

## QIAGEN Digital Insights Admin Tool Quick Start Guide

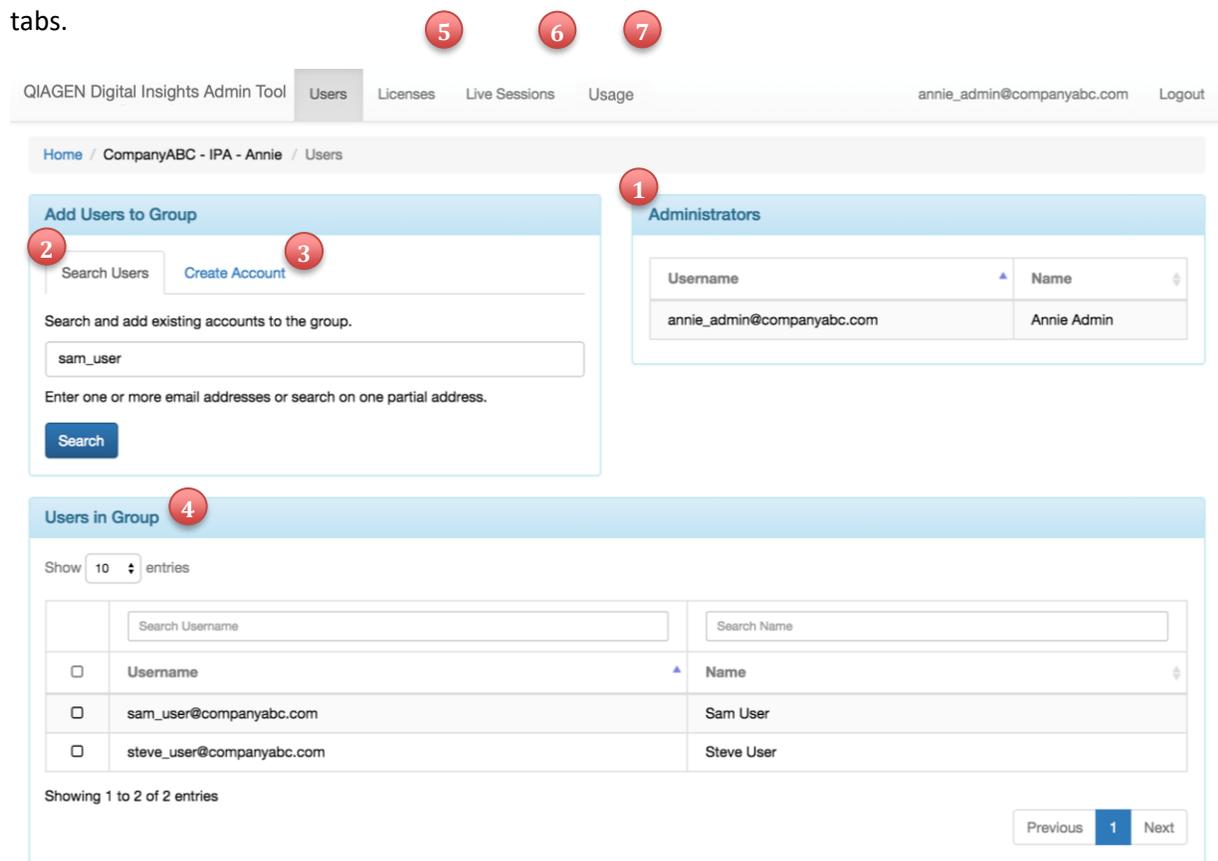
The QIAGEN Digital Insights Admin Tool (QDIAT) streamlines IPA license management by allowing license coordinators at your institution to administer the accounts of IPA users.

### Access to QDIAT

If you are an IPA license coordinator, log in at <https://apps.qiagenbioinformatics.cn/iat/> with your username and password. This is your IPA account username and password if you are an existing IPA user. The license coordinator does not need to be an IPA user. To request access to QDIAT, please contact Customer Support at [ts-bioinformatics@qiagen.com](mailto:ts-bioinformatics@qiagen.com).

### How to use QDIAT

Below is the home page (Users tab) for QDIAT. See below for a guide to each section and to the other tabs.



