

KI ELN

Superuser Manual



**Karolinska
Institutet**

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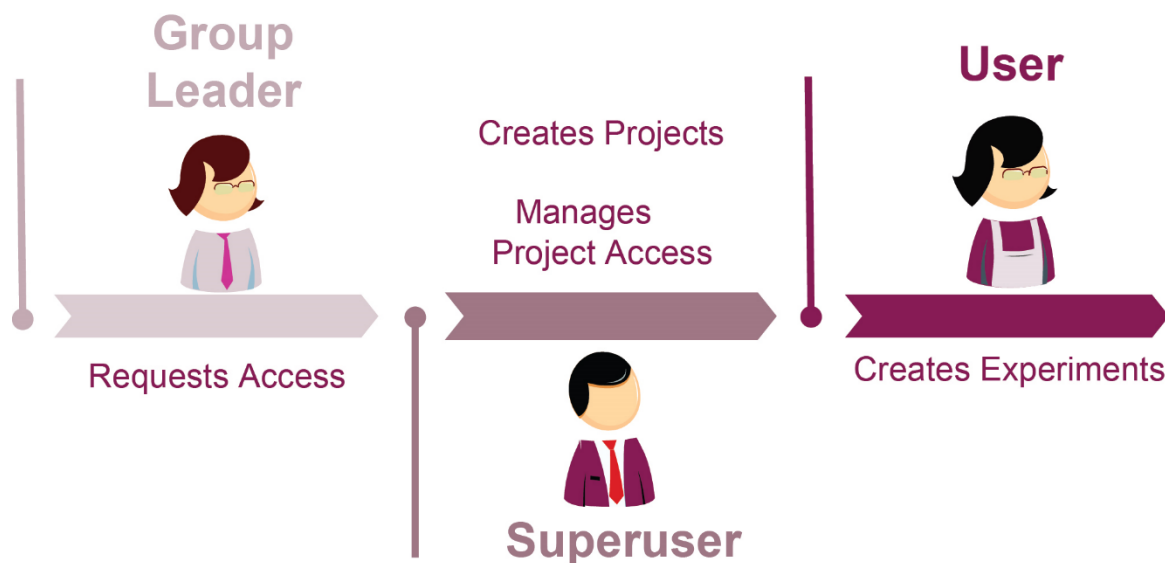
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Superuser definition

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.



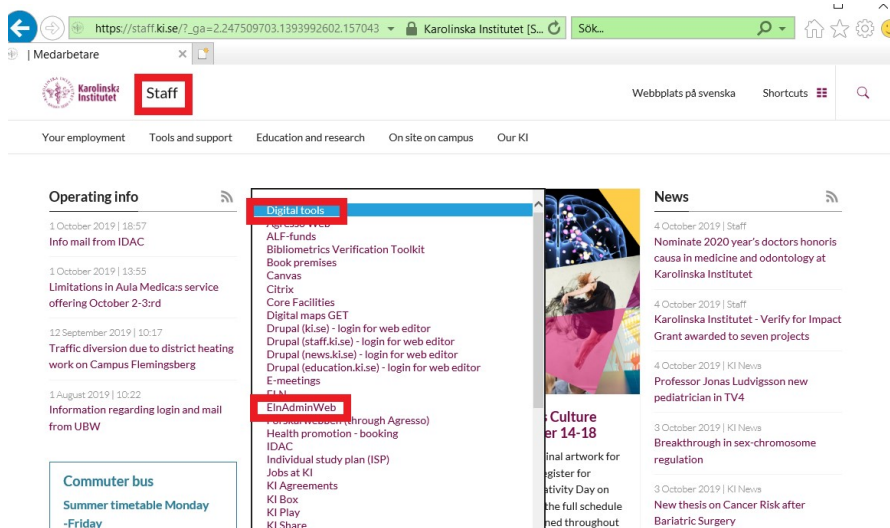
Superuser

- 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.

