

Activity: Updating sharing settings for category options and data sets

In this activity, you will configure sharing settings for the category options and RMNCAH data set so that your own user account is able to capture and view the data, and the Academy administrators are able to view the data.

First, you will update the sharing settings for the category options that you created in Module 3:

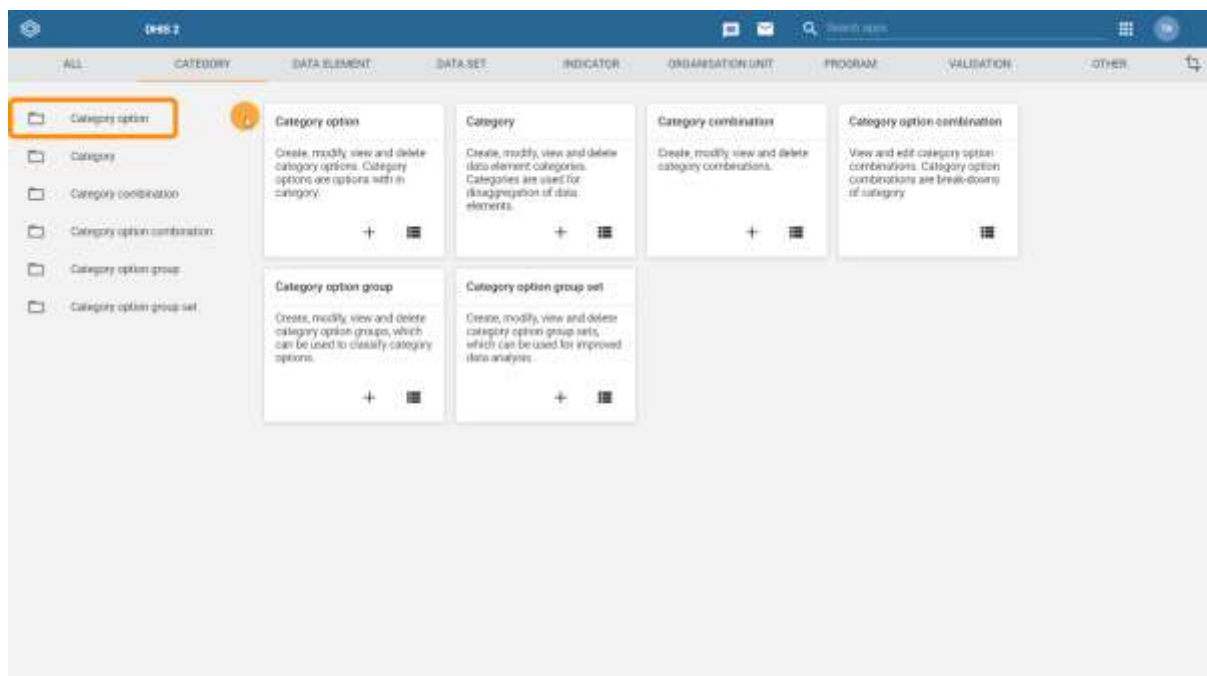
- *Your initials_10-14 years*
- *Your initials_15-19 years*
- *Your initials_20+ years*

The “Male” and “Female” category options have already been created for you to have the sharing settings preconfigured correctly.

