Assigning a User to a Data Access Group (DAG)

Follow these instructions to add a user to a Data Access Group (DAG).

Data access groups are “silos” for users such that they can only interact with records they created or created by other users in the same DAG.

- Useful in multi-site projects – each site can be a DAG so they can only view their own site’s data
- Users are added to a project first, and their user rights configured, then they are added to a DAG
- If a user is not assigned to a DAG, they can see all of the data across all sites (typically the PI and the study staff of the coordinating site)
- Users can only be assigned to one DAG at a time
- You cannot assign yourself to a DAG

1. From the left-hand menu, click User Rights and DAGs

2. Enter a name for the group and click Add Group

3. Once the group has been created, select a username from the dropdown and select a DAG. Click Assign.

This is what it looks like when users have been assigned to DAGs.

In the user rights panel, you can see which users are assigned to a DAG and what DAG they are in.