

# Guidelines for team administrators

## 1. Role description

There are always one or more team administrators for each team in eLab, whereby the owner of a team (also known as the “team owner”) is also always its administrator. As one of these team administrators, you have the option in eLab of organisationally managing the individual teams to which you are assigned as an administrator.

## 2. Intended use of eLab

eLab is used to document laboratory experiments or similar.

All data generated in this context can – as far as technically possible – be stored in eLab. Further data should not be stored in eLab. In particular, eLab should not be used as a data repository, i.e. not as a storage service for large amounts of data.

Furthermore, eLab is expressly not intended for monitoring or controlling the work performance or similar of employees and may not be misused for this purpose; in particular not even if, for example, organisational rules are agreed in your team that would in principle (to a certain extent) make this possible.

## 3. Rights & Duties of the team administrators

As a team administrator, you can, among other things

- Create, delete, and manage groups within your team,
- enforce the use of experiment templates,
- define experiment categories and resource categories,
- define or adjust the selection list for metadata from experiments and resources,
- export selected/all experiments, resources or scheduler bookings.

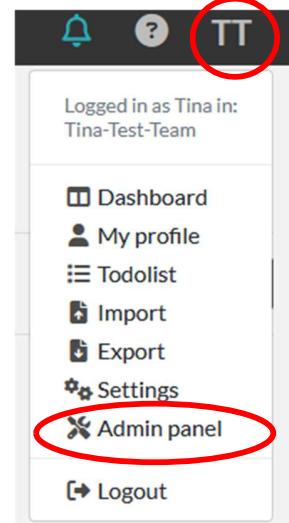
We strongly recommend limiting the number of team administrators to a small number of people.

## 4. Team configuration

All basic team settings are made by you as the team administrator in the eLabFTW “Admin control centre”. You can access this via the drop-down menu (see figure).

**After you have initially created a team, the default configuration is initially adopted for this team. However, we strongly recommend that you check this configuration and adapt it to the requirements of your team if necessary.**

Detailed explanations of the Admin control centre can be found in the official eLabFTW documentation: <https://doc.elab-ftw.net/admin-guide.html>



### 4.1. Configuration: Resources

Chemicals, experimental devices or other central tools that are relevant for carrying out or documenting laboratory experiments, but also rooms that can be booked or information on research projects, are labelled as **resources** in eLab.

Resources can be categorized so that you can filter by selected (resource) categories, for example. As a team administrator, you can create, delete, and manage such categories. You can also specify whether or not your team members are allowed to create categories themselves.

This also applies to resource templates: As a team admin, you can specify whether only you or all team members are allowed to create resource templates.

### 4.2. Configuration: User groups

In the Admin Control Centre area “User Groups” you can create your own groups.



Admin panel

TEAM **USER GROUPS** USERS EXPORT TAG MANAGER BATCH ACTIONS

A User Group can contain users from different teams. Its main use is to later allow giving permissions to this group.

[Link to documentation](#)

Create user group

Name: Project Monoco **Create**

Existing user groups

No user group created yet.

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You can then add selected users to these groups using the eLab search function. Both internal team groups and cross-team groups are possible. To assign read or write permissions for an experiment to a group, the user or team administrator must be a member of that group.

You can use groups, for example, to assign permissions within eLab by assigning read or write permissions for individual experiments to the corresponding group (instead of the entire team or individual users). This is relevant, for example, if certain experiments should not be visible to the entire team or if individual experiments are to be shared between different teams without the respective users having to be members of both teams.

## 5. Rights management for experiments

In eLabFTW, access rights for experiments can be flexibly defined. To ensure that no important data is lost or becomes untraceable when team members leave the teams should agree on sensible standards when assigning rights.

In eLabFTW, read and write permissions can be set individually for each experiment. There are five options available:

1. Only owner
2. Only Owner and admins
3. Only members of the team
4. Everyone with an account
5. Everyone, including anonymous users

**Important:** If you select the setting “Everyone with an account” or “Everyone, including anonymous users,” all persons using the eLab instance of the University of Münster will be able to view your experiment and, if they have write permissions, edit it. We therefore strongly advise against using this setting.

**Important:** If team members (e.g., research assistants) share their experiments exclusively with themselves, these experiments will not be visible to the rest of the team. If the person leaves the team, the experiments are automatically archived and are no longer accessible to the team.

Therefore, ensure that at least the team administrators are granted read and write access to all experiments. This will ensure that access to the experiments remains possible even after individual persons leave the team. There are various ways to achieve this:

▼ PERMISSIONS

Permissions for the template

 Visibility  Only members of the team

 Can write  Only members of the team

Permissions for the derived entry

Entries created from this template will inherit these permissions. If they are locked down, the permissions will not be modifiable by Users, only Admins.

 Visibility  Only members of the team

Lock down read permissions 

 Can write  Only members of the team

Lock down write permissions 

- In the default setting, each team member can choose their own read and write permissions when creating an experiment.
- When creating a template, read and write permissions can be preset. These presets can also be locked against changes if desired. If users use the corresponding template, they can no longer set permissions individually.

In the admin panel, you can enforce that all team members must use a template when creating an experiment. This allows you to set specific permission settings within the team.

However, it is still possible for each team member to create their own templates, including those that are not visible to the rest of the team. It is therefore important to establish agreements and rules within your team that specify which templates should be used and which read and write permissions should be assigned.

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