Universität Graz
Profilbereich BioHealth

eLabFTW Guide

(Team-Admin)

v3.1 (Author: Alexander Bardel)

Content

eLabFTW Team-Admin Guide
Profilbereich BioHealth

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.

Members of UNI Graz can register and log in to eLabFTW independently via SSO. If they are not assigned to a team at this point, they will automatically be added to the “UNI Graz General Team.” Admins can add people already in the system to their team and also create accounts for new team members directly. Admins need to make sure that team users are aware of and adhere to issues such as permissions and the like.

External users must go through the standard login process and also set up a second factor. The admin or sysadmin can create an account, after which the new user can first set a password (using the “Forgot password?” function) and then set up the second factor when logging in for the first time.

The SysAdmin (Alexander Bardel, alexander.bardel@tugraz.at) 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.

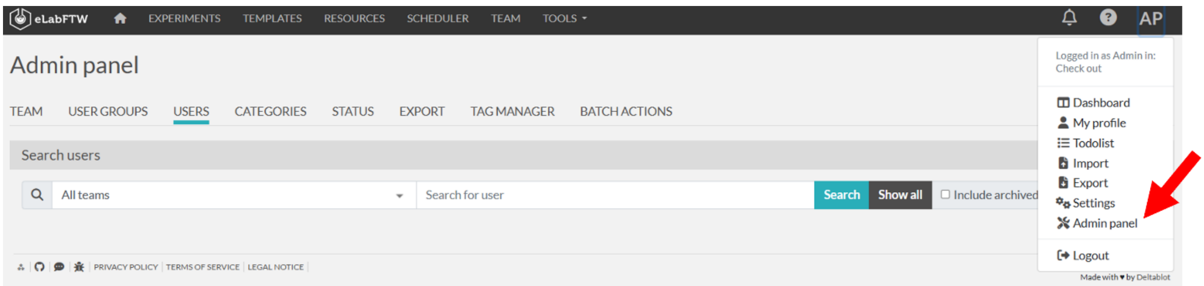

Figure 1: Admin Control Panel

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**.

eLabFTW Team-Admin Guide
Profilbereich BioHealth

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.

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 2). Both functions must be activated manually before they can be carried out automatically.

1. 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.
2. 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.

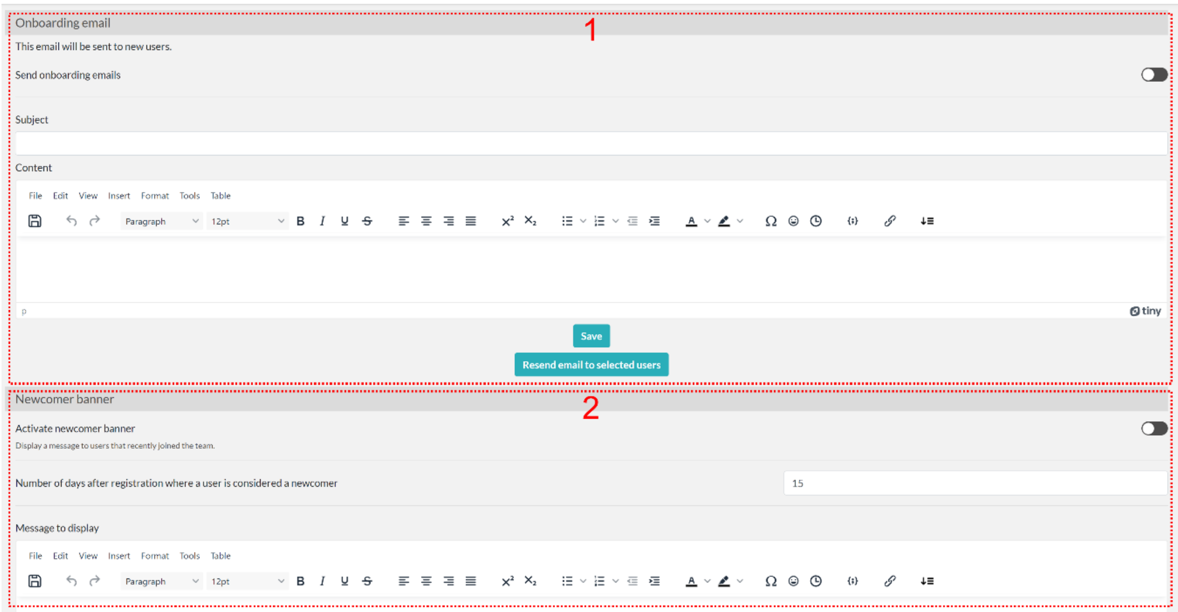

Figure 2: Admin Team (Information for new members)

