


Adding Users


All users must first be added to the project on the User Rights page. Once the users have been added to the project, you can then assign them to a Data Access Group.

- Navigate to the **DAGs** tab and click on the dropdown beside **Assign User**. Select the username and the appropriate Data Access Group from the next dropdown list. Then click on **Assign**








Create new groups: Add new data access groups to which users may be assigned.



Assign user to a group: Users may be assigned to any data access group.

 Assign user to

- The username will then appear within the **Users in group** column of the Data Access Group table.

Data Access Groups	Users in group	Number of records in group	Unique group name (auto-generated) 	Group ID number 	Delete group?
GROUP 1	testuser01 (Test User)	0	group_1	13	
GROUP 2		0	group_2	14	
GROUP 3		0	group_3	15	
GROUP 4		0	group_4	16	
GROUP 5		0	group_5	17	
[Not assigned to a group]	andrewc (Andrew Cooper) * Can view ALL records	4			

Creating a Record

If you are a Data Access Group member and are creating a record, the record will automatically be assigned to your Group.

If you are a Global User (i.e., you are not assigned to a DAG) you will need to assign any new records to a Data Access Group. To do this select the group from the **Assign record to a Data Access Group?** when completing a form:

My First Instrument

Assign record to a Data Access Group? -- select a group --

Adding new Record ID 5

Event Name: **Event 1**

Record ID 5

Yes No Field Yes No reset

Form Status

Or **Choose action for record** dropdown list after creating a new record.

The screenshot shows the 'Data Collection' interface with a modal dialog titled 'Assign record to a Data Access Group?'. The dialog contains the text 'Assign record "4" to one of the following Data Access Groups:' followed by a dropdown menu currently set to '[No Assignment]'. At the bottom of the dialog are two buttons: 'Assign to Data Access Group' and 'Cancel'. In the background, the 'Add / Edit Records' option in the sidebar is highlighted with a red box, and the 'Choose action for record' dropdown in the main panel is also highlighted with a red box and an arrow pointing to the modal.