

Administrator Manual

Table of Contents

Before you start	1
Backup and Restore Database	1
One lab scenario	2
Add New User	2
Add New Laboratory	2
Calendar	3
Tanks	3
Permits	3
Backgrounds	3
Water Quality Monitor	3
Deleting records	4
Change batch owner	4
Reset Database	4

Before you start

Before you start, make sure that you know how to backup and restore the database.

The database is intended to be used on an intranet, behind a firewall. If you are concerned about security, consult your system administrator. The xampp server comes by default without password for root. It would make sense to add to php.ini the 'deny all' and 'allow from' your domains statements to generate a white list. In the zfish folder, you might want to rename the htaccess.txt file to .htaccess and enter in this file your own rules as desired.

THIS SERVER COMES UNSECURED. IT IS YOUR RESPONSIBILITY TO SECURE IT ADEQUATELY. READ THE [RESPECTIVE WHITE PAPERS FROM JOOMLA](#).

Backup and Restore Database

1. Click on 'Backup' above
2. Click on 'Backup Now' and follow the instructions
3. When done, click on 'Manage Backups'

4. Click on 'download' to download the latest backup
5. To restore the database, unzip the backup, copy the folder 'zfish' to the htdocs folder of 'xampp'. Afterwards, visit in your browser <http://yourwebsiteaddress/zfish> and follow the instructions. Generally, you click on next. On the second page, enter the name of the database 'zebrafish' and the user name 'root'. By default the root has no password. Click on next. On the third page enter the password for the Super User. Click next. Delete the installation folder when prompted.

One lab scenario

If you are going to use the database for a single lab, you can simply rename all instances of 'MY LAB' in the database to the PI name. Read the sections 'Add new laboratory' below to find out where you should replace the name. Generally, you would do that in access levels, user groups, contenbuilder views and menus. Open those for editing as described below and change the name AND the alias.

Add New User

1. Click on 'Users' above
2. Click on 'New'
3. Assign the group she belongs to and fill the other data as required

Add New Laboratory

For this you need to:

1. Click 'Groups' and create a new group. Call it by the PI name and make sure it is a child item of 'Registered'.
2. Click 'Access Levels' and then create a new access level. Assign viewing access to the group you just created and to 'Super Users'.
3. Click 'Views' and make a 'Copy' of one of the existing lab views.
4. Open it for editing and click on the last tab 'Permissions'
5. Select the same permissions for the new group as for the one you copied and untick the permissions for the original group.
6. Change the name of the view accordingly and save. Make sure it is published before you continue.
7. Go to 'Menus' and make a new menu item. Give it appropriate name and under 'Access' select the newly created group.
8. Under 'menu item type' select 'content builder' -> 'list view'
9. In the tab 'List View' select the newly created list view and click 'save'
10. Lastly, assign the modules 'Login form' and 'Main Menu' to the item. Save.
11. Position the new menu item accordingly in your menu structure.
12. Go to 'Menu Items' > MY LAB Batches and open it for editing. Open the second Tab 'List View', scroll down to 'Filter' and enter in the field 'Laboratory' the name of your laboratory.

Calendar

After you create new users, you have to add them to the calendar database and assign permissions. Just click on 'Calendar' above and then on 'Authorised Users'.

You can add new calendars and new categories from the 'Manage Calendars' and the 'Manage Categories' menus.

Tanks

Click on the 'Tanks' button above. Select and delete all sample tanks. Add your own tanks one after the other.

Permits

Here you can add information about your permits (Genehmigung) for animal experimentation (Tierversuchsantrag). Click on the 'Permits' button above. Select and delete all sample Permits. Add your own permits one after the other. They will appear in the frontend and will be available for selection in the 'New Line' form.

Backgrounds

Click on the 'Backgrounds' button above. Select and delete all sample backgrounds. Add your own Backgrounds one after the other. They will appear in the 'New Line' select background list.

Water Quality Monitor

1. Click on the 'Breezing Forms' button above. Open the 'Water Quality' form.
2. Click on 'System'. Replace the default values with your own system names. Click SAVE in the upper left corner.
2. Click on the 'Water Quality Monitor' button above. You will need to edit the following charts: 'Water Flow', 'Temperature', 'pH' and 'Conductivity'.
3. Open each chart and select the number of plots. Click SAVE. Change the names of the plots to the system names you chose in Breezing Forms. Pay attention to capital and small letters and spacing. Click SAVE.
3. Replace in 'Temperature', 'pH' and 'Conductivity' the system names in **bold** with your system names from Breezing Forms:

```
Select UNIX_TimeStamp(CONVERT_TZ(`created`, '+00:00',  
@@session.time_zone)) , temperature, system From #_water_quality WHERE  
system= 'System 1' AND created BETWEEN DATE_SUB(NOW(), INTERVAL 10
```

DAY) AND NOW() ORDER BY created DESC

4. Replace for each plot in 'Temperature', 'pH' and 'Conductivity' the words in **bold** with the your system names.:

```
SELECT UNIX_TimeStamp(CONVERT_TZ(`created`, '+00:00',
@@session.time_zone)),
COALESCE(l.flowmeter - (SELECT flowmeter
FROM #__water_quality x
WHERE x.created < l.created
AND x.system = l.system
AND created BETWEEN DATE_SUB(NOW(), INTERVAL 10 DAY) AND NOW()
ORDER BY created DESC
LIMIT 1), 0) AS waterflow
FROM #__water_quality AS l
WHERE system = 'System 1'
```

Deleting records

You can login as an administrator to the front end to delete records. It is very important to press 'update tanks view' AFTER you DELETE records from the respective pages. However, we would strongly discourage you from deleting records, unless absolutely required.

Change batch owner

To change the batch owner, log in to the front end as a Super User, go to the menu '#Change Batch Owner' and follow the instructions.

Reset Database

Log in to the **frontend** with your super user name and password.

1. Go to 'Advanced Search'
2. Scroll down and selecte Display: 'All' records
3. Scroll up, select all records and press DELETE
4. Go to 'Zebrafish Lines' and repeat steps 1-3
5. Go to 'Genomic Features' and repeat steps 1-3
6. Go to 'Support Tickets' and repeat steps 1-3 7.
- Go to 'Water Quality' and repeat steps 1-3 8.
- Go to 'Dead/ Allocated' and repeat steps 1-3
9. AFTER you are absolutely sure that you have deleted all the above records, Go to 'Reset Database' and press the 'reset database' button This will not affect users, groups, calendar entries or the tank numbers. The latter can be managed from the administrator area.

Freiburg im Breisgau, 31.10.2016