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July 2022

# QIAGEN Digital Insights Admin Tool Quick Start Guide

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# Introduction

QIAGEN Digital Insights Admin Tool (QDIAT) is a platform that allows you to:

1. Manage your users and monitor your license(s)/sessions/usage
2. Single Sign-on (SSO) configuration

This platform manages the access to the following products

- HGMD – Human Genetic Mutation Database - <https://my.qiagendigitalinsights.com/bbp/>
- HSMD – Human Somatic Mutation Database - <https://my.qiagendigitalinsights.com/bbp/>
- COSMIC – Catalogue of Somatic Mutations in Cancer - <https://my.qiagendigitalinsights.com/bbp/>
- PGMD - PharmacoGenomic Mutation Database - <https://my.qiagendigitalinsights.com/bbp/>
- ANNOVAR - <https://my.qiagendigitalinsights.com/bbp/>
- Genome Trax™ - <https://my.qiagendigitalinsights.com/bbp/>
- QCI – QIAGEN Clinical Insights – <https://variants.ingenuity.com/qci>
- IPA – Ingenuity Pathway Analysis – <https://analysis.ingenuity.com/pa>

QDIAT allows you to look up which licenses users have within your organization, control access to products by adding or removing users, look up who is currently logged in, and monitor when licenses expire.

## Access to QDIAT

If you are a license coordinator for any of these products, log in at <https://apps.ingenuity.com/iat> with your username and password.

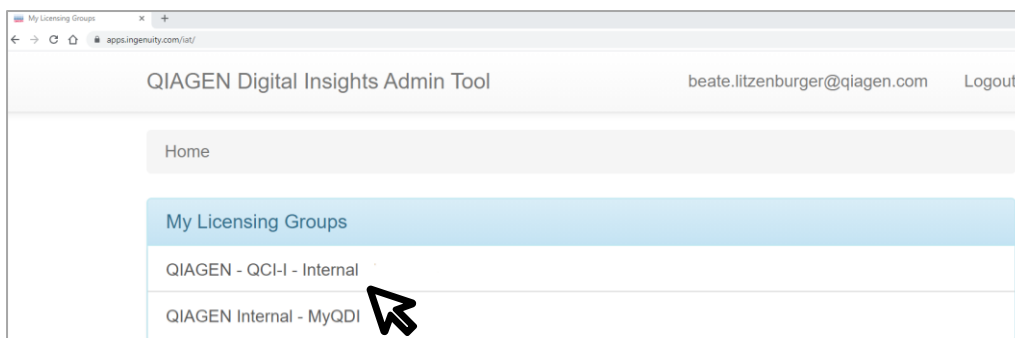
If you are the license coordinator and cannot access QDIAT please contact customer support via [TS-Bioinformatics@qiagen.com](mailto:TS-Bioinformatics@qiagen.com) and request a QDIAT license. Please note, a license to your

product can be managed by more than one administrator. If you wish to add/remove administrators, you must contact Customer Support. Administrators do not need to be members of the License Group (individual users that have access to a licensed product).

## How to use QDIAT

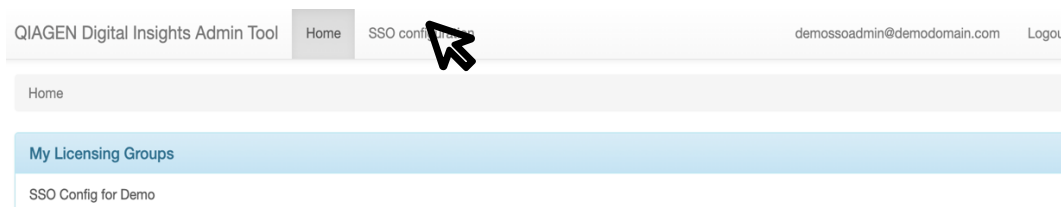
**License Administrator/License Coordinator:** this is the administrator at the institution who is authorized to make changes to the licenses/users.

Once logged in, QDIAT displays on the home page the list of active licensing groups. From here you can administer more than one product license. To do this, you will need to choose which license you want to access after you log into QDIAT. In the example shown below, the license administrator can manage two different licenses, and must select one before continuing.



**SSO Administrator:** this is typically the buyer's IT person who configures and manages the institutions single sign-on with QDI's product offerings. To configure SSO for your institution reach out to [TS-Bioinformatics@qiagen.com](mailto:TS-Bioinformatics@qiagen.com). We support multiple SSO Administrators.

