5.9.1 View Users and Roles at Current Study or Site

You can view summary information for all users at the current Study or Site, and you can view additional information for each user. For descriptions of the terms that apply to user accounts, see [About User Information in the Study Setup Module](#).

View Information for All Users at Current Study or Site

To view users already assigned to the current Study or Site, select the Tasks menu, and in the Study Setup module, select Users.

The Manage All Users page opens for the current Study or Site, with all users listed in a table.

- When the current Study is at the Study level, the table includes a row for the user at the Study level, as well as a row for each Site the user is assigned to in the current Study.
- When the current Study is at the Site level, the table includes one row for each user assigned to the Site.

Manage All Users for the Current Study:

Manage All Users for the Current Site:

Manage All Users In Cambridge Center for Surgical Oncology ⑦

Page 1 of 1   [ ] **Find**   **Assign New User to Current Study**

User Name ⬆	First Name	Last Name	Role	Study Name	Status	Actions
bb_investigator	Ben	Investigator	Investigator	Cambridge Center for Surgical Oncology	available	🔍 👤 🚫
ChrisRCole	Chris	Cole	Clinical Research Coordinator	Cambridge Center for Surgical Oncology	available	🔍 👤 🚫
jsmith_crc	Jon	Smith	Clinical Research Coordinator	Cambridge Center for Surgical Oncology	available	🔍 👤 🚫
tkatz	Thomas	Katz	Investigator	Cambridge Center for Surgical Oncology	available	🔍 👤 🚫

View Information for A User at Current Study or Site

From the Manage All Users page, you can view more information about a user by clicking the View icon. The View User Account page opens.

View User Account for User at the Current Study:

View User Account

First Name:	Chris
Last Name:	Cole
Email:	ccole@oc.org
Institutional Affiliation:	OC
User Type:	User
Status:	available
Date Created:	04-Apr-2012
Created By:	DarcyManagone
Date Updated:	04-Apr-2012
Updated by:	DarcyManagone
Role:	Data Specialist
Study:	Docetaxel in Patients With Completely Resected NSCLC

Go Back to User List

View User Account for User at the Current Site:

View User Account

First Name:	Chris
Last Name:	Cole
Email:	ccole@oc.org
Institutional Affiliation:	OC
User Type:	User
Status:	available
Date Created:	04-Apr-2012
Created By:	DarcyManagone
Date Updated:	04-Apr-2012
Updated by:	DarcyManagone
Role:	Clinical Research Coordinator
Study:	Cambridge Center for Surgical Oncolog

Go Back to User List

5.9.1.1 About User Information in the Study Setup Module

The following information is helpful when you work with user accounts in the Study Setup module:

- **User Name:** Is not the same as any other user name in the OpenClinica system.
- **Email:** Address for the user. Used for messages that the OpenClinica system sends, such as notification when a job completes, or a temporary password if the user requests a new password.
- **User Type:** The User Type was specified in the Administration module. For more information, see [About User Roles and Types](#).
- **Status:** Not relevant to user information accessed from the Study Setup module.
- **Role:** Roles for the Active Study, which you assign when you create the user, and all other Roles in the current Study or in the system, depending on how you view the user information. Available Roles depend on whether the current Study is at the Site or Study level. After creating the user, you can change or remove the Role for each Study or Site the user is assigned to. For more information, see [About User Roles and Types](#).
- **Study:** A user can be assigned to the Study level and/or to Sites within the Study. When the current Study is set to the Study level, the Study field reports the name and the Study and all Sites within the Study to which the user is assigned. When the current Study is set to the Site level, the Study field reports only the current Site name.