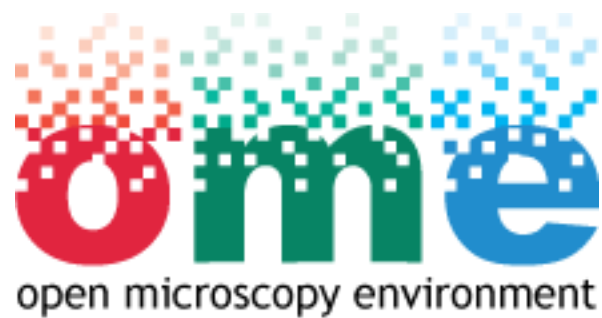


**Project:** Open Microscopy Environment  
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**Version:** 3.0-Beta  
**Date:** 2007-02-16

## OMERO.admin User Guide



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## 1. Introduction

This document provides a brief guide to the Beta version of the OME.RO.admin software, released for general use in January 2007. OME.RO.admin provides a simple interface allow you to administer the OME.RO server, this includes:

- Creating user accounts and groups.
- Adding and removing users from groups.
- Modifying user passwords.

The software has been developed as part of the Open Microscopy Environment (OME) consortium. For more information on OME.RO, including information on bugs and updated versions, visit <http://www.openmicroscopy.org>

The rest of the guide is arranged as follows:

- [Section 2 - Installing OME.RO.admin](#). Installing the software.
- [Section 3 - Using OME.RO.admin](#). A detailed guide to using the application.
- [Section 3 - Help and feedback](#). How you can provide the development team with feedback to influence future development.

We hope you enjoy using the software.

The OME.RO development team, University of Dundee, UK.

## 2. Installing OMERO.admin

Depending on your operating system, OMERO.admin will either come as a simple zipped archive file, or as a bundled installation package. If you have downloaded the archive file, you will need to extract it with a program capable of opening .zip files. If you have downloaded the install package, double-click it to start the installation process and then follow the steps presented.

Once you have installed the software, go to [Section 3](#) to see how to administer an OMERO server.

### 3. Using OMERO.admin

#### First look

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

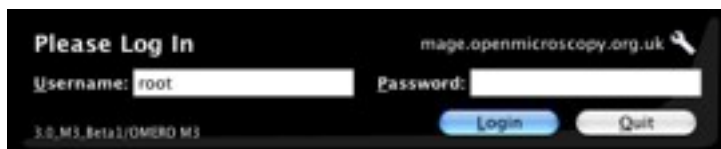


**Figure 3-1** : OMERO.admin splash screen

This will disappear after OMERO.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 [Figure 3-2](#).



**Figure 3-2** : Initial login prompt with default values

You should enter the username (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 you're 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.

