

Project: [Open Microscopy Environment](#)

Author: [Aleksandra Tarkowska](#)

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OMERO.webadmin User Guide



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1. Introduction

This document provides a brief guide to the Beta 2.2 version of the OMERO.webadmin software, released for general use in October 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 4 - 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

This section contains the meaning of some terms frequently used in this document.

- **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. Technical background and configuration.

Web Admin is the basic application which allows managing users and groups in Omero server. WebAdmin was build by the JavaServer Faces (JSF), which is a Java technology-based Web application framework that simplifies the development of user interfaces for Java EE applications. Unlike to other traditional request-driven Model-View-Controller web frameworks, JSF uses a component-based approach. The state of UI components are saved when the client requests a new page and then they are restored when the request is returned. Out of the box, JSF uses JavaServer Pages for its display technology, but JSF can also accommodate other display technologies. JSF includes:

- A set of APIs for representing user interface components and managing their state, handling events and input validation, converting values, defining page navigation, and supporting internationalization and accessibility.
- A default set of user interface components.
- A server-side event model.
- State management.
- Managed Beans (JavaBeans created with dependency injection).

The list below presents the files that can be configured.

- **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 4.15](#)). The default value is **10**.
 - d. **usersListsDir** : path where the intermediary files will be stored with users' details (see [Section 4.5](#)). The default value is **/Users/tmp/UsersLists**. (**WARNING**: if you change this dir please, remember to change **uploadRepositoryPath** The default value is **/Users/tmp**).
- **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** - sets the parameter **ome.admin.bundle.messages** to specify the language used, which supporting internationalization and accessibility (default language: en, supported: de, nl, fr, sp, it, pl, ect.). (**WARNING**: For adding new language needs to be duplicated the tag: `<supported-locale>lang</supported-locale>` and creates the new file under **/WebAdmin/src/omero/admin/bundle/** with specified name: **messages_LANG.properties** and context with translated sentences)
- **message.properties** - defines the internationalization context.

To build the application from your IDE you need to run build.xml. Every changes needs to rebuild the application.

To start the tool, use your favorite web browser and enter the following link:

<http://hostname:port/WebAdmin/>

4. How to do ...?

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 add list new users in the one time?](#)
- 4.5.[How to delete a user?](#)
- 4.6.[How to edit an existing user's details?](#)
- 4.7.[How to deactivate an account?](#)
- 4.8.[How to modify the list of groups the user belongs to?](#)
- 4.9.[How to set user as administrator?](#)
- 4.10.[How to manage groups?](#)
- 4.11.[How to add new group?](#)
- 4.12.[How to delete a group?](#)
- 4.13.[How to edit a group?](#)
- 4.14.[How to manage users within a group?](#)
- 4.15.[How to manage drive space?](#)
- 4.16.[How to manage my account?](#)

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** .

for more details about fields see [Section 3](#) or [Section 2](#) .



