Administering Delegate / Research Team Access on Researchfish

Only a PI can submit the outcomes attributed to her/his award(s). However, a PI can allow others to enter information into Researchfish on their behalf.

There are two types of access that a PI can grant to another person:

a) 'Delegate' access

A PI can grant another person access to all their awards. Delegate access is best used for personal assistants, etc. A delegate will have the same functions as the PI, not will not be able to submit.

b) 'Research Team' access

A PI can grant another person access to a specific award. Research Team access is best used for Co-Investigators. A Research Team member can view all outputs associated with a particular award, and the PI can permit the team member to re-use outputs in their own portfolios and/or attribute outputs from their own portfolio into the PI's award. The Research Team member can only edit and remove outputs that they have entered themselves, whilst the PI can edit and remove all outputs.

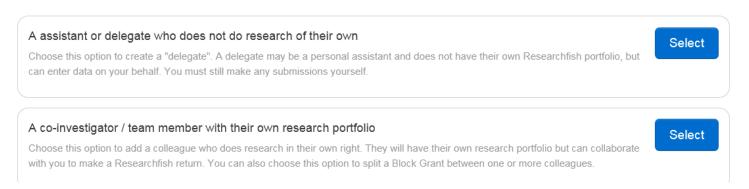
1. Log into Researchfish:

https://www.researchfish.com

2. To the right of your Home page, there is a section called "My network". Click on "Add new..."

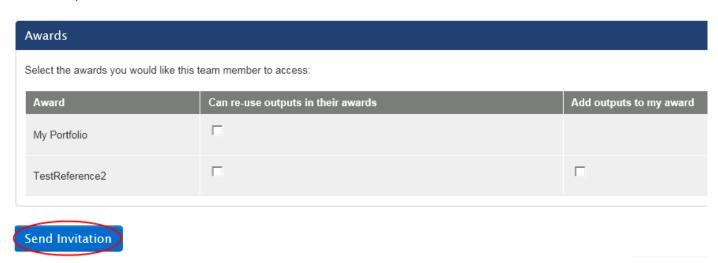


3. Select the type of Access that you wish to grant from the two choices presented:



4. To grant Delegate access, complete the delegate's personal details and	then click on Invite Oser .
Invitee Details	
Enter the details of the person you wish to invite. They will be given a First Name *	an opportunity to alter these details later.
Last Name *	
Email Address *	
Invite User	
5. To grant Team Member access, click on "Select"	
Create a team member You will be able to choose which of your awards the team member is able to collaborate on	Select
5. Enter the Team Member's personal details	
Researcher Details	
Please supply a few details so we can contact the team member:	
First Name / Initials	
Surname *	
Email Address *	

7. Then select the awards that you would like them to have access to. When complete, click on "Send Invitation".



If you encounter a problem, in the first instance visit https://app.researchfish.com/helpwiz

Alternatively submit your query via **Live Chat** or send an **email**. Details can be found on the ResearchFish website: https://app.researchfish.com/helpwiz/contact