

Simple tutorial for Indico

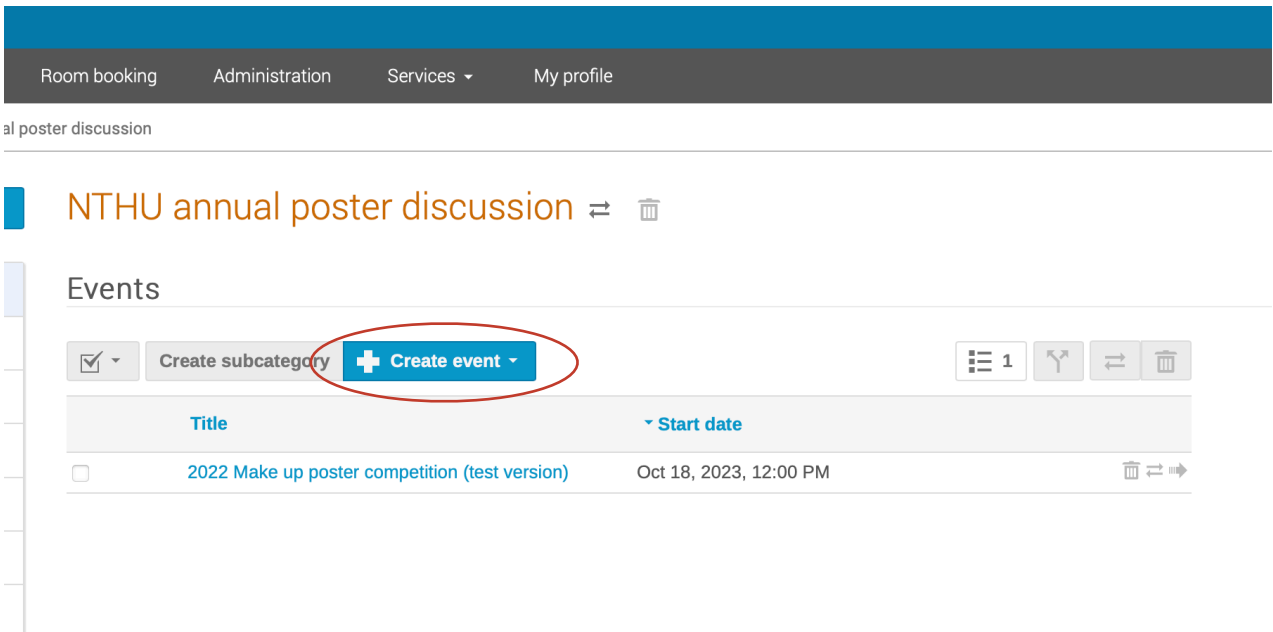
Prepared for: Residents at the turtle island

Prepared by: 黃一平 (Yi-Ping Huang)

September 7, 2023

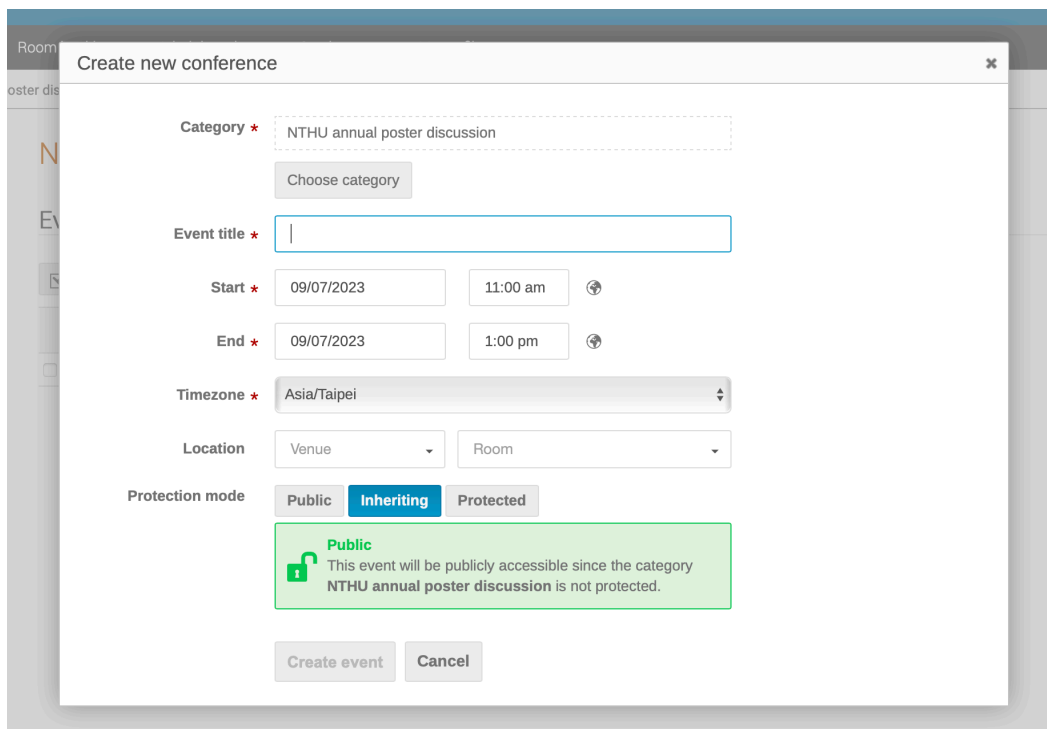
創造INDICO活動 (POSTER SECTION)

