The EGA Admin Tools

The purpose of this document is to provide a brief demonstration of the latest admin tools for creating, updating and searching user accounts. If you are a Data Access Committee administrator, and would like to gain access to these tools or if you have any queries or suggestions, please do not hesitate to contact our helpdesk at:

ega-helpdesk@ebi.ac.uk.

Accessing the EGA Admin Tools

To access the EGA Admin Tools you must log-on to the EGA website.
Creating user accounts

For this example, I will create accounts for 3 individuals. 2 of these individuals are affiliated with the same academic institute.

The application number is currently being stored internally at the EGA, but in the future you will be able to search using an application number.
Permissions set will apply to all usernames added on the previous screen and will be amended to usernames, which already exist. **Note that added permissions must be the same for ALL users.**

- **Set data access permissions**

- **Scroll down and Click ‘Next’**

- **Add global contact details to apply to all usernames**

- **Click on a username to add individual contact details**

- **Click ‘Next’**
If individual contact details are not provided, global contact details will be applied to all usernames.

What happens now?

All users will automatically be sent an email with their EGA log-in details, together with a link to EGA documentation on how to use their EGA account and contact details for the EGA Helpdesk.
Searching and updating individual user accounts

For this example, I will search for the recently created user account, example2@institute1.ac.uk. After checking current permissions, I will add further access permissions to the account.

The search is not case sensitive.

Click on ‘Search users’

Type in part or the whole username

Click on a username to query
Click here to view and edit data access permissions for this account

Current user permission are displayed here
**What happens now?**

The user will automatically receive an email letting them know that their EGA account has been updated.