GRP 2 Managing Projects & Users in XNAT

PURPOSE OF THE PROCEDURE

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

APPLICABITLITY

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

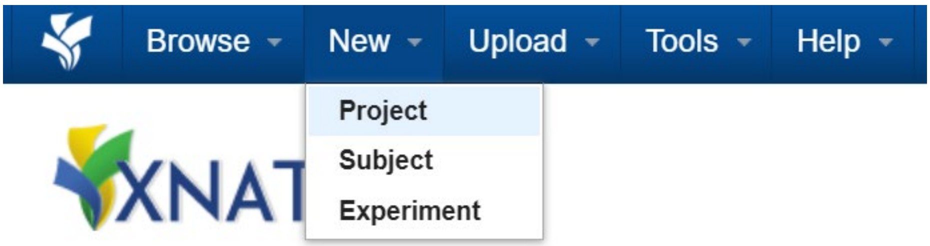
Procedure Number	**Scope**
GRP1	**Gaining Access to XNAT**
GRP3	**Preparing Data for Upload to XNAT**
GRP4	**Uploading Data to XNAT**
GRP5	**Performing Data Review**
GRP6	**Analysing project data**

PROCEDURES

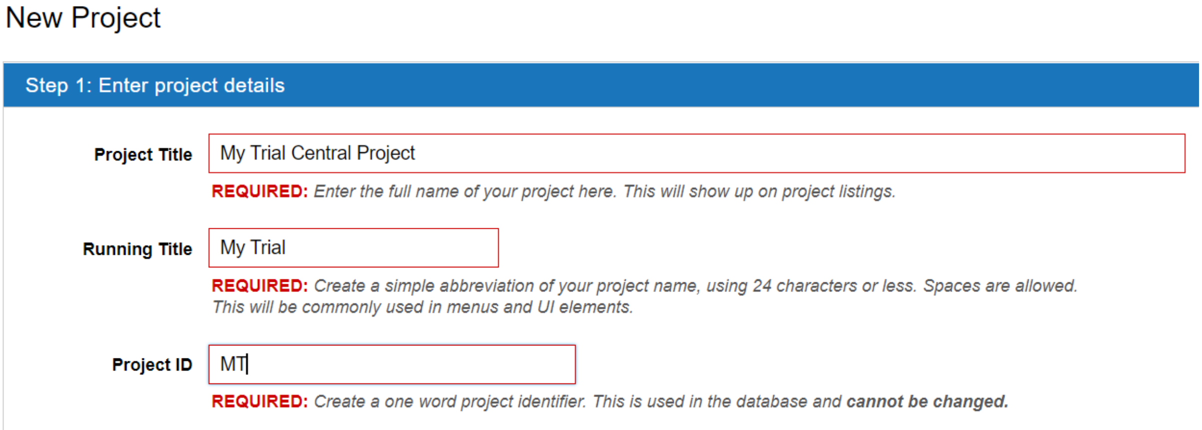
Creating a project

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

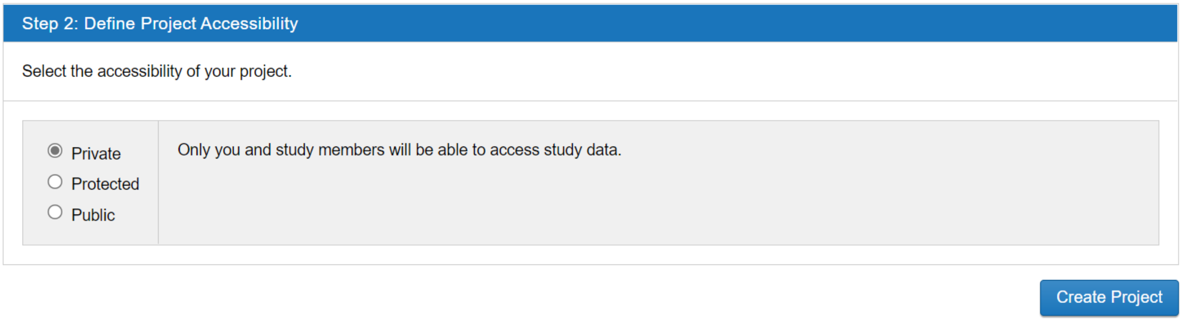
- Log into [XNAT]
- Select New -> Project



