



## USER LEVEL FACTSHEET

In order to protect the data stored within the CMC Data Explorer, anyone who is uploading, editing, or publishing data must have an active user account with an active email address and a password (see the [Data Explorer User Guide](#) page 4 for more information about creating an account). Each user account must be linked to one monitoring group (base group) and assigned to one of four user groups based on their role within the monitoring program and CMC: **Monitor, Coordinator, Member, or Officer**. The user level is assigned by a CMC Service Provider or Program Coordinator when a user account is created and can be changed at any time. Each user group has different access to data and program management within the system outlined below.

### Overview Table

Database Functions		Monitor	Coordinator	Member	Officer
Data Access	Data Upload Form	1 group	1 group	Multiple groups	All groups
	Bulk Data Upload		1 group	Multiple groups	All groups
	Edit data	1 group	1 group	Multiple groups	All groups
	Publish data		1 group	Multiple groups	All groups
	Delete data		1 group	Multiple groups	All groups
Program Management	Manage Users		1 group	Multiple groups	All groups
	Manage Groups		1 group	Multiple groups	All groups
	Manage Stations		1 group	Multiple groups	All groups
Database Management	Manage Parameters			All	All
	Manage Calibration Parameters			All	All
	Manage Labs			All	All

## Monitor

The monitor user group is meant for individual volunteers who are monitoring with a single group and uploading data to the Data Explorer from their field datasheet via the data upload form. Monitors have limited access to edit data and no access to publish data (ie. making data publicly accessible).

### Data Access

**Uploading Data:** Monitors have access to upload data via the data upload form for any site associated with their base group.

**Editing Data:** Monitors can edit data upload through their user account and prior to data being published. Once data is published, Monitors need to contact their program coordinator to make edits.

**Publishing Data:** No access.

**Deleting Data:** No access.

### Program Management

Monitors do not have access to any program management (manage users, manage group, manage stations) areas.

### Database Management

Monitors do not have access to any database management (manage parameters, manage calibration parameters, manage labs) areas.

## Coordinator

The coordinator user group is meant for a coordinator who manages data and quality assurance processes of a **single group**. A coordinator may upload data to the Data Explorer and/or perform the quality assurance and quality control checks and publish data (making data publicly accessible) for their base group only. A coordinator can manage aspects of the monitoring program by activating user accounts, updating information about the group, and managing the stations associated with their base group.

### Data Access

**Uploading Data:** Coordinators have access to upload data via the data upload form or the bulk upload process for any site associated with their base group.

**Editing Data:** Coordinators have the ability to edit all uploaded and published data within their group.

**Publishing Data:** Coordinators can publish all data within their group.

**Deleting Data:** Coordinators can delete all data within their group.

## Program Management

**Manage Users:** Coordinators have the ability to view, activate, and retire user accounts created under their base group and can set those accounts as either a monitor or coordinator (see the [Data Explorer User Guide](#) page 29 for more information about managing user accounts). Coordinators can only see users associated with their base group, they cannot see or access information for any user account associated with another group.

**Manage Groups:** Coordinators have the ability to edit information (including contact info, parameters monitored, and labs) for their base group (see the [Data Explorer User Guide](#) page 30 for more information about managing group information). Coordinators can view the table of all groups in the Data Explorer (which includes group name, description and primary contact email) and can download the information from this table.

**Manage Stations:** Coordinators have the ability to view, add, edit, or deactivate stations for their base group (see the [Data Explorer User Guide](#) page 31 for more information about managing stations).

*\*Coordinators cannot delete or remove users, groups, or stations from the Data Explorer, contact a CMC Service Provider for assistance.*

## Database Management

Coordinators do not have access to any database management (manage parameters, manage calibration parameters, manage labs) areas.

## Member

The member user group is meant for CMC Service Providers or a coordinator of an umbrella program who manages data and quality assurance processes for **multiple groups**. A member has the same data access privileges as a coordinator, but can access data and manage the program for their base group and other groups as assigned. In order for a member to access data for another group, they must be selected as a “Managing CMC Member” on the Manage Groups table (only 5 users may be selected as a Managing CMC Member for 1 group). Additionally, members can access and edit the Manage Parameters, Manage Calibration Parameters, and Manage Labs tables.

