Sci Ed Software

Clone Share – Molecule Sharing

Setting up User Accounts and Access Security

The Clone Share companion to Clone Manager is used to facilitate molecule sharing across your network. It is installed on a central computer and runs as a web server using standard HTTP, or HTTPS, protocols to allow Clone Manager 10 clients to load, save and share molecules. This document provides information about setting up user accounts and access security. (Other, separate documents provide information on installing Clone Share on Microsoft Windows and on Linux.)

1. **Login to the Clone Share web site using your administrator account and password**

   a. Use your web browser to access the URL for the Clone Share web service

   b. Enter your administrator account name and password

2. **On the status page click the User Accounts Manage option**

   a. Add an account by entering the name and initial password then click Add

   - Users can change their password by logging in the Clone Share web site and clicking the option to change their password
   - If a user forgets their password you can reset their login by entering their name and new password then click Reset

   b. Accounts will be created as user accounts but you can change to administrator type if they need to be able to administer to Clone Share web site (normal users do not need to administer the site in order to use Clone Share data)

   c. Close to return to the status page

3. **On the status page click the Access permissions folder to which you want to assign special access**

   a. You can change the default guest access if needed

   b. You can add user accounts and give them specific access permissions.

   - There is no need to add a user account if the guest access is sufficient.
   - Give the user write permission if you want them to be able to make changes to the molecules. Write permission is also needed to create new molecules, delete molecules or organize molecules.

4. **Meaning of access permissions**

   a. None access = has no access to the Clone Share folder and cannot see or read any molecule.

   b. Read access = can read/load any molecule but cannot make changes. (Molecules can be modified and saved to their own computer but cannot be saved to the Clone Share data store.)

   c. Write access = can read any molecule and can make any changes, either edit, save, add, delete or move.

5. **Control of access**

   a. Guest access = set the permission for any user not specifically identified by account name. Also known as anonymous access.

   b. Named user account = sets the permission for the specific user. Typically, will be used to grant greater access to key people.

6. **Sample scenarios**

   a. Simple – everyone can do anything

      - Set guest access to 'Write'
      - Everyone will be able to read, write and delete any molecule
      - Benefit: easy to use
      - Con: a less experienced user (or student intern) might inadvertently delete or alter important details or sequence data

   b. Shared molecule library for a lab (or international collaborative group)

      - Set guest access to 'Read'
      - Create user accounts for a small number of special users who will be responsible for updating and maintaining the molecules collection. Give these users Write permission.
      - Benefit: easy to use as everyone can read any molecule. Only named users can make changes.

   c. Most secure – storage of confidential data

      - Set guest access to 'None'
      - Create user accounts and assign appropriate access permission.
      - Benefit: only those authorized can read or write molecules; Others will not have any access.

7. **How to change user account password**

   a. Use your web browser to access the URL for the Clone Share web service

   b. Method 1: From the web administration page (requires administrator privileges)

      - Use your administrator's account to log in to the Clone Share web site
      - Click User accounts, Manage
      - Under Add Account, enter the existing user's name and new password and click Reset

   c. Method 2: From the web log in page (any user)

      - Enter your account name (this can be a user account and does not need to be an administrator)
      - Click the Change link
      - Enter your existing password and the new password and click Change

   d. The new user password will now be active

   e. Important: Changing your password will invalidate any existing Clone Shares defined in Clone Manager that use your account name. Run Clone Manager and open the Clone Share dialog. Use the (second) toolbar button to edit the Clone Share Definition and enter your new password.