

Indico Quick Start Guide for fusionTV Users

Indico is a tool which facilitates the organization of events. At EUROfusion it replaces the booking part of fusionTV along with the possibility to upload and share documents. In contrast to fusionTV, it **does not offer an integrated screen-/presentation-sharing functionality** and is not linked to any kind of VC system. Events and uploaded files will not expire in Indico (unlike in fusionTV).

Getting help:

-  Support contact for Indico@EUROfusion: indico@euro-fusion.org
-  Official Indico User Guide: <https://learn.getindico.io/>

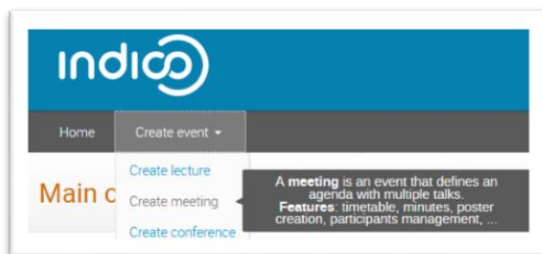
Indico handles authentication and user accounts different than fusionTV !

- Only persons with a valid EUROfusion accounts can create events!
- Guest access to protected resources can only be granted through **Access Keys** ('PIN') for events.
- **Guests can never upload documents!**

This is a step-by-step guide for creating a basic Meeting event in Indico, e.g. as a replacement for a fusionTV booking.

Start creating your first **Meeting**:

- Navigate to Indico homepage at <https://indico.euro-fusion.org/>
- Select **Create event** -> **Create meeting**



- You need to **login** with your EUROfusion account now



- Fill out the **Meeting** creation form

Create new meeting

Category * Test Category
Choose category

Event title * Discuss Indico@EUROfusion

Start * 03/03/2020 15:00

End * 03/03/2020 17:00

Timezone * Europe/Berlin

Location Venue Room










Protection mode Public Inheriting **Protected**

Protected
The event will only be accessible by the managers of parent categories and users you give access to.

Create event Cancel

- Confirming the form with **Create event** opens the **Settings** menu

Settings



	Title Discuss Indico@EUROfusion 
Description	Discuss the details on how to use Indico at EUROfusion. VC details are as follows: ...
Short URL	None
	Date 3 March 2020
	Time 15:00 - 17:00
	Timezone Europe/Berlin
	Room None 
	Venue None
	Address None
	Chairpersons Denis Kalupin Submitter
	Contact title Contact
	Email stefan.beck@euro-fusion.org
	Phone None
	Keywords None 
	External IDs None

Description is only visible for authorized users. You can provide VC details here.

Chairpersons can upload materials for this meeting





Contact details are only visible for authorized users.

This gives you the equivalence of fusionTV meeting with different presenter and audience password

-  Access permission allows you to access all **Meeting** details and **Materials**. However, it does not allow upload of materials!
-  By default, only you, the category managers and the **Chairperson** (if any) can upload materials. You must grant **Manage – Submissions** rights to additional users in case they should be able to upload materials!

Event protection


Permissions

	Category Managers	MANAGE ACCESS	
	Denis Kalupin denis.kalupin@euro-fu...	SUBMISSION	Chairpersons automatically get submission rights for uploading materials.
	Emilia Genangeli emilia.genangeli@euro...	ACCESS SUBMISSION	Additional Indico users can get individual permissions.
	Stefan Beck stefan.beck@euro-fusi...	MANAGE ACCESS	The Meeting Manager (You) gets all permissions.

Add

Protection mode

Public Inheriting Protected

 **Protected**
This object is **only** accessible by the **users specified** below and the **managers of parent resources**.


Access key

....

The Access Key allows access to all Meeting details and materials. Non-Indico Users need this for accessing the Meeting.

It is more secure to use only the ACL and not set an access key. It will have no effect if the event is not protected

One can get Access permission by either using the **Access Key** or by explicit grant of the **Meeting Manager** (or by being a manager of the parent category).

 **Whenever you search for users in Indico, ensure that you enable the checkbox *Users with no Indico account*! Otherwise your search will only list users that have logged into Indico at least once.**

Users with no Indico account

Your **Meeting** is now listed in the category:

March 2020

03 Mar Discuss Indico@EUROfusion (protected) NEW

Meeting detail view:

The screenshot shows the meeting detail view for 'Discuss Indico@EUROfusion'. The header is blue and contains the meeting title, date and time (Tuesday 3 Mar 2020, 15:00 → 17:00 Europe/Berlin), and the organizer (Denis Kalupin). Below the header, there is a description: 'Discuss the details on how to use Indico at EUROfusion. VC details are as follows: ...'. A contact email is provided: stefan.beck@euro-fusion.org. At the bottom, there is a calendar icon and a message: 'The agenda of this meeting is empty. In order to add entries go to the timetable page.'

