

OMERO.admin User Guide.

Introduction

Welcome to the OMEERO.admin user guide. OMEERO.admin provides a simple interface allow you to administer the OMEERO server, this includes : creating user accounts and groups, adding and removing users from groups and changing user passwords.

This guide will give a walk through of the features in OMEERO.admin showing how you can administer the OMEERO Server.

First look

Upon loading OMEERO.admin for the first time you will be shown a splash screen

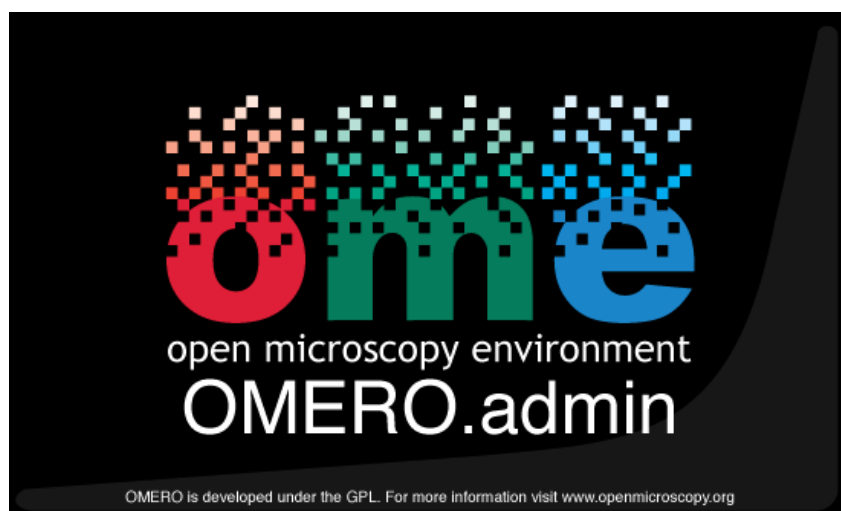


Illustration 1: OMEERO.admin splash screen

This will disappear after OMEERO.admin has completed loading and you will be presented with the login prompt.

Login Prompt

When this first loads it will have default values for username and server, see illustration 2.



Illustration 2: Inital login prompt with default fields

You should enter the username¹ (this will normally be root for administration purposes) and the server name. The server is the name given to the box where you installed OMERO, if you installed OMERO using the local package, i.e. Onto the same computer your running OMERO.admin you can just type localhost into the server field to connect. Once you have logged in correctly these details will be saved so the next time you log in you will be presented with the values you entered that last time you logged in.

Once you click login you will see the status of the OMERO.admin's attempt to connect to the server in the status bar at the bottom of the screen.

¹ Usernames are case sensitive, so donald would be a different user from Donald.

Users Screen – Administering user accounts.

Upon logging in you will be in the users screen of OMERO.admin, this is where you will administer all the user accounts.

