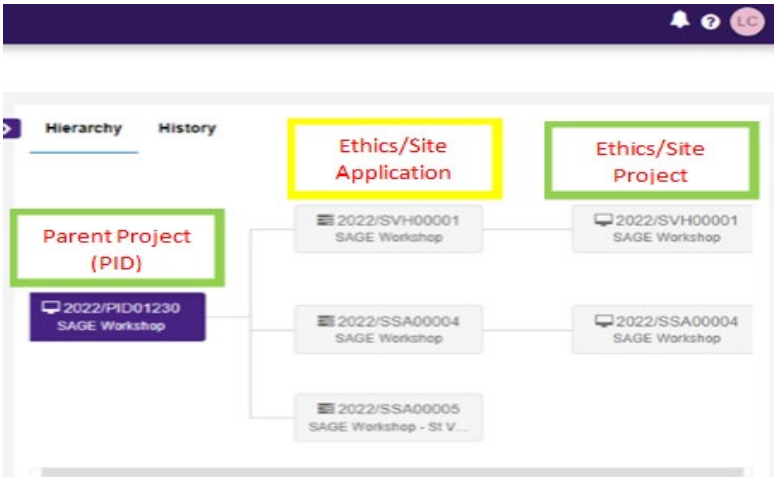
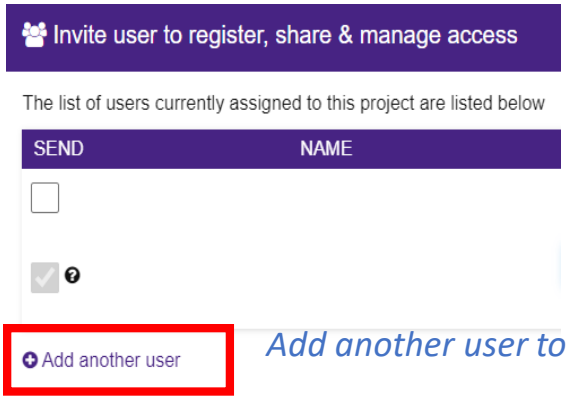
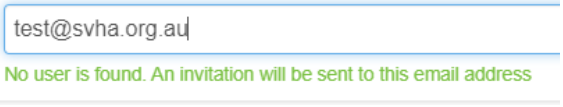
Managing User Access to Project or Application



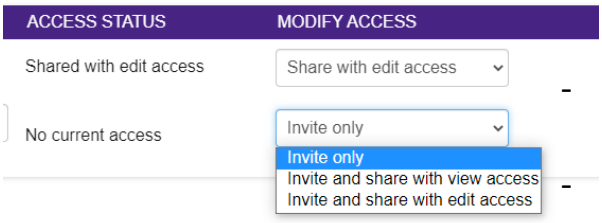
	Default Editor	Default Viewer
Parent Project	User that registers the project	None by default
Ethics Application and Project	• Nominated CPI and • User that registers the project	
Governance Application and Project	• Nominated PI (if any site at SVHM) • User that registers the project	



Add another user to this project by typing in their email



If the user does not have an account, they will be invited via email to register

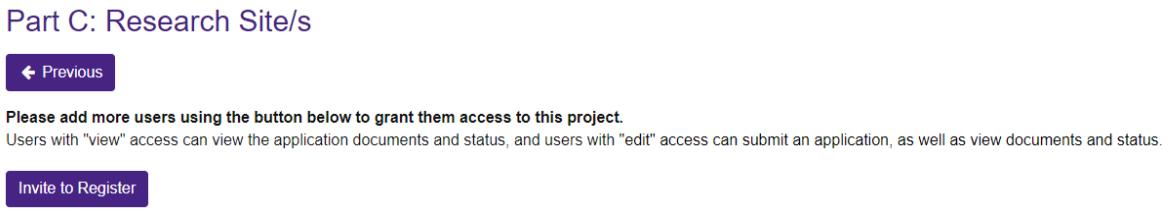


- **View access:** allows users to view related documents and status
- **Edit access:** allows the above, and complete or submit the form

