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May 2022

# 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.tr.qiagenbioinformatics.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

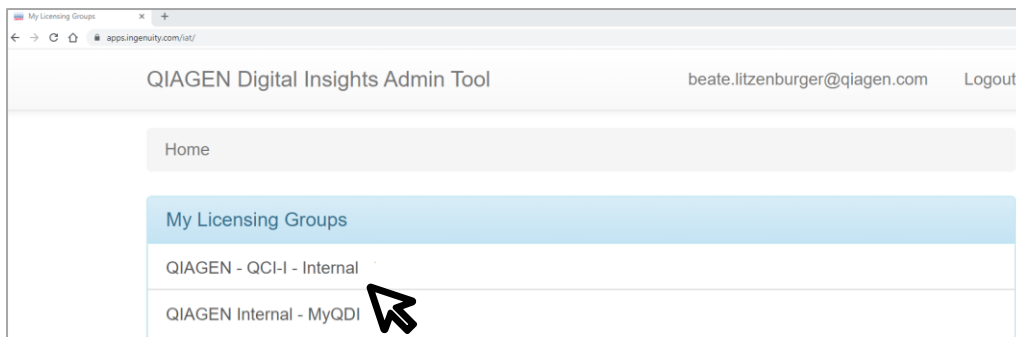
If you are a license coordinator for any of these products, log in at <https://apps.tr.qiagenbioinformatics.com/iat/> with your username and password.

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.



**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.

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.

Home

**My Licensing Groups**

SSO Config for Demo



## 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 Licenses Sessions beate.litzenburger@qiagen.com Logout

Home / QIAGEN Internal - MyQDI / Users

**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
anand.muthiah@qiagen.com	Anand Muthiah
andrea.hettig@qiagen.com	Andrea Hettig
beate.litzenburger@qiagen.com	Beate Litzenburger

**Users in Licensing Group** ③

Show 10 entries

Search Username	Search Name	Search Date	
Username	Name	Added Date	
<input type="checkbox"/>	dmitrii.kamaev@qiagen.com	Dmitrii Kamaev	Aug 03 2021
<input type="checkbox"/>	nandha.pratama@qiagen.com	Nandha Pratama	Jul 29 2021
<input type="checkbox"/>	samuel.kim@qiagen.com	Samuel Kim	Jul 20 2021

### 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  entries

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

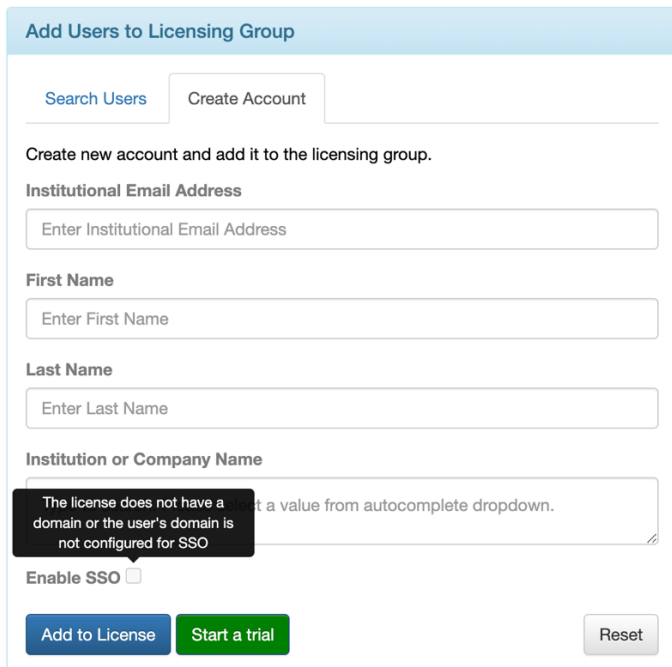
Showing 1 to 1 of 1 entries

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.

**Users in Licensing Group**

Show 10 entries

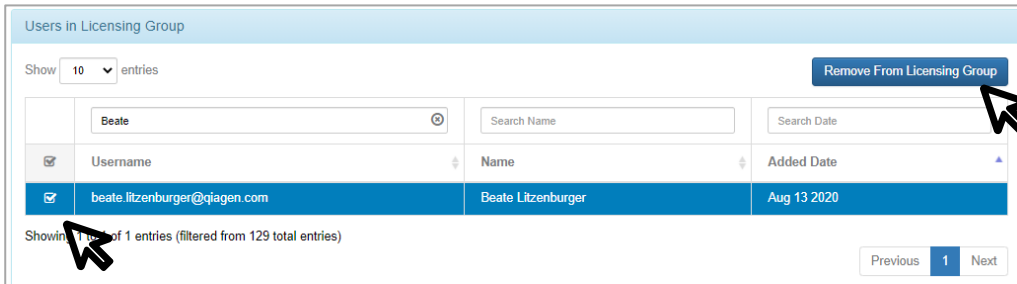
	Username	Name	Added Date
<input type="checkbox"/>	beate.litzenburger@qiagen.com	Beate Litzenburger	Aug 13 2020

