

**Project:** [Open Microscopy Environment](#)

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## OMERO.webadmin User Guide



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## 1. Introduction

This document provides a brief guide to the Beta version of the OMERO.webadmin software, released for general use in June 2007. The OMERO.webadmin tool provides a simple interface to administer an OMERO server.

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

The rest of the guide is arranged as follows:

- [Section 2 - Glossary](#).
- [Section 3 - Configuration](#). Information about configuration.
- [Section 3 - Frequently Asked Question](#). How to use the tool.

We hope you enjoy using the software.

The OMERO development team, University of Dundee, UK.

## 2. Glossary

In this section, we describe the meaning of the terms used.

- **Group** Corresponds to a research group, the scientist or experimenter is a member of.
- **Hostname** The server host name.
- **Login** The unique string used for accessing the system.
- **Password** The personal private string used for accessing the system.
- **Port** The server port.
- **User** Corresponds to a scientist or an experimenter.
- **Username** The unique string used for accessing the system.

### 3. Configuration

The list below presents the files that can be configured.

- The file **web.xml** is the main web-application configuration file. You can set the following parameters
  - a. **defaultServerHost** : the value sets in the **Hostname** field of the login page (see [Section 4.1](#)). The default value is **hostname**.
  - b. **defaultServerPort** : the value sets in the **Port** field of the login page (see [Section 4.1](#)). The default value is **1099**.
  - c. **topTenValue** : the number of users using most of the drive space (see [Section 4.14](#)). The default value is **10**.
- log4j.properties Log4j is used to collect logs statement. You can edit log4j.properties to specify the location of the log file.
- faces-config.xml. Set the parameter **ome.admin.bundle.messages** to specify the language used, (default language: en, supported: pl).
- message.properties. Defines the internationalization context.

To start the tool, use your favorite web browser and enter the following link:  
<http://hostname:port/IAdmin/>

## 4. Frequently Asked question

The section contains a list of the most commonly asked questions about OMERO.webadmin, as well as solutions to a variety of common problems.

Check the list below for the answer to your question.

- 4.1.[How to log in?](#)
- 4.2.[How to manage users?](#)
- 4.3.[How to add a new user?](#)
- 4.4.[How to delete a user?](#)
- 4.5.[How to edit an existing user?](#)
- 4.6.[How to deactivate an account?](#)
- 4.7.[How to modify the list of groups the user belongs to?](#)
- 4.8.[How to delete group\(s\) a user is a member of?](#)
- 4.9.[How to manage groups?](#)
- 4.10.[How to add new group?](#)
- 4.11.[How to delete a group?](#)
- 4.12.[How to edit a group?](#)
- 4.13.[How to manage users within a group?](#)
- 4.14.[How to manage drive space?](#)

## 4.1. How to log in?

The **Login** page gives the access to the application. In order to connect to an OMERO server, the user has to specify:

- The name of the server: field **Hostname** ;
- the port used: field **Port** ;
- a username: field **Login** ;
- a password: field **Password** .

The image shows a screenshot of the OMERO Login web interface. The page has a light gray background. In the top left, the word "Login" is displayed in a large, bold, sans-serif font. In the top right, there is a logo for "ome" (open microscopy environment) with the text "open microscopy environment" underneath it. The logo consists of the letters "ome" in a stylized font, with the "o" in red, "m" in green, and "e" in blue, and a colorful, pixelated trail behind them. Below the logo, the text "open microscopy environment" is written in a smaller, black, sans-serif font. The main form area contains four input fields, each with a label to its left: "Hostname" with the value "localhost", "Port" with the value "1099", "Login" with the value "root", and "Password" with the value "\*\*\*\*\*". Each input field is a simple white box with a thin gray border. Below the input fields, there is a "Connect" button with a gray background and black text. At the bottom of the page, there is a small line of text: "All material ©2007 OMERO Team".

**Figure 4.1-1 : Login Form**

### NB

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

## 4.2. How to manage users?

To manage users:

Click on the **Scientists** button in the toolbar to display the list of existing users. (see [Figure 4.2-1](#)) You can then perform various **Actions** (see [Section 4.3](#) and [Section 4.4](#))




**Figure 4.2-1 : List of Users**





### 4.3. How to add a new user?

To add a new user,

1. Click on the **Scientists** button in the toolbar to display the list of existing users (see [Figure 4.2-1](#)).
2. Click on the **Add new Scientist** button  .

Then enter the following required information:

- Enter a login name identifying the new user: field **Username** .
- Enter the user's first name: field **First Name** .
- Enter the user's last name: field **Last Name** .

