KI ELN

Superuser Manual

Karolinska Institutet

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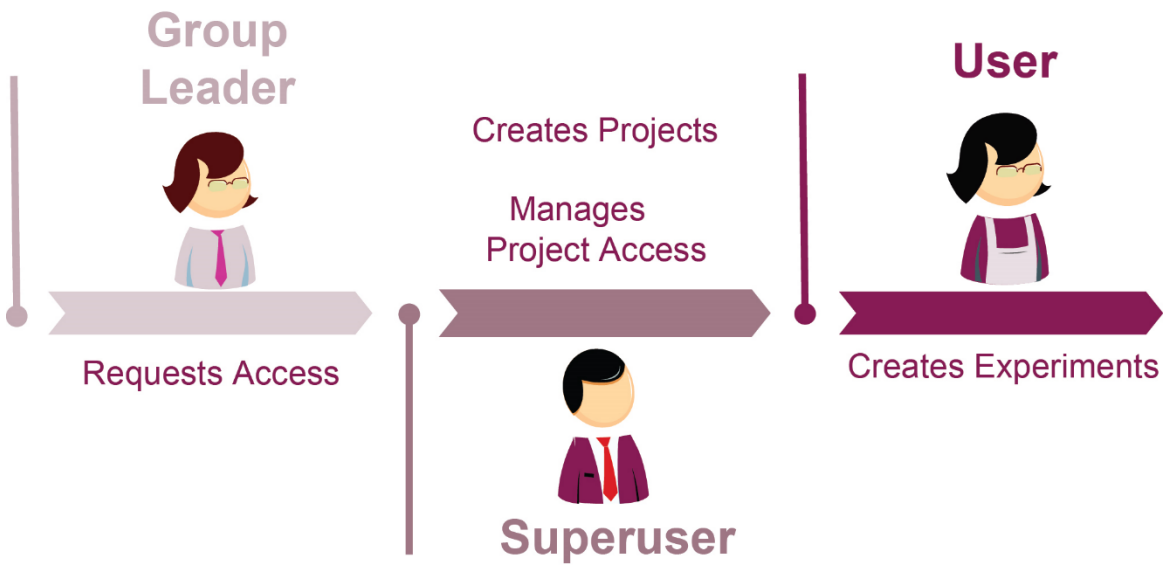
Superuser definition

KI ELN has two different types of users: “users” and “super-users”.

The status of each user is set on the application that you send in when you apply for KI ELN accounts.

This can be changed at any time by filling out a new application and sending it in.



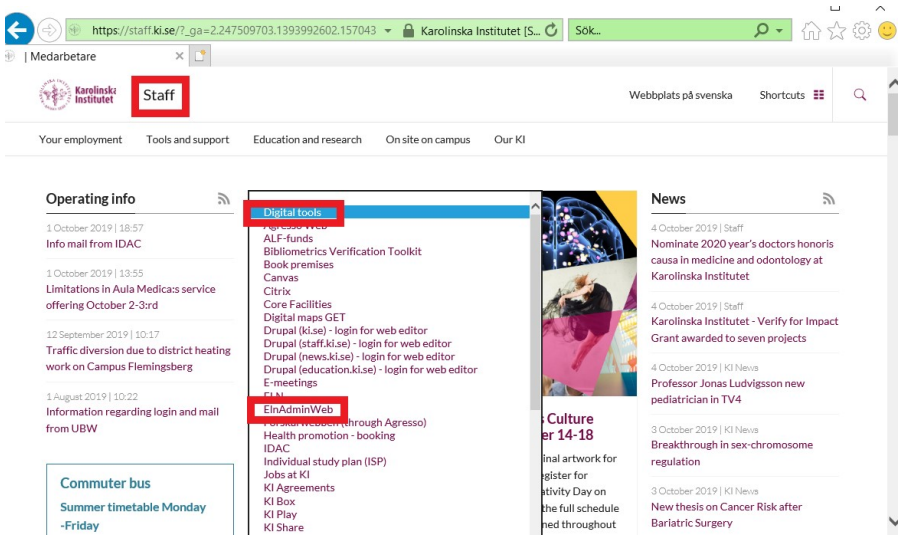
Superuser

- The research group administrator of KI ELN.
- The research group leader automatically becomes a superuser.
- One or more per research group, two is recommended for a medium-sized group.
- Creates and manages KI ELN projects within the research group.
- Gives rights within projects, to the KI ELN users in the research group.
- Introduces new group members to KI ELN.

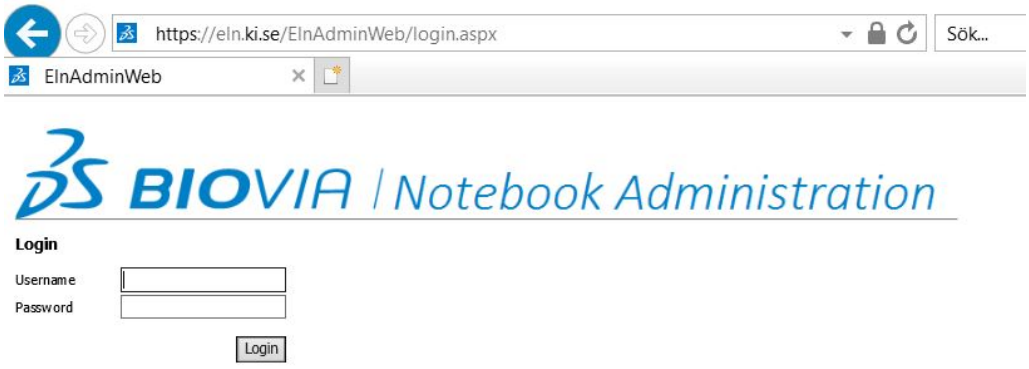
Logging in to ElnAdminWeb

Superusers have access to the superuser admin tool ElnAdminWeb.

You can find a link to ElnAdminWeb in in the drop-down list of “Digital tools” on the homepage of the Staff webpages.

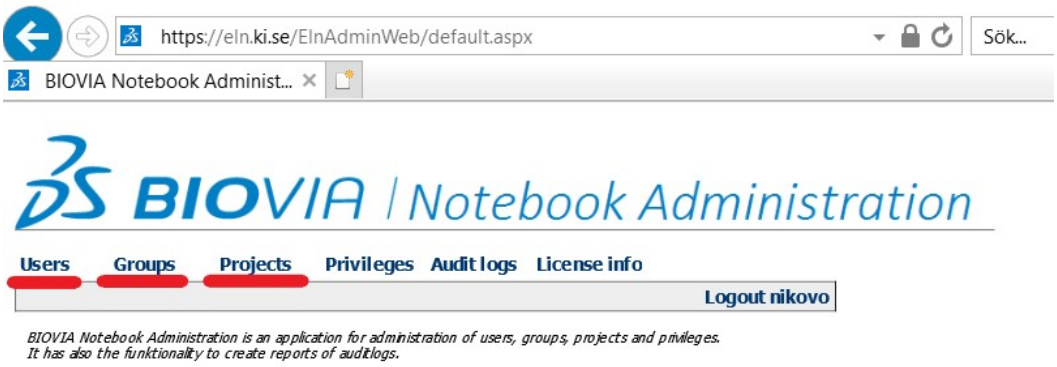


You can also go directly to https://eln.ki.se/elnadminweb/login.aspx, enter your KI ID and password and click “login”.



