# 🔬 Lab-IT Manager (ver 1.0)

# User's Guide

## Contents

# LAB-IT Manager (overview)

## Summary:

Lab-IT Manager is a scripted console that lets you manage and overviews your Lab's lists of access by adding or removing users to them. All operations take effect immediately. This console also provides you some extra information about absolute storage links, the terminal server status and logs. The access to this console is limited to the Lab-Administrator.

## Requirements:

To access Lab-IT Manager you need access to the URL portal.uib.no using your any of your preferred web browser applications

Tested OS platforms: Windows, Apple, Linux

Tested web-browsers: Internet Explorer, Chrome, Mozilla, Safari, Opera

***Note***:

To access portal.uib.no you need to connect to the UiB network, either physically through a network cable, or via WIFI to EDUROAM or to the GUEST networks. You can also access to it outside the UiB campus (e.g., home) but to do so, you need to establish a VPN connection over your internet. Read more about establishing a VPN here.

## Opening Lab-IT Manager:

1. Open your preferred internet browser
2. Visit the URL: **portal.uib.no**
3. Type in your <u>username</u> and <u>password</u> and click "Sign In"
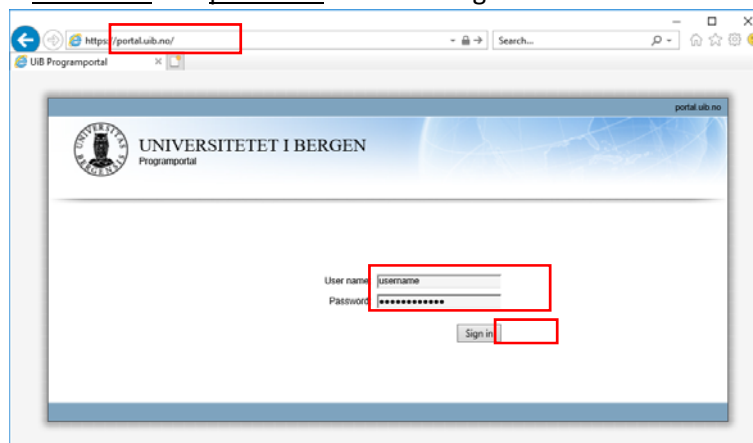


4. Click on icon "Lab-IT Manager". If you are using Internet Explorer, move to step 7. Otherwise continue with step 5
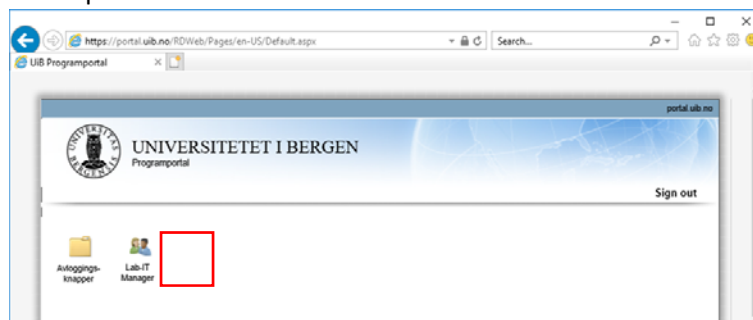
5. Your browser will prompt you to accept and save a RDP file with name:
   *cpub-cmd-AD-Administrasjo-CmsRdsh.rdp*
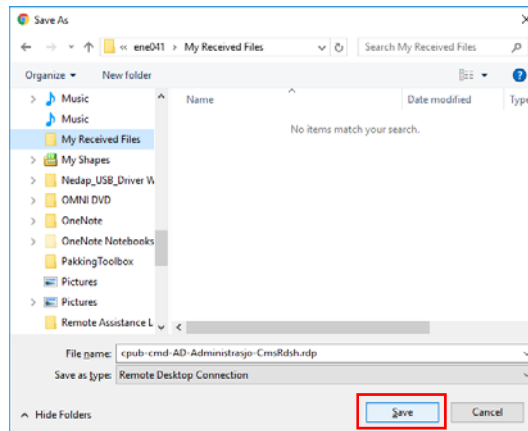