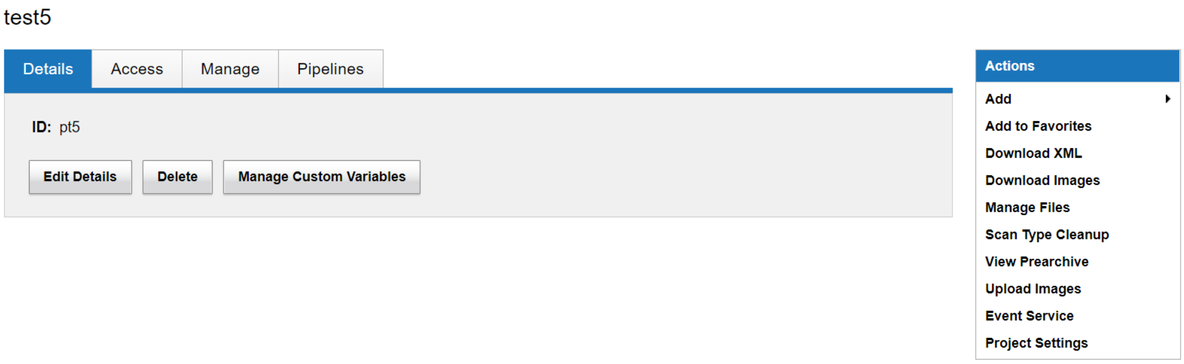
- Fill in the required fields e.g.



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



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



Managing Users

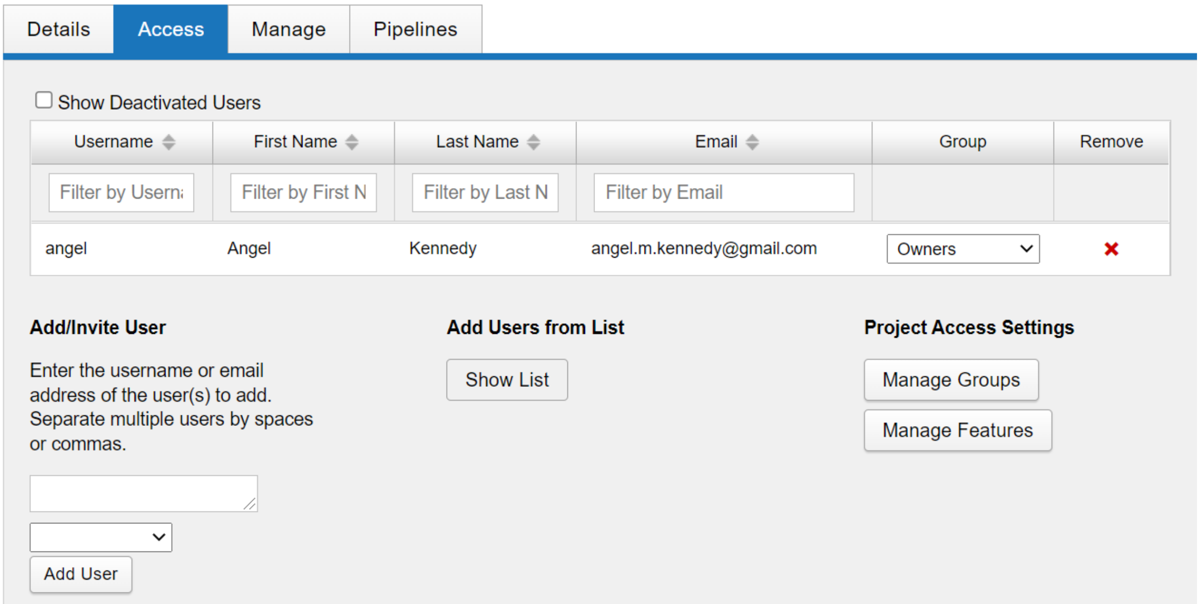
As an owner you can add or remove users to/from your project or change their role in your project.