Optional: You can add materials to your **Meeting** by using the context menu on the right top corner and selecting **Material Editor**.

The screenshot shows a context menu for a meeting. The menu items are: Edit Event, Clone Event, Add minutes, and Material Editor. The 'Material Editor' option is highlighted.

The **Material Editor** lets you upload files and organize them in folders.

i You can also add **Links**, e.g. to IDM documents!

Manage materials for 'Discuss Indico@EUROfusion'



Add materials to the event.

You can attach files or links using the buttons on the right.

Upload files

Add link

There are no materials yet.

New folder

Optional: You can add **Contributions** to the agenda of your **Meeting** via the timetable option.

Contributions can be grouped in different **Sessions**, and each Session can be divided in different **Session blocks**, for example a morning block and an afternoon block of your meeting.

The screenshot shows a settings menu with the following options: Settings, Timetable, Protection, and Organization. The 'Timetable' option is highlighted.

The screenshot shows the 'Add new' menu with the following options: Session block, Contribution, and Break. The 'Session block' option is highlighted.

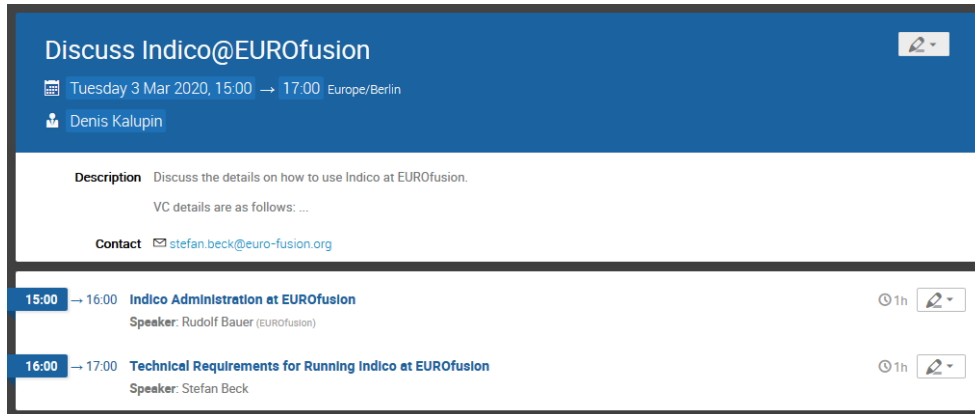
i For a basic **Meeting**, just directly add a **Contribution** without any **Session**.

Add contribution

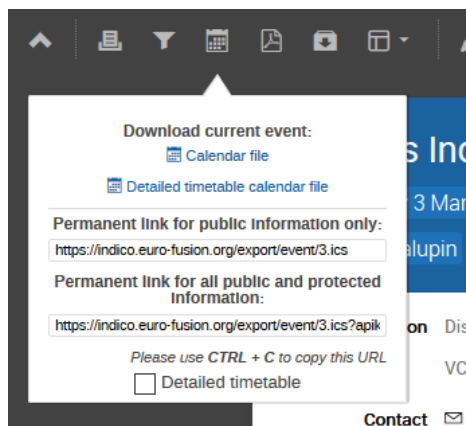
The screenshot shows the 'Add contribution' form. The fields are: Title (Indico Administration at EUROfusion), Description, Start time (15:00), Duration (1 Hours), Speakers (Rudolf Bauer), and Location. There are buttons for 'Submitter', 'Search', and 'Enter manually'.

i Note that a **Speaker** automatically gets submissions rights for his **Contribution**, i.e. he can add **Materials** there.

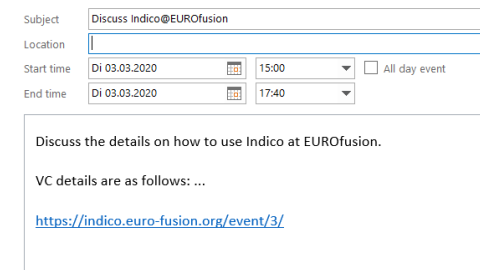
Congrats, your **Meeting** is ready now!



Adding the **Event** to your Outlook calendar is typically a good idea. Use the calendar symbol on the Event page and select the desired download format: **Calendar file** vs **Detailed timetable calendar file**.



