

INDI 
Integrated Digital Conference

InDiCo Administrator's User Guide

CERN



InDiCo Administrator's User Guide

by CERN

Table of Contents

1. Starting with Indico.....	1
1.1. Creating an Administration Account	1
1.2. Accounts Created by a User.....	2
1.2.1. Activating a User Created Account	2
1.2.2. Retrieving a Forgotten Password.....	2
2. Administration Area.....	3
2.1. Main	3
2.2. Users.....	3
2.2.1. Manually Creating a User.....	3
2.2.2. Searching for Users	4
2.2.3. Manually Activating an Account.....	4
2.2.4. Modifying a User's Account	4
2.2.5. Creating Additional Logins for a User	5
2.2.6. Deleting Additional Logins	5
2.3. Groups	5
2.4. Domains	6
2.5. Maintenance	7

Chapter 1. Starting with Indico

1.1. Creating an Administration Account

After installation the first screen presented to you will be:



First thing needed is to create an administrator account by clicking on login. Administrators will have access and modification rights to all categories and events. 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 and will be redirected to the administration area (See Administration Area).



From here you need to add your account to the administrator list, to do this click on 'add' 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. Without an Administrator account anybody can access and change all parts of InDiCo leaving it exposed without any access control.

Users can create their own accounts to use InDiCo in which you can modify, delete and add extra logins manually. You 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, they can do so by clicking on 'login' in the top right hand corner of InDiCo. From here they 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.

1.2.1. Activating a User Created Account

A user needs to activate their account by using the link that they are sent in an email after they apply for a new account. If the account is not activated the user cannot log in.

1.2.2. Retrieving a Forgotten Password

If a user needs to retrieve their password, they can use the login screen and the forgotten password option; the user will be sent their password by email to the address registered with that account.

Chapter 2. 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 addition logins and you can assign users to groups. You can also define domains for use with Access Control throughout InDiCo and you have control of any maintenance.

2.1. Main

From the Main tab in the administration area, you are able to modify the system title, the organisation, the support email and address. You can also add or remove users to that administration list; this means they have full administration access throughout InDiCo.



The Support email address you add in the General System Information will appear as the overall general support contact this will appear at the bottom of all the Display Areas:

| Powered by InDiCo | support@support.com

However if a problem occurs within the program and an error report needs to be sent this will be sent to the developers not to this support email.

2.2. Users

From the User option in the Tools Menu you can control and modify any of the user accounts.

2.2.1. Manually Creating a User

To manually create a new account use the 'new user' option in the Tools menu. You will be presented with the same form to fill in as a user creating their own account, fill in and submit this form to create the account. You will still need to activate the account.

2.2.2. Searching for Users

You can search for a user by their surname, first name, email address or organisation. If you are not sure of the full details you can enter the first few letters and it will show all the users that match your search. The Search filter is found by clicking on 'Users' in the Tools menu.

2.2.3. Manually Activating an Account

To Activate an account from within the administration area, go to the 'Users' option in the Tools Menu 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:

The screenshot displays the 'User details' page. At the top right is a 'Tools' menu with options: Main, Users (selected), Groups, Domains, and Maintenance. Below the menu, a message states: 'This page show your personal data. You can modify it by clicking on the button Modify. You can also find the different account you can use to login. You can add or remove accounts, but you must have at least one account.'

The main content area is titled 'Details for NEW, user' and contains the following fields:

- Affiliation: .
- Email: newuser@newuser.com
- Address: (empty)
- Telephone: (empty)
- Fax: (empty)

 A 'modify' button is located below these fields.

Below the details is a section titled 'Your account(s)'. It shows:

- Account status: Not confirmed, with an 'active the account' button.
- A checkbox for 'new user'.
- Buttons for 'delete selected accounts' and 'create a new account'.

If an account is not already activated its status will be 'not confirmed' click the button next to the status in order to activate the account. The account status will then be changed to 'activated' the user for that account will now be able to log in.

2.2.4. Modifying a User's Account

From the Users Details screen above you have the option to modify the users' details from here you are able to modify the users affiliation, email address, postal address, telephone number and fax number.

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 a user has certain access rights with one login but not with another, they can then choose which login to use when using InDiCo.

To create a new login account for a user, use the 'create a new account' option 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 logins select the accounts for that user that you wish to delete and use the 'delete selected accounts' option from the User Details screen above. A user must have one login account however.

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 for example if 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 Tools menu . You will be asked for a group name and a description.



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



You can assign a group of users the same was as you can individual users to Access Control. Once your group(s) are created you can use the 'Groups' option to find a particular group to continue adding and removing users or to modify the group details.

2.4. Domains

You can add sets of IP address called Domains to be used in Access Control. To add a new domain use the 'new domain' option in the Tools menu.

You can then enter a name, description and the IP addresses you which to use in this domain:

The screenshot shows a web-based form titled "Registering a new DOMAIN". The form contains the following fields:

- Name:** Domain 1
- Description:** Description of Domain 1
- IP Filter:** 192.168.0.2; 192.168.0.3; 192.168.0.4; 192.168.0.5

Below the IP Filter field, there is a small text prompt: "enter the IP filters separated by ';'". An "ok" button is located at the bottom right of the form. To the right of the form is a "Tools" menu with the following items:

- ▶ Main
- ▶ Users
 - New user
- ▶ Groups
 - New group
- ▶ Domains
 - ◀ New domain
- ▶ Maintenance

Any domains you create can be shown from the 'Domains' option in the menu, you can search for the domain name you want to look at and you will be shown the details of that Domain.

The screenshot shows the details view for a domain named "Domain 1". The details are as follows:

- Name:** Domain 1
- Description:** Description of Domain 1
- IP filter:** 192.168.0.2, 192.168.0.3, 192.168.0.4, 192.168.0.5

A "modify" button is located at the bottom right of the details view. The "Tools" menu on the right is identical to the previous screenshot, with the "Domains" option now selected and showing a sub-menu with "New domain".

From here you can also modify the domain.

2.5. Maintenance

The maintenance area is accessible from the 'Maintenance' option in the menu, 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 whether they have chosen to have the menu in Display view opened or closed these periods are known as websessions. Websessions are stored in the database until you choose to delete them from here.

The screenshot shows a web interface for system maintenance. At the top left, the word "Maintenance" is displayed in blue. Below it, there are three main sections, each with a dark grey header and a light grey body. The first section is "Temporary Files", showing "Folder size 0 MB", "Number of files 1 files", and "Number of folders 0 folders", with a "cleanup" button. The second section is "Database", showing "Approximate size 3 MB" and a "pack" button. The third section is "Web session", showing "Approximate number of sessions 12" and a "cleanup" button. On the right side, there is a vertical "Tools" menu with a dark grey header and several items: "Main", "Users", "Groups", "Domains", and "Maintenance" (which is highlighted with a blue underline). Each item has a small arrow icon to its left.

You will be asked to confirm the deletion of temporary files and web sessions as well as when 'packing' the database.