Digital TU Graz
Library and Archives - RDM Team

eLabFTW Guide
(Team-Admin)

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Content

eLabFTW Team-Admin Guide
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1) Role

Admins in eLabFTW have the role of managing the teams to which they are assigned. They act as team leaders and can perform this function together with other admins. Each team needs at least one Team Admin, but the number can be expanded as desired. For security reasons, this number should be kept as low as necessary.

Since users can register themselves in eLabFTW via SSO, they are automatically sent to the "**TU Graz General**" team. As an admin, you can independently add and remove people from the team. If you are unsure about something, this task can also be performed by the sysadmin. Admins need to make sure that team users are aware of and adhere to issues such as permissions and the like. RDM team of TU Graz assists with training and support.

2) Admin Control Panel

The Admin Control Panel (Figure 1) is the control interface for the eLabFTW team and can be accessed via the dropdown menu (top right). It can only be accessed by persons who also have the role of admin. Configuration options that apply team-wide can be set here.

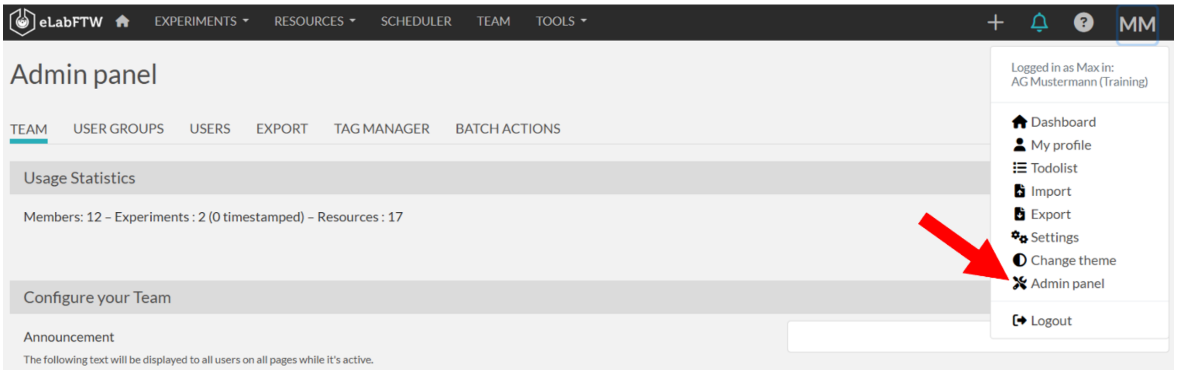

Figure 1: Admin Control Panel

1) Team Configuration

In the first tab of the Admin Panel, the basic settings of the team are made. By default, sensible values are already set, but it is worth checking this area to see if the settings correspond to your ideas. All settings are provided with short explanations and if there are any questions, the SysAdmin is available. **You can also display an announcement that only members of your team can see**.

1. As an administrator, you have the authority to decide which elements your team members can create. The window can be broadly divided into two sections (Figure 2): Experiments and Resources. This means that in each of these two main sections, you can independently

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configure which elements can be created and which cannot. The use of created entries, however, is tied to permission settings and is not affected by this. This allows you to enable users to create entries in the Experiments and Resources section in the traditional way, while keeping control of categories, statuses, and templates. Depending on your specific situation, different combinations of these configuration options may be appropriate to best suit your workflow. Granting this permission to users is only recommended for experienced teams with a good onboarding strategy. Note: Status and category editing is available via the main menu in the respective areas. If users do not have editing rights, they can only see the options that have been created in new or existing entries. Allowing users to create categories and statuses is only recommended for teams that have clearly defined responsibilities and a dedicated onboarding process for users.