Sharing parent project with other users

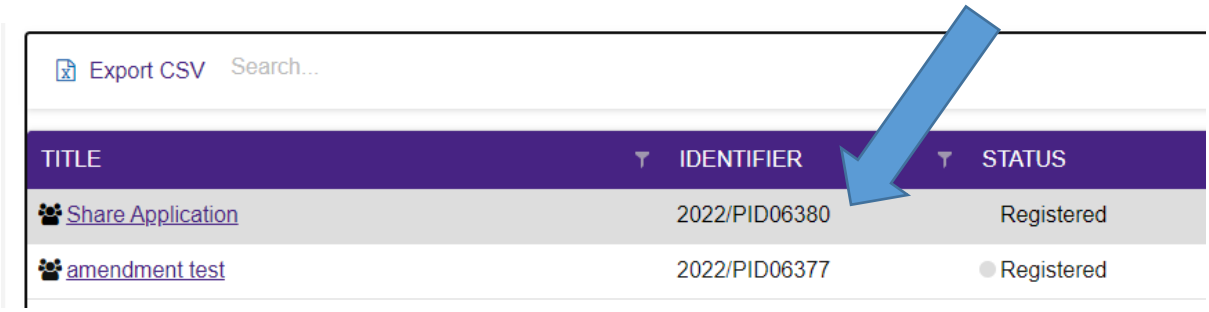
- On the project registration form (before completion)

Use the "invite to Register" button on Part C: Research Site to add research members that you would like to have access to this project.

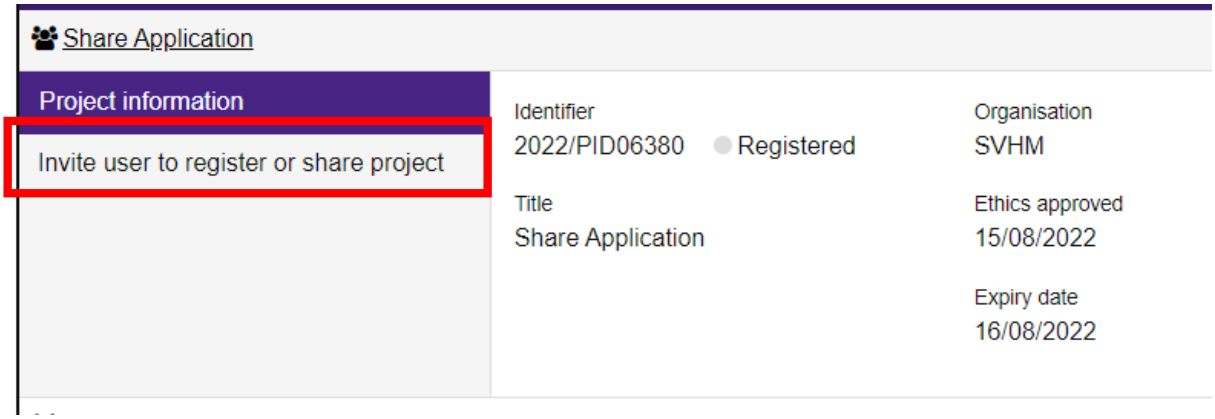


- After Project Registration form is completed

Go to the project list and click on the identifier column of the project



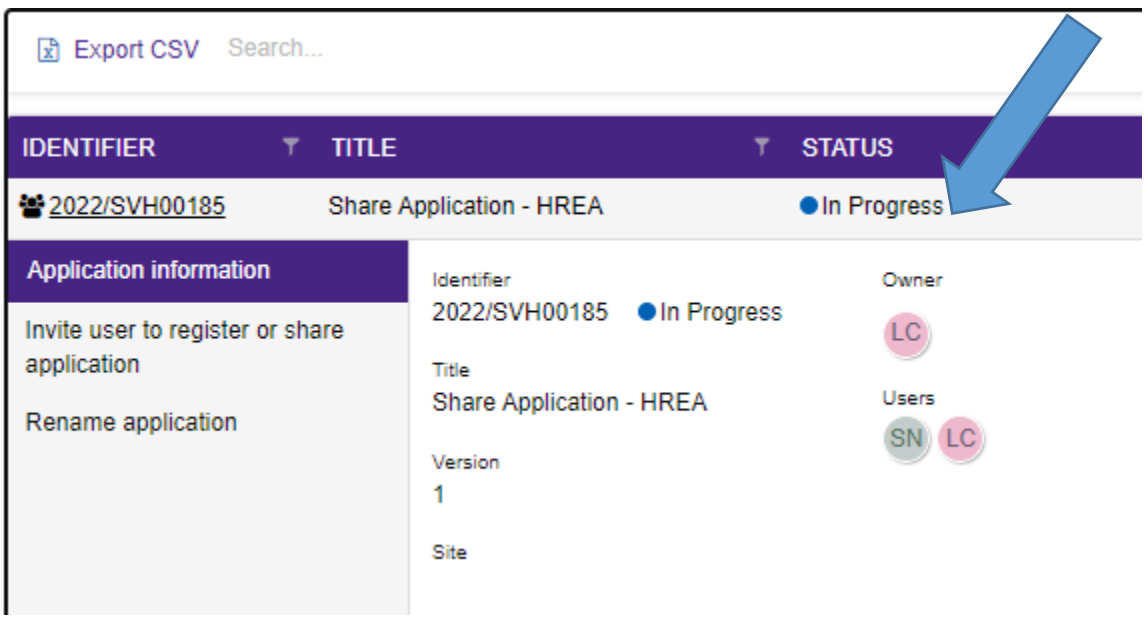
The "invite user to register or share project" will be displayed under the project information

