

## GRP 2 Managing Projects & Users in XNAT

### PURPOSE OF THE PROCEDURE

To outline the steps required to manage projects and users in ACQI-XNAT.

### APPLICABILITY

This procedure applies to people performing XNAT project management for a trial supported by the Australian Centre for Quantitative Imaging/Australian Imaging Service being hosted in XNAT.

### RELATED PROCEDURES

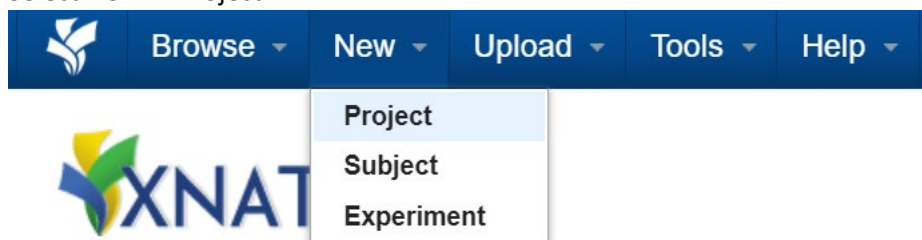
Procedure Number	Scope
GRP1	Gaining Access to XNAT
GRP3	Preparing Data for Upload to XNAT
GRP4	Uploading Data to XNAT
GRP5	Performing Data Review
GRP6	Analysing project data

### PROCEDURES

#### *Creating a project*

XNAT documentation is available here [XNAT Documentation: Creating and Managing Projects](#)

- Log into [XNAT](#)
- Select New -> Project



- Fill in the required fields e.g.  
New Project

Step 1: Enter project details

Project Title

My Trial Central Project

**REQUIRED:** Enter the full name of your project here. This will show up on project listings.

Running Title

My Trial

**REQUIRED:** Create a simple abbreviation of your project name, using 24 characters or less. Spaces are allowed. This will be commonly used in menus and UI elements.

Project ID

MT

**REQUIRED:** Create a one word project identifier. This is used in the database and cannot be changed.

- Fill in any additional fields as desired
- Ensure your project is set to private and click “Create Project”

Step 2: Define Project Accessibility

Select the accessibility of your project.

☒ Private  
☐ Protected  
☐ Public

Only you and study members will be able to access study data.

Create Project

- Once your project is created you will be taken to a screen for the project like this  
test5

Details

Access

Manage

Pipelines

ID: pt5

Edit Details

Delete

Manage Custom Variables

Actions

Add

Add to Favorites

Download XML

Download Images

Manage Files

Scan Type Cleanup

View Prearchive

Upload Images

Event Service

Project Settings

## Managing Users

As an owner you can add or remove users to/from your project or change their role in your project.

**IMPORTANT:** As the project owner, it is your responsibility to follow the ACQI policy on access and users’ administration for the ACQI XNAT site, maintain an accurate log of the users who have access to your project and complete the ACQI annual declaration of compliance.

If a user does not have an XNAT account yet you can choose to invite them to your project. If their account is created this way, then their account will be automatically activated, and they can start using XNAT. If they create the account by visiting XNAT and applying then a site administrator will need to activate their account.

## Invite a new user

- Select the Access tab from your project home page

Details
Access
Manage
Pipelines

☐ Show Deactivated Users

Username	First Name	Last Name	Email	Group	Remove
Filter by User:	Filter by First N	Filter by Last N	Filter by Email		
angel	Angel	Kennedy	angel.m.kennedy@gmail.com	Owners	✖

**Add/Invite User**  
Enter the username or email address of the user(s) to add. Separate multiple users by spaces or commas.  
  
  
Add User

**Add Users from List**  
Show List

**Project Access Settings**  
Manage Groups  
Manage Features

- Fill in the user's email address and role and then click "Add User". An invitation will be sent and the user account should be automatically activated.

**Add/Invite User**  
Enter the username or email address of the user(s) to add. Separate multiple users by spaces or commas.  
  
