

Creating and Using Groups

Last updated: May 31st, 2016

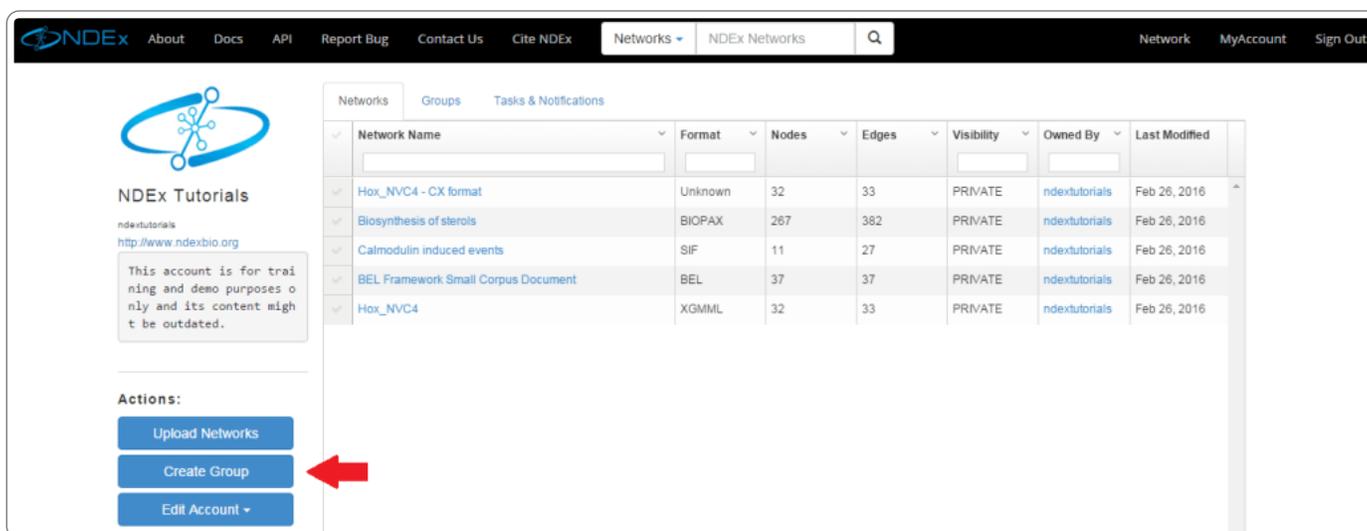
A group is a collection of users. A group simplifies network sharing. Want to collaborate with the same people with multiple networks? Create a group, invite members and share networks with the group; all members will automatically gain access to the networks.

IMPORTANT NOTE: The screenshots in all our user manuals are for training purposes and might be different from the actual screen output you will obtain when working on the current NDEx version deployed to our public server.

Create a Group

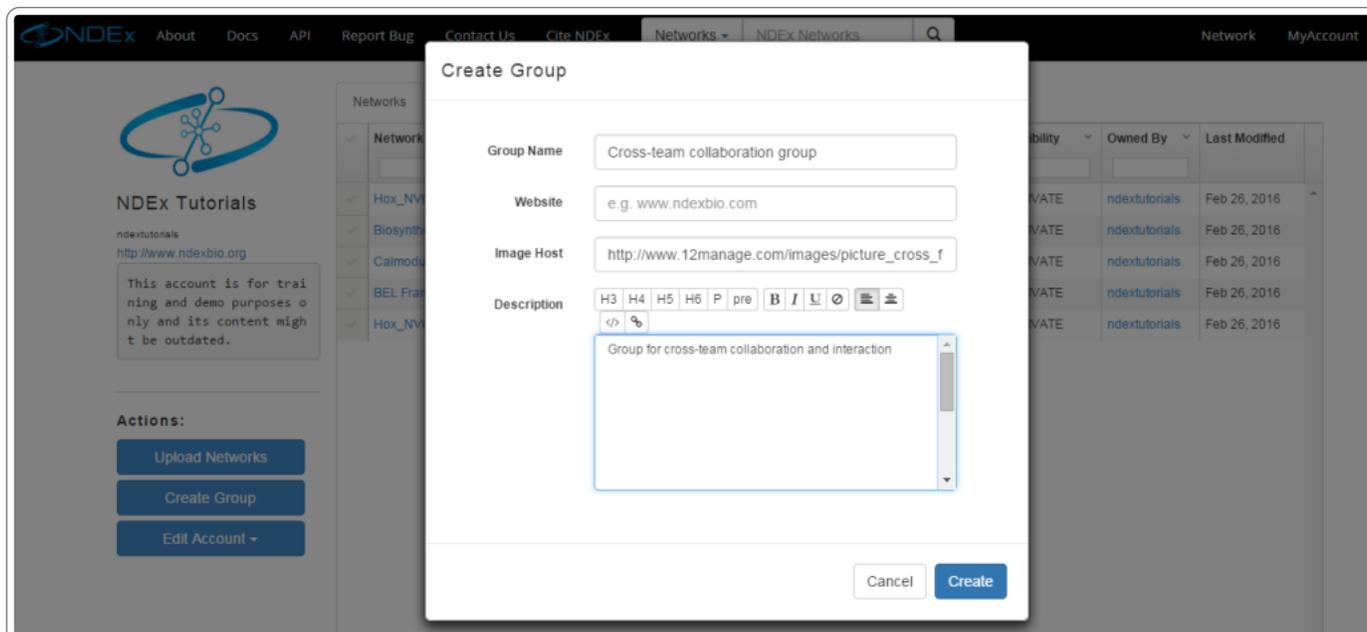
You must be signed in to create a group.