Showing 1 to 1 of 1 entries (filtered from 129 total entries)

Previous 1 Next

### 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.

QIAGEN Digital Insights Admin Tool   Users   Licenses   Sessions   beate.litzenburg

Home / QIAGEN Internal - MyQDI / Licenses

Licenses

Show 10 entries

License ID	Application Name	Activation Date	End Date	IP addresses	Domains
4378277	QIAGEN Digital Insights	Jan 01 2020	Jun 22 2025	-	contractor.qiagen.com ingenuity.com qiagen.com
7158277	QIAGEN Digital Insights	Jun 28 2021	Jun 27 2022	-	-
5668877	QIAGEN Digital Insights	Dec 31 2020	Dec 30 2021	-	-

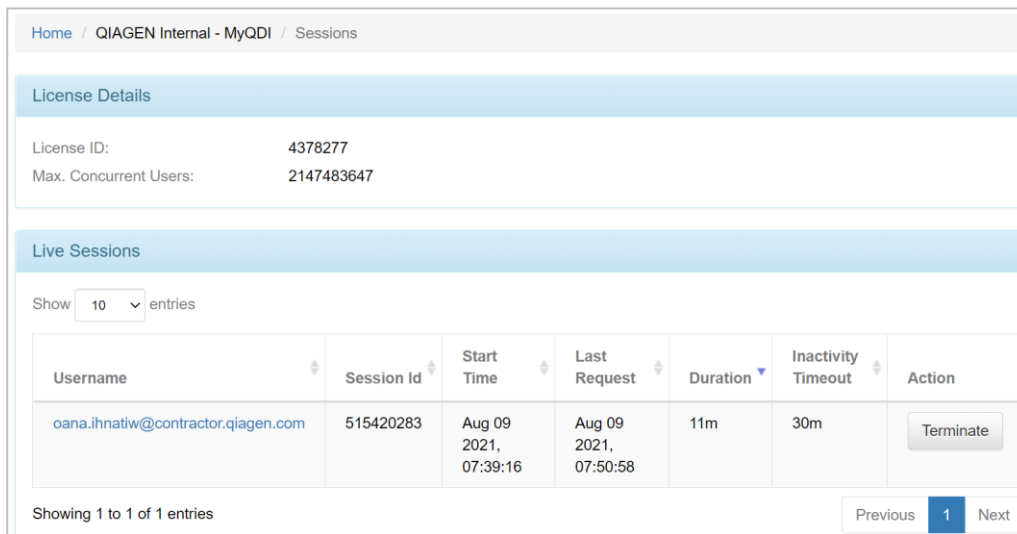
If the license restricts usage from specific IP addresses, those will be listed. Then all sessions on this license must originate from these IP addresses. This is the institutional/building IP address as seen by the rest of the world. This is not the IP address on the user's computer.

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).

## 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.



Home / QIAGEN Internal - MyQDI / Sessions

**License Details**

License ID: 4378277  
Max. Concurrent Users: 2147483647

**Live Sessions**

Show 10 entries

Username	Session Id	Start Time	Last Request	Duration	Inactivity Timeout	Action
<a href="mailto:oana.ihnatiw@contractor.qiagen.com">oana.ihnatiw@contractor.qiagen.com</a>	515420283	Aug 09 2021, 07:39:16	Aug 09 2021, 07:50:58	11m	30m	Terminate

Showing 1 to 1 of 1 entries

Previous 1 Next

### 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 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.

Home / QIAGEN - QDI - Internal - QCI-I - Pattanshetty / Usage

### 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

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### 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

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## 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.

