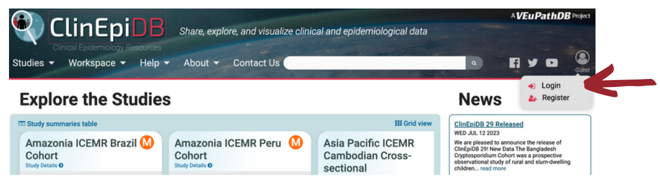
Managing Protected Data Requests on ClinEpiDB- Active Approval

Data access requests are managed on ClinEpiDB via a user-friendly **Data Access Dashboard** specific to each dataset. This tutorial will show you how to use the dashboard to approve or deny data access requests for studies with "**Protected**" access needing **active approval**.

Before your study is released on ClinEpiDB, one or more members of your study team will create a ClinEpiDB account and be added to the Data Access Dashboard for your study.

One or more of the study team members will be designated a "manager" with the authority to add and remove study team members from the dashboard. Please see the end of this tutorial for instructions on doing so.

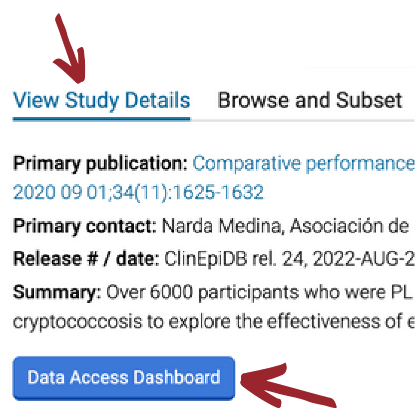
1 Make sure you are signed into your ClinEpiDB account at the top right of the home page.



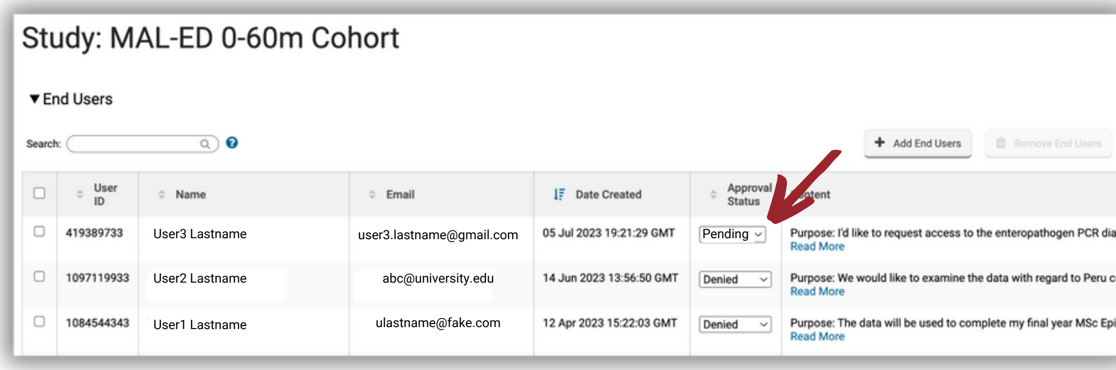
2 Find the **Data Access Dashboard** for your study in one of two ways:

A) When someone fills out a data access request on ClinEpiDB, an email will automatically be sent to study team members informing them of the request and providing them with a link to the Data Access Dashboard. Click on the link to open the dashboard.

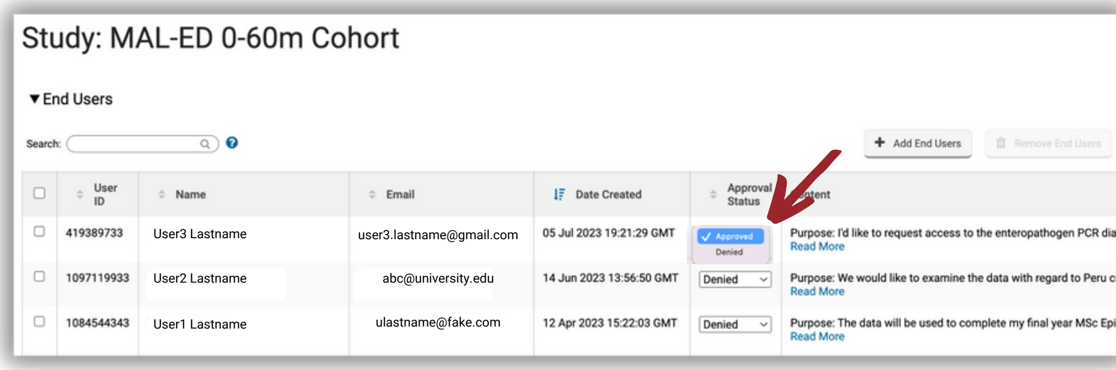
B) From the ClinEpiDB home page, find your study page by searching "Studies" in the top left, open the study, and click on the View Study Details tab. A blue button for the Data Access Dashboard will appear under the summary at the top of the page. Click on the button to open the dashboard.



3 The Data Access Dashboard has three sections: End Users, Study Team Members, and ClinEpiDB Staff.
You will see a pending data request at the top of the End Users table.



Simply use the drop-down menu to change "**Pending**" to either "**Approved**" or "**Denied**". If you are denying a request, you will be asked to type a reason for denial.



An email will be automatically sent to the data requestor informing them of the approval or denial. A copy of the email will go to the study team.

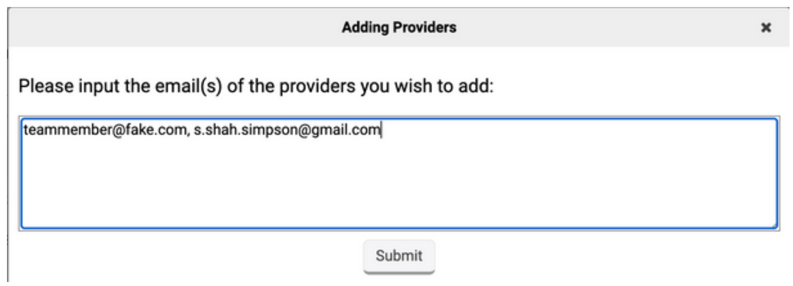
You can also email the data requestor asking for more information on their request.

Adding Study Team Members and Designating "Managers"

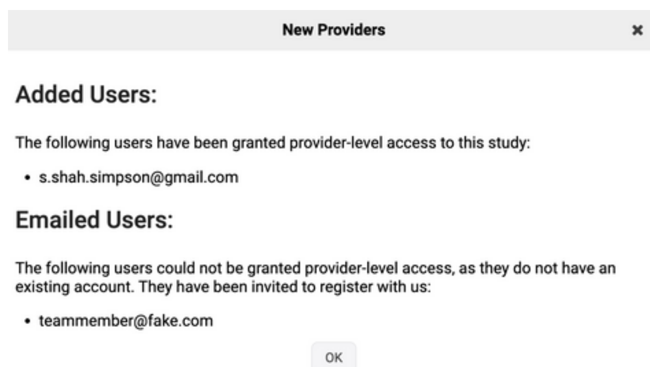
If you are designated a "Manager", you will have the authority to add study team members to the dashboard.

Under the **Study Team Members** section of the dashboard, click **+ Add Providers**

Add the emails of team members you want to give access in a comma-separated list



Users with a ClinEpiDB account will be given access. Users without a ClinEpiDB account will receive an email requesting that they create an account. Once they have done so, you will need to add their email to the system again



If you want someone with access to this dashboard to be able to grant others access to the study, change the drop down menu under **Is Manager?** to **Yes**