ELN Research Groups

The ELN enables users to create and manage research groups by navigating to Settings → User Groups (Fig 1). Any user can create a group and invite other registered users to join it. Once joined, users must specify which notebooks from their account are visible to the group, after which, all users in the group will be able to view all of the pages in those notebooks.

Fig 1. Landing page for Settings → User Groups, showing the sub-menu to Create Group, View Groups, View Invites, and View Requests.

Creating Groups

You may create a group by navigating to Settings → User Groups → Create Group (Fig 2). First, you must specify a group name and indicate the home institution and department of the group. Then simply click the “Submit” button and your group will be created and visible under Settings → User Groups → View Groups. You can create more than one group; there is no limit to the number of groups any given individual can be a leader or member of.

Fig 2. Create group form. Required fields are: group name (100 character limit), institution, and department. 'Other' values can be entered where appropriate. Clicking submit creates the group with the specified information.

Managing Groups

All of the groups that a user has created or is a member of will show up under Settings → User Groups → View Groups (Fig 3). Here, you may manage your groups in various ways. If you are an advisor, you may edit the group, dissolve (delete) your group, manage your notebook visibility, and manage users. If you are a user, you may manage your notebook visibility or leave the group.

Fig 3. View the groups you lead or are a member of. Adjust notebook visibility, edit the group (if a leader of), manage members or leave.

Editing Groups

As shown in Fig 4, if you are the (co-)leader/advisor of a group, you may edit basic information about the group, including its name, home institution, and home department by clicking the 'Edit Group' button.

Fig 4. Edit group form.

Inviting Members

Group members are added via an invitation-based system. When you click Settings → User Groups → View Groups and clicking the 'Manage Members' button (Fig 3), you may choose users to send group invitations to by clicking the 'Invite Group Member' button. Simply select a user from the dropdown menu (which you may filter by typing into the input field above), click the box acknowledging you wish to invite that individual, and then click 'Send Invite' (Fig 5). The user will then have a pending invitation awaiting their review under Settings → User Groups → View Invites (Fig 6). Once the user accepts the invite, they'll become part of the group. The leader/advisor may rescind the invitation, if they choose, from the same page (Fig 7).

Fig 5. Invite user to group form.

Fig 6. User invite pending acceptance.

Fig 7. User invite pending cancellation (leader/advisor view).

Setting Leaders/Advisors

Content incoming.

Dissolving Groups

If you are the sole leader/advisor of a group, you may dissolve (delete) the group at any time by clicking the 'Dissolve/delete group' button (Fig 4). You may only do this if you are the sole leader/advisor. If there are co-leaders/advisors, then they will need to step down from their advisor roles before the group can be dissolved.

Removing Members / Leaving a Group

If you are part of a research group as a co-leader or as a member, you may leave a research group anytime you choose. As a co-leader, you must first step down as an advisor, after which you can leave the group. If you are simply a group member instead, then you can leave at any time by clicking the 'Leave Group' button.

Removing Leaders/Advisors

Leaders/advisors cannot be directly removed in the way that members can be. Instead, a request-based system, similar to the group invite, is used. When you issue a request for someone to step down as a leader/advisor, they must accept the request. Once they do, they'll become a regular group member and can be removed accordingly. However, if the co-leader refuses the request, then you will need to have a conversation with them or with BioPACIFIC MIP leadership to evaluate the situation.

Setting Notebook Visibility

In order for group members to see each others' notebooks, they must opt into notebook visibility. This requires the user to go to Settings → User Groups → View Groups, then click the 'Manage Visible Notebooks' button. Here, you may select which notebooks should be visible to the full group. Once you've made your choices, click the button to save them, after which point, all pages in those books will be visible to the members of the group.

Group Notebooks

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