The SSO Configuration tab allows the SSO Administrator to configure SSO for his/her company and to manage users by enabling/disabling the SSO process for them.



## User Management

In the *Users* tab for QDIAT you will find 3 sections; (1) Administrators, (2) Add New Users to Licensing Group, and (3) Users in Licensing Group. These sections are described in more detail below.

The screenshot shows the QIAGEN Digital Insights Admin Tool interface. At the top, there are tabs for 'Users', 'Licenses', and 'Sessions'. The user is logged in as 'beate.litzenburger@qiagen.com'. The main content area is divided into three sections:

- Add Users to Licensing Group (2):** This section contains a search bar with 'Search Users' and 'Create Account' buttons. Below it, there is a text input field for 'User account email address or addresses' and a 'Search' button.
- Administrators (1):** This section displays a table of administrators. The table has columns for 'Username' and 'Name'. The data is as follows:

Username	Name
anand.muthiah@qiagen.com	Anand Muthiah
andrea.hettig@qiagen.com	Andrea Hettig
beate.litzenburger@qiagen.com	Beate Litzenburger
- Users in Licensing Group (3):** This section displays a table of users in the licensing group. The table has columns for 'Username', 'Name', and 'Added Date'. The data is as follows:

Username	Name	Added Date
dmitrii.kamaev@qiagen.com	Dmitrii Kamaev	Aug 03 2021
nandha.pratama@qiagen.com	Nandha Pratama	Jul 29 2021
samuel.kim@qiagen.com	Samuel Kim	Jul 20 2021

### 1 Administrators

Displays a list of administrators that can manage the access of users to the product. This list is managed by Customer Support. If you wish to add/remove administrators, you must contact Customer Support via [TS-Bioinformatics@qiagen.com](mailto:TS-Bioinformatics@qiagen.com).

### 2 Add New Users to Licensing Group

It is possible that users within your organization possess licenses for other QIAGEN Digital Insights products and are already registered within the QIAGEN licensing system. If this is the case, you can simply search in the "Add User to Group" section to see if the user has an account, as shown below. Note that in the screenshot below the search is performed using the organizational email address.

**Add Users to Licensing Group**

Search User [Create Account](#)

Search and add existing accounts to the licensing group.

Dominic.John@qiagen.com

Enter one or more email addresses or search on one partial address.

**Search**

If the user exists within QIAGEN's licensing system a window will pop-up displaying the user details. You can then select the user to be added to this license group. Click on "Save Changes" to finalize the process and user will receive a "Welcome" email with a link to access this product.

**Add Users To Licensing Group**

Select the users that will be added to the licensing group **QIAGEN Internal - MyQDI**

Show  entries

<input type="checkbox"/>	Username	Name
<input checked="" type="checkbox"/>	dominic.john@qiagen.com	Dominic John

Showing 1 to 1 of 1 entries

Previous **1** Next

Cancel **Save Changes**

If the user is not found, you can create a user account for that user. To add a user to your license group, click on "Create Account", fill in the required information, and click "Add to License".

### Add Users to Licensing Group

[Search Users](#)

Create new account and add it to the licensing group.

**Institutional Email Address**

**First Name**

**Last Name**

**Institution or Company Name**

The license does not have a domain or the user's domain is not configured for SSO. Please select a value from autocomplete dropdown.

Enable SSO

When entering the Institution or Company name, suggestions will appear via autocomplete. Please try to use one of these names if applicable. If the institution or company is not listed, then type in the name.

Checking the *Enable SSO* checkbox will enable the account to login via the institution's Identity Provider. If the checkbox is in read-only mode, this means there is no SSO configured for your domain's institution.

After a moment, you will see a confirmation that the user was created and added to your license group. The user will then receive a "Welcome" email to activate account, set password and link to access this product.

Add Users to Licensing Group

The new account was successfully created and added to the licensing group. ✕

Create new account and add it to the licensing group.

**Institutional Email Address**

**First Name**

**Last Name**

### 3a Users in License Group

This section displays users in your license group for your product. The table is searchable by email, name, and the date they were added to the license. A filter can be applied to view only the users in the license group having SSO enabled.

If an account has SSO enabled then a key icon will be displayed near the username.