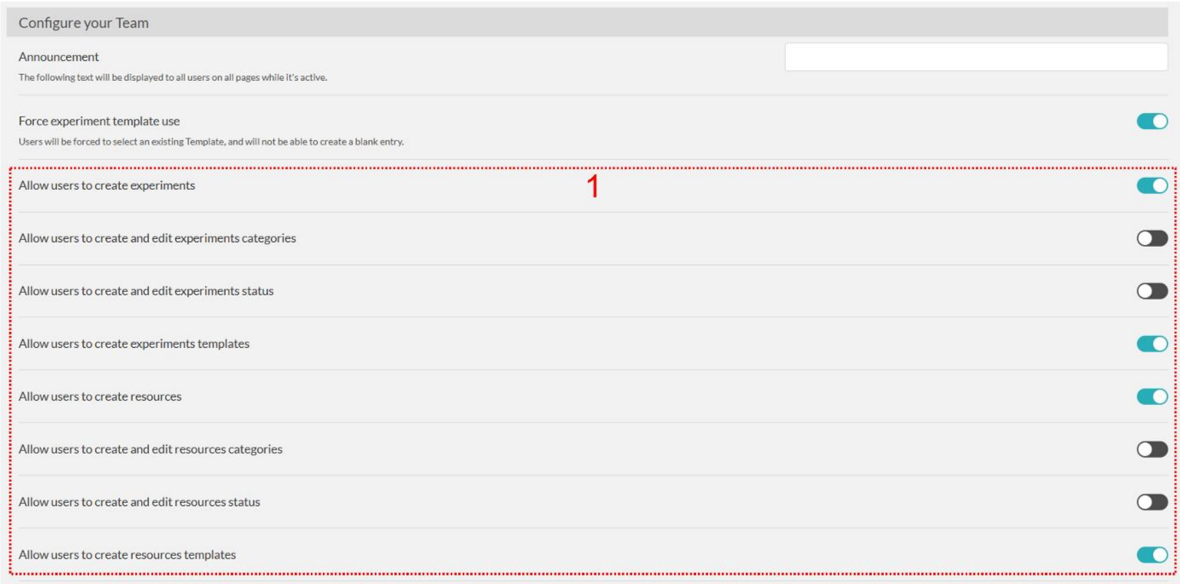

Figure 2: Admin Team: Main configuration

When new users are added to the team, there is the option to automatically send an onboarding email as well as to create a banner-based notification that disappears after a defined number of days (Figure 3). Both functions must be activated manually before they can be carried out automatically.

2. The ‘Onboarding Mail’ is sent to every user who has been added to the team. This function offers the opportunity to inform new users about important aspects of the team, but also to point out desired behaviours or the availability of support materials.
3. The ‘Newcomer Banner’ is only displayed to new users for a defined number of days after they were registered for the team. The number of days can be chosen, as can the scope of the message.

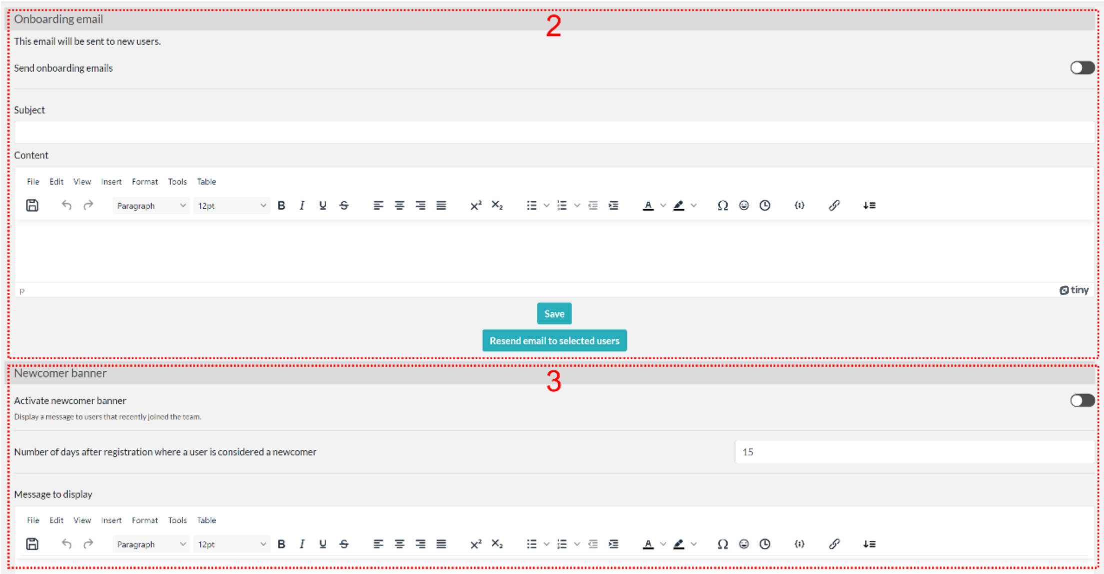

Figure 3: Admin Team (Information for new members)

2) User Groups (team-dependent)

In the "Groups" area, you can create your own user groups within the team. This area is of particular importance because it is very important for the permissions management within the tool.