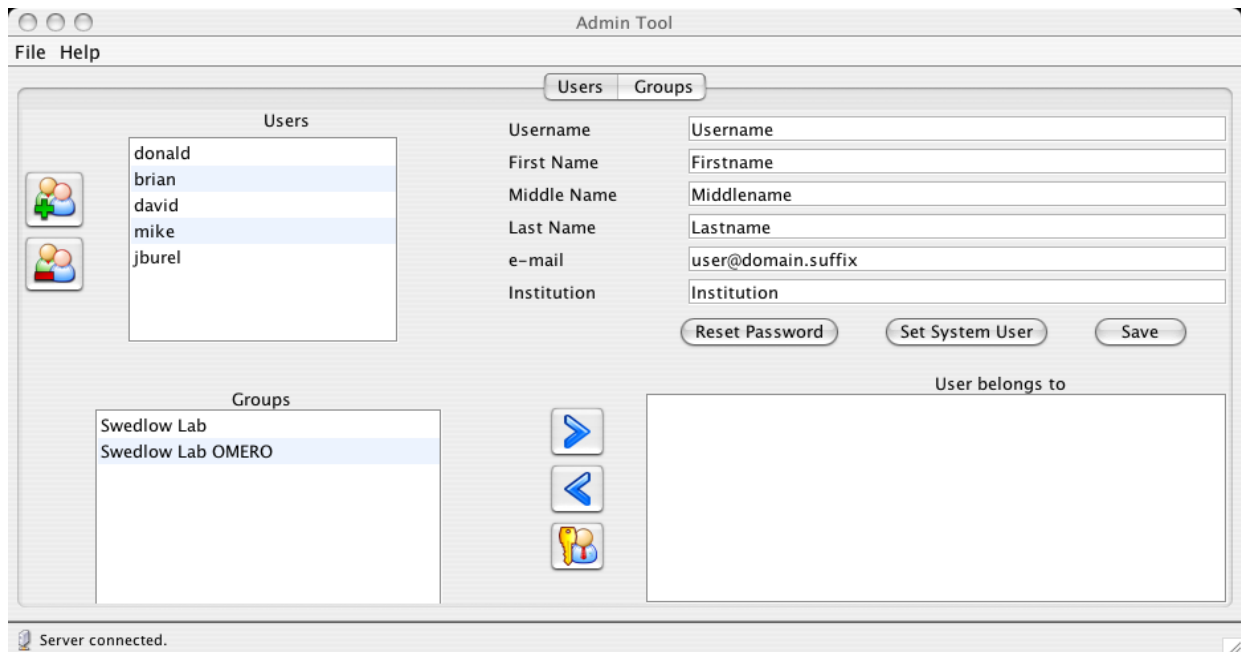


Illustration 3: Users screen, where all user administration occurs.

The Users screen is where you can administer all the users in the server. The screen is split into four sections:

- A list of all users in the server is on the top left of screen this is the user list.
 - System users will displayed with red text.
- The top right shows the users information this is the selected user's details
- The bottom right shows the groups to whom the select user is a member
 - The users default group will have red text.
- The bottom left the groups to which the user does not belong.