6. Save it and run the downloaded file once it has finished
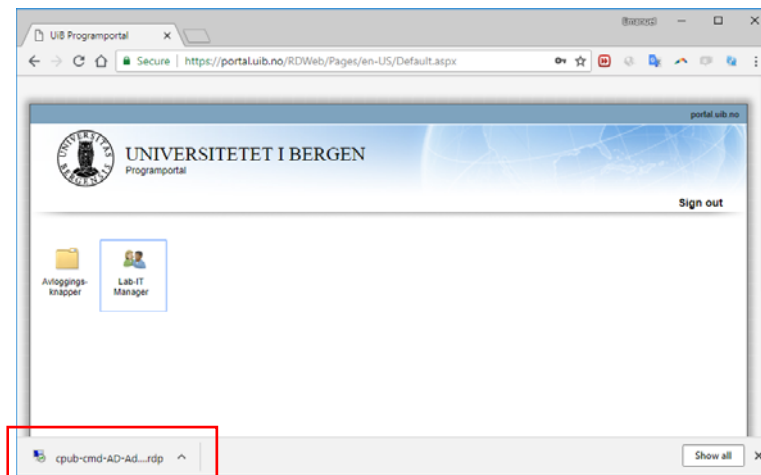


7. A small window should appear informing that Lab-IT Manager is starting. After a short period, the Lab-IT Manager main window should open and ready to use.



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*Lab-IT, IT-Avdeling, Nygårdsgaten 5, 5015 Bergen*
*BRITA: bs.uib.no Tel +47 55 58 47 00*
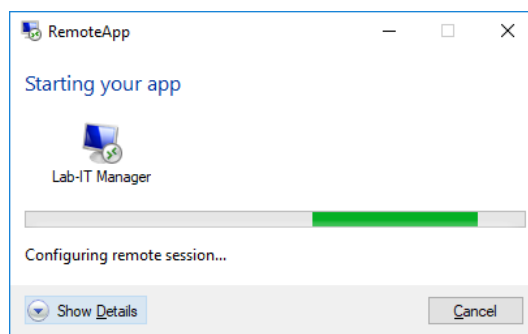
# Using LAB-IT Manager
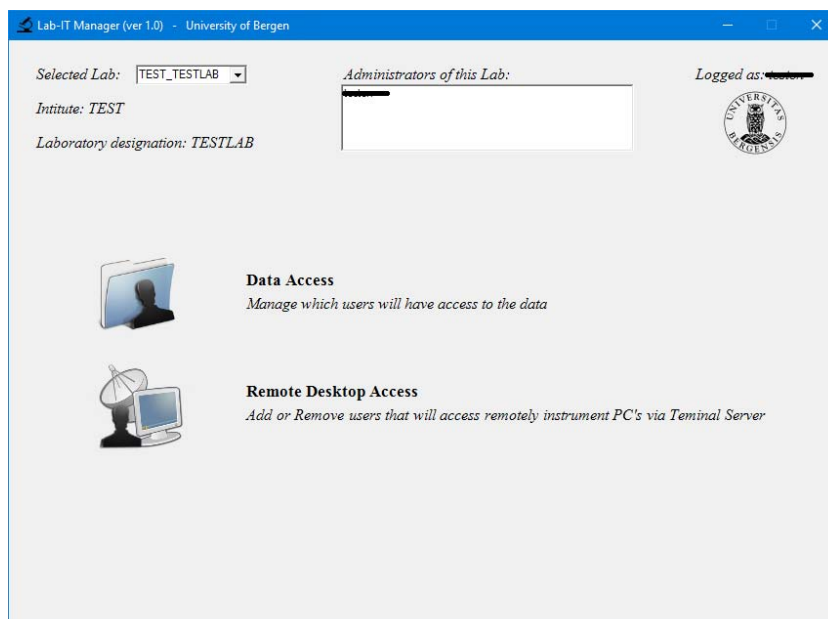


**Figure 1 – Lab-IT (main menu)**

## Lab-IT Manager (main menu)

The main page contains a short overview of the lab that you the logged user may administrate. Users in the list of "Administrators of this Lab" are entitle to use LAB-IT Manager and add/remove members for the selected lab. User have two choices on this Menu: **Data Access** (Figure 2) or **Remote Desktop Access** (Figure 5)

## Select a different lab

In case you are administrator of two or more LABs, you can simply click "Selected Lab" and choose one from the list (Figure 1).