1. Create event →conference



2. 設定活動的基本資訊：名稱、時間、等等。Protection mode可以設定該事件的開放等級，我們可以選擇開放Public或有限制的（protected）。如果是有限制的活動，則需要有權限才可以看到該活動內容。inheriting是指繼承該活動的母分類的開放等級。

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未來使用者補齊這個使用手冊。

- 當完成上一步之後，我們會跳到這個活動細節設定的模式。如果要看設定結果，就儲存後利用左邊的”Switch to display view”，觀看網頁效果。
- 要編輯任何設定，就按那個有一支筆的icon。這個分類分成
 1. 網頁，有個房子的圖像。
 2. 時間，有行事曆圖像。
 3. 地點，有個圖釘圖像。
 4. 等等，剩的就不列舉。以上的設定基本上都蠻直覺的。所以就針對網頁設定做一些簡單說明。

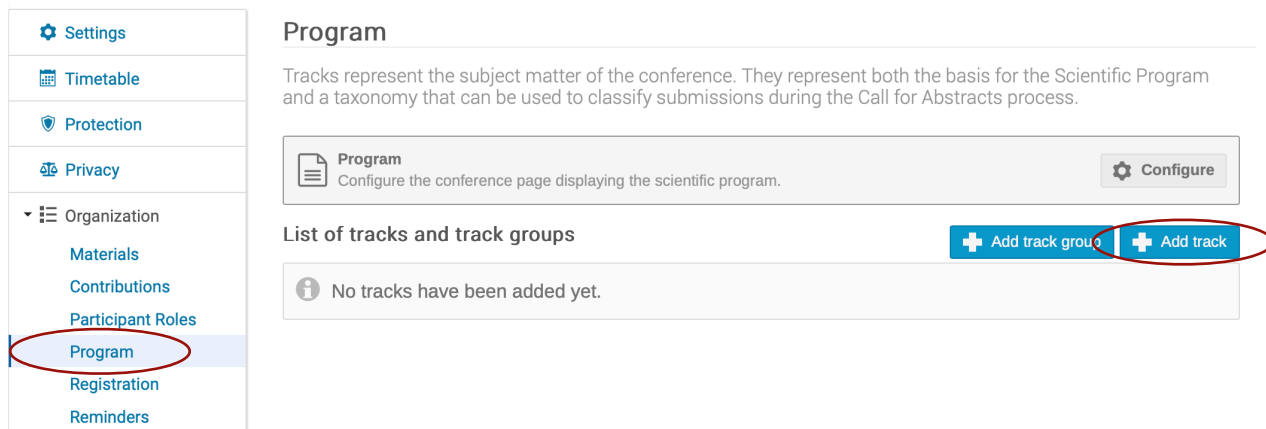
The screenshot shows the Indico web interface. At the top, there's a navigation bar with 'Home', 'Create event', 'Room booking', 'Administration', 'Services', and 'My profile'. Below that, the breadcrumb trail reads 'Quantum Matter > NTHU annual poster discussion > 2022 Poster Party'. A red circle highlights a button labeled 'Switch to display view'. To the right, the event title '2022 Poster Party 18 Oct' is displayed, along with the creator's name 'Yi-Ping Huang'. A sidebar on the left contains various settings categories like 'Settings', 'Timetable', 'Protection', and 'Organization'. The main content area is titled 'Settings' and contains three sections: 'Title' (with a house icon), 'Date' (with a calendar icon), and 'Room' (with a location pin icon). Each section has a pencil icon for editing, which is circled in blue. The text '且換到網頁，檢視效果' is written in red above the 'Switch to display view' button, and '編輯設定' is written in blue at the top right of the settings area.