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.

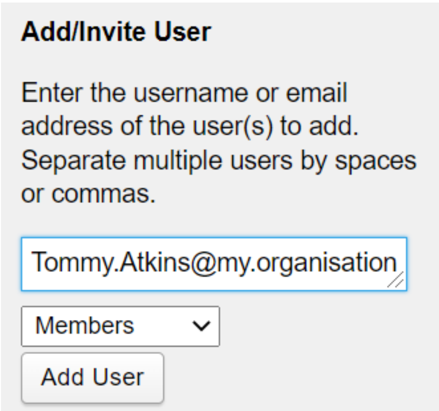
If a user does not have an XNAT account yet you can choose to invite them to your project. If their account is created this way, then their account will be automatically activated, and they can start using XNAT. If they create the account by visiting XNAT and applying then a site administrator will need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

<u>Invite a new user</u>

- Select the Access tab from your project home page

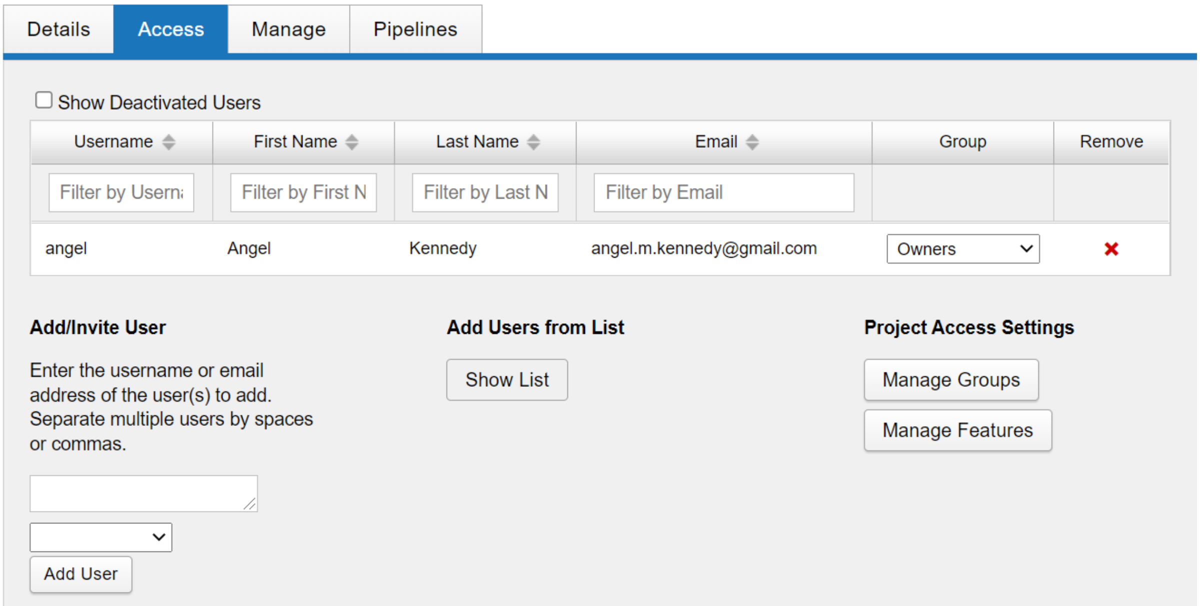


- Fill in the user's email address and role and then click "Add User". An invitation will be sent and the user account should be automatically activated.

