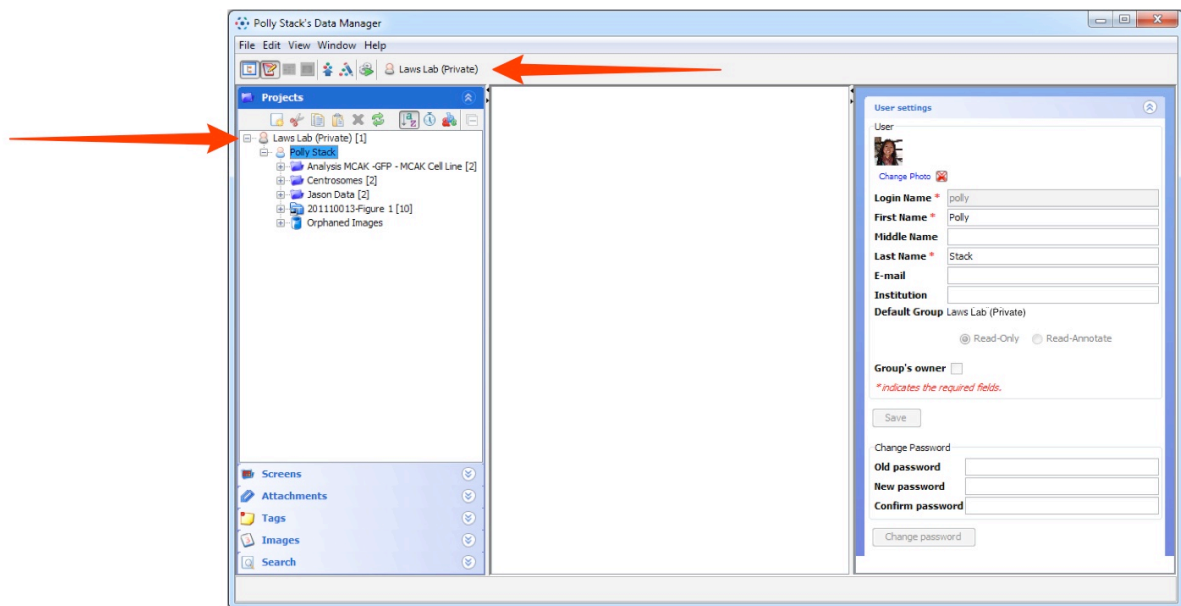


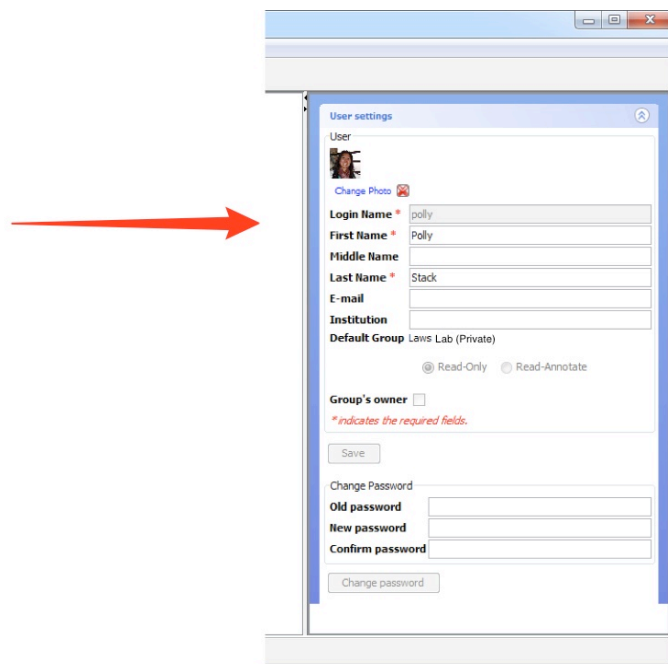
Collaborating with Data

OMERO.insight facilitates collaboration by allowing you to create groups of users and share your image data with other users in the group.

