What is a Cytobank Enterprise Administrator?

When a Cytobank Enterprise server is purchased, one or more individuals from the buying organization can become Administrators for that site. The main responsibility is acting as a point of contact for users and the Beckman Coulter Life Sciences team for new user sign-ups, billing and renewal. Importantly, site Administrators have access to additional functionalities on the platform: they can access tools to monitor site activity, manage access to the server by editing account permissions and set site-wide templates for figures and statistics exports or contact their users by managing the message of the day.
Overview

• How to become a Cytobank Enterprise Administrator?
• How to access the Administrator functionalities?
• What is happening on the Cytobank Enterprise Server? — Experiment Stats
• Where to find information on my users? — User Stats
  — Who is currently active on the server?
  — Who are the newest users?
  — Who are the most recent users?
  — Who uses the API?
• How many panels are on the server and what is the most popular panel? — Panel Stats
• How to add/validate a new user? — Manage Users
  — How to edit a new/existing account?
  — What to do when my user forgot the login password?
  — What can I do when a user has left the company?
• How to distribute a message to all current users via Cytobank platform? — Manage Message of the Day
• What is going on in the background of the server? — Background Tasks
• How many viSNE run are currently running/pending? — Advanced Analyses Stats
• Who is using Jurkat cell lines in my site? — Manage Sources
• How to set site-wide templates for figures and statistics exports?
How to become a Cytobank Enterprise Administrator?

The site Administrator is assigned when setting up the Enterprise server for your organization. If a site Administrator changes or a new Administrator needs to be added, please contact BEC Cytobank Support Cytobank_Support@beckman.com and the changes will be made.

How to access the Administrator functionalities?

Accessing the site Administrator functionalities is easy. If you’re a site Administrator, you have the extra option in the upper right side of the navigation bar next to the help function and your user account. Clicking on the dropdown, all Administrator functionalities can be accessed.

What is happening on the Cytobank Enterprise Server?
— Experiment Stats

In the Experiment Stats you can access all kinds of experiment statistics, such as the total number of experiments and the number of cloned experiments, but you also see the number of experiments each PI (Principal Investigator) has initiated, as well as the 10 most recent and the 10 biggest experiments that have been created on the platform. This could help you identify your main users and those who might need some help to get started.

In this section, you can also find data on “sharing statistics,” giving you an idea of how many experiments have been defined as public (only people with access to your site), as well as the number of experiments with more than one user: those are good indicators of collaboration across your site.
Where to find information on my users? — User Stats

All information around users is available in the User Stats.

Under User Stats you will find data on Total Users (i.e. the number of all accounts that have been on the server), “Active Users” (i.e. the number of users who are currently active on the server) along with statistics on unique logins over time, and number of users with more than one or two experiments, providing you important information on platform usage. The number of Principal Investigators is also displayed in here.

Who is currently active on the server?

In the Current Users section, you find a list of users who have logged in during the last five minutes and when their last request was.

Who are the newest users?

You can find the newest users in the User Stats in the section Newest Users. Their name, validation status and when they registered are displayed.
Who are the most recent users?

Look in the Recent Users section to find the recent users with their most recent login date.

Who uses the API?

Another important part of Users Stats covers usage of the Application Programming Interface (API). In this section you will find name, token, last request and last end point of API calls from any user on the server.

How many panels are on the server and what is the most popular panel? — Panel Stats

Panel Stats provides insights on how common specific panels are.

In the section Top Panels (Including or Not Including Clones) you will find a table that counts how many times a single panel has been used, and by how many users, and shows you the channels of that panel. The More details section provides the ability to get the Experiment ID and Uploader ID for a single panel. Access to this information can be useful if you need to know which reagents to order/have more stock of.
How to add/validate a new user? — Manage Users

In Manage Users you can add/validate user access to your Cytobank Enterprise server as well as see interesting details for each user on the server (e.g. email addresses, total data uploaded, PI, most recent login date).

If a new user has requested to join your server, i.e. created a new account, and your site does not have the auto-validate function on for users with the appropriate “@company” email address, the site Administrator will need to:

1. Login to the site
2. Navigate to the Manage Users page
3. Click on the edit button associated with the new user
4. Scroll down to the pending validation request
5. Select validate in the dropdown menu
6. Click the green button “Update User settings” to complete
Overview

What to do when my user forgot the login password?

In Manage Users all accounts can be edited by simply clicking “Edit”.

All information in the fields can be changed and checkboxes can be clicked/unclicked.

The only thing that cannot be changed is username. Even when changing email, first and last name the username remains the same.

Users must click Forgot password on the login site, enter their email and follow the instructions to reset the password.

No action is required by an Enterprise site Administrator. An auto-generated email will be sent for information only to all designated site Administrators.
What can I do when a user has left the company?

When users leave your organization, you can edit their profile to reflect this change.

1. Login to the site
2. Navigate to the Manage Users page
3. Click on the edit button associated with the user
4. Scroll down to Inactive
5. Click the inactive checkbox
6. Click the green button “Update User settings” to complete

Inactive users no longer can login to their account. All data is retained, including all the relationships between their experiments and those of other users.

Directly above the Inactive checkbox is the Invisible checkbox. If you make an account invisible that means that nobody can share experiments with them in the future. This essentially turns their account into a ghost, and nobody will be able to find it anymore.

How to distribute a message to all current users via Cytobank platform? — Manage Message of the Day

In this section you can decide to set up a message to be displayed as a banner on the top pane. All users logged in during the defined time period will see the message.

You will also be able to define start and end dates for the message to be displayed.

The message of the day will appear as shown in the picture in yellow.
What is going on in the background of the server? — Background Tasks

In the Background Tasks you find information on what is currently happening or pending in the background of the server. You also get a list of the 75 most recently completed tasks, and details on the user who requested each task, as well as run time and other related info.

How many viSNE runs are currently running/pending? — Advanced Analyses Stats

If you manage several users with different levels of knowledge of the advanced analysis available on the platform, you might want to monitor how many runs of a single algorithm are being performed on your server, in order, for instance, to see if a training on a specific analysis had obtained the desired results. In the Advanced Analyses statistics section you can find information on pending/current runs of each algorithm integrated in the platform, as well as more detailed information on the 100 most recently completed runs.

Importantly, from this section you will also be able to check the output of any advanced analyses: this might become important to provide detail and relevant support to any failed run.
Who is using Jurkat cell lines in my site? — Manage Sources

If you need to find out if any specific source of material has been used at your site, you can use the Manage Sources section. Here you will see a list of available sources, number of experiments that have listed that source, and dates of creation and updates for each source.

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How to set site-wide templates for figures and statistics exports?

In the Illustration Editor as a site Administrator you can save public templates.

The site-wide templates can be accessed by everyone via Templates in the Illustration Editor.
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For over 80 years Beckman Coulter has driven innovation. We remain committed to shaping flow cytometry technology to fit seamlessly into your lab’s workflow and to provide an optimal user experience. When you choose a Beckman Coulter solution you receive the highest level of expertise, innovation, and quality assurance.

Do you have any questions?
Contact our Beckman Coulter Cytobank Support Team
Cytobank_Support@beckman.com.