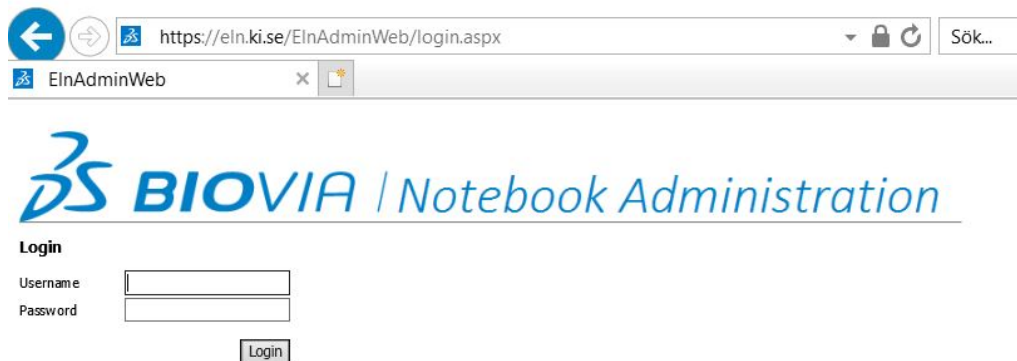
Logging in to ElnAdminWeb

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.

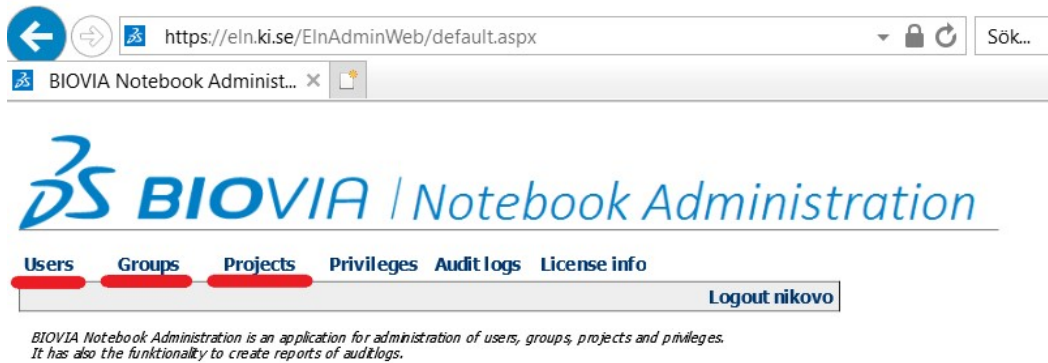


You can also go directly to <https://eln.ki.se/elnadminweb/login.aspx>, enter your KI ID and password and click “login”.



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:

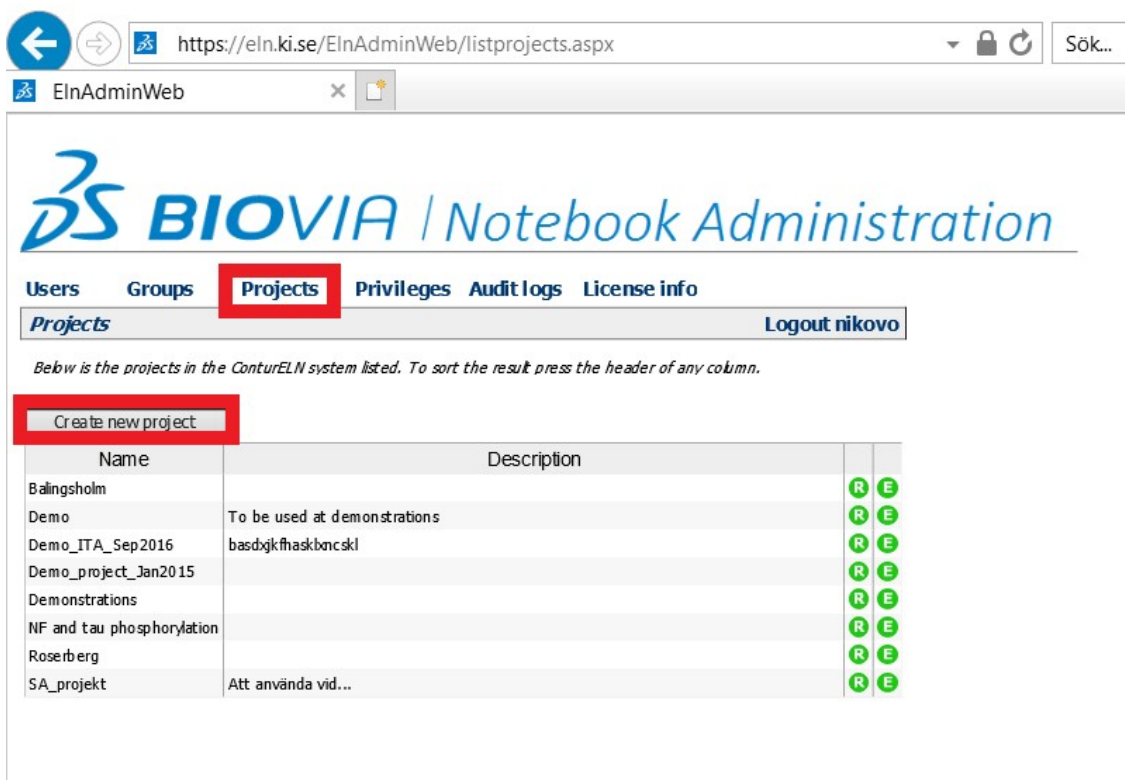
- Create experiment types.
- Administrate the privileges of the whole group. For example, give permission to all group members to create public templates.

