How do I manage the GC online survey tool users?

This FAQ contains instructions to:
- Access the GC online survey tool
- Create a user
- Grant permissions
- View/Modify permissions
- Grant permissions to surveys or subfolders owned by other users

Access the GC’s online survey tool

- Login at https://survey.gc.cuny.edu/. To manage the GC online survey tool users, administrative account privileges are needed.

Create a User

1. Click the Users button on the top menu (Fig. 1).

2. Click on New user link on the left (Fig. 2).

On the New User screen (Fig. 3), enter the following:

- Login name: User’s Active Directory account username, such as jsmith. The GC’s online survey tool is case sensitive. (Please keep usernames in all lower cases for convenience).
- User name: (Optional) User’s real name, such as John Smith
- Password: Enter anything here to bypass the required field validation. Active Directory authentication is replacing local (the GC survey tool) authentication. Therefore, a user’s AD password is used instead.

Note: Once you save the input information, the new user will be listed under All Users (Fig. 3a).
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**Fig. 3. New User form**

**Fig. 3a. Sample of New User listed under All Users**

**Grant Permissions**

1. Click the checkbox under the **New Permissions** column that is next to the new user in the **All Users** screen.

2. Click on the **Continue** button (Fig. 4).

3. In the **Create new permission** window (Fig. 5), select **Survey/Folder** from the **Select resource for new permission** drop-down list (if not selected by default).

4. Click **Continue**.
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5. On the next screen (Fig. 6), check **R, M, Cf, Cs** to grant **read, modify, create new folders and surveys** permissions. Please make sure **Admin** option is **NOT** checked.

6. Click the **Save** button.

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**Fig. 5. Create New Permissions and Select resource option**

**Fig. 6. Permission rights**

**View / Modify Permissions**

1. Go to the **Users > All Users** screen.
2. Click the **View/Edit link** for a given user, such as “**test**”. The permissions will display (Fig. 7).
3. Click on **Edit** or check the **Delete** option to proceed with desired changes. **Note:** The “delete” option here allows you to delete all permissions for a given user, not the user account itself.

**Fig. 7. Edit and Delete options**

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**Grant Permissions to Surveys or Subfolders Owned by Other Users**

Granting **User A** permissions to an existing survey or subfolder owned by **User B**:

1. Click the **Users** tab on the top menu to see all users
2. Find User A, for example, “**studenttest**” and check the New Permission box (Fig. 8).
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3. Click the Continue button.

![Fig.8. New Permission option](image)

4. On the **Create new permission** screen, select **Survey/Folder** and click **Continue**.

![Fig.9. Select resource for new permission](image)

5. Click the **Main folder** on the next screen to display resources under the main folder.

![Fig.10. Main folder link](image)

6. On the next screen: Resources in Main Folder (Fig. 11) set the permissions. In this example, user **studenttest** is given permissions to **test survey** (under the main folder) and **Test sub folder**.

![Fig.11. Resources in Main Folder](image)
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7. View the permissions for studenttest to verify new settings. Click the Users tab on the top menu, and then click on View/Edit link to the right of studenttest.

![Permission list](image)

Fig. 11. List of Permissions for User

Remove a User

- Go to the Users All > Users screen, check the Delete option for a given user and click on the Delete button.

Get More Information

- For more information, visit the GC's online survey tool's documentation: [http://www.objectplanet.com/opinio/userguide/](http://www.objectplanet.com/opinio/userguide/).

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