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 UNI Graz eLabFTW instance.**

3) User Management

An overview of all users of the team and their last login can be found here (Figure 3). 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 SysAdmin 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, which are explained below:

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

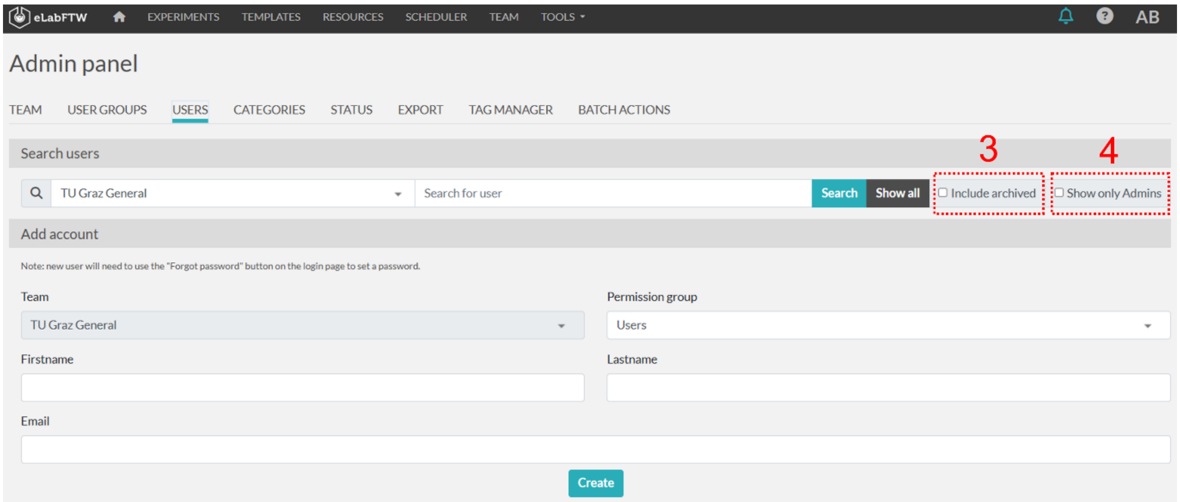

Figure 3: Admin User Controls

Add users to the team

There are two different ways to do this:

- If the person already exists in the system, you can select “All Teams” and search for the person. The person will then be displayed in a table. In the ‘Actions’ column, click on the three dots and select “Add user to team.”

- If they do not yet exist in the system, you can also create a new user in the Admin Panel under "Users" and then "Add account." SSO will uniquely identify the user by their email address.

In addition, there are other functions that are important for user management and can be accessed separately for each user via the 3-point menu on the far right of the relevant line (user):

- *Reset user password:* This function can be ignored, as authentication takes place via SSO. Only relevant for external users.
- *Promote to admin:* You can grant admin status to a user on your team. This gives the user the same options as you.
- *Add user to team:* As an admin, you can use the search function to find all registered users in the system and add them to your team. It is your responsibility to inform the relevant users about this step.
- *Remove user from team:* You can also remove users from the team, but only if the user in question is also a member of another team. Otherwise, you can select the archive function.
- *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 SysAdmin first and it will be clarified. 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 (experiments, resources) can be defined independently of each other. In the case of the experiments, it is a pure assignment with an additional colour coding, but no template.

In the case of resources, an editor is available to you (Figure 4 & Figure 5), 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.

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

6. 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. If you also want to prevent ANYONE from changing these settings, you can use the "Lock down" function to lock the permissions after creating the resource object.