ElnAdminWeb Homepage

Only 3 of the listed options on the ELNAdminWeb homepage should be used: Users, Groups and Projects.



In **Users** you can**:**

- Remove a user from a project.
- Administrate the privileges of a user. For example, give permission to a user to create public templates.

In **Groups** you can:

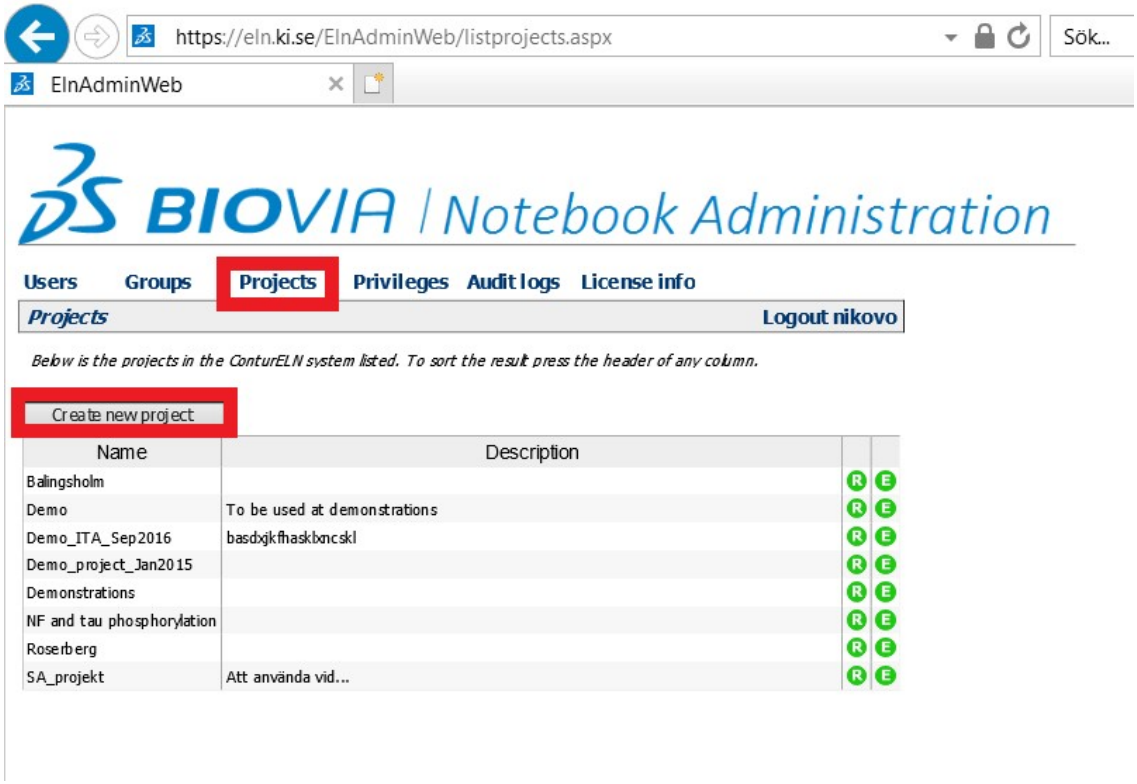
- Create experiment types.
- Administrate the privileges of the whole group. For example, give permission to all group members to create public templates.

In **Projects** you can:

- Create new projects.
- Administrate project-related privileges of individuals or the whole group.
- Change signature options for projects.
- Close projects.

Create new projects

To create a new project, chose "*Projects"* and then click on "*Create new project*".



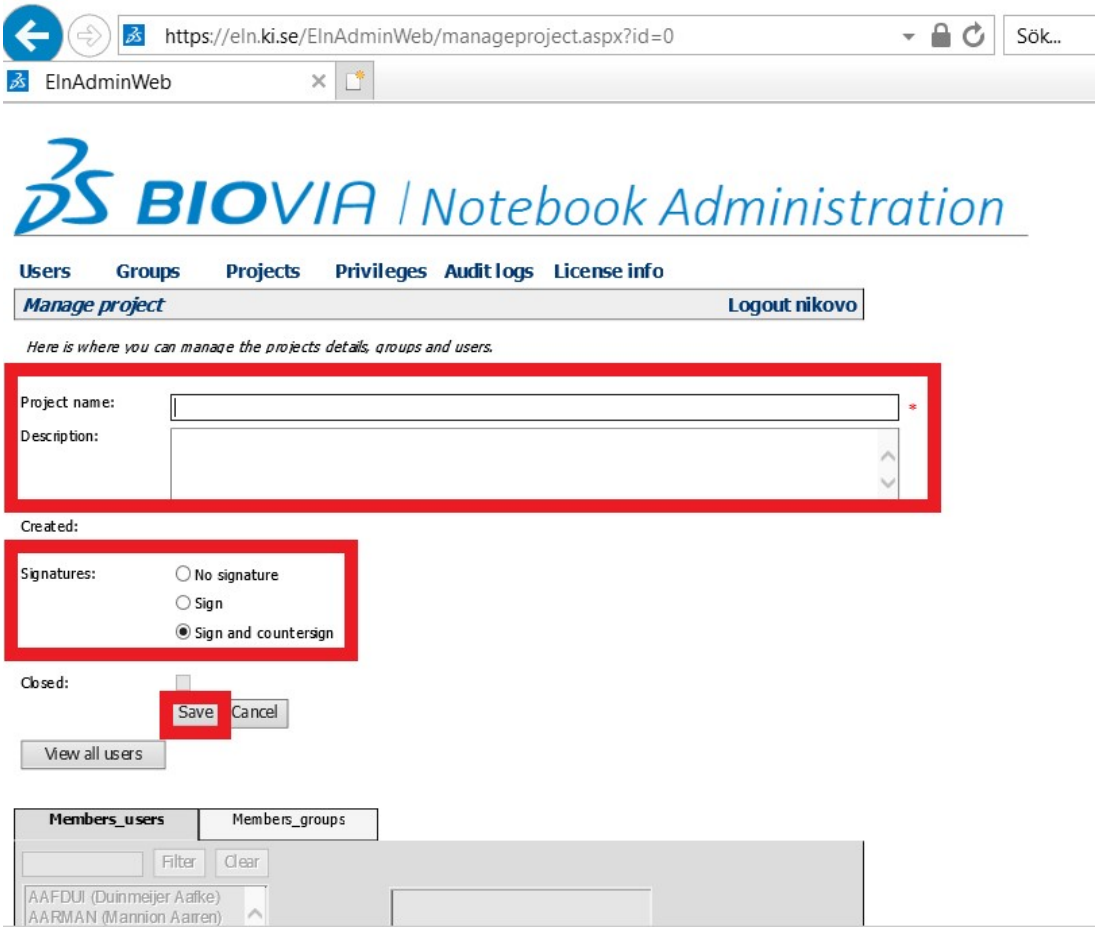
Give the project a name (be careful with spelling since the project name cannot be changed after it has been saved). The project name should be typed directly into the box, to prevent carryover from excel or word formatting.