Figure 4.1-1 : Login Form

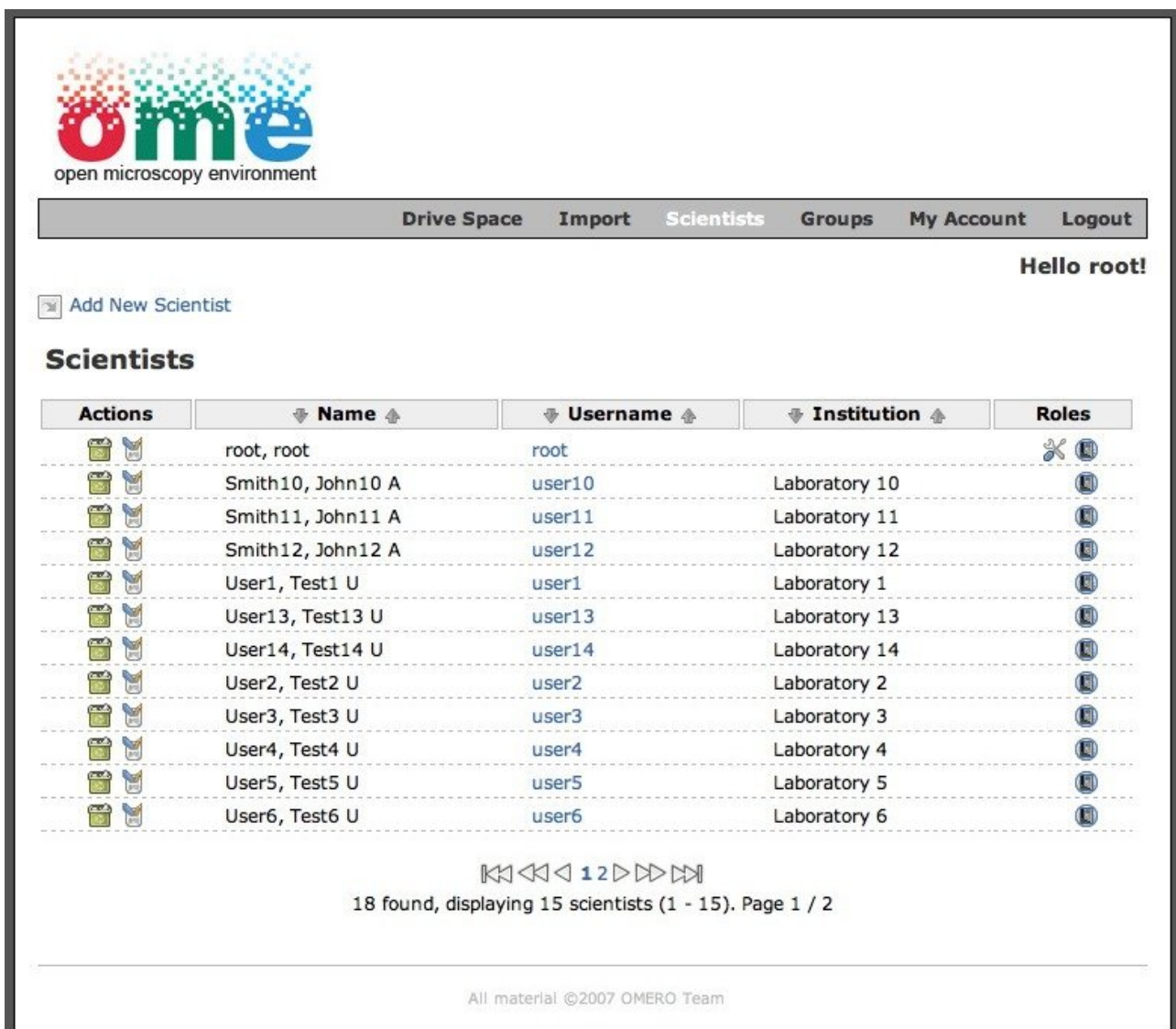
NB

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** :

- add a new user (see [Section 4.3](#)),
- import many users from external source (see [Section 4.4](#)),
- delete a user ([Section 4.5](#)),
- edit user (see [Section 4.6](#)).



The screenshot shows the OMERO.webadmin interface. At the top is the OMERO logo and the text "open microscopy environment". Below this is a navigation bar with buttons: Drive Space, Import, Scientists (selected), Groups, My Account, and Logout. A greeting "Hello root!" is displayed on the right. On the left, there is a link "Add New Scientist". The main content area is titled "Scientists" and contains a table with columns: Actions, Name, Username, Institution, and Roles. The table lists 15 users, with the first row being "root, root" and the others being test users. At the bottom of the table, there is a pagination control showing "18 found, displaying 15 scientists (1 - 15). Page 1 / 2".

Actions	Name	Username	Institution	Roles
 	root, root	root		 
 	Smith10, John10 A	user10	Laboratory 10	
 	Smith11, John11 A	user11	Laboratory 11	
 	Smith12, John12 A	user12	Laboratory 12	
 	User1, Test1 U	user1	Laboratory 1	
 	User13, Test13 U	user13	Laboratory 13	
 	User14, Test14 U	user14	Laboratory 14	
 	User2, Test2 U	user2	Laboratory 2	
 	User3, Test3 U	user3	Laboratory 3	
 	User4, Test4 U	user4	Laboratory 4	
 	User5, Test5 U	user5	Laboratory 5	
 	User6, Test6 U	user6	Laboratory 6	

18 found, displaying 15 scientists (1 - 15). Page 1 / 2

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Figure 4.2-1 : List of Users

Under the table will appear the data scroller if the list includes more than fifteen users. Arrows or numbers are links and allows you to switch between pages

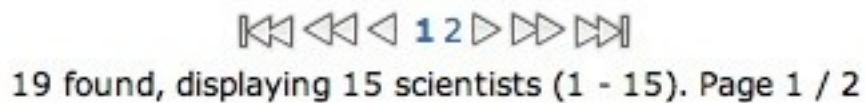



Figure 4.2-2 : List of Users

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.

If you want the user to be an active user (user can log in to the application), tick the **Active** box.



open microscopy environment

Drive Space Import **Scientists** Groups My Account Logout

Hello root!

Add New Scientist

Username*

First name*

Middle name

Last name*

Email*

Institution

Administrator ☐

Active ☒

Default group*

Other groups

- default
- group2
- group1
- group3
- group4

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Figure 4.3-1 : Create a new user

4.4. How to add list new users in the one time?


The different possibility to add new users is to add them from an additional source. For this reason should be prepared file with user's details. At the moment there is possibility to import only XLS (Excel) and CSV files.

Example Microsoft Excel file please, find [here](#) (see [Figure 4.4-1](#)).

	A	B	C	D	E	F	
1	Omename	FirstName	Middlename	Lastname	Email	Institution	
2	user1	John	A	Smith1	j.smith@email.com	Laboratory 1	
3							
4							

Figure 4.4-1 : Example content of file.

To add new users click on the **Import** button in the toolbar to display the list of existing users (see [Figure 4.2-1](#)).

Click on the **Upload new File** button  . Chose the file from harddrive with using **Browser** button and click **Import** (see [Figure 4.4-2](#))

