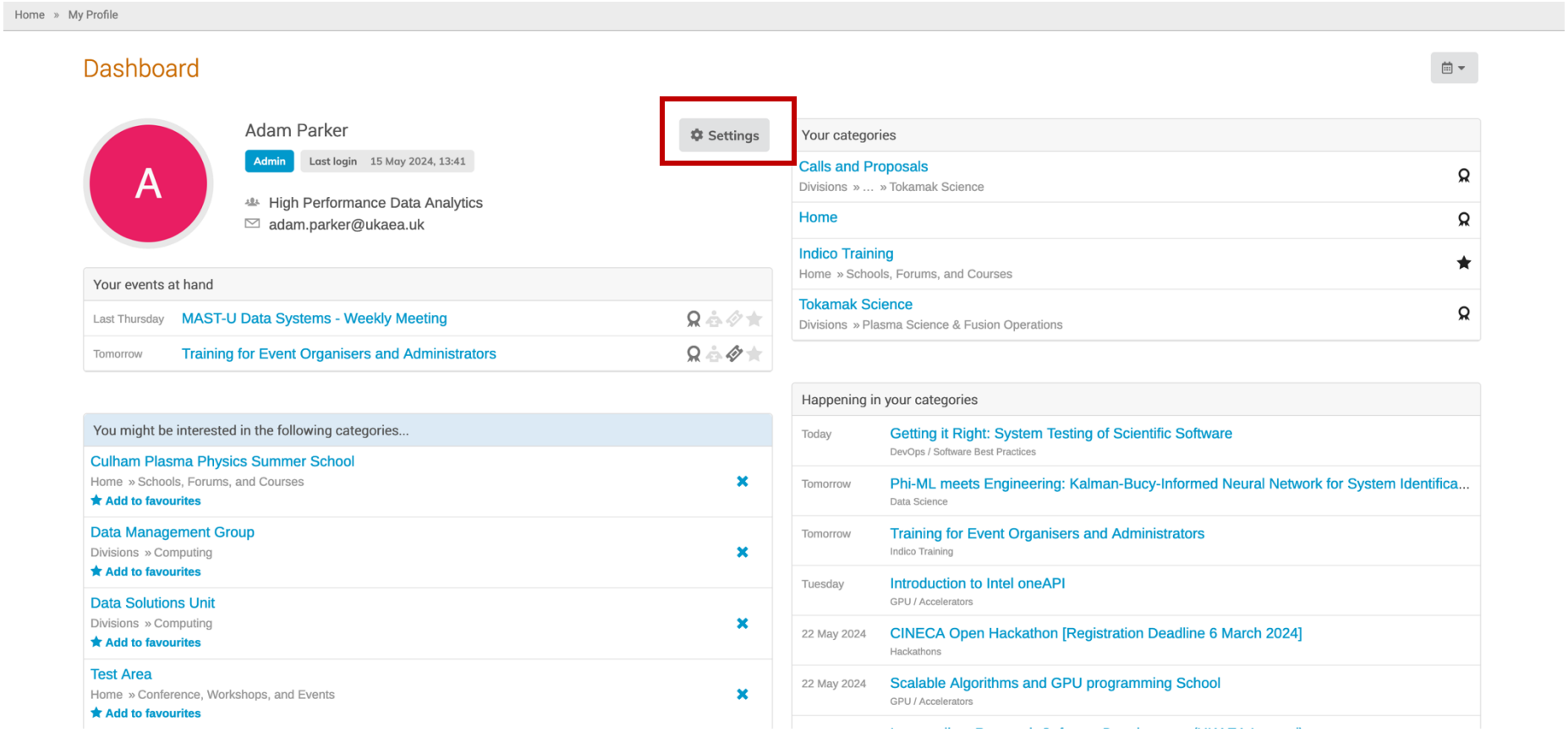
https://indico.euro-fusion.org/
as an example of embedded text