QIAGEN Digital Insights Admin Tool   Users   Licenses   Live Sessions   Usage   annie\_admin@companyabc.com   Logout

Home / CompanyABC - IPA - Annie / Users

#### Add Users to Group

2 Search Users   3 Create Account

Search and add existing accounts to the group.

Enter one or more email addresses or search on one partial address.

#### Administrators

Username	Name
annie_admin@companyabc.com	Annie Admin

#### Users in Group

Show 10 entries

	Search Username	Search Name
<input type="checkbox"/>	Username	Name
<input type="checkbox"/>	sam_user@companyabc.com	Sam User
<input type="checkbox"/>	steve_user@companyabc.com	Steve User

Showing 1 to 2 of 2 entries

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1	List of account administrators. There can be more than one administrator for the IPA license. The set of administrators is maintained by Customer Support ( <a href="mailto:ts-bioinformatics@qiagen.com">ts-bioinformatics@qiagen.com</a> ).
2	To add an existing user (i.e. already in our system) to this group (i.e. to this IPA license), search for the users at your institution to add. If they don't exist, you can create a new user in the Create Account tab. See (3) below. Note that Admins can only search users at their own institution. This option is <b>not</b> available with Limited Concurrent Licenses (LCL).
3	Create Account tab. Click this tab to create an IPA account for a user if you did not find him or her by searching (see 2 above). This option is <b>not</b> available with Limited Concurrent Licenses (LCL).
4	"Users in Group" is the list of users already added to this group (i.e. license).
5	The Licenses tab displays the start and end date for the IPA license.  The naming of the licenses for IPA follows the convention <company or institution name> - IPA - <license_coordinator_name>. If you manage multiple licenses for IPA or other Ingenuity applications, they will be listed at the top left of the Licenses tab as a drop down menu.
6	The Live Sessions tab shows which users are currently using IPA on your license and provides the ability to terminate a user's session. It also shows users locked out in the past 6 hours (if any).
7	The Usage tab displays the number of shared datasets uploaded so far on the current license versus the license allotment (if applicable). The tab will not show any data for licenses with normal dataset upload allowances.

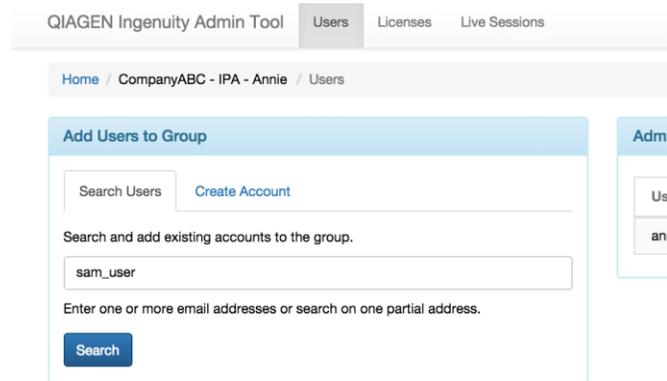
## Users tab

### Administrators

This section contains a list of group (i.e. IPA license) administrators. These are the admins at your institution who can manage this group. The list of admins is managed by Customer Support. If you wish to add or remove admins from QDIAT, you must contact [ts-bioinformatics@qiagen.com](mailto:ts-bioinformatics@qiagen.com). Administrators do not need to be IPA users on the license.

### Adding New Users to the IPA License (Not available for Limited Concurrent Licenses)

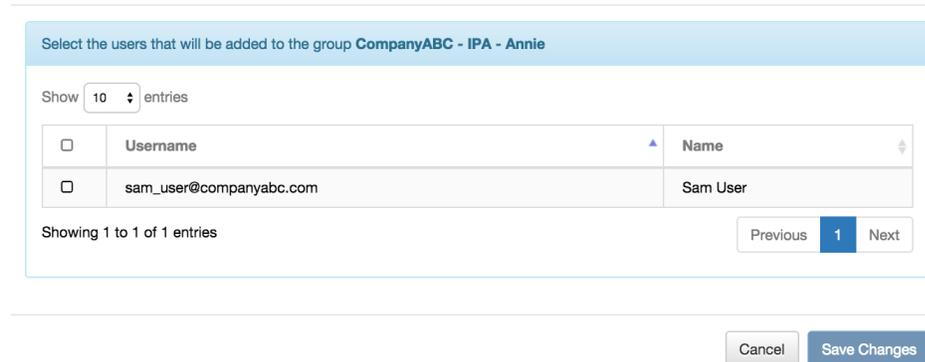
First search in the Add Users to Group section to see if the user has an account, as shown below. In the screenshot, the search is using part of the user's username (his full username is [sam\\_user@companyabc.com](#)):