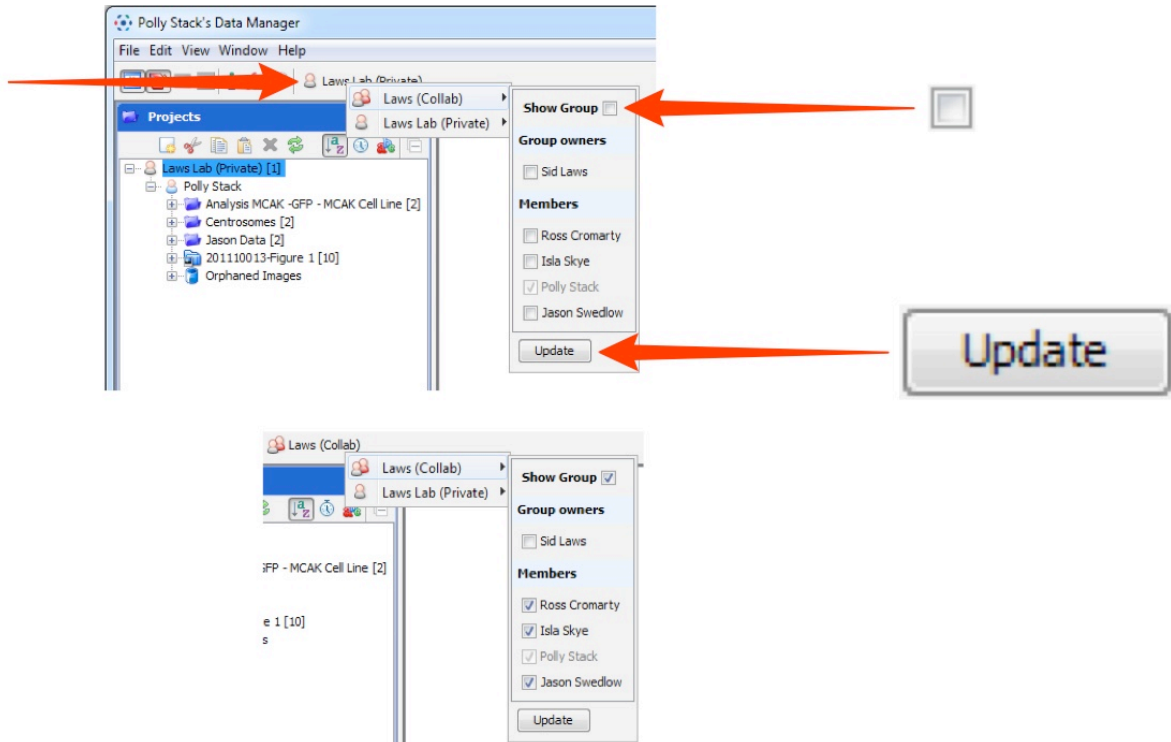
- 1 If you are a member of more than one group your default group shows in the groups menu in the toolbar above the **Projects** tab (left hand panel). Data in your **Projects** tab is organised according to the groups you belong to.



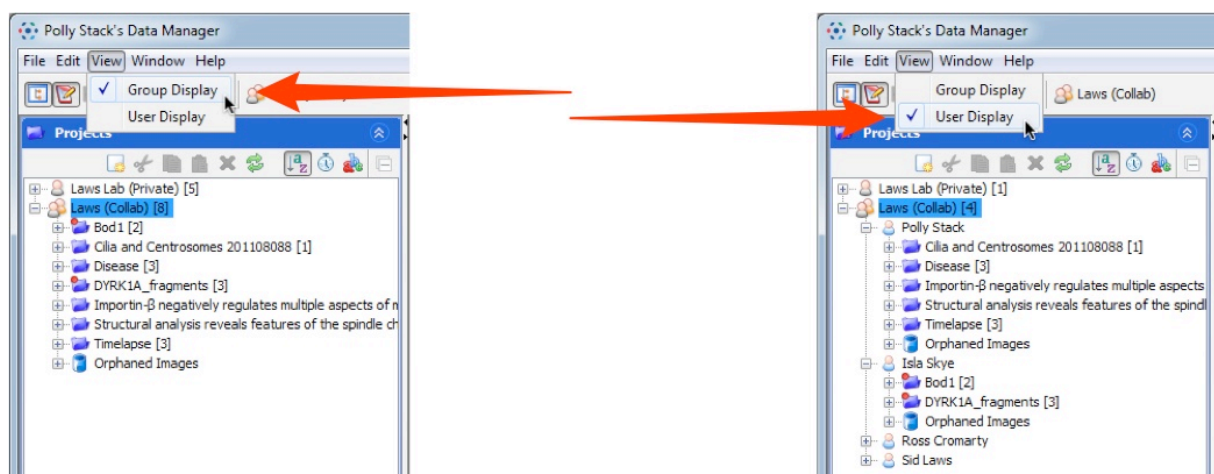
- 2 In the right hand pane you can edit your details, see your default group and change your password.



