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June 2024

# 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.

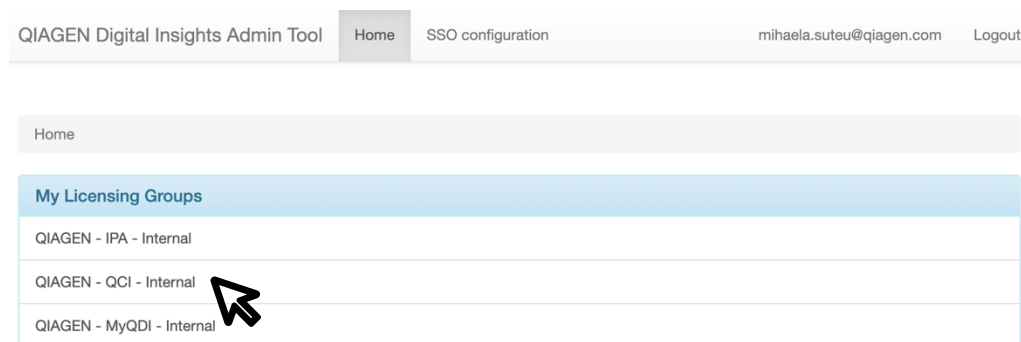
If you are the license coordinator and cannot access QDIAT please contact customer support via [IS-Bioinformatics@qiagen.com](mailto:IS-Bioinformatics@qiagen.com) and request a QDIAT license.

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).

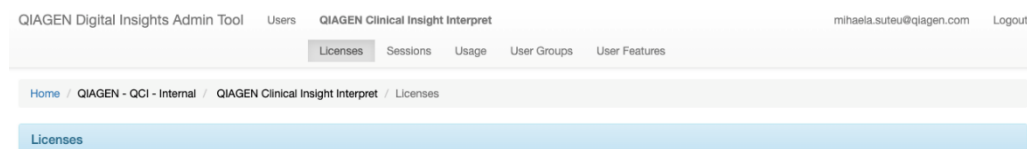
## How to use QDIAT

**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.



Once a license group is selected, the top menu will display the following tabs: Users and "QIAGEN Digital Insights" with the following submenu: Licenses, Sessions, Usage, User Groups and User Features.



## 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.

QIAGEN Digital Insights Admin Tool Users About mihaela.suteu@qiagen.com Logou

Home / QIAGEN - QCI - Internal

All users listed in the Users tab belong to the license groups and have access to all applications shown.

**Add Users to Licensing Group** (2)

Search Users Create Account

Search and add existing accounts to the licensing group.

User account email address or addresses

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

Search

**Administrators** (1)

Username	Name	Admin Type
christine.bueno@qiagen.com	Christine Bueno	SSO
cristian.balint@qiagen.com	Cristian Balint	SSO
mihaela.suteu@qiagen.com	Mihaela Suteu	License
roslen.anacleto@qiagen.com	Roslen Anacleto	SSO
sachin.pattanshetty@qiagen.com	Sachin Pattanshetty	SSO
stuart.tugendreich@qiagen.com	Stuart Tugendreich	SSO

**Users in Licensing Group** (3)

Show only users with SSO  Export users as: XLS | XLSX

Show 10 entries

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	Apr 25 2023
<input type="checkbox"/> aavishkar.ghosh@qiagen.com	Aavishkar Ghosh	Sep 20 2022
<input type="checkbox"/> alexandra.matei@qiagen.com	Alexandra Matei	Jan 26 2023

<https://apps-pdm.ingenuity.com/sat/app/users/view/338426>

### 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 10 entries

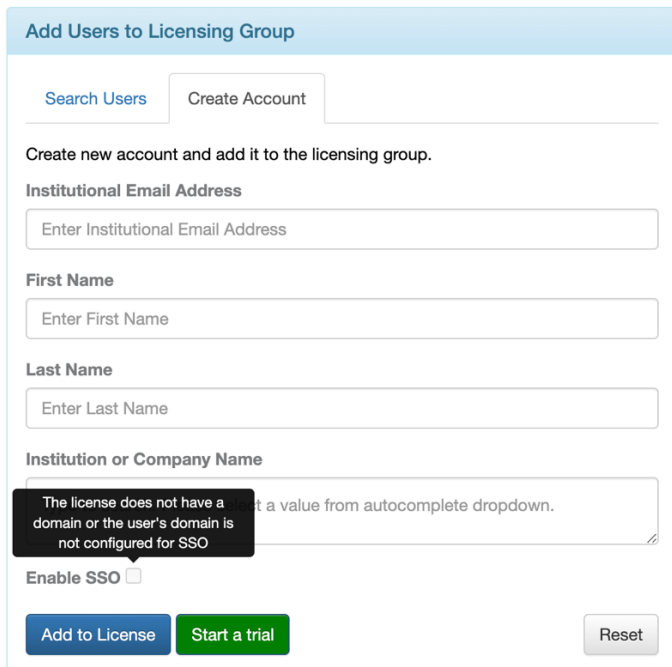
<input type="checkbox"/>	Username	Name
<input checked="" type="checkbox"/>	dominic.john@qiagen.com	Dominic John

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

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.