First, a group with a certain group name is created and then the users are added to this group using the dynamic search. Users do not have to confirm this grouping. When assigning viewing and writing permissions for experiment and resource entries, the groups can be selected as a separate option. This is particularly useful if entries are not to be available to the whole team or are available between several teams without the users having to be in several teams. "Groups" are also particularly suitable when projects are handled within the team. In this case, a group represents a specific project. **Very important: Users outside the team can also be added to the group. Of course, the users have to be registered within the TU Graz eLabFTW instance.**

3) User Management

An overview of all users of the team and their last login can be found here (Figure 4). Some functions are not available for admins in this instance, as information such as name and mail are transferred via SSO. In general, we recommend not to make any major changes here and to consult the RDM team beforehand. Nevertheless, you can set a validity date or promote a user to Admin. If you are looking for certain members of your team, additional filter options are available.

4. If you want to display users outside your team, **for example because you want to add a person with an account to your team**, you must activate this option. You can then select the desired persons and add them using the button in point 6.

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5. In one row, you will receive a range of information about a user. You can also move the bar (below the table) to the left and right to see all the information. The column size can also be adjusted to see, for example, all of a user's teams and whether they have admin status.
6. If you have selected a number of people outside the team as described in point 4, you can now add them.
7. When you double-click on a row (point 5), a new window opens (Figure 5) and you can make adjustments for a user. Basically, almost all parameters are handled by the SysAdmin, but you also have options when it comes to managing teams. You can also make another user the admin of your team or archive them in a single team if the user is no longer supposed to actively participate there, but the user remains active in the other teams. Note: If you have multiple teams and require advanced options for user/team relationship, please contact the SysAdmin to request additional rights.