## Data Access

**Uploading Data:** Members have access to upload data via the data upload form or the bulk upload process for any of their assigned groups. On the data upload form, members can select a group to upload data from the drop down menu at the top of the page.

**Editing Data:** Members have the ability to edit all data for any of their assigned groups. Members can select a group to view, edit or publish data from the drop down menu at the top of the table.

**Publishing Data:** Members can publish all data for any of their assigned groups.

**Deleting Data:** Members can delete any data for any of their assigned groups.

## Program Management

**Manage Users:** Members have the ability to view, activate, and retire user accounts for any of their assigned groups and can set those accounts as either a monitor, coordinator, or member (see the [Data Explorer User Guide](#) page 29 for more information about managing user accounts). Members can only see users associated with their assigned groups, they cannot see or access information for any user account associated with other monitoring groups.

**Manage Groups:** Members have the ability to edit information for all of their assigned groups (see the [Data Explorer User Guide](#) page 30 for more information about managing group information). Members can see the table of all groups in the Data Explorer (which includes group name, description and primary contact email) and can download the information from this table.

**Manage Stations:** Members have the ability to view, add, edit, or deactivate stations for all assigned groups by selecting the group from the drop down menu at the top of the table (see the [Data Explorer User Guide](#) page 31 for more information about managing stations).

*\*Members cannot delete or remove users, groups, or stations from the Data Explorer, contact the CMC Data Explorer Developer for assistance.*

## Database Management

**Manage Parameters:** Members have the ability to view, add to, and edit the parameters table. This should only be done by CMC Service Providers and not program coordinators of umbrella programs.

**Manage Calibration Parameters:** Members have the ability to view, add to, and edit the calibration parameters table. This should only be done by CMC Service Providers and not program coordinators of umbrella programs.

**Manage Labs:** Members have the ability to view, add to, and edit the labs table. This should only be done by CMC Service Providers and not program coordinators of umbrella programs.

*\*Members cannot delete or remove parameters, calibration parameters, or labs from the Data Explorer, contact the CMC Data Explorer Developer for assistance.*

## Officer

The officer user group is limited to the CMC Project Manager and the CMC Project Coordinator. An officer has the same data access and program management privileges as a member, but can access data for **all groups**.

## Data Access

**Uploading Data:** Officers have access to upload data via the data upload form or the bulk upload process for any group. On the data upload form, a drop down menu will appear at the top of the page to select the group to upload data.

**Editing Data:** Officers have the ability to edit all data. Officers can select a group to view, edit or publish data from the drop down menu at the top of the table.

**Publishing Data:** Officers have the ability to publish all data.

**Deleting Data:** Officers have the ability to delete all data.

## Program Management

**Manage Users:** Officers have the ability to view, activate, and retire all user accounts and can set accounts as either a monitor, coordinator, member, or officer.

**Manage Groups:** Officers can view, add, and edit information for all groups in the Data Explorer and can download the information from the groups table.

**Manage Stations:** Officers have the ability to view, add, edit, or deactivate stations for all groups by selecting the group from the drop down menu at the top of the table.

*\*Officers cannot delete or remove users, groups, or stations from the Data Explorer, contact the CMC Data Explorer Developer for assistance.*

## Database Management

**Manage Parameters:** Officers have the ability to view, add to, and edit the parameters table.

**Manage Calibration Parameters:** Officers have the ability to view, add to, and edit the calibration parameters table.

**Manage Labs:** Officers have the ability to view, add to, and edit the labs table.

*\*Officers cannot delete or remove parameters, calibration parameters, or labs from the Data Explorer, contact the CMC Data Explorer Developer for assistance.*

## Developer (CBNERR-VA/VIMS)

The Chesapeake Bay National Estuarine Research Reserve in Virginia at the Virginia Institute of Marine Science (CBNERR) developed and continues to maintain the CMC Data Explorer through the Environmental Data Center.

Due to the complexity of data networks within the Data Explorer, only CBNERR staff are able to delete users, groups and stations from the system. If you need assistance, reach out to your CMC Service Provider who can work with CBNERR staff to assist you.