

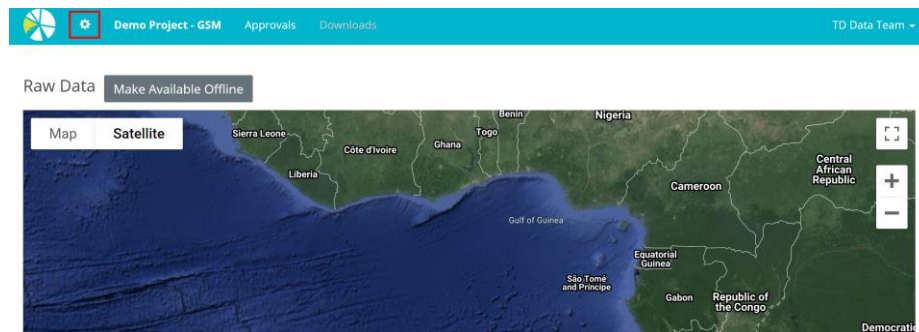
Tropical Data – Data Management Resources

User Manager Guide

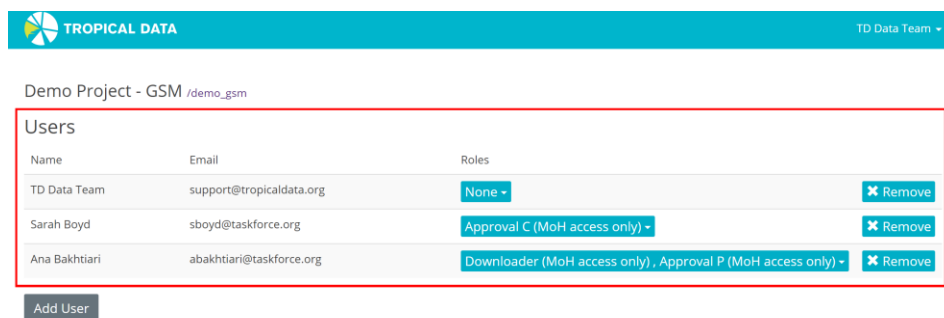
The user manager role on the Tropical Data [data management website](#) is responsible for adding/removing users on the project, as well as adding/removing roles for users on the project. By default, when a project is created, this role is assigned to the National Program Coordinator or equivalent. Below are instructions on how to utilize this role:

1. To check the users currently on the project:

- a. If you are a User Manager on a project, you will see the gear icon on the top left corner of the screen on the project's homepage.

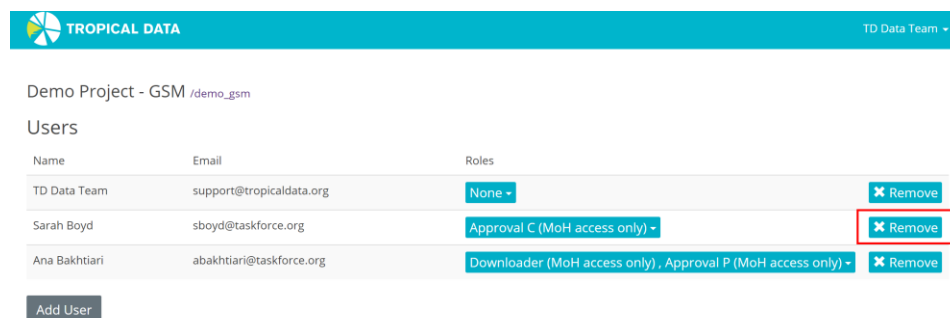


- b. Click on the gear icon - this will open the project's Users Settings page. On this page, there is a list of all the current users on the project. The table includes their name, email, and their assigned role(s).