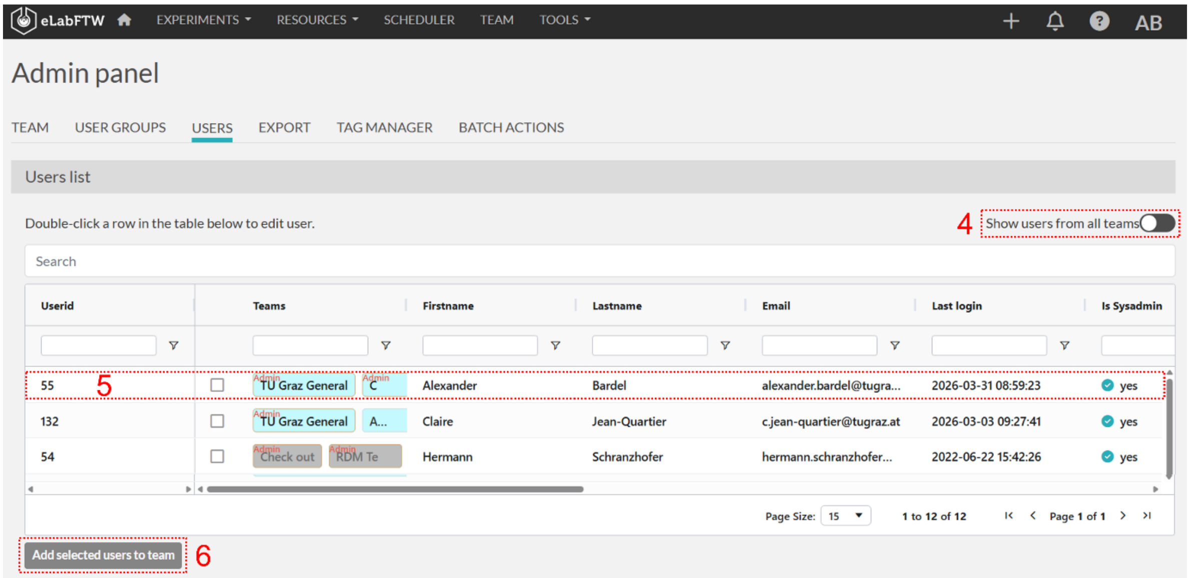

Figure 4: Admin User Controls: Management

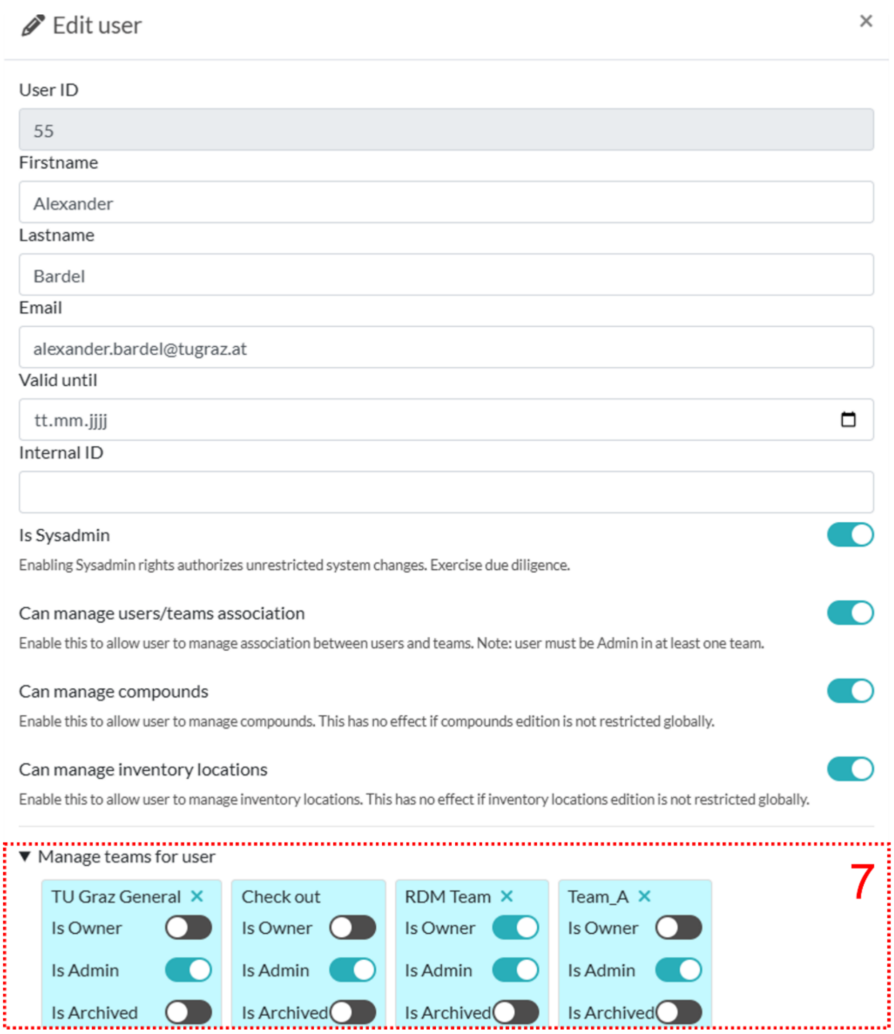

Figure 5: Admin User Controls: User Editor

Add a new account to the team

If a person does not yet exist in the system, you can also create a new user in the Admin Panel under “Users” and then “Add account” (Figure 6). SSO will uniquely identify the user by their email address. Setting the internal ID is not necessary at TU Graz, so you can skip that step.

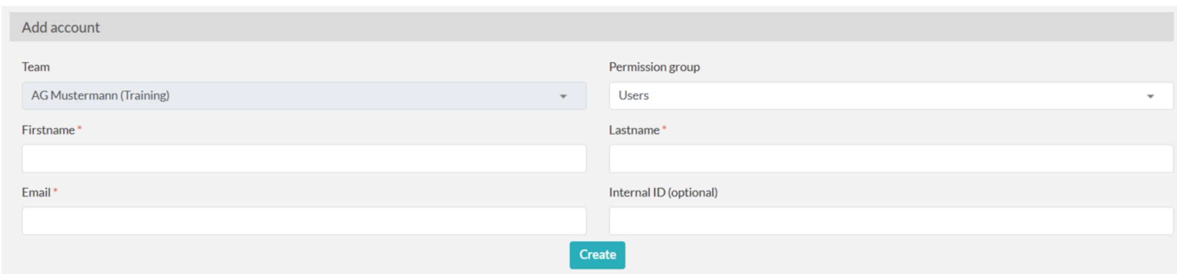

Figure 6: Admin User Controls: Add User Accounts

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4) Data Export

Currently, three types of exportable information are available to admins directly from the web application. You can export

- **database entries (resources)** depending on the selected type and the desired format,
- **experiments** depending on the selected user and the desired format
- and **bookings** in the schedular within a certain period of time.

Please note that the format type "ELN Archive" is particularly interesting if entries are to be used in other eLabFTW instances or within the ELN consortium.

5) Managing Tags

As you already know, eLabFTW does not have a folder structure but organises the entries and the search by tags, categories and status. These tags can be freely designed by the user or not. In both cases, the tags can be edited or deleted here. A link to the tagged experiment and resource entries is also possible.

6) Batch Actions

The last function in the admin interface is very powerful and allows a command to be applied to a large number of entries (whether experiments or resources) in parallel, depending on various characteristics. These characteristics can be selected based on the assigned category, the status, the assigned tags and the owner (Figure 7).