The screenshot shows the Indico event display page for 'Test Conference'. At the top, there's a navigation bar with 'Home', 'Room booking', 'Administration', 'Services', and 'My profile'. Below that, the breadcrumb trail reads 'Quantum Matter > NTHU annual poster discussion > Test Conference'. A green circle highlights a button labeled 'Switch to settings page' (切換回設定頁面). The event title 'Test Conference' is displayed, along with the date 'August 29, 2023' and the time zone 'Asia/Taipei'. A search bar is visible on the right. A sidebar on the left contains various settings categories like 'Overview', 'Scientific Program', 'Call for Abstracts', 'Timetable', and 'Registration'. The main content area features a large image of a tree against a blue sky with clouds. The text '切換回設定頁面' is written in green above the 'Switch to settings page' button.

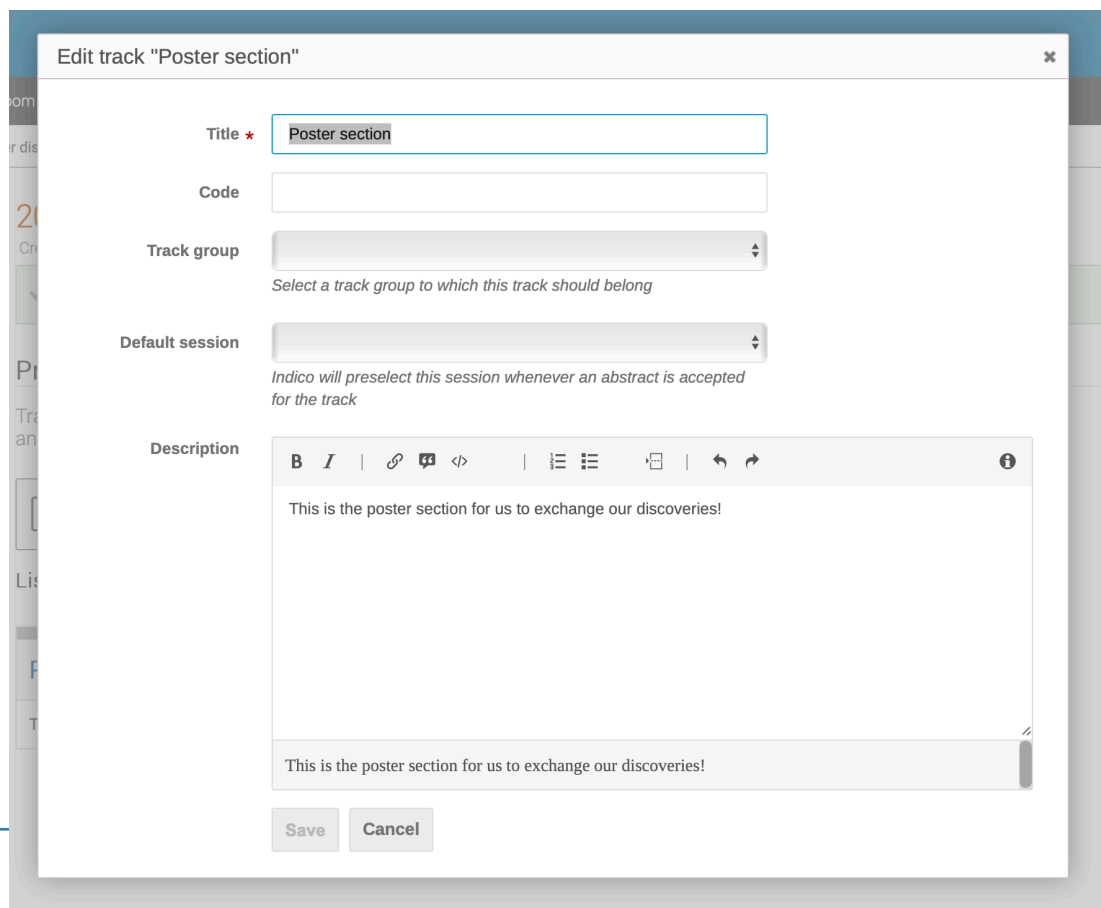
4. 首頁設定：按下那隻筆的圖像，我們就會進入這個編輯器。這個簡易編輯器的使用基本上跟Word沒兩樣，所以非常容易設定想要的樣式，稍微點一點大概就知道他可以做什麼。可以插入圖片，輸入中英文，底線粗體，等等。底下也有一個可以自動產生正常網址的設定，舉例來說，我們可以很簡單的填入“2022_Poster”。活動網址就會是，主機網址 + “2022_Poster”。在PRPC的主機就會是：https://indico.phys.nthu.edu.tw/e/2022_Poster。

