ILCOR GRADEpro - manual

Organisation Panel
In the Organisation Panel you can add more people to the Organisation Workspace, eg. if you want to add them to a project and they are not yet available on the Team members list.

To enter the organisation panel, please open the user menu in the top right corner of the GRADEpro website and click on the “Go to Organisation Panel” link.

You will see the list of organisations you are a member of. To enter the organisation, you need to click on it.

You will then be inside the organisation panel. You will see the list of all projects as well as all the members of the organisation. It will be marked, whether they are admins or not.
To add a new member, you need to click on the icon in the top right corner with a person and a plus. Such person should first have a GRADEpro account.

You will have to enter their email address, name and surname as well as choose the access rights.
Access rights

- **none**
- **none**
- **Organization admin**

Organisation admin - such a person will then be able to create new projects and add new members to the organisation, as well as perform all other kinds of actions (manage projects, evidence tables, et cetera).

None - such a person will **not** be able to create new projects and add new members to the organisation. They will, however, be able to perform all other kinds of actions (manage projects, evidence tables, et cetera). They will just be a regular member of the organisation.
Creating an account

To create your GRADEpro account, you must go to the login site. You can do this with any of the log in buttons presented on our main site gradepro.org

Or go straight to https://gdt.gradepro.org/app/

If what you see is log in window:
Then please use the “Create an account option” at the bottom.
You will see this window:

You must enter your details as requested (name, surname, email address, password) as well as agree to Terms of Service and Privacy Policy.

Then you click the “Create an account” button.

In the next screen you are asked to pick your licence:
Please choose free licence. Then you will be asked about your affiliation:

This is mostly to keep track of the affiliations of GRADEpro users for analytical purposes. If you have more than one affiliation, you can enter just the primary one or all of them - it is up to you.
You can also choose “Other” and write in “ILCOR”. However, you must enter at least one affiliation to proceed.

You will then find yourself in the home page of your GRADEpro account.

![Home page of GRADEpro account]

There will be a yellow string notification on the top, stating that you should confirm your email. To do that, you need to go to the mailbox which address you used to create the account. There you will find an email:

Please confirm your email

GRADEpro GDT <no-reply@gradepro.org>
to justyna.ilynska+6

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Hello,

You are receiving this message, because this address has been used to create a GRADEpro account. Please confirm your address by clicking the button below. The link is valid for one week.

Confirm Email Address

If the button above doesn’t work, please copy and paste the following link into the address bar of your browser:

https://api.gdt.gradepro.org/accounts/confirm-email/6d07d0b6b2b442b34903236b08d8400e0e682

To confirm the email address, you simply need to click on the button or the link provided in the message.

Your account is now created.
**Organisation vs. Team**

This document is to explain the differences between Organisation and Project as well as their members within GRADEpro, to enhance the understanding of these subjects.

**DEFINITIONS**

**Organisation** - a compartment in GRADEpro, separated for a group of people working together.

**Project** - a set of PICO questions, recommendations and SoF tables focused around a particular topic.

**MEMBERS**

**Organisation** - any person with GRADEpro account can become a member of the ILCOR organisation

**Project** - to become a project member, you must first be a member of the ILCOR organisation

**ACCESS RIGHTS**

Within ILCOR **organisation**

1) Organisation admin - such a person is able to create new projects and add new members to the organisation, as well as perform all other kinds of actions (manage projects, evidence tables, et cetera).

2) None - such a person is **not** able to create new projects and add new members to the organisation. They are, however, able to perform all other kinds of actions (manage projects, evidence tables, et cetera). They are just a regular member of the organisation.

Within a **project**

1) Admin - This person can access and edit the project, eg. evidence tables or Evidence to Decision tables. They can also manage the Team, so add and remove team members. An Admin can also delete the project. Usually Admin would be the head of the project and/or their closest collaborator.

2) Researcher - This person can access and edit the project, eg. evidence tables or Evidence to Decision tables. They **cannot** access the Team management section, therefore they cannot add or remove team members. They are also unable to delete the project. Usually a Researcher is a regular member of the project team.

3) No access - A person with no access cannot enter the project, view it or change it in any way, nor can they manage the Team or delete the project. This could be used eg. to stop somebody from further accessing and editing the project.
Please note that the organisation access rights don’t influence the project access rights. Whether somebody has the access rights of Organisation admin or None, within a project they can be either Admin, Researcher or have No access.