

The Ark Documentation.

Manager Users module.

Log in and select your study by clicking the hyperlink corresponding to the name of your study.

Once you have chosen your study we will be able to adjust study details or select modules and functions available in that study (for which you have privileges).

The screenshot shows a web browser window for 'prod.the-ark.org.au'. At the top left is the 'Centre for Genetic Epidemiology & Biostatistics' logo from 'THE UNIVERSITY OF WESTERN AUSTRALIA'. At the top right is the 'THE ARK OPEN SOURCE SOFTWARE FOR MEDICAL RESEARCH' logo. The page title is 'Welcome arksuperuser@ark.org.au | Logout'. Below the title are navigation tabs: 'Study' (selected), 'Reporting', and 'Admin'. Under 'Study' is a sub-tab 'Study Details'. The main content area contains form fields for 'ID' (with value 1), 'Status' (dropdown menu 'Choose One'), 'Principal Contact' (text input), 'Study Name' (text input), and 'Date of Application' (text input with placeholder '(dd/mm/yyyy)'). Below these fields are three buttons: 'Search', 'Reset', and 'New'. A table below lists studies with columns: 'ID', 'Study Name', 'Principal Contact', and 'Date of Application'. The table rows are:

ID	Study Name	Principal Contact	Date of Application (dd/mm/yyyy)
1	Lifepool	Lisa Devereux	
333	TIG		
566	Health Twist		
568	PMH Demonstration		
573	PathWest LM Demo		
577	IID Demonstration	Maxine Dennis	
580	LEI		
583	SNU Test		

Alternatively if you have a very long list of studies under your management you may use the search palette/panel at the top of the page. You can search/filter by id, name, principal contact, status of the study or date of application. Once you have added your filtering criteria, click the search button;

The screenshot shows a web-based application interface for managing studies. At the top, there's a header bar with the URL 'prod.the-ark.org.au'. On the left, the 'Centre for Genetic Epidemiology & Biostatistics' logo from the University of Western Australia is visible. On the right, the 'THE ARK' logo with the tagline 'OPEN SOURCE SOFTWARE FOR MEDICAL RESEARCH' is displayed. Below the header, a welcome message 'Welcome arksuperuser@ark.org.au | Logout' is shown. A navigation menu at the top includes 'Study', 'Reporting', and 'Admin'. Under 'Study', a sub-menu 'Study Details' is selected. The main content area contains a search form with fields for 'ID', 'Status' (a dropdown menu), 'Principal Contact' (a text input field), 'Study Name' (with a value 'pedigree' highlighted in blue), and 'Date of Application' (a date input field). Below the search form is a table listing studies. The table has columns: 'ID', 'Study Name', 'Principal Contact', and 'Date of Application (dd/mm/yyyy)'. The data is as follows:

ID:	Study Name:	Principal Contact:	Date of Application: (dd/mm/yyyy)
1	Lifepool	Lisa Devereux	
333	TIG		
566	Health Twist		
568	PMH Demonstration		
573	PathWest LM Demo		
577	IID Demonstration	Maxine Dennis	
580	LEI		
583	SNU Test		
584	random new		
585	IMRC Test		

As you can see the filter has helped us find our chosen study and we can click the hyperlinked study name as discussed before;

Centre for
Genetic Epidemiology
& Biostatistics
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Study Reporting Admin

Study Details

ID:
Status: Choose One
Principal Contact:

Study Name: pedigree
Date of Application: (dd/mm/yyyy) 17

Search Reset New

ID:	Study Name:	Principal Contact:	Date of Application: (dd/mm/yyyy)
579 << < 1 > >>	Pedigree WIP + Indicates a child study	Dr Adrian Bickerstaffe	07/02/2014

Open # on this page in a new tab the-ark 1.2 Copyright © the-ark.org.au. All rights reserved.

Once you have chosen your study we will be able to adjust study details or select modules and functions available in that study (for which you have privileges). The module we wish to select is Manager Users.

This is where we are able to control users' access to our study in context (in the case of this picture you can see the study "Pedigree WIP" is in context). As with all pages, our list will be displayed below, and we can search/filter/refine that list with and of the fields by clicking the search button.

