

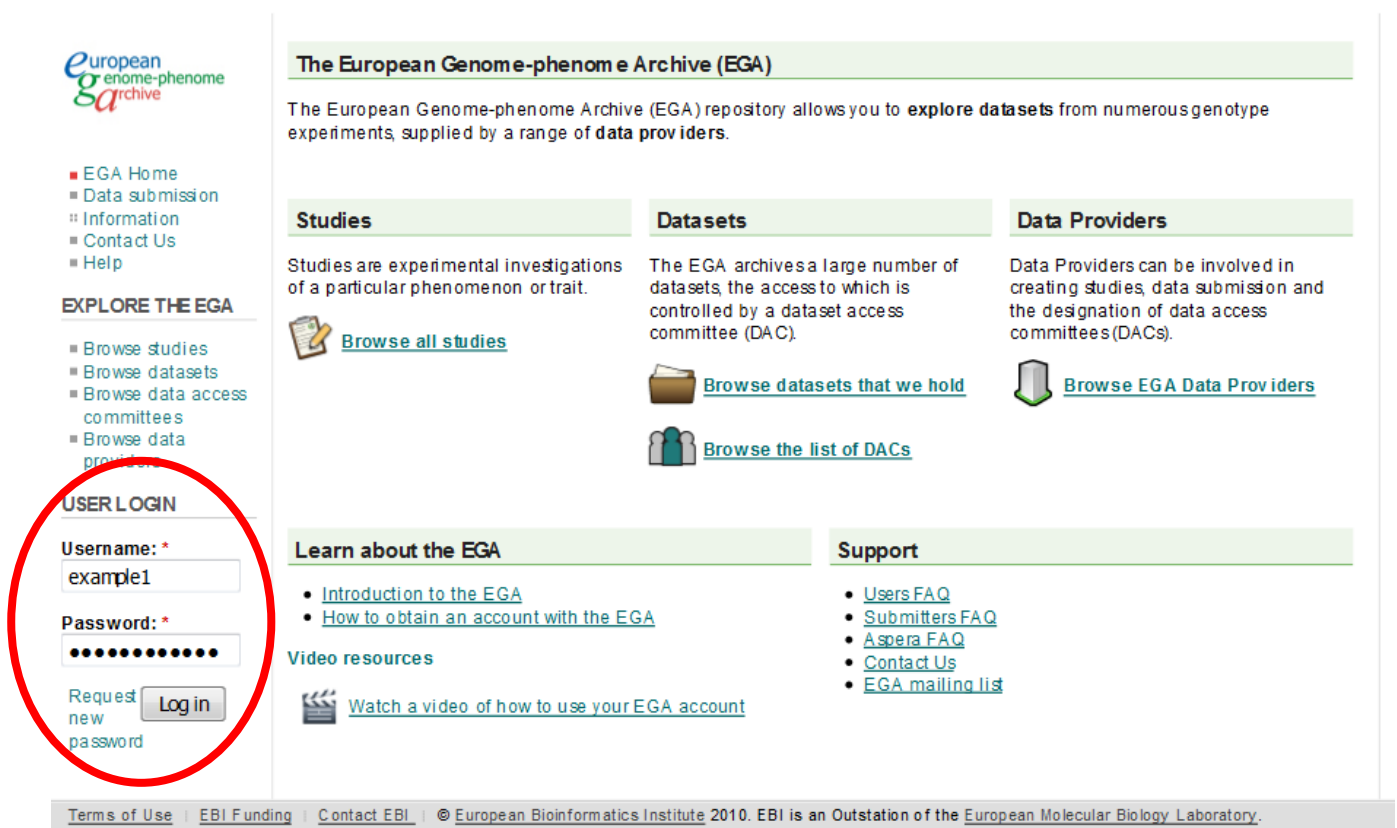
The EGA Admin Tools

The purpose of this document is to provide a brief demonstration of the latest admin tools for creating, updating and searching user accounts. If you are a Data Access Committee administrator, and would like to gain access to these tools or if you have any queries or suggestions, please do not hesitate to contact our helpdesk at:

ega-helpdesk@ebi.ac.uk.

Accessing the EGA Admin Tools

To access the EGA Admin Tools you must log-on to the [EGA website](#).



