Manage Users on the ODK Backend

Create a Non-Privileged User Account

Non-privileged accounts are ordinary user accounts that do not have administrator rights.

Step 01: Login as admin into the ODK Backend Server



Go to	System prompt	Your response
https://odk.datasal.one	*Username*	admin
	Password	*Enter the admin password provided*

Step 02: Go to User Management



Step 03: Proceed to Add a New User



Step 04: Create the New User



Points to remember:

- Contrary to the help text offered by the system, create a username consisting of small letters and numbers *only*.
- Use the new user's email address to create a valid username as follows:
  User's email address: **new.user03@email.com** → *Resulting username:* **newuser03**
- Make sure the password is safe and well remembered by the new user

---

Step 05: Add Extra User Details



The user email should be a valid, functional email address. Failing that, the new user will not receive any system notifications.

Scroll down to save:



Step 06: Log out of the admin Account

Leave the admin account:



Delete a Non-Privileged User Account

Non-privileged accounts are ordinary user accounts that do not have administrator rights.

Step 01: Login as admin into the ODK Backend Server



Go to	System prompt	Your response
https://odk.datasal.one	*Username*	admin
	Password	*Enter the admin password provided*

Step 02: Go to User Management



Step 03: Proceed to Delete a User



Scroll down and confirm:



—

Step 04: Log out of the admin Account

Leave the admin account:



Give an Existing User Submission Rights

Existing users need form-specific submission rights to submit data.

Step 01: Log into the DQA/ISSV Account



Go to	System prompt	Your response
https://odk.datasal.one	*Username*	dqaissv
	Password	*Enter the dqaissv password provided*

Step 02: Select the DQA/ISSV Form



Step 03: Grant Submission Rights



Step 04: Log out of the dqaissv Account

Leave the dqaissv account:



Deny an Existing User Submission Rights

This step is only required, if the user has been granted form submission rights earlier.

Deleting a user will remove all submission rights.

Step 01: Log into the DQA/ISSV Account



Go to	System prompt	Your response
https://odk.datasal.one	*Username*	dqaissv
	Password	*Enter the dqaissv password provided*

Step 02: Select the DQA/ISSV Form



Step 03: Remove Submission Rights



Step 04: Log out of the dqaissv Account

Leave the dqaissv account:



In case of any queries whatsoever, do not hesitate to contact us via the e-mail address shown at the password reset facility.

HowTo, ODK, OnaData, User management

From:
https://wiki.consulting4change.com/ - **Wiki**

Permanent link:
https://wiki.consulting4change.com/howtos:odk:manage_users

Last update: **2026/11/02 01:58**