## Add or remove members to the administrator members-list

Lab-IT administrators do not have enough privileges to add or remove other admin-members into this list. However, this is possible if you send us a request. To do such changes, please contact BRITA or open an issue with your request at http://bs.uib.no

**Figure 2 – Data Access**
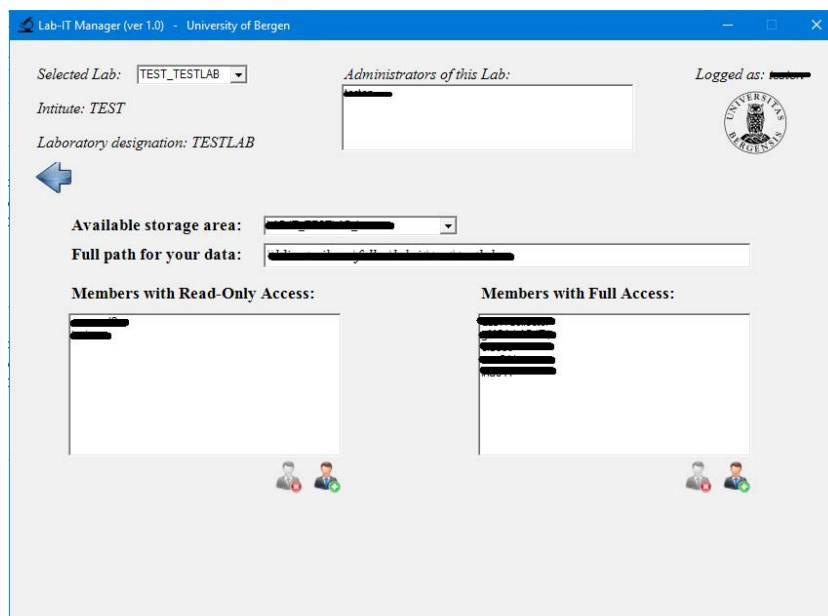
## Where is my data (absolute path)?

The direct link for your data is available in Lab-IT manager. This Under the main menu, navigate to **Data Access** menu and you will see the link of *Full-Path for your data* (Figure 2). You can Copy&Paste the link for further use.

**Note**: Please check if you have chosen the desired storage area, as the links may be different.

## Change my selected storage area

Under **Data Access** menu you will find a drop box "Available storage areas". If your lab has subscribed for more than one storage area solutions, they will be visible in this box. When you change the selected storage area, the list of members for accessing your data will also be reloaded.

## Add member to your shared data list

To **ADD** a specific user to the ***Read-Only*** or ***Full Access*** groups, click the small icon with a *green plus* symbol, located at the lower right side of the respective column. This will prompt you a small window. Type in the user's username and click OK (Figure 3).

**Note**: Make sure you are adding/removing members to the correct list of members (group), and that this applies to the appropriate "**Selected storage area**".



**Figure 3 – Adding member**

## Remove member from your shared data list

To REMOVE a specific user from the *Read-Only* or *Full Access* groups, first select the username of the user at the respective column and then click the small icon with a *red cross* symbol, located at the lower right side of the respective column. This will prompt you a small window for you to confirm the operation (Figure 4).

**Note**: Make sure you are adding/removing members to the correct list of members (group), and that this applies to the appropriate "**Selected storage area**".
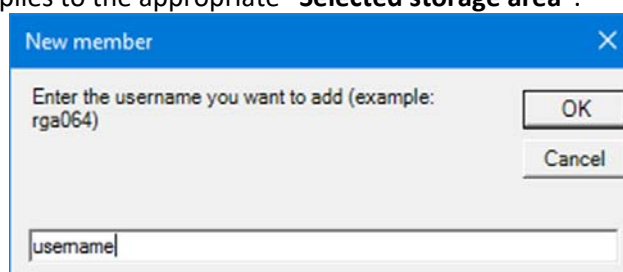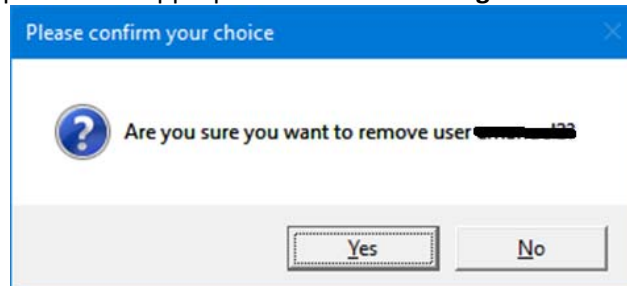


**Figure 4 – Confirm removing member**

## Add or Remove users from Accessing Lab instrument PC's

To **ADD** or **REMOVE** a specific user to the ***Remote desktop connection*** group, first click on **Remote Desktop Access** menu, and then click the small icon with a *green plus* symbol (to **ADD** member) or a *red cross* symbol (to **REMOVE** member), that are located at the lower right side of the members list white column. Changes of adding or removing members take effect immediately.