- Go to your account page and click the "Create Group" button



The screenshot shows the NDEx user interface. The top navigation bar includes 'NDEx', 'About', 'Docs', 'API', 'Report Bug', 'Contact Us', 'Cite NDEx', 'Networks', 'NDEx Networks', and a search icon. The main content area is divided into 'Networks', 'Groups', and 'Tasks & Notifications'. A table lists several networks with columns for Network Name, Format, Nodes, Edges, Visibility, Owned By, and Last Modified. On the left, there is a profile section for 'NDEx Tutorials' with a bio and a list of actions: 'Upload Networks', 'Create Group', and 'Edit Account'. A red arrow points to the 'Create Group' button.

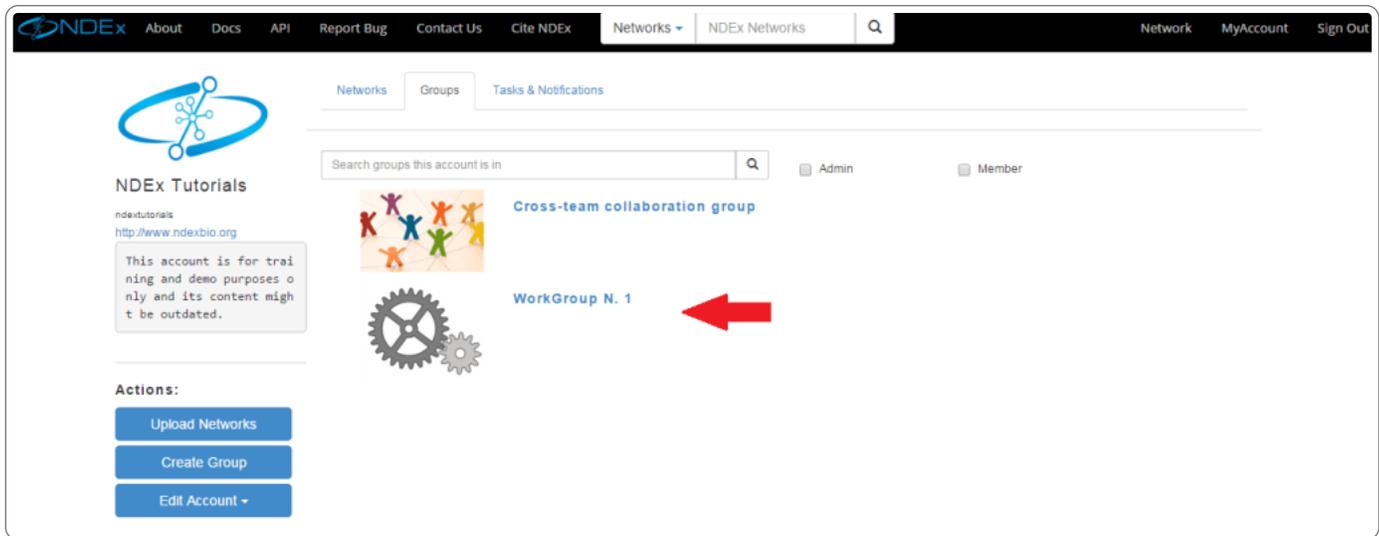
- A dialog box will appear with information to enter. Choose a unique group name because this will be used to identify the group in the system. Once the group is created, you automatically become an admin to the group. Groups can have more than one admin.