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

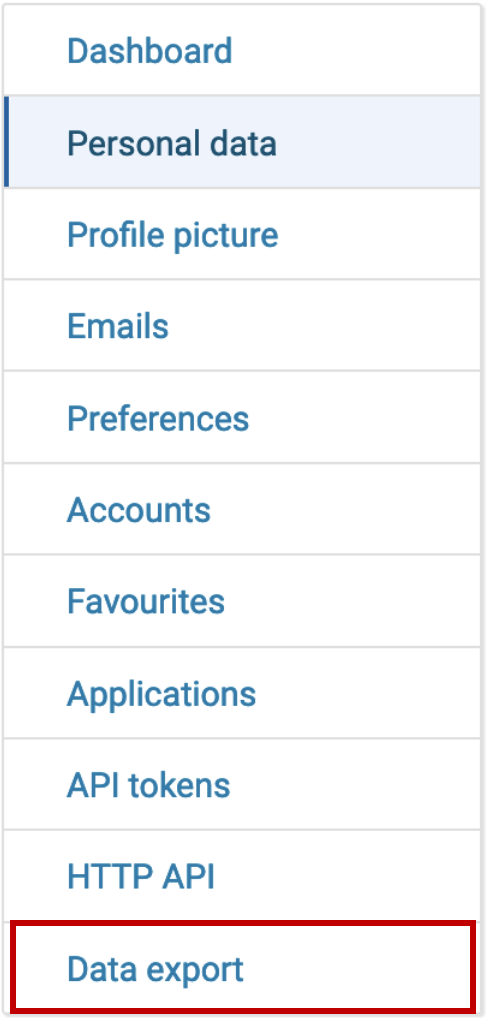


Account Settings

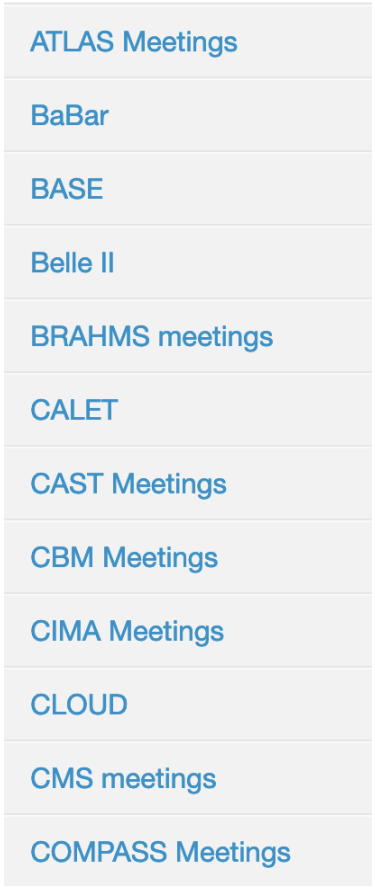
Account settings allow you to customise your Indico experience and everything associated with your profile

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!!



Categories



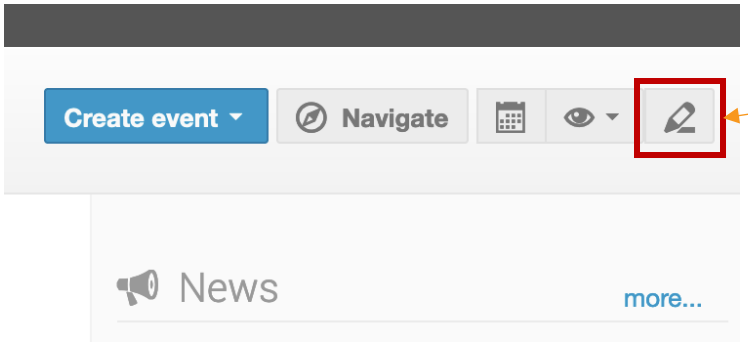
A Category is a means of grouping your events or other Categories together

