

Streamlyne IRB Tip Sheet

Study Personnel Permissions

The Permissions tab allows PI and Initiator to customize what type of access the study personnel has to the Streamlyne protocol. The protocol's default Aggregators (or editors) will be identified as the Principal Investigator and the Initiator (if different from the PI). An Initiator can also edit access to users who might not normally have access to protocol documents. This is especially useful to a researcher who would like to turn over Aggregating (editing) Rights to students, coordinators, or other protocol personnel. This feature is also commonly used to grant ad hoc Viewer Rights to users who do not normally have access to protocols.

1. Click on the tab header to access the **Permissions** section.



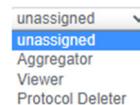
2. Scroll down to the **Users** section. If it is not already expanded, click on the header to expand the section.




Users						
* User Name	Full Name	Unit #	Unit Name	Role	Actions	
Add: <input type="text" value="vflint@unm.edu"/>				unassigned	<input type="button" value="Add"/>	<input type="button" value="Edit Role"/>
1 vflint@unm.edu	Valerie Crooker-Flint	798A	VP Resrch & Econ Devlpmt VPRED	Aggregator PI		

3. If you need to add an ad hoc user, click the magnifying glass  next to the User Name field to search for and select the correct value.

4. Click the arrow next to the Role field to select a permissions level for the ad hoc user.



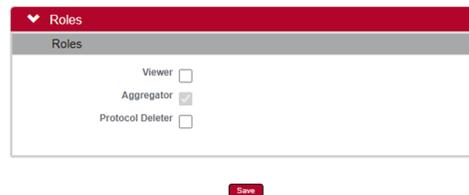
- unassigned
- Aggregator
- Viewer
- Protocol Deleter

5. Click the **Add** button to complete the action.
6. Repeat Steps 3 through 5 until all ad hoc users are added to the protocol.
7. If you need to remove a user, click the **Delete** button.

8. If you need to change the nature of a user's access to the protocol, click the **Edit Role** button next to the user's name. Otherwise, skip to the next section.



9. Streamlyne will display a pop-up window listing the three permissions levels for a protocol. Indicate whether the user should have permissions to view the document, to aggregate (edit) document data, or to delete the document by clicking the corresponding checkbox. Alternatively, you also have the option to remove defaulted or previously granted permissions by unchecking the corresponding boxes.



Roles

Viewer

Aggregator

Protocol Deleter

10. Click the **Save** button to commit your changes.