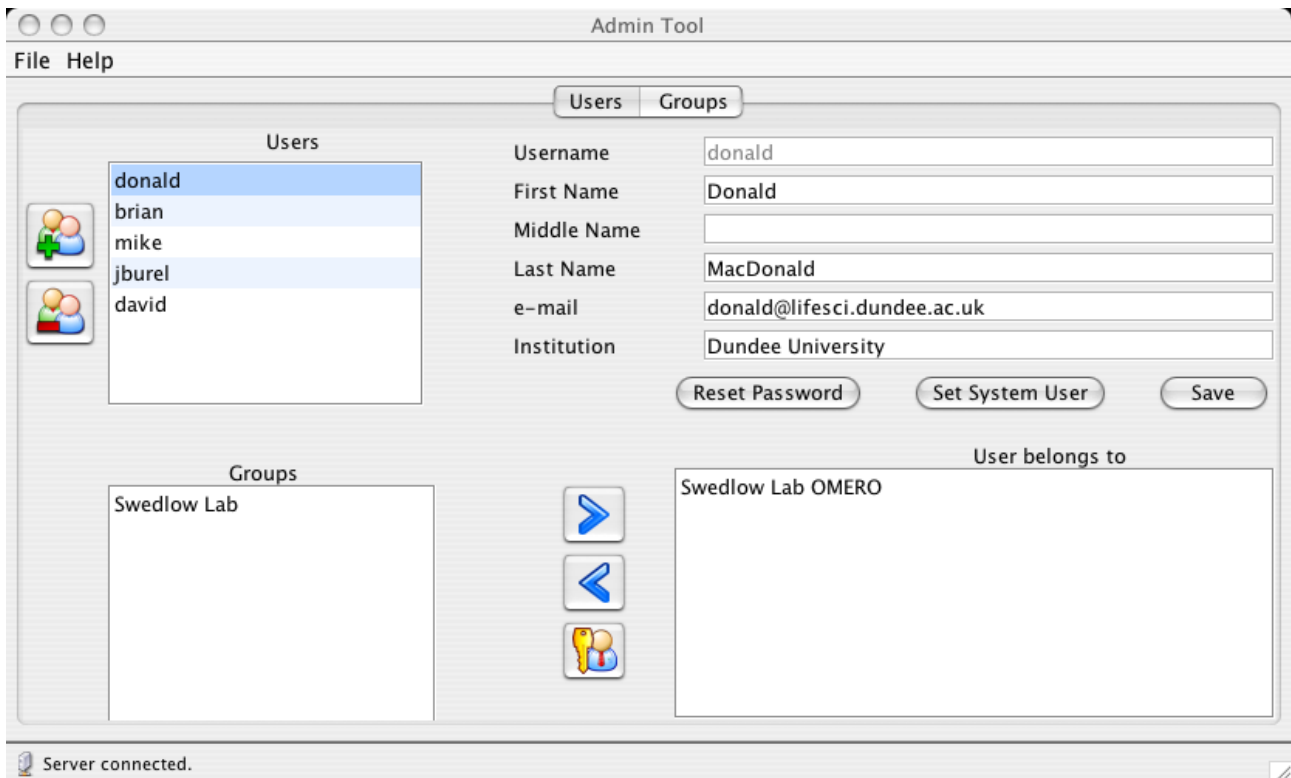


Illustration 4: User Donald has been selected.

Illustration 4 shows that the user donald has been selected. The fields in the top right have updated to show donald's details and the bottom lists now show that donald is a member of Swedlow Lab OMERO and not a member of Swedlow Lab.

So far we've had a brief overview of the users screen we can start looking at administering users on the server. The next sections cover the different tasks of creating, and managing users in the server.

Creating a new User

To create a new user click on the create new user button on the top left of the user screen.



This will create a new user in the user list called 'NewUser'. You can now change the username of this user from 'NewUser' to the username you wish to create, at the same time you should complete the users details (see Illustration5).

We can then save these new details by clicking the save button. (We have to click save to update the NewUser to the new users details.)

This new user will be created without belonging to any groups, to add this user to a user group see the section (adding a user to a user group) later in this document.

This new user will also be created with the default password omero, to change this password see the section (resetting a users password) later in this document.