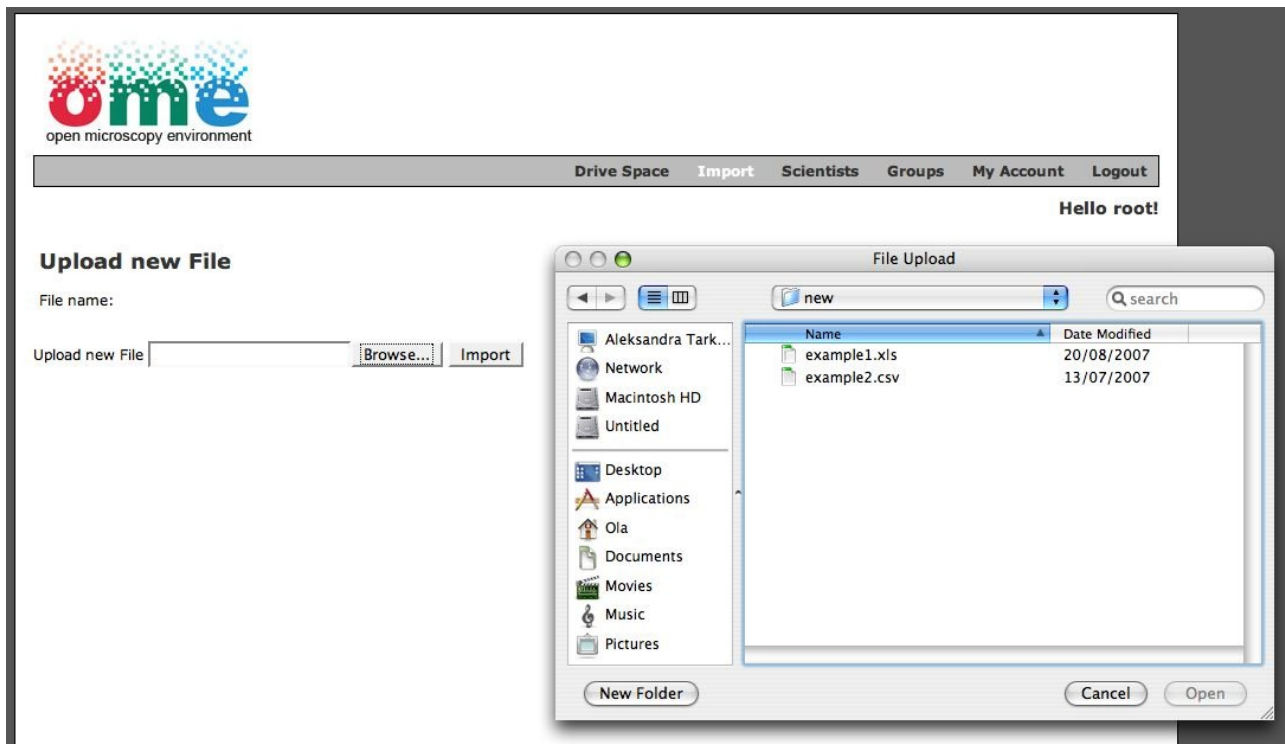



Figure 4.4-2 : Import file from the hard drive.

For keeping uploaded files each of them is stored on the hard drive under the **OmeName** directory on the path **/Users/tmp/UsersLists**. Each user is recognized by the icon . The name includes date when file was uploaded.

If file has been uploaded, click to select the file under the branch (see [Figure 4.4-3](#)).

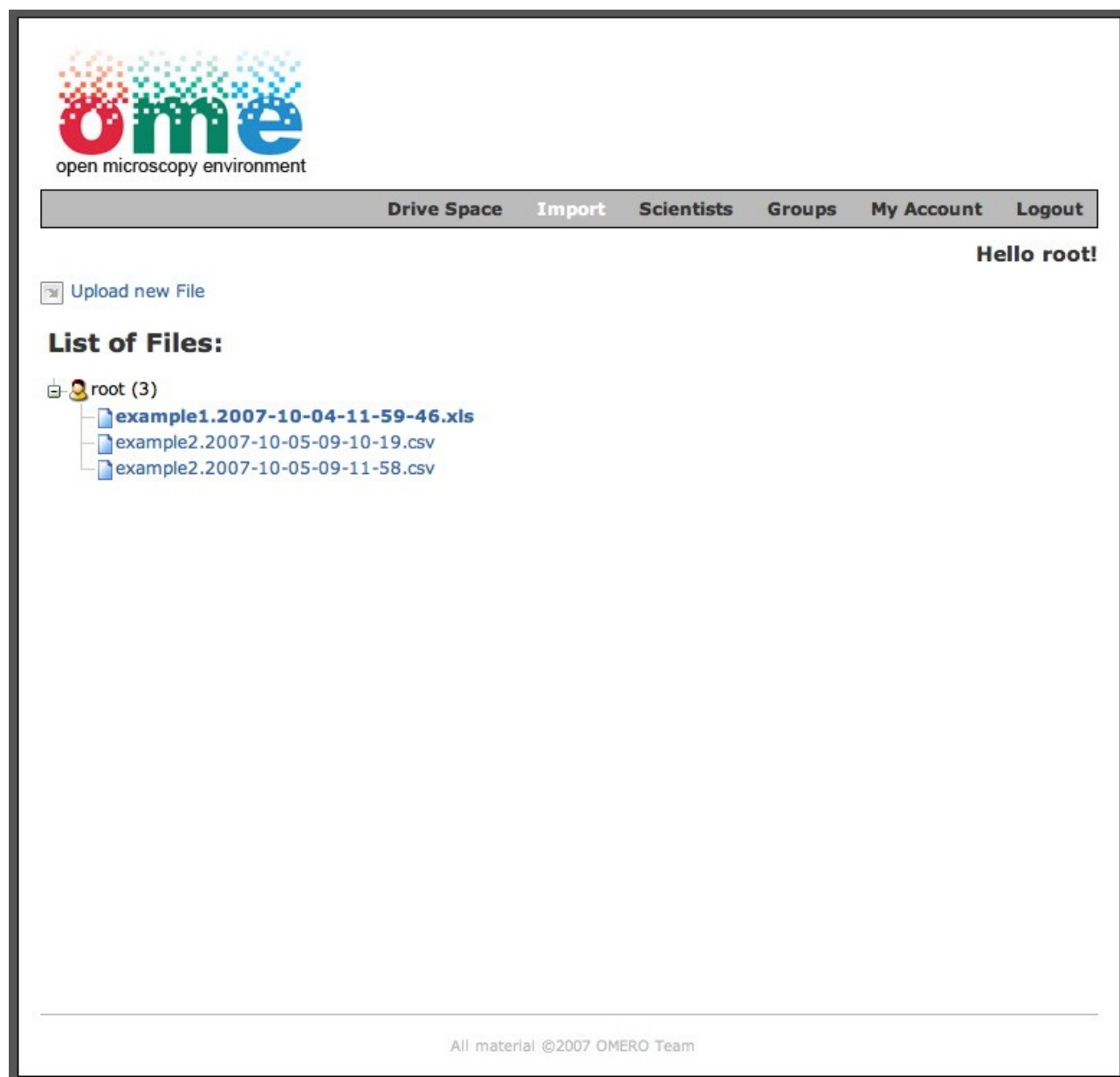



Figure 4.4-3 : Choosing the file.

