



## How do I know what access level I have in the Data Archive?

The access level (permissions) you have in each Collection (folder/file) in the Data Archive relates to the role you have been assigned in the projects [RDMP](#) and can be found by logging in to the [ResToolkit](#) site. The [ResToolkit](#) site will list all RDMPs and the roles you have for each.

For more information on Data Archive roles see the [How can I share my data with other researchers?](#), [How do I add / remove / update team member access in the Data Archive?](#) FAQs and the [RDMP and the Data Archive](#) page.

Role	Description	Ingest (upload)	Egest (Download)	Search	Create namespace (subfolders)
Lead Chief Investigator (LCI)	One person per project who has full access to the Data Archive, usually a lead researcher	✓	✓	✓	✓
Research Project Manager (RPM)	Full access same as LCI. Usually is another researcher or member of the admin team	✓	✓	✓	✓
Contributor	Someone that has access to add data to the Data Archive but unable to create new folders	✓	✓	✓	✗
Reader	Someone that has read only access to the Data Archive and cannot add to the Data Archive	✗	✓	✓	✗

You may use the graph below to quickly determine the role you have when inside the Data Archive. Right click on the folder or file inside the Data Archive, Asset Finder to display your access level.

Roles and access levels					
Reader		Contributor		Lead Chief Investigator and Research Project Manager	
Folder	File	Folder	File	Folder	File
<input type="checkbox"/> Create Sub-Collection	Open	<input type="checkbox"/> Create Sub-Collection	Open	Create Sub-Collection	Open
<input type="checkbox"/> Create Asset(s)	Open With..	Create Asset(s)	Open With..	Create Asset(s)	Open With..
Download as Archive	Show Content URL	Download as Archive	Show Content URL	Download as Archive	Show Content URL
	Download as Archive		Download as Archive		Download as Archive
<input type="checkbox"/> Rename Collection	<input type="checkbox"/> Rename	<input type="checkbox"/> Rename Collection	Rename	Rename Collection	Rename
<input type="checkbox"/> Modify Description	<input type="checkbox"/> Modify	<input type="checkbox"/> Modify Description	Modify	Modify Description	Modify
<input type="checkbox"/> Add Reminder	<input type="checkbox"/> Add Reminder	<input type="checkbox"/> Add Reminder	<input checked="" type="checkbox"/> Add Reminder	<input checked="" type="checkbox"/> Add Reminder	<input checked="" type="checkbox"/> Add Reminder
<input type="checkbox"/> Set Collection ACL	History..	<input type="checkbox"/> Set Collection ACL	History..	Set Collection ACL	History..
<input type="checkbox"/> Set Metadata ACL	<input type="checkbox"/> Add Tag	<input type="checkbox"/> Set Metadata ACL	Add Tag	<input type="checkbox"/> Set Metadata ACL	Add Tag
<input type="checkbox"/> Set Metadata Templates	<input type="checkbox"/> Destroy	<input type="checkbox"/> Set Metadata Templates	<input type="checkbox"/> Destroy	Set Metadata Templates	Add Tag
<input type="checkbox"/> Destroy	<input checked="" type="checkbox"/> Highlight	<input type="checkbox"/> Set Asset Metadata	<input checked="" type="checkbox"/> Highlight	<input type="checkbox"/> Destroy	<input type="checkbox"/> Destroy
		<input type="checkbox"/> Destroy			<input checked="" type="checkbox"/> Highlight

## Help and further information:

- To learn more about the Data Archive:
  - go to the [Start here](#) page
  - see all [Help Topics](#)
  - see all [Frequently Asked Questions \(FAQs\)](#)
  - browse through the carousel on the [homepage](#) to view all available videos
- To access the Data Archive Web application, use this [link](#), or, go to the [Home](#) page for other access options
- To create, or update, a Research Data Management Plan go to the [ResToolkit](#) service
- **Note:** the Data Archive service is also available over SFTP, see the [SFTP client guide](#) for more information