Users in Licensing Group

Show only users with SSO

Show  entries

<input type="checkbox"/>	Username	Name	Added Date
<input type="checkbox"/>	aaron.mandel@qiagen.com	Aaron Mandel	May 19 2020
<input type="checkbox"/>	aarthi.goverdhan@qiagen.com	Aarthi Goverdhan	Jun 25 2020
<input type="checkbox"/>	ads.cean@contractor.qiagen.com	Ads Cean	Mar 29 2021
<input type="checkbox"/>	adrienne.ning@qiagen.com	Adrienne Ning	Jun 25 2020
<input type="checkbox"/>	alison.darmon@qiagen.com	Allison Darmon	Jun 25 2020
<input type="checkbox"/>	anand.muthiah@qiagen.com	Anand Muthiah	Jun 25 2020

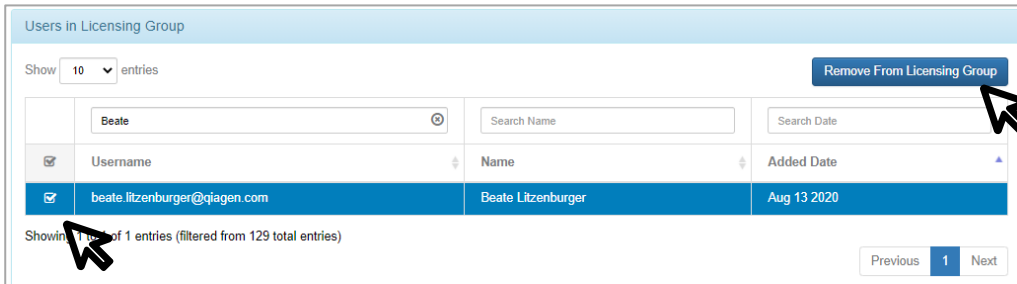
Showing 1 to 10 of 170 entries

Previous 1 2 3 4 5 ... 17 Next

### 3b Remove Users from License Group to End Access.

To remove users from your license, first check the box to the left of the member(s) you wish to remove and then click on the "Remove From Licensing Group" button.





Once you remove a user from a specific licensed product, any active session for that person is immediately terminated and he or she will not be able to access this specific product.

## License Management

The *Licenses* tab displays the start and end date of active license(s) for the license group.

QIAGEN Digital Insights Admin Tool   Users   Licenses   Sessions   beate.litzenburg

Home / QIAGEN Internal - MyQDI / Licenses

Licenses

Show 10 entries

License ID	Application Name	Activation Date	End Date	IP addresses	Domains
4378277	QIAGEN Digital Insights	Jan 01 2020	Jun 22 2025	-	contractor.qiagen.com ingenuity.com qiagen.com
7158277	QIAGEN Digital Insights	Jun 28 2021	Jun 27 2022	-	-
5668877	QIAGEN Digital Insights	Dec 31 2020	Dec 30 2021	-	-

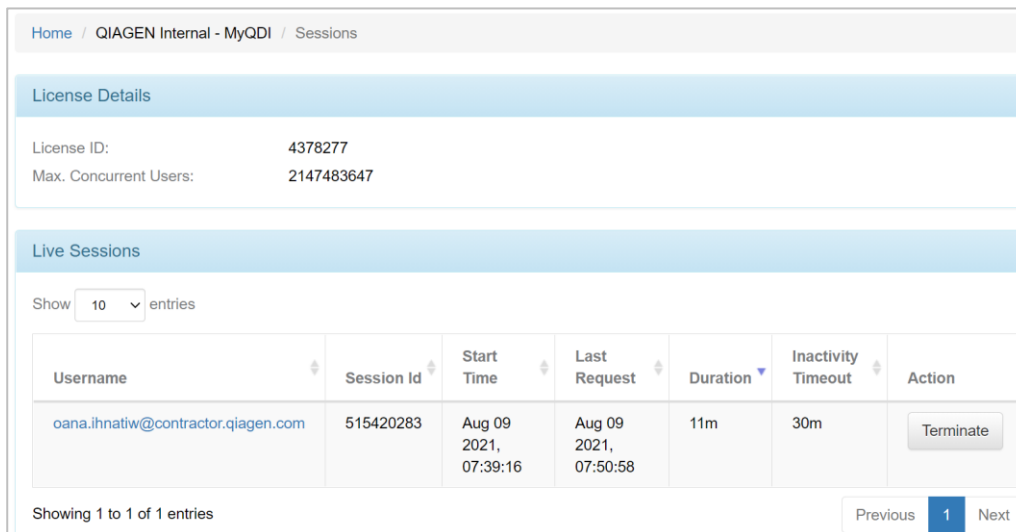
If the license restricts usage from specific IP addresses, those will be listed. Then all sessions on this license must originate from these IP addresses. This is the institutional/building IP address as seen by the rest of the world. This is not the IP address on the user's computer.