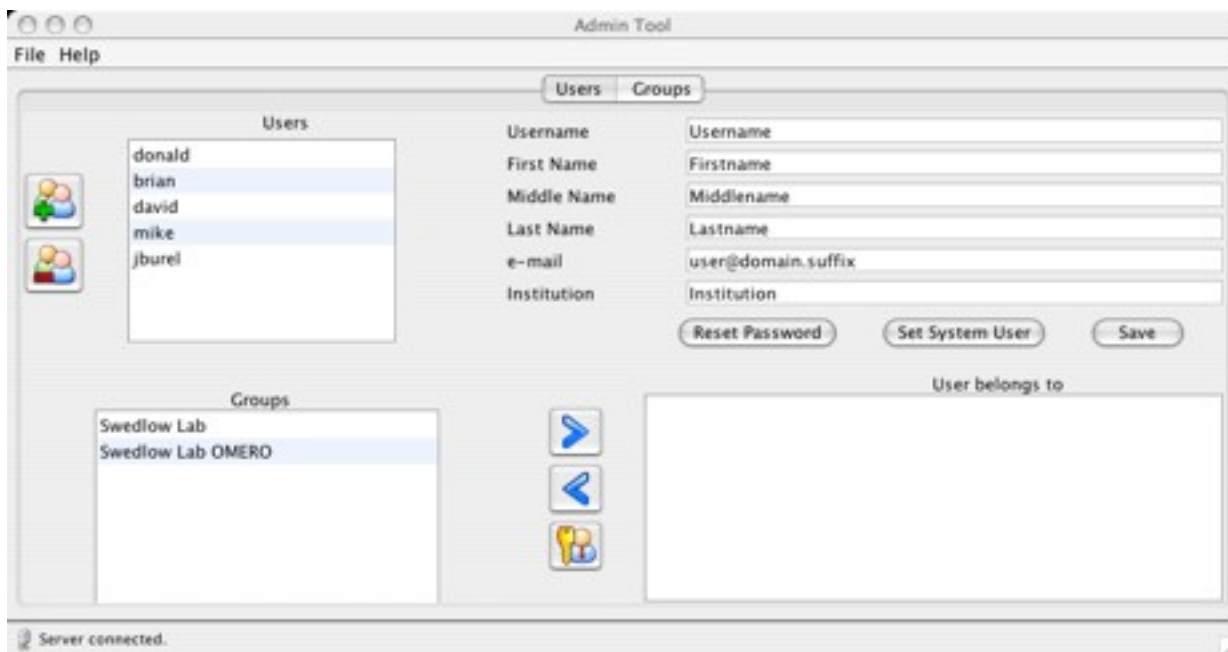
#### NB

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

- 3.1.Administering user accounts
  - 3.1.1.Creating new User
  - 3.1.2.Deleting User
  - 3.1.3.Resetting Users password
  - 3.1.4.Setting User as System User
  - 3.1.5.Adding User to User Group
  - 3.1.6.Removing User from User Group