Members  
Add User

Add an existing user to your project

- Select the “Access” tab and click “Show List”

Details **Access** Manage Pipelines

☐ Show Deactivated Users

Username	First Name	Last Name	Email	Group	Remove
Filter by User:	Filter by First N	Filter by Last N	Filter by Email		
angel	Angel	Kennedy	angel.m.kennedy@gmail.com	Owners	✖

**Add/Invite User**  
Enter the username or email address of the user(s) to add. Separate multiple users by spaces or commas.

**Add Users from List**

**Project Access Settings**

- Select any users you want to add and assign a role (see Appendix D for info on roles)

Add Users From List

test6	test	test	██████████@gmail.com	Select...
test5	test	test	██████████@uwa.edu.au	Select...
██████████	test	test	██████████@sydney.edu...	Owners
test7	test7	test7	██████████@gmail.com	Members
test2	test	user	██████████@gmail.com	Collaborators

Find User

### *Enabling additional functionality for your project*

Some automations or features have been added to this XNAT. They need to be specifically enabled for your project and automation can be set up so that they are triggered by particular events. Please contact the Site Administrator at [official.xnat.acqi@gmail.com](mailto:official.xnat.acqi@gmail.com) to discuss what automations are available and enable this functionality.

### *Deleting your project and data at the end of trial*

The project owner and/or trial manager is responsible for ensuring that the data and projects are deleted at the end of the trial. Deletion of the projects and data must be done with the assistance of the Site Administrator ([official.xnat.acqi@gmail.com](mailto:official.xnat.acqi@gmail.com)) to ensure that all back-up data is also deleted. It is the responsibility of the project owner/trial manager to contact the Site Administrator at the end of the trial and organise data deletion with the Site Administrator.

## Appendix A: Project structures for trials

There are several project structures that we've previously used to manage data for different trials. These are

1. A single project. All data is uploaded to this project. Users get permissions to this project and can see all the data in it.
2. A Central project and a site project for each site that contributes data. In this case trial data is uploaded to a site and then shared into the central project either automatically (see Appendix C1) or by a central reviewer after they have reviewed the data. This makes it possible to ensure that people from one centre do not have access to data from another centre.
3. As with 2 except that each site gets a trial data project and a site initiation project in order to keep site initiation data separate from trial data.

## Appendix B: Naming conventions for projects

### Central Projects

#### New Project

Step 1: Enter project details

Project Title

My Trial Central Project

**REQUIRED:** Enter the full name of your project here. This will show up on project listings.

Running Title

My Trial

**REQUIRED:** Create a simple abbreviation of your project name, using 24 characters or less. Spaces are allowed. This will be commonly used in menus and UI elements.

Project ID

MT

**REQUIRED:** Create a one word project identifier. This is used in the database and cannot be changed.

### Site Projects:

#### New Project

Step 1: Enter project details

Project Title

My Trial Trial Centre Name

**REQUIRED:** Enter the full name of your project here. This will show up on project listings.

Running Title

My\_Trial\_Centre\_Name

**REQUIRED:** Create a simple abbreviation of your project name, using 24 characters or less. Spaces are allowed. This will be commonly used in menus and UI elements.

Project ID

MT\_CN

**REQUIRED:** Create a one word project identifier. This is used in the database and cannot be changed.

## Site Initiation Projects:

### New Project

**Step 1: Enter project details**

**Project Title**

My Trial Trial Centre Name site initiation project

**REQUIRED:** Enter the full name of your project here. This will show up on project listings.

**Running Title**

My\_Trial\_Centre\_Name\_SI

**REQUIRED:** Create a simple abbreviation of your project name, using 24 characters or less. Spaces are allowed. This will be commonly used in menus and UI elements.

**Project ID**

MT\_CN\_SI

**REQUIRED:** Create a one word project identifier. This is used in the database and cannot be changed.

### Appendix C: User roles and permissions

An explanation is available from XNAT here <https://wiki.xnat.org/documentation/> . Here is a screenshot of the permissions matrix.

