

## Tip #11: Team Players: Using Groups

In our last tip, we talked about the ease and flexibility of sharing data within LabArchives. In that e-mail, we talked about sharing with one individual at a time, but in many labs, projects are done in teams, and sharing with one person at a time can be a bit tedious. Fortunately, LabArchives has a "Group" feature that lets you create teams of people and assign rights to that group.

Let's say, for example, that Bill, Sue and Sharon are all working on cloning a particular gene, and that you have organized your Notebook(s) in such a way that this team will have access to certain areas of data. Simply select "Notebook Group management" from the User Management menu which will reveal something like the following:

Group	Description		
ABPA	Project to find a cure for ABPA	save changes	delete
Cloning Project	Project to clone X45B Gene	save changes	delete
Full Access	Full access to the entire Notebook		
Technicians	These are our technicians	save changes	delete
Undergraduates	These are the undergrads in my lab	save changes	delete

**Add a Group to your notebook**

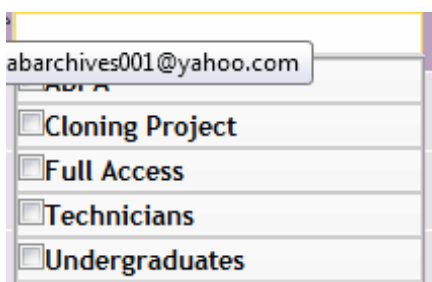
Name of Group

Description of Group

First, create the group for Bill, Sue and Sharon by giving it a name and a description and clicking on "Add". Once created, visit Notebook User Management:

User	Role	Group Membership	
Jim Mc Ginty	Guest		Remove...
John Evans	Guest		Remove...
LabArchives test 001	User		Remove...
Earl Scalex	User		Remove...

Click in the Group Membership field for any User, Owner, or Administrator (Groups aren't available for "Guests"), then select the group(s) to which you want this individual to belong:



Once you have assigned lab members to groups, you can set their permissions in the Groups or People with Access tab in the "Sharing" section for Entries, Pages, Folders, or the entire Notebook:



Using Groups makes it much easier to share data, especially in larger labs. Remember that the Groups function applies only to Users and Administrators (not to "Guests").