Instructions

How to manage Nagano Users for a Project

- There can be more than one user working on a given project
- When you are in the "My Projects" segment, click on the blue "Users" button **USERS**
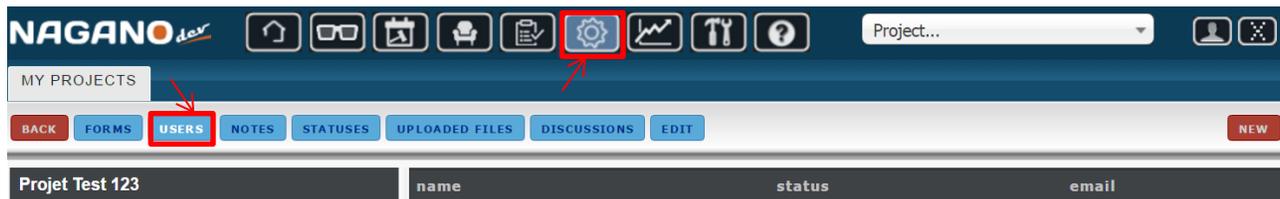
- The **primary user** is the only one who can add / delete others users for a given project by accessing the "**Users**" tab.
- When configuring Nagano, all principal investigators were designated as primary users for their projects.
- The principal investigator is the only person responsible for others users working on his / her projects. Nevertheless, he / she can delegate the technical responsibility of adding / deleting other users in Nagano by clicking on the "**Principal user transfer**" link that appears next to the name of the designated person (the link is only visible to the primary user).
- All users working on a given project can add, modify, submit or delete forms and certain files.

In the "Users" segment, many actions are possible:

- Click on the red "New" button to add users;
- Click on the "trash" button on the right of a user's name to delete this user.
- If the "email" option on the right of the user's name is checked, this user will receive the Nagano notifications regarding the project he / she is working on, as configured in his / her profile under the "Activities on My Projects" tab (see instructions for "Profile and Activities Configuration").