

# Adding a Bookmark and Permissions via the CLU

A bookmark allows you to quickly access a collection or data file of interest. If your user account has the Read permission level on any collection or data file in DME, you can create a bookmark on that collection or data file. If your user account has the group administrator or system administrator role, the `dm_add_bookmark` command also allows you to add a bookmark for another user and set permissions for that user at the same time. With the same command, you can provide permissions for a group of users, or for a user account that does not exist as a DME user yet.

1. In your local system, create a JSON file that specifies the path within DME for the bookmark. For general usage information about the `dm_add_bookmark` command, refer to [Adding a Bookmark via the CLU](#). As an administrator, you can specify additional parameters (`userId` and `permission`) in the JSON file:

```
{
  "path" : "/Path/To/Bookmark",
  "userId" : "user ID or group name",
  "permission": "The permission to set for the path, in ALL CAPS"
}
```

The system accepts the following capitalized values for the permission field:

- OWN
  - WRITE
  - READ
2. Run the `dm_add_bookmark` command as described in [Adding a Bookmark via the CLU](#). The system responds as follows:
    - If your JSON file specifies a bookmark path for an existing DME user, but does not specify a permission level for that user, then the system leaves the existing permission level as it is.
    - If your JSON file specifies an NIH user account that does not exist as a DME user yet, and specifies a permission level for that user, the system creates that user in DME with the specified permission level.
    - The system creates the user in the DOC with which you are affiliated, and does not set a base path.
  3. Ask the specified user or group of users to log out of DME and log in again.

For example, consider the following command:

```
dm_add_bookmark MyCollection /NCI/JaneDoe/my-bookmark.json
```

With the following code in the specified `my-bookmark.json` file, the command gives the `doejohn9` user Write access to the `PI_Lab1` collection, creates a bookmark named `MyCollection` for that user, and associates the bookmark with the `PI_Lab1` collection:

```
{
  "path" : "/Example_Archive/PI_Lab1",
  "userId" : "doejohn9",
  "permission": "WRITE"
}
```