

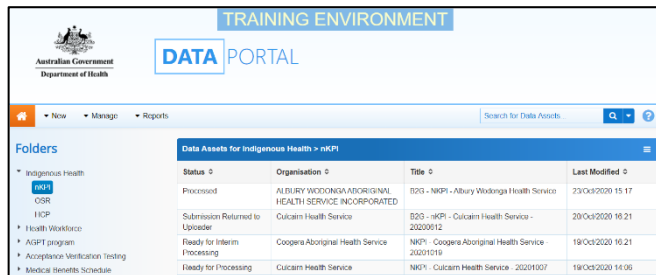


Assign Roles and Folders to Users in a Child Organisation (User Administrator)

To assign roles and folders to a Child organisation user profile in the Data Portal:

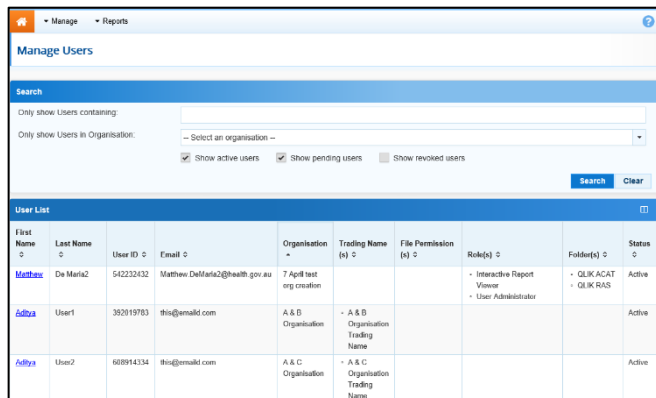
1. Open the Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the *Registering for and Logging in to the Health Data Portal* QRG.

The Data Portal Home screen will display.



3. From the Data Portal Home screen, select **Manage** and then select **Users** from the list that displays.

The Manage Users screen will display.



4. To search for the user whose profile you wish to update, enter the user's name in the **Only show Users containing** field.
5. In the **Only show Users in Organisation** field, select and select the user's Child organisation from the list.
6. Once you have entered the required search criteria, select **Search**.

A list of matching users will display.

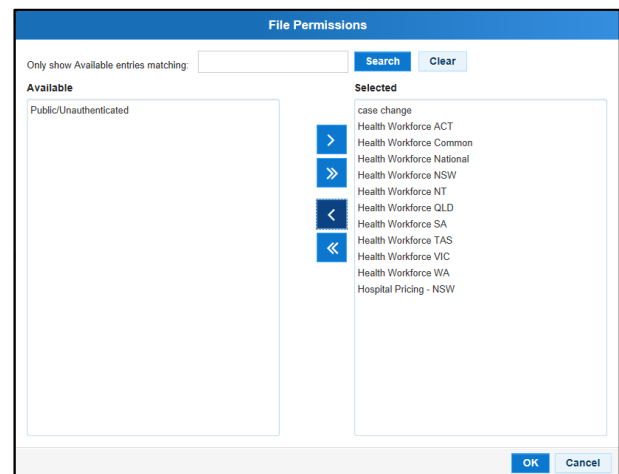
7. To display the details for the selected user, select the first name link for the user.

The User Details screen will display.

8. To open the user's profile for editing, select at the top of the screen.

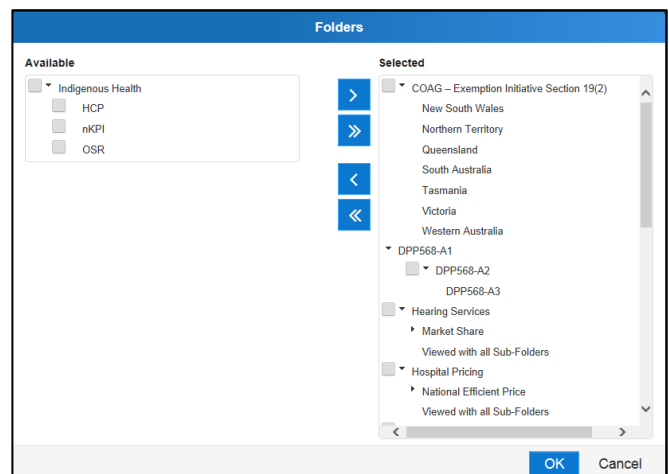
The User Details screen will update so the user's profile can be edited.

9. In the **Roles** section, select or deselect the relevant check box to add or remove a role to/from the user's profile.
10. In the **File Permissions** section, select **Edit**.
11. In the File Permissions dialog box, select the file permissions to be added to the user's profile from the **Available** section and select **>**.



File permissions determine the published data assets a user will be able to see in the Data Portal.

12. To continue, select **OK**.
13. In the **Folders** section, select **Edit**.
14. In the **Available** section of the Folders dialog box, select the check boxes for the folders to be added to the user's profile and select **>**.





Where relevant, it is important to select both the top level folder and at least one sub-level folder underneath for the user to be able to perform the required functions.



Folders determine the data assets the user will be able to view and/or edit as the data assets go through the submission workflow process.

15. To continue, select .
16. To save the changes to the user's profile, select .
17. In the Save Changes dialog box, select .

You have now successfully added roles and folders to the user profile of a user in a Child organisation.