Please note, only users from the specified domains can use your license, which are the email domains belonging to the institution that bought the license (e.g. qiagen.com).

## Sessions

Viewing who is currently logged into your license group.

Go to the *Live Sessions* section, which provides a list of users who are currently logged into your license. You can see how long they have been using the license in the current session and you can terminate that session if necessary (see below). Note that all times listed are in the PST time zone.



Home / QIAGEN Internal - MyQDI / Sessions

**License Details**

License ID: 4378277  
Max. Concurrent Users: 2147483647

**Live Sessions**

Show 10 entries

Username	Session Id	Start Time	Last Request	Duration	Inactivity Timeout	Action
<a href="mailto:oana.ihnatiw@contractor.qiagen.com">oana.ihnatiw@contractor.qiagen.com</a>	515420283	Aug 09 2021, 07:39:16	Aug 09 2021, 07:50:58	11m	30m	Terminate

Showing 1 to 1 of 1 entries

Previous 1 Next

### Terminating an active session

In the *Live Sessions* section, you can click the terminate button to the right of the user whose session you wish to terminate. Please use this option only in urgent situations, as it will potentially interrupt the user's work. We recommend that you contact the user before terminating their session.

### Viewing failed sessions

The *Failed Sessions* section provides a list of users who could not use the application. It states the cause why the user could not access the application.

Failed Sessions						
Show 10 entries						
Username	User Id	Global Session Id	Application	Timestamp	Failure Cause	IP Address
tasim.banu@qiagen.com	432251	515373287	IAT	08/09/2021 04:07:03	NO_VALID_LICENSE_FOR_APP	106.200.247.139
haijin.lei@qiagen.com	340256	514426663	IAT	08/05/2021 21:51:00	NO_VALID_LICENSE_FOR_APP	58.63.130.168
haijin.lei@qiagen.com	340256	514162058	IAT	08/05/2021 05:37:40	NO_VALID_LICENSE_FOR_APP	58.33.58.146
haijin.lei@qiagen.com	340256	0	INGSSO	08/05/2021 05:37:29	PASSWORD_INVALID	58.33.58.146

## Usage Monitoring

The *usage* tab allows users to review the Dataset Upload limit and consumption associated with your license. This tab is divided into 2 sections that will be explained in more detail below.

**License Usage** 1

License ID: 957975  
 Application Name: Ingenuity Pathway Analysis  
 Activation Date: Oct 31 2017  
 End Date: Oct 28 2027

Show 10 entries

Feature Id	Feature Name	Feature Description	Feature Current Usage / Limit
2634	Dataset Upload	Dataset Upload	2 / 100

Showing 1 to 1 of 1 entries

Previous 1 Next

**User Usage for Dataset Upload** 2

User Id	Username	Name	Individual Usage
338747	testusageimitpauser3@qiagen.com	TestUsageLimitPAuser3@qiagen.com TestUsageLimitPAuser3@qiagen.com	2 / 100

Show 10 entries

Showing 1 to 1 of 1 entries

Previous 1 Next

### 1 License Usage

This section shows you the activation and end date of your IPA license. If your IPA license is limited by consumption, its usage is noted in the table. In the above example, the Group has a limit of 100 Dataset Uploads of which 2 have been consumed by some Group members.

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## ② User Usage for Sample Upload

This table displays the number of uploads consumed per user within the Group. From this table you can see the individual consumption rate.

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## SSO Configuration

Qiagen Digital Insights is an identity provider that offers authentication with security measures such as complex passwords, password expiration, 2 factor authentication. One user account in our identity store can access all QDI products as listed above in the Introduction.

Customers have the option to use their own identity provider for authentication through QDI's Single Sign-on (SSO). SSO allows you to login using your company credentials. Qiagen's SSO is based on SAML 2.0, more specifically, the Service Provider-Initiated SAML Flow.

Once SSO is configured, the SSO Administrator is responsible for all communication and authentication related issues/queries for their users.

### Prerequisites

- Send a request to [TS-Bioinformatics@qiagen.com](mailto:TS-Bioinformatics@qiagen.com)
  - with first name, last name, and email ID of the SSO Administrator
  - list of domains for SSO

An SSO administrator will be created by the QDI customer support team and in order to gain access to the SSO configuration tab, a special license will be assigned.

### Creating a new configuration

On the right side panel you can find detailed instructions on how to create and setup a new SSO configuration for your company.