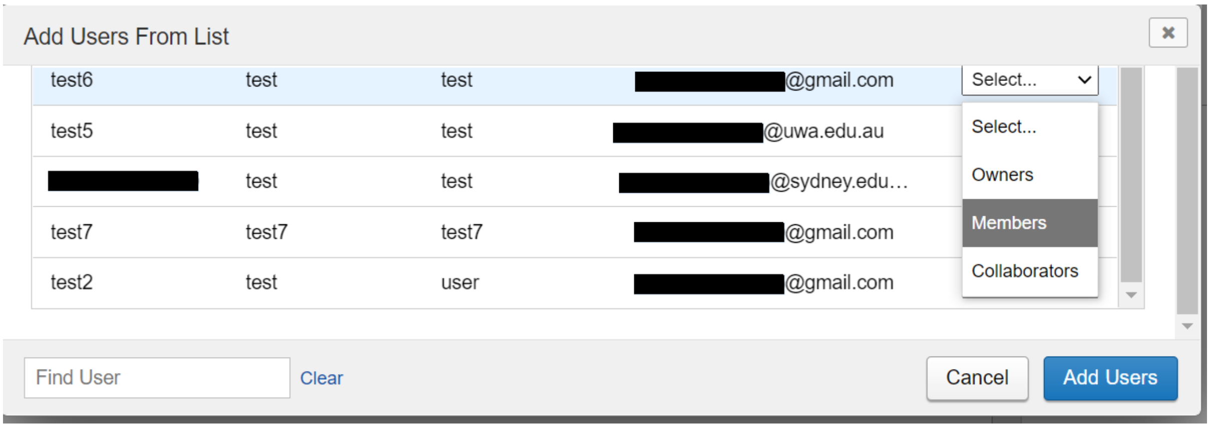


<u>Add an existing user to your project</u>

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



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



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 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) 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.

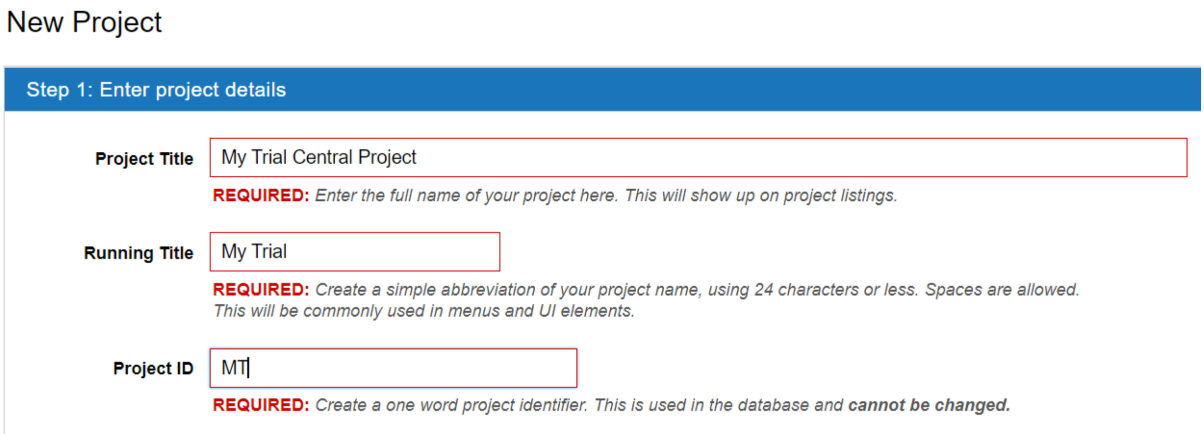
Appendix A: Project structures for trials

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

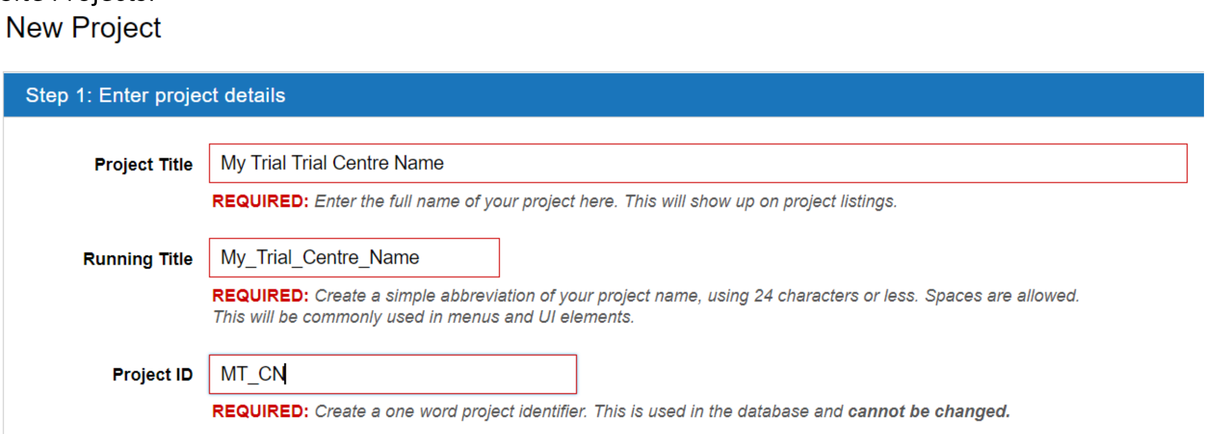
1. A single project. All data is uploaded to this project. Users get permissions to this project and can see all the data in it.
2. A Central project and a site project for each site that contributes data. In this case trial data is uploaded to a site and then shared into the central project either automatically (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



