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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.ingenuity.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.ingenuity.com/iat> with your username and password.

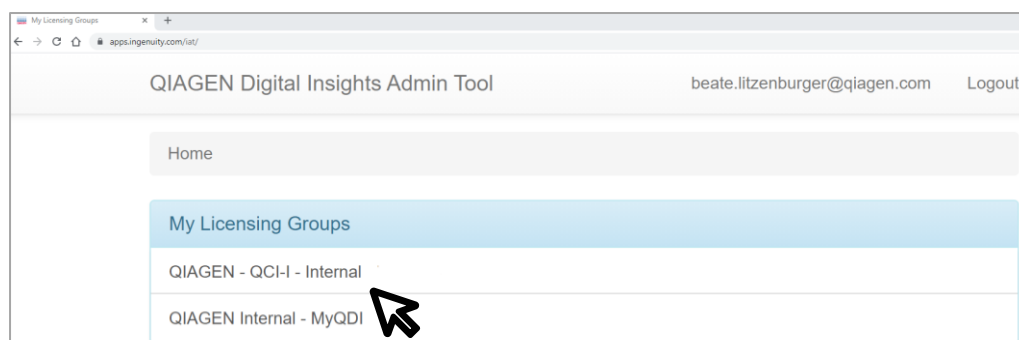
If you are the license coordinator and cannot access QDIAT please contact customer support via TS-Bioinformatics@qiagen.com and request a QDIAT license. Please note, a license to your

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

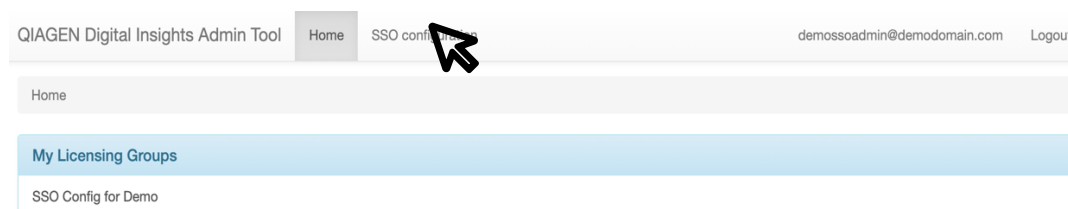
License Administrator/License Coordinator: this is the administrator at the institution who is authorized to make changes to the licenses/users.

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. 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.



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.

The screenshot shows the QIAGEN Digital Insights Admin Tool interface. At the top, there are tabs for 'Users', 'Licenses', and 'Sessions'. The user is logged in as 'beate.litzenburger@qiagen.com'. The main content area is divided into three sections:

- Add Users to Licensing Group (2):** This section contains a search bar with 'Search Users' and 'Create Account' buttons. Below it, there is a text input field for 'User account email address or addresses' and a 'Search' button.
- Administrators (1):** This section displays a table of administrators. The table has columns for 'Username' and 'Name'. The data is as follows:

| 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):** This section displays a table of users in the licensing group. The table has columns for 'Username', 'Name', and 'Added Date'. The data is as follows:

| Username | Name | Added Date |
|---------------------------|----------------|-------------|
| dmitrii.kamaev@qiagen.com | Dmitrii Kamaev | Aug 03 2021 |
| nandha.pratama@qiagen.com | Nandha Pratama | Jul 29 2021 |
| 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.

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. Please select a value from autocomplete dropdown.

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

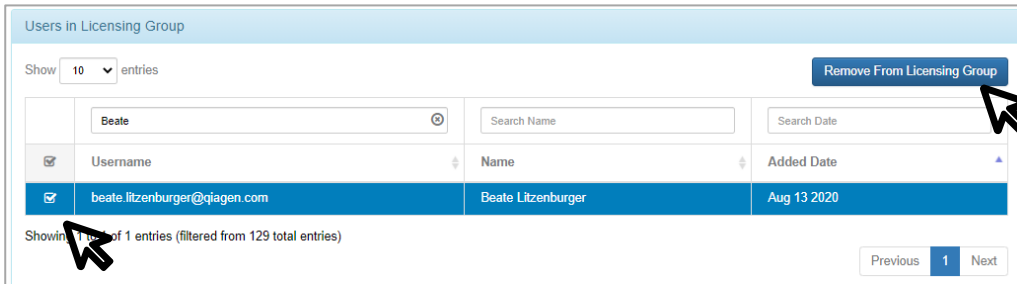
| | Username | Name | Added Date |
|--------------------------|-------------------------------|--------------------|-------------|
| <input type="checkbox"/> | beate.litzenburger@qiagen.com | Beate Litzenburger | Aug 13 2020 |

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

1

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 |
|--|------------|-----------------------|-----------------------|----------|--------------------|-----------|
| oana.ihnatiw@contractor.qiagen.com | 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 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 |

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
 - 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.

The screenshot displays the SSO configuration interface. On the left, the 'My SSO Configs' section features a search input field with 'demodomain.com' and a blue 'Add New SSO config' button. On the right, the 'SSO instructions' section provides detailed guidance. It starts with an 'Overview' section explaining SSO based on SAML 2.0. The 'Configuring SSO' section lists required information like domain names and attributes, with notes that these should be provided by the IT department. The 'Enabling SSO' section instructs on downloading metadata and enabling SSO, with a note to download SP metadata XML. Finally, the 'Enabling SSO users' section notes that existing users will not be able to login with SSO by default.

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 2nd 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

1 Configure SSO 2 Disable SSO configuration 3 Enable SSO users

View SSO configuration for domain(s)

Domain Name(s)
demodomain.com

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"
  xmlns:xs="http://www.w3.org/2001/XMLSchema" />
```

Email attribute name
email

First name attribute name
firstname

Last name attribute name
lastname

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"/> | SSO Config for Demo | |

Showing 1 to 1 of 1 entries Previous 1 Next

Disable Edit Remove

Enable SSO

Second step

- **Note** Download the SP metadata XML file from [here](#)
- Enable SSO by clicking **enabled** button

Once you click enabled, users can [sign in with SSO](#).

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.

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.