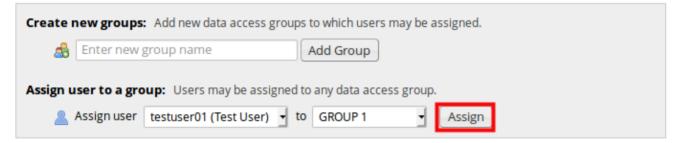
Adding Users

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



• 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			

Adding Users

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		reset

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

Data Collection Edit Instruments Record Status Dashboard View data collection status of all records	Choose action for record	Complete
🛃 Add / Edit Records		Assign record to a Data Access Group?
Create new records of edit/view existing ones Record ID 4 Select other record	Data Collection Instrument	Assign record " 4 " to one of the following Data Access Groups:
Applications	Delete all data on event:	
📅 Calendar 🕞 Data Exports, Reports, and Stats 📪 Data Import Tool		Assign to Data Access Group Cancel