

# Managing Protected Data Requests on ClinEpiDB- Passive Approval



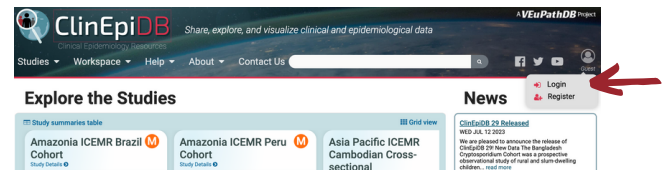
Data access requests are managed on ClinEpiDB via a user-friendly **Management Dashboard** specific to each dataset. When someone fills out a data access request on ClinEpiDB for a study with "**Protected**" access needing passive approval, an email will automatically be sent to study team members informing them of the request.

- If the study team wishes to **approve** the request, no action is required; the user will be approved after the passive approval waiting period elapses.
- If the study team wishes to **deny** the request, they will need to do so within the passive approval waiting period using management dashboard as shown in this tutorial

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 Management 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.

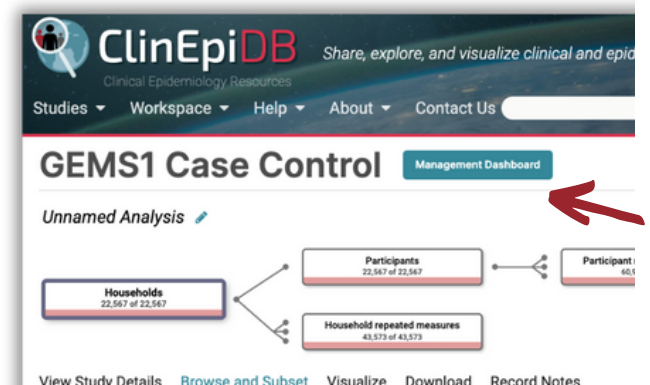
**1** Make sure you are signed into your ClinEpiDB account at the top right of the home page.



**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, and open the study. A blue button for the data access **Management Dashboard** will appear next to the study page at the top of the page. Click on the button to open the dashboard.



- 3 The Management 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.

Study: MAL-ED 0-60m Cohort

▼ End Users

Search:   



[+ Add End Users](#) [Remove End Users](#)

<input type="checkbox"/>	User ID	Name	Email	Date Created	Approval Status	Purpose
<input type="checkbox"/>	419389733	User3 Lastname	user3.lastname@gmail.com	05 Jul 2023 19:21:29 GMT	Pending	Purpose: I'd like to request access to the enteropathogen PCR dia <a href="#">Read More</a>
<input type="checkbox"/>	1097119933	User2 Lastname	abc@university.edu	14 Jun 2023 13:56:50 GMT	Denied	Purpose: We would like to examine the data with regard to Peru c <a href="#">Read More</a>
<input type="checkbox"/>	1084544343	User1 Lastname	ulastname@fake.com	12 Apr 2023 15:22:03 GMT	Denied	Purpose: The data will be used to complete my final year MSc Epi <a href="#">Read More</a>

Simply use the drop-down menu to change "**Pending**" to "**Denied**". You will be asked to type a reason for denial.

Study: MAL-ED 0-60m Cohort

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Search:   

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<input type="checkbox"/>	User ID	Name	Email	Date Created	Approval Status	Purpose
<input type="checkbox"/>	419389733	User3 Lastname	user3.lastname@gmail.com	05 Jul 2023 19:21:29 GMT	Approved	Purpose: I'd like to request access to the enteropathogen PCR dia <a href="#">Read More</a>
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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.

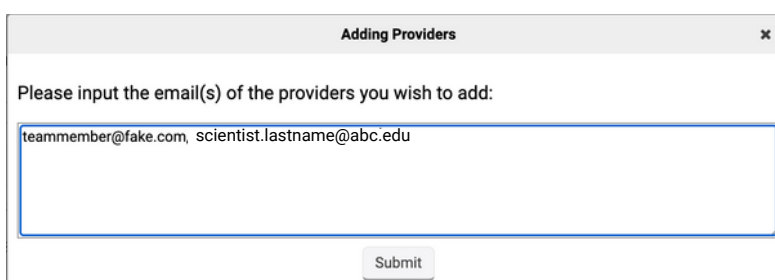
# Adding Study Team Members and Designating "Managers"

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

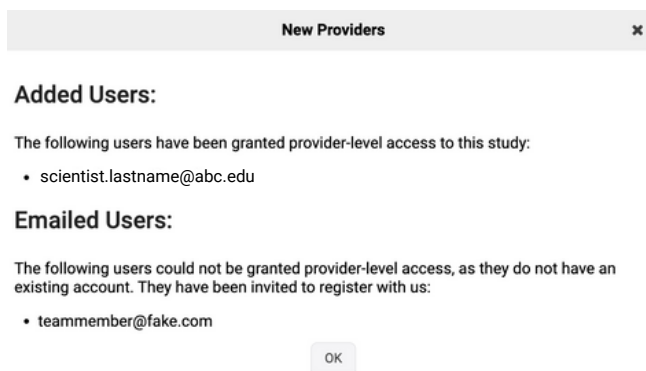
Under the **Study Team Members** section of the dashboard, click **+ Add Providers**



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**

