AWA HELICAL DATABASE – HOW TO'S

Adding additional users and changing user policies

This factsheet will cover how to:

- add additional users to your AWA membership Helical account
- update policies on current users (IE: what areas they can access and what they can request or edit)

Please note: Only the "Owner" of the account and any users with "Owner level authority" will be able to add additional users and update user policies.

Via the AWA homepage, members can navigate to the helical website but clicking on "AWA DATABASE" and then "AWA HELICAL DATABASE.

1. Once you have logged into the Helical database, navigate to the "Account" tab
2. Click "edit".
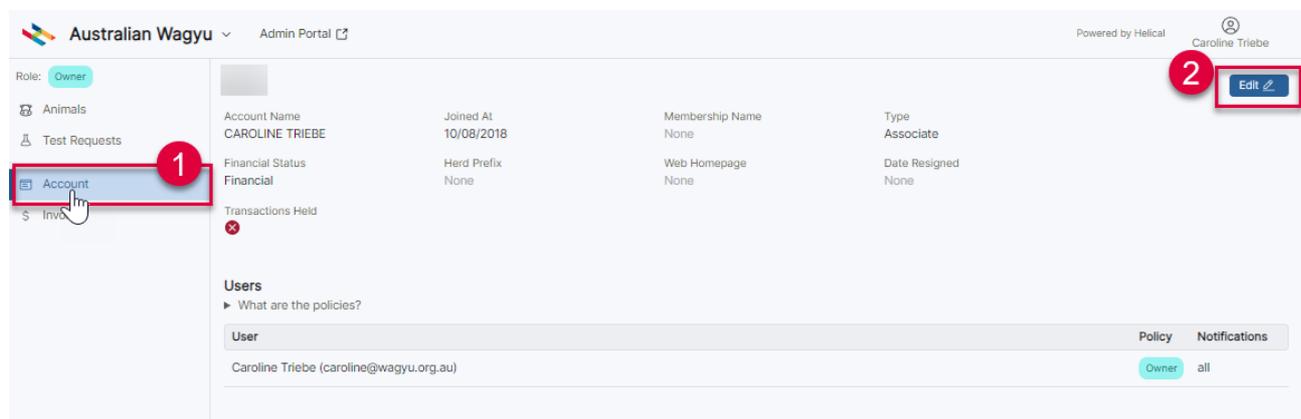
3. Click on the "What are the policies" drop down menu to view the available policies and what each policy encompasses.

4. To amend the policies for users that already have access to the account, select the drop-down menu under the policy column and select the policy that best suits what you require that user to be able to access and complete.

5. To add a user – type their email address in the "Enter email…" box. Once entered, click anywhere outside the box or press the enter key to add the user email address.

6. Once the user has been added, you will need to select what policy level they have access to.