


# DataShare Security Rights

Before using DataShare, all connected sites need to set up security rights in Add/Edit Users. The security options you select depend on the data you will send and receive.

For example, if your church or organization needs to send records to a denominational office, organization, or diocese, you need access to **Send Changes to DataShare**. If the denominational office or diocese changes records that also need to be updated in your database, you need access to **Get Changes from DataShare**.

If you do not want volunteers to send and receive updated information in DataShare, select **None**. Users who do not have access to DataShare still see updated records after changes are received.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. Select **Add/Edit Users** and click **Go** .
3. On the **Users** tab, select the user whose DataShare security options you want to grant or restrict, then click **Edit**.
4. In the Edit User window, on the **Security** tab, expand **DataShare**.
5. If granting access to DataShare, under **Access**, select **All** for **Get Changes from DataShare** or **Send Changes to DataShare**.
6. If restricting access, select **None** for **Get Changes from DataShare** or **Send Changes to DataShare**.
7. Click **OK**.