Recognized users will appear in a table (see [Figure 4.4-4](#))



[Drive Space](#)
[Import](#)
[Scientists](#)
[Groups](#)
[My Account](#)
[Logout](#)

Hello root!

Import scientist from file

/Users/tmp/UsersLists/root/example1.2007-10-04-11-59-46.xls

Username	Name	Email	Institution	Actions
user1	Smith1, John A	j.smith@email.com	Laboratory 1	
user2	Smith2, John2 A	j.smith2@email.com	Laboratory 2	
user3	Smith3, John3 A	j.smith3@email.com	Laboratory 3	
user4	Smith4, John4 A	j.smith4@email.com	Laboratory 4	
user5	Smith5, John5 A	j.smith5@email.com	Laboratory 5	
user6	Smith6, John6 A	j.smith6@email.com	Laboratory 6	
user7	Smith7, John7 A	j.smith7@email.com	Laboratory 7	
user8	Smith8, John8 A	j.smith8@email.com	Laboratory 8	
user9	Smith9, John9 A	j.smith9@email.com	Laboratory 9	
user10	Smith10, John10 A	j.smith10@email.com	Laboratory 10	<input checked="" type="checkbox"/>
user11	Smith11, John11 A	j.smith11@email.com	Laboratory 11	<input checked="" type="checkbox"/>
user12	Smith12, John12 A	j.smith12@email.com	Laboratory 12	<input checked="" type="checkbox"/>

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Figure 4.4-4 : Recognized users from external source.

NB

The **Actions** column includes checkboxes that allow us to specify which of users should be imported. If user has empty field it means that the user with this username or email address exists in the database.

Click in the Actions column to select users to import. Select the import button. If the Import is successful the display will return to the Import page (see [Figure 4.4-2](#)) with message.

4.5. How to delete a user?

In the **Scientists** page (see [Figure 4.2-1](#)), click on the **Delete** button , for the user you wish to remove, found in the **Actions** column on the left-end side of the page.

An alert window is brought up on screen for confirm his action (see [Figure 4.5-1](#))

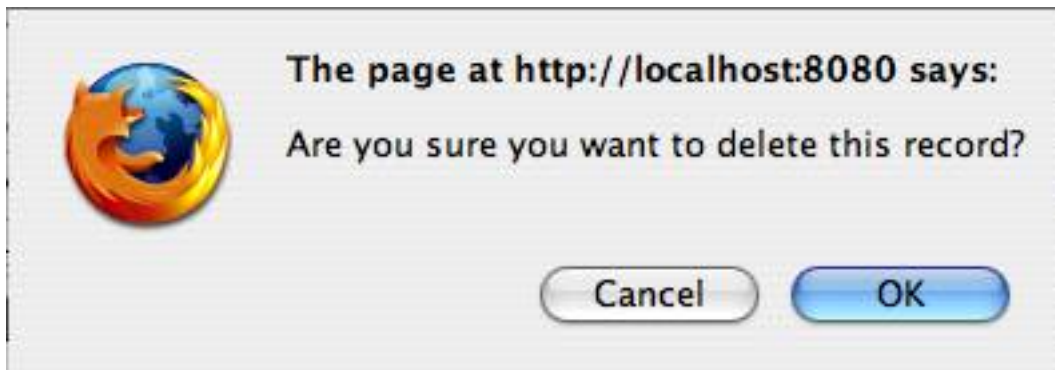



Figure 4.5-1 : Alert window

4.6. How to edit an existing user's details?

From the **Scientists** page (see [Figure 4.2-1](#)), 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.

The screenshot shows the OMERO webadmin interface. At the top left is the OMERO logo with the text 'open microscopy environment'. A navigation bar contains links: Drive Space, Import, Scientists, Groups, My Account, and Logout. A greeting 'Hello root!' is on the right. The main section is titled 'Edit Scientist'. It contains a form with the following fields: Username* (text input with 'user1'), First name* (text input with 'Test1'), Middle name (text input with 'U'), Last name* (text input with 'User1'), Email* (text input with 't.user1@email.com'), Institution (text input with 'Laboratory 1'), Administrator (checkbox, unchecked), Active (checkbox, checked), Default group* (dropdown menu showing 'group1'), and Other groups (multi-select dropdown menu showing 'default', 'group2', 'group1', 'group3', 'group4'). Below the form is a 'Save' button and a 'Change Password' link. At the bottom, a footer states 'All material ©2007 OMERO Team'.

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Drive Space Import Scientists Groups My Account Logout

Hello root!

Edit Scientist

Username*

First name*

Middle name

Last name*

Email*

Institution

Administrator ☐

Active ☒

Default group*

Other groups

default

group2

group1

group3


group4

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Figure 4.6-1 : Edit an existing user

Roles and groups information:

- Edit **Active** parameter to allow to log in to the system (see [Section 4.7](#)).
- Edit **Administrator** parameter to allow log in to the system as administrator (see [Section 4.9](#)).
- Edit **Default Group** .
- Edit **Other Groups** multi selection (see [Section 4.8](#)).

This section allows a user's password to be changed. For changing password click on the **Change password** button  .

NB

If user is authenticated by LDAP server it is not possibility to change the password form the WebAdmin. This link will not appear.