Additional optional information can be entered:

- The user's middle name: field **Middle Name** .
- The user's e-mail address: field **Email** .
- The institution the user is a member of: field **Institution** . Select **Save** to confirm.

**NB**

To be a valid email address, you need to enter a string including the following characters @ for at and . for dot.

**NB**

The Default group should be one of the groups the user is a member of. If not specified, the newly created user is added to the internal default group.

If you want the user to be an administrator, tick the **Administrator** box.



The screenshot displays the OME (Open Microscopy Environment) webadmin interface. At the top left is the OME logo with the text 'open microscopy environment'. A navigation bar contains links for 'Drive Space', 'Scientists', 'Groups', 'My Account', and 'Logout'. The user is logged in as 'root!', indicated by the text 'Hello root!' on the right. The main section is titled 'Add New Scientist' and contains a form with the following fields:

- Username: user1
- First name: Example
- Middle name: (empty)
- Last name: User
- Email: user@example.com
- Institution: Example, LLC.
- Administrator: ☐
- Active: ☒
- Default group: default (selected from a dropdown menu)
- Other groups: A list box showing 'system' and 'default'.

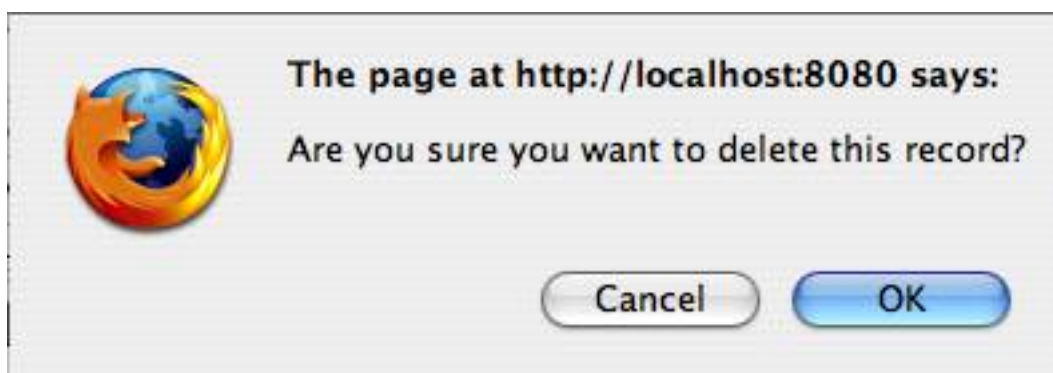
A 'Save' button is located at the bottom left of the form. At the bottom of the page, a footer reads 'All material ©2007 OME Team'.

Figure 4.3-1 : Create a new user

#### 4.4. How to delete a user?


From the **Scientists** page, click on the **Delete** button  found in the **Actions** column on the left-end side of the page.

Before deleting definitely the user, an alert window is brought up on screen for confirmation (see [Figure 4.4-1](#))



**Figure 4.4-1 : Alert window**

## 4.5. How to edit an existing user?

From the **Scientists** page (see [Section 4.2](#)), click on the **Edit** button  in the **Actions** column.

Then modify the following required information:

- Edit the user's first name: field **First Name** .
- Edit the user's last name: field **Last Name** .

Additional optional information can be updated:

- Edit the user's middle name: field **Middle Name** .
- Edit the user's e-mail address: field **Email** .
- Edit the institution the user is a member of: field **Institution** . Select **Save** to confirm.

### NB

Modifying the username of a given user is possible if only if the new username is not already used.

### NB

To be a valid email address, you need to enter a string including the following characters @ for at and . for dot.

**ome**  
open microscopy environment

Drive Space Scientists Groups My Account Logout

Hello root!

### Edit Scientist

Username	<input type="text" value="user1"/>
First name	<input type="text" value="Example"/>
Middle name	<input type="text"/>
Last name	<input type="text" value="User"/>
Email	<input type="text" value="user@example.com"/>
Institution	<input type="text" value="Example, LLC."/>
Administrator	<input type="checkbox"/>
Active	<input checked="" type="checkbox"/>
Default group	<input type="text" value="default"/>
Other groups	<div><div>system</div><div>default</div></div>

