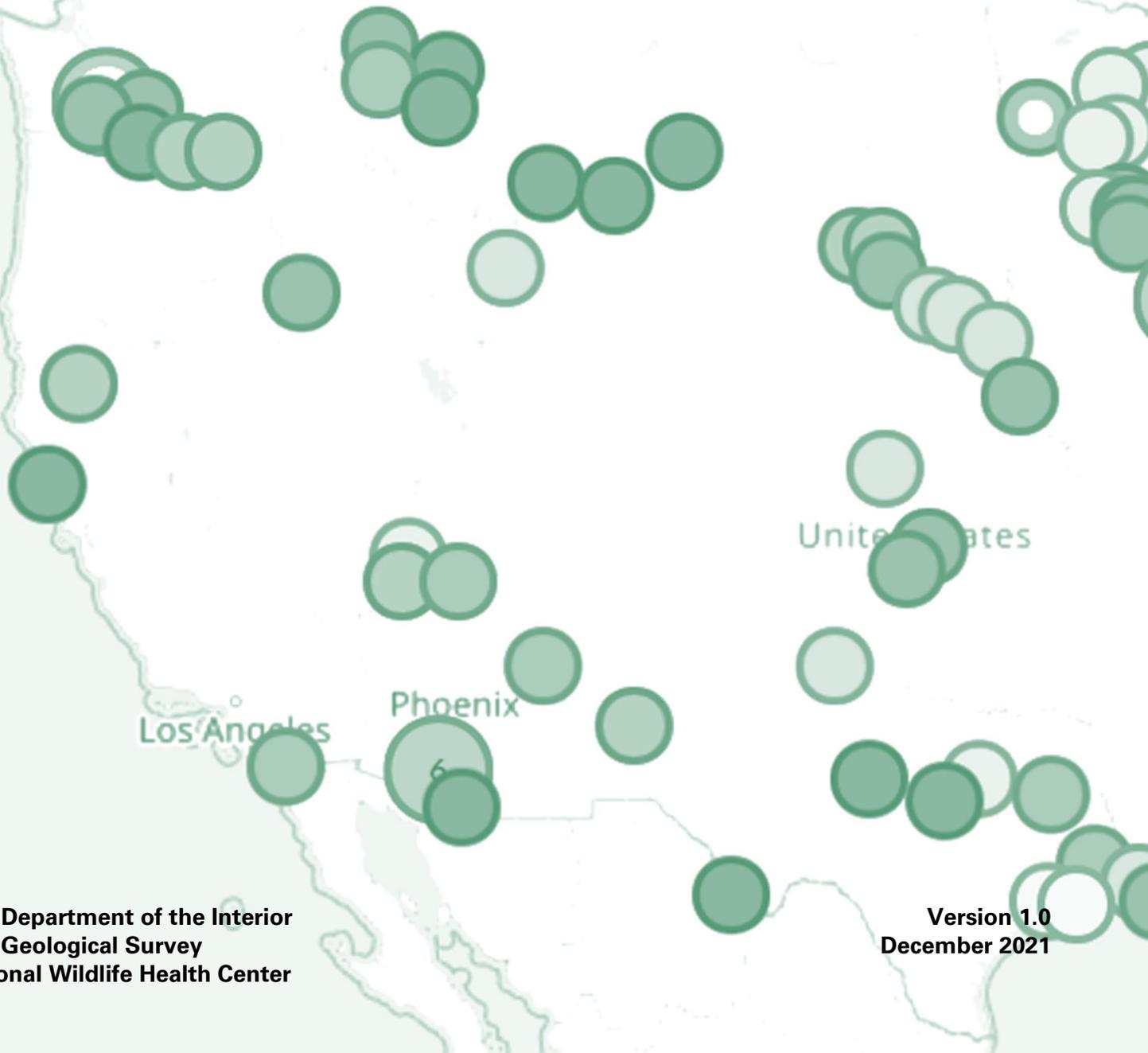




# User Guide: Creating Circles of Trust





# User Guide: Creating Circles of Trust

A guide for creating a group of trusted WHISPers users to add as collaborators to your events, such as people you frequently work with or share similar interests with, e.g., non-game colleagues in other organizations within your state.