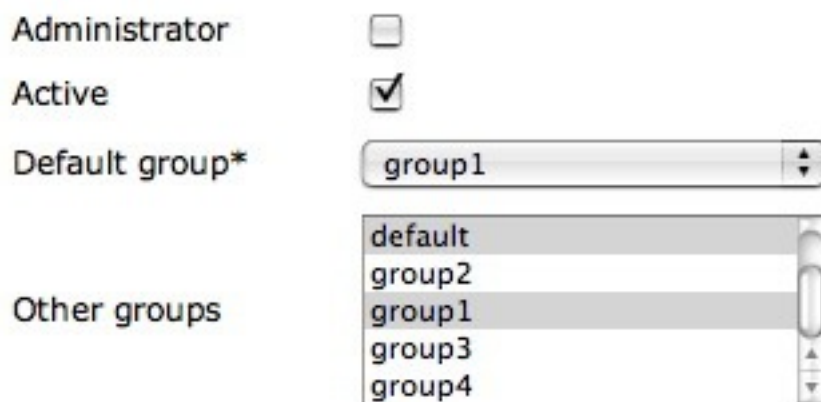
4.7. How to deactivate an account?

To deactivate an account, you need to uncheck the **Active box** (see [Figure 4.6-1](#)). The user will no longer be able to connect to the OMERO server but the account is **not deleted** from the system.

4.8. How to modify the list of groups the user belongs to?

A user can belong to more than one group. How create a group you can find on section [Section 4.11](#). The list **Other groups** displays a collection of existing groups (see [Figure 4.8-1](#)).

From the **Edit User** page, select groups (single or multi selection - multi selection can be done by **SHIFT** or **CTRL** key) from the **Other groups** list, you want the user to be a member of.

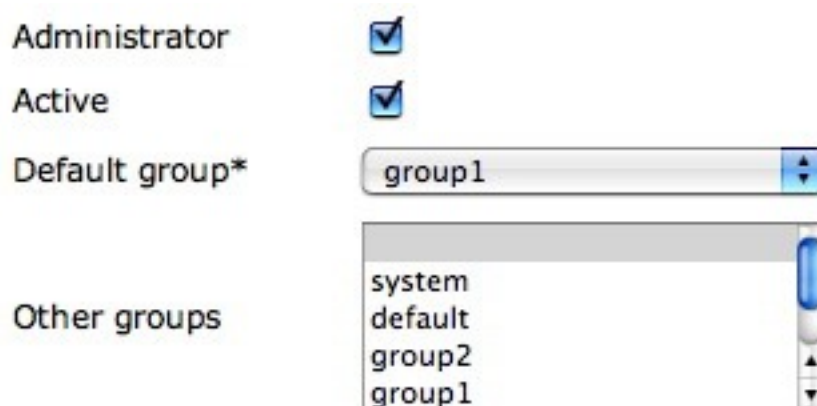


The screenshot shows the 'Edit User' interface with the following elements:

- Administrator**: ☐
- Active**: ☒
- Default group***: A dropdown menu showing 'group1'.
- Other groups**: A list box containing 'default', 'group2', 'group1', 'group3', and 'group4'. 'group1' is currently selected.

Figure 4.8-1 : Change user groups.

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



The screenshot shows the 'Edit User' interface with the following elements:

- Administrator**: ☒
- Active**: ☒
- Default group***: A dropdown menu showing 'group1'.
- Other groups**: A list box containing 'system', 'default', 'group2', and 'group1'. 'system' is currently selected.

Figure 4.8-2 : Delete user from group.

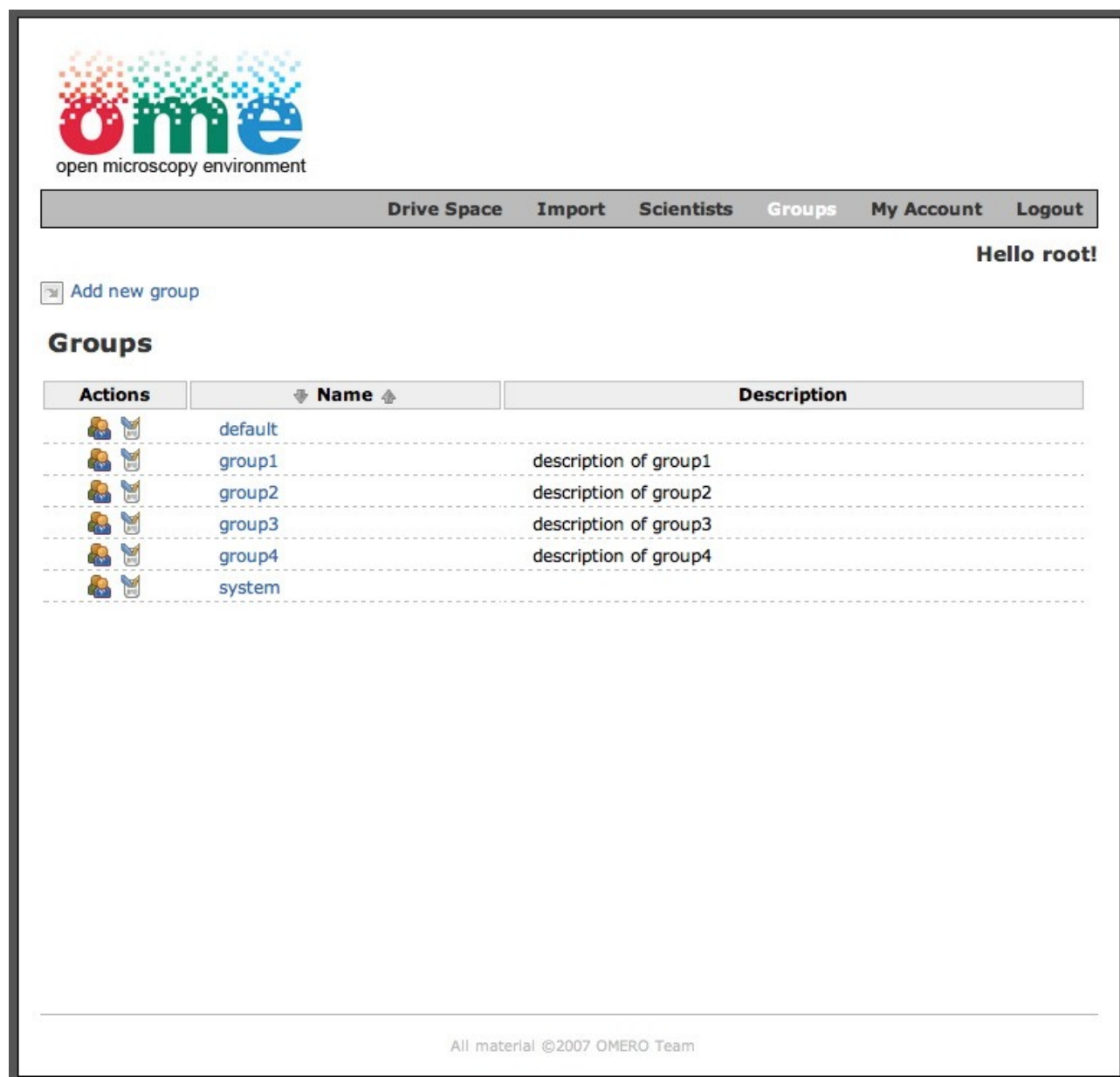
4.9. How to set user as administrator?