The screenshot shows the 'Settings' page for an event titled '2022 Poster Party' on Oct 18. The page is created by Yi-Ping Huang. A left sidebar contains navigation options: Settings, Timetable, Protection, Organization (Materials, Contributions, Participant Roles, Program, Registration, Reminders, Roles Setup, Sessions, Surveys), Workflows (Call for Abstracts, Peer Reviewing, Editing), Room booking, and Services (Videoconference). The main content area is titled 'Settings' and includes: 'Event title' (2022 Poster Party), 'Description' (with a rich text editor containing a landscape image and Chinese text: '這是海報比賽的線上系統。我們希望藉由這個線上系統，讓大家每年有機會與不同領域的夥伴分享自己的研究成果。刺激橫向的合作與討論。'), and 'URL shortcut' (https://do-doublets.phys.nthu.edu.tw/e/2022_Poster). A note states: 'The URL shortcut must be unique within this Indico instance and is not case sensitive.' 'Save' and 'Cancel' buttons are at the bottom right.

5. 設定track：我們需要設定一個活動讓大家可以投稿摘要。要達成這件事我們要先設定好track。之後才可以Call for abstract。設定track的方式是。在左邊欄位有個program，選那個欄位後，在右邊有 "add track" 選項。



Track的名稱我們可以自訂：可以是experimental progress on quantum spin liquid，也可以是各種主題。我們的需求是Poster section。所以我就很有創意的輸入"Poster section"。Description的部分會在網頁上出現。



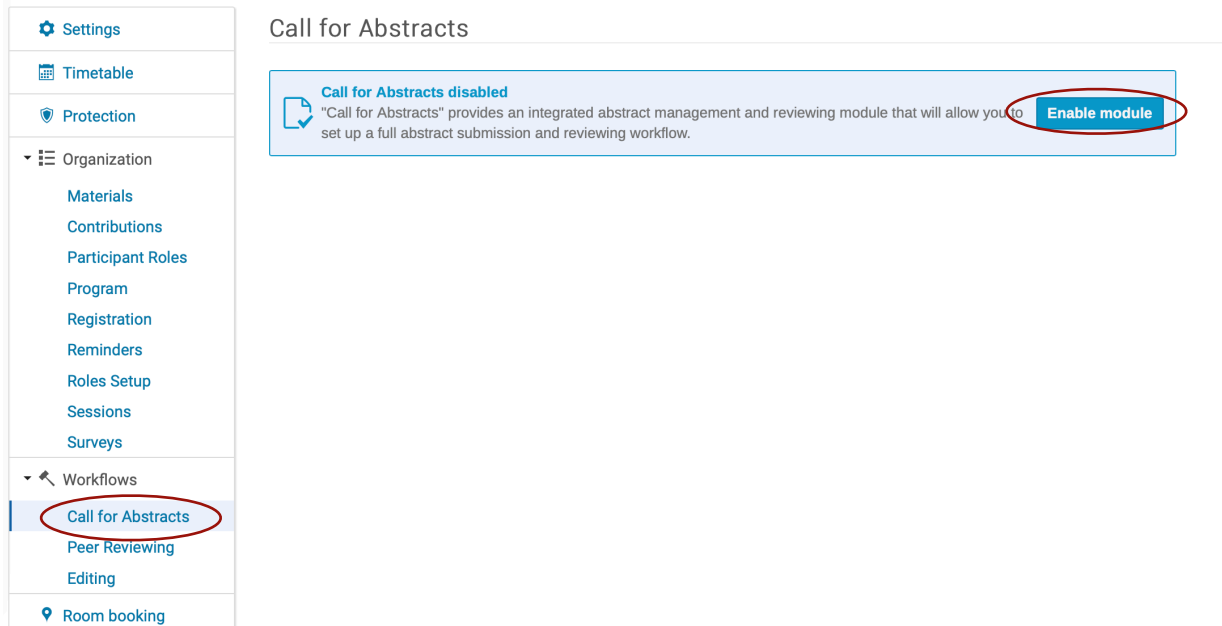
- Overview
- Scientific Program**
- Call for Abstracts
- Timetable
- Paper Peer Reviewing
 - Reviewing Area
 - Judging Area
- Editing
 - Papers
- Registration

Scientific Program

Poster section

This is the poster section for us to exchange our discoveries!