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

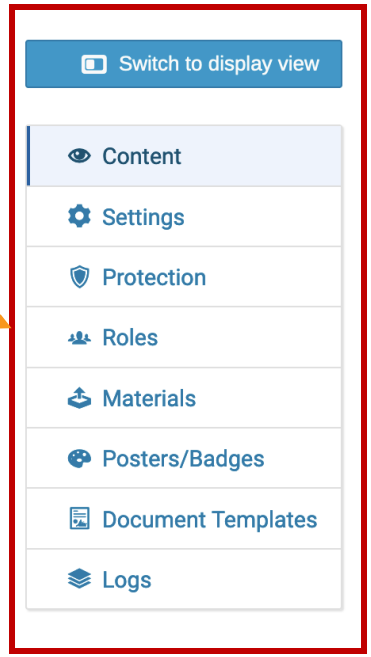
Manage Categories



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

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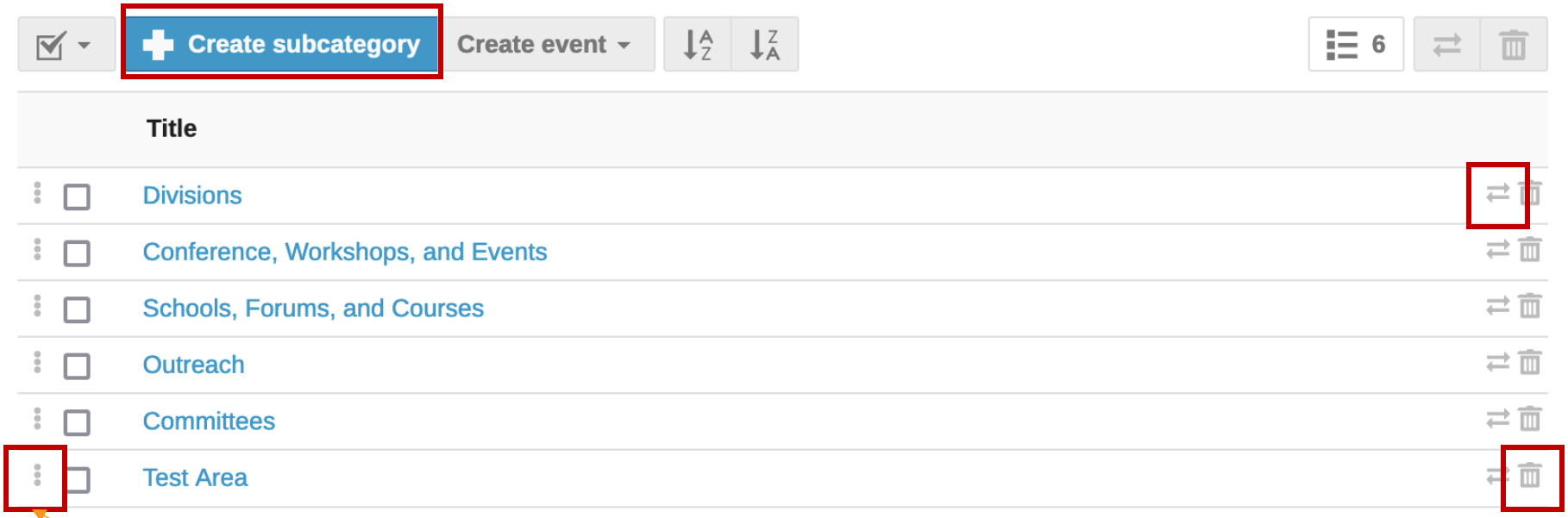
Home

