

# Quick-Start Guide

## Ingenuity<sup>®</sup> Admin Tool (IAT)

The Ingenuity Admin Tool (IAT) is designed to streamline Groups management and to allow customers to self-administer their Group's membership.

### Access to IAT

If you don't have access to the IAT, please contact Customer Support and request that you be assigned as the Administrator for your Ingenuity Variant Analysis license. Once you're an administrator, you should now have access to the IAT portal (<https://apps.ingenuity.com/iat>).



Make sure you contact Customer Support ([support-ingenuity@qiagen.com](mailto:support-ingenuity@qiagen.com)) to become an administrator of your license and to get access to the Ingenuity Access Tool (IAT)

Once you are an admin and have access to the IAT, simply point to the IAT portal URL (<https://apps.ingenuity.com/iat>) using a modern browser that supports HTML5.

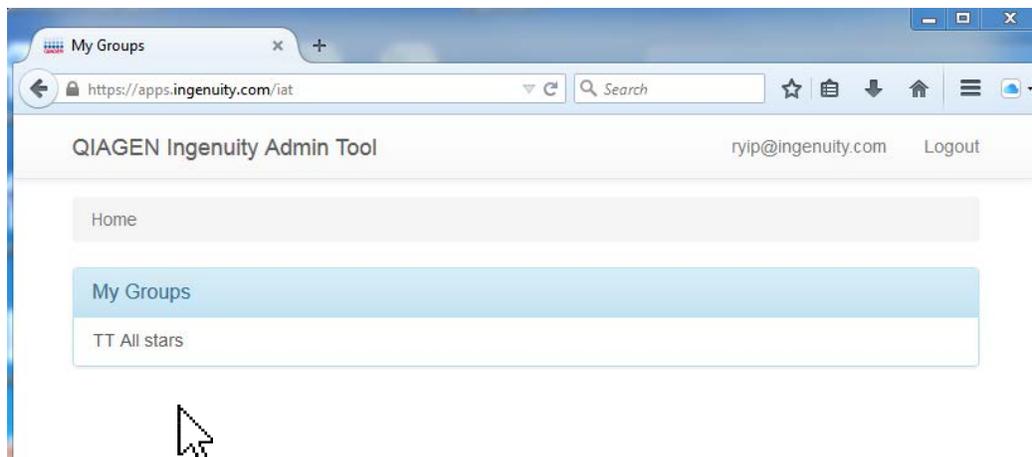


Figure 1. Accessing Ingenuity Admin Tool (IAT).

## Managing Users

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### Manage **2**

Search Users Create Account

Search and add existing accounts to the group.

User account email address or addresses

Search

### Administrators **1**

Username	Name
ryip@ingenuity.com	Rupert Yip
slin@ingenuity.com	Steven Lin

### Users **3**

Show 10 entries **4** Remove From Group

Search Username Search Name Search Active Search Inactive

<input type="checkbox"/>	Username	Name	Active Samples	Inactive Samples
<input checked="" type="checkbox"/>	jedvardsson@ingenuity.com	Jens Edvardsson	1	0
<input type="checkbox"/>	jgreen@ingenuity.com	Jeff Green	16	0
<input type="checkbox"/>	ryip@ingenuity.com	Rupert Yip	10	0
<input type="checkbox"/>	sitest116@ingenuity.com	Susan Trinh	2	0

Showing 1 to 4 of 4 entries

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### Administrators **1**

This is a list of Group administrators. This list is managed by Customer Support. If you wish to add/remove names from this list, you must contact Customer Support. Administrators need not be Ingenuity Variant Analysis users.

### Manage **2**

#### Add existing Ingenuity Variant Analysis users to your Group

The Manage section allows you to add members to your Group. You can search and add existing Ingenuity Variant Analysis users to your Group by using the Search Users tab. When you add new members to your Group, the system will display the number of unique samples the new members will be bringing into the plan. You can also choose which individuals you want to admit into your Group.

## Add Users To Group

Select the users that will be added to the group **TT All stars**

Show  entries

<input type="checkbox"/>	Username	Name
<input checked="" type="checkbox"/>	jgreen@ingenuity.com	Jeff Green
<input checked="" type="checkbox"/>	ryip@ingenuity.com	Rupert Yip

Showing 1 to 2 of 2 entries

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Subscription plan usage: ■ Samples already in plan ■ Samples to be added to plan

3 25 100



Make sure the user you want to add already exists in the Ingenuity Variant Analysis system. That means they must already have an Ingenuity Variant Analysis account before you can add them to your Group. If they don't exist within the Ingenuity system, you can create the user using Create Account.

Creating new Ingenuity Variant Analysis users to your Group

For prospective members who do not already have an Ingenuity Variant Analysis account you can add them to your Group by selecting the Create Account tab. Simply enter their email address, first name, and last name then click Create.

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**Manage**

Search Users   Create Account

The new account was successfully created and added to the group. ✕

Create new account and add it to the group.

