

Basic Rights

Highest level privileges

- Project Design and Setup
- User Rights
- Data Access Groups

Privileges from data exports (including PDFs and API exports), reports, and stats

- Data Exports
 - (No Access)
 - (De-Identified*)
 - (Remove all tagged Identifier fields)
 - (Full Data Set)
- Add/ Edit Reports
- Stats & Charts

Other Privileges

- Manage Survey Participants
- Calendar
- Data Import Tool
- Data Comparison Tool
- Logging
- File Repository
- Data Quality
 - (Create & edit rules)
 - (Execute rules)
- API
 - (Export)
 - (Import/Update)

Settings pertaining to the REDCap Mobile App

- REDCap Mobile App
- Allow a user to download data for all records to the app?

Settings pertaining to project records

- Create Records
- Rename Records
- Delete Records

Settings pertaining to record locking and E-signatures

- Record Locking Customization
- Lock/Unlock Records
 - (Disabled)
 - (Locking/Unlocking)
 - (Unlocking with E-signature authority)
- Allow locking of all forms at once for a given record?

Data Entry Rights

- No Access
- Read Only
- View & Edit
- Edit survey responses

Basic Rights

Highest level privileges

Highest level privileges:

-  Project Design and Setup
-  User Rights
-  Data Access Groups

<p>Project Design and Setup</p>  Project Design and Setup	<p>The Project Design and Setup module allows for access to the Online Designer/Data Dictionary, and Event Definitions.</p> <p><u>This privilege allows users to make changes to the structure of the project (e.g. variable names, labels, etc. - aka the metadata) but has no bearing on access to project data.</u></p>
<p>User Rights</p>  User Rights	<p>The User Rights module grants the ability to change individual user privileges.</p> <p><u>Any user with User Rights access can alter all privileges for all other users.</u></p> <p>This privilege should only be granted to the highest level users.</p>
<p>Data Access Groups</p>  Data Access Groups	<p>Data Access Groups restrict viewing of data within a project. A typical use of Data Access Groups is a multi-site study where users at each site should only be able to view data from their site but not any other sites.</p> <p><u>Users are assigned to a group, and will only be able to see records created by users within their group.</u></p>

Privileges for data exports (including PDFs and API exports), reports, and stats

Privileges for data exports (including PDFs and API exports), reports, and stats:

-  Data Exports
 - * De-identified means that all free-form text fields will be removed, as well as any date/time fields and Identifier fields.
 - No Access
 - De-Identified*
 - Remove all tagged Identifier fields
 - Full Data Set
-  Add / Edit Reports
 - Also allows user to view ALL reports (but not necessarily all data in the reports)
 -
-  Stats & Charts
 -

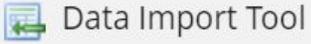
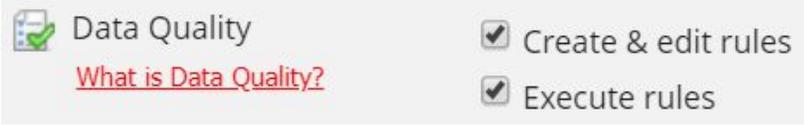
<p>Data Exports</p>  Data Exports	 Data Exports <ul style="list-style-type: none"> * De-identified means that all free-form text fields will be removed, as well as any date/time fields and Identifier fields. <input type="radio"/> No Access <input type="radio"/> De-Identified* <input type="radio"/> Remove all tagged Identifier fields <input type="radio"/> Full Data Set
<p>(No Access)</p>	<p>The Data Export module enables analysis-ready data export of Microsoft Excel, SAS, Stata, R, or SPSS formats.</p> <p><u>If 'No Access' is selected, the data export link does not appear for the user.</u></p>