Categories



Drag ‘n drop to reorder

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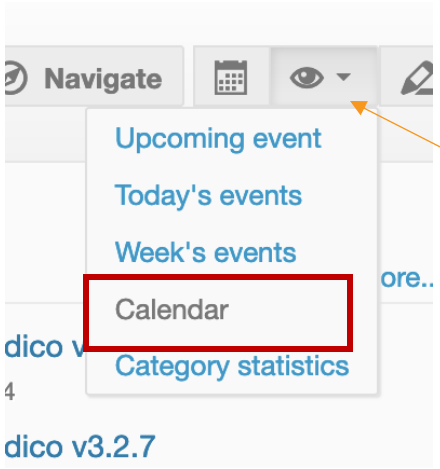
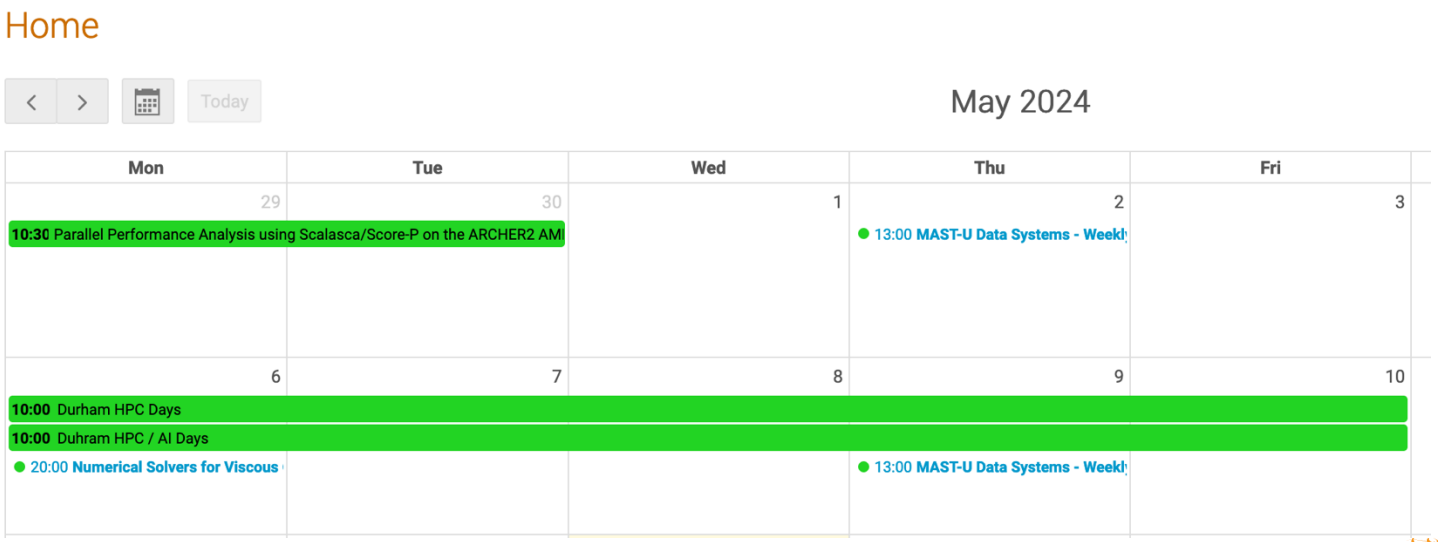
Calendar Views and Sync

