

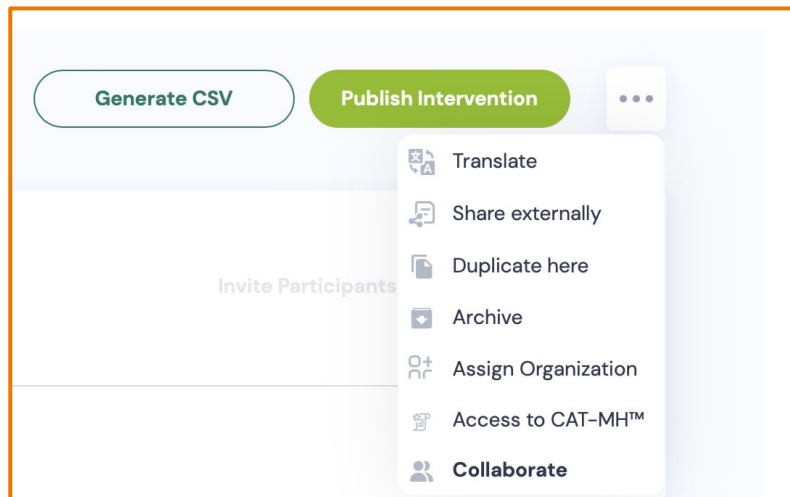
Collaborate in CIAS

Collaborate with other researchers!

This feature allows you to share your intervention with others and set sharing permissions, so you can decide who can view, edit and obtain access to your data.

How do I add collaborators to my CIAS intervention?

Select the ellipsis (3 dots) next to 'Publish Intervention' and select **Collaborate** from the drop down



A window will appear. Enter the email address of the team member that you would like to add and select "invite."

Collaborate

Use this feature to share your original intervention and indicate the desired access level for each collaborator.

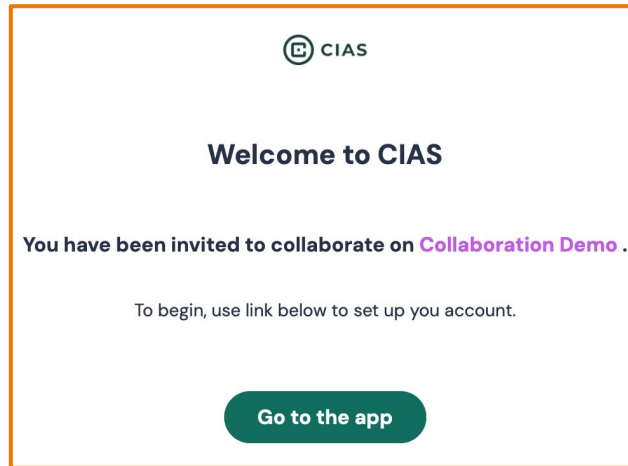
Invite users Current collaborators

Invite by email

Your team members

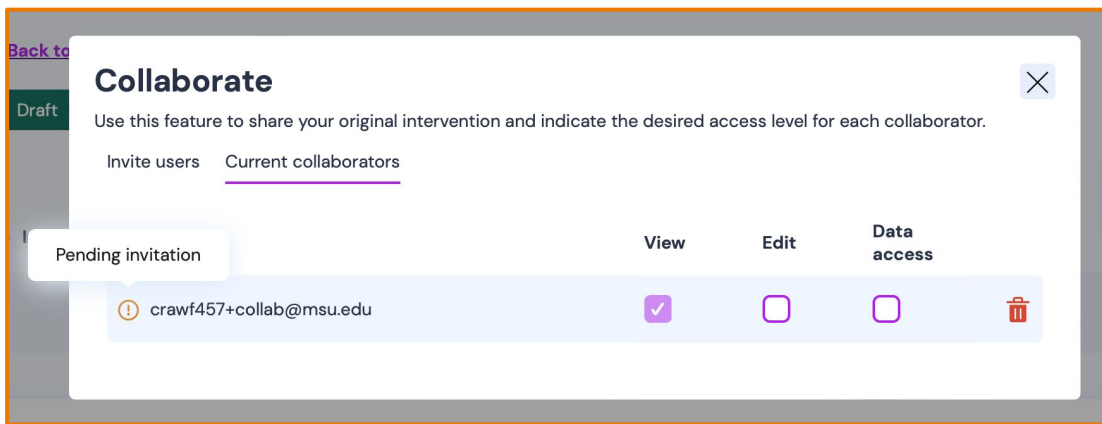
Name	Email	Invite
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If the invited collaborator has a CIAS account, they will get an email saying that the intervention is available on their dashboard. If the user is new to CIAS, they will receive an email inviting them to create an account. Once their account is active, the intervention will appear on their dashboard.