Write a short description of the project. The description should be written in a line, do not make any deliberate row breaks (do not use the "enter" button).

Select a signature option. This will apply to all experiments of the project.

- To countersign means that the submitted experiment must be reviewed by a second part before being locked.
- To sign means that the user can lock the experiment by writing his/her KI password.
- No signature means that the user can lock the experiment directly by pressing the Submission button and without writing his/her KI password.

Click “*Save*”.



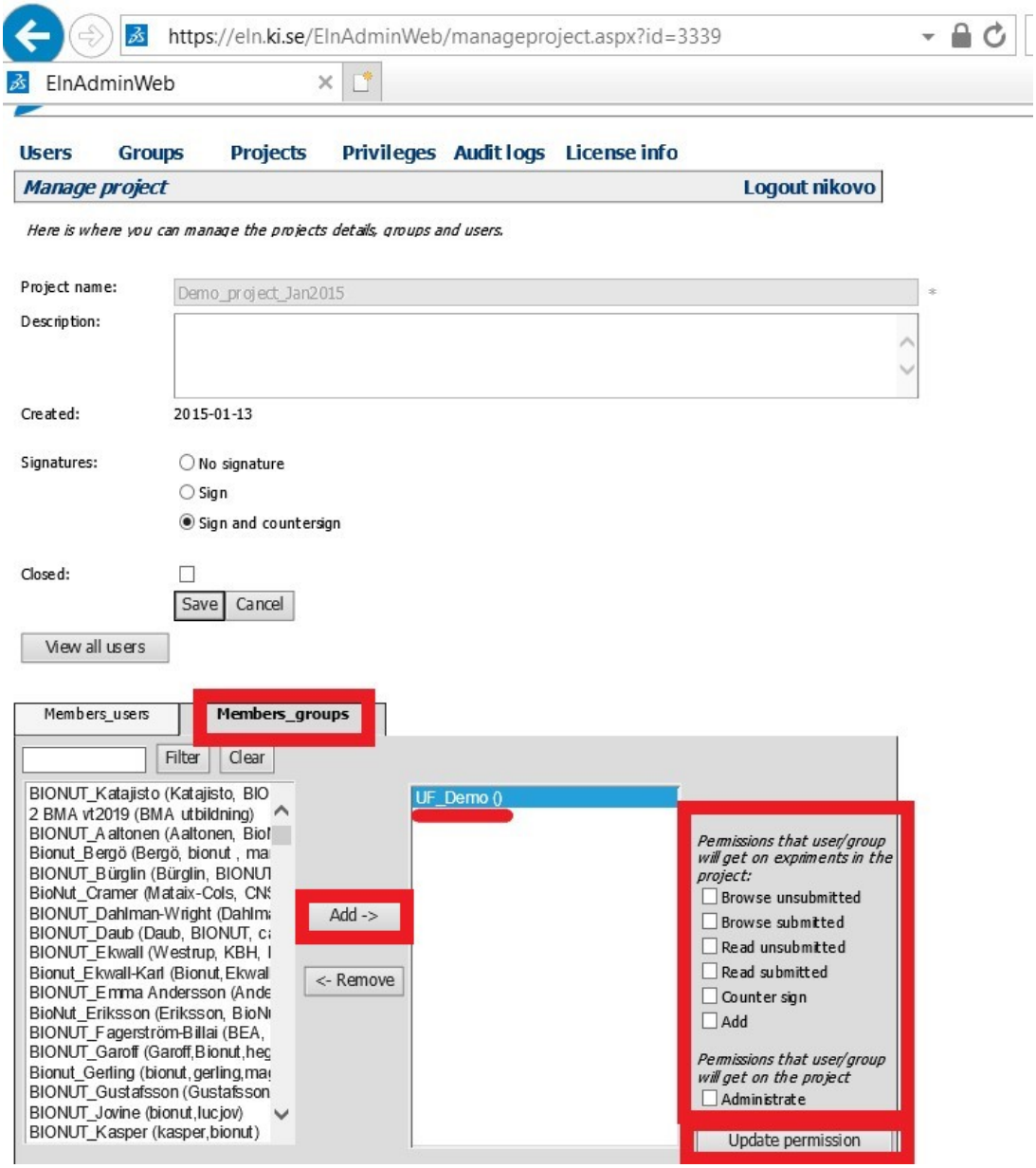
To give access to the new project **to the whole group**:

Click on “*Members_groups*” and select the whole group.

Click on “*Add*”.

Select the group name.

Select the privileges that the group should have and click on “*Update permission*”.