  - 3.1.7.Setting User Group as the Default Group for User
- 3.2.Administering User Groups
  - 3.2.1.Creating User Group
  - 3.2.2.Adding User to Group
  - 3.2.3.Removing User from Group

### 3.1. Administering user accounts

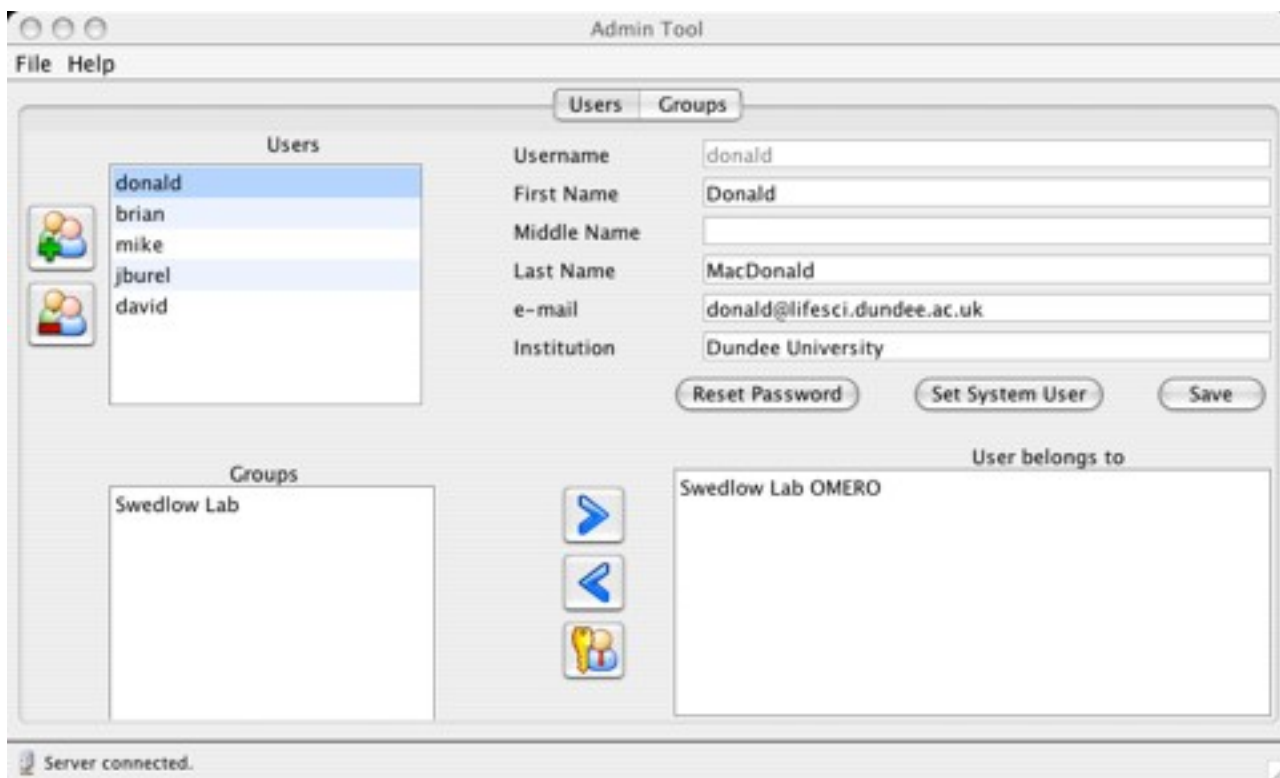
Upon logging in you will be in the *Users* tab of OMERO.admin, this is where you will administer all the user accounts.