- 3 Click on groups drop-down menu to select other groups you belong to. Check the **Show Group** box to display your data from that group in the data tree. Data belonging to other users in the group can be viewed by checking their name. Click **Update** to finish.



- 4 Selected groups and users can be viewed in the data tree. Use the **View** menu to select **Group Display** to see the group's data irrespective of owner. **User Display** shows the data according to owner.



5 Permissions vary according to the type of the group and whether a user is a group owner, administrator or just a member. Select a group in the data tree and the permissions for it can be seen in the right hand panel.

Administration privileges are assigned by the OMERO administrator. Users with Administration privileges can then assign ownership of groups of which they are members.

According to your privileges and the group permissions you will be able to view and interact to different extents with data belonging to other members of a group.

Whatever your status or the group permissions, there are no restrictions on interaction with your own data. Any permission restrictions apply only to data belonging to other users.

In a Private group only you and the group's owner or administrator will be able to view and interact with your data.

Action on Other Users Data	Private Group		
	Member	Owner	Admin
View data, view and draw ROIs	X	✓	✓
Annotate, create and save ROIs, render	X	X	X
Delete, de-annotate, delete ROIs	X	✓	✓
Edit name	X	✓	✓
Move data between groups	X	X	✓
Remove annotations made by others on your data	X	✓	✓

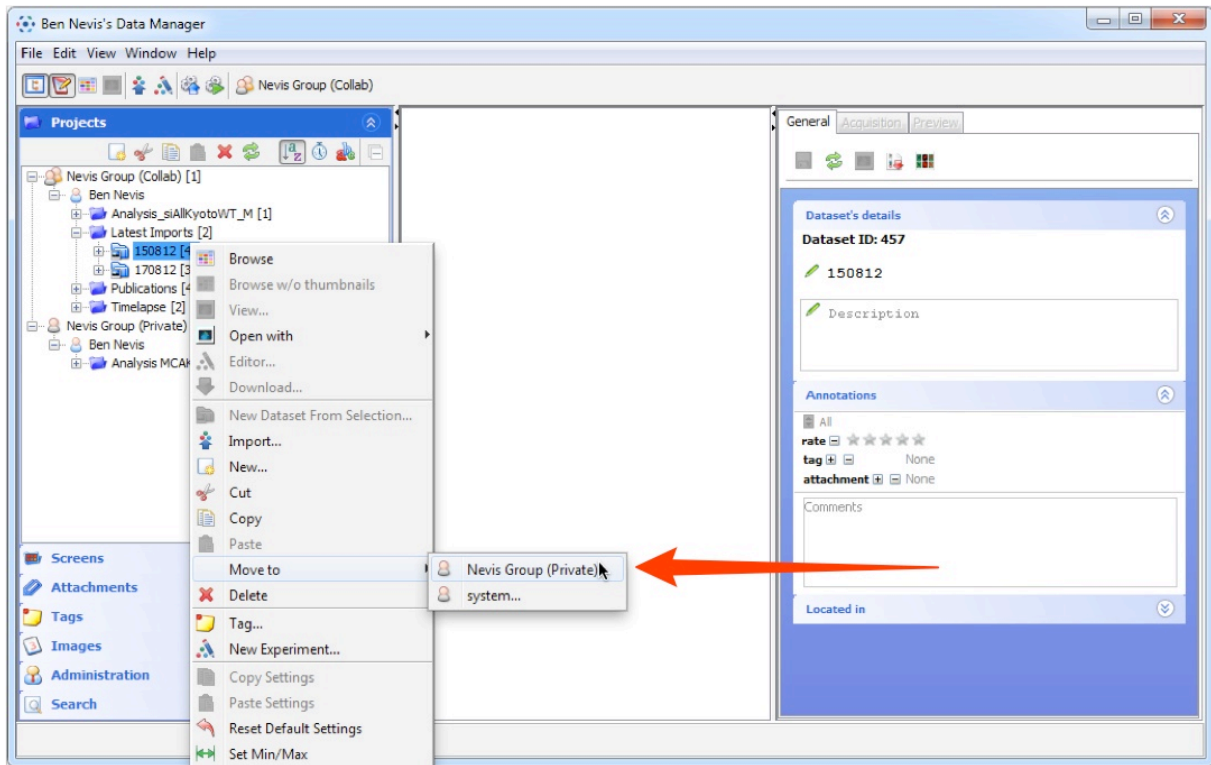
In a Read-only group all other members will be able to view your data, and you theirs, but will not be able to interact with it in any other way.

