



Assign User Roles in OpenSpecimen

This procedure is for OpenSpecimen administrators at Flinders University who are responsible for creating new User Group to access lab specimen data.

User Accounts and Roles Overview

Data access is controlled by assigning Roles to users. Each user will require at least one role. Each role is linked to a Site. Most staff and students in a research group will be allocated the 'Researcher' role. There may be other roles relevant to your research group. If a user works across two different laboratories/research groups, then a role will need to be added for each Site.

Below is a summary of the key roles commonly used within the system.

- **Administrator:** can perform all operations within the assigned Sites and has access to all Collection Protocols for the Site.
- **Principal Investigator:** has read only access to all data within the assigned protocols and can see personal health information data. Can also create and update Queries.
- **Researcher:** has read only access to Collection Protocols and can create and update Participants and Visits, can see personal health information data within the assigned protocol, and can create, edit, update and delete specimens.

Once you've received confirmation that your site is live and user roles are active, you can begin assigning the appropriate roles to members of your research/lab group.

How to Assign Roles to members of your Research/Lab Team

1. From the Home Menu, navigate to **Users**.

 Home

Settings

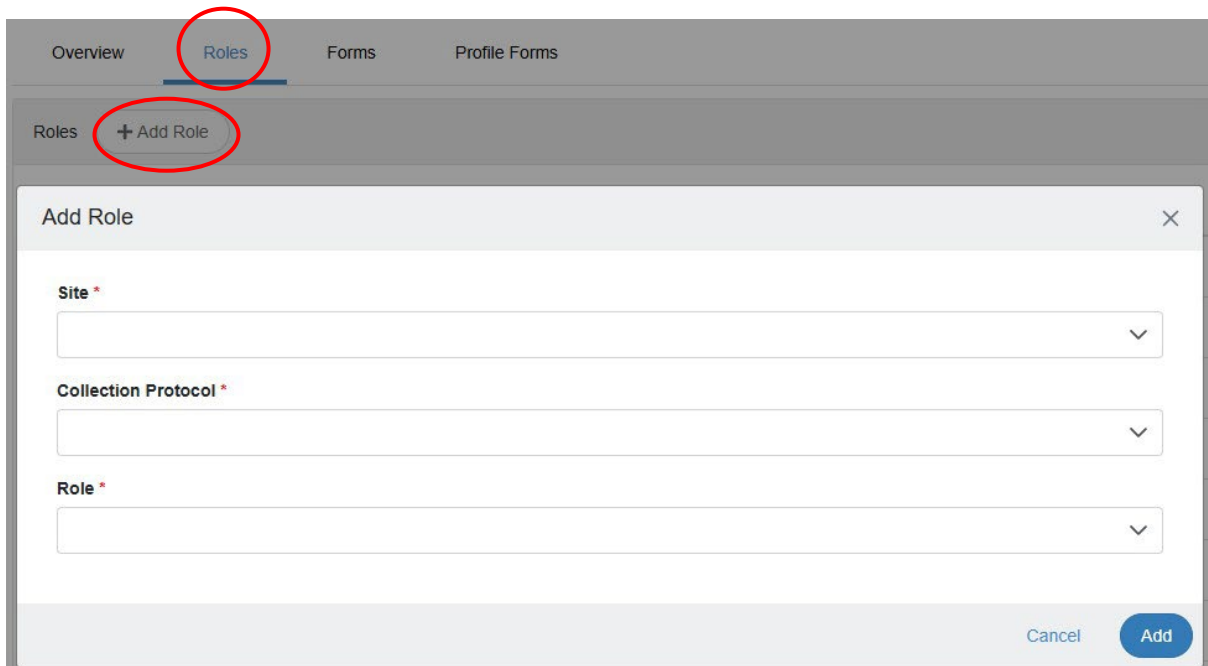
Shipments

Sites

Training

 Users

2. Locate the User by **scrolling the alphabetical list** or using the **Search function** at the top of the page. Once located, click on the User **Name**.
3. Click on the **Roles** tab.
4. Click **Add Role**.



Overview **Roles** Forms Profile Forms

Roles **+ Add Role**

Add Role ×

Site *

Collection Protocol *

Role *

Cancel **Add**

5. From the drop-down menus, make the following selections:
 - **Site:** Choose the relevant site where specimen collection will be stored.
 - **Collection Protocol:** Select the appropriate protocol, if it has already been created.
 - **Role:** Select the role that best aligns with the level of access the User requires.

6. Click .

Repeat these steps for each User in your Research/Lab Group.

Site *	<input type="text"/>
Collection Protocol *	<input type="text"/>
Role *	<input type="text"/>