ELN Research Groups

The ELN enables users to create and manage research groups by navigating to Settings → User Groups. 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.

Creating Groups

You may create a group by navigating to Settings → User Groups → Create Group. 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.

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. 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.

Editing Groups

Content incoming.

Dissolving Groups

Content incoming.

Inviting Members

Content incoming.

Setting Leaders/Advisors

Content incoming.

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

Content incoming.

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