The list of users can be exported in a xls or xlsx file format.

**Users in Licensing Group** 3

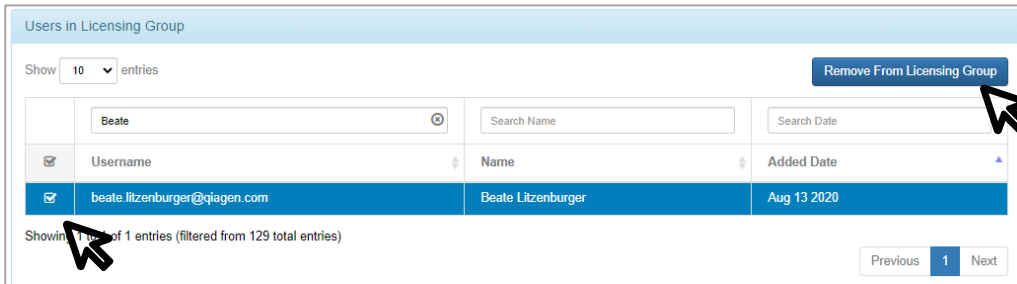
Show only users with SSO
 Export users as: [XLS](#) | [XLSX](#)

Show  entries

Search Username	Search Name	Search Date	
<input type="checkbox"/> Username	<input type="checkbox"/> Name	<input type="checkbox"/> Added Date	
<input type="checkbox"/> aarthigoverdhan@qiagen.com	Aarthi Goverdhan	Nov 04 2021	
<input type="checkbox"/> aavishkar.ghosh@qiagen.com	Aavishkar Ghosh	Sep 20 2022	
<input type="checkbox"/> ada.cean@contractor.qiagen.com	Ada Cean	Nov 19 2020	

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

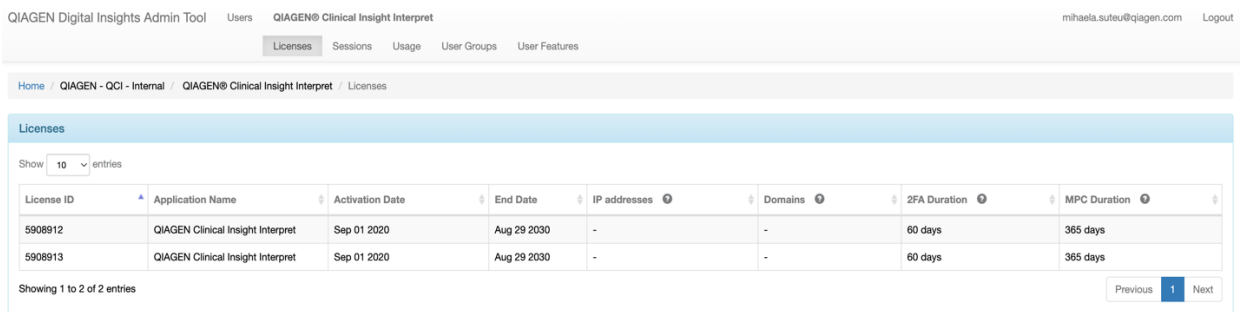
To remove users from your license, first check the box to the left of the member(s) you wish to remove and then click on the "Remove From Licensing Group" button.



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.



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).

Security settings defined on the license are also displayed here. These can be custom defined values or default ones provided by the system.

The two factor authentication duration column lists the duration for which a 2FA token is valid for, it applies to users that are not on SSO. If the license group contains both users that are on SSO login and users that are not on SSO, then the 2FA setting will be displayed as a combination.

The mandatory password change duration column lists the duration for which a password is valid for, after which the system will request to be changed with a new one. It applies to users that are not on SSO. If the license group contains both users that are on SSO login and users that are not on SSO, then the MPC setting will be displayed as a combination.