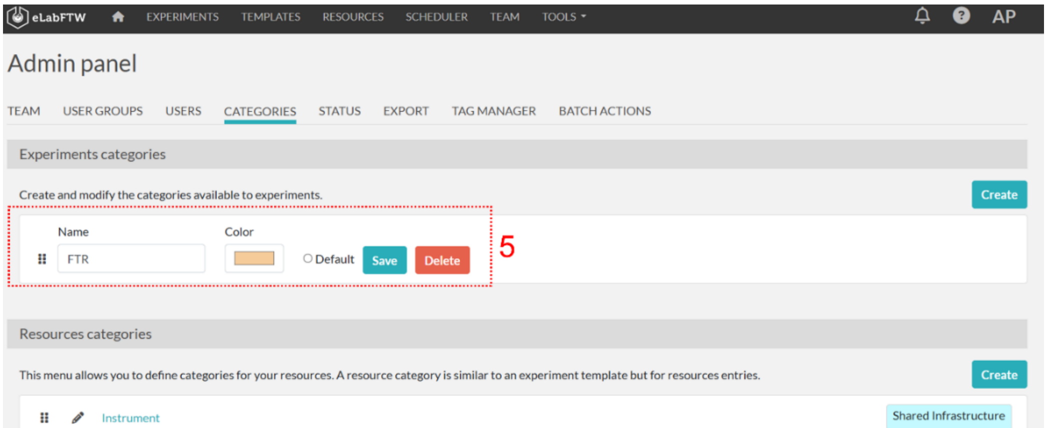

Figure 4: Admin Categories Configuration: Experiments

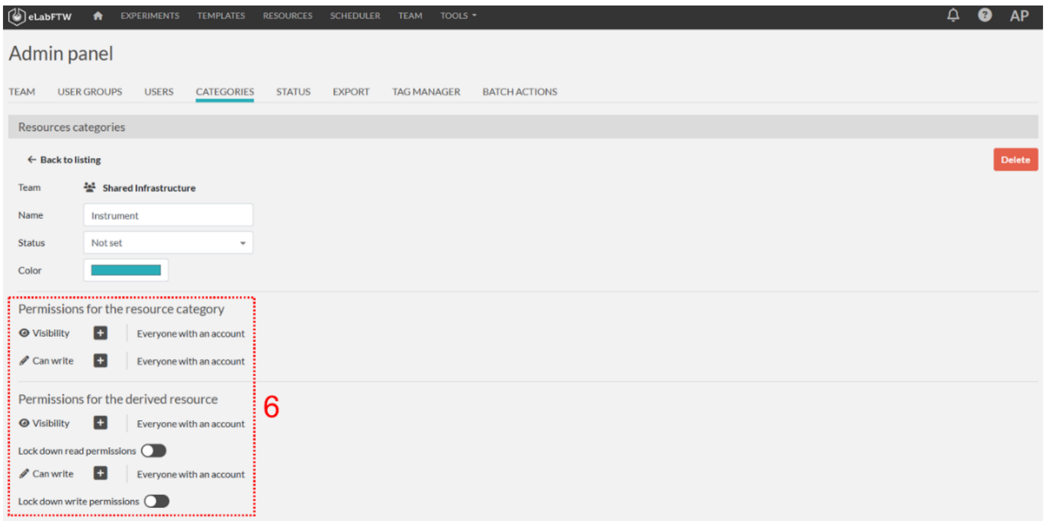

Figure 5: Admin Categories Configuration: Resources

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 (experiments, resources).

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, 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.

8) 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 6).

7. 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.
8. 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.