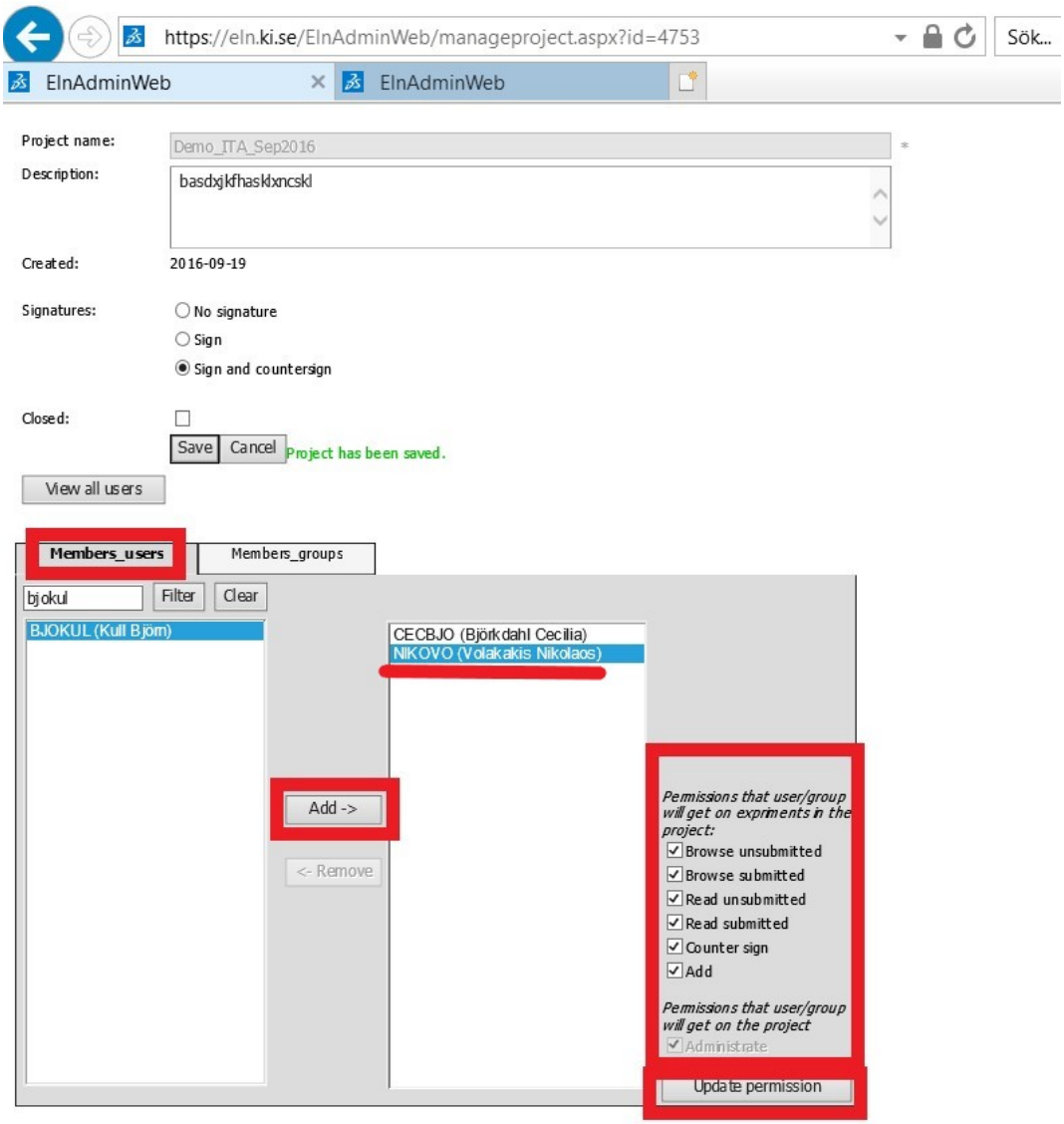
To give access to the new project to **individual users**:

Click on "*Members_users*" and select the user.

Click on "*Add*".

Select the user name.

Select the privileges that the user should have and click on "*Update permission*".

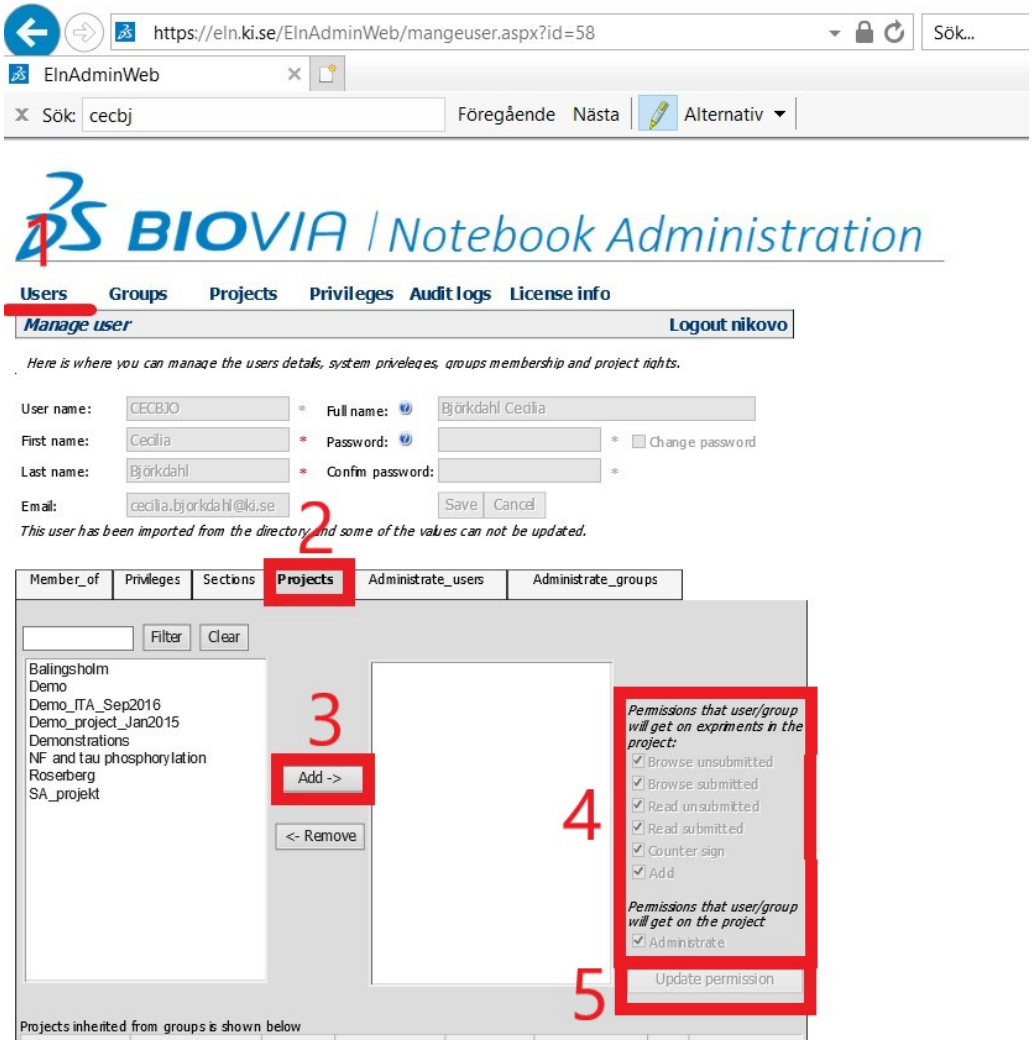

https://eln.ki.se/ElnAdminWeb/manageproject.aspx?id=4753
Sök...
ElnAdminWeb
ElnAdminWeb
Project name:
Demo_ITA_Sep2016
Description:
basdxjkfhasklxncskl
Created:
2016-09-19
Signatures:
No signature
Sign
Sign and countersign
Closed:
Save
Cancel
Project has been saved.
View all users
Members_users
Members_groups
bjokul
Filter
Clear
BJOKUL (Kull Björn)
CECBJO (Björkdahl Cecilia)
NIKOVO (Volakakis Nikolaos)
Add ->
<- Remove
Permissions that user/group will get on expriments in the project:
Browse unsubmitted
Browse submitted
Read unsubmitted
Read submitted
Counter sign
Add
Permissions that user/group will get on the project
Administrate
Update permission

Give project access to a user

To give project access to a new user, choose "*Users*" and select the user.