## 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.

QIAGEN Digital Insights Admin Tool   Users   QIAGEN Clinical Insight Interpret   mihaela.suteu@qiagen.com   Logout

Licenses   **Sessions**   Usage   User Groups   User Features

Home / QIAGEN - QCI - Internal / QIAGEN Clinical Insight Interpret / Sessions

**License Details**

License ID: 956531  
Max. Concurrent Users: 2147483647

**Live Sessions**

Show 10 entries

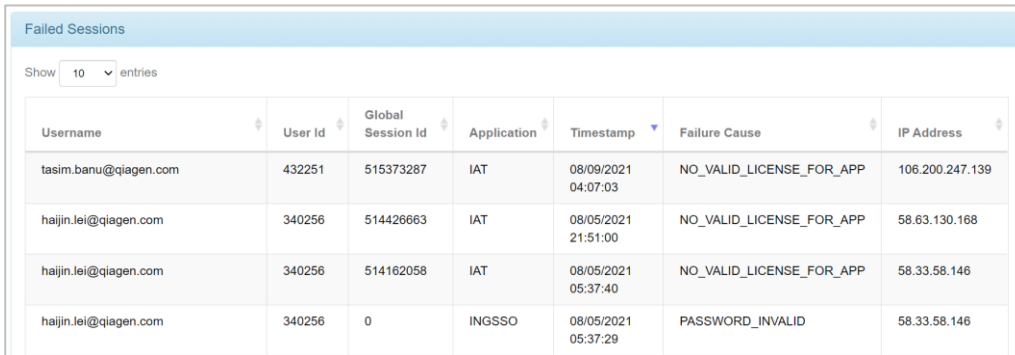
Username	Session Id	Start Time	Last Request	Duration	Inactivity Timeout	IP Address	Geo Location	Action
mihaela.suteu@qiagen.com	18710129	Aug 31 2023, 16:22:02	Aug 31 2023, 18:17:56	1h 55m	1h 0m	10.32.45.46	Rotterdam,South Holland,Netherlands	Terminate
ionel.marincas@qiagen.com	18710129	Aug 31 2023, 16:22:02	Aug 31 2023, 18:17:56	1h 55m	1h 0m	10.32.45.46	Rotterdam,South Holland,Netherlands	Terminate

### 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 sample upload limit and sample 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: 956531  
Application Name: QIAGEN Clinical Insight Interpret  
Activation Date: Oct 25 2017  
End Date: Oct 22 2027

Show 10 entries

Feature Id	Feature Name	Feature Description	Feature Current Usage / Limit
23039	Interpret Analysis 301-600 Genes	Interpret Analysis 301-600 Genes	0 / 2147483647
23837	Interpret Analysis 1-50 Genes	Interpret Analysis 1-50 Genes	0 / 2147483647
24237	Interpret Analysis 51-150 Genes	Interpret Analysis 51-150 Genes	0 / 2147483647
24437	Interpret Analysis 151-200 Genes	Interpret Analysis 151-200 Genes	0 / 2147483647
24837	Interpret Analysis 201-300 Genes	Interpret Analysis 201-300 Genes	0 / 2147483647
25038	QCI Interpret Exome Analysis	QCI Interpret Exome Analysis	1 / 2147483647

Showing 1 to 6 of 6 entries

Previous 1 Next

### User Usage for QCI Interpret Exome Analysis 2

Show 10 entries

User Id	Username	Name	Individual Usage
244359	darryl@demo.com	Darryl Demo	1 / 2147483647
21	anand.muthiah@qiagen.com	Anandan Muthiah	0 / 2147483647
58068	kunal.patel@qiagen.com	Kunal Patel	0 / 2147483647
77816	stuart.tugendreich@qiagen.com	Stuart Tugendreich	0 / 2147483647
244651	jeannoel@demo.com	Jean Noel Demo	0 / 2147483647
292735	ajay.athavale@qiagen.com	Ajay Athavale	0 / 2147483647
293086	dan.richards@qiagen.com	Daniel Richards	0 / 2147483647
293526	brent.applegate@qiagen.com	Brent Applegate	0 / 2147483647
296363	dan.ryan@qiagen.com	Daniel Ryan	0 / 2147483647
305813	ruth.burton@qiagen.com	Ruth Burton	0 / 2147483647

Showing 1 to 10 of 68 entries

Previous 1 2 3 4 5 6 7 Next

### 1 License Usage

This section shows you the activation and end date of your QCI Interpret license. Your QCI Interpret license consumption limit and usage is noted in the table above. In the

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example, the Group has an unlimited number of samples (2147483647) of which 1 sample has been consumed by all Group members.