Read-annotate groups allow much wider interaction with other user's data.

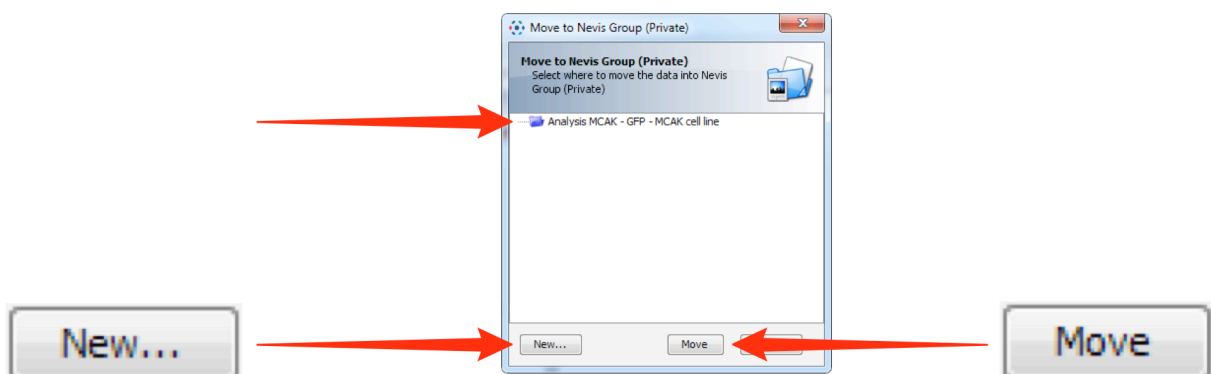
Action on Other Users Data	Read-Only		
	Member	Owner	Admin
View data, view and draw ROIs	✓	✓	✓
Annotate, create and save ROIs, render	X	✓	✓
Delete, de-annotate, delete ROIs	X	✓	✓
Edit name	X	✓	✓
Move data between groups	X	X	✓
Remove annotations made by others on your data	X	✓	✓

Action on Other Users Data	Read-Annotate		
	Member	Owner	Admin
View data, view and draw ROIs	✓	✓	✓
Annotate, create and save ROIs, render	✓	✓	✓
Delete, de-annotate, delete ROIs	X	✓	✓
Edit name	X	✓	✓
Move data between groups	X	X	✓
Remove annotations made by others on your data	X	✓	✓

- 6** If you are a member of more than one group, you can move data between groups. Right-click on a project, dataset or one or more images and select **Move to** from the menu. Select the destination group from the options.

