Digital TU Graz
Research Field of Action
Library and Archives - RDM Team

eLabFTW Guide
(Team-Admin)

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Content

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. The admin must contact the SysAdmin to add the persons to his team. Admins need to make sure that team users are aware of and adhere to issues such as permissions and the like. However, the 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.
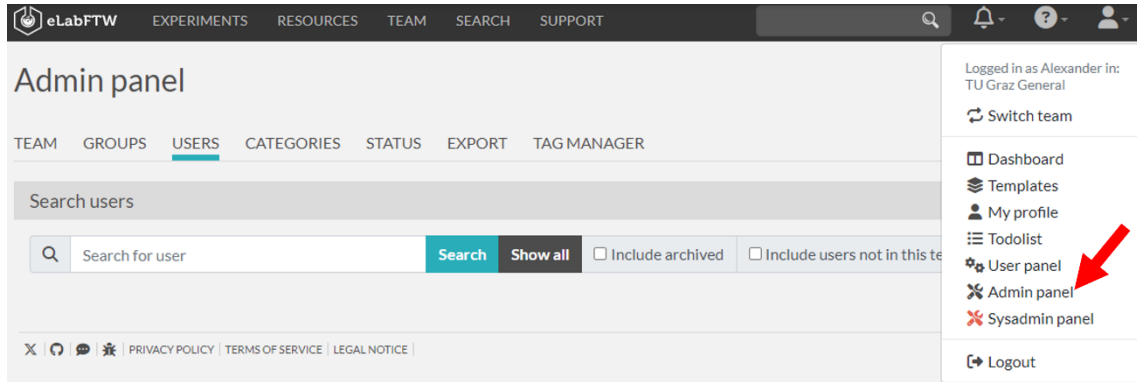

Figure 1: Admin Control Panel

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**.

The standard template for experiments can also be configured here. This is the default template for new experiments if no other template is selected. Here you can predefine which information is to be displayed (e.g. workflows and standard information that must be present). You can do this in the classic text editor or directly in Markdown.

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2) Groups of the Team

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 experiments and database 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 2). 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 him/her to Admin. If you are looking for certain members of your team, additional filter options are available, which are explained below:

1. If this option is selected, all members of the team who have been archived in the past are also displayed. If this option is not activated, only active, non-archived members are displayed.

2. If you select this option, you can also display people outside your team. This allows you to search the instance for existing people and add them to your team. Please note: The option of adding existing people to your team by admins has been deactivated in this instance and can only be done by the SysAdmin.

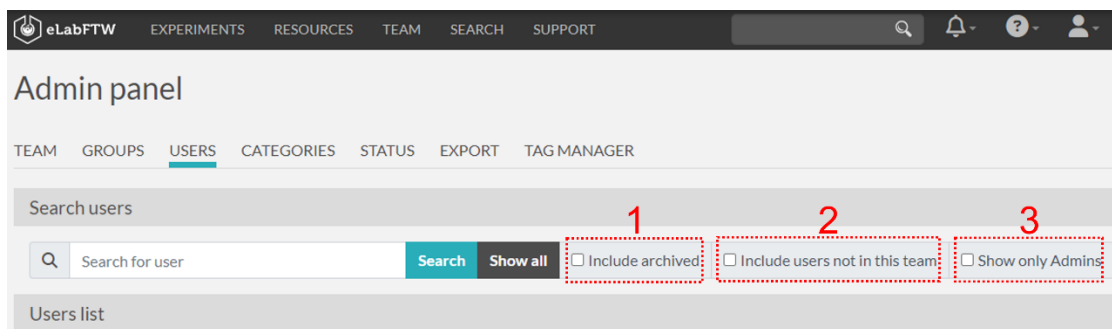3. If you only need an overview of all admins in your team, select this function.

Figure 2: Admin User Controls

In addition, there is another function that becomes important when a member leaves the team:

- *Archive User:* The user can no longer log in to the team and all his/her experiments are locked. This in turn means that the experiments can no longer be changed, but are still available for all those who have viewing rights.
- *Delete User:* The user and all associated data are deleted. This option should only be considered if you really do not need the data any more or have already saved it externally (e.g. as a .zip file). Furthermore, this operation can only be performed by the SysAdmin.

Very important: As an admin, you can see when a user is in more than one team. The archiving or deletion function reacts system-wide, which means that it also affects the same user in the other teams. In this case, please contact the RDM team first and they will clarify this. Being in more than one team should be avoided, but is sometimes necessary.

4) Managing Categories

Categories are basically nothing more than templates, with the difference that they can only be created by the team admins. In contrast to the regular templates, the categories are more like default templates for different categories of resource entries. For this reason, the categories for both areas can be defined independently of each other. In the case of the experiments, it is a pure assignment with an additional color coding, but no template.

In the case of resources, an editor is available to you (Figure 3), which offers several setting options. These configurations are very similar to the entries in the experiments and can be handled in the same way. You can already specify here which special metadata fields, steps or related resources an entry of this category must have.

4. You can create the available categories for experiments here and assign a suitable colour. A default category can also be assigned if desired.

5. You can set who has read/write permissions for the category itself and what the read/write permissions for resource objects created from the template should look like.

5) Managing Status

As explained in the eLabFTW User Guide, experiments and resources are given a status. In this section you can define which statuses should be available for your experiments and resources and which of them should be displayed as the default value. You can create a separate selection of available statuses for the two areas.

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Figure 3: Admin Categories Configuration

6) 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.

7) Managing Tags

As you already know, eLabFTW does not have a folder structure but organises the entries and the search by tags. 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 experiments and database entries is also possible.

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.

4) Hard Facts

Operating System: Linux

eLabFTW Version: 5.0.1

Docker image version: 5.0.0

PHP Version: 8.1.27

MySQL Version: 8.0.31

Maximum file size for uploaded files: 100M

Timezone: Europe/Paris