Data Access Groups (DAGs) restrict viewing of data within a database. A typical use of DAGs is a multi-site study where users at each site should only be able to view data from their site but not any other sites. Users at each site are assigned to a group and will only be able to see records created by users within their group.

- To create a Data Access Group, go to the *User Rights* application and then click on the "Data Access Groups" tab.
- Enter the Group Name and select 'Add Group.'
- The Group Name will then appear in the Data Access Groups table. You can add as many DAGs as needed.

Adding a user to a DAG:

- 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. To assign a user, navigate back to the "Data Access Groups" tab and click on the dropdown beside 'Assign User.' Select the appropriate username and then select 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.

- 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) and are creating a record but need to add that record to a Data Access Group, select the group from the 'Assign a record to a Data Access Group?' dropdown list. Complete the record information and click 'Save Record.'

Additional Information:
- Any user not assigned to a group has global access within the project. This type of unassigned user can access all records in the project.
  - Global Access User - To see a list of the records within a Data Access Group, navigate to the Record Status Dashboard. Select a group from the dropdown list for 'Displaying Data Access Group.' The Dashboard will reflect only those records within the specified Data Access Group.
  - Group Member - If you are a DAG group member, the records on this page will include only those within the group you are assigned.

- Record creation:
  If the project has record auto-numbering enabled, then when a DAG member creates a record, a unique DAG ID is prepended to the record number.
  - In the example below, records 1-6 were created by a Global Access User.
  - A DAG member of Test Group A created the bottom two records. Notice on the Global Access record list that those records have a unique ID appended to the record ID as compared to the records entered by the Global Access User.

o The DAG member can only see records that were created by him/herself, records that were created by other members of the same DAG, or records that were created by the Global Access User AND were assign to his/her DAG.

o The Global Access User can see ALL project records, regardless of DAG.

- As noted above, Global Access Users can manually assign a record to a Data Access Group.
  - o To assign a record, open the record's instrument and select the DAG in the top right corner.
  - o The record ID will remain the same. However, the Global Access User can change the record ID to add the prepended Data Access Group ID. Note: The Global Access User must have the appropriate user rights to "Rename Records" in order to change the record ID.
  - o A Data Access Group ID is created for each group. Ensure the correct prepended ID is used when editing the record ID.

Rename record "557"

Rename record **"557"** to the following record name:

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122-7
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Rename record   Cancel