**Figure 3.1-1** : Users tab, where all user administration occurs

The *Users* tab (Figure 3.1-1) 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 *Users* tab 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**.
- The bottom left the groups to which the user does not belong.



**Figure 3.1-2** : User donald has been selected

Figure 3.1-2 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* tab 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.

3.1.1. Creating new User

3.1.2. Deleting User

3.1.3. Resetting Users password

3.1.4. Setting User as System User

3.1.5. Adding User to User Group

3.1.6. Removing User from User Group

3.1.7. Setting User Group as the Default Group for User



### 3.1.1. Creating new User

To create a new user:

- Click on the create new user button on the top left of the *Users* tab (Figure 3.1.1-1).



- 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 Figure 3.1.1-1).

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.

**NB**

This new user will be created without belonging to any groups To add this user to a user group, see [Section 3.1.5](#).

**NB**

This new user will also be created with the default password `omero`. To change this password, see [Section 3.1.3](#).

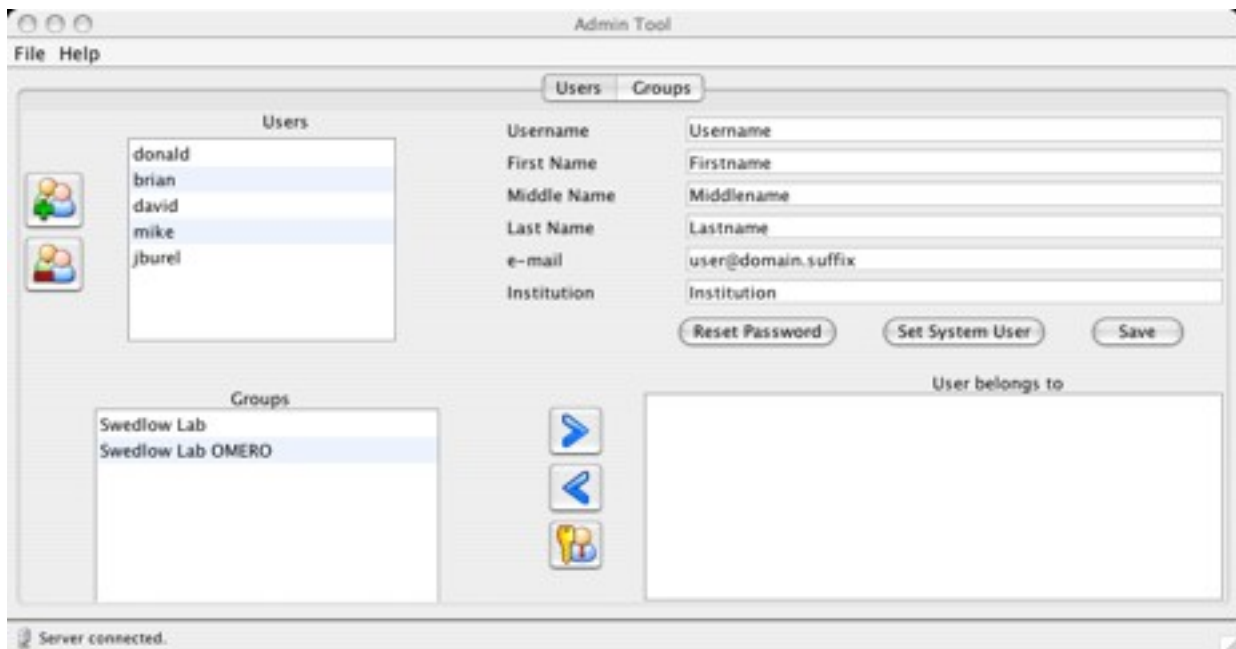


Figure 3.1.1-1 : A new user `NewUser` has been created

### 3.1.2. Deleting User

To delete a user from the system:

- Select the user in the user list.
- 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 (e.g. images or annotations). If this is the case OMERO.admin will warn you that this has happened.

### 3.1.3. Resetting Users password

To reset a user's password:

- Select the user in the user list.
- Click the **Reset Password** button.
- A dialog will appear, enter the new password and click **return** .
- The password will be reset.

### 3.1.4. Setting User as System User

To set a user as a system user with administrator privileges:

- Select the user in the user list.
- Click the **Set System User** button.
- The user will now have administrator privileges and appear as **red** in the user list to show that he/she is a System user.

### 3.1.5. Adding User to 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 *Users* tab ([Figure 3.1-2](#)). If the group does not appear there but in the bottom right of the *Users* tab, 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.

### 3.1.6. Removing User from User 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 *Users* tab (Figure 3.1-2). If the group does not appear there but in the bottom right of the *Users* tab, 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 right to the list in the bottom left. The user has been removed from this group.

### 3.1.7. Setting User Group as the Default Group for User

To set the users default group:

- Select the user and the group in the bottom right of the *Users* tab.
- 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.