## ② User Usage for Sample Upload

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

## User Groups

The purpose of setting up multiple user groups is to restrict access to a set of samples and analyses to a specific group. For example, one group may be tasked to analyze somatic cases but should not be able to access samples and analyses that are specific to a second group that evaluates hereditary cases. Within the *User Group* tab for QDIAT you will find 3; (1) Administrators, (2) My User Groups, and (3) Manage Users in [group name]. These sections are described in more detail below.

QIAGEN Digital Insights Admin Tool Users QIAGEN Clinical Insight Interpret About mihaela.suteu@qiagen.com Logout

Licenses Sessions Usage **User Groups**

Home QIAGEN - QCI - Internal / QIAGEN Clinical Insight Interpret / User Groups

Use user groups to create subsets of users under the same licensing umbrella.

### My User Groups (2)

All User Groups Create User Group

Show 10 entries

Id	User Group Name
51976	Somatic
51977	Hereditary

Showing 1 to 2 of 2 entries

Previous 1 Next

### Administrators (1)

Username	Name	Admin Type
christine.bueno@qiagen.com	Christine Bueno	SSO
cristian.balint@qiagen.com	Cristian Balint	SSO
mihaela.suteu@qiagen.com	Mihaela Suteu	License
roslen.anacleto@qiagen.com	Roslen Anacleto	SSO
sachin.pattanshetty@qiagen.com	Sachin Pattanshetty	SSO
stuart.tugendreich@qiagen.com	Stuart Tugendreich	SSO

### Manage Users in Somatic (3)

Users in Group All Users Search Users

Show 10 entries Search:

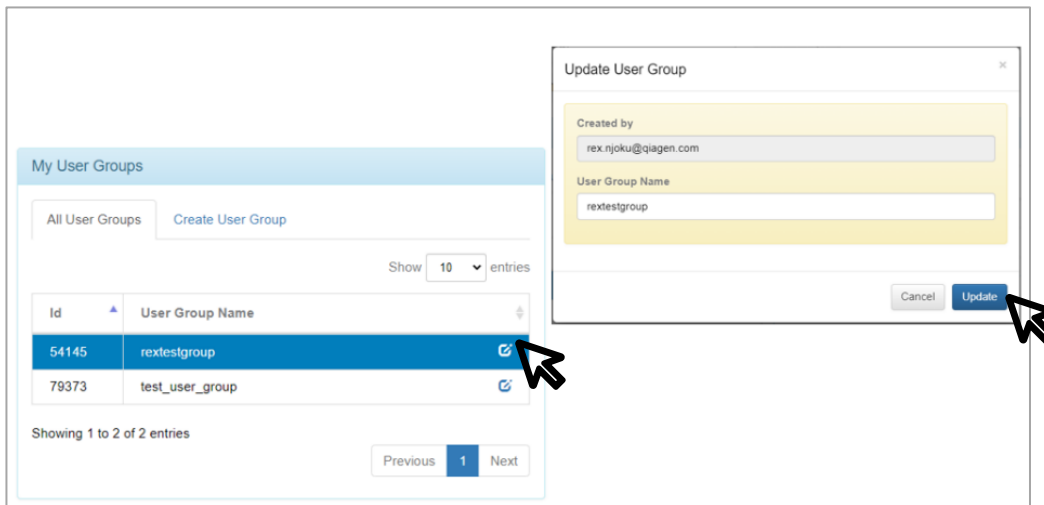
Search Username	Search Name	
<input type="checkbox"/>	Username	Name
<input type="checkbox"/>	aaron.mandel@qiagen.com	Aaron Mandel
<input type="checkbox"/>	aarthi.goverdhan@qiagen.com	Aarthi Goverdhan

### 1 Administrators

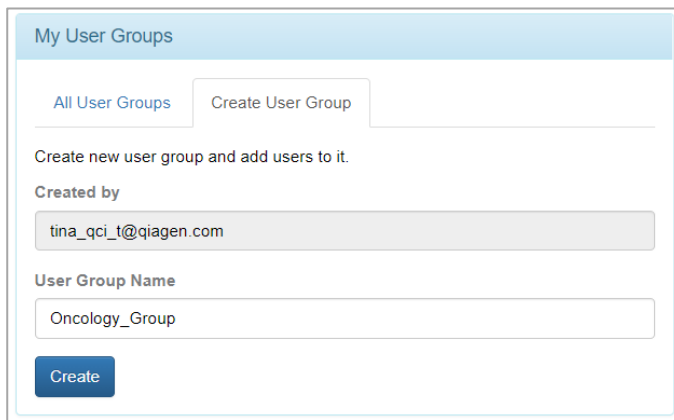
Displays a list of administrators that can manage the user groups within QCI Interpret. The administrator list is managed by Customer Support. If you wish to add/remove administrators, you must contact Customer Support via [IS-Bioinformatics@qiagen.com](mailto:IS-Bioinformatics@qiagen.com).