To change an account to administration role, you need to check the **Administration box** (see [Figure 4.6-1](#)). This will enable the user to connect to the OMERO server as administrator and have access to whole functionality.

4.10. How to manage groups?

Click on the **Groups** button in the toolbar to display the list of existing groups (see [Figure 4.10-1](#)) You can then perform various **Actions** :

- add new group (see [Section 4.11](#)),
- delete group ([Section 4.12](#))
- edit groups (see [Section 4.13](#)),
- edit users in the groups (see [Section 4.14](#)),









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Drive Space Import Scientists **Groups** My Account Logout

Hello root!

[Add new group](#)

Groups


Actions	Name	Description
	default	
	group1	description of group1
	group2	description of group2
	group3	description of group3
	group4	description of group4
	system	

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Figure 4.10-1 : List of groups.

4.11. 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.

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Drive Space Import Scientists **Groups** My Account Logout

Hello root!

Add new group

Group name*

Description


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Figure 4.11-1 : Add new group.

4.12. How to delete a group?

The current version of the system **does not** allow to deletion of a group.

4.13. How to edit a group?

From the **Groups** page (see [Section 4.10](#)), 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.

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Drive Space Import Scientists **Groups** My Account Logout

Hello root!

Edit group


Group name*

Description



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Figure 4.13-1 : Edit group.

4.14. How to manage users within a group?

From the **Groups** page (see [Section 4.10](#)), 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`.

- 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 unless the user's default group is changed.