The screenshot displays the QIAGEN Digital Insights Admin Tool interface. The top navigation bar includes 'Users', 'Licenses', 'Usage', and 'User Groups'. The main content area is divided into three sections:

- My User Groups (2):** This section shows a list of user groups. The table has columns 'Id' and 'User Group Name'. The entries are:

Id	User Group Name
54145	rextestgroup
79373	test_user_group
- Administrators (1):** This section shows a list of administrators. The table has columns 'Username' and 'Name'. The entries are:

Username	Name
rex.njoku@qiagen.com	Rex Njoku
tina_qci_t@qiagen.com	tina qci_t
- Manage Users in rextestgroup (3):** This section shows a list of users within the 'rextestgroup' group. The table has columns 'Username' and 'Name'. The entries are:

Username	Name
mehis.pold.qci@qiagen.com	qci-t mehis
qci-t-tester10@qiagen.com	qci-t tester10

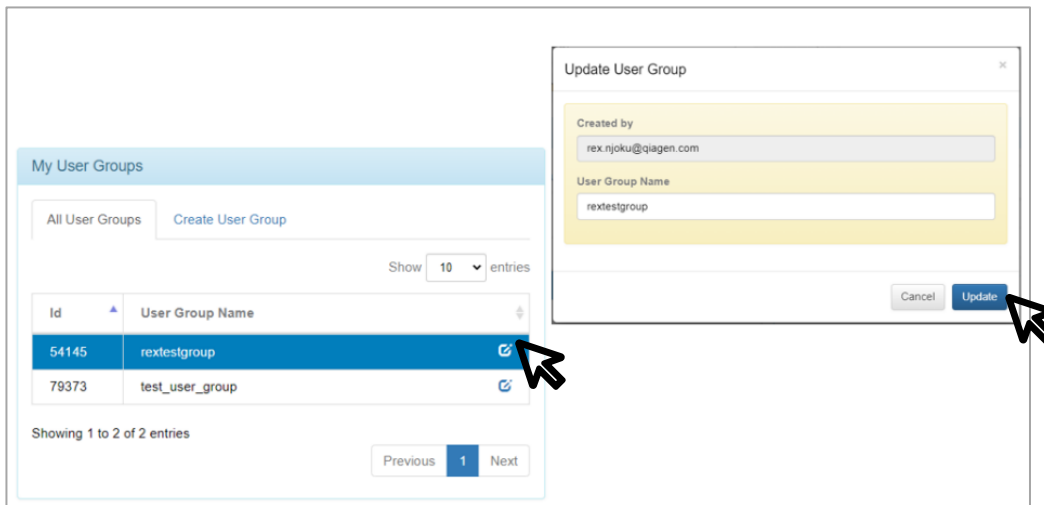
### 1 Administrators

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).

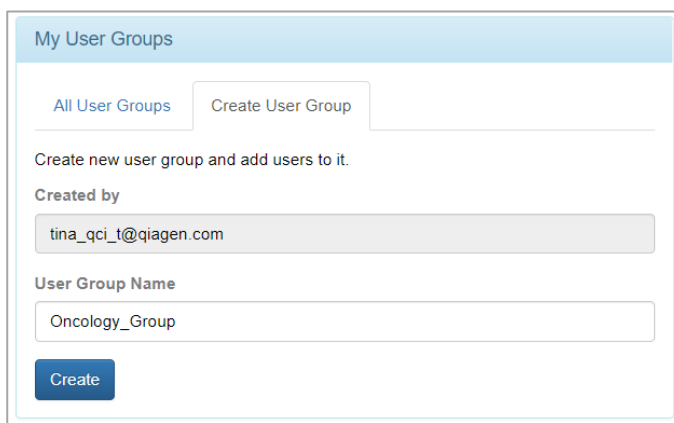


## 2 My User Groups

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:

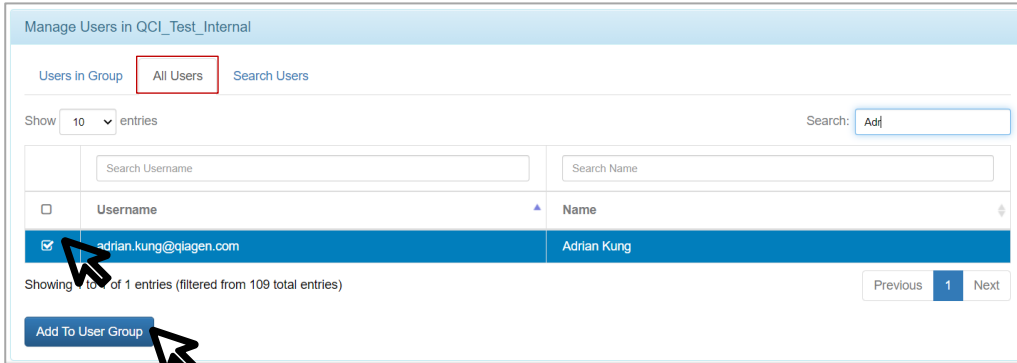
	Search Username	Search Name
<input type="checkbox"/>	mehis	Search Name
<input type="checkbox"/>	Username	Name
<input type="checkbox"/>	mehis.pold.qcit@qiagen.com	qci-t mehis