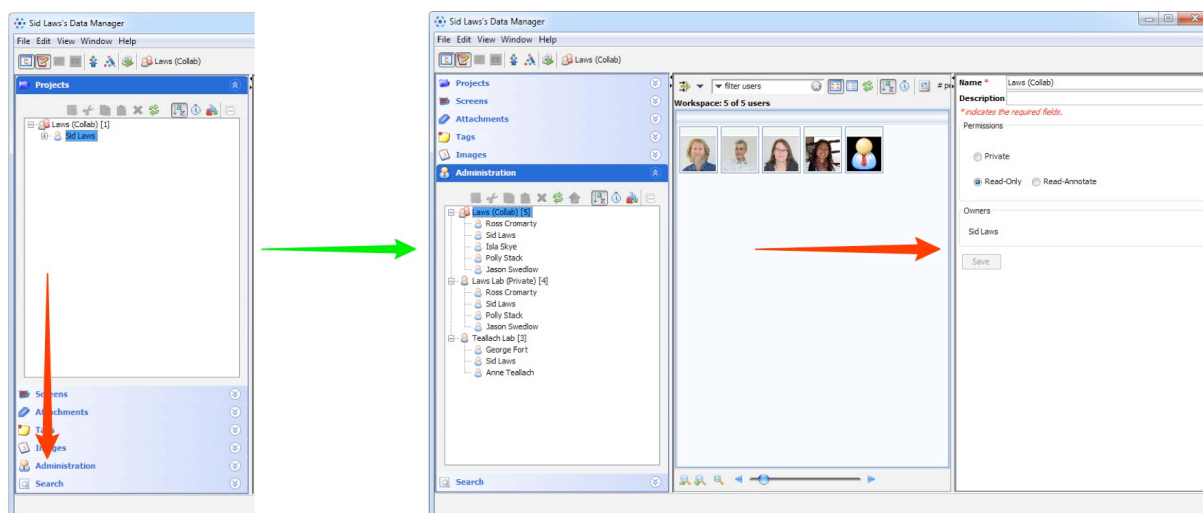


- 7** Select an existing project and/or dataset as the destination, or click **New** to create a new one. Click **Move** when done.

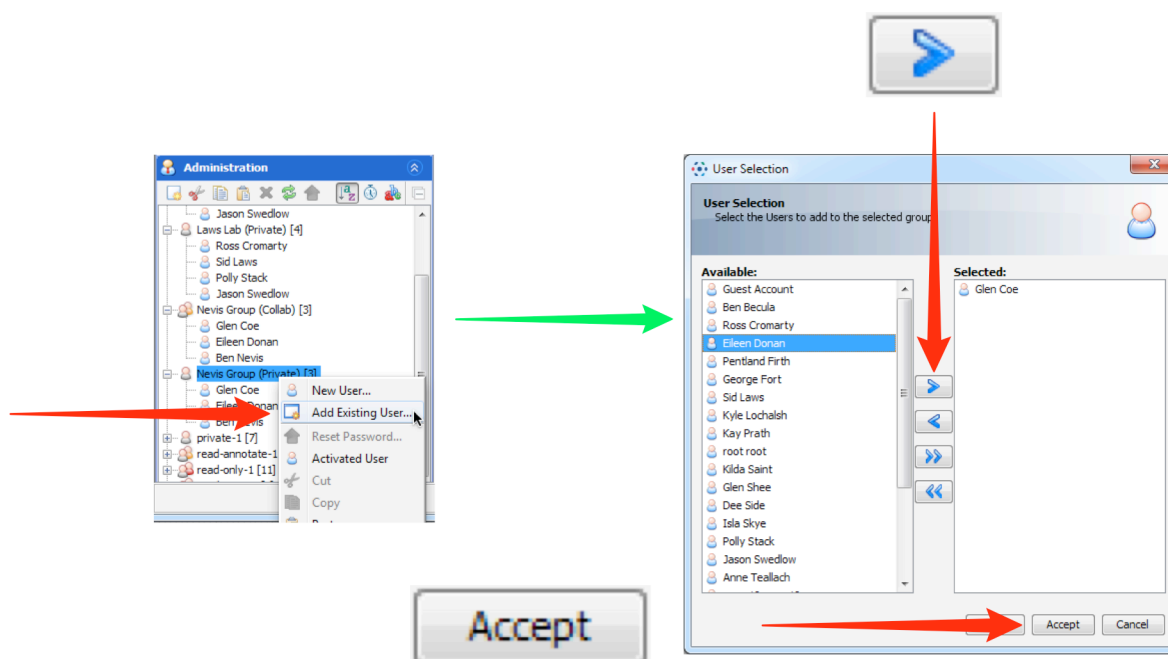


Note. The points described below apply only if you are **Owner** or **Administrator** of a group.

- 8 As the owner of a group, click on the **Administration** tab in the left hand panel to change the permissions settings for a group in the right hand panel.



- 9 As an administrator, right-click on a group in the **Administration** tab to add an existing user.
In the **User Selection** window select user(s) and click the right arrow.
Click the **Accept** button to add the listed user(s).



- 10** To create a new user or group as an administrator, click on the **New User/Group** icon in the **Administration** tab toolbar. Users can be added to groups after their details have been entered.

