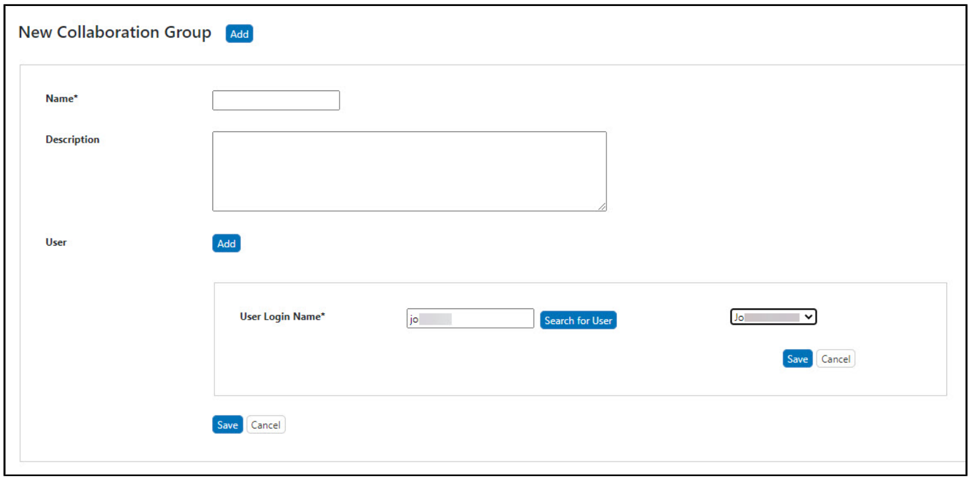
Creating a Collaboration Group

Collaboration groups allow researchers to share data among members of the group.

To create a new collaboration group

1. Click **Groups.**
2. Click **Manage Collaboration Groups**. The Manage Collaboration Groups page displays existing collaboration groups at the top.
3. Scroll past the existing groups. Next to **New Collaboration Group**, click **Add**. The collaboration group information panel opens at the bottom of the page.
4. Enter the **Name** of the group, which is required, and **a Description** of the group.
5. To add a user to the group:
    a. Next to **User**, click **Add**.
    b. Enter part or all of the **User Login Name** and click **Search for User**. Next to that button, a list of users appears, with all users that match the entry.
    c. From the list of users, select a user name. The field populates the **User Login Name**.
    d. Click **Save**. The system adds the user to the list of users for the group.



> **Setting Up Read or Read-Update-Delete Access**
>
> When the collaboration group is associated with a protocol, sample, or publication, **Read-only** or **Read-Update-Delete** access is specified at that time.

6. To delete a user, click **Delete** next to the user's login name.
7. After you have added all of the users to the group, click **Save**. The system adds the group to the list of groups on the Manage Collaboration Groups page.