How do I manage Group permissions (data access) on the Genboree Workbench?

Add Existing Genboree User To Group

1. <u>Go</u> to   http://www.genboree.org
   - <u>Log in</u> if necessary
2. <u>Click</u> on the 'Workbench' tab or directly visit the Workbench   http://genboree.org/java-bin/workbench.jsp
3. <u>Drag</u> the 👥 *Group* to the `Output Targets` window
   - If you wish to create a new Genboree Group please visit the   How to Create a Group FAQ
4. <u>Select</u> *System/Network » Groups » Add Existing User To Group*
5. <u>Enter</u> Login Name or Email of User
6. <u>Select</u> Role of User (Subscriber, Author, or Administrator)
7. <u>Click</u> Submit
   - If prompted, select the correct existing user to add to your Group

Add New Genboree User To Group

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3. <u>Drag</u> the 👥 *Group* to the `Output Targets` window
   - If you wish to create a new Genboree Group please visit the   How to Create a Group FAQ
4. <u>Select</u> *System/Network » Groups » Add New User To Group*
5. <u>Enter</u> First name, last name, email address, institution (optional), and <u>Select</u> Role
6. <u>Click</u> Submit
   - New user will get a registration email

Update Roles of Group Members

1. <u>Go</u> to   http://www.genboree.org
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2. <u>Click</u> on the 'Workbench' tab or directly visit the Workbench   http://genboree.org/java-bin/workbench.jsp
3. <u>Drag</u> the 👥 *Group* to the `Output Targets` window
   - If you wish to create a new Genboree Group please visit the   How to Create a Group FAQ
4. <u>Select</u> *System/Network » Groups » Update Roles*
5. <u>Select</u> Role of Genboree User to modify Group access
   - Change access to Subscriber, Author, or Administrator or --Revoke-- to delete user from Group
6. Click Submit

About Roles

- **Administrator**
  - Has ownership access to all contents in the Group. Can delete, edit and add users to group and upload / delete to any of the databases in the Group.
- **Author**
  - Has read/write access to all contents in the Group. Cannot delete, edit and add users to group but can upload / delete to any of the databases in the Group.
- **Subscriber**
  - Has only read access to contents in the Group. Cannot create projects or databases or upload / delete in a database.