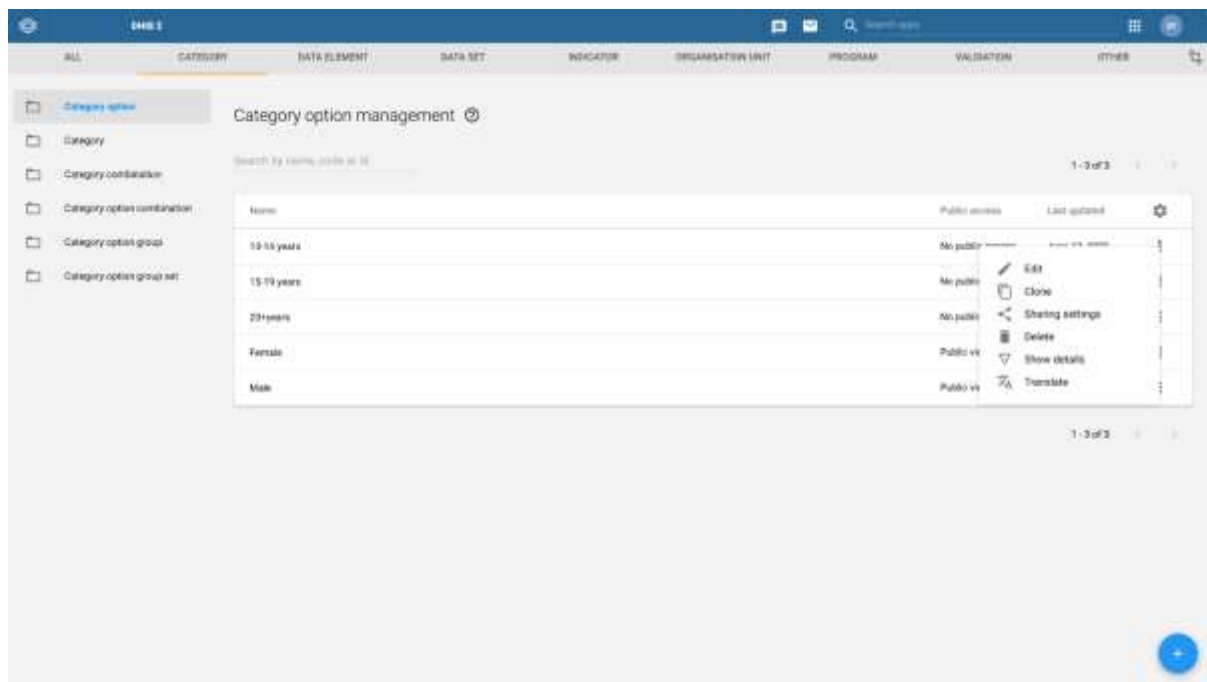
Instructions

Update sharing settings for category options in the RMNCAH data set (*Your initials_10-14 years*, *Your initials_15-19 years*, *Your initials_20+ years*)

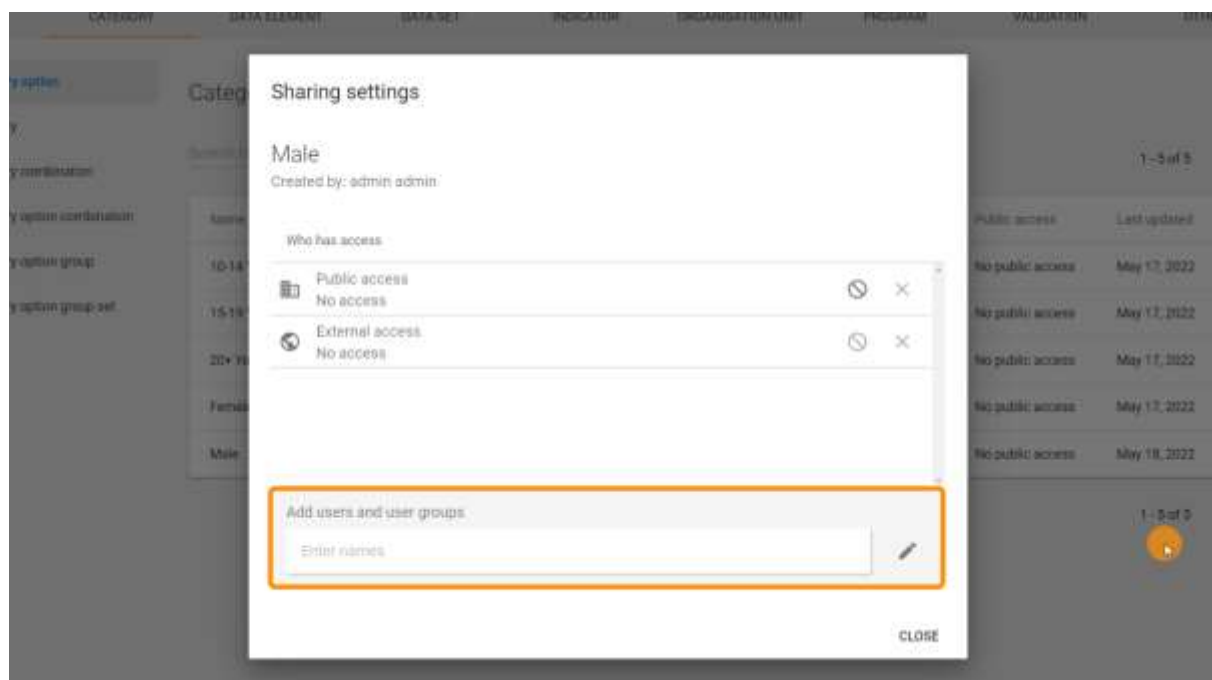
1. Sign in to your account in **DHIS2 Customization Practice**
2. Open the **Maintenance application**
3. Select the **category tab** and choose **category option** from the left menu



