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

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”).