All material ©2007 OMERO Team

Figure 4.5-1 : Edit an existing user

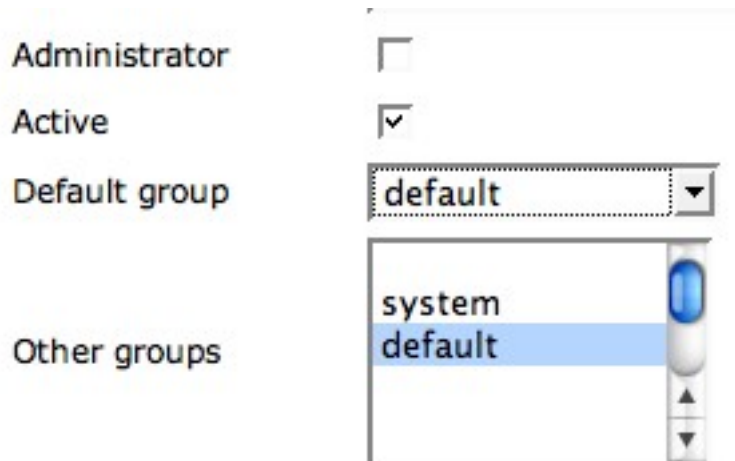
## 4.6. How to deactivate an account?

To deactivate an account, you need to uncheck the **Active box** (see [Figure 4.5-1](#)). The user will no longer be able to connect to the OMERO server but the account is **not deleted** from the system.

#### 4.7. How to modify the list of groups the user belongs to?

A user can belong to more than one group, The list **Other groups** displays a collection of existing groups (see [Figure 4.7-1](#)).

From the **Edit User** page, select groups (multi or single selection) from the **Other groups** list, you want the user to be a member of.



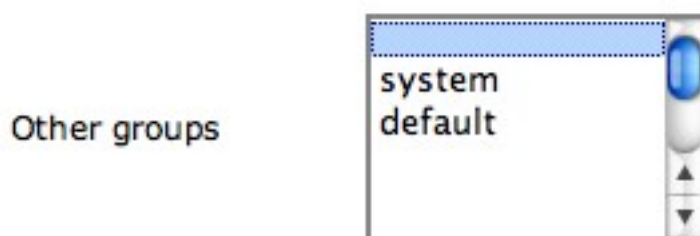
The screenshot shows a portion of a web form for editing a user. On the left, there are four labels: 'Administrator', 'Active', 'Default group', and 'Other groups'. To the right of these labels are the corresponding input controls. 'Administrator' has an unchecked checkbox. 'Active' has a checked checkbox. 'Default group' has a dropdown menu with 'default' selected. 'Other groups' has a multi-select list box containing 'system' and 'default', with 'default' currently selected and highlighted in blue. The list box has a scrollbar on the right side.

**Figure 4.7-1** : Change user groups.



#### 4.8. How to delete group(s) a user is a member of?

From the **Edit User** page, select the **Blank** item from the from the **Other groups** list to remove the user from the groups is a member of.



**Figure 4.8-1 : Delete user from group.**

## 4.9. How to manage groups?

Click on the **Groups** button in the toolbar to display the list of existing groups. (see [Figure 4.9-1](#)) You can then perform various **Actions** (see [Section 4.3](#) and [Section 4.4](#))




**Figure 4.9-1 : List of groups.**



#### 4.10. How to add new group?

To add a new group:

1. Click on the **Groups** button in the toolbar to display the list of existing groups. (see [Figure 4.9-1](#)).
2. Click on the **Add new group** button  .

Then enter the following information:

- The name of the group: field **Group name** .
- The description of the group (optional): field **Description** .
- Select **Save** to confirm.




The screenshot displays the OME (Open Microscopy Environment) webadmin interface. At the top left is the OME logo with the text 'open microscopy environment' below it. A navigation bar at the top contains links: 'Drive Space', 'Scientists', 'Groups', 'My Account', and 'Logout'. On the right side of the page, it says 'Hello root!'. The main content area is titled 'Add new group'. It contains two input fields: 'Group name' with the value 'Group1' and 'Description' with the value 'description'. Below these fields is a 'Save' button. At the bottom of the page, there is a small copyright notice: 'All material ©2007 OME Team'.

**Figure 4.10-1 : Add new group.**

#### 4.11. How to delete a group?

The actual version of the system **does not** allow to delete a group.

## 4.12. How to edit a group?

From the **Groups** page (see [Section 4.9](#)), click on the **Edit** button  in the **Actions** column.

Then modify the following information:

- The name of the group: field **Group name** .
- The description of the group (optional): field **Description** .
- Select **Save** to confirm.

ome  
open microscopy environment

Drive Space Scientists Groups My Account Logout

Hello root!

### Edit group

Group name


Description

All material ©2007 OMERO Team



**Figure 4.12-1 : Edit group.**



### 4.13. How to manage users within a group?

From the **Groups** page (see [Section 4.9](#)), to manage users within the selected group, click on the **Edit users in group** button  in the **Actions** column, .