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*”.



The screenshot shows the BIOVIA Notebook Administration web interface. The browser address bar displays <https://eln.ki.se/ElnAdminWeb/listprojects.aspx>. The page title is "BIOVIA | Notebook Administration". The navigation menu includes "Users", "Groups", "Projects" (highlighted with a red box), "Privileges", "Audit logs", and "License info". Below the navigation menu, there is a "Logout nikovo" button. A message states: "Below is the projects in the ConturELN system listed. To sort the result press the header of any column." A "Create new project" button is highlighted with a red box. Below the button is a table with the following data:

Name	Description		
Balingsholm		R	E
Demo	To be used at demonstrations	R	E
Demo_ITA_Sep2016	basdxjkfhaskbnckl	R	E
Demo_project_Jan2015		R	E
Demonstrations		R	E
NF and tau phosphorylation		R	E
Roserberg		R	E
SA_projekt	Att använda vid...	R	E

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”.

The screenshot shows a web browser window with the URL <https://eln.ki.se/ElnAdminWeb/manageproject.aspx?id=0>. The page title is "BIOVIA | Notebook Administration". The navigation menu includes "Users", "Groups", "Projects", "Privileges", "Audit logs", and "License info". The current page is "Manage project", with a "Logout nikovo" link. A red box highlights the "Project name:" and "Description:" input fields. Below them, the "Created:" section has a "Signatures:" option with three radio buttons: "No signature", "Sign", and "Sign and countersign" (which is selected). A "Closed:" section contains a "Save" button (highlighted in red) and a "Cancel" button. A "View all users" button is also present. At the bottom, there are tabs for "Members_users" and "Members_groups", with a list of users including "AAFDUJ (Duinmeijer Aafke)" and "AARMAN (Mannion Aarren)".

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*”.

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: Demo_project_Jan2015 *

Description:

Created: 2015-01-13

Signatures: No signature
 Sign
 Sign and countersign

Closed:

Save Cancel

View all users

Members_users **Members_groups**

Filter Clear

BIONUT_Katajisto (Katajisto, BIO
2 BMA vt2019 (BMA utbildning)
BIONUT_A altonen (Aaltonen, Bio
Bionut_Bergö (Bergö, bionut , ma
BIONUT_Bürglin (Bürglin, BIONUT
BioNut_Cramer (Mataix-Cols, CN:
BIONUT_Dahlman-Wright (Dahlm:
BIONUT_Daub (Daub, BIONUT, c:
BIONUT_Ekwall (Westrup, KBH, I
Bionut_Ekwall-Karl (Bionut,Ekwal
BIONUT_Emma Andersson (Ande
BioNut_Eriksson (Eriksson, BioN
BIONUT_Fagerström-Billai (BEA,
BIONUT_Garoff (Garoff,Bionut,heg
Bionut_Gerling (bionut,gerling,ma
BIONUT_Gustafsson (Gustafsson
BIONUT_Jovine (bionut,lucjov)
BIONUT_Kasper (kasper,bionut)

Add ->

<- Remove

UF_Demo ()

Permissions that user/group will get on expiments 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

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”.

Project name: Demo_ITA_Sep2016

Description: basdxjkhaskxncskd

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) NIK OVO (Volakakis Nikolaos)
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Add ->

<- Remove

Permissions that user/group will get on experiments 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”.

