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Domain Administration and Workgroups in BaseSpace

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This quick reference card provides instructions for a BaseSpace Enterprise Domain Administrator. It describes how to manage domain users, passwords, and sessions. It also describes how to create workgroups, assign a workgroup administrator and add and remove users to a workgroup.

Domain Administration

1   Use the URL provided by Illumina to access your domain account.
2   Use the links in the left navigation pane of the Settings window to access domain administration functions.

User Management

Use the User Management tab in the Settings windows to view and manage users in your domain account.

1   Under Settings, click **User Management**.

View Users

View a list of the current users in your domain account.

1   Under User Management, click **Users**.

Add Users to a Domain Account

Allow all users in an email domain to access your BaseSpace domain account. You might do this to give access to everyone in your company without adding them individually. Do not allow common email domain names, such as gmail.com or hotmail.com.

You can also allow specific users outside your company (for example, a collaborator at a core lab).

1   Under User Management, click **Allowed Emails**.
2   Enter an email domain name (for example, your-company-email-domain.com), and click **Add**. Do not include the @ symbol.
3   To allow access to specific users, enter the individual email address, and click **Add**.
4   Click **Save Changes**.

User State

View user account details and verify whether a user is active in the domain. You can also expire a user account to prevent them from logging in to the domain.

1   Under User Management, click **User State**.
2   In the Set User State window, enter the user's email address, and click **Check**.
3   To expire a user account, select the **Expire User** checkbox, and click **Save**.
4   To restore an expired user account, clear the **Expire User** checkbox, and click **Save**.

Administrators

Add domain administrators. The user needs to be part of the domain account.

1   Under User Management, click **Administrators**.
2   In the Domain administrator window, click **Configure an administrator**.
3   In the **Email** field, enter the email address of the user you want to be a domain administrator, and click **Check**.
4   Enter the user's first and last name, and then click **Save**.

Password Management

Configure requirements for user passwords.

1   Under Settings, click **Password Management**.
2   Configure strength of password parameters:

   a   Select the minimum number of characters required for a password.
   b   To require the use of special characters in the password, select the **special characters** checkbox.
   c   To require the use of at least one numeral, select the **numbers** checkbox.
   d   To require uppercase or lowercase letters, select the corresponding **letters** checkbox.

3   Configure account lock-up parameters:

   a   Select the number of times a user can enter an incorrect password before the account is locked.
   b   Select the number of minutes before the account can be reset after it is locked.

4   Configure password re-use check parameters:

a   Enter the number of days that must pass before a password can be reused.

b   Enter the number of passwords a user must create before a password can be reused.

5   Type a message that describes the configured password policy.

Session Management

1   Under Settings, click **Session Management**.

2   In User's idle session timeout, select the number of minutes a user's session can be idle before it automatically times out.

3   Click **Save Changes**.

Workgroups

The Workgroup feature groups BaseSpace users and gives them access to pooled resources. A workgroup consists of users who share data, storage, and other resources.

Create Workgroups and Assign Administrators

Domain administrators can create multiple workgroups and assigns 1 workgroup administrator to each group.

Workgroup administrators can modify workgroup settings and add and remove users.

1   Log in to the BaseSpace **Admin Console**.

2   Click **Dashboard**, and then click the **New** icon.

3   In the Create workgroup dialog box, enter the **Name** you want to give the workgroup.

4   Enter a unique **Description**.

5   Enter the email for the person you want to be the workgroup administrator.
    The workgroup administrator can be any user in the workgroup.

6   To collaborate with users outside your domain (for example, a core lab), select the **Enable collaborators outside of this domain** checkbox.

7   Click **Create**.

Access a Workgroup

When you use a workgroup to access BaseSpace, you use the group account, which may have different data, settings, and resources than your personal account.

1   Click the **Account** drop-down arrow, and select an workgroup.

2   If you are an admin, you can rename the workgroup as follows.

a   From Settings, click **Overview**.

b   Click **change name**.

c   In the dialog box, enter the new name, and click **OK**.

3   To return to your account, click the **Account** drop-down arrow, and select **Personal**.

Add Users to a Workgroup

The workgroup administrator adds users to a workgroup. A workgroup can contain an unlimited number of users.

1   Click the **Account** drop-down arrow, and select the appropriate workgroup.

2   Click **Users**.

3   In the Users page, click **Invite**.

4   In the Invite new user dialog box, enter the BaseSpace email address for the user you want to add, and then click **Invite**.
    The invited user receives an email invitation and a dashboard notification. The user is added to the workgroup after accepting the invitation.

Remove Users from a Workgroup

The workgroup administrator removes users from a workgroup.

1   Click the **Account** drop-down arrow, and select the appropriate workgroup.

2   Click **Users**.

3   Select the checkbox for each user you want to remove.

4   Click **Remove**.

5   Click **OK** to confirm.

Technical Assistance

For questions, see BaseSpace on www.illumina.com. If you do not find the information you need there, contact Illumina Technical Support by email or phone.

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