Site Projects:



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.

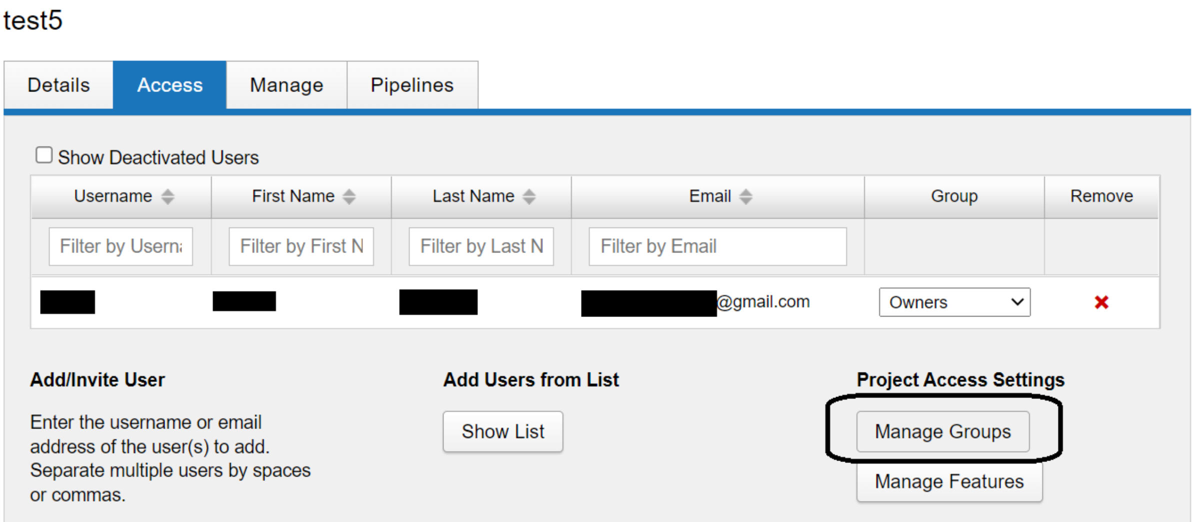
Role/Activity	Project Owners	Project Members	Project Collaborators
Create Data	C	C	
Read/Download Data	R	R	R
Update Data	U	U	
Delete Data	D		