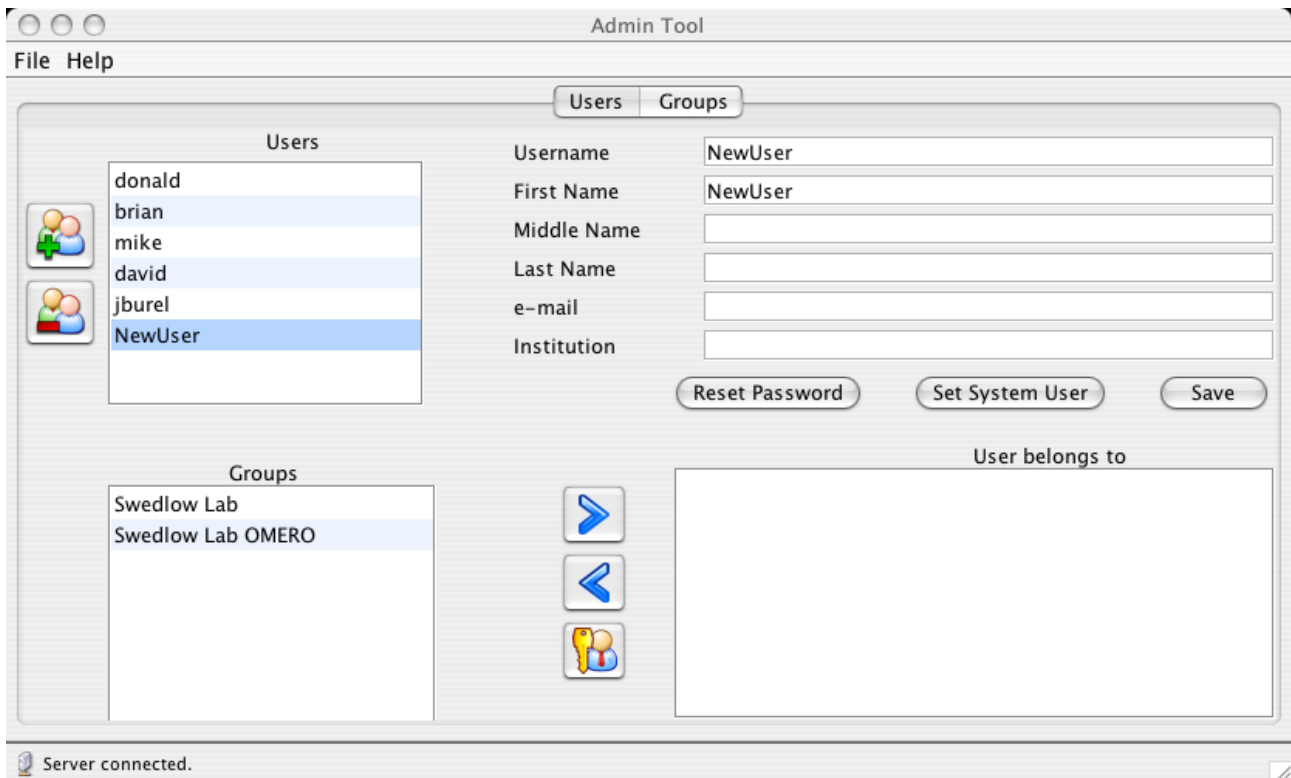


Illustration 5: A new user NewUser has been created.

Deleting a User

To delete a user from the system, select the user in the user list and click the remove user button.



You will be asked to confirm you wish to delete this user. If you select yes this user will be deleted from the system. A user may fail to be deleted from the system if they own other data on the server (images, or annotations). If this is the case Omero Admin will warn you that this has happened.

Resetting a Users Password

To reset a user's password select the user in the user list and click the Reset Password button, a dialog will appear, enter the new password and click return. The password will be reset.

Setting a User as a System User.

To set a user as a system user with administrator privileges select the user in the user list and click the Set System User button. The user will now have administrator privileges and appear as red in the user list to show that they are a system user.

Adding a User to a User Group

To add a user to a user group. Select the user in the user list. Select the group you wish the user to belong to in the group list in the bottom left corner of the screen (if the group does not appear there but in the bottom right of the screen the user already belongs to the group). Once the user and group have been selected, click on the add user to group button.



The group should move from the group list in the bottom left to the list in the bottom right. The user is now a member of this group.

Removing a User from a Group

To remove a user from a user group. Select the user in the user list. Select the group you wish the user to be removed from in the group list in the bottom right corner of the screen (if the group does not appear there but in the bottom left of the screen the user does not belong to the group). Once the user and group have been selected, click on the remove user to group button.



The group should move from the group list in the bottom right to the list in the bottom left. The user has been removed from this group.

Setting a Group as the Default Group for a User

To set the users default group. Select the user and the group in the bottom right of the screen and click the set as default group button.



The group will now become the default group for the user, to differentiate the default group from others the group will appear as red in the list.

Groups Screen – Administering user groups.

Upon logging in you will be in OMERO.admin on the users screen, to administer groups click the groups tab at the top of the screen. You are now in the groups tab where you can create², add and remove users from groups.