The screenshot shows a web application interface for managing users in a study. At the top, there's a header with the URL 'prod.the-ark.org.au'. On the left, there's a logo for 'Centre for Genetic Epidemiology & Biostatistics, THE UNIVERSITY OF WESTERN AUSTRALIA'. In the center, there's a decorative graphic of a tree with many circular icons representing people. On the right, there's a logo for 'THE ARK OPEN SOURCE SOFTWARE FOR MEDICAL RESEARCH' with a stylized orange and red globe icon.

Welcome [arksuperuser@ark.org.au](#) | [Logout](#)

Study: Pedigree WIP

Study Subject Datasets LIMS Reporting Work Tracking Disease Admin

Study Details Study Components Manage Users Subject Custom Fields Subject Custom Field Upload Subject Upload

Login User Name: Must be a valid Email address

Email: Must be a valid Email address

First Name: Last Name:

Search Reset New

User Name:	First Name:	Last Name:	Email:
paul.white@uwa.edu.au	Paul	White	paul.white@uwa.edu.au

We will start by creating a new user.

Start by clicking the new button. The following will appear:

Screenshot of the 'Manage Users' page in THE ARK software interface.

The page title is "Study: Pedigree WIP".

Header navigation tabs include: Study, Subject, Datasets, LIMS, Reporting, Work Tracking, Disease, Admin.

Sub-navigation tabs for the "Subject" tab are: Study Details, Study Components, Manage Users, Subject Custom Fields, Subject Custom Field Upload, Subject Upload.

The main form fields are:

- Login User Name: [Input field] *
- Email: [Input field] *
- First Name: [Input field] *
- Last Name: [Input field] *
- Password: [Input field] *
- Confirm Password: [Input field] *

A note below the password fields specifies requirements:
A combination of:
- at least 1 digit,
- a lower case letter,
- an upper case letter,
- a special character (eg @#\$%) and
- length between 6-20 characters.

A table maps modules to roles:

Module Name	Role
Study	Study Read-Only user
Subject	Choose One
Datasets	Choose One
Genotypic	Choose One
LIMS	Choose One
Reporting	Choose One
Work Tracking	Choose One
Disease	Choose One

Buttons at the bottom right: Save, Cancel, Remove.

Display a menu

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The fields are all self-explanatory and will be searchable, except for passwords and permissions (though a report is available of all permissions for a study – see reports documentation).

You will notice there is a role for every module. You can be an administrator (control what is available to the study and alter it), data manager (read or write data but not manage what fields are in the study) or read only access for that module.

The screenshot shows a web browser window for 'prod.the-ark.org.au'. The header includes the university logo, a tree icon, and the 'THE ARK OPEN SOURCE SOFTWARE FOR MEDICAL RESEARCH' logo. The main navigation bar has tabs for Study, Subject, Datasets, LIMS, Reporting, Work Tracking, Disease, and Admin. The 'Admin' tab is selected, and its sub-tabs include Study Details, Study Components, Manage Users (which is currently active), Subject Custom Fields, Subject Custom Field Upload, and Subject Upload. The 'Manage Users' page displays a form for creating a new user. The fields are as follows:

Login User Name: Must be a valid Email address	fake@fake.com*	Email: Must be a valid Email address	fake@fake.com*
First Name:	Fake*	Last Name:	Guy*
Password: A combination of: - at least 1 digit, - a lower case letter, - an upper case letter, - a special character (eg @#\$%) and - length between 6-20 characters.	*****	Confirm Password:	*****
Module Name	Role		
Study	Study Administrator		
Subject	Subject Data Manager		
Datasets	Pheno Read-Only user		
Genotypic	Geno Read-Only User		
LIMS	LIMS Administrator		
Reporting	Reporting Data Manager		
Work Tracking	Study Administrator		
Disease	Choose One		

At the bottom right of the form are Save, Cancel, and Remove buttons. Below the form, a link 'Display a menu' is visible, along with the copyright notice 'the-ark 1.2 Copyright © the-ark.org.au. All rights reserved.'

Then click save;

If you have no issues and it has correctly saved, the you will have a green message at the top of the page telling you so. If there were any issues (I have included an appendix for common errors at the end of this document), a message will show up in red describing what you have done wrong.

