

## 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.

	Dairy Australia <sup>DairyBase</sup>
٢	Your Levy at Work
Username (Your email): Password:	······
(	Login Manage Authorisations

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

Information				
Contact	tld Alice Smith		Go To DairyBase	
User Nar	me asmith@email.com.au J		Change Password	
DairyBase Ro	ole Consultant			
▼ DairyBase Datasets Owned				
Filter Name Filter	ld Filter Year	Selected Filter T	oggle	
Select an option	ect 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 Spr	eadsheet - Blank Version
DairyBase test 11Dec19	DA0001	19/20		
<ul> <li>DairyBase Test 18June2015</li> </ul>	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 u		Change Password	
DairyBase Role	Consultant			
▼ DairyBase Datasets Owned				
Filter Name Filter Id Select an option	Filter Year Select an	Selected Filter T option   On Off	oggle	
Ac Name	✓ DairyBase Farm Business Id	✓ Year	✓ Description	~
<ul> <li>A FARM FOR DAIRYBASE 10/11</li> </ul>	DA0001	10/11	Completed by: John Green	Date: 17/07/2013
View e Excel Upload Spreadsheet	DA0001	17/18	DairyBase Excel Upload Sprea	adsheet - 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.

			ase Role Consul	tant								
	se Datasets Owned						DairyBa	ase Dataset Au	Ithorisations			
	Name ect an option	Name DairyE	Base test 11Dec19	Fa D/	rm Year 40001 19/20	Priva Grou	acy De up Comparison	escription				+
Ac	Name		Name	~	Username	$\sim$	Read Only	Сору	Edit	Edit Detail	Assign	
~	A FARM FOR DAIRYBASE	1	Alice Smith		asmith@em	ail	$\oslash$	~	~	~	~	
*	DairyBase Excel Upload S	2	Betty Jones		<b>⊠</b> bjones@em	ail		~	~	~		
-	DairyBase test 11Dec19											
-	DairyBase Test 18June20										Cancel	Refresh
v	DairyBase test 30Dec2015			DAC	0001			15/16		DairyBa	se test dataset	
-	DairyBase Webinar							14/15				
	DEDA Minhard & Manda Mar											

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.

			ase Role Consul	tant											
<b>▼</b> DairyBa	se Datasets Owned	DairyBase Dataset Authorisations													
Filter		Name Dairy	Base test 11Dec19	Far	m Year 0001 19/20	Priva Grou	cy p Comparison	Descrip	otion					+	
Ac	Name		Name	~	Username	$\sim$	Read Only		Сору	1	Edit	Edit Detail	Assign		~
-	A FARM FOR DAIRYBASE	1	Alice Smith		🗠 asmith@em	ail	$\oslash$		~		$\checkmark$	~	~		07/2013
v	DairyBase Excel Upload S	2	Betty Jones		⊠ bjones@em	ail			$\checkmark$		$\checkmark$	$\checkmark$			k Version
	DairyBase test 11Dec19	3				, der	~								
*	DairyBase Test 18June20													Defend	-
	DairyBase test 30Dec201												Cancel	Refresh	
	DairyBase Webinar								14/15						
	DFBA Michael & Mandy M	largin		DAOO	001				16/17			DFBA Da	ay 2 Case Study 1		

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.

		DairyBase Role Consultant							
▼ DairyBa	ase Datasets Owned			DairyBas	e Dataset Author	isations			
Filter	Name lect an option	Name DairyBase Test 18June2015	Farm Year P DA0001 14/15	rivacy Description				I	Ð
Ac	Name	Name 🗸	Username 🗸	Read Only	Сору	Edit	Edit Detail	Assign	
	A FARM FOR DAIRYBASE	1 Alice Smith	asmith@email	0	~	~	$\checkmark$	~	37/201
-	DairyBase Excel Upload S	2		$\checkmark$	(	)			ik Ver
<b>Y</b>	DairyBase test 11Dec19								_
Ŧ	DairyBase Test 18June20							Cancel Refre	esh
	DairyBase test 30Dec2015	DAO	001		15/16		DairyBase te	st dataset	
-	DairyBase Webinar				14/15				
-	DFBA Michael & Mandy Mar								

## FOR FURTHER INFORMATION

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

The content of this publication including any statements regarding future matters (such as the performance of the dairy industry or initiatives of Dairy Australia) is based on information available to Dairy Australia at the time of preparation. Dairy Australia does not guarantee that the content is free from errors or omissions and accepts no liability for your use of or reliance on this document. Furthermore, the information has not been prepared with your specific circumstances in mind and may not be current after the date of publication. Accordingly, you should always make your own enquiry and botain professional advice before using or relying on the information provided in this publication.

Dairy Australia Limited ABN 60 105 227 987 E enquiries@dairyaustralia.com.au T +61 3 9694 3777 F +61 3 9694 3701 dairyaustralia.com.au