

# Quick Start Guide

The Ingenuity Admin Tool (IAT) streamlines Group management by allowing customers to self-administer their Group's membership.

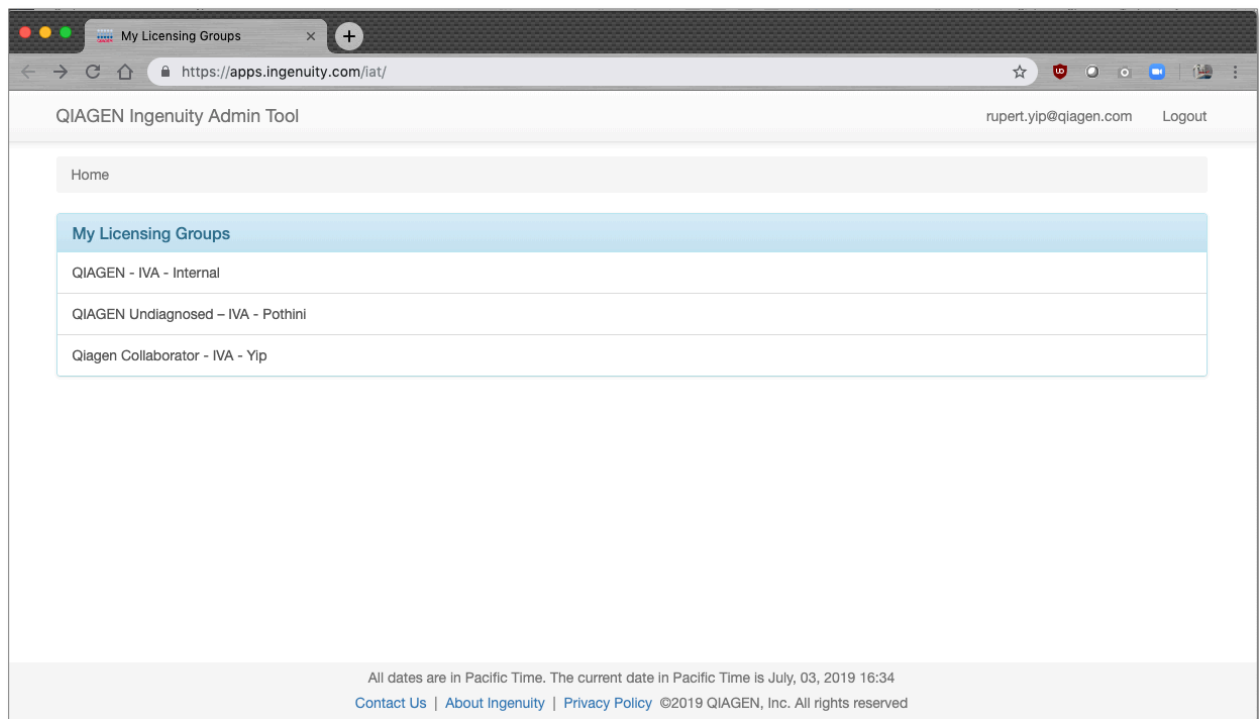
## Access to IAT

If you don't have access to the IAT, please contact Customer Support and request that you be assigned as the Administrator of your Group. Once you're an administrator, you should now have access to the IAT portal (<https://apps.ingenuity.com/iat>).



Make sure you contact Technical Support ([TS-Bioinformatics@qiagen.com](mailto:TS-Bioinformatics@qiagen.com)) to become an administrator of your license and to get access to the Ingenuity Access Tool (IAT)

Once you are an admin and have access to the IAT, simply point to the IAT portal URL (<https://apps.ingenuity.com/iat>) using a modern browser that supports HTML5.