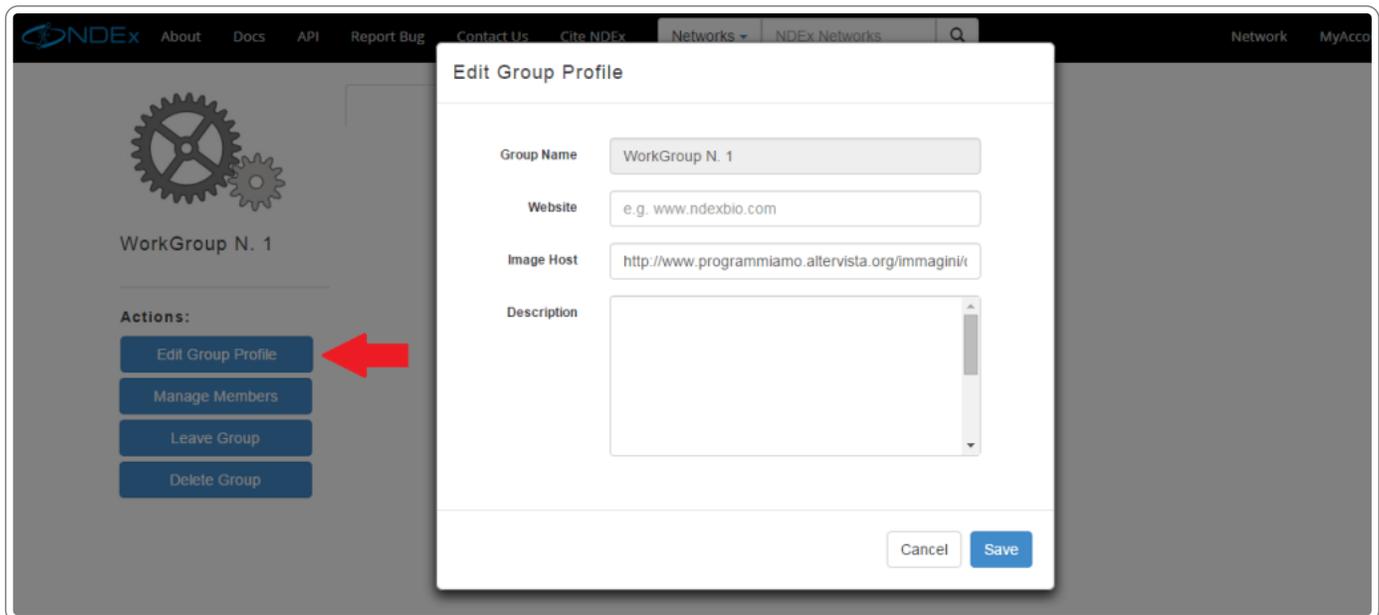
The screenshot shows the 'Create Group' dialog box overlaid on the NDEx user interface. The dialog box has the following fields: 'Group Name' (with the text 'Cross-team collaboration group'), 'Website' (with the text 'e.g. www.ndexbio.com'), 'Image Host' (with the text 'http://www.12manage.com/images/picture_cross_f'), and 'Description' (with the text 'Group for cross-team collaboration and interaction'). The dialog box also has 'Cancel' and 'Create' buttons at the bottom.

Edit Group Profile

In your "My Account" page, click the Groups tab to visualize all the groups you manage and/or belong to and select the group you wish to edit



Then, click the "Edit Group Profile" button and use the pop up window to edit or update the group profile information.



Networks and Members

- Networks and members pertinent to the groups will be displayed in the center of the display. Toggle between displays by selecting the appropriate tab
- You can see who is a member or admin of a group by checking the Member or Admin boxes.

The screenshot shows the NDEX website interface. At the top, there is a navigation bar with links for 'About', 'Docs', 'API', 'Report Bug', 'Contact Us', 'Cite NDEX', 'Networks', and 'NDEX Networks'. A search bar is located in the top right corner. Below the navigation bar, there are two tabs: 'Networks' and 'Members'. A red arrow points to the 'Members' tab. On the left side, there is a section for 'WorkGroup N. 1' with a gear icon and a list of actions: 'Edit Group Profile', 'Manage Members', 'Leave Group', and 'Delete Group'. In the center, there is a search bar labeled 'Search Members' and two filters: 'Admin' (unchecked) and 'Member' (checked). Below the filters, there are two member profiles: 'Vladimir Rynkov' with a placeholder icon and 'CRAVAT / muPIT' with the CRAVAT logo.

Finding Groups and Users

- The search mode on the navigation bar can be changed to search for users by name or description. Please note that the accounts pictured in this tutorial are fictitious.

