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			

☰ 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:

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