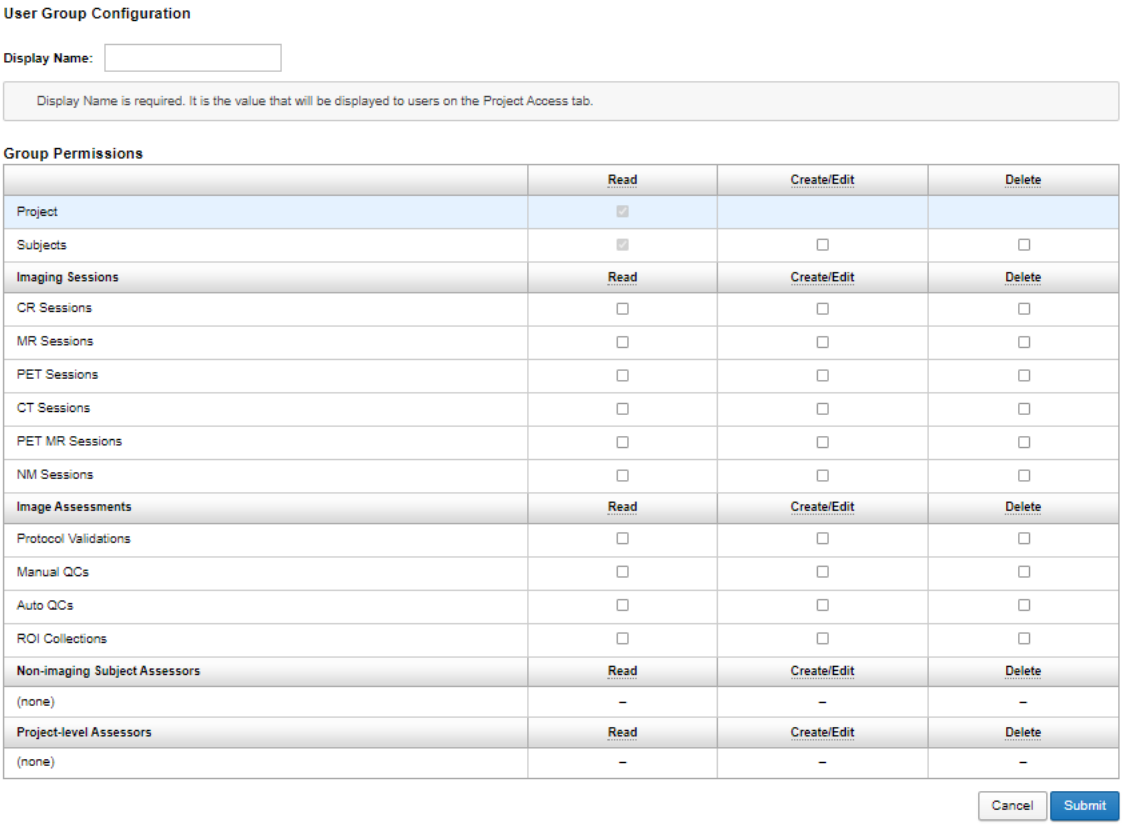
These roles can be customised to an extent by selecting “Manage Features” from the “Access” tab in your project. You will get a form such as the one below.

pt5

Project	Group	Configurable Resource Uploader	File Manager	MR Tagged Upload	Quarantine Review	Resource Quarantine	Upload Additional Scans
pt5	Owners	⊟	⊟	☐	☐	☐	☐
pt5	Members	⊟	⊟	☐	☐	☐	☐
pt5	Collaborators	⊟	⊟	☐	☐	☐	☐

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.