8. This is where the character icons are selected and the desired entries are defined, which are then changed by one or more subsequent commands. The number of entries affected is always displayed.
9. The commands are selected using this area. Here the desired entries can be locked, unlocked, archived or even deleted (authorisation required). It is also possible to change the access permissions for the desired entries in one go.

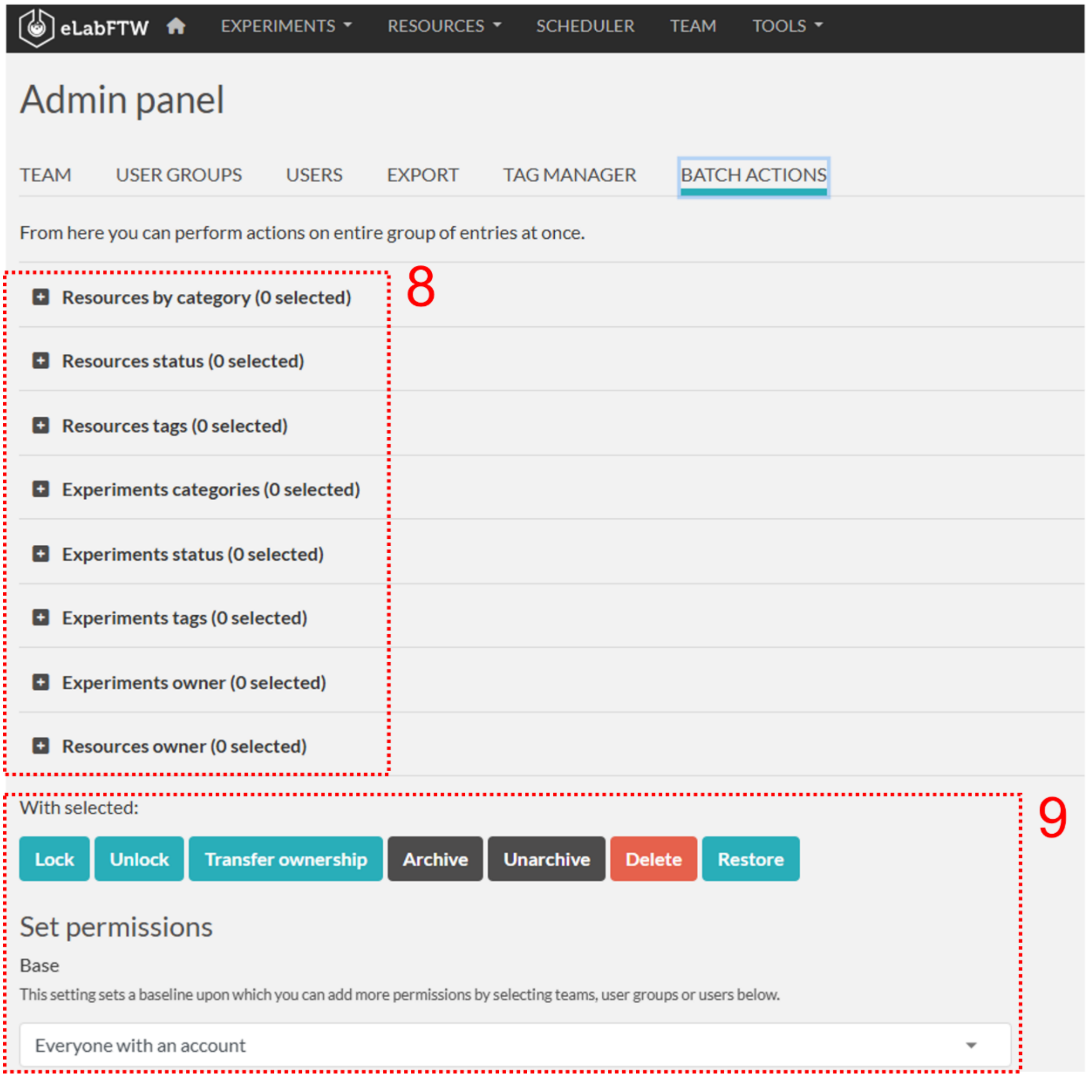

Figure 7: Admin Batch Actions

3) API

Just as a regular user, the API features of eLabFTW are also available to admins. Because they have more rights, they can perform queries on a larger scale. Some of these options are also covered in the Admin Panel under "Export". The documentation on APIs in eLabFTW can be found at this link.

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4) Hard Facts

Operating System: Linux

eLabFTW Version: 5.5.5

Docker image version: 5.8.0

PHP Version: 8.4.19

MySQL Version: 8.0.31

Maximum file size for uploaded files: 100M

Timezone: Europe/Paris