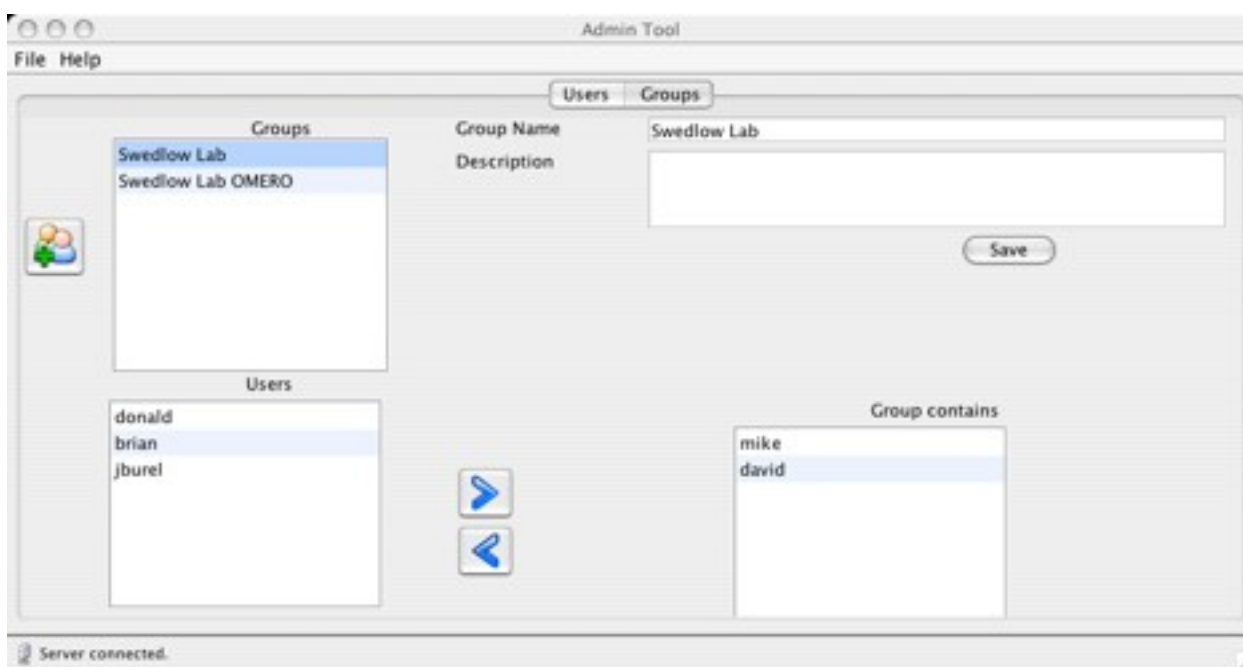
## 3.2. Administering User Groups

Upon logging in you will be in OMERO.admin on the *Users* tab, to administer groups click the *Groups* tab. You can now:

- Create.
- Add users from groups.
- Remove users from groups.

**NB**

In the actual implementation, it is not possible to delete groups in the OMERO server.



**Figure 3.2-1** : Groups screen where you can manage groups

Figure 3.2-1 shows the *Groups* tab, as you can see it has a very similar layout to the *Users* tab. 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* tab we can start looking at administering groups.

### 3.2.1. Creating User Group



[3.2.2.Adding User to Group](#)

[3.2.3.Removing User from Group](#)

### 3.2.1. Creating User Group

To create a new group:

- Click on the create new group button of the top left of the *Groups* tab.



- 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 (see [Figure 3.2.1-1](#)).

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.

#### NB

This new group will be created without having any members. To add members to this group, see [Section 3.2.2](#).

### 3.2.2. Adding User to Group

To add a user to a user group:

- Select the group in the group list.
- Select the user you wish to add to the group, this is the list in the bottom left corner of the *Groups* tab. If the user does not appear there but in the bottom right of the *Groups* tab, 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.

### 3.2.3. Removing User from Group

To remove a user from a user group

- Select the group in the group list.
- Select the user you wish to remove from the group, this is the list in the bottom left corner of the *Groups* tab. If the user does not appear there but in the bottom right of the *Groups* tab, the user already belongs 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 left to the list in the bottom right. The user has been removed from this group.

## 4. Feedback reporting

[4.1.Help Information](#)

[4.2.Feedback Facility](#)

## 4.1. Help Information

Help information is not currently available through the **Help** menu; but you can send feedback by opening the **Help** menu and select **Send Comment**.

## 4.2. Feedback Facility

This Beta version of OMERO.insight has been rigorously tested to ensure it works as expected. As development is ongoing, however, it is possible that an error may occur when using the OMERO suite of applications. In such a case, a window will appear ([Figure 5.2-1](#)) inviting you to submit feedback about what you were doing when the error occurred.

Providing this information is not required, but submitting as much information as you are able to provide will help the development team identify and overcome the cause of the error. You may include an email address - if you do, this will only be used to contact you for more information about the error you experienced. This is optional, and you can choose to submit feedback anonymously if you prefer.



The image shows a window titled "Comment" with two tabs: "Comments" and "Error Message". The "Error Message" tab is selected. The window contains the following text:

An error message has been generated by the application.

**X** To help us improve our software, please fill out the following form. Your personal details are purely optional, and will only be used for development purposes.

Please note that your application may need to be restarted to work properly.

Email:  (Optional)

What you were doing when you crashed?

At the bottom right, there are two buttons: "Cancel" and "Send".

**Figure 5.2-1** : Error feedback form