The screenshot shows the EGA website homepage. The 'USER LOGIN' section is circled in red. It contains the following fields and buttons:

- Username:** * example1
- Password:** *
-
- [Request new password](#)

The rest of the page includes navigation links, a main header 'The European Genome-phenome Archive (EGA)', and several content sections: 'Studies', 'Datasets', 'Data Providers', 'Learn about the EGA', 'Support', and 'Video resources'.

Creating user accounts

For this example, I will create accounts for 3 individuals. 2 of these individuals are affiliated with the same academic institute.

The screenshot shows the EGA website interface. On the left is a navigation menu with sections: EGA Home, Data submission, Information, Contact Us, Help; EXPLORE THE EGA (Browse studies, datasets, data access committees, data providers); and EGA ADMIN (Search users, Add EGA users). The main content area is titled 'The European Genome-phenome Archive (EGA)' and includes sections for Studies, Datasets, Data Providers, Learn about the EGA, and Support. A yellow callout bubble points to the 'Add EGA users' link in the EGA ADMIN section, containing the text 'Click on 'Add EGA users''. Below this is the 'Add EGA users' form, which has a progress bar with four steps: 1. Add Usernames, 2. Set Permissions, 3. Contact Details, and 4. Review Information. The 'Add Usernames' step is active. The form contains a text input field for 'Username(s):' with the text 'example2@insitute1.ac.uk', 'example3@insitute1.ac.uk', and 'example4@insitute2.ac.uk'. A yellow callout bubble points to this field with the text 'Add single or multiple usernames'. Below the input field is a note: 'Enter one or more usernames. Usernames should be email addresses and only one username per line. Blank lines are not allowed.' There is an 'Application number:' field with the value '12345' and a label 'Enter the Application number'. A yellow callout bubble points to this field with the text 'Add optional application number'. At the bottom of the form is a blue 'Next >>' button. A yellow callout bubble points to this button with the text 'Click 'Next''.

i The **application number** is currently being stored internally at the EGA, but in the future you will be able to search using an application number.

WTCCC2:

- WTCCC2
- 58C
- NBS
- PD
- UC

WTCCC3:

- WTCCC3
- EGAD00000000056
- PBC

WTCCC1_CNV:

- WTCCC1_CNV

WTCCC+_CNV:

- WTCCC+_CNV

WTCCC DAC:

- WTCCC
- 58C
- Affymetrix 500K
- Affymetrix 6.0
- HLA
- Illumina 1.2M
- Illumina HumanHap 550 v3
- Illumina Infinium 15K
- T58C.imputed
- NBS
- Affymetrix 500K

Next >>

Set data access permissions

Scroll down and Click 'Next'

i Permissions set will apply to all usernames added on the previous screen and will be amended to usernames, which already exist. **Note that added permissions must be the same for ALL users.**

Add EGA users

1 Add Usernames → 2 Set Permissions → 3 **Contact Details** → 4 Review Information

Global details
Enter global details to apply to all users. You can amend individual user information by expanding their own details.

Institute:
Institute1

Telephone:
A number

Fax:
A number

Address:
Somewhere

▶ [example2@insitute1.ac.uk](#)

▶ [example3@insitute1.ac.uk](#)

▼ [example4@insitute2.ac.uk](#)

Forename:
David

Surname:
Barnes

Institute:
Institute2

Telephone:
A nother number

Fax:
A nother number

Address:
Somewhere else that is not somewhere

Next >>

Add global contact details to apply to all usernames

Click on a username to add individual contact details

Click 'Next'

i If individual contact details are not provided, global contact details will be applied to all usernames.

EBI Home » EGA »

Add EGA users

Application number: 12345

Chosen User Permissions

WTCCC DAC

- WTCCC.NBS
- WTCCC.NBS.Affymetrix 500K
- WTCCC.NBS.Affymetrix 6.0
- WTCCC.NBS.Illumina 1.2M

WTCCC2

- WTCCC2.NBS
- WTCCC2.PD

WTCCC3

- WTCCC3.PBC

Name: David Peters
Institute: Institute1
Address: Somewhere
Telephone: 00000001
Fax: 00000002

Name: Tilly Mavis
Institute: Institute1
Address: Somewhere
Telephone: 00000001
Fax: 00000002

Name:
Institute: Institute2
Address: Somewhere else that is not somewhere
Telephone: 000003
Fax: 000004

Submit

Your form has been submitted

Review permissions and contact details, then click 'Next'

You will then receive confirmation that your accounts have been submitted to the EGA for approval

What happens now?