You can now add or remove users from a group e.g. `system` (see [Section 4.13](#))

- To add users: Select the users displayed in the left-hand pane and click on 
- To delete users: Select the users displayed in the right-hand pane and click on 

The \* displayed next to the user's name indicates that the currently selected group e.g. `system` is the default group of the user. In that case, it is **not possible** to delete the user from the group.

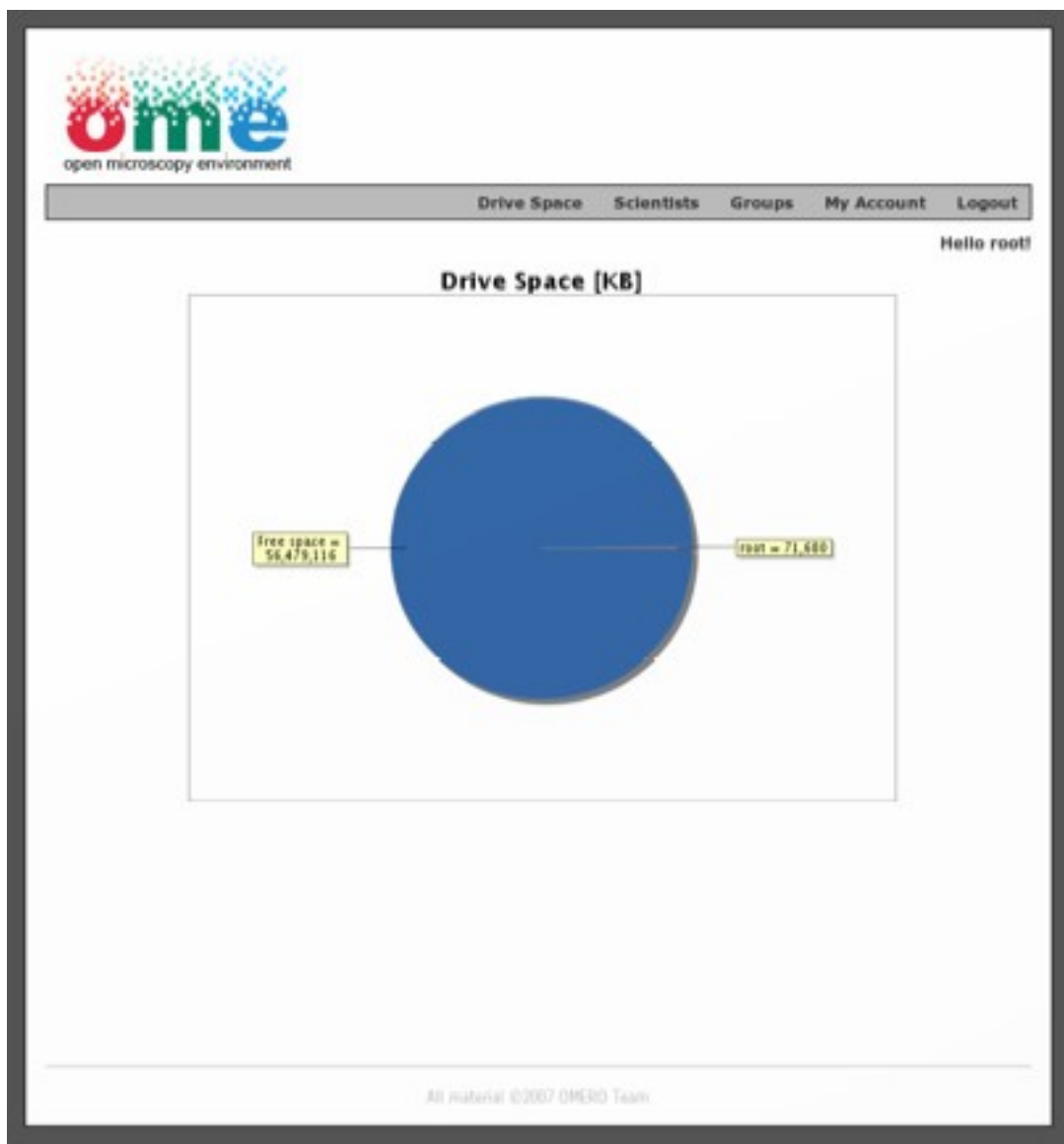


**Figure 4.13-1 : Manage users within a group.**

#### 4.14. How to manage drive space?

Click on the **Drive Space** button in the toolbar to display a graphical representation of the space currently available.

The graphics presents the space used by the number of users defined the **topTenValue** (see [Section 3](#)) i.e. the number of users using most of the drive space.



**Figure 4.14-1 : Drive space**