Email Address  
Enter Email Address

First Name  
Enter First Name

Last Name  
Enter Last Name

Create   Reset

**Administrators**

Username	Name
ryip@ingenuity.com	Rupert Yip
slin@ingenuity.com	Steven Lin

**Users**

Show 10 entries

	Search Username	Search Name	Search Active	Search Inactive
<input type="checkbox"/>	Username	Name	Active Samples	Inactive Samples
<input type="checkbox"/>	jedvardsson@ingenuity.com	Jens Edvardsson	1	0
<input type="checkbox"/>	jgreen@ingenuity.com	Jeff Green	16	0
<input type="checkbox"/>	rupert.yip@qiagen.com	Rupert Yip	0	0
<input type="checkbox"/>	ryip@ingenuity.com	Rupert Yip	10	0
<input type="checkbox"/>	sltest16@ingenuity.com	Susan Trinh	2	0

Showing 1 to 5 of 5 entries

Previous 1 Next

### Users 3

This table shows all the members of the Group, and may be sorted by username or actual names. There's also a feature to allow searching by typing in a portion of the username or actual name. This table also shows how many unique active and inactive samples each user possesses. Additionally, you can change the number of rows displayed by selecting "show the number of entries" from the dropdown in the top left portion of the user's window.

The screenshot shows the 'Users' interface. At the top left, there is a 'Show 10 entries' dropdown. Below this are four search input fields: 'Search Username', 'Search Name', 'Search Active', and 'Search Inactive'. The main table has four columns: 'Username', 'Name', 'Active Samples', and 'Inactive Samples'. Each row has a checkbox on the left. The first row is highlighted in blue. Below the table, it says 'Showing 1 to 4 of 4 entries' and 'Previous 1 Next'.

<input type="checkbox"/>	Username	Name	Active Samples	Inactive Samples
<input checked="" type="checkbox"/>	jedvardsson@ingenuity.com	Jens Edvardsson	1	0
<input type="checkbox"/>	jgreen@ingenuity.com	Jeff Green	16	0
<input type="checkbox"/>	ryip@ingenuity.com	Rupert Yip	10	0
<input type="checkbox"/>	sitest16@ingenuity.com	Susan Trinh	2	0

### Remove From Group 4

The screenshot shows the 'Users' interface. At the top right, there is a 'Remove From Group' button. The table is the same as in the previous screenshot, but the first row is highlighted in blue, and the checkbox next to it is checked. Below the table, it says 'Showing 1 to 4 of 4 entries' and 'Previous 1 Next'.

<input checked="" type="checkbox"/>	Username	Name	Active Samples	Inactive Samples
<input checked="" type="checkbox"/>	jedvardsson@ingenuity.com	Jens Edvardsson	1	0
<input type="checkbox"/>	jgreen@ingenuity.com	Jeff Green	16	0
<input type="checkbox"/>	ryip@ingenuity.com	Rupert Yip	10	0
<input type="checkbox"/>	sitest16@ingenuity.com	Susan Trinh	2	0

To remove users from your Group, first check the box to the left of the member(s) you wish to remove and then click on the "Remove From Group" button.

## Managing Samples

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### Subscription Plan Details 1

License ID: 397330  
License Name: IVA Subscription Plan 100  
Expiration Date: Jan 16 2016  
Start Date: Jan 16 2015  
Plan Limit: 100  
Plan Usage: 29

29 / 100

### Samples 2

Show  entries   [CSV Export](#)

Search Sample ID	Search Upload Date	Search Active State	Search Username	Search Name
Sample ID	Sample Upload Date	Sample Active State	Username	Name
1	Jan 18 2012	Yes	jgreen@ingenuity.com	Jeff Green
2	Jan 18 2012	Yes	jgreen@ingenuity.com	Jeff Green
3	Jan 18 2012	Yes	jgreen@ingenuity.com	Jeff Green
4	Jan 18 2012	Yes	jgreen@ingenuity.com	Jeff Green
74	Jan 19 2012	Yes	jgreen@ingenuity.com	Jeff Green
367	Feb 05 2012	Yes	jgreen@ingenuity.com	Jeff Green
369	Feb 05 2012	Yes	jgreen@ingenuity.com	Jeff Green
370	Feb 05 2012	Yes	jgreen@ingenuity.com	Jeff Green
372	Feb 05 2012	Yes	jgreen@ingenuity.com	Jeff Green
373	Feb 05 2012	Yes	jgreen@ingenuity.com	Jeff Green

Showing 1 to 10 of 29 entries

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### Subscription Plan Details 1

This panel contains details on your subscription plan. It tells you:

- License ID
- Subscription Plan (License Name)
- Expiration date of Plan
- Start date of Plan

- Current plan usage or capacity as indicated in the capacity bar

## Samples 2

The samples table shows all unique samples within the plan. This table is sortable by clicking on the column headers. You can also search by typing in text in the search boxes above the column headers. Also you can export the entire table via CSV export for further analysis in Microsoft Excel.

## Licenses

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Licenses

Show  entries

License ID	Application Name	Activation Date	End Date
397330	Ingenuity Variant Analysis	Jan 16 2015	Jan 16 2016

Showing 1 to 1 of 1 entriesPrevious **1** Next

This section displays the current Ingenuity licenses you have with your Ingenuity Account. The table displays the application(s) you have access to, the license ID(s), as well as their activation and end dates.

For up-to-date licensing information and product-specific disclaimers, see the respective QIAGEN kit handbook or user manual. QIAGEN kit handbooks and user manuals are available at [www.qiagen.com](http://www.qiagen.com) or can be requested from QIAGEN Technical Services or your local distributor.

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