Click on "*Projects*", select the projects that the user should have access and click on "*Add*".

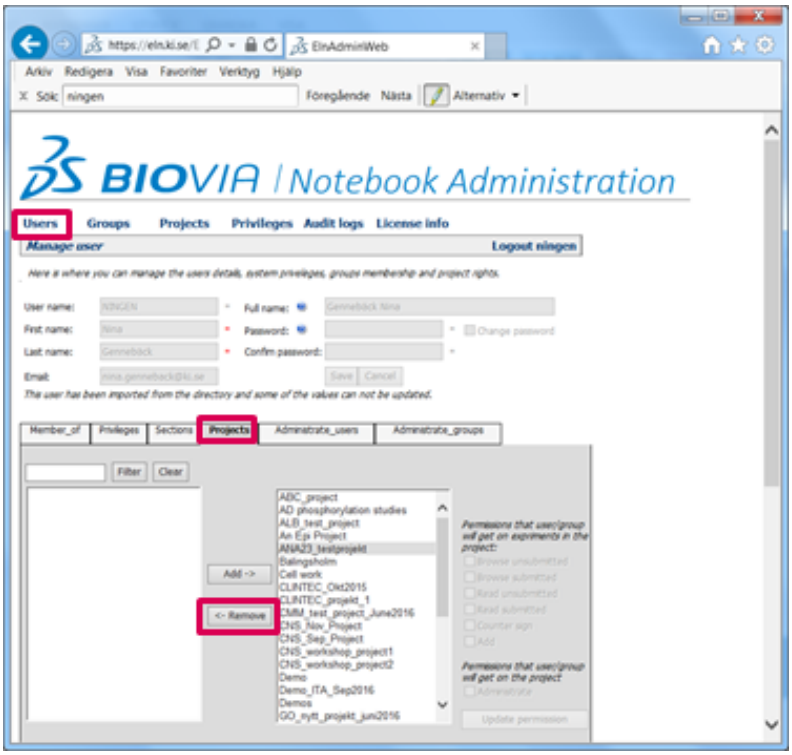
Select the privileges that the user should have and click on "*Update permission*".



Remove a user

To remove a user from a project, choose “*Users*” and select the user.

Click on “*Projects*”, select the projects that the user should be removed from and click on “*Remove*”.



Change permissions

The different permissions/privileges dictate what users can see and do within the project:

Permission	Description
Browse unsubmitted	Right to search experiments before submission
Browse submitted	Right to search experiments after submission
Read unsubmitted	Right to read experiments before submission
Read submitted	Right to read experiments after submission
Add	Right to start experiments within a project
Countersign	Right to sign experiments of others within a project
Administrate	Right to administrate the above permissions for other users. This should be chosen for the superuser.

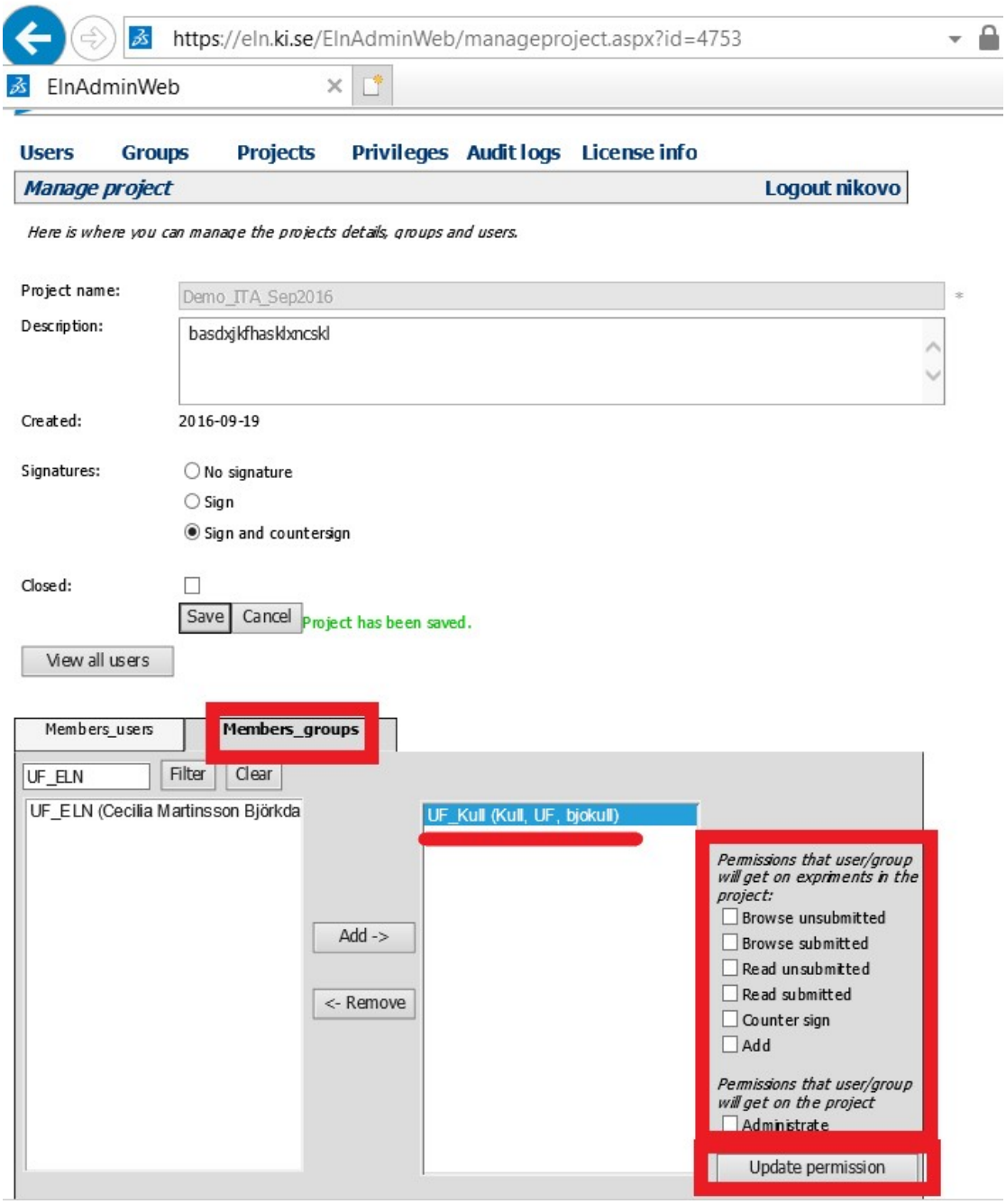
Permissions are assigned when access is given to a project but can be changed at any time.

