

Guidelines for team administrators

1. Role description

There are always one or more team administrators for each team in eLab, whereby the owner of a team (also known as the “team owner”) is also always its administrator. As one of these team administrators, you have the option in eLab of organisationally managing the individual teams to which you are assigned as an administrator.

2. Intended use of eLab

eLab is used to document laboratory experiments or similar. All data generated in this context can – as far as technically possible – be stored in eLab. Further data should not be stored in eLab. In particular, eLab should not be used as a data repository, i.e. not as a storage service for large amounts of data.

Furthermore, eLab is expressly not intended for monitoring or controlling the work performance or similar of employees and may not be misused for this purpose; in particular not even if, for example, organisational rules are agreed in your team that would in principle (to a certain extent) make this possible.

3. Rights & Duties of the team administrators

As a team administrator, you can, among other things

- edit the standard experiment template of your teams,
- define or customise selection options for certain metadata of experiments and resources,
- customise configurable hyperlinks/menu items for specific teams,
- export selected/all experiments, resources or calendar bookings,
- create, delete and manage groups within your team.

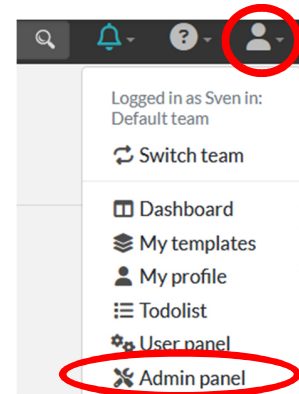
As the team administrator, you can also assign the administrator role to other team members at any time or remove this role from them again. (Exception: The owner of a team is always also its administrator). However, we strongly recommend limiting the number of team administrators to a few people.

4. Team configuration

All basic team settings are made by you as the team administrator in the eLabFTW “Admin control centre”. You can access this via the drop-down menu (see figure).

After you have initially created a team, the default configuration is initially adopted for this team. However, we strongly recommend that you check this configuration and adapt it to the requirements of your team if necessary.

Detailed explanations of the Admin control centre can be found in the official eLabFTW documentation: <https://doc.elabftw.net/admin-guide.html>



4.1. Configuration: Experiments

A data set that can be assigned to a specific laboratory experiment or a specific series of experiments is referred to as an experiment in eLab.

As a team administrator, you have the option of defining default settings that apply to the experiments within your team (Admin control centre → “Team”). This includes, for example, defining in advance whether users are allowed to delete their experiments independently, whether the use of certain experiment templates should be enforced or which read and write permissions are preselected when creating new experiments.

As a default setting for read and write permissions, we recommend activating the “Enforce read permissions” or “Enforce write permission” options and the “Only owners and admins” setting (see figure).



Permissions

Anonymous visitors can see database items

Enforce read permissions?
Select if you want to enforce read permissions on experiments

Enforced read permissions on experiments
Enforce the read permission for all experiments of users in this team. Only owner and admins

Enforce write permissions?
Select if you want to enforce write permissions on experiments

Enforced write permissions on experiments
Enforce the write permission for all experiments of users in this team. Only owner and admins

This means that only creators and team administrators can access the respective experiment and only you as the team administrator can assign additional read or write permissions to other users, groups or teams if required.

However, if you deactivate the “Enforce read permissions” or “Enforce write permissions” options, the owners of an experiment can independently assign read or write permissions to their experiments to other users, groups or teams.

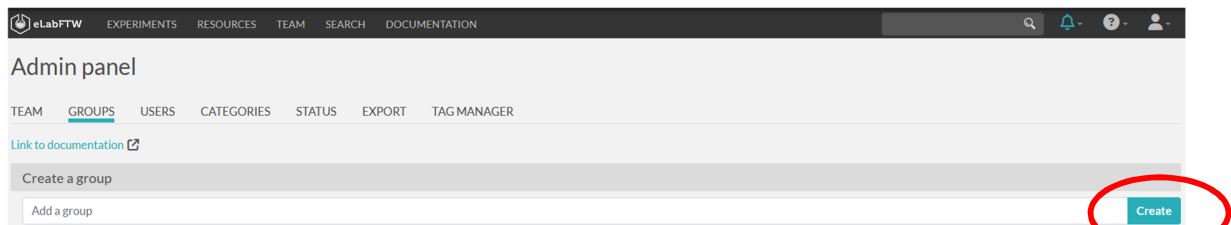
4.2. Configuration: Resources

Chemicals, experimental devices or other central tools that are relevant for carrying out or documenting laboratory experiments, but also rooms that can be booked or information on research projects, are labelled as resources in eLab.

Resources can be categorised so that you can filter by selected (resource) categories, for example. As a team administrator, you can create, delete and manage such categories. The categories also function, among other things, as templates that allow you to make specifications, e.g. regarding the description of resources.

4.3. Configuration: Groups

In the Admin Control Centre area → “Groups” you can create your own groups (= user groups).



You can then add selected users to these groups using the dynamic search function in eLab. Both team-internal and cross-team groups are possible. To assign read and write permission to an experiment to a group, the user or team admin must be a member of this group themselves.

You can use groups, for example, to assign authorisations within eLab by specifying the corresponding group (instead of the entire team or individual users) when assigning read and write permissions for individual experiments. This is relevant, for example, if certain experiments should not be visible to the entire team or if individual experiments are to be shared between different teams without the respective users having to be members of both teams.

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