

DAIRYBASE DATA SHARING GUIDE

To share datasets in DairyBase you need to follow these steps.

- 1 Enter your login details on the login page but click on the 'Manage authorisations' button rather than the login button.



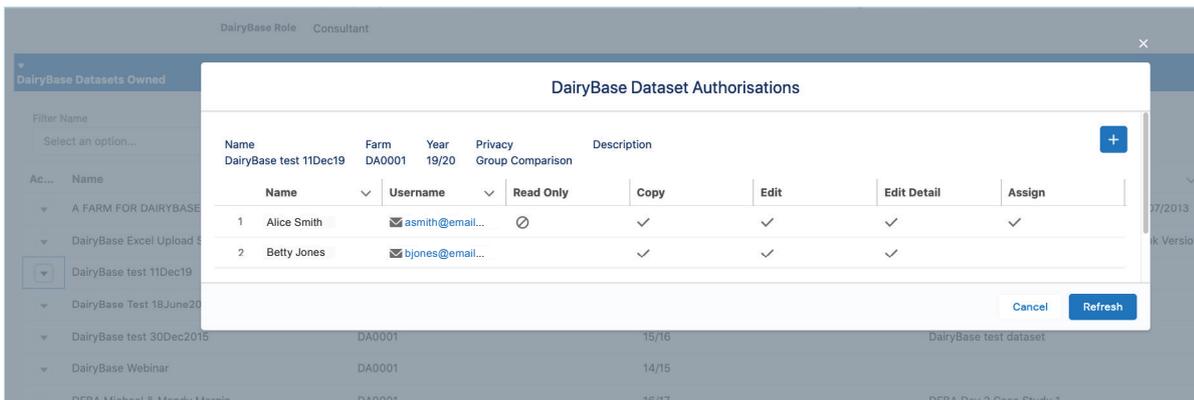
- 2 Find the dataset you are wanting to share from the list of 'DairyBase datasets owned'.

Information						
ContactId	Alice Smith	Go To DairyBase				
User Name	asmith@email.com.au	Change Password				
DairyBase Role	Consultant					
DairyBase Datasets Owned						
Filter Name	Filter Id	Filter Year	Selected Filter Toggle			
Select an option...	Select an option...	Select an option...	On	Off		
Ac...	Name	DairyBase Farm Business Id	Year	Description		
▼	A FARM FOR DAIRYBASE 10/11	DA0001	10/11	Completed by: John Green Date: 17/07/2013		
▼	DairyBase Excel Upload Spreadsheet	DA0001	17/18	DairyBase Excel Upload Spreadsheet - Blank Version		
▼	DairyBase test 11Dec19	DA0001	19/20			
▼	DairyBase Test 18June2015	DA0001	14/15			

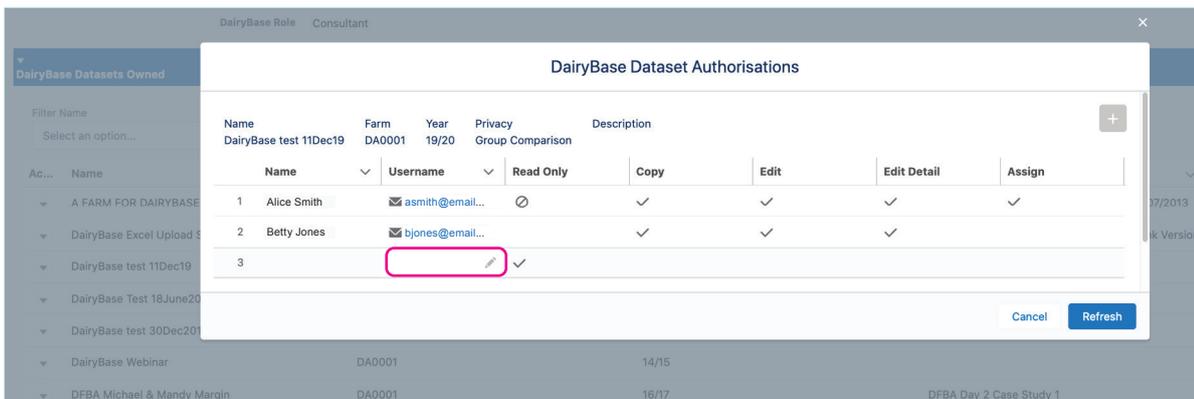
- 3 Click on the arrow on the left hand side of the dataset as per the screenshot below and select view.

Information						
ContactId	Alice Smith	Go To DairyBase				
User Name	asmith@email.com.au	Change Password				
DairyBase Role	Consultant					
DairyBase Datasets Owned						
Filter Name	Filter Id	Filter Year	Selected Filter Toggle			
Select an option...	Select an option...	Select an option...	On	Off		
Ac...	Name	DairyBase Farm Business Id	Year	Description		
▼	A FARM FOR DAIRYBASE 10/11	DA0001	10/11	Completed by: John Green Date: 17/07/2013		
View	DairyBase Excel Upload Spreadsheet	DA0001	17/18	DairyBase Excel Upload Spreadsheet - Blank Version		
▼	DairyBase test 11Dec19	DA0001	19/20			
▼	DairyBase Test 18June2015	DA0001	14/15			

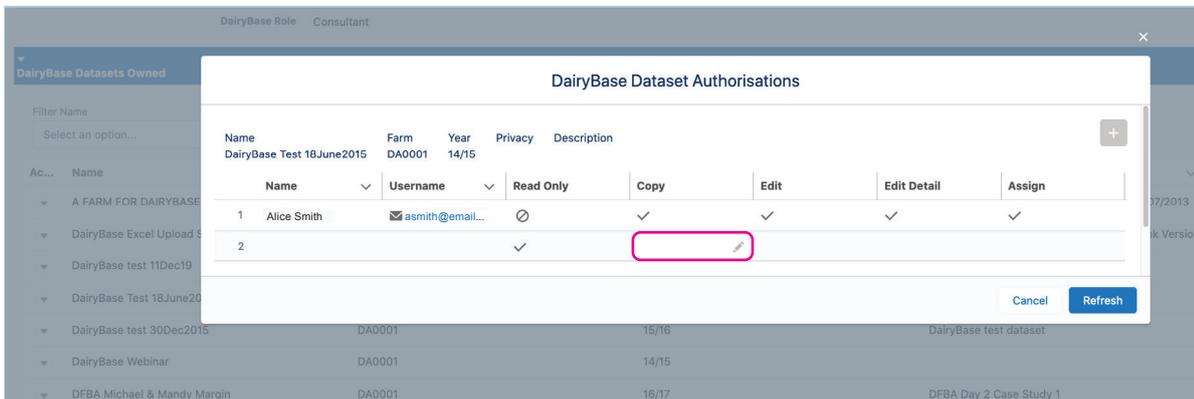
4 Click on the blue plus button in the top right hand corner of the pop-up box.



5 Click on the pencil icon under the second column 'Username' and type in the email address of the person you wish to share the dataset with. They will need to be a registered DairyBase user.



6 Select the type of access you want them to have by clicking on the pencil icons under the relevant access. For example, you want them to have copy and edit access you would tick the copy and edit columns using the pencil icons.



FOR FURTHER INFORMATION

Email dairybasesupport@dairyaustralia.com.au
or call 1800 548 073.