To change permissions for the **whole group**:

Click on "*Projects*" and select the project of interest.

Then click on Click on "*Members_groups*" and select the group name.

Change the privileges that the group should have and click on "*Update permission*".

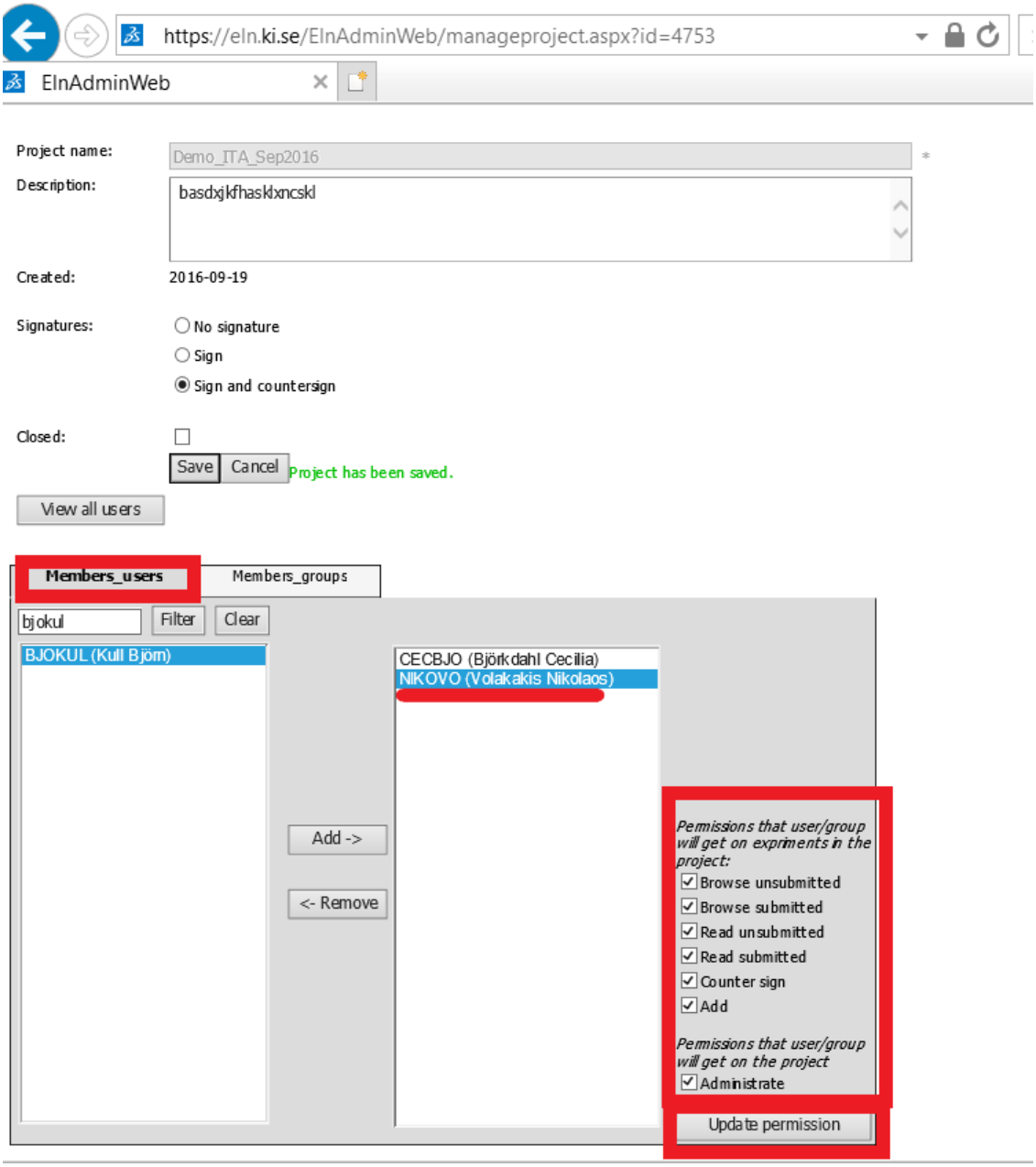


To change permissions for an **individual user**:

Click on "*Projects*" and select the project of interest.

Then click on Click on "*Members_users*" and select the user name.

Change the privileges that the user should have and click on "*Update permission*".


https://eln.ki.se/ElnAdminWeb/manageproject.aspx?id=4753
ElnAdminWeb
Project name:
Demo_ITA_Sep2016
Description:
basdxjkfhasklxncskl
Created:
2016-09-19
Signatures:
No signature
Sign
Sign and countersign
Closed:
Save
Cancel
Project has been saved.
View all users
Members_users
Members_groups
bjokul
Filter
Clear
BJOKUL (Kull Björn)
CECBJO (Björkdahl Cecilia)
NIKOVO (Volakakis Nikolaos)
Add ->
<- Remove
Permissions that user/group will get on expriments in the project:
Browse unsubmitted
Browse submitted
Read unsubmitted
Read submitted
Counter sign
Add
Permissions that user/group will get on the project
Administrate
Update permission

Create experiment types

Experiment types can be set for grouping experiments within projects.

Examples of Experiment types can be “Ethical Approvals”, “Minutes”, “Data collection”, etc.

