Tropical Data – Data Management Resources
User Roles FAQ

There are five user roles on the Tropical Data data management website, each of which has different responsibilities during the project and allows different levels of access. Health ministries are responsible for nominating individuals from within government or partner organizations for these roles. An individual can be assigned to as many roles as designated by the health ministry.

Before the start of each project, the Tropical Data team will reach out to confirm the role(s) for each user on the project. However, updates to a project's roles can be made at any time. Tropical Data encourages health ministries to update these roles on the website whenever personnel changes occur. These updates can be made by the User Manager of the project, or the health ministry can reach out to Tropical Data (support@tropicaldata.org) for assistance.

Below is a description of the responsibilities and level of access for each role:

Role	Responsibilities	Level of access
User Manager	User managers are responsible for adding/removing users on the project, as well as adding/removing roles for users on the project. By default, when a project is created, this role is assigned to the National Program Coordinator or equivalent.	This role allows the user to view the project home page, which provides a general overview of the project's status, in addition to the User Settings page.
Approval C	These users are responsible for approving EU-level counts, cluster-level counts, and WASH summary data for each EU before EUs are moved to the Approval P queue (trachoma prevalence data are not included in this approval level).	In addition to viewing the project home page, this user can view complete EU-level results for fully approved EUs.
Approval P	These users are responsible for approving the trachoma prevalence data for each EU in the project, in addition to all of the same reports as for level C.	In addition to viewing the project home page, this user can view complete EU-level results for fully approved EUs.
Downloader	There are no required responsibilities for this role. However, these users can contribute to the important task of data monitoring and access.	This role allows the user to download raw data (including individual-level data) in real time during the surveys. These users can also download the EU-level results like those included in the District Report and Expanded Trichiasis Report as EUs are approved on the approvals site. Downloaders will have access to ALL download links posted for the project.
None	There are no responsibilities for this role.	This role allows the user to view the project home page, which provides a general overview of the project's status.

If you have any queries, please contact support@tropicaldata.org