Screenshot of the Ark System interface showing the 'Manage Users' page.

The browser address bar shows: prod.the-ark.org.au

The page header includes the Centre for Genetic Epidemiology & Biostatistics logo (University of Western Australia) and THE ARK OPEN SOURCE SOFTWARE FOR MEDICAL RESEARCH logo.

Welcome [arksuperuser@ark.org.au](#) | [Logout](#)

Study: Pedigree WIP

Navigation tabs: Study, Subject, Datasets, LIMS, Reporting, Work Tracking, Disease, Admin.

Sub-navigation tabs: Study Details, Study Components, Manage Users (selected), Subject Custom Fields, Subject Custom Field Upload, Subject Upload.

A green message indicates: "The user account has been added into the Ark System."

User registration form fields:

Login User Name: Must be a valid Email address	fake@fake.com *	Email: Must be a valid Email address	fake@fake.com *
First Name:	Fake *	Last Name:	Guy *
Password: A combination of: - at least 1 digit, - a lower case letter, - an upper case letter, - a special character (eg @#\$%) and - length between 6-20 characters.	Confirm Password:		

Role selection table:

Module Name	Role
Study	Study Administrator
Subject	Subject Data Manager
Datasets	Pheno Read-Only user
Genotypic	Geno Read-Only User
LIMS	LIMS Administrator
Reporting	Reporting Data Manager
Work Tracking	Study Administrator
Disease	Choose One

Buttons at the bottom: Save, Cancel, Remove.

Display a menu

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Common errors;

Passwords must match. We also recommend keeping username and email the same to keep consistency and make it easier to manage your users.

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THE ARK OPEN SOURCE SOFTWARE FOR MEDICAL RESEARCH

Welcome arksuperuser@ark.org.au | Logout

Study: Pedigree WIP

Study Subject Datasets LIMS Reporting Work Tracking Disease Admin

Study Details Study Components Manage Users Subject Custom Fields Subject Custom Field Upload Subject Upload

o "Confirm Password did not match!"

Login User Name: Must be a valid Email address	fake@fake.com *	Email: Must be a valid Email address	fake@fake.com *
First Name:	Fake *	Last Name:	Guy *
Password: A combination of: - at least 1 digit, - a lower case letter, - an upper case letter, - a special character (eg @#\$%) and - length between 6-20 characters.	***** *	Confirm Password:	***** *
Module Name	Role		
Study	Study Administrator		
Subject	Subject Data Manager		
Datasets	Pheno Read-Only user		
Genotypic	Geno Read-Only User		
LIMS	LIMS Administrator		
Reporting	Reporting Data Manager		
Work Tracking	Study Administrator		
Disease	Choose One		

Save Cancel Remove

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Another common problem is that the password may not match the required complexity

There error message is fairly self-explanatory, but to expand it out a little;

"Password should contain;

- at least 1 digit,**
- at least 1 lower case letter,**
- at least 1 upper case letter,**
- at least 1 a special character (eg @#\$%)**

and the length of the password be between 6-20 characters."

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THE ARK OPEN SOURCE SOFTWARE FOR MEDICAL RESEARCH

Welcome arksuperuser@ark.org.au | Logout

Study: Pedigree WIP

Study Subject Datasets LIMS Reporting Work Tracking Disease Admin

Study Details Study Components Manage Users Subject Custom Fields Subject Custom Field Upload Subject Upload

o Password should contains at least 1 digit, a lower case letter, and upper case letter, a special character (eg @#\$%) and length between 6-20 characters.

Login User Name: Must be a valid Email address	fake@fake.com *	Email: Must be a valid Email address	fake@fake.com *
First Name:	Fake *	Last Name:	Guy *
Password: A combination of: - at least 1 digit, - a lower case letter, - an upper case letter, - a special character (eg @#\$%) and - length between 6-20 characters.	*	Confirm Password:	*
Module Name	Role		
Study	Study Administrator		
Subject	Subject Data Manager		
Datasets	Phen Read-Only user		
Genotypic	Geno Read-Only User		
LIMS	LIMS Administrator		
Reporting	Reporting Data Manager		
Work Tracking	Study Administrator		
Disease	Choose One		

Save Cancel Remove