MacREM Tip of the Day!

Sharing Forms with Your Research Team

Individual Form Sharing

The Project Owner and/or Form Owner can share access to the application and forms. The Share tile allows you to share the currently selected form with any individual on the MacREM system. This action will only share the form you have selected. It will not share any other forms associated with the project.

To complete the action, click the Share tile within the Actions Toolbar.

You will be presented with a dialog box where you can enter the person’s email address. The official MacID McMaster email address must be used (not an alias). If the team member has not previously logged into MacREM they will not be recognized on the system. All anyone has to do to be recognized is to login just once:

When sharing the form, you can select one or more of the six permission options available:
- **Read** – permission to read the form
- **Write** – permission to make changes to the form
- **Submit** – permission to submit the form to the REB
- **Share** – permission to share the form with other people on MacREM
- **Create all sub forms** – permission to create all sub forms for an application and have full permissions to edit and submit those sub-forms
- **Receive notifications** – system notifications related to the shared form will be sent to the person’s MacREM account (not email).

If the email address entered is not registered to a user within MacREM, the system will display the following message: **User does not exist in the system**
You will have an option to send an invite to the individual, which will initiate a notification email to them, along with the instructions about how to register with MacREM.

You may want to share the form with an outside researcher, in which case they will have to apply for a guest MacID. All users of the system will need a MacID.

The Ethics Office will assist outside guest researchers with obtaining a MacID. Usually this process can be turned around quickly.

**Collaborators**

You can view a list of all people with access to the currently selected form by clicking the **Collaborators** tab from the form home page or by clicking the **Collaborators tile** within a section of the form:

Clicking either of these links will present you with a list of all people that currently have access to the form, along with related information.

You are also able to edit Permissions from this list (without having to go into the form).

Click **Edit Permissions** and you will be presented with a dialog box, enabling you to edit that person’s access level.
Collaborators

<table>
<thead>
<tr>
<th>Name</th>
<th>Access</th>
<th>Edit Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Michael Wilson</td>
<td>Project Owner and Form Owner</td>
<td>Edit Permissions</td>
</tr>
<tr>
<td>Dr. Susan Watt</td>
<td>Read, Write, Submit, Share, Create all sub forms, Receive notifications</td>
<td>Edit Permissions</td>
</tr>
</tbody>
</table>

Edit Permissions - Dr. Susan Watt

- Read
- Write
- Submit
- Share
- Create all sub forms
- Receive notifications

Save Close