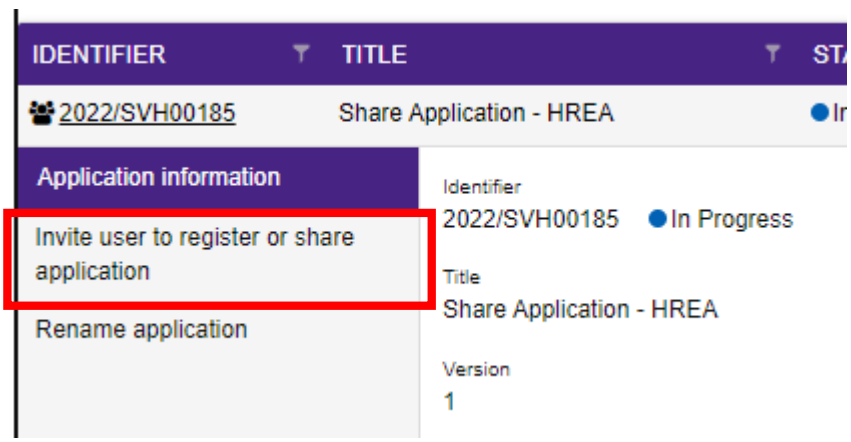


Sharing an application which is in progress

Go to the parent project (you can see the status of your application here)

click on the space near the status column

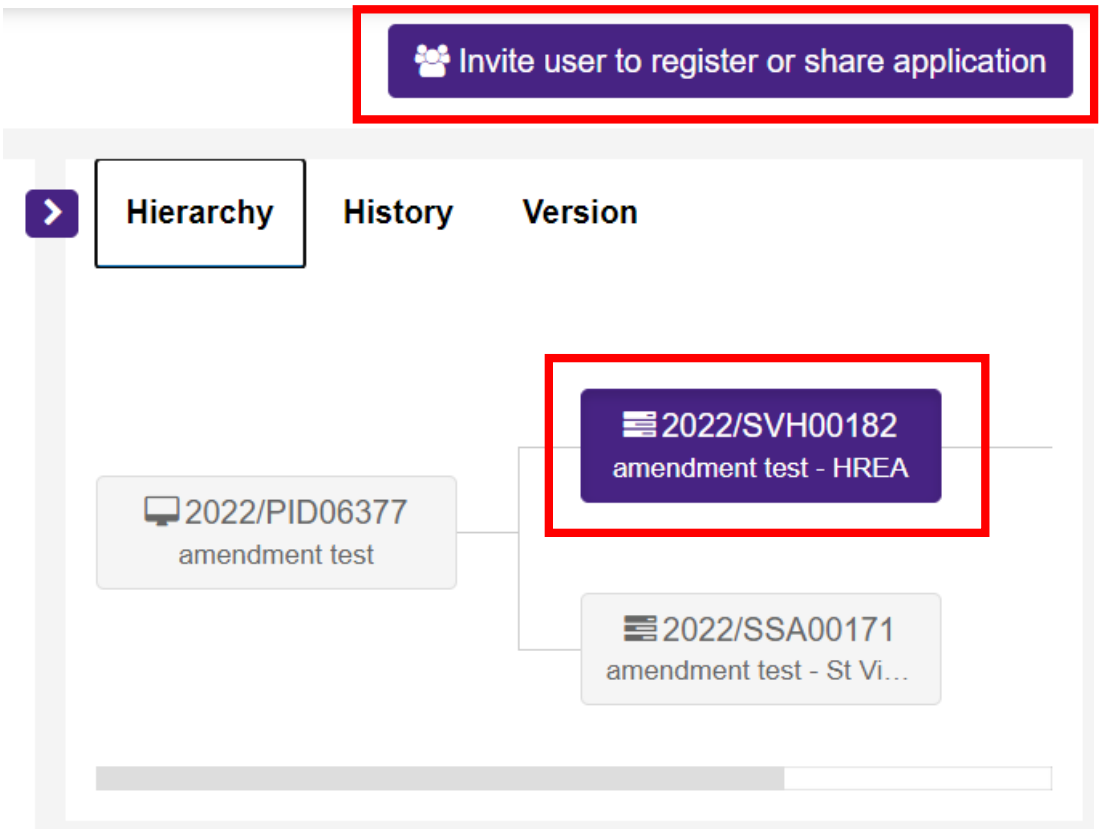




Select invite user to register/share application
(to allow them to complete or submit the application on behalf of you)

