

September 23, 2025

# **Laboratory 02**

## **Invite laboratory members (PI only)**

**19<sup>th</sup> IHIWS database system development team**

# How to invite laboratory members

To delegate some laboratory data management tasks to another researcher, the Laboratory PI can add them to the system as a Laboratory member.

## Steps:

1. The Laboratory PI creates a new **secret registration token** (expires within 90 days)
2. The Laboratory PI provides the secret registration token to the researcher they wish to add.
3. The researcher registers as a new user on the IHIWS Database system. By using the secret registration token, they will be added as a member of that specific laboratory.

# Secret registration token (PI only)

Dashboard | IHIW19 Management System

https://data.ihiw19.org

IHIW19 Dashboard Lab View Project View IHIW19 PIDEMO1

## Dashboard

Welcome to IHIW19 Management System, IHIW19 PIDEMO1

### Metadata Completion Status

#### HLA Metadata

Sample Metadata (Stage 1)  
Sample: 0 of 0 completed (0%)

Subject Metadata (Stage 2)  
Subject: 0 of 0 completed (0%)

No HLA metadata found

#### Antibody Metadata

Sample Metadata (Stage 1)  
Sample: 0 of 0 completed (0%)

Subject Metadata (Stage 2)  
Subject: 0 of 0 completed (0%)

No Antibody metadata found

#### Lab View

Manage lab members, upload files, and configure sharing settings with projects.

[Go to Lab View](#)

#### Project View

Manage projects, view shared files, and import/export data.

[Go to Project View](#)

Click "Go to Lab View"

© 2025 IHIW19 Management System

# Secret registration token (PI only)

The screenshot shows a web browser window with the URL `https://data.ihiw19.org/lab`. The page title is "Lab View". The sidebar menu on the left includes "Lab Members" (highlighted), "Project Linkage", "HLA Genotype Data", "Antibody Testing Data", "Sample Metadata", "Subject Metadata", and "Token Management". The main content area displays a table titled "Lab Members" with the following data:

| Name             | Email                            | Role       | Status | Action |
|------------------|----------------------------------|------------|--------|--------|
| Tsuyoshi Hachiya | hachiya@genome-analytics.co.jp   | PI         | Active |        |
| Tsuyoshi Hachiya | hachiya-labmember001@example.com | Lab Member | Active |        |

A green callout box points to the "Token Management" option in the sidebar menu with the text: "Click 'Token Management'".

# Secret registration token (PI only)

The screenshot shows a web browser window with the URL `https://data.ihiw19.org/lab/#token-management`. The page header includes the IHIW19 logo and navigation links for Dashboard, Lab View (selected), and Project View. The user is identified as Tsuyoshi Hachiya.

**Lab View**

Lab:

- Lab Members
- Project Linkage
- HLA Genotype Data
- Antibody Testing Data
- Sample Metadata
- Subject Metadata
- Token Management**

**Registration Token Management**

**Registration Token**

This token is used for new users to register as members of your lab.

**Current Token:**

BCeSA7TVaa-stMR1dWqGxdWKJWiidQXad-j\_aBVjgoo

**Expires:**

2025-11-22 Valid

[Download Token](#) [Regenerate Token](#)

This is a secret registration token

# Secret registration token (PI only)

The screenshot shows a web browser window with the URL `https://data.ihiw19.org/lab/#token-management`. The page has a blue header with the IHIW19 logo and navigation links: Dashboard, Lab View (active), and Project View. The user's name, Tsuyoshi Hachiya, is displayed in the top right. The main content area is titled "Lab View" and includes a sidebar with links to Lab Members, Project Linkage, HLA Genotype Data, Antibody Testing Data, Sample Metadata, Subject Metadata, and Token Management (highlighted in blue). The "Registration Token Management" section contains the following information:

- Registration Token**: This token is used for new users to register as members of your lab.
- Current Token:** BCeSA7TVaa-stMR1dWqGxdWKJWiidQXad-j\_aBVjgoo (with a copy icon)
- Expires:** 2025-11-22 (Valid)
- Buttons:** Download Token and Regenerate Token

A red callout box with the text "Click here to copy the token" points to the copy icon next to the current token.

# Secret registration token (PI only)

The screenshot shows a web browser window with the URL `https://data.ihiw19.org/lab/#token-management`. The page header includes the IHIW19 logo and navigation links for Dashboard, Lab View (selected), and Project View. The user is logged in as Tsuyoshi Hachiya.

## Lab View

Lab:

- Lab Members
- Project Linkage
- HLA Genotype Data
- Antibody Testing Data
- Sample Metadata
- Subject Metadata
- Token Management**

### Registration Token Management

#### Registration Token

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**Expires:**

2025-11-22 Valid

[Download Token](#) [Regenerate Token](#)

Click here to download the token

# Secret registration token (PI only)

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## Lab View

Lab:

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- Project Linkage
- HLA Genotype Data
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[Download Token](#) [Regenerate Token](#)

Click here to regenerate the token