The screenshot shows the BIOVIA Notebook Administration interface. At the top, the browser address bar displays `https://eln.ki.se/ElnAdminWeb/mangeuser.aspx?id=58`. The page title is "BIOVIA | Notebook Administration". The navigation menu includes "Users", "Groups", "Projects", "Privileges", "Audit logs", and "License info". The "Users" section is active, showing "Manage user" and "Logout nikovo".

The user details form includes fields for "User name" (CECBJO), "Full name" (Björkdahl Cecilia), "First name" (Cecilia), "Last name" (Björkdahl), and "Email" (cecilia.bjorkdahl@ki.se). The "Projects" tab is selected, and a list of projects is shown, including "Balingsholm", "Demo", "Demo_ITA_Sep2016", "Demo_project_Jan2015", "Demonstrations", "NF and tau phosphorylation", "Rosenberg", and "SA_projekt". The "Add ->" button is highlighted with a red box and the number 3.

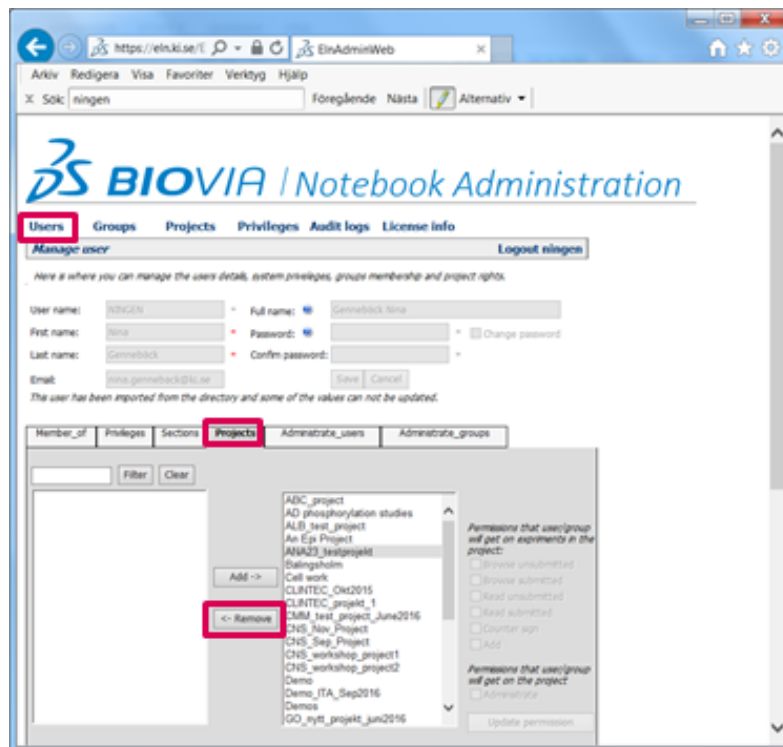
The "Permissions that user/group will get on the project" section is highlighted with a red box and the number 4, showing checked options for "Browse", "Read", "Counter sign", and "Add". The "Update permission" button is highlighted with a red box and the number 5.

The "Full name" field is highlighted with a red box and the number 2.

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*”.

Project name: Demo_ITA_Sep2016 *

Description: basdxjkhasklxncskl

Created: 2016-09-19

Signatures: No signature
 Sign
 Sign and countersign

Closed:

Project has been saved.

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 experiments in the project:
 Browse unsubmitted
 Browse submitted
 Read unsubmitted
 Read submitted
 Counter sign
 Add

Permissions that user/group will get on the project
 Administrate

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.

The screenshot displays the BIOVIA Notebook Administration interface. The browser address bar shows the URL: <https://ein.ki.se/EinAdminWeb/managegroup.aspx?id=4481>. The page title is "BIOVIA | Notebook Administration". The navigation menu includes "Users", "Groups", "Projects", "Privileges", "Audit logs", and "License info". The "Groups" tab is selected, and the "Manage group" page is open. The "Experiment types" sub-tab is active. The form for adding a new experiment type is visible, with fields for "Name" and "Description". The "Name" field contains "UF_KUI" and the "Description" field contains "KUI, UF, bjokui". The "Add ->" button is highlighted. A list of existing experiment types is shown on the right, including "Animal work (Animal work)", "Animal (Animal)", "Cell lysate (Cell lysate)", "Cell work (Cell work)", "Data (Data)", "Data analysis (Data analysis)", "Data collection (Data collection)", "Meeting minutes (Meeting minutes)", "Method Development (Method Development)", "Method testing (Method testing)", "Output (Output)", and "Test (To be used when testing)".