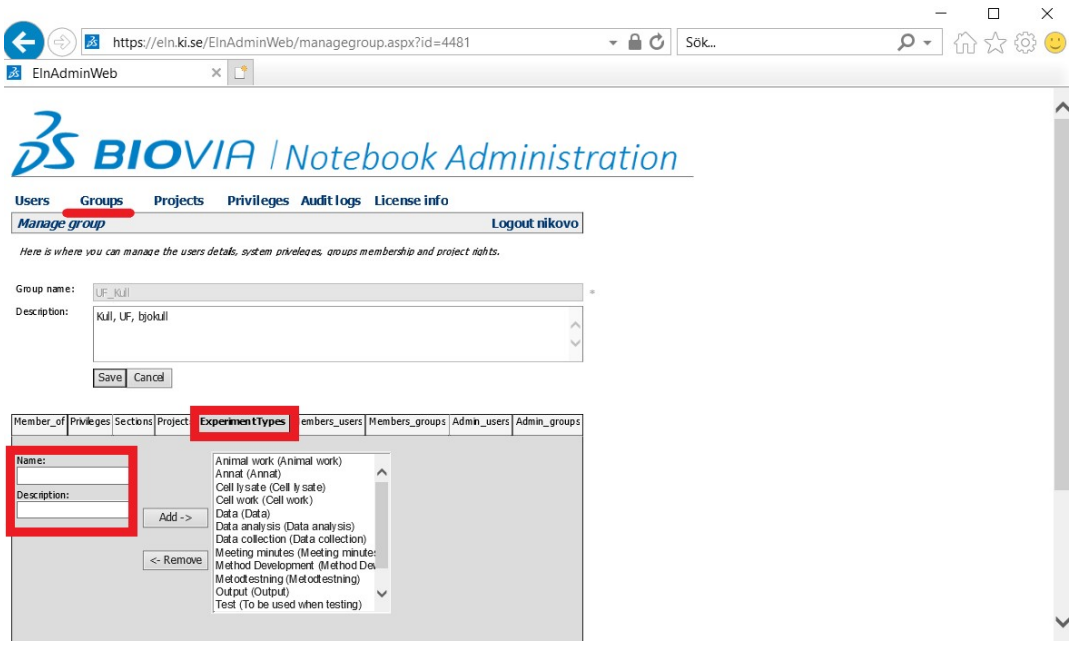
To create experiment types:

Chose “*Groups”* and click on the name of your group**.**

Click on the “*Experiment types*” tab.

Fill in name and short description for the experiment type and click on “*Add*”.

The experiment type will appear in the list on the right-hand side.



Give right to create public templates

The right to create public templates can be given to the whole group (all users within the group) or to individual users.

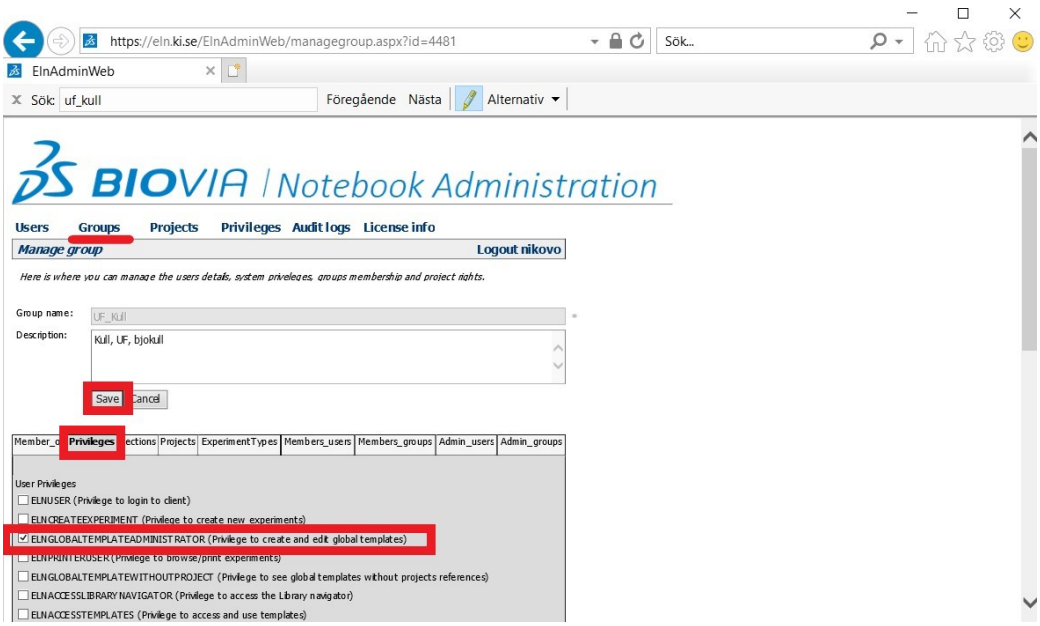
For the whole group

Chose "*Groups"*, then click on the name of your group**.**

Click on the tab "*Privileges*".

Check the box for "*ELNGLOBALTEMPLATEADMINISTRATOR"* and click on "*Save"*.

Do not add any other privileges!



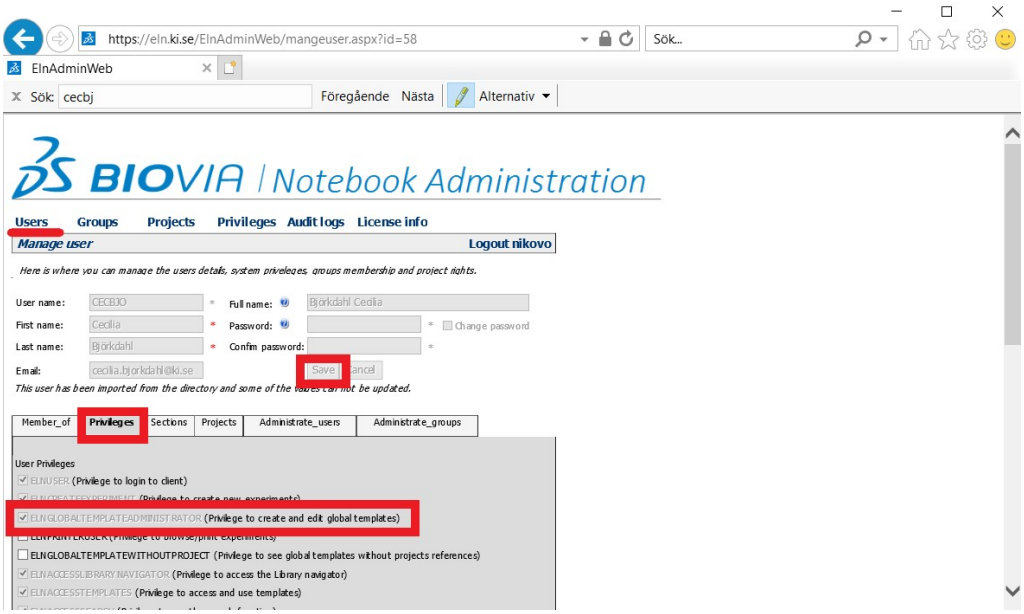
For individual users

Choose "*Users"* and select the user you want to give the right to create public templates to.

Click on the tab "*Privileges"*.

Check the box for "*ELNGLOBALTEMPLATEADMINISTRATOR"* and click on "*Save"*.