## 2 My User Groups

The section displays a list of user groups. You can edit existing user groups by clicking the edit symbol. A window will pop up that allows you to edit the user group name.



To create a new user group, navigate to "Create User Group" tab, fill out the required information and click "Create".



## 3a Users in User Group

This section displays all users that are part of the user group. Highlight the user group of interest to see its members.



#### My User Groups

All User Groups [Create User Group](#)

Show  entries

Id	User Group Name
54145	rextestgroup
79373	test_user_group

Showing 1 to 2 of 2 entries

Previous **1** Next

#### Administrators

Username	Name
rex.njoku@qiagen.com	Rex Njoku
tina_qci_t@qiagen.com	tina qci_t

#### Manage Users in rextestgroup

Users in Group [All Users](#) [Search Users](#)

Show  entries Search:

	Search Username	Search Name
<input type="checkbox"/>	Username	Name
<input type="checkbox"/>	mehis.pold.qcit@qiagen.com	qci-t mehis
<input type="checkbox"/>	qci-t-tester10@qiagen.com	qci-t tester10

The table is searchable by email and name.

#### Manage Users in rextestgroup

Users in Group All Users [Search Users](#)

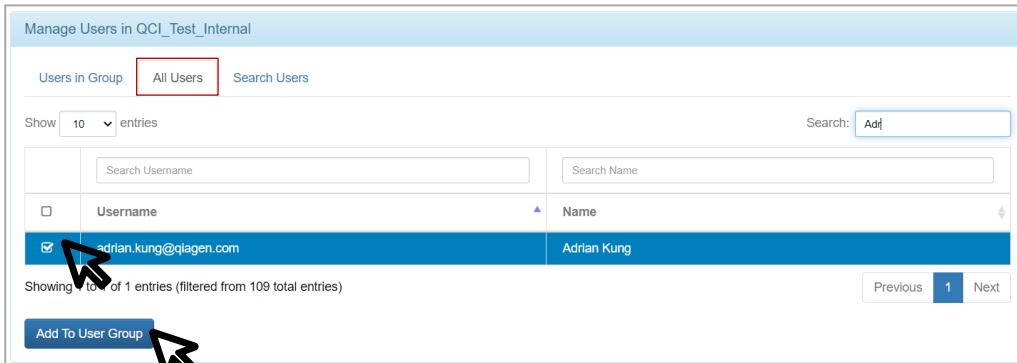
Show  entries Search:

	Search Username	Search Name
<input type="checkbox"/>	mehis	Search Name
<input type="checkbox"/>	Username	Name
<input type="checkbox"/>	mehis.pold.qcit@qiagen.com	qci-t mehis

Showing 1 to 1 of 1 entries (filtered from 19 total entries) Previous **1** Next

### 3b Add Users to User Group

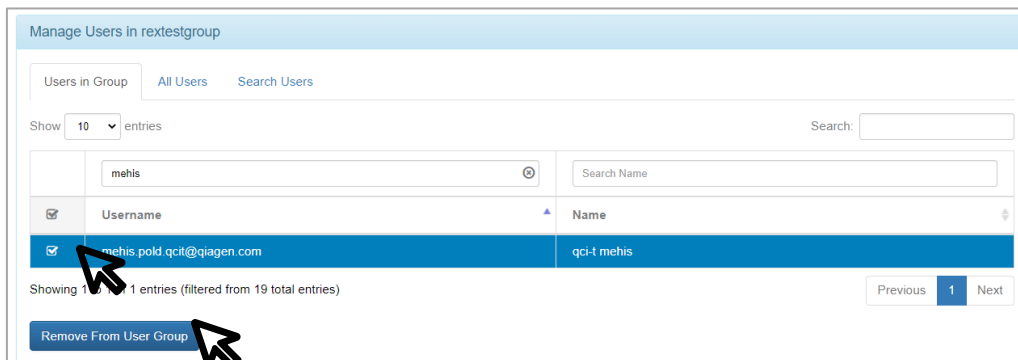
Navigate to the *All Users* tab and search by name or user name using the organizational email. To add users from your license, first check the box to the left of the member(s) you wish to add and then click on the "Add to User Group" button.



If you have hundreds of users on your license you can also navigate to "search users" tab and search users via your institutional address.

### 3b Remove Users from User Group

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



Once you remove a user from a specific group, he or she will not be able to access samples and analysis from that specific user group unless you add them again or share specific samples and analysis with this specific user.

## User Features

In the *User Features* tab for QDIAT you will find 2 sections; (1) Features and (2) Manage Users with features. The User Features tab allows the license administrator to assign features to the users in the license group he/she manages. These sections are described in more detail below.

QIAGEN Digital Insights Admin Tool Users QIAGEN Clinical Insight Interpret mihaela.suteu@qiagen.com Logout

Licenses Sessions Usage User Groups **User Features**

Home / QIAGEN - QCI - Internal / QIAGEN Clinical Insight Interpret / User Features

### Features **1**

Show 10 entries

- Director
- MyQCI

Showing 1 to 2 of 2 entries Previous 1 Next

### Manage Users with Director features **2**

Users with features Users from group

Show 10 entries

Search Username Search Name Search Date

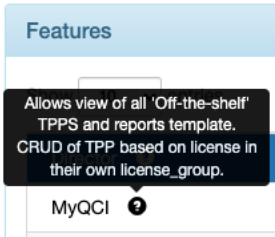
<input type="checkbox"/> Username	Name	Added Date
<input type="checkbox"/> sergiu.plesca@qiagen.com	Sergiu Plesca	Aug 25 2022
<input type="checkbox"/> testvcs_prod_director@ingenuity.com	testvcs_prod_director test	Feb 08 2023
<input type="checkbox"/> mihaela.vatamanu@qiagen.com	Mihaela Vatamanu	Jul 23 2020

### **1** Features

Displays a list of available features. This list is managed by Customer Support. If you wish to add/remove available features, you must contact Customer Support via [TS-Bioinformatics@qiagen.com](mailto:TS-Bioinformatics@qiagen.com). Possible values for QCII are:

feature	description
MyQCI	Allows view of all 'Off-the-shelf' TPPS and reports template. CRUD of TPP based on license in their own license_group.
Director	Allows user to sign out reports
Administrator	QCI administrator feature to manage application level administration tasks

A description for each feature is available via a tooltip:

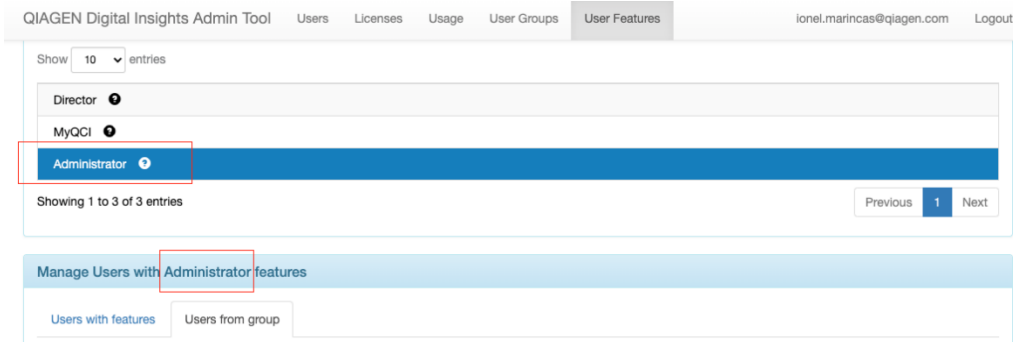


The license administrator can select one of the features from section 1 and then the view in section 2 gets refreshed.

## ② Manage Users with features

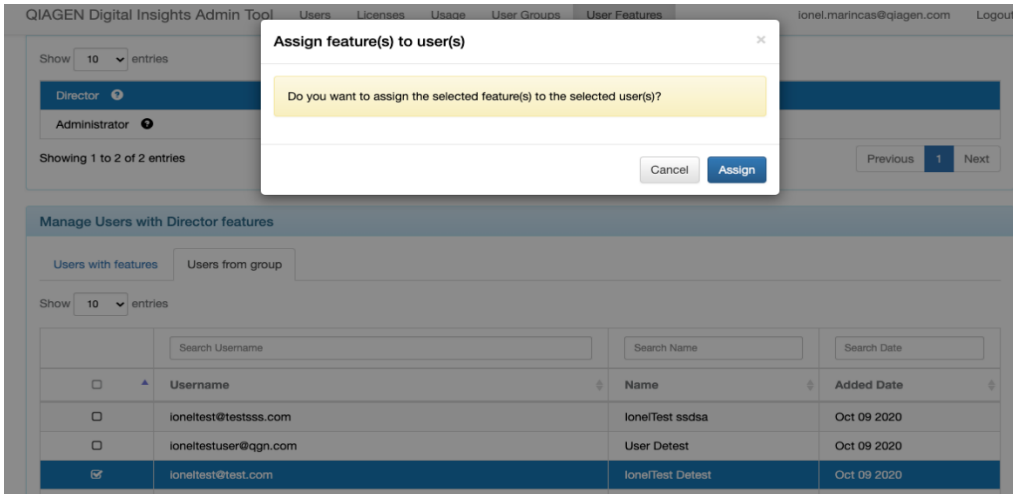
This section allows the license administrator to assign or remove features from specific users.

The feature will first be selected from section 1. The title in section 2 gets refreshed based on the previous selection.

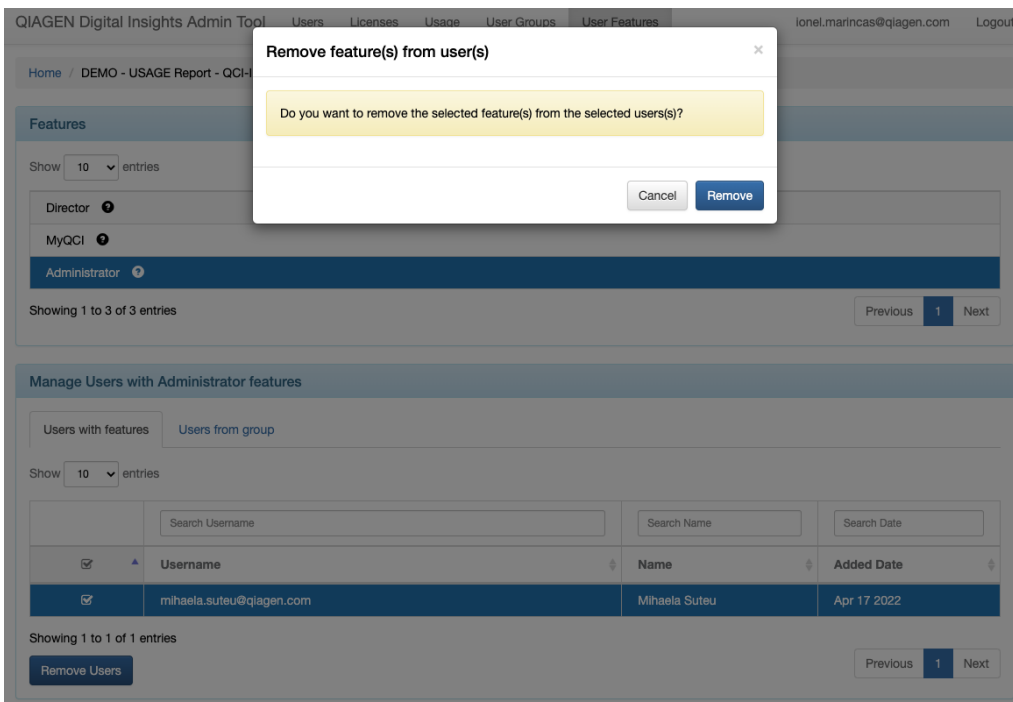


There are two tabs on this section: one that shows users having assigned the feature selected in section 1 and another tab which displays all the users in the license group to whom the feature could be assigned to.

## Assigning a feature to a user

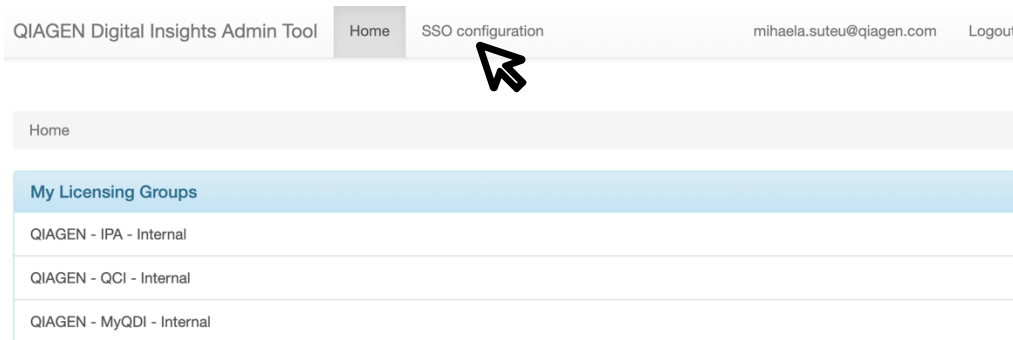


## Removing a feature from a user



## SSO Configuration

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.



**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.

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.