Ingenuity Admin Tool 07/2019

Figure 1

# Managing Group Membership

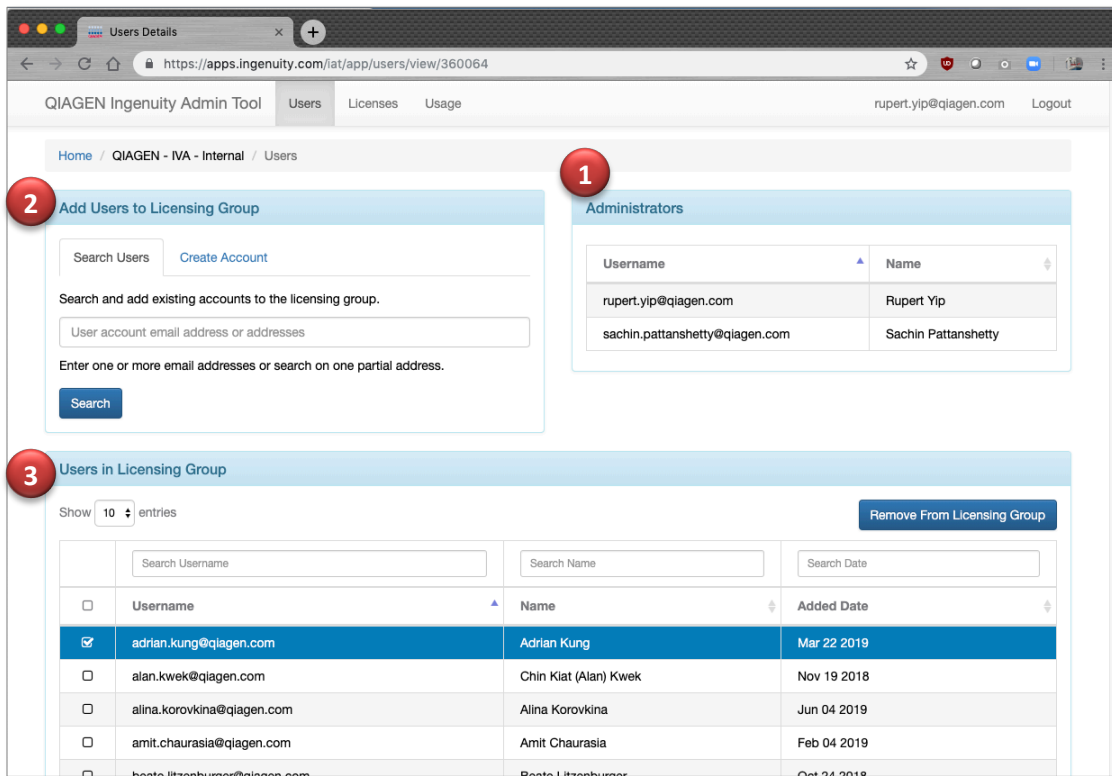


Figure 2

## Administrators 1

An account can have >1 administrator per Group. This box contains a list of Group administrators. This list is managed by Customer Support. If you wish to add/remove administrators, you must contact Customer Support. Administrators do not need to be members of the Group, nor do they need to be Ingenuity users.

## Manage group members 2

Enter new group member's Ingenuity usernames (they must already have an Ingenuity account) or you can create a new account for a new user within your institution by clicking on the Create Account tab. When creating a new account, fill in the required information then click Create.

Adding a user with an existing Ingenuity account

Adding a new user who does not already have an Ingenuity account

### List of group members 3

This table of Group members shows all the members of the Group and may be sorted by username or actual names. The text box on the top of each column allows searching by typing in a portion of the username or actual name. Additionally, you can change the number of rows displayed per page by selecting from the dropdown to show the # of entries in the top left portion of the Users window.

You can remove an existing member of the Group by selecting their name (row) then clicking on the “Remove From Licensing Group” button (see below).

### Removing Group Member(s)

| Users in Licensing Group  |  |   |  |
|---|--|---|--|
| Show <input type="text" value="10"/> entries  |  | <span style="color: red; border: 1px solid red; border-radius: 50%; padding: 2px;">2</span> Remove From Licensing Group |  |
|   | <input type="text" value="Search Username"/> | <input type="text" value="Search Name"/>  | <input type="text" value="Search Date"/> |
| <input type="checkbox"/>  | Username ▲                                   | Name ▾  | Added Date ▾                             |
| <input type="checkbox"/>  | jeff.green@qiagen.com                        | Jeff Green  |  |
| <span style="color: red; border: 1px solid red; border-radius: 50%; padding: 2px;">1</span> <input checked="" type="checkbox"/> | jens.edvardsson@qiagen.com                   | Jens Edvardsson   |  |
| <input type="checkbox"/>  | sitest16@ingenuity.com                       | Susan Trinh   |  |

Figure 3

To remove users from your Group, 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.