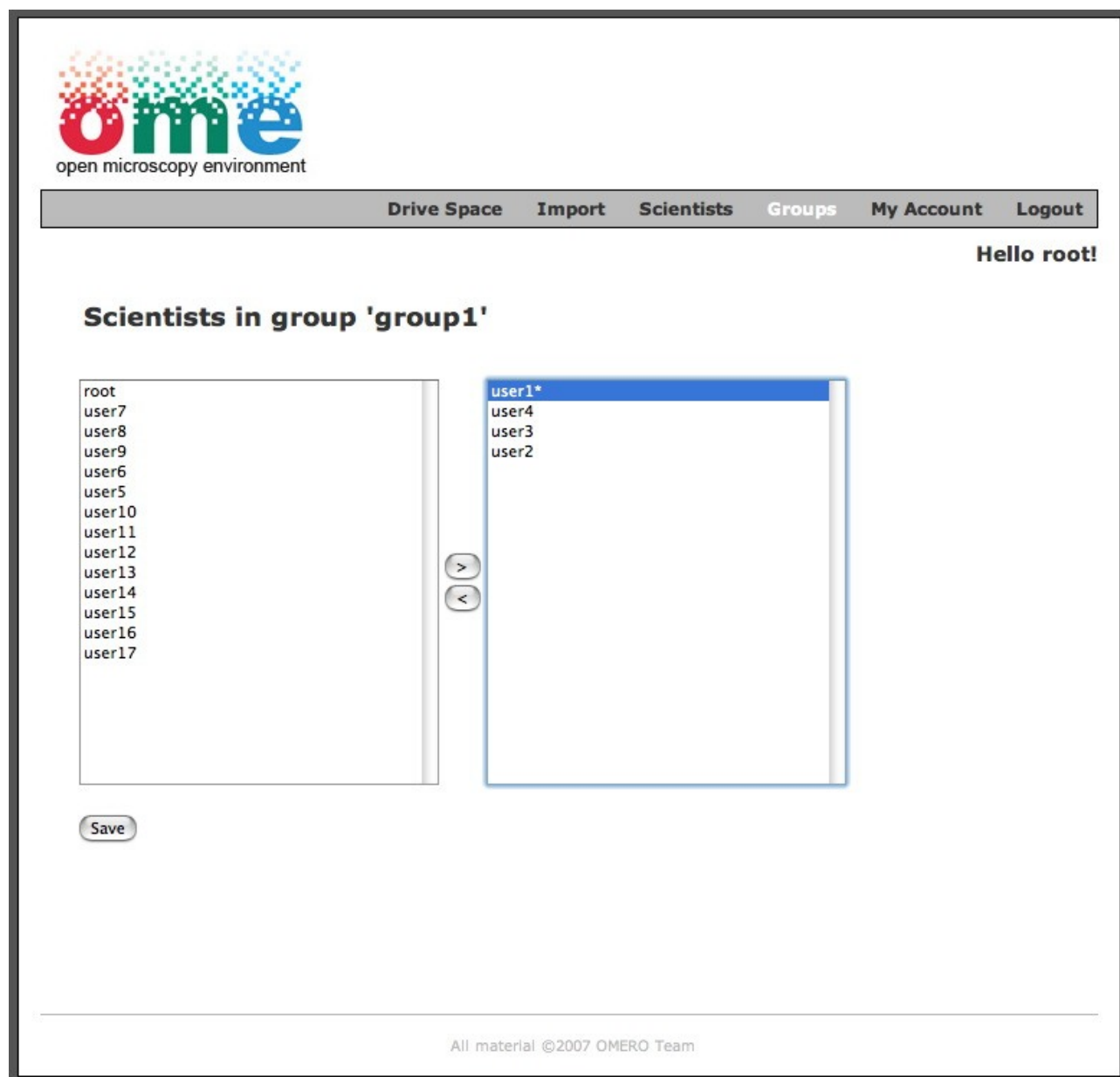


Figure 4.14-1 : Manage users within a group.

4.15. 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.

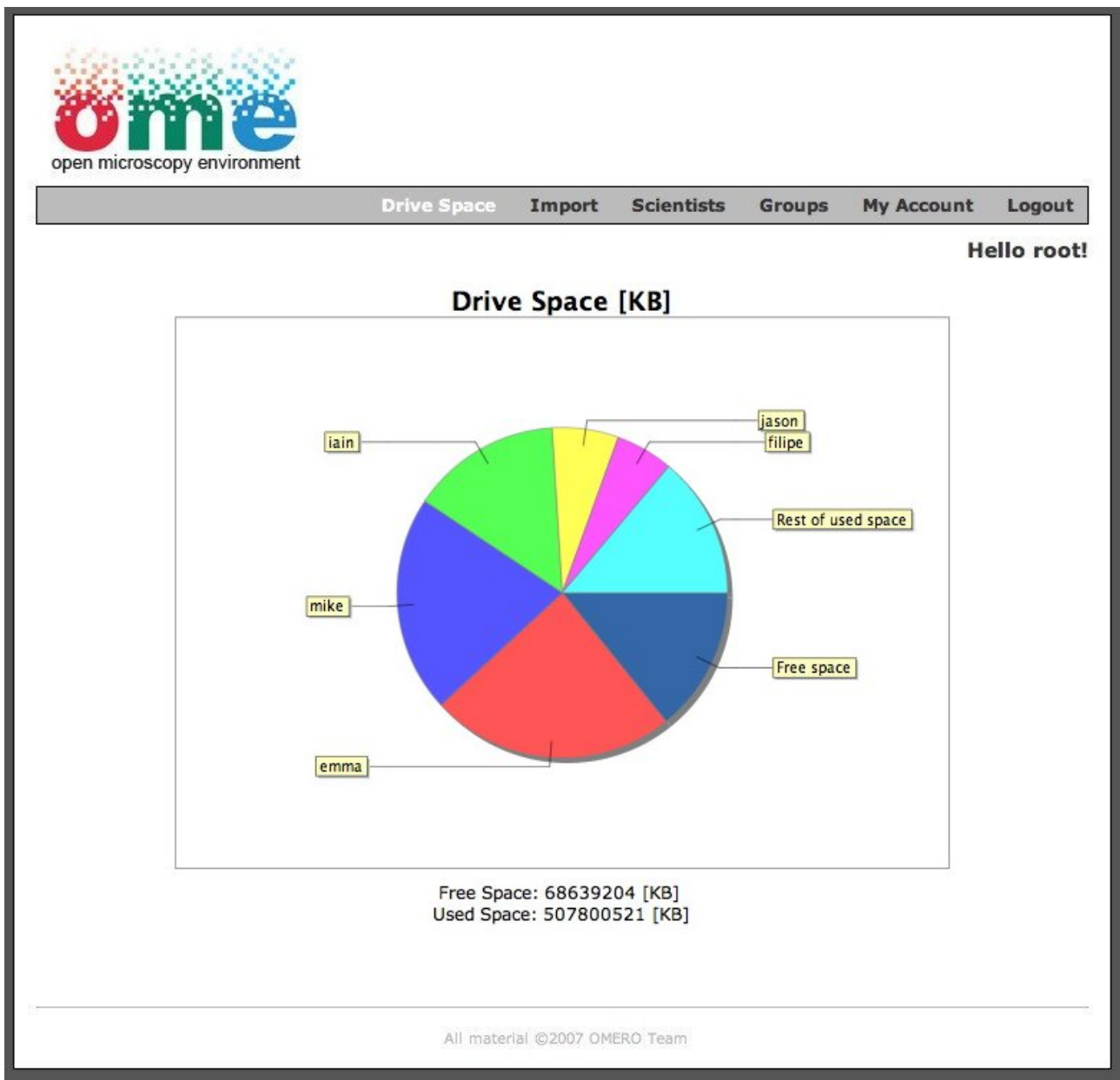


Figure 4.15-1 : Drive space

4.16. How to manage my account?

When user logs in with **USER permission** he/she can change his/her details and default group. The user can 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:

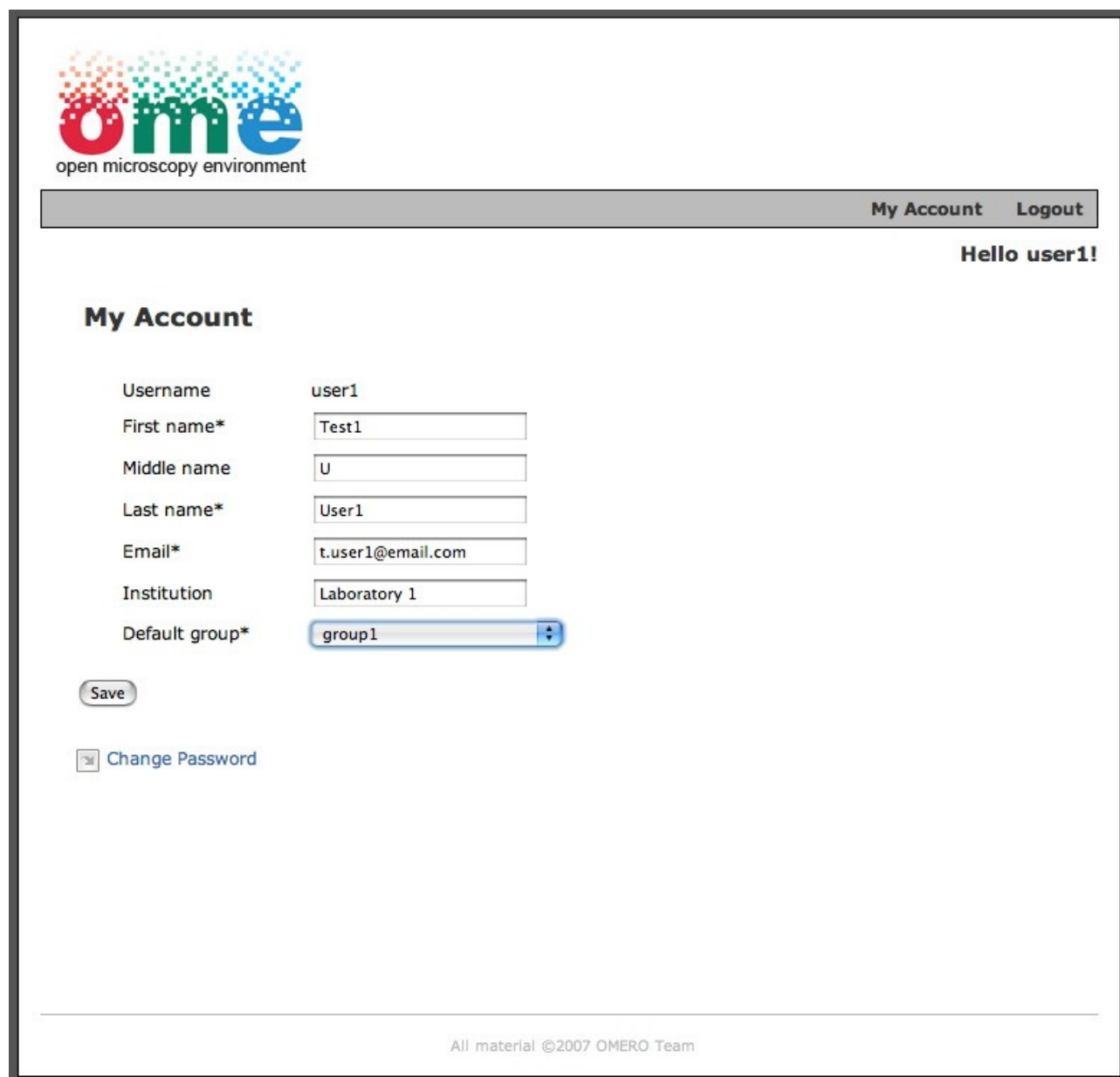
- Edit the user's middle name: field **Middle Name** .
- Edit the user's e-mail address: field **Email** .
- Edit the institution the user is a member of: field **Institution** .
- Select **Save** to confirm.

NB

Modifying the username of a given user is not possible.

NB

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




The screenshot shows the OMERO webadmin interface. At the top left is the OMERO logo with the text "open microscopy environment". To the right, there are links for "My Account" and "Logout". Below these links, a greeting "Hello user1!" is displayed. The main section is titled "My Account" and contains a form for editing user details. The form fields are as follows:

Field Label	Value
Username	user1
First name*	Test1
Middle name	U
Last name*	User1
Email*	t.user1@email.com
Institution	Laboratory 1
Default group*	group1

Below the form fields, there is a "Save" button and a link labeled "Change Password" with a small icon to its left. At the bottom of the page, a footer line reads "All material ©2007 OMERO Team".

Figure 4.16-1 : Edit an existing user

This section allows to change their password as well. For changing password click on the **Change password** button  .

NB

If user is authenticated by LDAP server it is not possibility to change the password form the WebAdmin. This link will not appear.

5. Troubleshooting

The section contains a list of the most commonly problem solving. It is the systematic search for the source of a problem so that it can be solved. Troubleshooting is often a process of elimination - eliminating potential causes of a problem in OMERO.webadmin.

[5.1.What to do if I cannot log in?](#)

[5.2.What to do if I cannot change my password?](#)

5.1. What to do if I cannot log in?

The **Login** page gives the access to the application. If you cannot log in:

- check that CAPSLOCK on your keyboard is not on,
- be sure, that you use correct password,
- be sure that the server details are correct for the OMERO server you wish to connect to,
- ask administrator about activating your account.

5.2. What to do if I cannot change my password?

If user is authenticated by LDAP server there is no possibility to change the password from the WebAdmin. This link will not appear (see [Section 4.16](#)).