Showing 1 to 1 of 1 entries (filtered from 19 total entries)

Previous **1** Next

### 3b Add Users to User Group

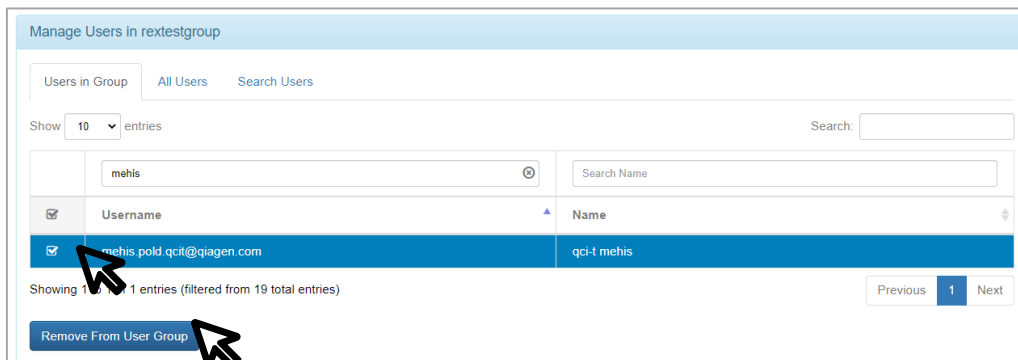
Navigate to the *All Users* tab and search by name or user name using the organizational email. To add users from your license, first check the box to the left of the member(s) you wish to add and then click on the "Add to User Group" button.



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   Licenses   Usage   User Groups   **User Features**   ionel.marincas@qiagen.com   Logout

Home / DEMO - USAGE Report - QCI-I / User Features

### Features ①

Show 10 entries

- Director
- MyQCI
- Administrator

Showing 1 to 3 of 3 entries   Previous 1 Next

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### 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"/>	ioneltest@test.com	ionelTest Detest	Oct 09 2020

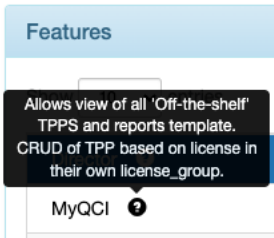
Showing 1 to 1 of 1 entries   Previous 1 Next

### 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:

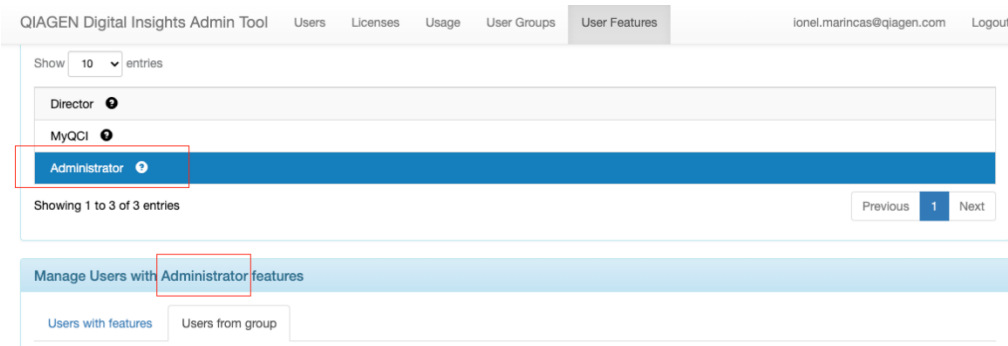


The license administrator can select one of the features from section 1 and then the view in section 2 gets refreshed.