(De-Identified*)	<p>The Data Export module enables analysis-ready data export of Microsoft Excel, SAS, Stata, R, or SPSS formats.</p> <p>If 'De-Identified' is selected, all free-form text fields will be removed from the export, as well as Identifier fields. Date/time fields have the option of being either removed or time-shifted. Additionally, some validated text fields will also be removed.</p>
(Remove all tagged Identifier fields)	<p>The Data Export module enables analysis-ready data export of Microsoft Excel, SAS, Stata, R, or SPSS formats.</p> <p><u>If 'Remove all tagged Identifier fields' is selected, exported data will not contain any fields that have been marked as an identifier by the project designers.</u></p> <p>Note: A field can be tagged as an 'Identifier' during project design. Fields tagged as Identifiers usually contain information such as name, SSN, address that explicitly identify participants within a record.</p>
(Full Data Set)	<p>The Data Export module enables analysis-ready data export of Microsoft Excel, SAS, Stata, R, or SPSS formats.</p> <p><u>If 'Full Data Set' is selected, the user will have access to all data collected, including identifiers.</u></p>
<p>Add/ Edit Reports</p> <p> Add / Edit Reports Also allows user to view ALL reports (but not necessarily all data in the reports)</p>	<p>The Report Builder module builds and saves custom reports, which will query the project in real time and display the resulting data in a table format.</p>
<p>Stats & Charts</p> <p> Stats & Charts</p>	<p>The Stats & Charts module is designed to assist in data cleaning and evaluation.</p> <p>The Plots tab displays graphical representations for all numerical and categorical variables and provides links for cleaning notable data (missing, highest, lowest values).</p> <p>The Descriptive Stats tab displays descriptive statistics for all variables. This includes the number of missing values for all questions, and for any questions with numerical answers, it displays minimum and maximum values, mean, median, standard deviation (StDev), and first and third quartiles (Q1, Q3).</p>

Other Privileges

Other privileges:	
 Manage Survey Participants	<input checked="" type="checkbox"/>
 Calendar	<input type="checkbox"/>
 Data Import Tool	<input checked="" type="checkbox"/>
 Data Comparison Tool	<input checked="" type="checkbox"/>
 Logging	<input type="checkbox"/>
 File Repository	<input checked="" type="checkbox"/>
 Data Quality What is Data Quality?	<input checked="" type="checkbox"/> Create & edit rules <input checked="" type="checkbox"/> Execute rules
 API What is the REDCap API?	<input type="checkbox"/> API Export <input type="checkbox"/> API Import/Update

<p>Manage Survey Participants</p>  Manage Survey Participants	<p>The Manage Survey Participants module grants user access to manage the public survey URLs, participant contact lists, and survey invitation log.</p>
<p>Calendar</p>  Calendar	<p>The Calendar module grants user access to track study progress and allows users to update calendar events, such as mark milestones, create ad hoc meetings.</p>

<p>Data Import Tool</p> 	<p>The Data Import Tool grants user access to download and modify import templates for uploading data directly into the project bypassing data entry forms.</p>
<p>Data Comparison Tool</p> 	<p>The Data Comparison Tool allows for the comparison of data entered between two users. Is also used to compare any two records.</p> <p><u>This module is necessary only if double-data entry is enabled.</u></p>
<p>Logging</p> 	<p>The Logging module lists all changes made to the project, including data exports, data changes, and the creation or deletion of users.</p> <p>For security purposes, this feature should be restricted to the highest level users.</p>
<p>File Repository</p> 	<p>The File Repository is used for storing and retrieving files and documents used for the project.</p> <p><u>If enabled, users may upload files to save for retrieval later, or download previously uploaded files.</u></p>
<p>Data Quality</p>	
<p>(Create & edit rules)</p>	<p>The Data Quality module allows users to create data quality rules and check for discrepancies in data to assist in data cleaning.</p> <p><u>Enabling ‘Create & edit rules’ will allow users to create their own data quality rules or edit, delete, or reorder rules already created.</u></p>
<p>(Execute rules)</p>	<p>The Data Quality module allows users to create data quality rules and check for discrepancies in data to assist in data cleaning.</p> <p><u>Enabling ‘Execute rules’ will allow users to find discrepancies for a given data quality rule. This is done by clicking the Execute button next to a rule, or click the Execute All Rules button to fire all the rules at once. It will provide users with a total number of discrepancies found for each rule and will allow them to view the details of those discrepancies by clicking the View link next to each.</u></p>