The screenshot displays the SSO configuration interface. On the left, the 'My SSO Configs' section shows a list of configurations: ion.com, keycloak.com, and qiagen.com contractor.qiagen.com. Below this list is a blue button labeled 'Add New SSO config' with a mouse cursor pointing to it. Underneath is the 'Administrators' section, which contains a table with the following data:

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

On the right side, the 'SSO instructions' panel is visible, featuring an 'Overview' section with introductory text and a list of links for 'Configuring SSO' and 'Enabling SSO'. Below this is a 'Configuring SSO' section with detailed instructions and a list of configuration parameters. The 'Enabling SSO' section follows, providing steps to download metadata and enable SSO. Finally, the 'Enabling SSO users' section includes instructions on enabling SSO login for existing users.

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.

The screenshot shows the 'Edit SSO configuration' step of the SSO setup process. The main form on the left contains the following fields and sections:

- Domain Name(s):** demodomain.com
- Entity Id:** demodomain.com
- Identity metadata xml:** A text area containing SAML metadata XML for 'ingenuity.com'.
- Email attribute name:** email
- First name attribute name:** firstname
- Last name attribute name:** lastname
- Automatic user provisioning:** A checked checkbox.
- License group selection:** A table with columns 'License group name' and 'Application name'. The 'SSO Config for Demo' group is selected.

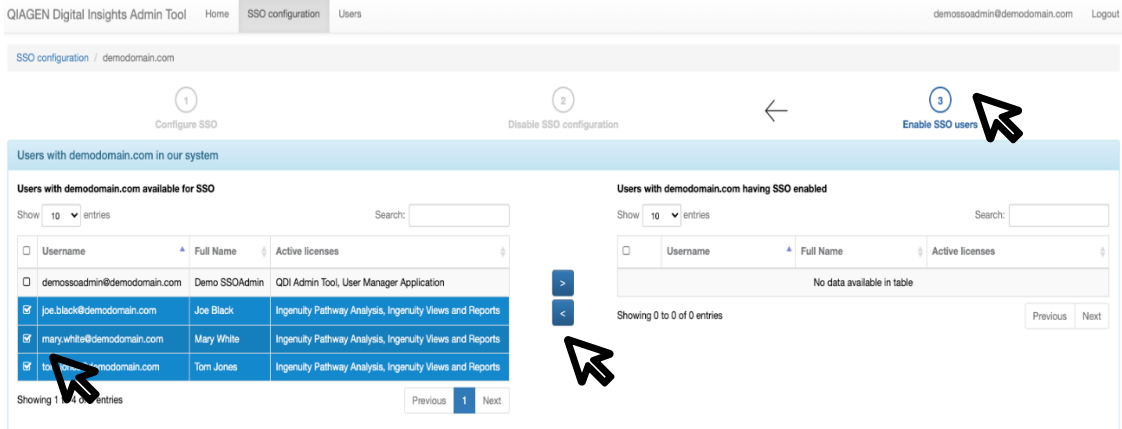
The right-side panel, 'SSO instructions', includes:

- Overview:** A brief explanation of SSO based on SAML 2.0.
- Configuring SSO:** A section titled 'First, enter your SSO information' with a list of required metadata fields and their sources.
- Enabling SSO:** A section titled 'Second, download our metadata and enable SSO' with instructions to download SP metadata XML and enable SSO.
- Enabling SSO users:** A section titled 'Third, enable SSO login for existing users' with a note that existing users may need to be updated.

### SSO Config: step 3

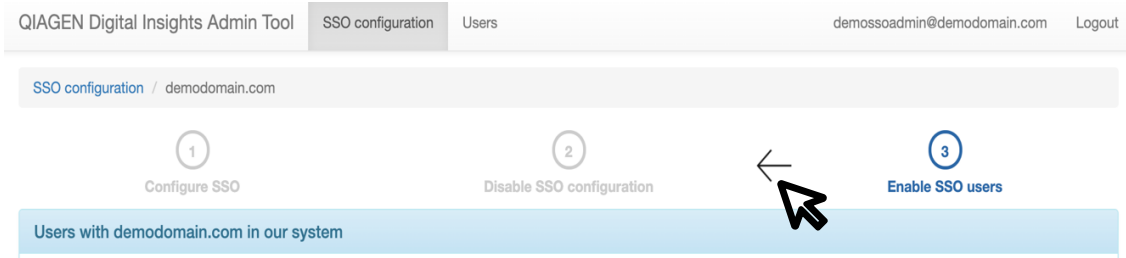
The 3<sup>rd</sup> step allows you to move users between two lists: one that is SSO enabled – meaning that users will sign in using your company identity provider and the other which is SSO disabled meaning that users will continue to sign in via QIAGEN system.

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.



How to navigate between the SSO configuration steps

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



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.