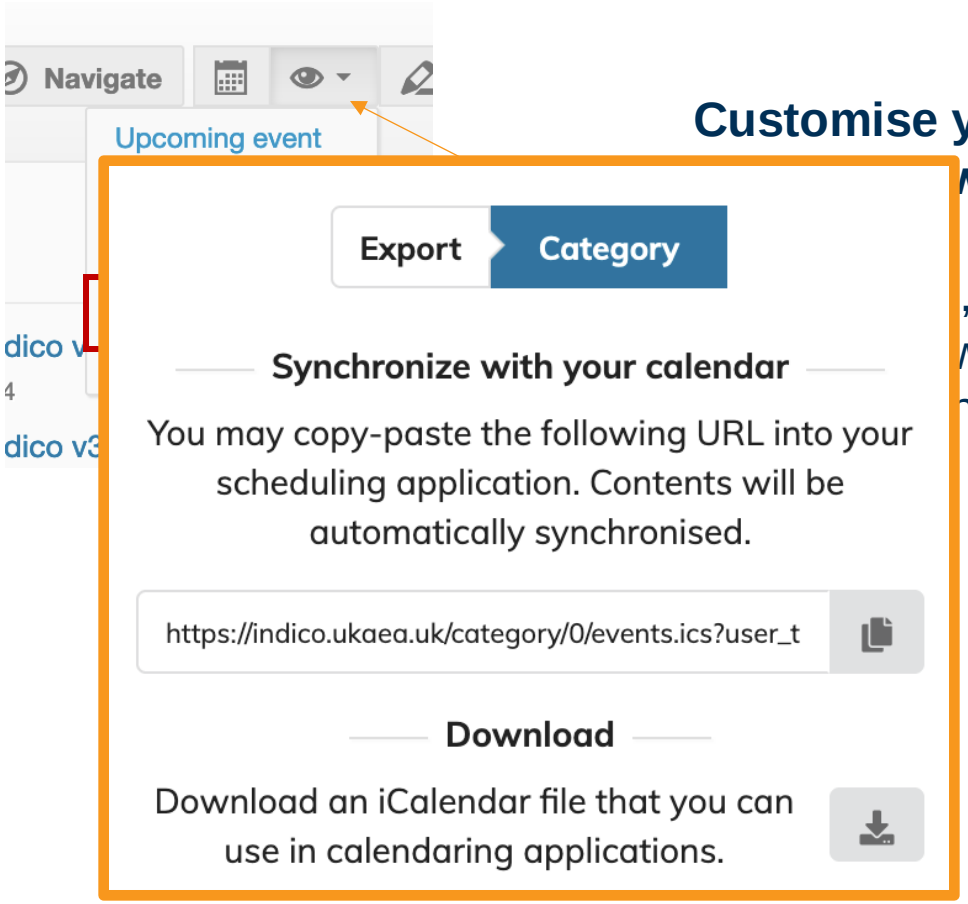


Customise your view of a category with the ‘eye’ symbol

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

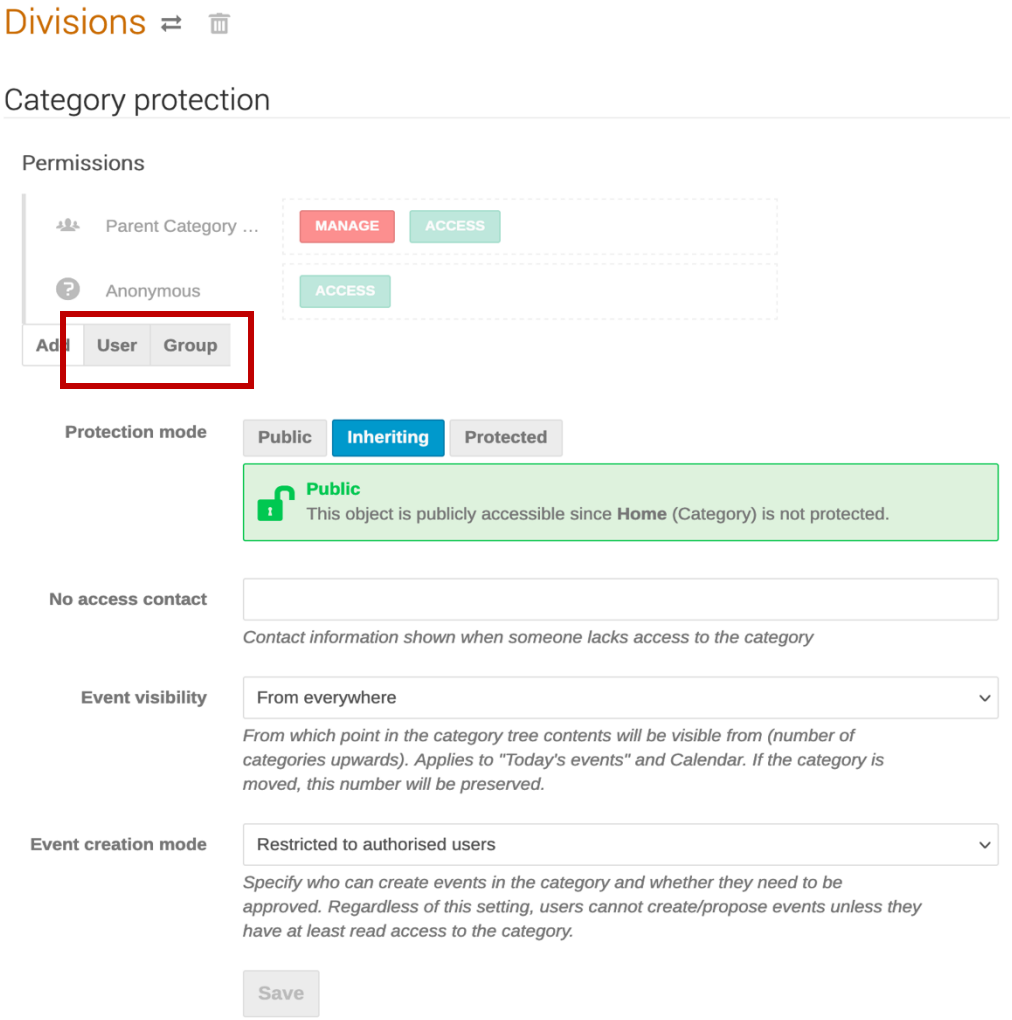
, Calendar view can be
w all categories events
ns