Sharing an application (Submitted Application)

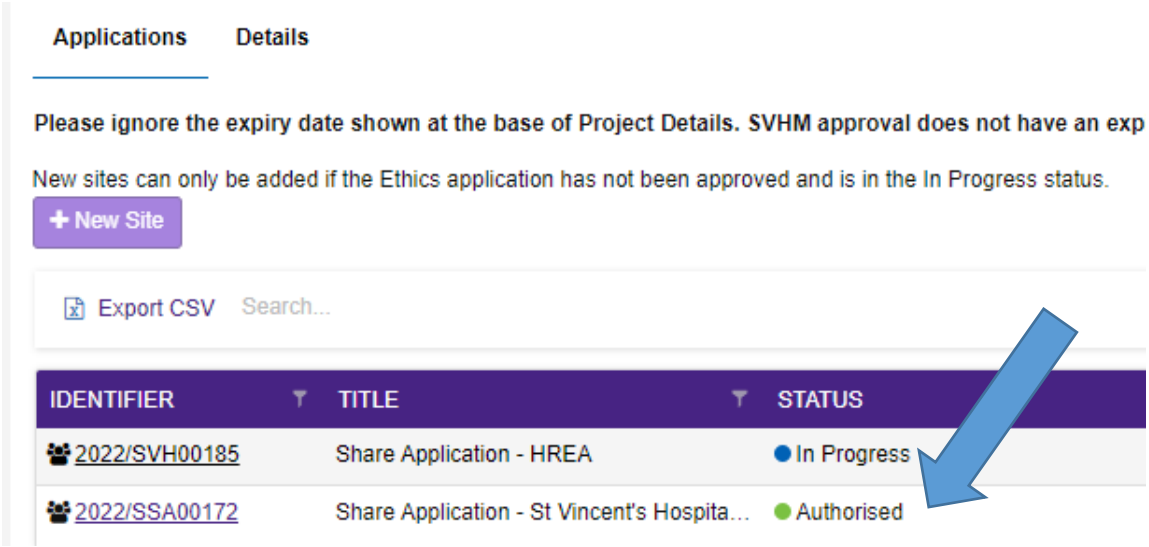
Go to the selected application (Ethics or Site-Specific/governance) and select “invite user to register or share application”



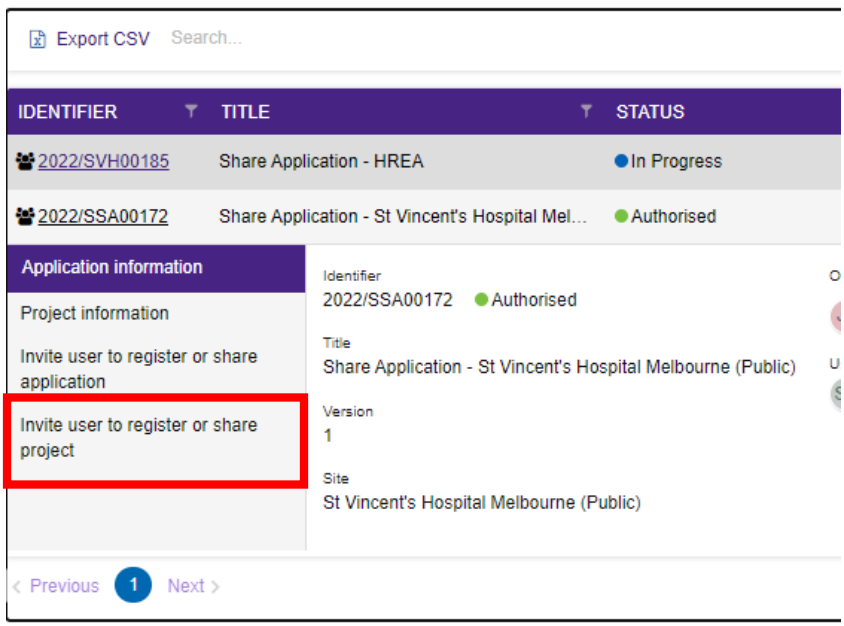
You can share a submitted application with other users so that they can submit a response to query for this application

Sharing an Ethics or Site Project (After an application is approved/authorised)

Go to the parent project
(you can see the status of your application here)



click on the space near the status column



Select invite user to register/share PROJECT
(to allow them to submit an amendment on behalf of you)