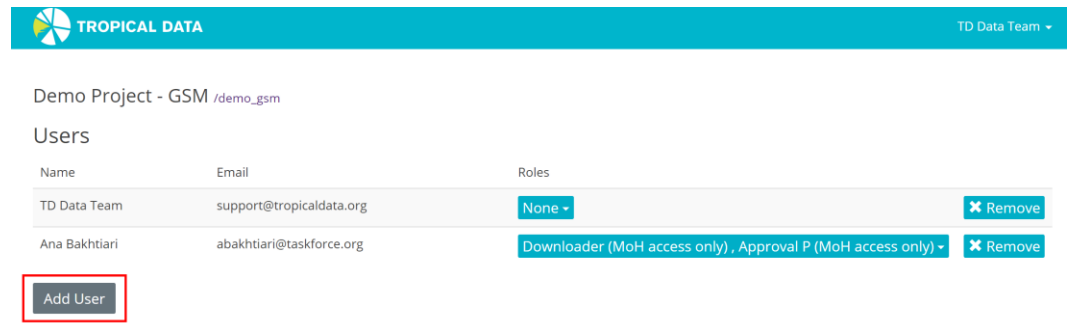
2. To add or remove users on the project:

- a. To remove a user from the project, click on the Remove button next to their name.



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

- b. To add a user to the project:
- i. Click the Add User button at the bottom of the table.



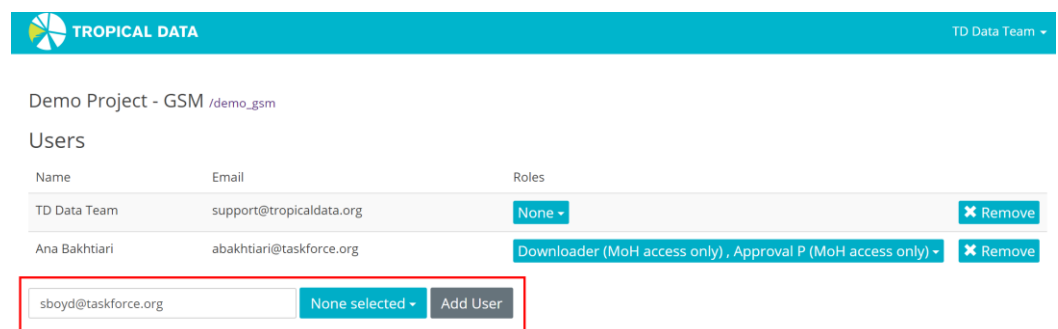
Demo Project - GSM /demo_gsm

Users

Name	Email	Roles	
TD Data Team	support@tropicaldata.org	None	✕ Remove
Ana Bakhtiari	abakhtiari@taskforce.org	Downloader (MoH access only), Approval P (MoH access only)	✕ Remove

[Add User](#)

- ii. Enter the email address of the new user and click the add user button.



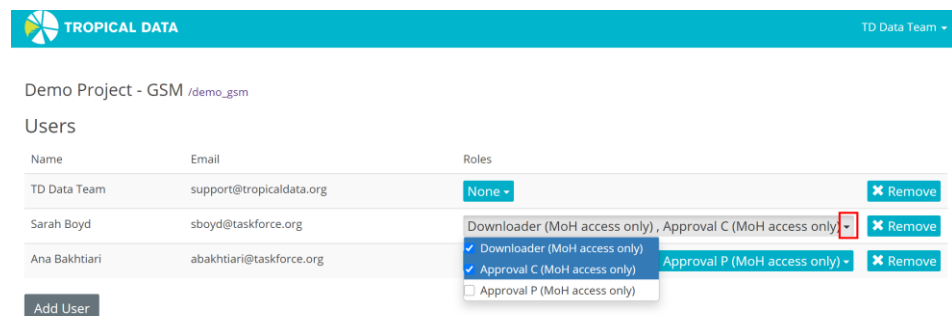
Demo Project - GSM /demo_gsm

Users

Name	Email	Roles	
TD Data Team	support@tropicaldata.org	None	✕ Remove
Ana Bakhtiari	abakhtiari@taskforce.org	Downloader (MoH access only), Approval P (MoH access only)	✕ Remove

[None selected](#) [Add User](#)

- iii. Select the user role(s) for the new user by clicking the down arrow in the Roles column.