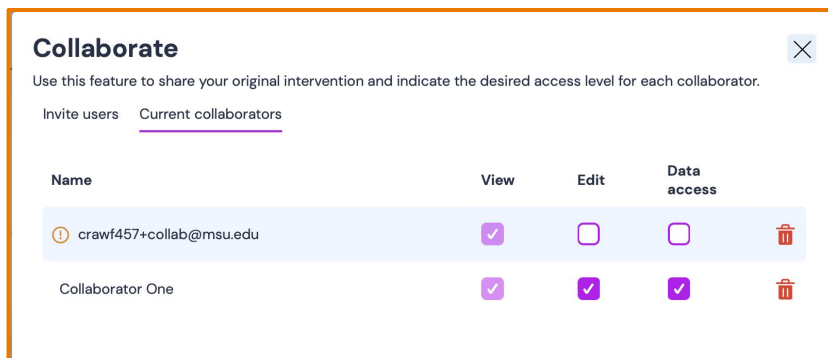
How do I know if a collaborator has activated their CIAS account?

An orange exclamation point indicates that an invitation to CIAS is pending.



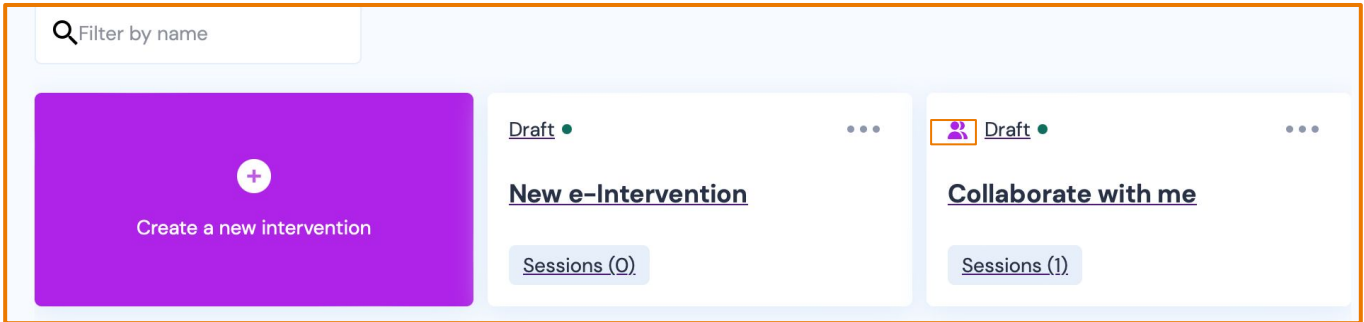
How do I assign or remove permissions?

Under the 'current collaborators' tab, you can see who you've added and what permissions they have. All collaborators will be set to "view only" by default. You may choose who can edit or access data by selecting the respective boxes. Use the red trash can to remove a collaborator from your intervention.

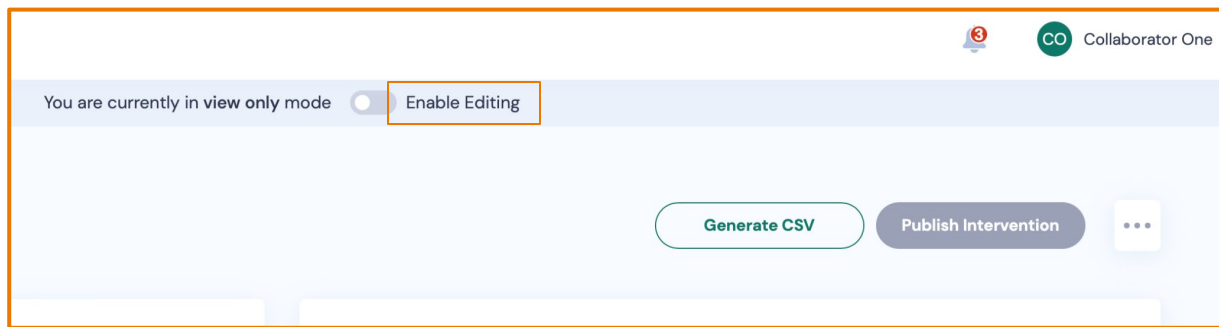


I've been added as a collaborator, how do I start editing?

Log into your CIAS account. Interventions with a purple icon in the upper left corner indicate interventions on which you are a collaborator.



Once inside the intervention, researchers given edit access will be able to toggle on 'Enable Editing' at the top of the screen and begin editing. All edits will be visible to all collaborators.



What happens if more than one person is in the intervention at the same time?

Any number of people can view the intervention, but only one person can edit the intervention at a time. The owner of the intervention will be able to see who is currently editing. At any time, the intervention owner can take over editing privileges by toggling 'Enable Editing' and selecting 'Confirm' to set other collaborators into view only mode.

