

1. indico.kr 에 로그인 후, PAL-XFEL category 선택
ID: palxfel
PW: palxfel2016

Home · indico PAL (Indico)

indico.kr

Public Asia/Seoul P. xfel

Home Create event My profile

Main categories

Create event

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

Committees	2 events	→
Conferences, Workshops and Events	2 events	→
PAL-XFEL	1 event	→
Test Category	1 event	→

2. Create event 클릭 후, Lecture 선택

The screenshot displays the Indico web interface. At the top left is the Indico logo. The top right corner shows a red 'Restricted' status bar, a location dropdown set to 'Asia/Seoul', and a user profile dropdown for 'P. xfel'. Below the logo is a navigation bar with 'Home', 'Create event', and 'My profile' links. A breadcrumb trail below the navigation bar reads 'Home » PAL-XFEL'. The main content area features the text 'PAL-XFEL' on the left and a 'Create event' button highlighted with a red rectangular box on the right. To the right of the 'Create event' button are icons for 'Parent category', a calendar, a search icon, and a bookmark icon. Below this, a date filter 'April 2020' is visible. A single event entry is shown: '07 Apr Jae Hyuk Lee, "TR-XANES at S K-edge"' with a blue 'NEW' badge.

3. 발표 제목, 날짜, 발표자 정보 입력

The image shows a 'Create new lecture' form with the following fields and options:

- Category ***: PAL-XFEL (with a 'Choose category' button)
- Event title ***: (highlighted with a red box)
- Dates ***: 08/04/2020 (calendar icon), 오후 02:00, 120 (clock icon)
- Timezone ***: Asia/Seoul
- Location**: Venue (dropdown), Room (dropdown)
- Speakers**: There are no chairpersons (with a search bar and 'Enter manually' button highlighted with a red box)
- Protection mode**: Public, **Inheriting**, Protected
- Protected** warning: This event will not be publicly accessible since the category PAL-XFEL is protected.
- Advanced** section: Create event (blue button), Cancel (grey button)

An 'Enter person' modal is open on the right, containing the following fields:

- Title**: (dropdown menu)
- Family Name**: (text input)
- First Name**: (text input)
- Affiliation**: (text input)
- Email**: (text input)
- Address**: (text input)
- Telephone**: (text input)
- Save** and **Cancel** buttons at the bottom.

A red arrow points from the 'Enter manually' button in the 'Speakers' section to the 'Enter person' modal.

4. 이벤트 생성 후 설정 화면 표시됨

[Home](#) [Create event ▾](#) [My profile](#)

Home » PAL-XFEL » ss

[Switch to display view](#)

SS *8 Apr*
Created by pal xfel (palxfel@pal.postech.ac.kr)

- Settings
- Protection
- Organization
 - Materials**
 - Participant Roles
 - Participants
 - Reminders
 - Surveys
- Reports
- Customization
- Advanced options

Settings

	Title ss Description None Short URL None	
	Date April 8, 2020 Time 2:00 PM - 4:00 PM Timezone Asia/Seoul	
	Room None Venue None Address None	
	Speakers None	
	Organizer None Contact title Contact Email None Phone None	
	Keywords None Label None	

5. Material 선택 후 파일 업로드

The screenshot displays a web interface for managing materials. On the left, a sidebar menu includes 'Settings', 'Protection', 'Organization', 'Materials' (highlighted with a red box), 'Participant Roles', 'Participants', 'Reminders', 'Surveys', 'Reports', 'Customization', and 'Advanced options'. The main content area shows the 'Materials' section for an event titled 'SS 8 Apr', created by 'pal xfel'. It features two primary actions: 'Add materials to the event' and 'Generate a material package'. The 'Add materials to the event' action includes 'Upload files' and 'Add link' buttons, with the 'Upload files' button highlighted by a red box. An arrow points from this button to an 'Upload files' dialog box. The dialog box contains a 'Drag file here' area (dashed blue border, highlighted with a red box), a 'Choose from your computer' button, a 'Folder' dropdown menu, a 'Protected' toggle, a 'Protected' warning box, an 'Access control list' section with an 'Add User / Group' button, and 'Upload' and 'Cancel' buttons at the bottom right.

Switch to display view

SS 8 Apr
Created by pal xfel (palxfel@pal.postech.ac.kr)

Materials

Add materials to the event.
You can attach files or links using the buttons on the right.

Generate a material package.
You can generate a ZIP file containing materials from the event.

Material Package

There are no materials yet.

Upload files

Drag file here
- or -
Choose from your computer

Folder: No folder selected
Adding materials to folders allow grouping and easier permission management.

Protected: NO

Protected
This object is not publicly accessible since ss (Event) is protected.

Access control list

Add User / Group
The list of users and groups allowed to access the material

Upload Cancel