The screenshot shows the 'Add Users to Group' section of the QIAGEN Ingenuity Admin Tool. The breadcrumb trail is 'Home / CompanyABC - IPA - Annie / Users'. The search input field contains 'sam\_user' and the 'Search' button is highlighted. Below the search field, there is a message: 'Search and add existing accounts to the group. Enter one or more email addresses or search on one partial address.'

If the user is found, you will see a dialog box like this:

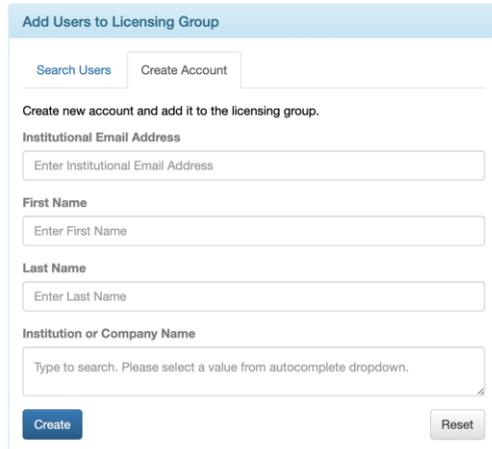
#### Add Users To Group



The dialog box is titled 'Select the users that will be added to the group CompanyABC - IPA - Annie'. It shows a search result for the user 'sam\_user@companyabc.com' with the name 'Sam User'. The user is currently unchecked. The dialog includes a 'Show 10 entries' dropdown, a table with columns 'Username' and 'Name', and pagination controls showing 'Showing 1 to 1 of 1 entries' with 'Previous', '1', and 'Next' buttons. At the bottom right, there are 'Cancel' and 'Save Changes' buttons.

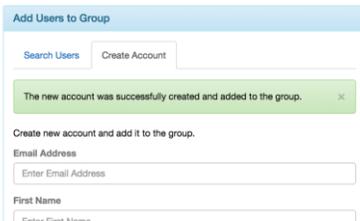
<input type="checkbox"/>	Username	Name
<input type="checkbox"/>	sam_user@companyabc.com	Sam User

Simply check their name and add them to the Group (i.e. your IPA license). If the user is *not* found, you can create an account for that user:



When entering the Institution or Company name, suggestions will appear via autocomplete. Please try to use one of these names if applicable. If the institution or company is not listed, then type in the name.

After a moment , you will see a confirmation that the user was created and added to your Group:



### Users in Group (i.e. on your IPA license)

This table displays all users in the Group (e.g. the users with access to your IPA license) and may be sorted by username or actual names. The text box on the top of each column allows searching by typing in a portion of the username or actual name.

## Removing Group Member(s) to end further access to IPA via your license

**Users in Group**

Show  entries 2 Remove From Group

	Search Username		Search Name
<input type="checkbox"/>	<b>Username</b>	▲	<b>Name</b>
<input type="checkbox"/>	natalie_user@companyabc.com		Natalie User
<input checked="" type="checkbox"/>	sam_user@companyabc.com		Sam User
<input type="checkbox"/>	steve_user@companyabc.com		Steve User

Showing 1 to 3 of 3 entries

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To remove users from your Group to stop their access to IPA through your license, 1) check the box to the left of the member(s) you wish to remove and then 2) click on the “Remove From Group” button. Once you remove a user, any active IPA session for that person is immediately terminated and he or she will not be able to log in to IPA on your license, unless you add them again.