6. 接下來我們設定投稿摘要：call for abstracts。在Workflows的分類下，當我們點開時，會沒有相關設定，當我們按下enable module之後，就可以開始設定投稿摘要的一些細節了。



Settings

- Timetable
- Protection
- Organization
 - Materials
 - Contributions
 - Participant Roles
 - Program
 - Registration
 - Reminders
 - Roles Setup
 - Sessions
 - Surveys
- Workflows**
 - Call for Abstracts**
 - Peer Reviewing
 - Editing
- Room booking

Call for Abstracts

Call for Abstracts disabled
"Call for Abstracts" provides an integrated abstract management and reviewing module that will allow you to set up a full abstract submission and reviewing workflow. **Enable module**

第一個重點是什麼時候我們開始接受投稿。我們可以按下schedule。

The screenshot shows a sidebar on the left with navigation items: Timetable, Protection, Organization (Materials, Contributions, Participant Roles, Program, Registration, Reminders, Roles Setup, Sessions, Surveys), and Workflows. The main content area is titled 'The call for abstracts is not open yet' and includes a 'Schedule' button circled in red, along with a 'Start now' button. Below this are sections for 'Submission', 'Fields and types', 'Reviewing', and 'Book of abstracts', each with various configuration options and buttons like 'Notifications', 'Settings', 'Roles', 'Upload custom PDF', and 'Manage'.

然後可以設定起始和終止時間，以及最後允許修改投稿資料的時間。

The dialog box is titled 'Schedule call for abstracts' and contains three rows of time selection fields. Each row has a label, a date field (MM/DD/YYYY), a time field (--:--), and a globe icon. The first row is labeled 'Start' with the subtitle 'The moment users can start submitting abstracts'. The second row is labeled 'End' with the subtitle 'The moment the submission process will end'. The third row is labeled 'Modification deadline' with the subtitle 'Deadline until which the submitted abstracts can be modified'. At the bottom are 'Save' and 'Cancel' buttons.

點開Submission的settings

The screenshot shows a dashboard with a left sidebar and a main content area. The sidebar includes: Timetable, Protection, Organization (Materials, Contributions, Participant Roles, Program, Registration, Reminders, Roles Setup, Sessions, Surveys), and Workflows. The main content area has several sections: 'The call for abstracts is not open yet' with 'Schedule' and 'Start now' buttons; 'Submission' with 'Notifications' and 'Settings' buttons (the 'Settings' button is circled in red); 'Fields and types' with 'Contribution types' and 'Abstract fields' buttons; 'Reviewing' with 'Roles', 'Settings', and 'Questions' buttons; 'Book of abstracts' with 'Upload custom PDF' and 'LaTeX Settings' buttons; and 'List of abstracts' with a 'Manage' button.

我們可以做更多細部的設定，對於我們的需求只需要基本的兩個部分。Announcement和require tracks

The screenshot shows a 'Configure abstract submission' dialog box. It features a rich text editor for the 'Announcement' section, containing the text: '請上傳一個海報的pdf檔，檔案大小須小於50MB。可以試著錄一個5~10分鐘的影片，簡介自己的海報，並且上傳到youtube。並在自己的海報相關資料中提供連結。'. Below the text editor are four toggle switches: 'Multiple tracks' (checked), 'Require tracks' (checked and circled in red), 'Require contrib. type' (unchecked), and 'Allow attachments' (checked). Each toggle has a descriptive label below it.

這兩個設定會在網頁上和上傳摘要時出現。

網頁上會出現Abstract的上傳須知。

Overview
Scientific Program
Call for Abstracts
Timetable
Paper Peer Reviewing
Reviewing Area
Judging Area
Editing
Papers
Registration

Call for Abstracts

Opening day
Sep 7, 2023, 12:18 PM

Submission deadline
No deadline

請上傳一個海報的pdf檔，檔案大小須小於50MB。
可以試著錄一個5~10分鐘的影片，簡介自己的海報，並且上傳到youtube。並在自己的海報相關資料中提供連結。

The call for abstracts is open
You can submit an abstract for reviewing.

Submit new abstract

當學生按下submit new abstract後。他會必須勾選poster section才可上傳。（因為我們不想之後再幫他們手動分類，indico是設定給非常複雜的會議用，可能同時有好幾個track，一個人上傳好幾個abstract等等。所以對我們簡單的poster section，我們就把section設定好，然後讓學生在投稿時一定要選擇poster section即可。）

Submit new abstract

Title *

Content *

Authors *

Comments

Attachments

Tracks * Poster section

Submit Cancel