On the left side panel, in the *My SSO Configs* section you will find a list of your current SSO configurations. You can click on the *Add new SSO config* to create a new one.

There is also a table that lists all the administrators defined on the group.

SSO configuration

### My SSO Configs

ion.com

keycloak.com

qiagen.com contractor.qiagen.com

[Add New SSO config](#)

### Administrators

Username	Name	Admin Type
diana.stanila@qiagen.com	Diana Stanila	SSO
gabriel.padurean@qiagen.com	Gabriel Padurean	SSO
ionel.marincas@qiagen.com	ionel Marincas	License, SSO
suteum@qiagen.com	Miha Suteu	SSO

### SSO instructions

#### Overview

Single sign-on allows you to login using your company credentials. QIAGEN single sign-on (SSO) is based on SAML 2.0. QIAGEN can map attributes to provision a user to different group with feature controls.

QIAGEN acts as the Service Provider (SP), and it's capable of offering automatic user provisioning. In case auto-provisioning is enabled, then you do not need to register as a user in QIAGEN. Once QIAGEN receives a SAML response from the Identity Provider (IdP), QIAGEN checks if this user exists. If the user does not exist, QIAGEN creates a user account automatically with the received name ID.

This article covers:

- Configuring SSO
- Enabling SSO

You can download QIAGEN service provider public certificate used for SAML signing from [here](#)

#### Configuring SSO

First, enter your SSO information

- Domain name(s): <Domains for which you want to do SSO>
- Identity provider id: <ID of EntityDescriptor>
- Identity provider metadata xml: <Identity provider metadata xml> **Note: The metadata xml should be provided to you from the IT department of your company**
- Email attribute name: <Name of email attribute> **Note: The name of attribute should be provided to you from the IT department of your company**
- First attribute name: <Name of first name attribute> **Note: The name of attribute should be provided to you from the IT department of your company**
- Last attribute name: <Name of last name attribute> **Note: The name of attribute should be provided to you from the IT department of your company**

#### Enabling SSO

Second, download our metadata and enable SSO

- Note** Once configured you'll have to download the SP metadata XML.
- Enable SSO

#### Enabling SSO users

Third, enable SSO login for existing users

- Note** By default existing users will not be able to login with SSO. They have to be changed

There are three steps for setting up a new SSO configuration.

## SSO Config: step 1

The configuration step requires you to choose one or multiple domain(s). The available domains are the ones setup by customer support at the time the SSO administrator was created. If you cannot find the domain you are looking for please reach out to customer support for any changes. Please observe the instructions on the right side panel for the information required in the form.

QIAGEN Digital Insights Admin Tool Home SSO configuration demossoadmin@demodomain.com Logout

SSO configuration / Create SSO Config

1 Configure SSO 2 Enable SSO configuration 3 Enable SSO users

### Create SSO configuration for domain(s)

Domain Name(s)

demodomain.com

- demodomain.com
- test.com
- qiagen.com
- contractor.qiagen.com
- keycloak.com

Email attribute name

Eg: http://schemas.xmlsoap.org/ws/2005/05/identity/claims/emailaddress

Enter name of attribute for email address sent in SAML response.

First name attribute name

Eg: http://schemas.xmlsoap.org/ws/2005/05/identity/claims/givenname

Enter name of attribute for first name sent in SAML response.

Last name attribute name

Eg: http://schemas.xmlsoap.org/ws/2005/05/identity/claims/surname

Enter name of attribute for last name sent in SAML response.

Automatic user provisioning

When this will be checked users will be automatically assigned to unlimited site licenses.

### Configuring SSO

#### First step

Enter your SSO information here

- Domain name(s): <Domains for which you want to do SSO>
- Identity provider id: <ID of EntityDescriptor>
- Identity provider metadata xml: <Identity provider metadata xml> **Note: The metadata xml should be provided to you from the IT department of your company**
- Email attribute name: <Name of email attribute> **Note: The name of attribute should be provided to you from the IT department of your company**
- First attribute name: <Name of first name attribute> **Note: The name of attribute should be provided to you from the IT department of your company**
- Last attribute name: <Name of last name attribute> **Note: The name of attribute should be provided to you from the IT department of your company**

If the *Automatic user provisioning* is checked this means that all new users signing in to Qiagen via your company's identity provider will gain access to the Qiagen products by having accounts automatically created in the Qiagen system and added to your license group.