Even export or synchronise a category with your personal calendar

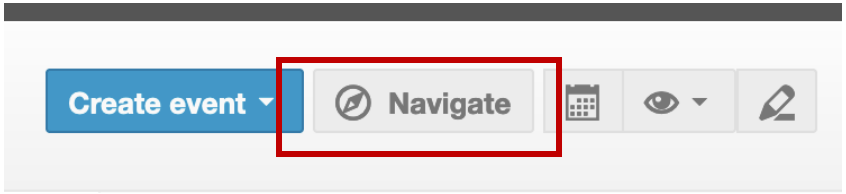
Protection

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.

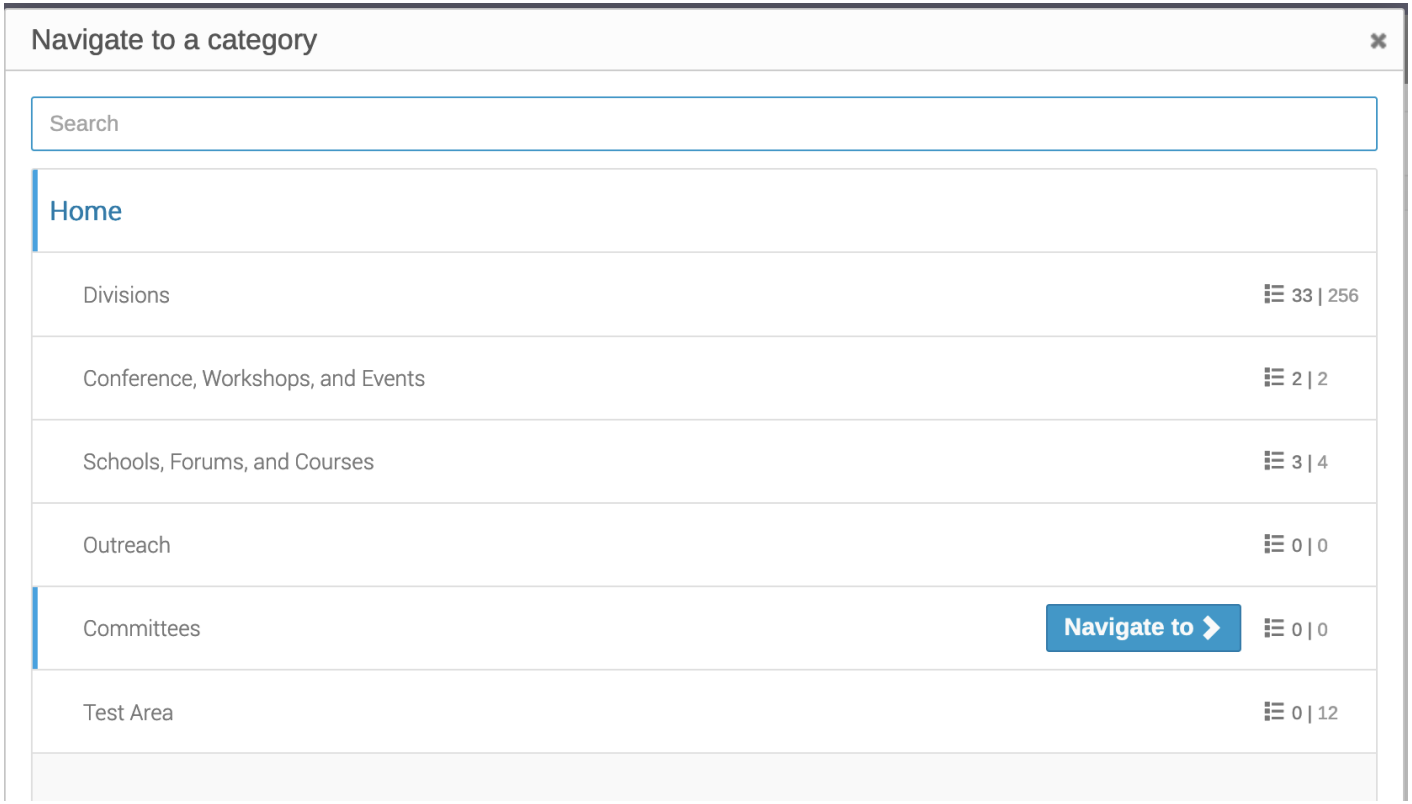
Add users or groups and manage their rights