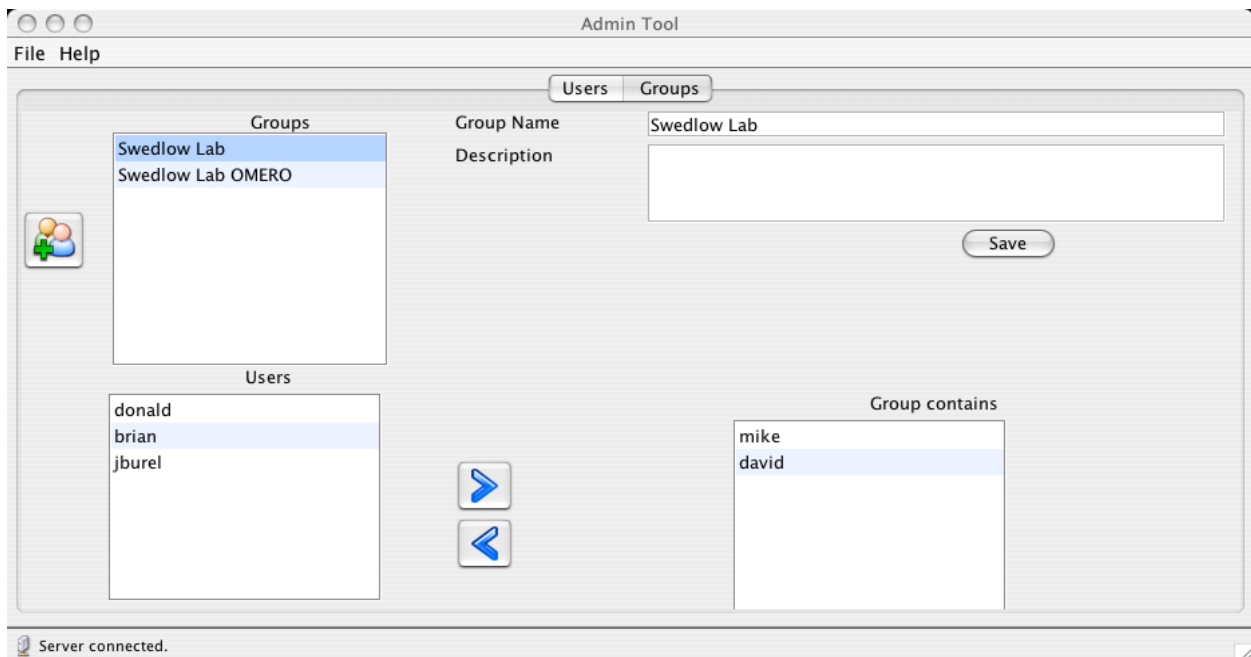


Illustration 6: Groups screen where you can manage groups

Illustration 6 shows the groups screen, as you can see it has a very similar layout to the users screen. The groups are on the top left, the group details on the top right. The bottom left shows the users who do not belong to the currently selected group and the bottom right those who do.

Now we've had a brief overview of the groups screen we can start looking at administering groups. The next sections will cover the different functions in the interface as different headings.

Creating a new Group

To create a new group click on the create new group button of the top left of the user screen.



This will create a new group in the user list called NewGroup, you can now change the groupname of this group from NewGroup to the group you wish to create and fill the details of the group

We can then save these new details by clicking the save button. (We have to click save to update the NewGroup to the new details, including changing the name of the group.)

This new group will be created without having any members, to add members to this group see the section (adding users to a group) later in this document.

² It is not possible to delete groups in the OMERO server.

Adding user to Group

To add a user to a user group. Select the group in the group list. Select the user you wish add to the group, this is the list in the bottom left corner of the screen (if the user does not appear there but in the bottom right of the screen the user already belongs to the group). Once the user and group have been selected, click on the add user to group button.



The user should move from the user list in the bottom left to the list in the bottom right. The user is now a member of this group.

Removing user from Group

To remove a user from a user group. Select the group in the group list. Select the user you wish remove from the group, this is the list in the bottom right corner of the screen (if the user does not appear there but in the bottom left of the screen the user already does not belong to the group). Once the user and group have been selected, click on the remove user from group button.



The user should move from the user list in the bottom right to the list in the bottom left. The user has been removed from this group.