 **Note**: when you remove a member from this list, it will not automatically log user off from the Terminal Server, neither force eventual active remote sessions to finish or close. Changes will only take effect after the user has logged off the terminal server.
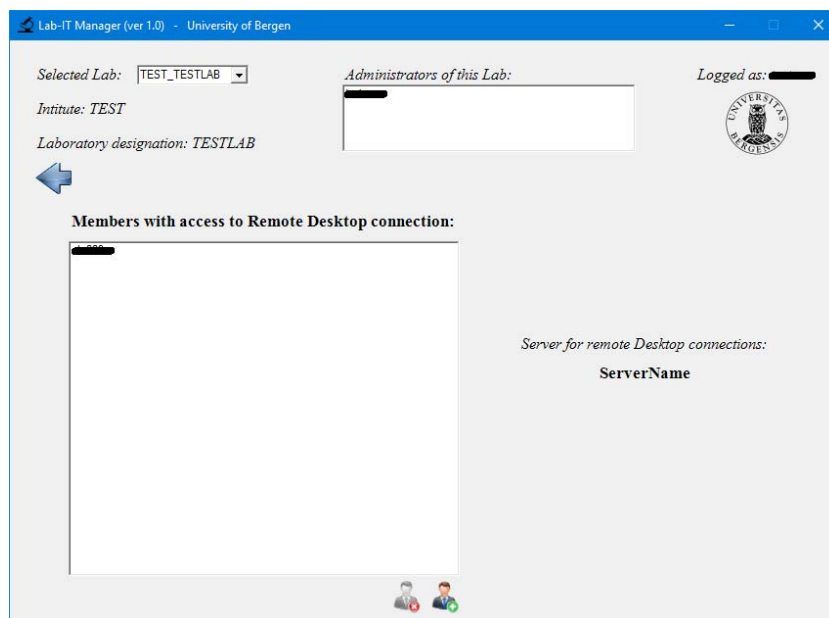


**Figure 5 – Remote Desktop Access**

# FAQ

## How to share data with a specific user?

You may share your data with other UiB users. Under the **Data access** menu. Make sure you have the appropriate *storage area* selected, as this will load the respective groups for the selected storage area.

There are two level of sharing privileges: **Read-Only** or **Full Access** and members belonging to these groups are listed at the respective column.

## How long does for changes to take effect?

The action of adding or removing members to your lists should be updated shortly after your confirmation. If you encounter any error, please contact BRITA or open an issue with your request at http://bs.uib.no

## What does Read-Only access to my data mean?

The Lab-administrator may consider to share the intrument's-PC data with other users without letting them to change or delete it.

To do so, Users listed as members in this LAB-IT "Read-only" list, have granted access to read the shared data storage. Data will be available at a specific location, which Lab-Administrator have access to. Users are able to see and copy all data but not to erase or modify it.

## What does Full-access to my data mean?

Users listed as members in this LAB-IT list, will have modify-privileges over a certain data storage. Data will be available at a specific location, which Lab-Administrator have access to. Users will be able to view, create new, copy or delete data.

Note: Altering data at this location (shared storage) WILL NOT alter any original data existing at instrument-PC.

## What is Remote Desktop Protocol (RDP)?

RDP is a service that allows you to login remotely to a certain PC and take its control. When establishing a remote session to one of your Lab-PCs, you literally overtake the control of that PC with your mouse and keyboard and see what its screen, as if you were physically in front of it.

## Is it safe to perform Remote Desktop Access?

Remote desktop access to another computer uses a simple and common protocol and it should be safe. Nevertheless, bear in mind that if the computer that you are connecting to, interacts with or operates external instruments, it is still your responsibility to use it appropriately and respect the safety rules.

## Two users connecting to the same Lab-PC?

It is not possible to have two users accessing and controlling the same computer.

If another user is using the computer while you remotely access to it, he or she will lose control of it and will only see a locked screen. The opposite is true; you will lose your RDP connection if another user logs on to it (physically or via RDP).

It is possible, at any time, log in again to the PC and overtake the session again.

The remote access should therefore, be done with respect to other users that may be using the computer.

## What is the name of my Terminal Server?

To find out what is the name of your terminal server, click on **Remote Desktop Access** and you find its name written under "Server for remote Desktop connections" (Figure 5). The name of this server will be typed either in Green (if the server in online), or in Red (if the server is offline).