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.

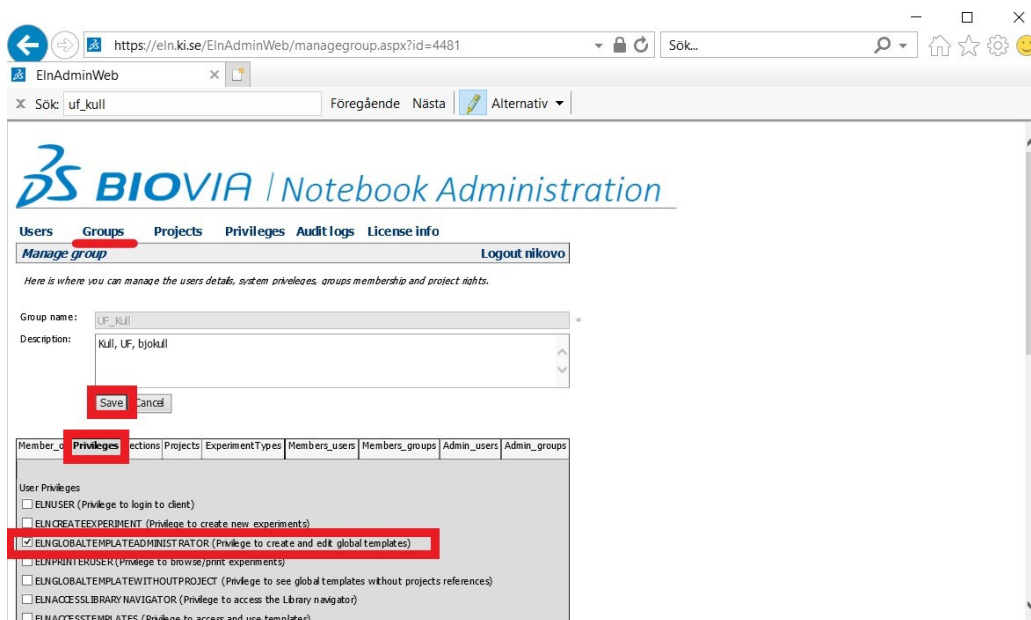
For the whole group

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!

Browser address bar: <https://ein.ki.se/ElnAdminWeb/mangeuser.aspx?id=58>

Page Title: ElnAdminWeb

Navigation: Foregående Nösta 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: Full name:
First name: Password: Change password
Last name: Confirm password:
Email:

This user has been imported from the directory and some of the issues cannot be updated.

Member_of	Privileges	Sections	Projects	Administrators_users	Administrators_groups
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User Privileges

- ELNUSER (Privilege to login to client)
- ELNCREATEENVIRONMENT (Privilege to create new experiments)
- ELNGLOBALTEMPLATEADMINISTRATOR (Privilege to create and edit global templates)
- ELNADMINEXPERIMENT (Privilege to browse/print experiments)
- ELNGLOBALTEMPLATEWITHOUTPROJECT (Privilege to see global templates without projects references)
- ELNACCESSLIBRARY NAVIGATOR (Privilege to access the Library navigator)
- ELNACCESTEMPLATES (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.

https://eln.ki.se/ElnAdminWeb/listprojects.aspx

ElnAdminWeb

BIOVIA | Notebook Administration

Users Groups **Projects** Privileges Audit logs License info

Projects Logout nikovo

Below is the projects in the ConturELN system listed. To sort the result press the header of any column.

Create new project

Name	Description	R	E
Bälingsholm		R	E
Demo	To be used at demonstrations	R	E
Demo_ITA_Sep2016	basdykifhaskbncskl	R	E
Demo_project_Jan2015		R	E
Demonstrations		R	E
NF and tau phosphorylation		R	E
Roseberg		R	E
SA projekt	Att använda vid...	R	E

Select the box “Closed” and click “Save”.

Browser address bar: <https://eln.ki.se/ElnAdminWeb/manageproject.aspx?id=183>

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

Close: Save Cancel

[View all users](#)

Members_users	Members_groups
<input type="text"/> Filter Clear	<input type="text"/>
AAFDUI (Duinmeijer Aafke)	CECBJO (Bjorkdahl Cecilia)
AARMAN (Mannion Aarren)	KI ELN TESTKONTO01 (- ki eln te

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