Demo Project - GSM /demo_gsm

Users

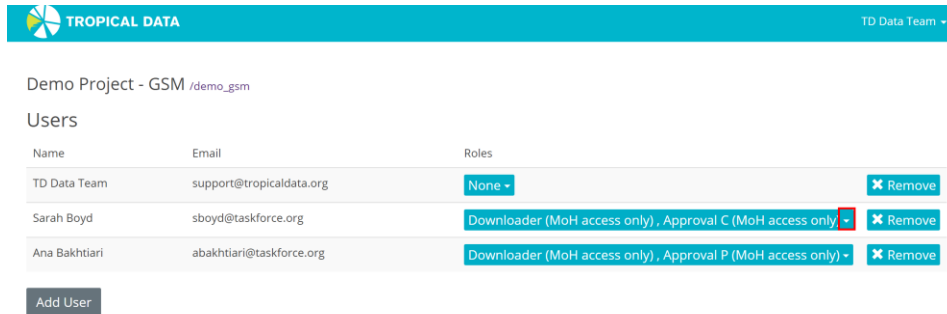
Name	Email	Roles	
TD Data Team	support@tropicaldata.org	None	✕ Remove
Sarah Boyd	sboyd@taskforce.org	Downloader (MoH access only), Approval C (MoH access only) <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Downloader (MoH access only) <input checked="" type="checkbox"/> Approval C (MoH access only) <input type="checkbox"/> Approval P (MoH access only) 	✕ Remove
Ana Bakhtiari	abakhtiari@taskforce.org	Approval P (MoH access only)	✕ Remove

[Add User](#)

- c. After making a change, refresh the webpage to ensure the changes have been saved.

3. To add or remove roles for existing users on the project:

- a. To add or remove roles for a user on the project, click on the down arrow next to their listed role(s).

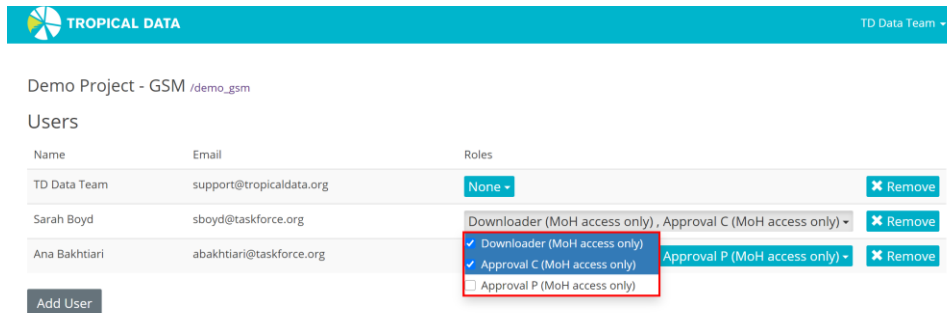


Demo Project - GSM /demo_gsm

Users

Name	Email	Roles	
TD Data Team	support@tropicaldata.org	None	<input type="checkbox"/> Remove
Sarah Boyd	sboyd@taskforce.org	Downloader (MoH access only), Approval C (MoH access only)	<input type="checkbox"/> Remove
Ana Bakhtiari	abakhtiari@taskforce.org	Downloader (MoH access only), Approval P (MoH access only)	<input type="checkbox"/> Remove

- b. To add a role, add a check mark next to the specified role. To remove a role, remove the check mark next to the specified role.



Demo Project - GSM /demo_gsm

Users

Name	Email	Roles	
TD Data Team	support@tropicaldata.org	None	<input type="checkbox"/> Remove
Sarah Boyd	sboyd@taskforce.org	Downloader (MoH access only), Approval C (MoH access only)	<input type="checkbox"/> Remove
Ana Bakhtiari	abakhtiari@taskforce.org	<input checked="" type="checkbox"/> Downloader (MoH access only) <input checked="" type="checkbox"/> Approval C (MoH access only) <input type="checkbox"/> Approval P (MoH access only)	<input type="checkbox"/> Remove

- c. After making a change, refresh the webpage to ensure the changes have been saved.

Note: If you need further information about the different roles on the data management website, please [click here](#).