The screenshot shows the NDEX website interface with the search mode set to 'Users'. The search bar contains the text 'cal'. On the left side, there is a 'Refine By' section with a 'Search within Group' option and a text input field containing 'e.g. myGroup'. Below this is a 'Refine' button. The search results are displayed in a list format. The first result is 'Susan Calvin' with a profile picture of a woman, the username 'calvin', and the description 'Fictional organizer of TNet, t'. The second result is 'Callum Jones' with a profile picture of a man wearing goggles, the username 'cjones', and the description 'A scientist'.

- Click on one of the search results to view the user, their networks and groups.
- Use the Search Within Group option on the left to limit the search to a specific group. Currently, the group name must be entered in full.

INDEX Users ▾

Refine By

Search within Group

Type of Members

Is Admin

Is Member



Susan Calvin
calvin
Fictional organizer of TNet, t

Search for Groups by Group Name and Description

- The search mode on the navigation bar can be changed to search for groups by name and description.

INDEX Groups ▾

Refine By

Search by User



Transcriptional Network Project at UCSD
TNet
Susan Calvin's project to unra



Jones Laboratory at UCSD
joneslab

- Click on one of the search results to view the group, its networks and members.
- Use the Search By User control on the left hand side to limit the search to a specific user. Currently, the username must be entered in full.

INDEX Groups ▾

Refine By

Search by User

Type of Members

Is Admin

Is Member

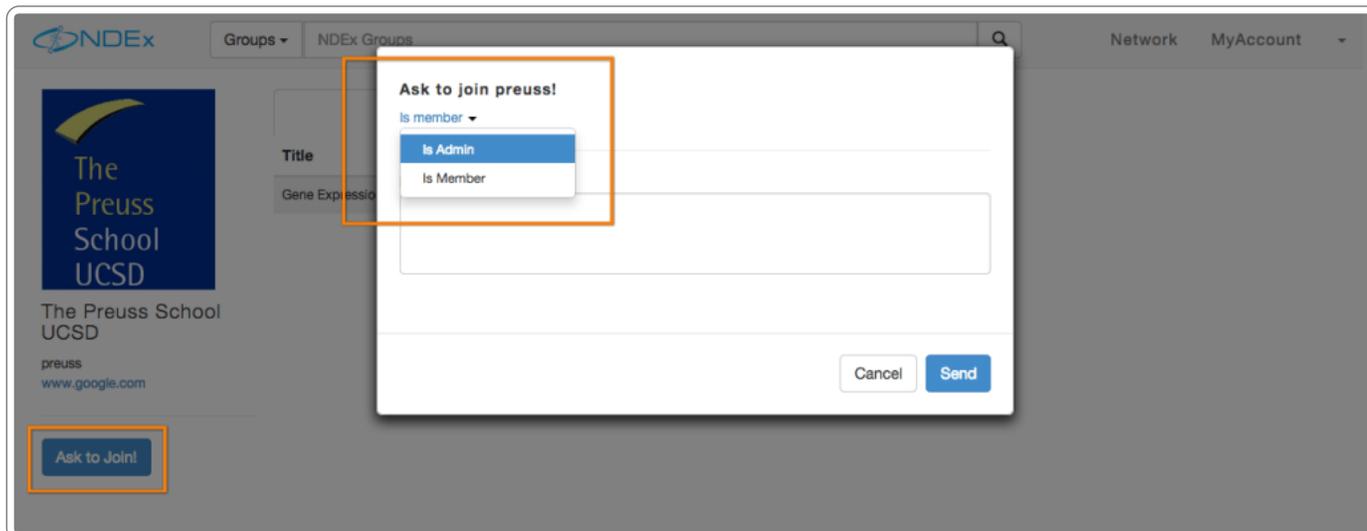


Transcriptional Network Project at UCSD
TNet
Susan Calvin's project to unra

Request to Join Group

- To join a group, navigate to the group's page.
- Click the Ask To Join! button.
- Make sure to specify the type of membership in the options (see picture below).
- Enter an optional message.
- Click Send.