## 2 Manage Users with features

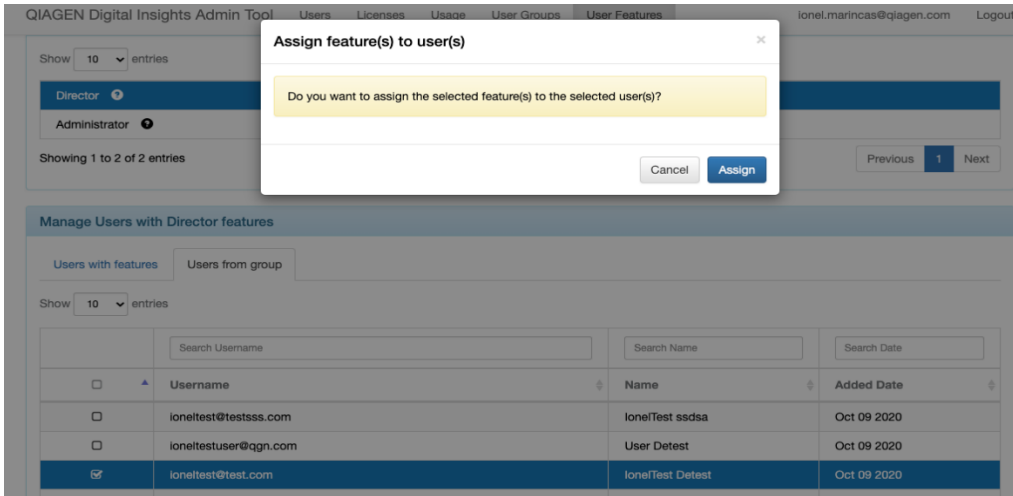
This section allows the license administrator to assign or remove features from specific users.

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

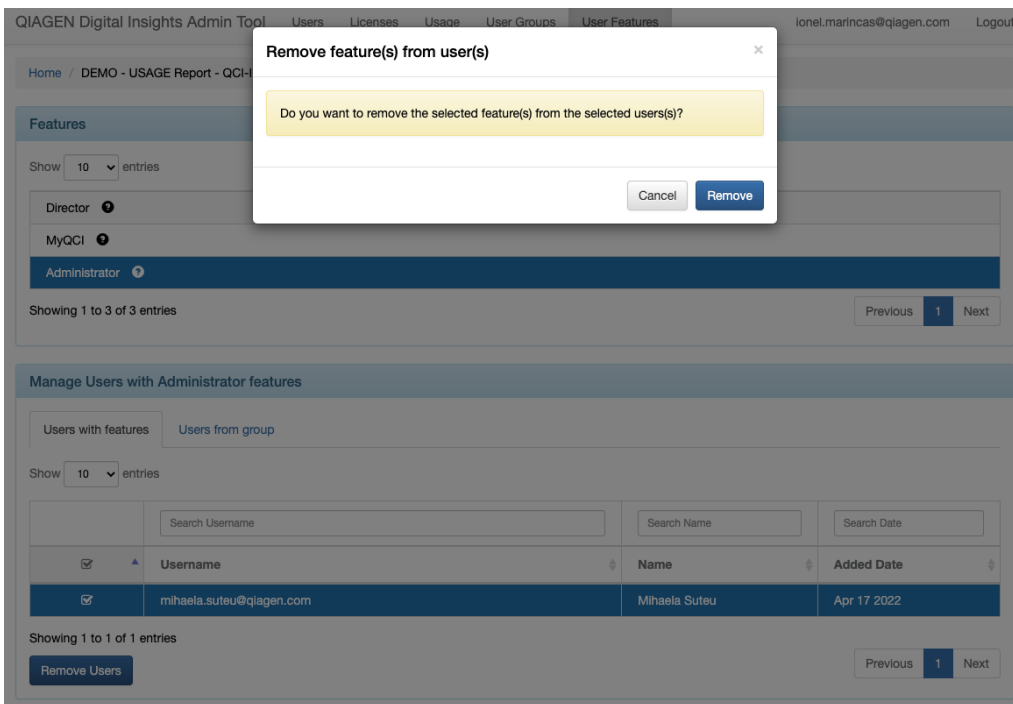


There are two tabs on this section: one that shows users having assigned the feature selected in section 1 and another tab which displays all the users in the license group to whom the feature could be assigned to.

## Assigning a feature to a user



## Removing a feature from a user



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## SSO Configuration

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.

SSO configuration

### My SSO Configs

  
[Add New SSO config](#) 

### 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](#)

## 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

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. 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 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 not doing SSO**

Show 10 entries Search:

<input type="checkbox"/>	Username	Full Name
<input type="checkbox"/>	demossoadmin@demodomain.com	Demo SSOAdmin
<input checked="" type="checkbox"/>	joe.black@demodomain.com	Joe Black
<input checked="" type="checkbox"/>	mary.white@demodomain.com	Mary White
<input checked="" type="checkbox"/>	tom.jones@demodomain.com	Tom Jones

Showing 4 of 4 entries Previous 1 Next

**Users with demodomain.com doing SSO**

Show 10 entries Search:

<input type="checkbox"/>	Username	Full Name
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.