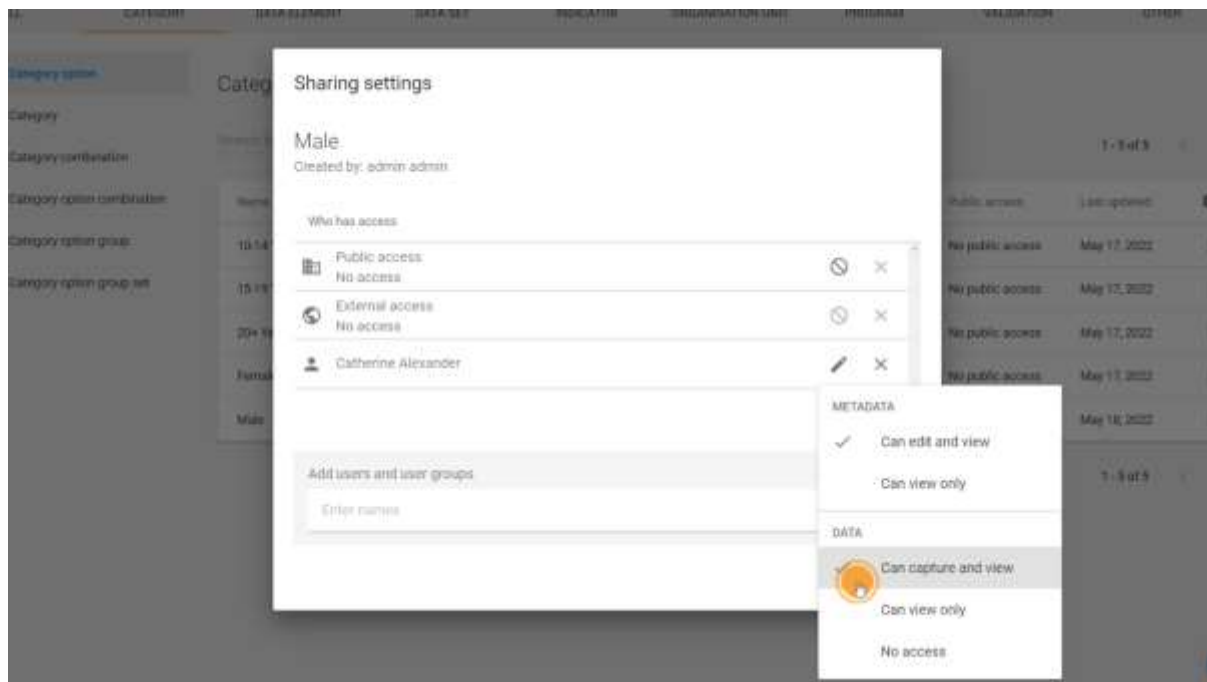
4. Find the first **category option** (*Your initials_10-14 years*) in the list of category options
5. Click on the **actions menu** open the **sharing settings** dialogue