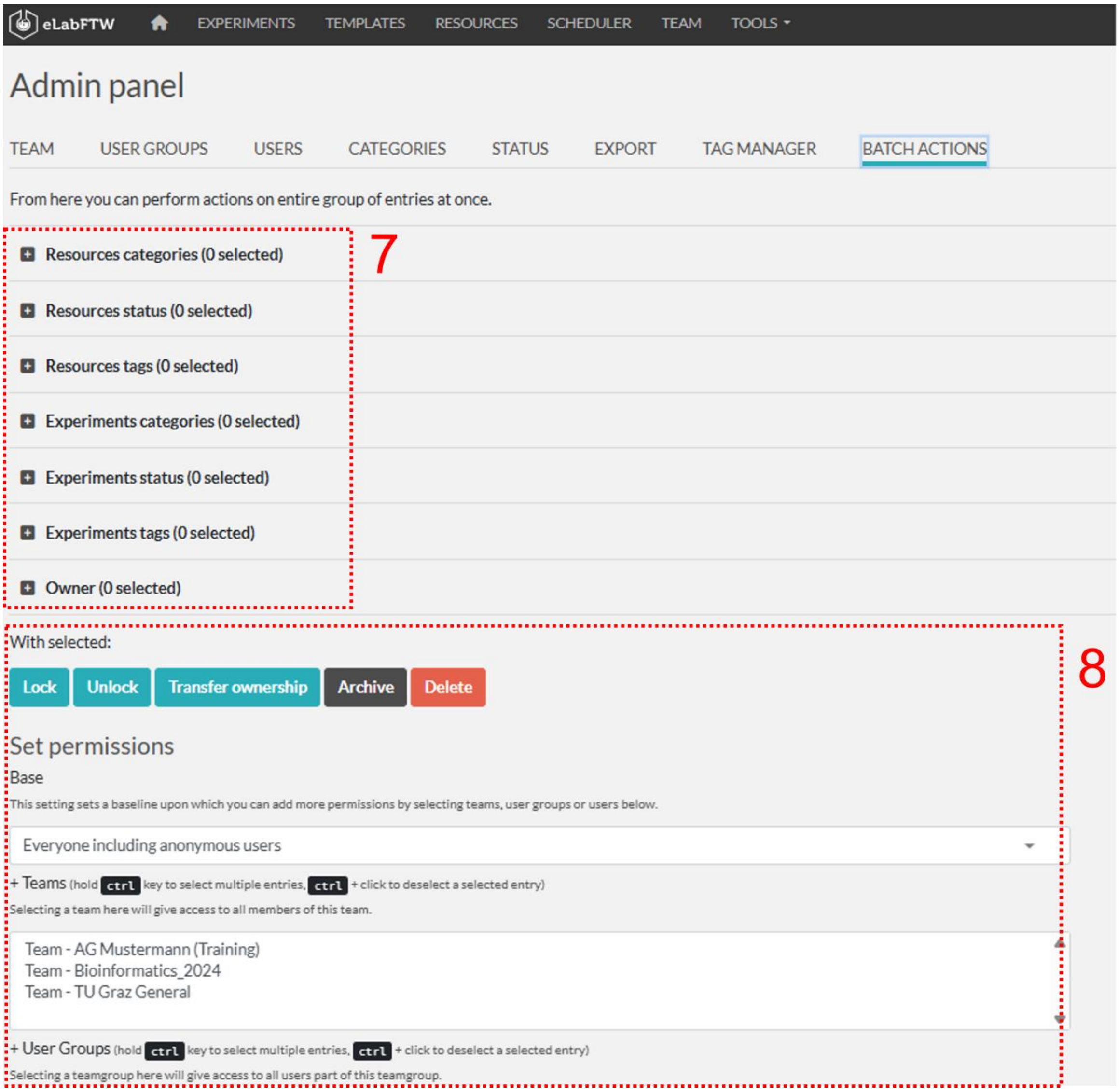

Figure 6: Admin Batch Actions

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.

eLabFTW Team-Admin Guide
Profilbereich BioHealth

4) Hard Facts

Operating System: Linux

eLabFTW Version: 5.2.8

Docker image version: 5.6.5

PHP Version: 8.4.5

MySQL Version: 8.0.31

Maximum file size for uploaded files: 100M

Timezone: Europe/Paris

This document is based on the following document: Bardel, A. (2025). TU Graz eLabFTW Team Admin Guide. Graz University of Technology. https://doi.org/10.3217/0rz3h-a2646

The original document has been modified to include graphics and text and is published under the following licence: