

---

June 2024

# QIAGEN Digital Insights Admin Tool Quick Start Guide

## Contents

|  |    |
|--|----|
| Introduction .....   | 4  |
| Access to QDIAT .....  | 4  |
| How to use QDIAT .....                                       | 5  |
| User Management.....   | 6  |
| Administrators .....   | 6  |
| Add New Users to Licensing Group.....                        | 6  |
| Users in License Group.....                                  | 9  |
| Remove Users from License Group to End Access.....           | 9  |
| License Management .....                                     | 10 |
| Sessions .....   | 11 |
| Viewing who is currently logged into your license group..... | 11 |
| Terminating an active session.....                           | 11 |
| Viewing failed sessions .....                                | 12 |
| Usage Monitoring .....                                       | 13 |
| License Usage .....  | 13 |
| User Usage for Sample Upload.....                            | 14 |
| User Groups .....  | 15 |
| Administrators.....  | 15 |
| My User Groups .....   | 15 |
| Users in User Group.....                                     | 16 |
| Add Users to User Group .....                                | 17 |
| Remove Users from User Group .....                           | 18 |
| User Features.....   | 19 |
| Features .....   | 19 |
| Manage Users with features .....                             | 20 |
| SSO Configuration .....                                      | 22 |
| Prerequisites.....   | 22 |
| SSO Config: step 1.....                                      | 24 |
| SSO Config: step 2.....                                      | 24 |
| SSO Config: step 3.....                                      | 25 |

---

|  |    |
|--|----|
| How to navigate between the <i>SSO configuration steps</i> .....           | 26 |
| Changes to current support process for authentication related issues ..... | 26 |

# 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

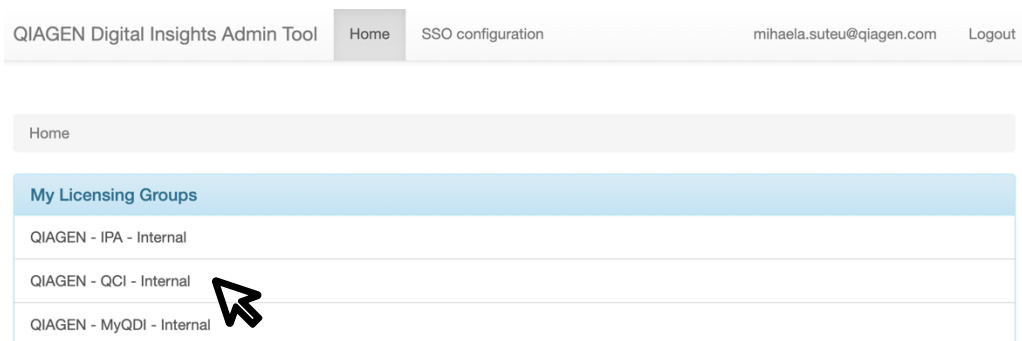
If you are a license coordinator for any of these products, log in at <https://apps.qiagenbioinformatics.cn/iat/> with your username and password.

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

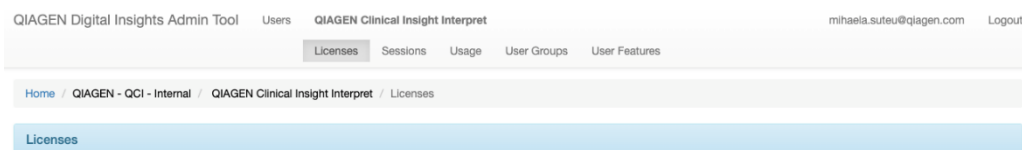
## How to use QDIAT

**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.



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"/> aarthigoverdhan@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

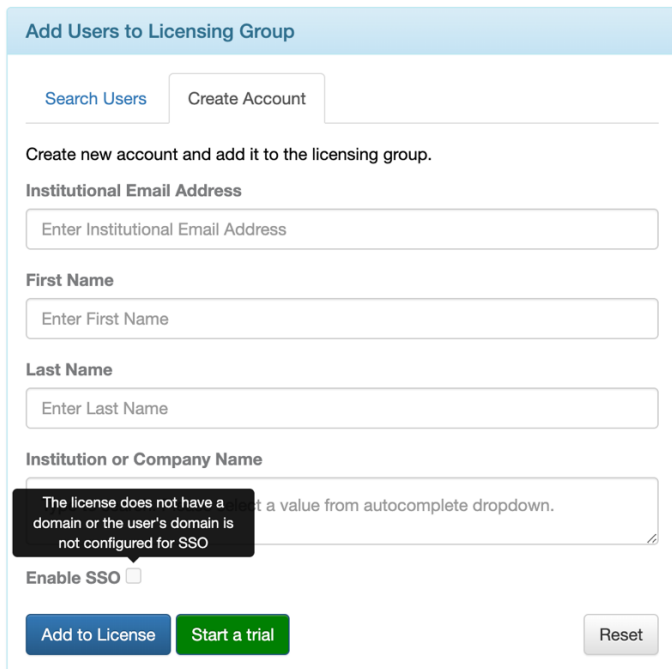
| <input type="checkbox"/>            | Username                | Name         |
|-------------------------------------|-------------------------|--------------|
| <input checked="" type="checkbox"/> | dominic.john@qiagen.com | Dominic John |

Showing 1 to 1 of 1 entries

Previous 1 Next

**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 Account](#)

Create new account and add it to the licensing group.

**Institutional Email Address**  
Enter Institutional Email Address

**First Name**  
Enter First Name

**Last Name**  
Enter Last Name

**Institution or Company Name**  
Enter Institution or Company Name

The license does not have a domain or the user's domain is not configured for SSO

Enable SSO

[Add to License](#) [Start a trial](#) [Reset](#)

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

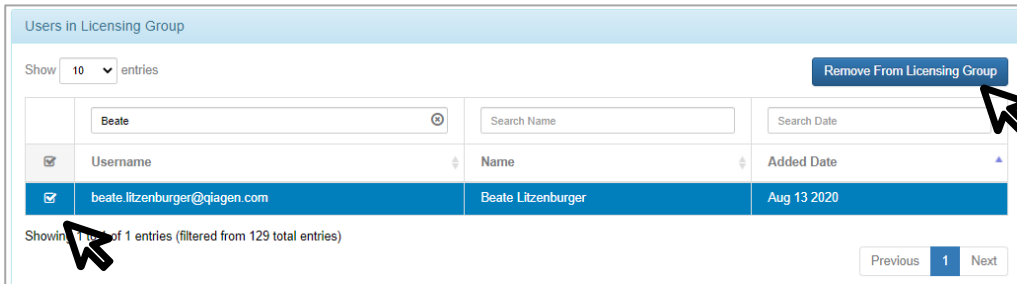
Show only users with SSO  Export users as: [XLS](#) | [XLSX](#)

Show 10 entries

| <input type="text" value="Search Username"/>            | <input type="text" value="Search Name"/> | <input type="text" value="Search Date"/> |
|---|--|--|
| Username  | Name                                     | Added Date                               |
| <input type="checkbox"/> aarthigoverdhan@qiagen.com     | Aarthi Goverdhan                         | Nov 04 2021                              |
| <input type="checkbox"/> aavishkarghosh@qiagen.com      | Aavishkar Ghosh                          | Sep 20 2022                              |
| <input type="checkbox"/> ada.ceen@contractor.qiagen.com | Ada Ceen                                 | Nov 19 2020                              |

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

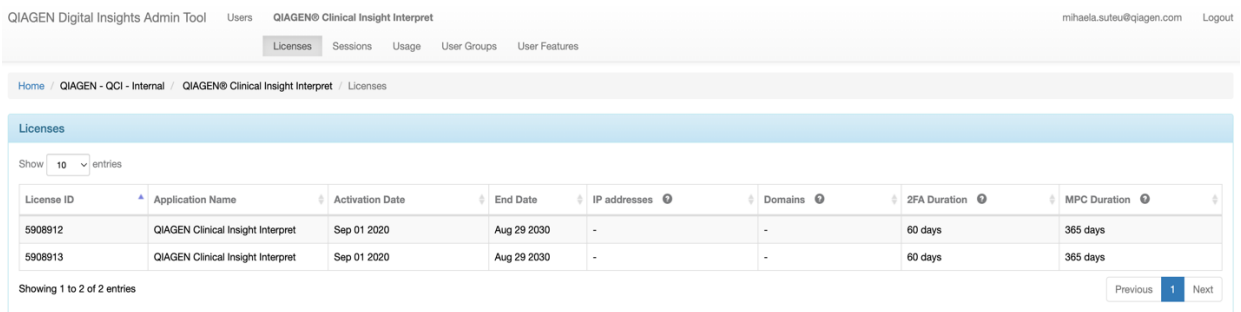
To remove users from your license, first check the box to the left of the member(s) you wish to remove and then click on the "Remove From Licensing Group" button.



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 <input type="text" value="10"/> entries |         |                   |             |                        |                          |                 |
| Username                                     | User Id | Global Session Id | Application | Timestamp              | Failure Cause            | IP Address      |
| tasim.banu@qiagen.com                        | 432251  | 515373287         | IAT         | 08/09/2021<br>04:07:03 | NO_VALID_LICENSE_FOR_APP | 106.200.247.139 |
| haijin.lei@qiagen.com                        | 340256  | 514426663         | IAT         | 08/05/2021<br>21:51:00 | NO_VALID_LICENSE_FOR_APP | 58.63.130.168   |
| haijin.lei@qiagen.com                        | 340256  | 514162058         | IAT         | 08/05/2021<br>05:37:40 | NO_VALID_LICENSE_FOR_APP | 58.33.58.146    |
| haijin.lei@qiagen.com                        | 340256  | 0                 | INGSSO      | 08/05/2021<br>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

---

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:

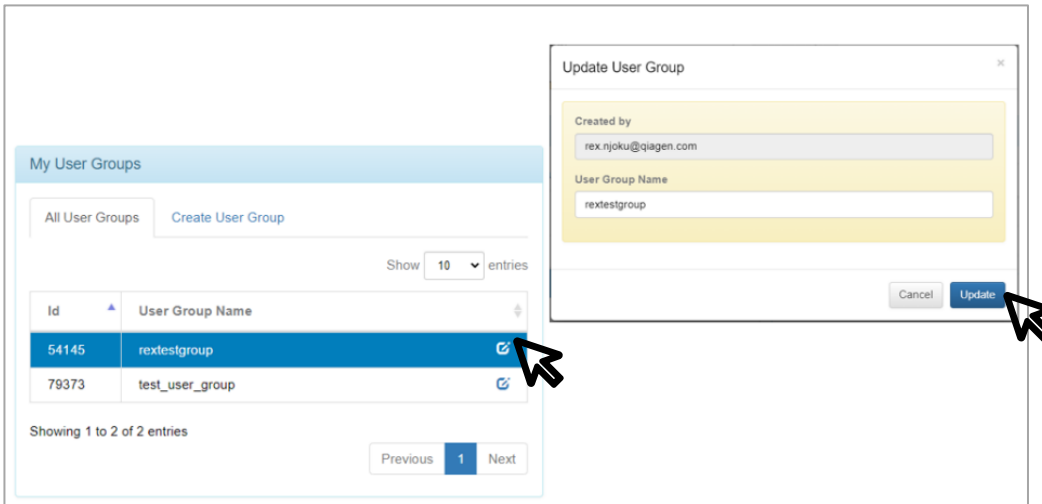
|                          | Search Username             | Search Name      |
|--------------------------|-----------------------------|------------------|
| <input type="checkbox"/> | Username                    | Name             |
| <input type="checkbox"/> | aaron.mandel@qiagen.com     | Aaron Mandel     |
| <input type="checkbox"/> | aarthy.goverdhan@qiagen.com | Aarthy Goverdhan |

### 1 Administrators

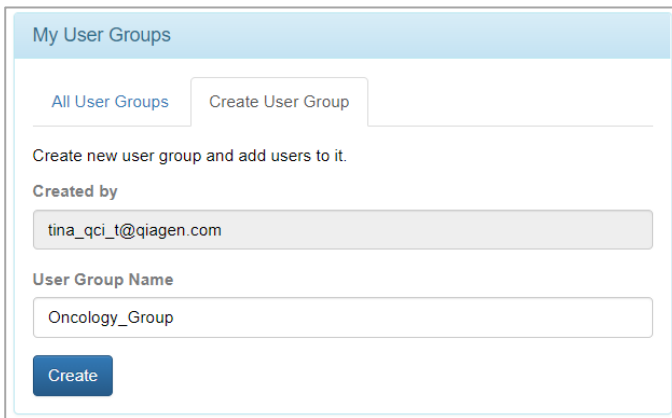
Displays a list of administrators that can manage the user groups within QCI Interpret. The administrator list is managed by Customer Support. If you wish to add/remove administrators, you must contact Customer Support via [IS-Bioinformatics@qiagen.com](mailto:IS-Bioinformatics@qiagen.com).

### 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:

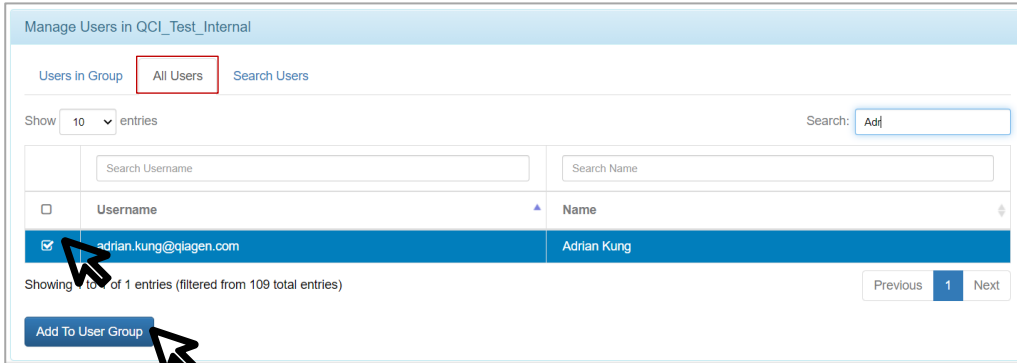
|                          | Search Username            | Search Name |
|--------------------------|----------------------------|-------------|
| <input type="checkbox"/> | mehis                      | Search Name |
| <input type="checkbox"/> | Username                   | Name        |
| <input type="checkbox"/> | 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

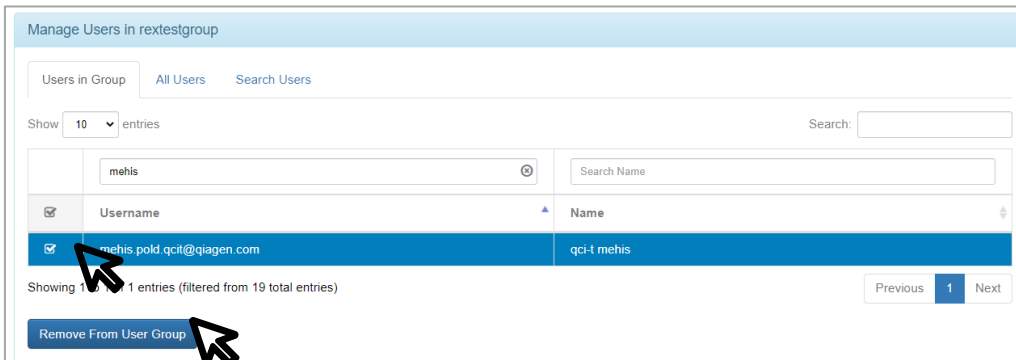
Navigate to the *All Users* tab and search by name or user name using the organizational email. To add users from your license, first check the box to the left of the member(s) you wish to add and then click on the "Add to User Group" button.



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

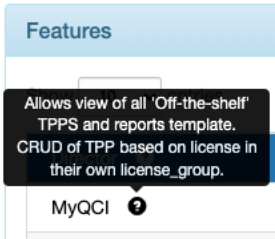
| <input type="checkbox"/> Username                            | Name                       | Added Date  |
|--|----------------------------|-------------|
| <input type="checkbox"/> sergiu.plesca@qiagen.com            | Sergiu Plesca              | Aug 25 2022 |
| <input type="checkbox"/> testvcs_prod_director@ingenuity.com | 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:

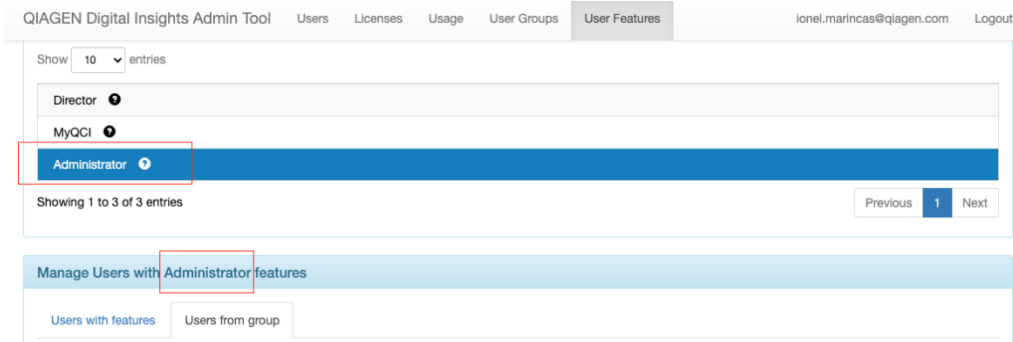


The license administrator can select one of the features from section 1 and then the view in section 2 gets refreshed.

## 2 Manage Users with features

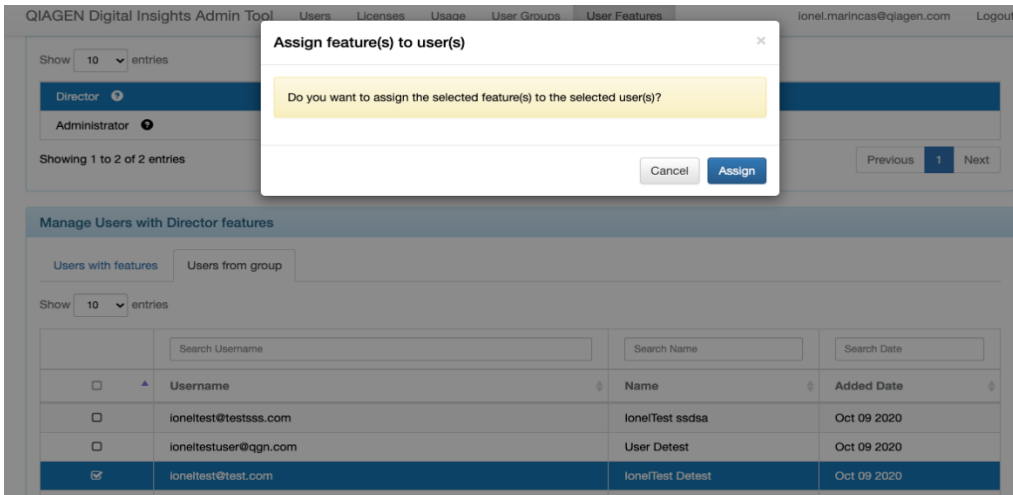
This section allows the license administrator to assign or remove features from specific users.

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

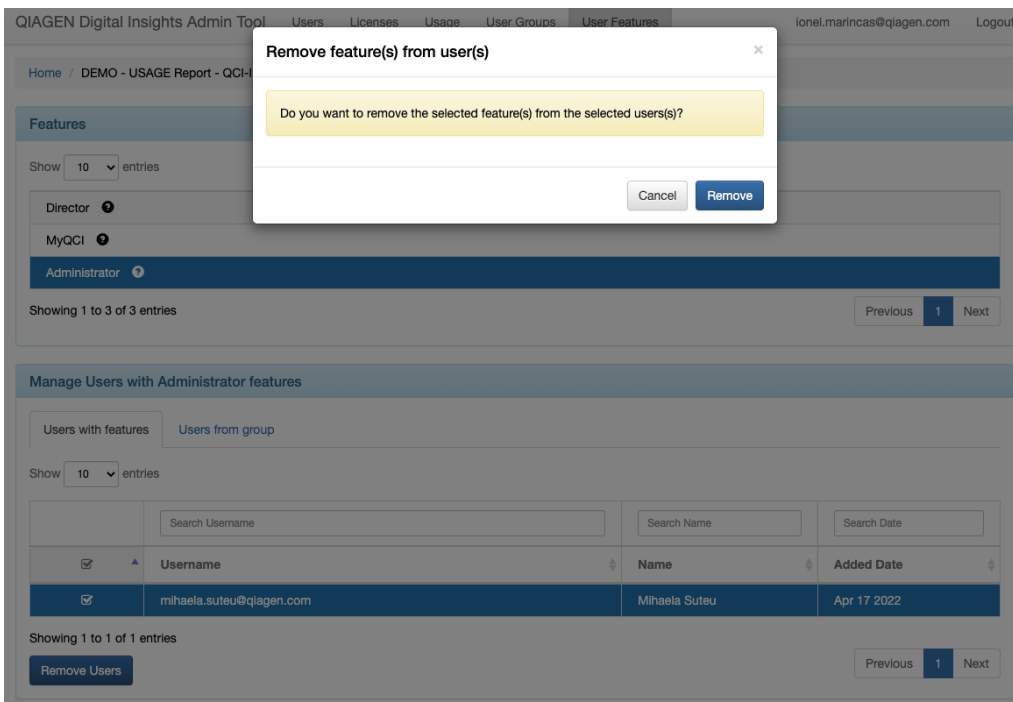


There are two tabs on this section: one that shows users having assigned the feature selected in section 1 and another tab which displays all the users in the license group to whom the feature could be assigned to.

## Assigning a feature to a user

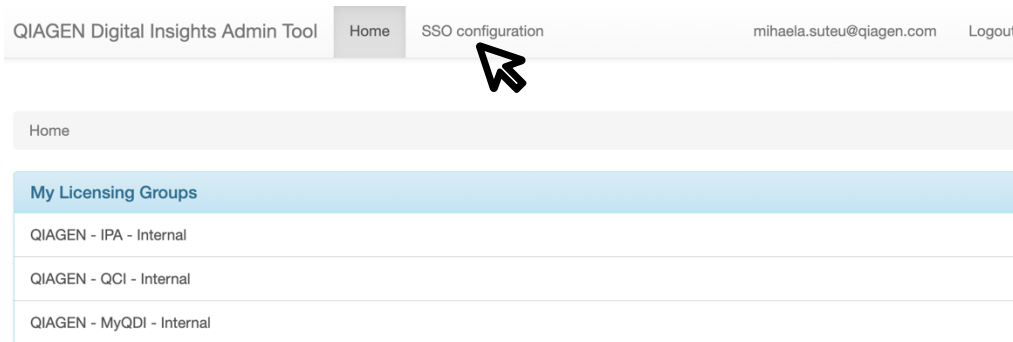


## Removing a feature from a user



## 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 required information. The 'Enabling SSO' section follows, providing steps to download metadata and enable SSO. Finally, the 'Enabling SSO users' section includes instructions on enabling 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.

The screenshot shows the 'SSO configuration' page in the 'QIAGEN Digital Insights Admin Tool'. The user is logged in as 'demossoadmin@demodomain.com'. The page has three numbered steps: 1. Configure SSO, 2. Enable SSO configuration, and 3. Enable SSO users. Step 1 is active. The main content area is titled 'Create SSO configuration for domain(s)'. It includes a 'Domain Name(s)' section with a search bar containing 'demodomain.com' and a list of domains: 'demodomain.com' (checked), 'test.com', 'qiagen.com', 'contractor.qiagen.com', and 'keycloak.com'. Below this are three text input fields for 'Email attribute name', 'First name attribute name', and 'Last name attribute name', each with a placeholder URL. At the bottom, there is an 'Automatic user provisioning' checkbox and a note: 'When this will be checked users will be automatically assigned to unlimited site licenses.' To the right, a 'Configuring SSO' panel titled 'First step' lists required information: Domain name(s), Identity provider id, Identity provider metadata xml, Email attribute name, First attribute name, and Last attribute name, each with a note that the name should be provided by the IT department.

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.

QIAGEN Digital Insights Admin Tool Home SSO configuration Users ionel.marincas@qiagen.com Logout

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"?>
<EntitiesDescriptor
  xmlns="urn:oasis:names:tc:SAML:2.0:metadata"
  xmlns: xsi="http://www.w3.org/2001/XMLSchema-instance"
  Name="http://ingenuity.com"
  xsi:baseurl="https://www.oasis-open.org/SAML/2.0/metadata/identity-provider-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

Save

**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

### 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:

| Username                   | Full Name | Active Licenses |
|----------------------------|-----------|-----------------|
| 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.