What are Data Access Groups? How do I make one?

A Data Access Group (DAG) allows you to provide user rights and access to specific sets of records that are entered in your project. To learn about user rights options, refer to FAQ: USER RIGHTS. A typical use of a DAG is a multi-site study where people at one site should not be able to access data entered by a group of users from another site.

When using DAGs:

- Users assigned to a DAG can only access records created by them or other users in their group.
- Users who are not assigned to a DAG will have access to all records.
- Users cannot be assigned to multiple DAGs.

**Follow the steps below to create and assign users to a DAG.**

1. To create a DAG, open your project and select “DAGs” found in the left-hand navigation bar under the Applications section.
2. Enter the DAG name in the box found under ‘Create new groups’ and then click ‘Add Group’. It is best to keep the DAG group name short.

3. To assign users to a DAG, select the person found in the ‘Assign user’ box. Choose the DAG then click ‘Assign’.

Notes:

Record ID’s and DAGs

If auto-numbering is enabled with DAGs, record IDs will be generated in the format DAG # - Record #.

Data Imports and DAGs

When importing data into project that uses Data Access Groups, you must include a column that specifies the Data Access Group (DAG) name for each record.

Please refer to the FAQ: Import Data.