All users will automatically be sent an email with their EGA log-in details, together with a link to EGA documentation on how to use their EGA account and contact details for the EGA Helpdesk.

Searching and updating individual user accounts

For this example, I will search for the recently created user account, example2@institute1.ac.uk. After checking current permissions, I will add further access permissions to the account.

The screenshot shows the EGA website home page. On the left, there is a navigation menu with sections: EGA Home, Data submission, Information, Contact Us, Help; EXPLORE THE EGA (Browse studies, Browse datasets, Browse data access committees, Browse data providers); and EGA ADMIN (Search users, Add EGA users). A yellow callout bubble points to the 'Search users' link in the EGA ADMIN section, containing the text 'Click on 'Search users''. The main content area is titled 'The European Genome-phenome Archive (EGA)' and includes a description of the repository. Below this are three columns: 'Studies' (with a 'Browse all studies' link), 'Datasets' (with 'Browse datasets that we hold' and 'Browse the list of DACs' links), and 'Data Providers' (with a 'Browse EGA Data Providers' link). At the bottom, there are sections for 'Learn about the EGA' (with links to 'Introduction to the EGA' and 'How to obtain an account with the EGA'), 'Video resources' (with a 'Watch a video of how to use your EGA account' link), and 'Support' (with links to 'Users FAQ', 'Submitters FAQ', 'Aspera FAQ', 'Contact Us', and 'EGA mailing list'). The footer contains terms of use, funding information, and copyright details for the European Bioinformatics Institute 2010.

The screenshot shows the EGA search interface. At the top, there is a breadcrumb trail: EBI Home » EGA » Search ». Below this is a search bar with two tabs: 'Content' and 'Users'. A yellow callout bubble points to the search bar, containing the text 'Type in part or the whole username'. Below the search bar is a text input field with the placeholder 'Enter your keywords:' and the text 'example'. To the right of the input field is a blue 'Search' button. Below the search bar is a section titled 'Search results' which lists four user accounts: example1 (example@example.com), example2@institute1.ac.uk (example2@institute1.ac.uk), example3@institute1.ac.uk (example3@institute1.ac.uk), and example4@institute1.ac.uk (example4@institute1.ac.uk). A yellow callout bubble points to the second result, containing the text 'Click on a username to query'.

 The search is not case sensitive

[example2@insitute1.ac.uk](#)

[View](#) [Edit](#)

History

Member for
22 min 16 sec

EGA Actions

[EGA data access settings](#)

[All open EGA requests from this user](#)

[EGA log entries for this user](#)

My EGA

[My open download requests](#)

[My previously completed download requests](#)

[List all datasets I can download](#)

Click here to view and edit data access permissions for this account

[example2@insitute1.ac.uk](#)

[View](#) [Edit](#)

[Account](#) [EGA data access](#)

Current User Permissions

WTCCC DAC

- WTCCC.NBS.Affy metrix 500K
- WTCCC.NBS.Affy metrix 6.0
- WTCCC.NBS.Illumina 1.2M
- WTCCC.NBS

WTCCC2

- WTCCC2.NBS
- WTCCC2.PD

WTCCC3

- WTCCC3.PBC

Current user permission are displayed here

WTCCC2:

- WTCCC2
- 58C
- NBS
- PD
- UC

WTCCC3:

- WTCCC3
- EGAD00000000056
- PBC

WTCCC1_CNV:

- WTCCC1_CNV

WTCCC+_CNV:

- WTCCC+_CNV

WTCCC DAC [7 Diseases] [4 Diseases]:

- WTCCC
- 58C
- Affymetrix 500K
- Affymetrix 6.0
- HLA
- Illumina 1.2M
- Illumina HumanHap 550 v3
- Illumina Infinium 15K
- T58C.imputed
- NBS
- Affymetrix 500K
- Affymetrix 6.0
- Illumina 1.2M
- AS
- ATD

Scroll down to add/delete permissions

Click 'Save' to commit these changes.

Delete

Save

What happens now?

The user will automatically receive an email letting them know that their EGA account has been updated.