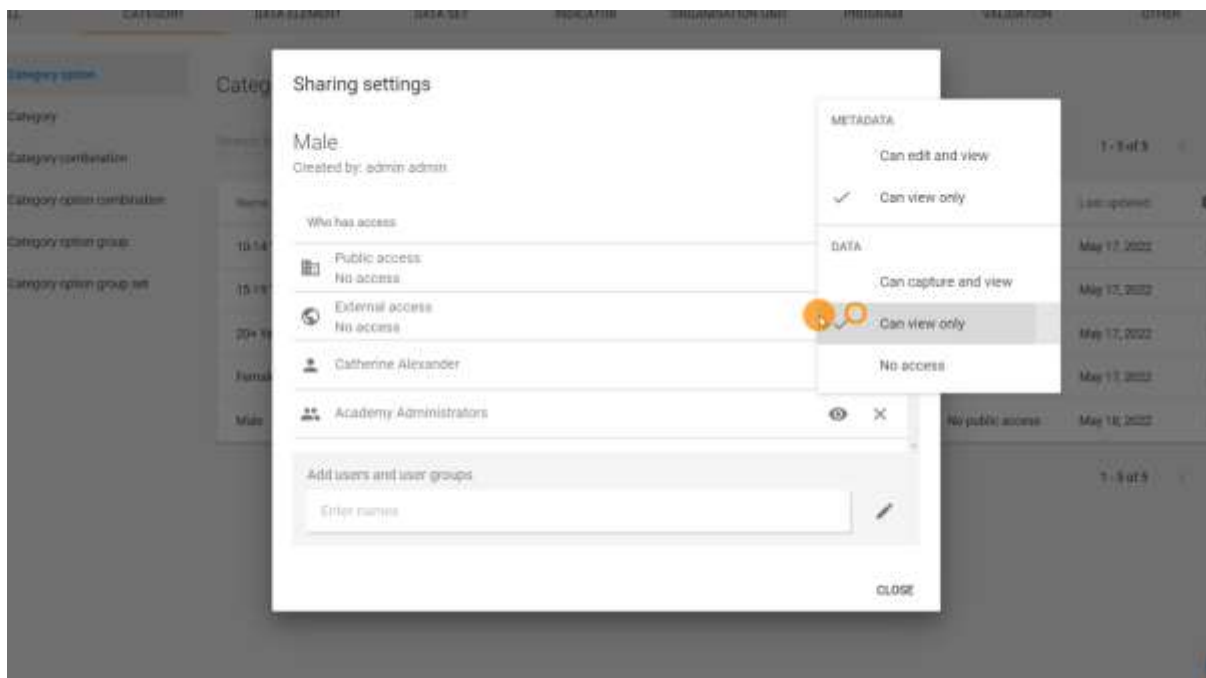
6. In the “Add users or user groups” dialogue, type your name and add it to the “Who has access” list



7. Click on the **pencil icon** to configure the sharing settings for your user:
 - a. Metadata: **Can edit and view**
 - b. Data: **Can capture and view**



