

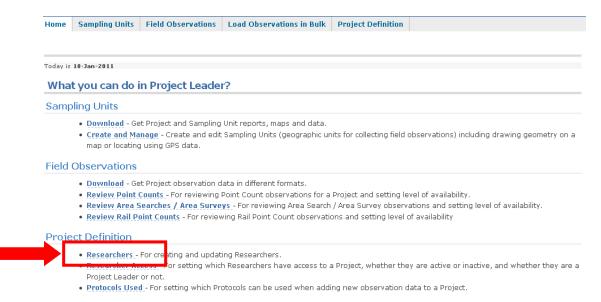
PROJECT LEADER TIP #1 HOW TO ADD RESEARCHERS

THIS GUIDE CONTAINS TWO USER TIPS:

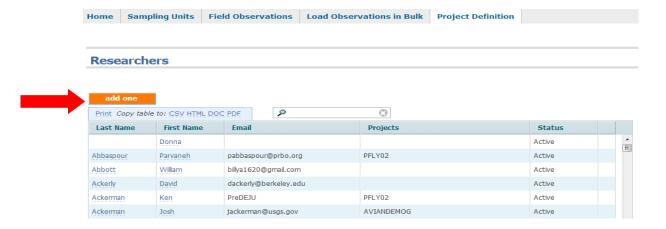
- How To Create a new researcher to CADC: this assumes the person has not registered for a myCADC account
- 2. How To Add a researcher to your project: this can be a registered user with a MyCADC account or a researcher you created.

TO CREATE A RESEARCHER IN CADC

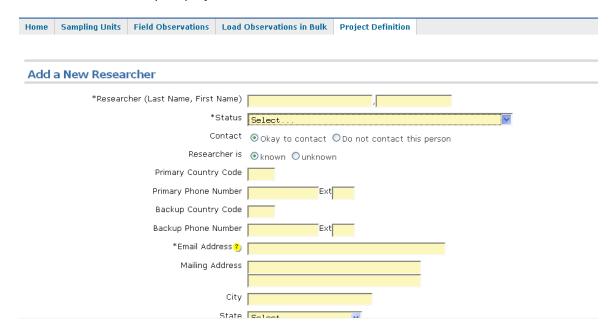
- 1. Log-in to CADC as Project Leader
- 2. Click "Preferences" on the right-hand side of the screen and make sure 'Global Reports. UseNewStyle' is marked 'true' and click close.
- 3. Under Project Definition, select "Researchers"



- **4.** Frist, search the list and make sure the person you want to add is not already in the CADC database. If they are, please skip to "ADD RESEARCHER TO PROJECT" instructions below
- 5. If the person is not already in the database, select orange "add one" button

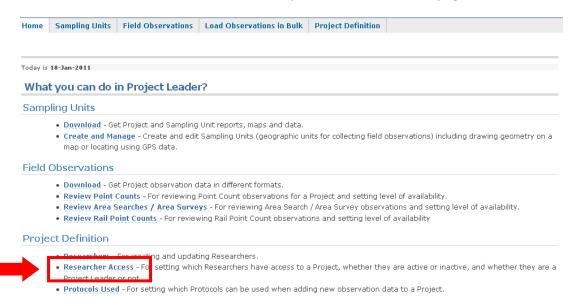


- 6. Fill-out the form. The only required fields are Researcher, Status, Email Address.
 - a. Select "Active the researcher may use the system" under "*Status".
 - b. Identify if this person can be contacted.
 - c. Provide a unique email address. If you do not have an email address you must create a fake one. Use the project code at the to crete a dummay email address. For example, for San Fracnscio Bay, SFSS use sfss1@sfss.com. For each observer from the same project who you don't have an address for, create numbered emails: sfss2@... sfss3@... etc. The email address can be modified later if the person wants to create a mYCADC account.
 - d. Press orange "save" button at bottom of screen when complete. This person can now be added to your project.

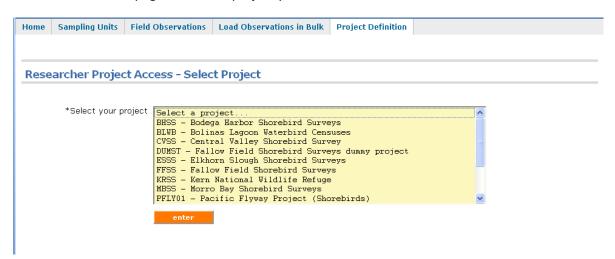


TO ADD A RESEARCHER TO YOUR PROJECT

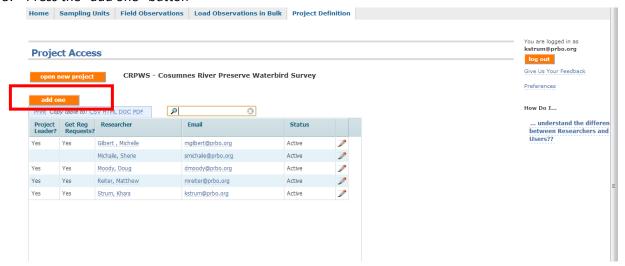
- 1. Log-in as Project Leader
- 2. Click "Preferences" on the right-hand side of the screen and make sure 'Global Reports. UseNewStyle' is marked 'true' and click close.
- 3. Select "Researcher Access" under Project Definition on Home page



4. On the next page, select the project you want to add the researcher to and click "enter"



5. Press the "add one" button



- 6. Select the Researchers you want to add (it is alphabetical by last name) to the project.
 - a. Under *Status select "active".
 - b. For "Are they a project leader on this project?" select NO.
 - c. Press "save" when complete. This researcher should now show up in the drop-down menu during data entry as a primary observer.