Opening the resulting event.ics file with Outlook gives you something similar to the following

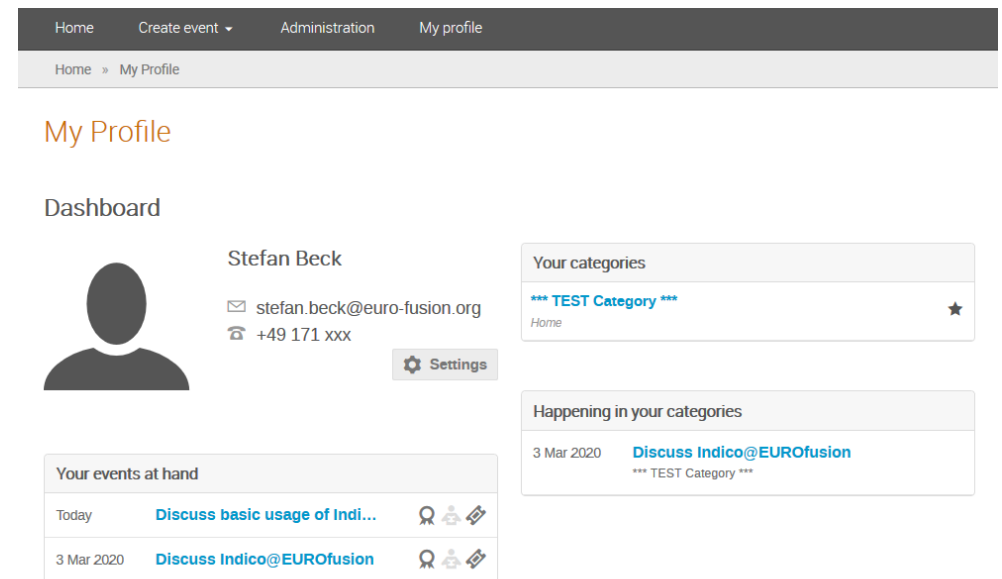


i Note that the **Event** description along with a direct link to the event is included in Outlook appointment.

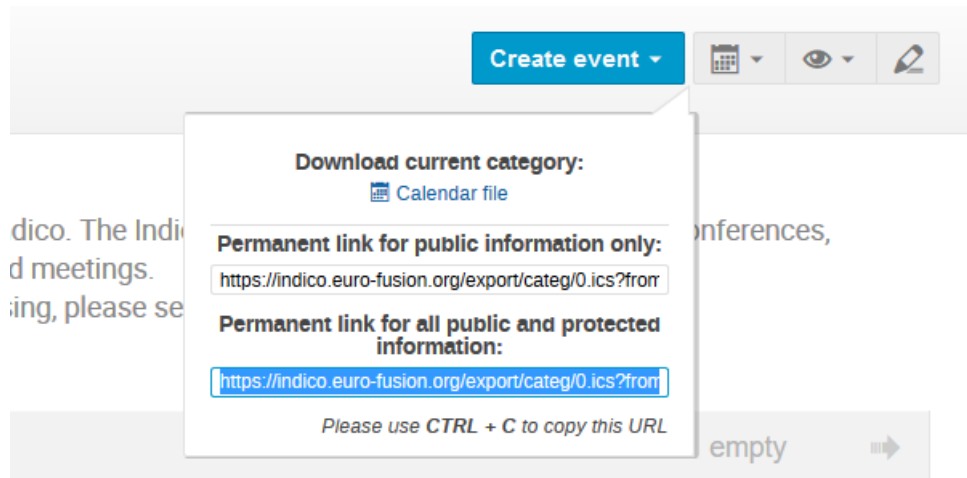
i When you choose to download the **Detailed timetable calendar file**, you will get multiple Outlook events in case your **Event** has multiple contributions.

You can now use Outlook to send invitations as usual.

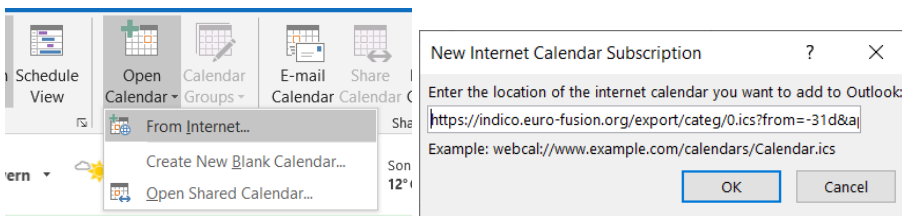
i **Tip 1:** Use **Home** -> **My profile** for quick access to your Events and favourite **Categories**.



i Tipp 2: You can add all Indico events (for which you have access to), as a separate calendar to your Outlook. (Which gets by default automatically updated every 30m: *Outlook -> File -> Options -> Advanced -> Send and receive*). Login to the Indico Homepage and use the Calendar Icon:



Use **CTRL + C** to copy the URL. Now open Outlook calendar and use **Open Calendar / From Internet** and paste the URL.



Rename the calendar from Untitled to **Indico@EUROfusion**