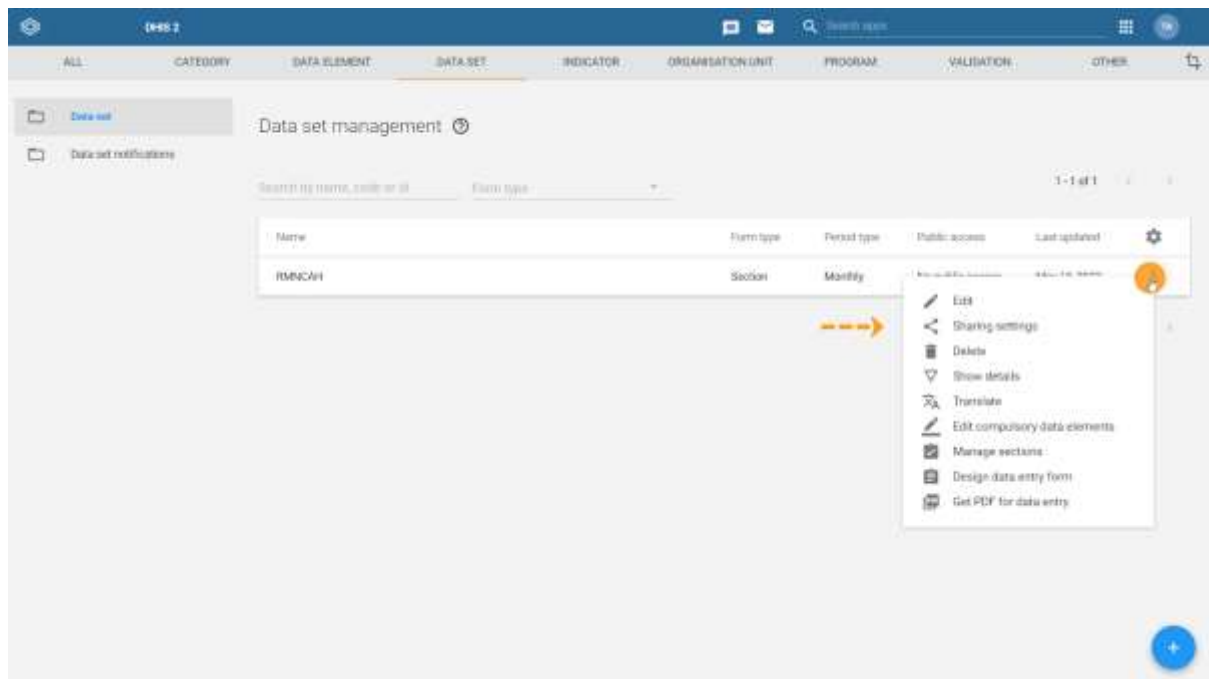
8. Let's assign the correct sharing settings for the Academy admins. Type **"Academy admins"** in the **"Add users and user groups"** and **add the group** to the **"Who has access"** section
9. Click on the **pencil icon** to configure the sharing settings for the group:
 - a. **Metadata: Can view only**
 - b. **Data: Can view only**



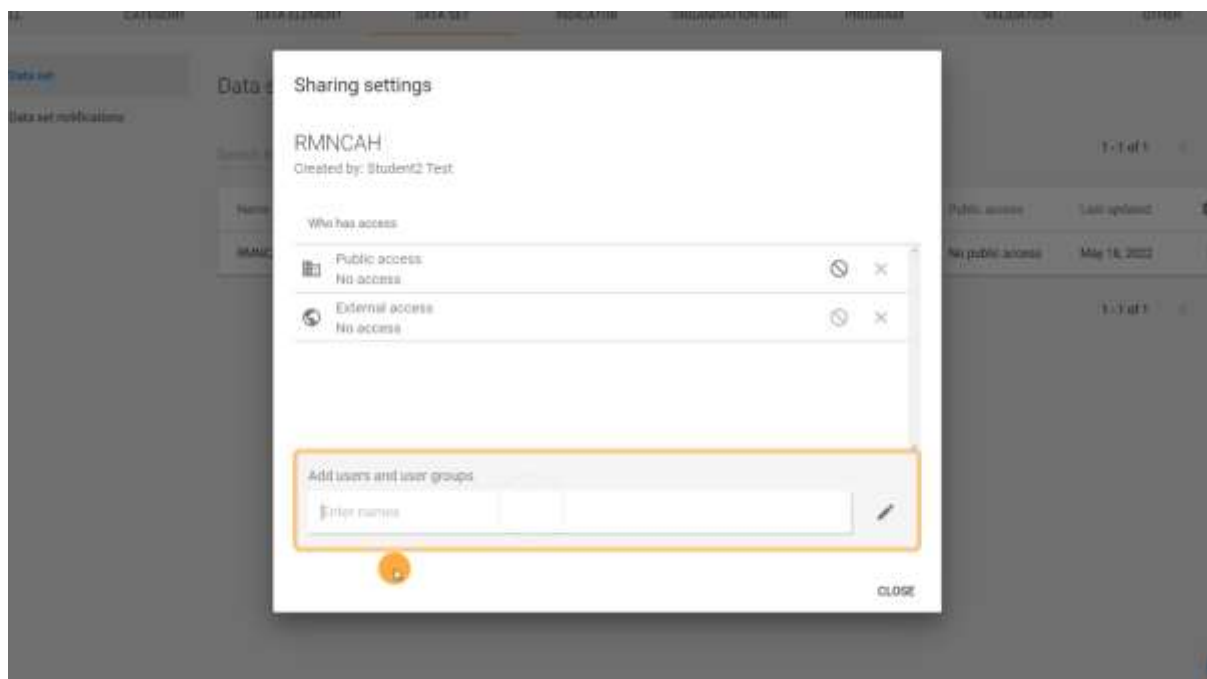
10. Click **'Save'**
11. **Repeat this process to update the sharing settings for other 2 age categories**
 - a. *Your initials_15-19 years*
 - b. *Your initials_20+ years*