## SSO Config: step 2

The 2<sup>nd</sup> step allows you to preview the configuration, choose the license group for auto provisioning and enable the SSO configuration. After selecting the domain(s) a service provider metadata URL will get displayed and it will allow for the QIAGEN metadata data file to be downloaded locally. This is also the step from which an existing SSO configuration can be disabled by clicking on the *Disable* button. A right side panel is also available with more information on this.

SSO configuration / demodomain.com

1 Configure SSO
2 **Edit SSO configuration**
3 Enable SSO users

### View SSO configuration for domain(s)

Domain Name(s)  
demodomain.com

Download QIAGEN service provider metadata

Entity Id  
demodomain.com

Identity metadata xml

```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<EntityDescriptor
  xmlns="urn:oasis:names:tc:SAML:2.0:metadata"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  Name="http://ingenuity.com"
  xmlns:base="urn:oasis:names:tc:SAML:2.0:metadata extn:base:metadata_2.0.xsd" />
```

Choose file No file chosen

Email attribute name  
email

Enter name of attribute for email address sent in SAML response.

First name attribute name  
firstname

Enter name of attribute for first name sent in SAML response.

Last name attribute name  
lastname

Enter name of attribute for last name sent in SAML response.

Automatic user provisioning

When this will be checked users will be automatically assigned to unlimited site licenses.

Show 10 entries

<input type="checkbox"/>	License group name	Application name
<input type="checkbox"/>	Demo - IPA and My Findings	Ingenuity Views and Reports
<input type="checkbox"/>	Demo Findings Internal Group	Ingenuity Views and Reports
<input checked="" type="checkbox"/>	SSO Config for Demo	Ingenuity Views and Reports

Showing 1 to 3 of 3 entries Previous 1 Next

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Single sign-on allows you to login using your company credentials. QIAGEN single sign-on (SSO) is based on SAML 2.0. QIAGEN can map attributes to provision a user to different group with feature controls.

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- Configuring SSO
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#### Configuring SSO

First, enter your SSO information

- Domain name(s): <Domains for which you want to do SSO>
- Identity provider id: <ID of EntityDescriptor>
- Identity provider metadata xml: <identity provider metadata xml> **Note: The metadata xml should be provided to you from the IT department of your company**
- Email attribute name: <Name of email attribute> **Note: The name of attribute should be provided to you from the IT department of your company**
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#### Enabling SSO

Second, download our metadata and enable SSO

- Note Once configured you'll have to download the SP metadata XML.
- Enable SSO

#### Enabling SSO users

Third, enable SSO login for existing users

- Note By default existing users will not be able to login with SSO. They have to be changed

### SSO Config: step 3

The 3<sup>rd</sup> step allows you to move users between two lists: one that is SSO enabled – meaning that users will sign in using your company identity provider and the other which is SSO disabled meaning that users will continue to sign in via Qiagen system.

In order to do this, you need to click on the checkbox next to the username and then use the arrows highlighted below to submit the action. The left and right side lists will refresh automatically after this.



QIAGEN Digital Insights Admin Tool Home SSO configuration Users demossoadmin@demodomain.com Logout

SSO configuration / demodomain.com

1 Configure SSO 2 Disable SSO configuration 3 Enable SSO users

Users with demodomain.com in our system

Users with demodomain.com available for SSO

Show 10 entries Search:

Username	Full Name	Active licenses
demossoadmin@demodomain.com	Demo SSOAdmin	QDI Admin Tool, User Manager Application
joe.black@demodomain.com	Joe Black	Ingenity Pathway Analysis, Ingenity Views and Reports
mary.white@demodomain.com	Mary White	Ingenity Pathway Analysis, Ingenity Views and Reports
tom.jones@demodomain.com	Tom Jones	Ingenity Pathway Analysis, Ingenity Views and Reports

Showing 1 to 4 of 4 entries Previous 1 Next

Users with demodomain.com having SSO enabled

Show 10 entries Search:

No data available in table

Showing 0 to 0 of 0 entries Previous Next

## How to navigate between the SSO configuration steps

Use the arrows between the steps to move from one step to the other.

QIAGEN Digital Insights Admin Tool SSO configuration Users demossoadmin@demodomain.com Logout

SSO configuration / demodomain.com

1 Configure SSO 2 Disable SSO configuration 3 Enable SSO users

Users with demodomain.com in our system

## Changes to current support process for authentication related issues

When SSO is enabled, the SSO admin is responsible for all authentication related communication to their users.

Once QIAGEN assigns SSO admin for their domains/institution, QIAGEN will no longer reply/support authentication questions from those domains/institutions.