**Available** to Partner Users, Partner Managers, Partner Administrators, and Affiliates\*.

*Tip:* Only authorized Partner or Affiliate WHISPers users can be added to a circle of trust. If there are people you'd like to have in a circle, contact the person outside of WHISPers and invite them to register at [whispers.usgs.gov](https://whispers.usgs.gov).

*Tip:* \*Affiliates with read/write permission can use their organization's existing circles but cannot create their own circles.

## Create a Circle of Trust

The screenshot shows the WHISPers User Dashboard for user jchipault. The 'Circles' tab is selected, and the 'Create New Circle' button is circled in blue. Red arrows and numbers 1-6 indicate the steps to create a circle:

1. Log in and go to your User Dashboard
2. Click on the "Circles" tab
3. Click the blue "Create New Circle" button
4. In the pop-up box that opens, give your circle a name and brief description (e.g., "Federal Partners" and "FWS and NPS colleagues")
5. Select the checkbox for the new circle
6. Click the "Add User to Circle" button

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5. Your newly-created circle will be in the list; select it by clicking the checkmark in the left-most column.
6. New buttons become active and you can use the "Add User to Circle" to add as many people you want to that circle. Search for users by their email address or click the "Contact" line and enter their name. If they are a registered user their name and email should appear in the dropdown list.
7. Click "Save Changes" or "Cancel" to return to the dashboard.

## Add your Circle of Trust to an Event

Circles can be added when creating an event or added to an existing event.

1. Log in to WHISPers.
2. Create a new event (see "Creating a WHISPers morbidity/mortality event" user guide) or navigate to an existing event from the homepage (map or table) or on your dashboard.
3. If creating a new event, scroll down to the "Collaborators" section. For an existing event, scroll to the "View Collaborators" tab and click to open.

Create  
event  
view

**Collaborators**

Add collaborators to this event with read or write access. These selections extend the visibility and editability of your event data to specific Users beyond your own organization.

**Read Only Access**

No Read Only Collaborators

+ Add Individual + Add Circle 4

**Read and Write Access**

No Read and Write Collaborators

+ Add Individual + Add Circle 4

**Choose Circle**

Circles can be created from your User Dashboard.

Circle 5

Cancel Done 7

Deer Project | Field Coordinators 6

Waterfowl biologists WI, MN, IA | Mallard project

4. Click the "Add Circle" button under "Read Only Access" or "Read and Write Access".
5. Click the "Circle" line to see a list of your previously created circles.
6. Select a circle from the dropdown.
7. Click "Done" to add the circle to the event.

All of users in the circle will now appear in the collaborators section.



**Tip:** Once the event is saved, an **“Alert Collaborators”** tab will appear in a gray bar on the Event Details page when you are logged in to WHISPers. This will allow you to send an immediate email and WHISPers notification to one or more of your collaborators. See the [WHISPers “Notifications” user guide](#) for more details.

## Edit a Circle of Trust

### To change the name, description, or to delete users

1. Log in and navigate to the “Circles” tab on your dashboard.
2. Click the box next to the circle you want to edit.
3. Click the “Edit Selected Circle” option in the banner.
4. Change the circle name, description, or remove users.
5. Click “Save Changes” or “Cancel” to return to the dashboard.

### To add a user to a circle

1. Click the “Circle” line to see a list of your previously created circles.
2. Select a circle from the dropdown.
3. Click “Add User to Circle”
4. Search by user (contact) name or email address.
5. Click “Save Changes” or “Cancel” to return to the dashboard.

## Delete a Circle of Trust

1. Log in and navigate to the “Circles” tab on your dashboard.
2. Select the box next to the circle you want to delete.
3. Select the red “Delete Selected Circle” option in the banner.
4. Select “Yes, Delete Circle” or “Cancel” to return to the dashboard.

**Tip:** Adding or removing users from a circles list or deleting a circle from your dashboard will not retroactively update the events where that circle was previously applied. Those changes have to be made within the individual event(s).

**Tip:** More information on WHISPers, including user guides, metadata, and an overview video can be found on the [WHISPers information page](#). If you require additional assistance, please contact the WHISPers Help Desk at [whispers@usgs.gov](mailto:whispers@usgs.gov).