Update the data set sharing settings

1. In the Maintenance app, click on the **data set** tab
2. Click on data set in the left menu and open the **data set management** page
3. Find your **Your initials_RMNC AH** data set, click on the actions menu, and select 'Sharing settings' to open the sharing settings dialogue



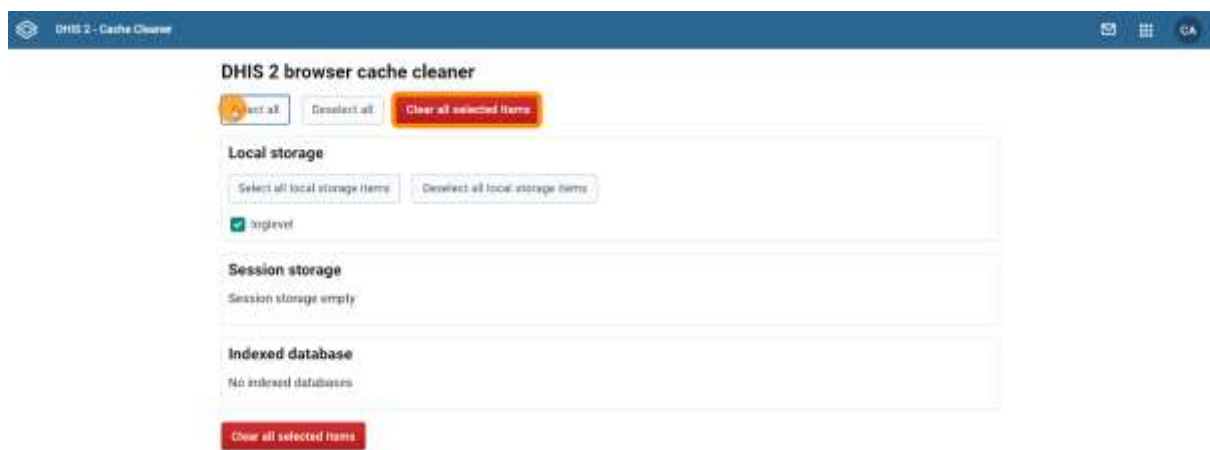
4. Add your user account to the **"Who has access"** section



5. Click on the **pencil icon** next to your name and edit the sharing settings:
 - a. **Metadata: Can edit and view**
 - b. **Data: Can capture and view**
6. Add the **“Academy admins”** user group to the **“Who has access”** section
7. Click on the **pencil icon** next to the user group name and edit the sharing settings:
 - . **Metadata: Can view only**
 - a. **Data: Can view only**
8. **Close** the sharing settings dialogue. The sharing settings are automatically saved

Confirm that the sharing settings have been applied correctly by entering some data in the data set

1. **Clear your cache** so you can access the latest information from the Data Entry app
 - a. From the apps menu, select the **Browser Cache Cleaner** app
 - b. In the app, click the button **“Select all”** then the button **“Clear all selected items”**



2. From the apps menu, navigate to the **Data Entry app**
3. In the organisation unit hierarchy on the left, select a facility level **organisation unit**

DHIS 2

Data Entry

Organisation Unit: Ostrich Health Center

Data Set: RMNCAH

Period: April 2022 Prev year Next year

Filter on section: Show all sections

Antenatal Care

Filter in section	Value
ANC 1st visit	
ANC 4th visit	
ANC 8th visit	

Delivery by age

4. In the green dimension box, choose **the *Your initials*_RMNCAH** data set
5. Select a **monthly period**
6. Enter some data in the cells within the form
7. If your sharing settings are set up correctly, you should be able to enter data