## Licenses tab

The active license(s) for the group are shown in this tab:

**Licenses**

Show  entries

License ID	Application Name	Activation Date	End Date	IP addresses	Domains
1232382	Ingenuity Pathway Analysis	Aug 04 2019	Sep 02 2019	-	companyabc.com
1232383	Ingenuity Pathway Analysis	Aug 04 2019	Sep 02 2019	-	-

Showing 1 to 2 of 2 entries

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If the license restricts to usage from specific IP addresses, those will be listed, although only for the main IPA license. Other add-on licenses will be listed below that one as shown above.

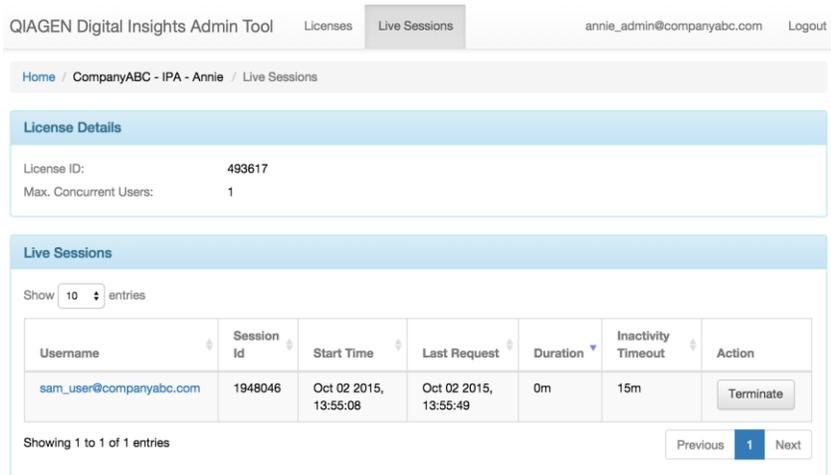
Important notes:

1. If there are IP addresses listed, then all sessions on this license must originate from these IP addresses. *This is the institutional/building IP address as seen by the rest of the world. This is not the IP address on the user's computer.*
2. Only users from the specified domains can use your license, which are the email domains belonging to the institution that bought the license.

## Live Sessions tab

### Viewing who is currently logged into IPA

Go to the Live Sessions tab, which provides a list of users who are currently logged into IPA on your license:



QIAGEN Digital Insights Admin Tool | Licenses | **Live Sessions** | annie\_admin@companyabc.com | Logout

Home / CompanyABC - IPA - Annie / Live Sessions

**License Details**

License ID: 493617  
Max. Concurrent Users: 1

**Live Sessions**

Show 10 entries

Username	Session Id	Start Time	Last Request	Duration	Inactivity Timeout	Action
sam_user@companyabc.com	1948046	Oct 02 2015, 13:55:08	Oct 02 2015, 13:55:49	0m	15m	Terminate

Showing 1 to 1 of 1 entries

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You can see how long they have been using the license in the current session and you can terminate that session if necessary (see below). Note that all times listed are in the PST time zone.

### Terminating an active session

In the Active Sessions tab, you can click the terminate button to the right of the user whose session you wish to terminate. Please use this option only in urgent situations, as it will potentially cause the user to lose their unsaved work in IPA. We recommend that you warn the user (email, phone, etc.) before terminating their session.

### Viewing who has been locked out

Go to the Live Sessions tab, which also provides a list of users who have been locked out in the last 6 hours. The listed users (if any) recently experienced a situation where their IPA license was already occupied and they could not launch it.

Recent Lockouts (last 6 hours)

Show  entries Refresh

Session Id	User Id	Username	Lockout Time
No data available in table			

Showing 0 to 0 of 0 entries

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## Usage tab

### Viewing dataset usage for licenses that share a pool of datasets

Certain IPA licenses have a limited pool of datasets that can be uploaded, and which are shared by the set of users on that license. To look up how many datasets have been used so far and by which IPA user on that license, click on the Usage tab.

## Other notes

### You can be an admin on multiple IPA licenses

You can administer more than one IPA license. If that is the case, you will need to choose which license to administer after you log into QDIAT.

In the example shown below, Annie Admin can administer two different IPA licenses, and must choose one before continuing:

QIAGEN Digital Insights Admin Tool annie\_admin@companyabc.com Logout

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Home

**My Groups**

- CompanyABC - IPA - Annie
- Demo IPA IAT

To administer another IPA license, simply log out, log back in and choose another from the list.