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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.qiagenbioinformatics.cn/qci/
- IPA – Ingenuity Pathway Analysis – https://analysis.qiagenbioinformatics.cn/pa/installer/select

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

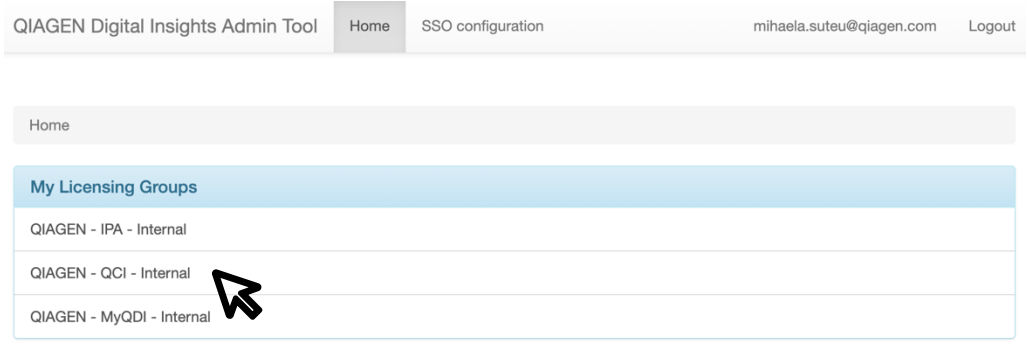
If you are a license coordinator for any of these products, log in at https://apps.qiagenbioinformatics.cn/iat/ with your username and password.

If you are the license coordinator and cannot access QDIAT please contact customer support via TS-Bioinformatics@qiagen.com 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).

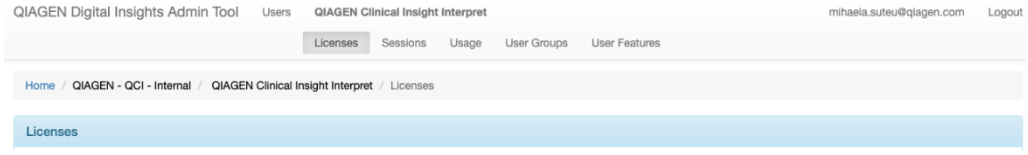
How to use QDIAT

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.

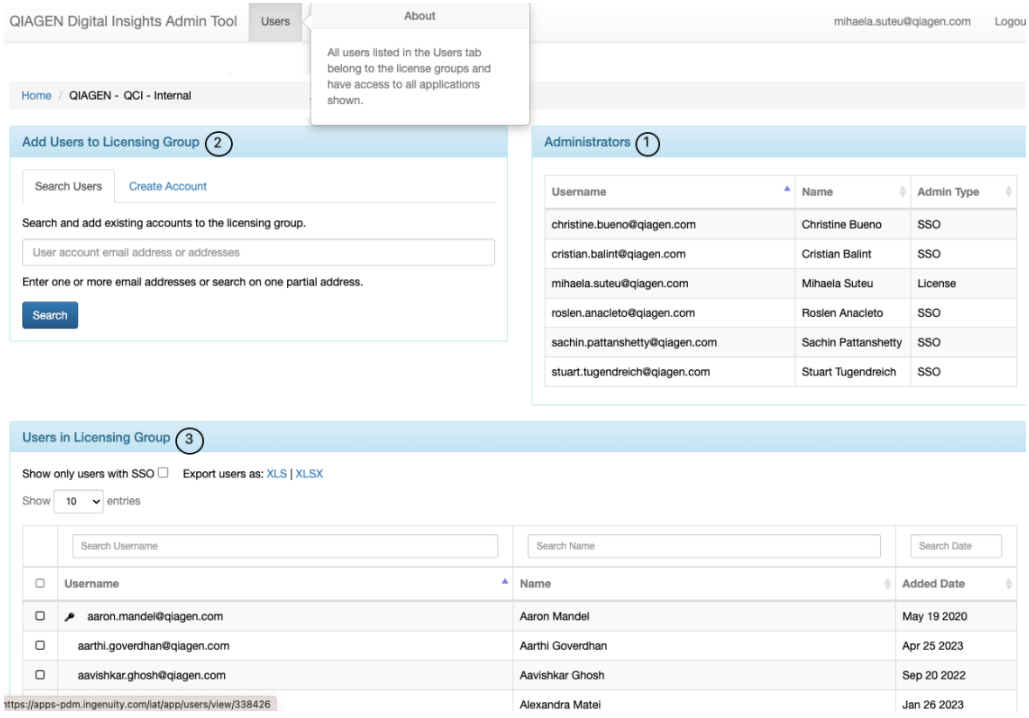


Once a license group is selected, the top menu will display the following tabs: Users and "QIAGEN Digital Insights" with the following submenu: Licenses, Sessions, Usage, User Groups and User Features.



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.



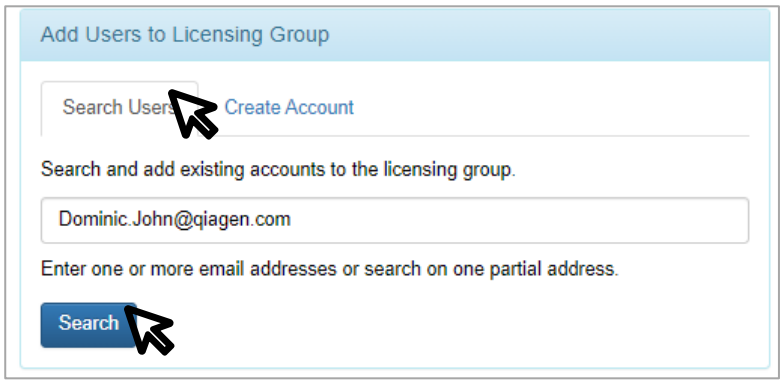
1 Administrators

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.

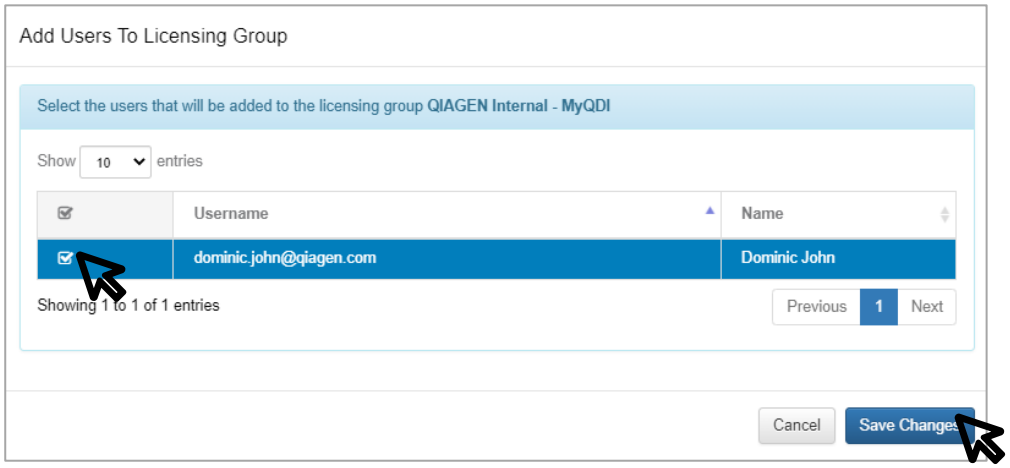
2 Add New Users to Licensing Group

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

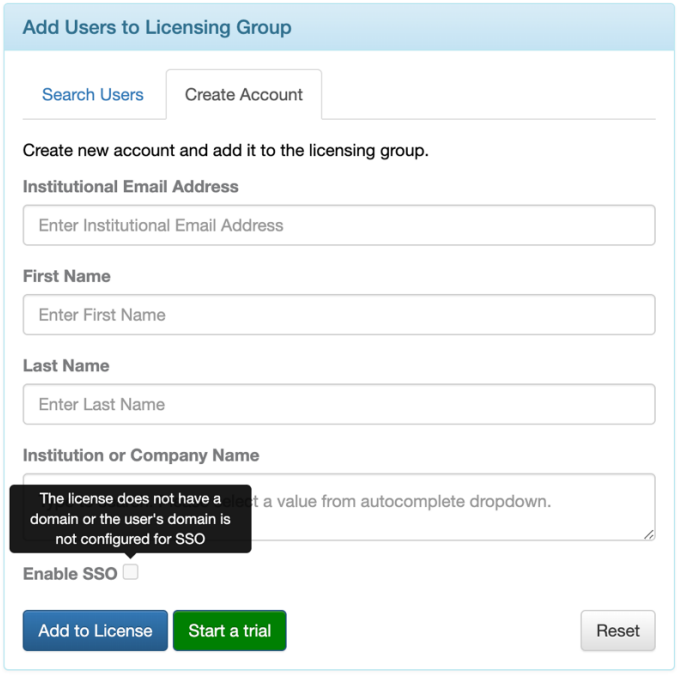
see if the user has an account, as shown below. Note that in the screenshot below the search is performed using the organizational email address.



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.



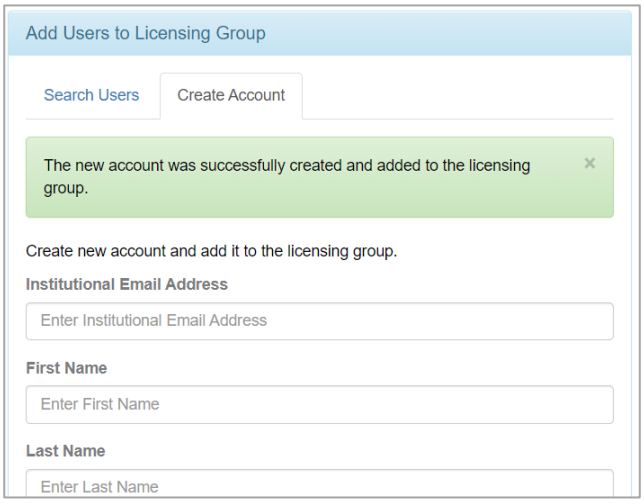
If the user is not found, you can create a user account for that user. To add a user to your license group, click on "Create Account", fill in the required information, and click "Add to License".



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.

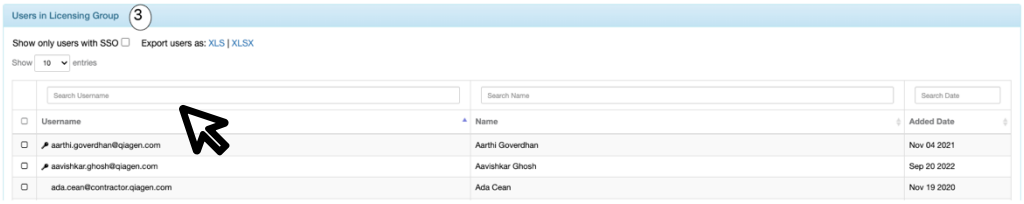


3a Users in License Group

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.

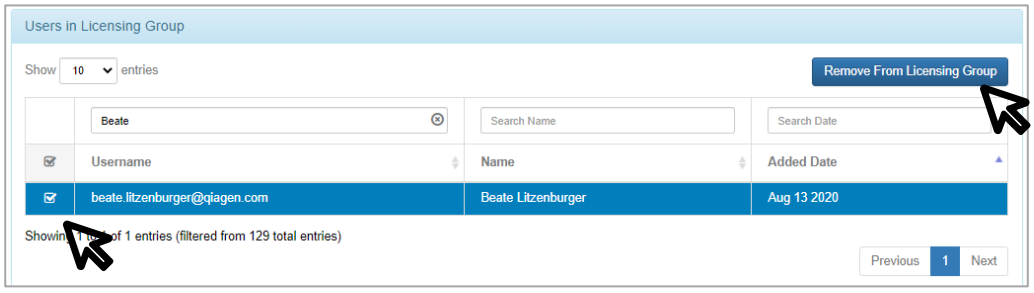
If an account has SSO enabled then a key icon will be displayed near the username.

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



3b Remove Users from License Group to End Access.

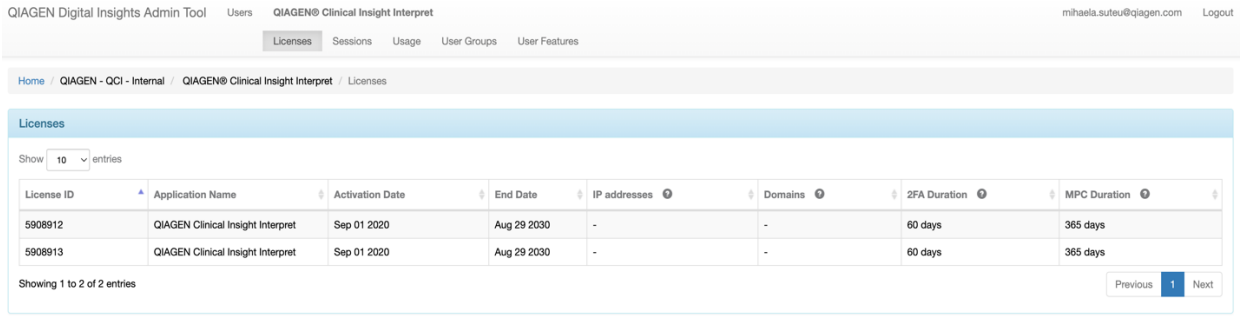
To remove users from your license, first check the box to the left of the member(s) you wish to remove and then click on the "Remove From Licensing Group" button.



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.

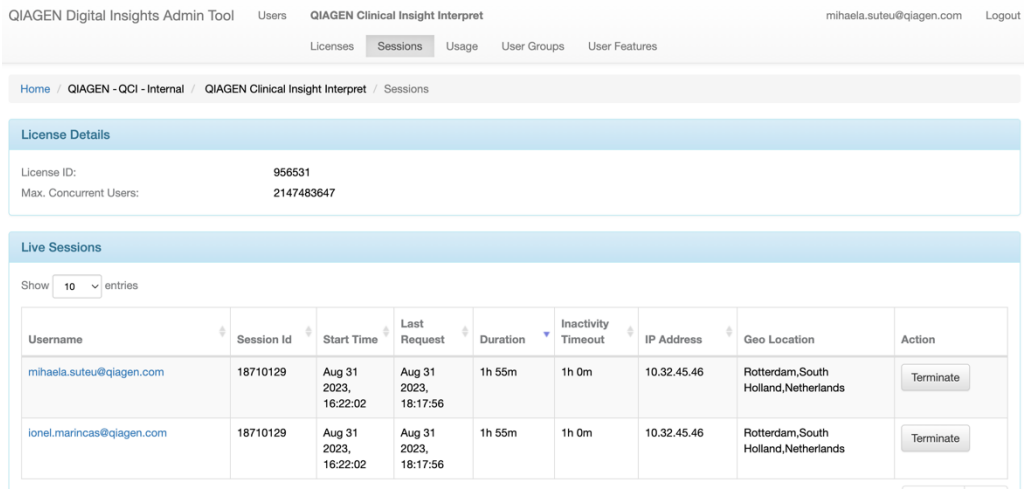
The two factor authentication duration column lists the duration for which a 2FA token is valid for, it applies to users that are not on SSO. If the license group contains both users that are on SSO login and users that are not on SSO, then the 2FA setting will be displayed as a combination.

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.

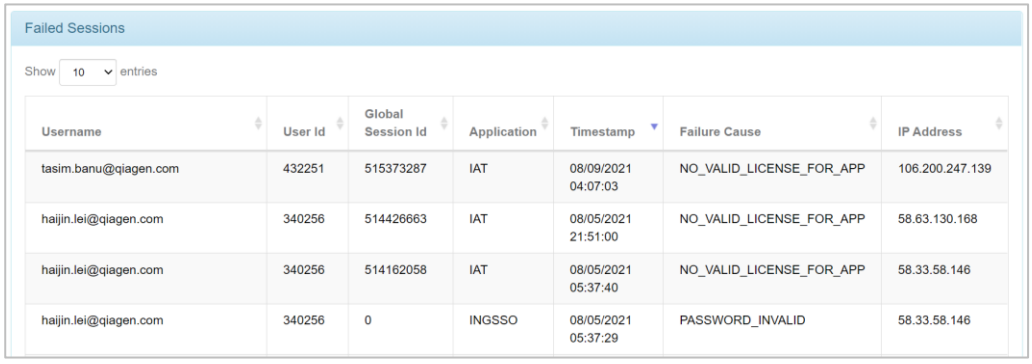


Terminating an active session

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.

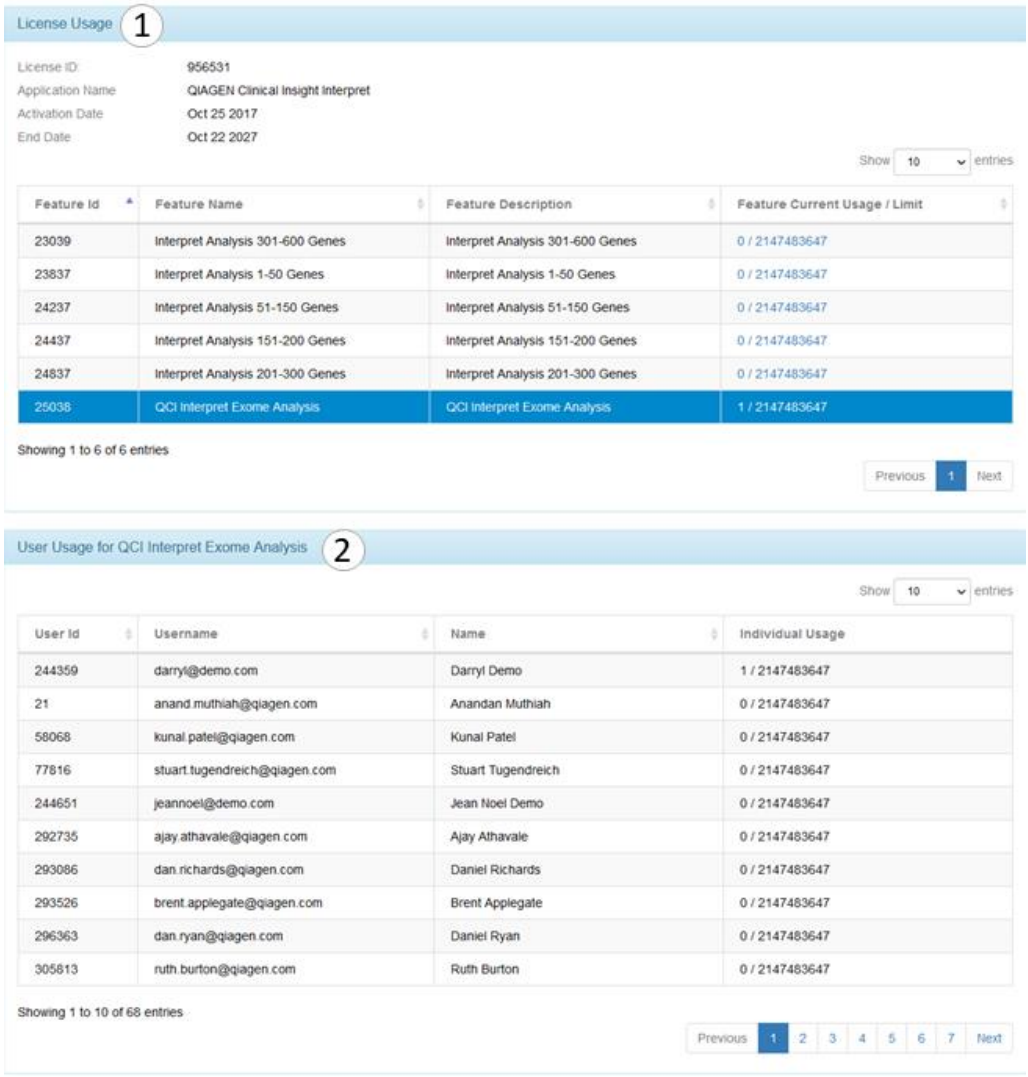
Viewing failed sessions

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.



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.



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

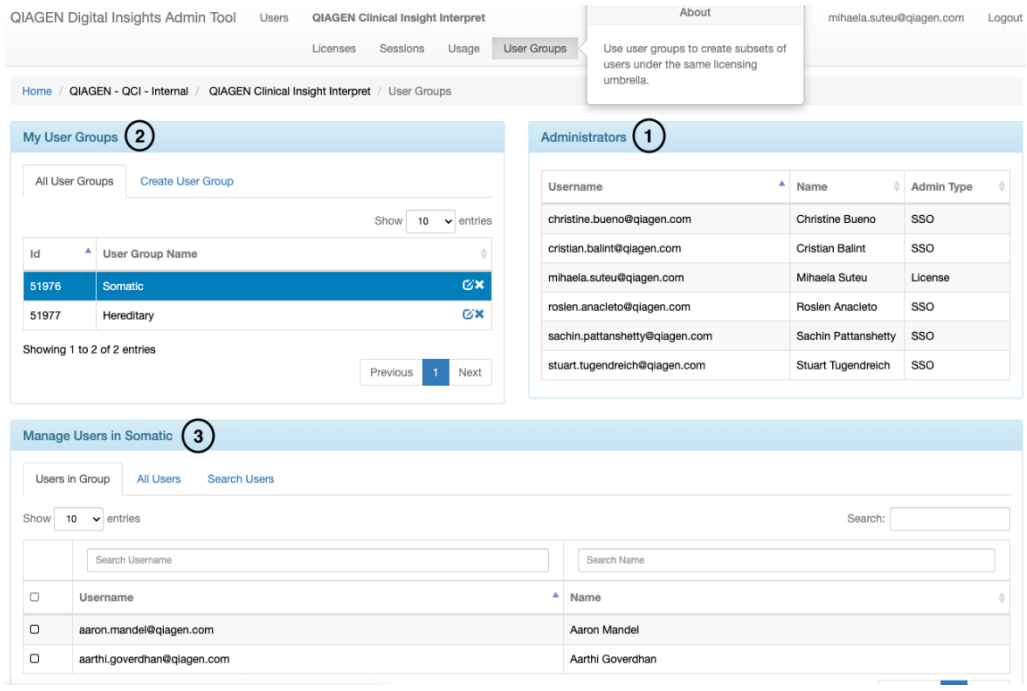
example, the Group has an unlimited number of samples (2147483647) of which 1 sample has been consumed by all Group members.

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.

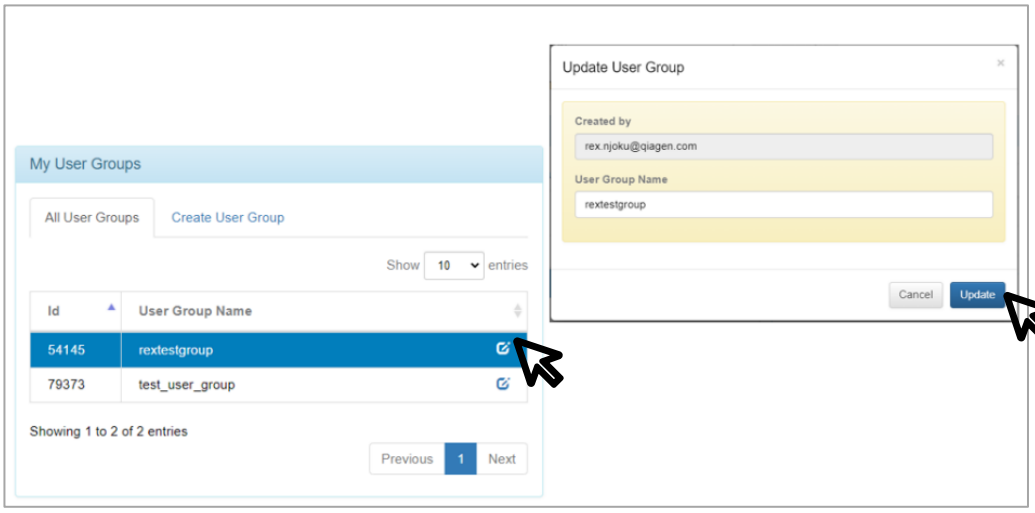


1 Administrators

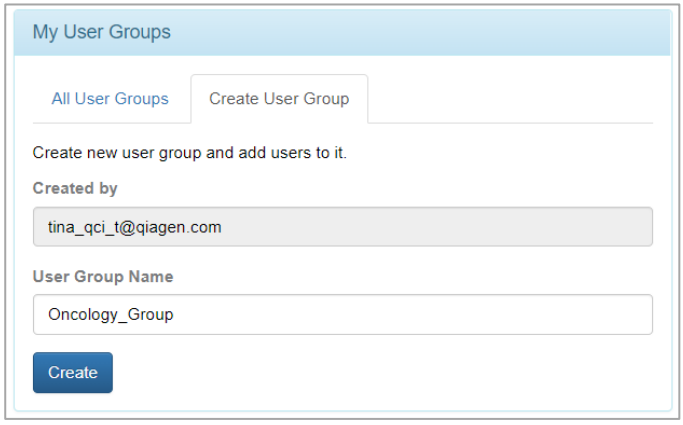
Displays a list of administrators that can manage the user groups within QCI Interpret. The administrator list is managed by Customer Support. If you wish to add/remove administrators, you must contact Customer Support via TS-Bioinformatics@qiagen.com.

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.

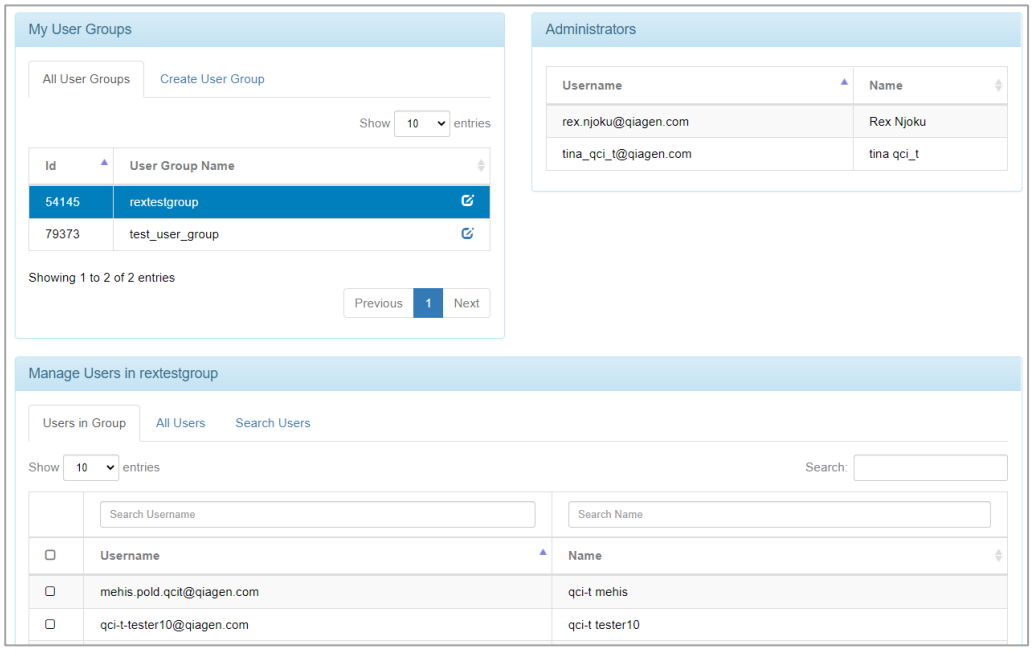


To create a new user group, navigate to "Create User Group" tab, fill out the required information and click "Create".

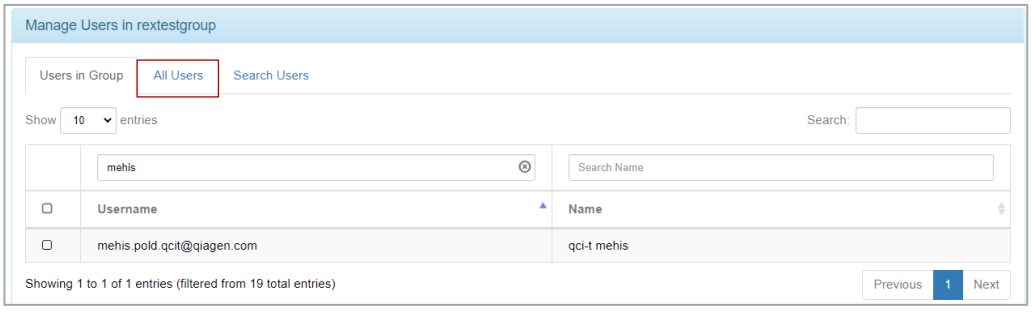


3a Users in User Group

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

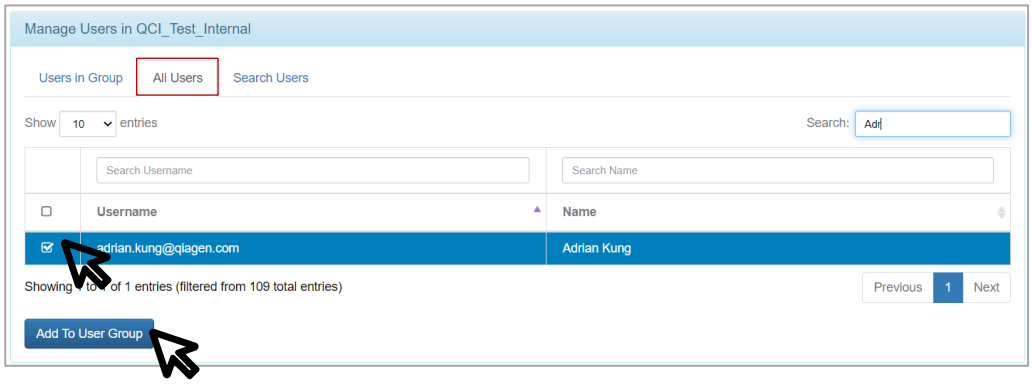


The table is searchable by email and name.



3b Add Users to User Group

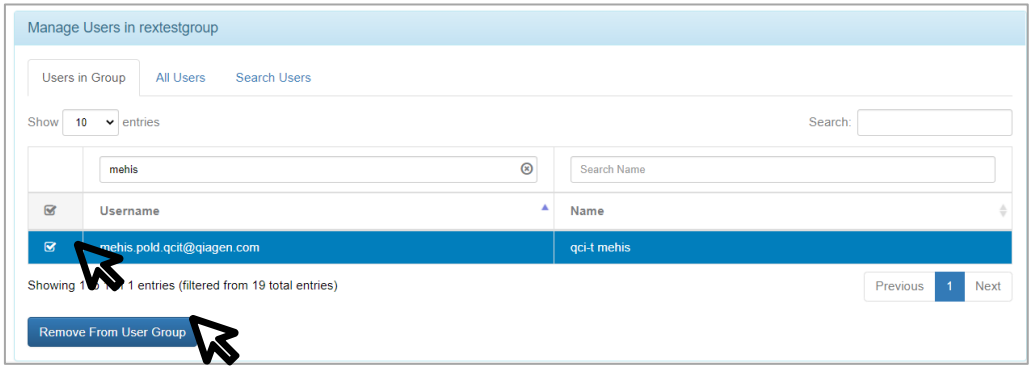
Navigate to the *All Users* tab and search by name or user name using the organizational email. To add users from your license, first check the box to the left of the member(s) you wish to add and then click on the "Add to User Group" button.



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

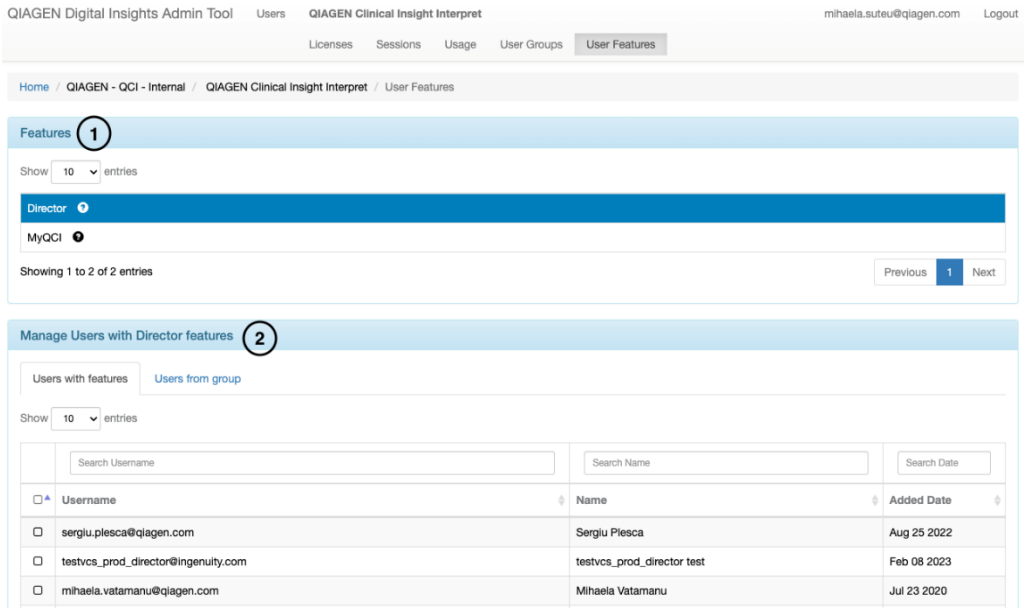
To remove users from a user group, first check the box to the left of the member(s) you wish to remove and then click on the "Remove From User Group" button.



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.

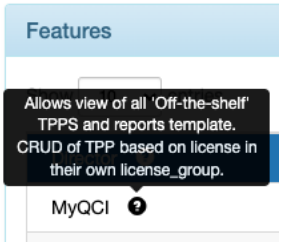


1 Features

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. 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	Allowes 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:

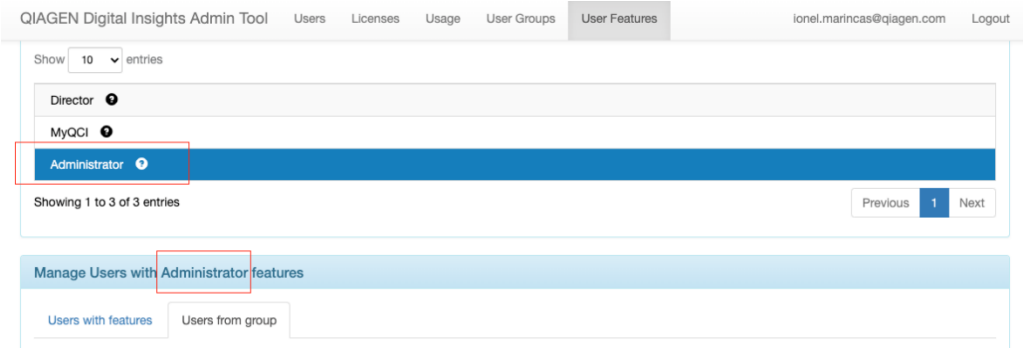


The license administrator can select one of the features from section 1 and then the view in section 2 gets refreshed.

2 Manage Users with features

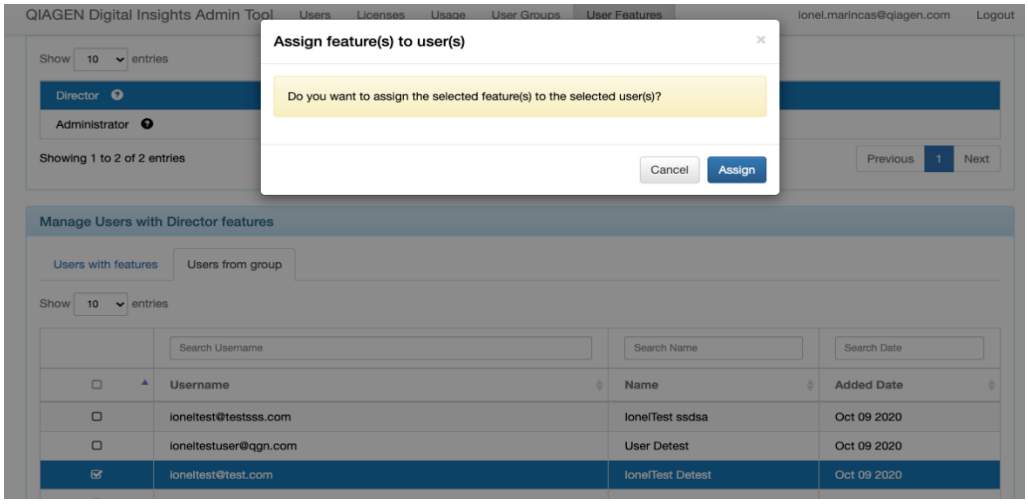
This section allows the license administrator to assign or remove features from specific users.

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

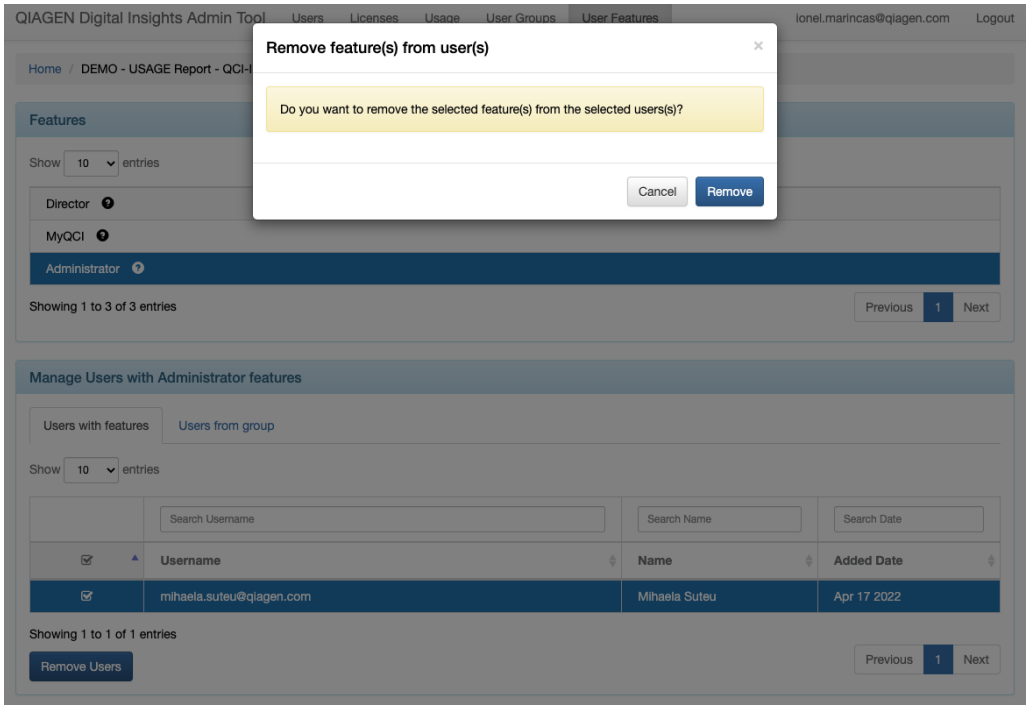


There are two tabs on this section: one that shows users having assigned the feature selected in section 1 and another tab which displays all the users in the license group to whom the feature could be assigned to.

Assigning a feature to a user

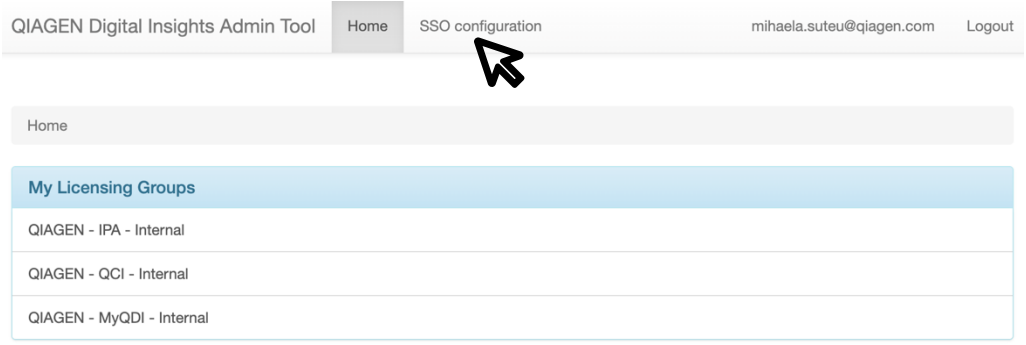


Removing a feature from a user



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. 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
    - with first name, last name, and email ID of the SSO Administrator
    - list of domains for SSO

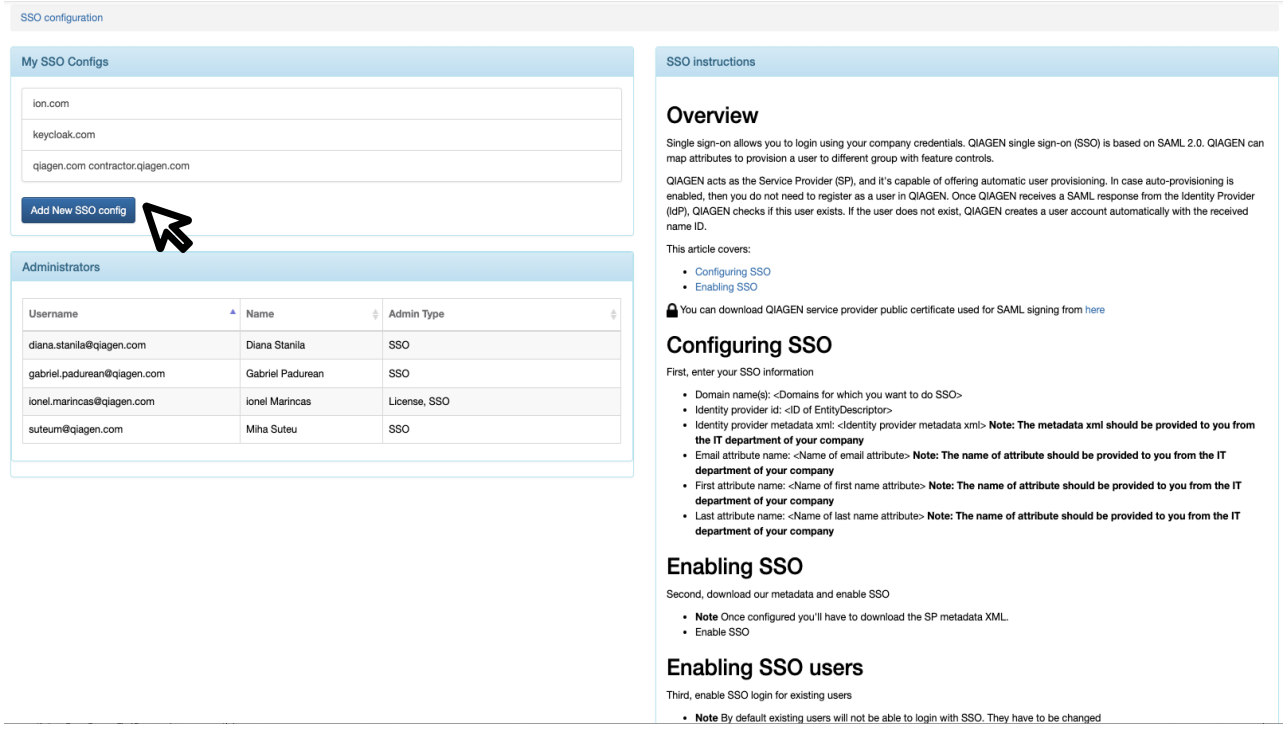
An SSO administrator will be created by the QDI customer support team and in order to gain access to the SSO configuration tab, a special license will be assigned.

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.

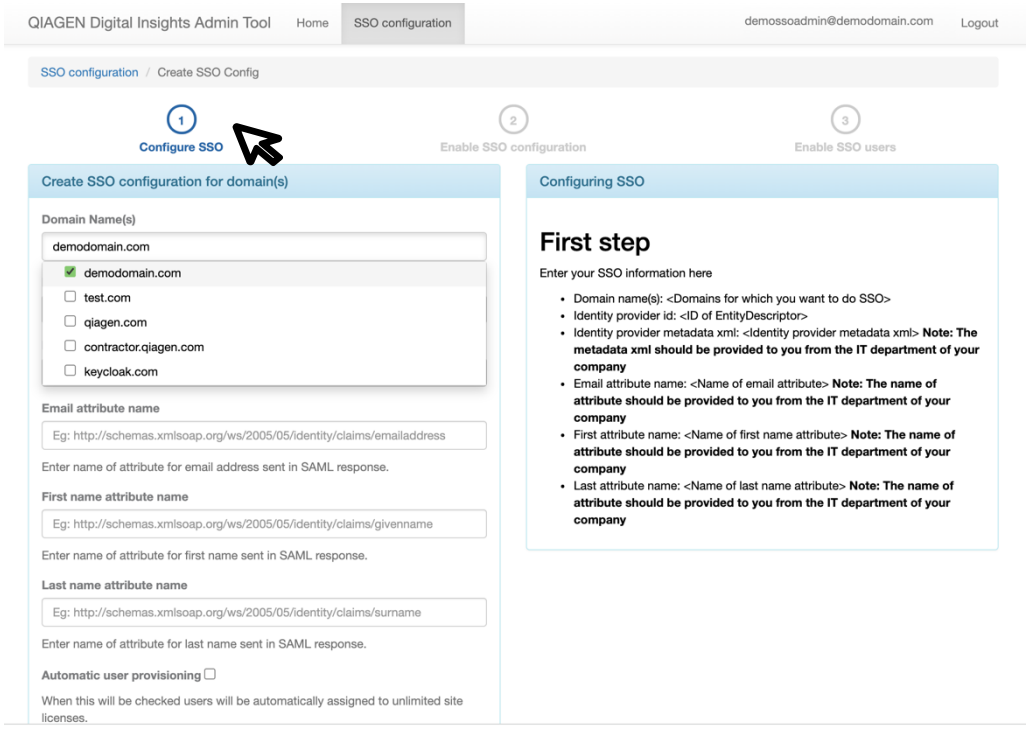
There is also a table that lists all the administrators defined on the group.



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.

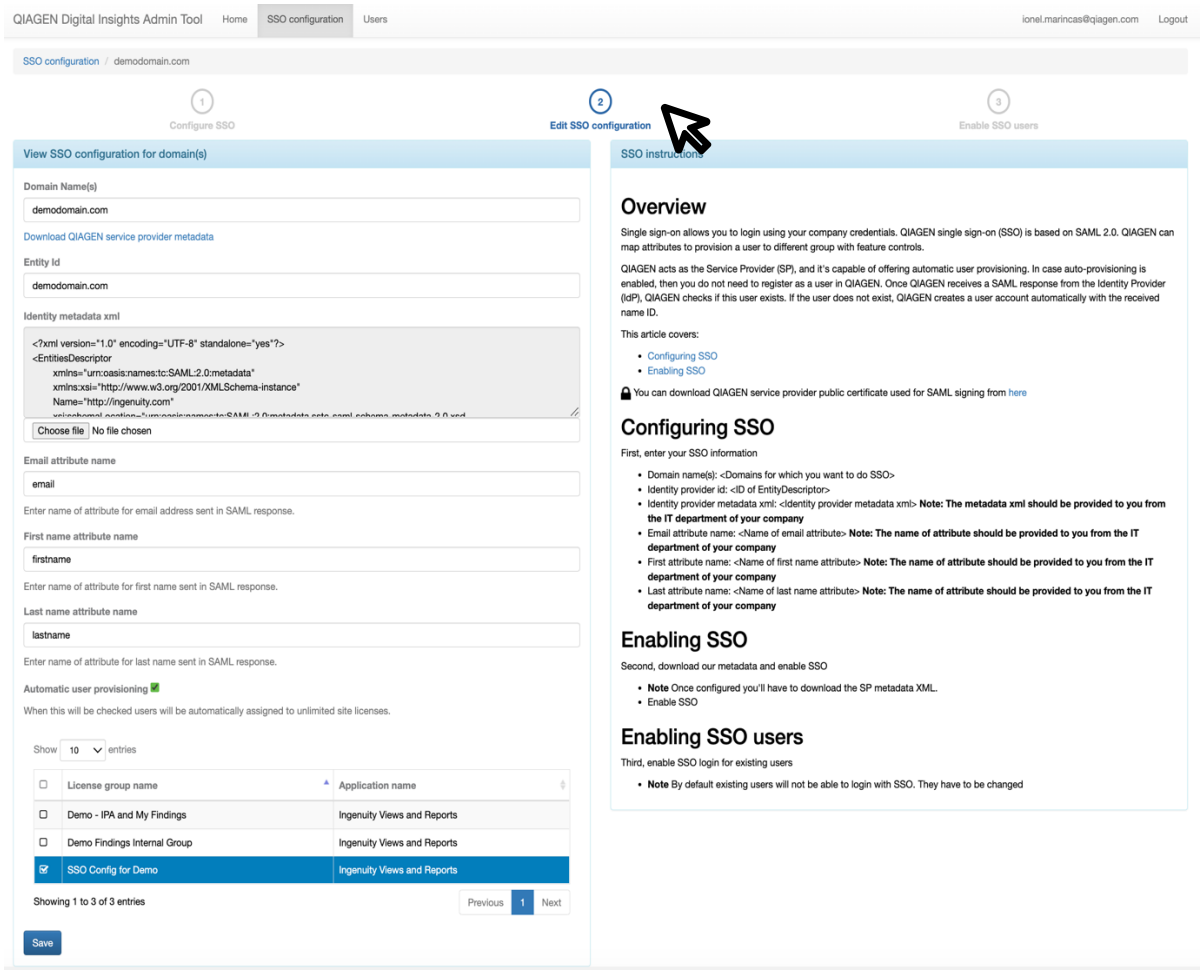


If the *Automatic user provisioning* is checked this means that all new users signing in to Qiagen via your company's identity provider will gain access to the Qiagen products by having accounts automatically created in the Qiagen system and added to your license group.

SSO Config: step 2

The 2nd 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

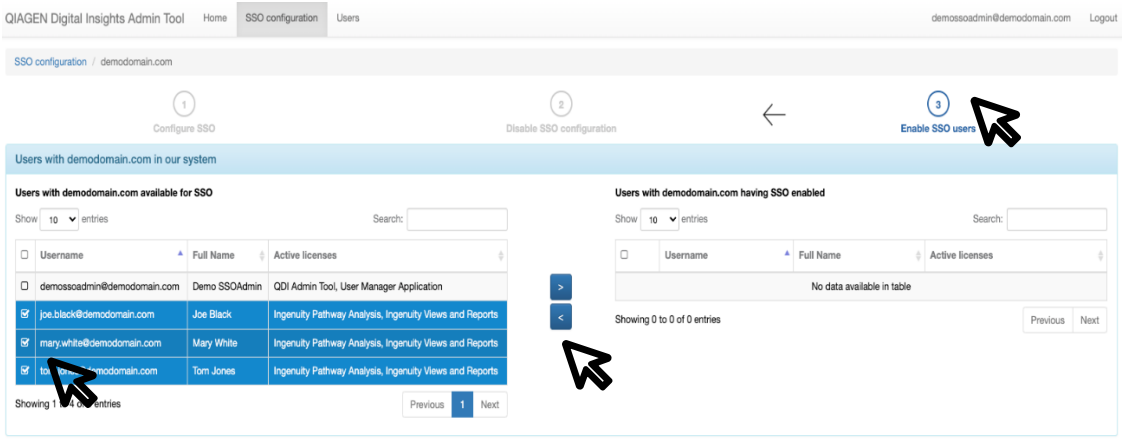
existing SSO configuration can be disabled by clicking on the *Disable* button. A right side panel is also available with more information on this.



SSO Config: step 3

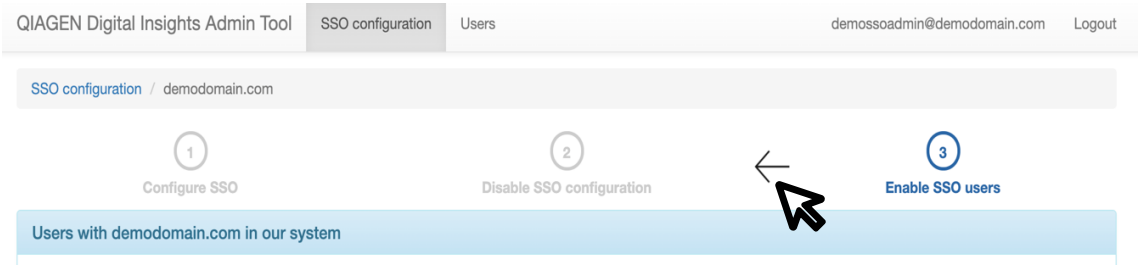
The 3rd step allows you to move users between two lists: one that is SSO enabled – meaning that users will sign in using your company identity provider and the other which is SSO disabled meaning that users will continue to sign in via Qiagen system.

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.