Role/Activity	Project Owners	Project Members	Project Collaborators
Create Data	<b>C</b>	<b>C</b>	
Read/Download Data	<b>R</b>	<b>R</b>	<b>R</b>
Update Data	<b>U</b>	<b>U</b>	
Delete Data	<b>D</b>		

These roles can be customised to an extent by selecting “Manage Features” from the “Access” tab in your project. You will get a form such as the one below.

pt5

Project	Group	Configurable Resource Uploader	File Manager	MR Tagged Upload	Quarantine Review	Resource Quarantine	Upload Additional Scans
pt5	Owners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pt5	Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pt5	Collaborators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any Roles not listed here are custom roles. Custom roles can be created in the Manage Groups form. After clicking “Manage Groups” click “Create Custom Group”, name it and set the desired permissions.

test5

Details

Access

Manage

Pipelines

☐ Show Deactivated Users

Username	First Name	Last Name	Email	Group	Remove
Filter by Usern:	Filter by First N	Filter by Last N	Filter by Email		
			@gmail.com	Owners	

**Add/Invite User**  
Enter the username or email address of the user(s) to add. Separate multiple users by spaces or commas.

**Add Users from List**  
Show List

**Project Access Settings**  

Manage Groups

Manage Features

#### User Group Configuration

Display Name:

Display Name is required. It is the value that will be displayed to users on the Project Access tab.

#### Group Permissions

	Read	Create/Edit	Delete
Project	<input checked="" type="checkbox"/>		
Subjects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Imaging Sessions	Read	Create/Edit	Delete
CR Sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MR Sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PET Sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CT Sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PET MR Sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NM Sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Image Assessments	Read	Create/Edit	Delete
Protocol Validations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual QCs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Auto QCs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROI Collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-imaging Subject Assessors	Read	Create/Edit	Delete
(none)	-	-	-
Project-level Assessors	Read	Create/Edit	Delete
(none)	-	-	-

Cancel Submit

#### Appendix D: Using PET tracers to automate session names for particular visits

For PET images, you can set a list of tracers in your XNAT project as per the screen shots below. Just list them with a space in between. Once you've done this then when you upload a dataset that contains a pet image there will be a drop down list for you to select a tracer. This will be then used to generate a session label.

- Select your project home page.
- Click the Manage tab
- Click on PET tracers and then fill them in
- Click save

Details
Access
Manage
Pipelines

### Define Quarantine Settings

☐ YES All new experiments (and modified experiments) are placed into a quarantine state and must be specifically activated.
☒ NO New and modified experiments will not be placed in Quarantine.

Save

### Define Prearchive Settings

### Anonymization Script

### Series Import Filters

### Event Handlers

### Project Resource Settings

### DICOM Configuration

### Define Scan Type Mapping Settings

### PET Tracers

### PET Tracers

Enable Project Level PET Tracer List ☒

List entries should be separated by whitespace:

FDG1 FDG2 FDG3

Save

## TESTS OF PROCEDURES

Test description	Test completed	Pass/Fail	Comments


## DOCUMENT HISTORY

Author	Version	Effective Date	Changes
Angel Kennedy	1	22/07/2022	Initial release
Christel Norman	2	14/02/23	Reviewed and updated document, added ACQI logo,
Christel Norman	3	29/05/23	Change to the instructions on pages 7&8 regarding automation following the move of “Command Automation” to “Event Service” after the upgrade of XNAT from version 1.8.2 to version 1.8.8
Christel Norman	4	31/07/23	Deletion of Appendix C “Automations or Commands available for projects” adjustment of the text that referred to Appendix C on page 4 and renaming of Appendix D and E accordingly. This section was no longer relevant following a recent upgrade from XNAT that demoted Command automation in favour of Events services.
Christel Norman	5	26/02/2024	Updated section on managing users, added section on deleting the data at the end of the project, updated appendix D.