Do not add any other privileges!


https://eln.ki.se/ElnAdminWeb/mangeuser.aspx?id=58
Sök...
ElnAdminWeb
Sök: cecbj
Föregående
Nästa
Alternativ
BIOVIA | Notebook Administration
Users
Groups
Projects
Privileges
Audit logs
License info
Manage user
Logout nikovo
Here is where you can manage the users details, system privileges, groups membership and project rights.
User name:
CECBJO
Full name:
Björkdahl Cecilia
First name:
Cecilia
Password:
Change password
Last name:
Björkdahl
Confim password:
Email:
cecilia.bjorkdahl@ki.se
Save
Cancel
This user has been imported from the directory and some of the values can not be updated.
Member_of
Privileges
Sections
Projects
Administrate_users
Administrate_groups
User Privileges
ELNUSER (Privilege to login to client)
ELNGLOBALTEMPLATEADMINISTRATOR (Privilege to create and edit global templates)
ELNGLOBALTEMPLATEWITHOUTPROJECT (Privilege to see global templates without projects references)
ELNACCESSLIBRARYNAVIGATOR (Privilege to access the Library navigator)
ELNACCESSTEMPLATES (Privilege to access and use templates)

Close a project

A project cannot be deleted due to demands for keeping an intact audit trail within KI ELN.

However, a project can be closed if the research project is finished or if it was created by mistake.

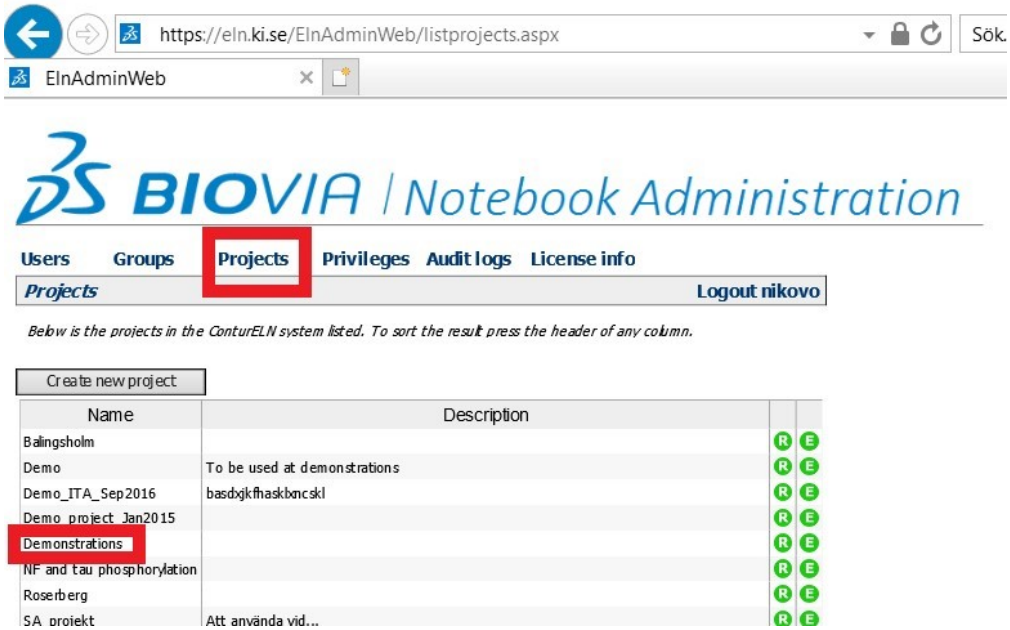
A closed project will still be shown in the ELNAdminWeb and the experiments of the project will still appear in ELN.

However, new experiments cannot be added to a closed project.

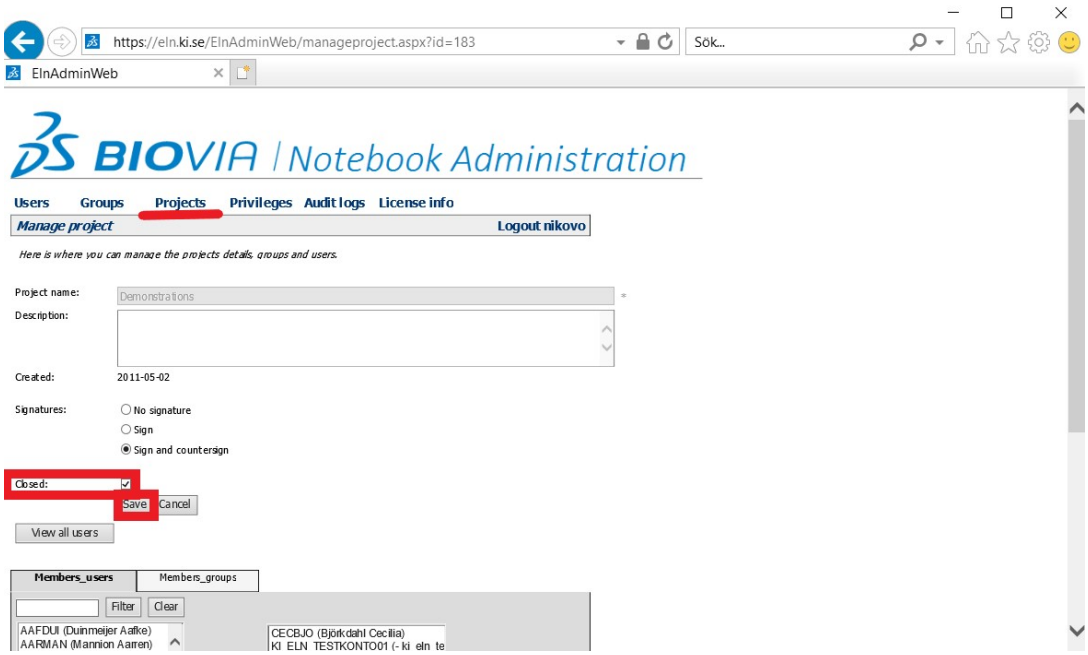
The closed project will not appear on the projects list when trying to choose a project for an experiment on ELN.

A closed project can always be re-opened and its experiments remain intact.

To close a project, go to "*Projects*" and select the project you want to close.



Select the box "*Closed*" and click "*Save*".


https://eln.ki.se/ElnAdminWeb/manageproject.aspx?id=183
Sök...
ElnAdminWeb
BIOVIA | Notebook Administration
Users
Groups
Projects
Privileges
Audit logs
License info
Manage project
Logout nikovo
Here is where you can manage the projects details, groups and users.
Project name:
Demonstrations
Description:
Created:
2011-05-02
Signatures:
No signature
Sign
Sign and countersign
Closed:
Save
Cancel
View all users
Members_users
Members_groups
Filter
Clear
AAFDUI (Duinmeijer Aafke)
AARMAN (Mannion Aarren)
CECBJO (Björkdahl Cecilia)
KI ELN TESTKONTO01 (- ki eln te

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