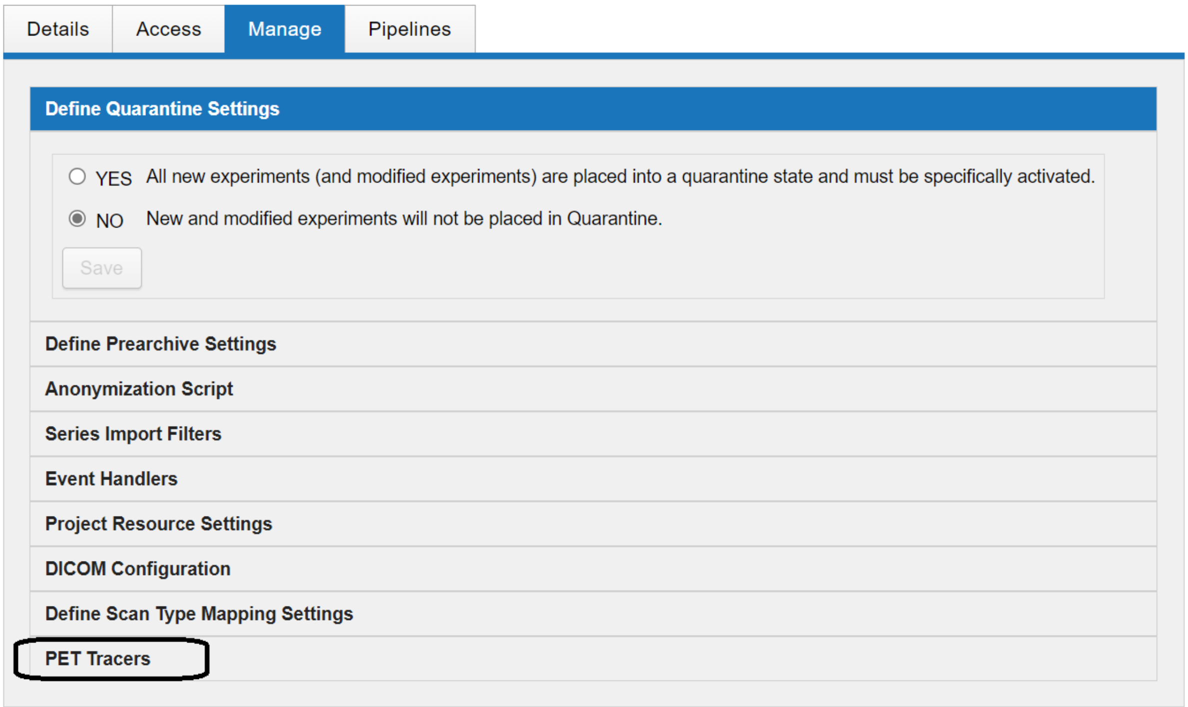


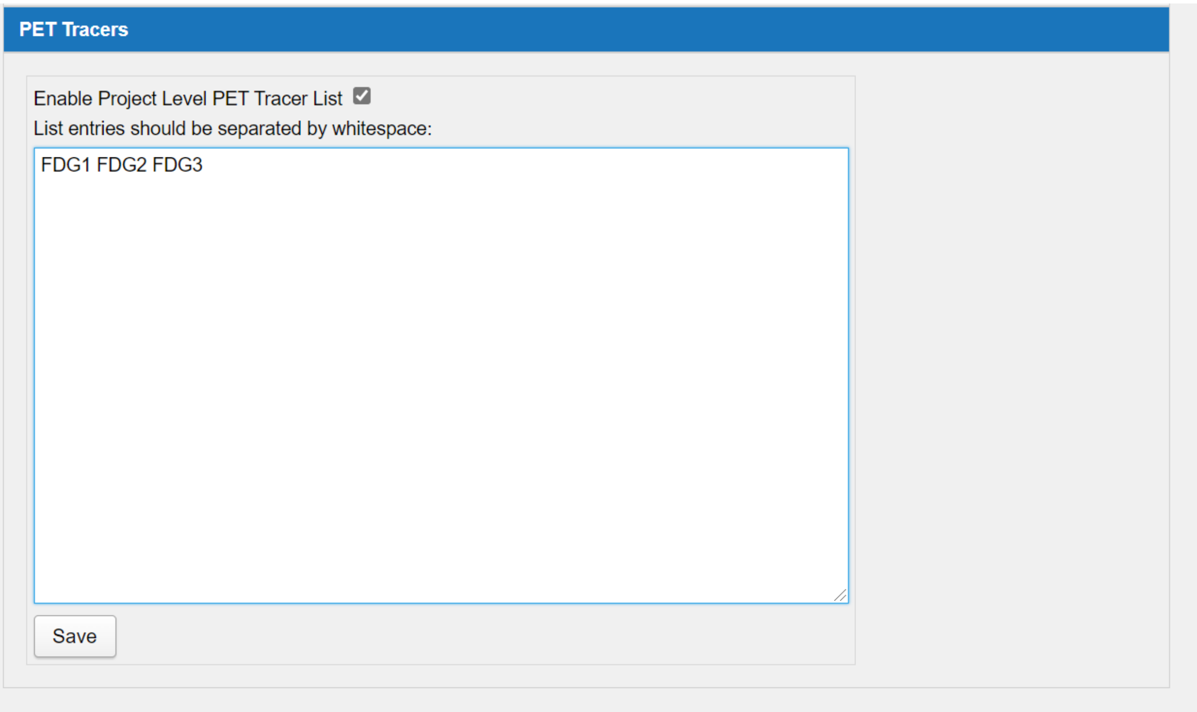


Appendix D: Using PET tracers to automate session names for particular visits

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





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.