Navigation



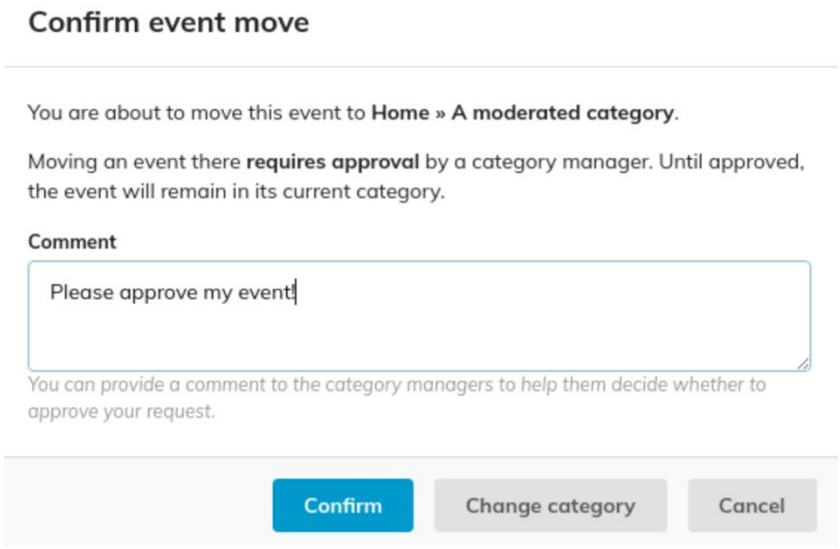
Quickly jump through categories without page reload with ‘Navigate’

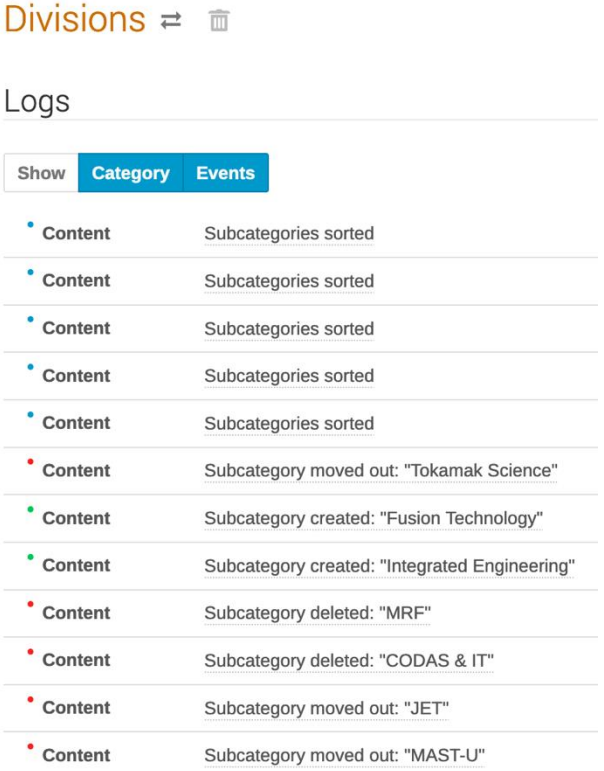


Moderation and Logging

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.





Logging is available to undo *or catch someone out*

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HANDS-ON

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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)

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