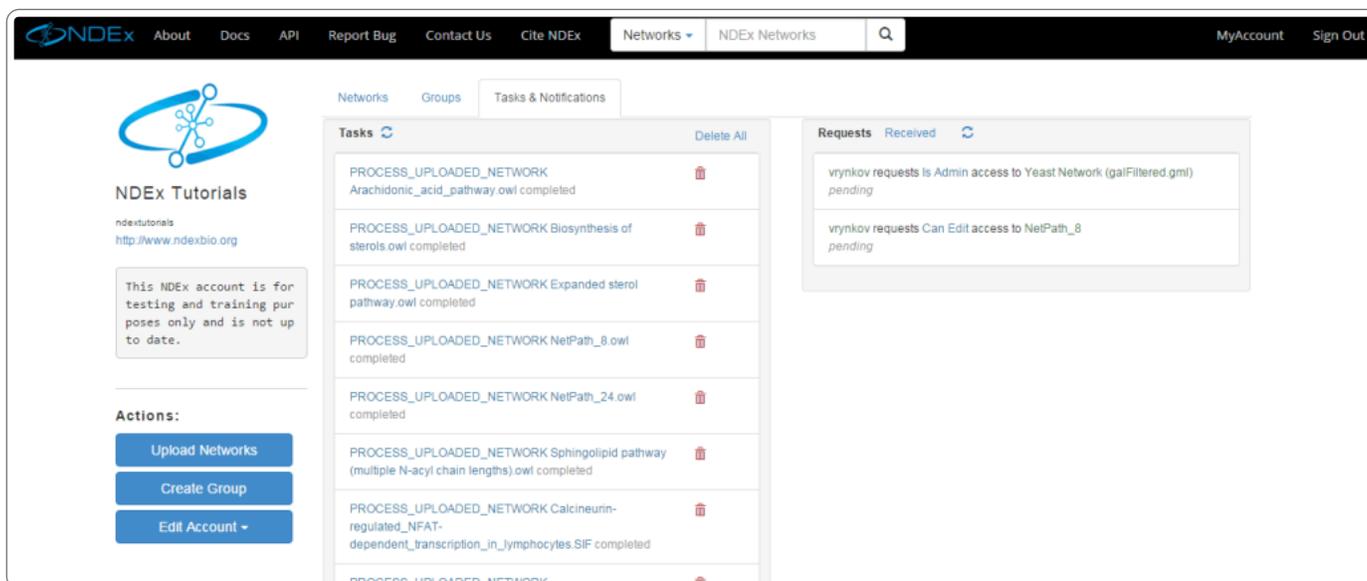
The admin in this group will receive the request and have the option to respond.



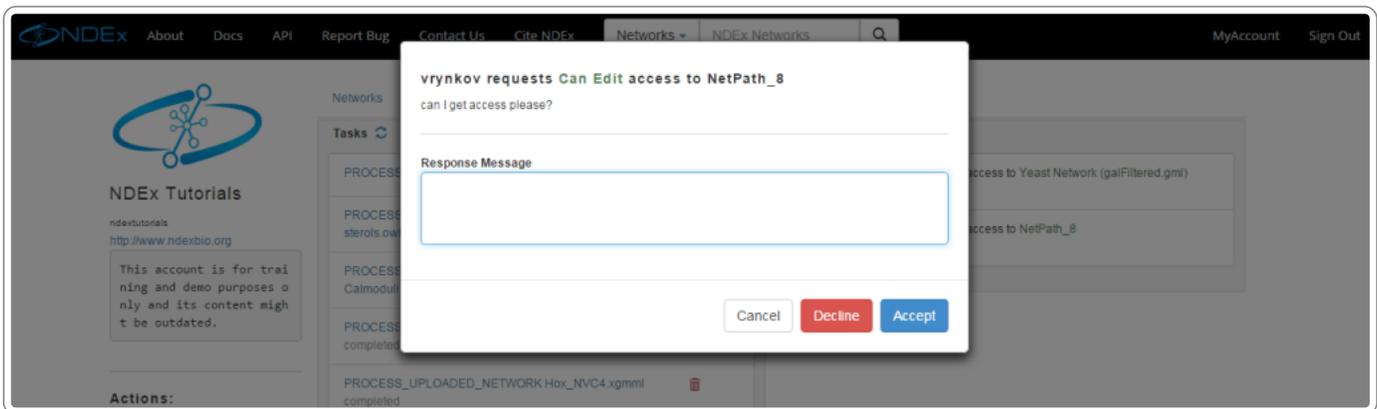
Granting Membership to a Group

If you are an admin of any groups, you will receive requests sent by other users to join the group.

- Navigate to the Tasks & Notifications tab of your "My Account" page and click on the request in the "Requests" panel



- You can enter an optional response message and choose to decline or accept the request.



Managing Members

- To add members to a group, click the "Manage Members" button

?resize=1024%2C417">

- The page to manage members has simple search tools to find new members to add to the group. It also shows existing members and status (Admin or Member).
- Use the search box to find a user and click "Add" to automatically make that user a member of the group.
- Change a Member to an Admin or vice versa clicking on the hyperlink text and selecting your option. *Please note that promoting a Member to Admin will grant him full control on the Group*
- Remove a member by clicking on the X.
- Once again, use the red and green buttons to Discard or Save your changes.