API	 API <input type="checkbox"/> API Export <input type="checkbox"/> API Import/Update What is the REDCap API?
(Export)	<p>The API module is used to create API tokens for users.</p> <p><u>Selecting 'Export' will limit the user's token to 'read only' functions.</u></p>
(Import/Update)	<p>The API module is used to create API tokens for users.</p> <p><u>Enabling 'Import/Update' will allow the user's API token to be used for editing and writing data to the project via the API.</u></p>

Settings pertaining to the REDCap Mobile App



<p>REDCap Mobile App</p>  REDCap Mobile App	<p>If a user is granted 'REDCap Mobile App' privileges, they can navigate to the mobile app page on the left-hand menu and use it to set up this project inside the mobile app on their device.</p> <p><u>Once the mobile project is set up on the device, the user can collect data (which is stored locally on the device), and then at some point, sync that data back to this project on the REDCap server.</u></p>
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<p>Allow a user to download data for all records to the app?</p> <p>Allow user to download data for all records to the app?</p>	<p>Selecting this option enables the user to download data (i.e., records in this project) to the mobile app on their device.</p> <p><u>The user privileges inside the REDCap Mobile App mimic a user's privileges in the project on the REDCap server with regard to data collection.</u></p>
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Settings pertaining to project records

Settings pertaining to project records: [Explain these settings](#)

	Create Records	<input checked="" type="checkbox"/>
	Rename Records	<input checked="" type="checkbox"/>
	Delete Records	<input type="checkbox"/>

<p>Create Records</p> <p> Create Records</p>	<p>Users with the ability to create records can create a new "Study ID" on the first data entry form by entering a new record name into the text field.</p> <p><u>If users do not have this privilege, they will not see the 'create new Study ID' field on that page and will only be able to access or edit existing records.</u></p>
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<p>Rename Records</p>  Rename Records	<p>The 'Rename Records' module allows users to change a record's "Study ID" to another value.</p> <p><u>Users with this privilege will see an editable text field at the top of the first data entry form after selecting a record. That text field will contain the current record name, and by changing its value and saving the form, that record will now be changed to the new value that was designated.</u></p> <p><u>If a user attempts to rename a record to a value that already exists, they will be prevented from doing so.</u></p>
<p>Delete Records</p>  Delete Records	<p>The 'Delete Records' module grants users the ability to delete records and permanently delete all data for a given record.</p> <p><u>This is done by clicking the Delete Record button at the bottom of any data entry form after selecting a record. For databases with multiple events (databases that are longitudinal), this action will delete all data for all events across all arms.</u></p> <p>Once performed, there is no way to retrieve the data that was deleted. It is recommended that only the highest level users be given this user privilege since it causes permanent data loss.</p>

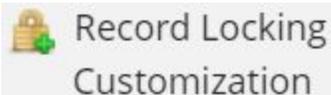
Settings pertaining to record locking and E-signatures

Settings pertaining to record locking and E-signatures:

 Record Locking Customization	<input type="checkbox"/>
 Lock/Unlock Records	<input checked="" type="radio"/>
Users with locking privileges also have access to the E-signature and Locking Mgmt page on the left-hand Applications menu.	<input type="radio"/>
 Watch video about locking	<input type="radio"/>
Allow locking of all forms at once for a given record?	<input type="checkbox"/>

[What is an E-signature?](#)

Record Locking Customization



The 'Record Locking Customization' module allows users the option to include custom text when a record is locked for each form.

Once a form is locked for a record, the form will display (for all users) the time it was locked and the user who locked it, and all fields on the form will be disabled/read-only until someone with Lock/Unlock privileges unlocks the form.

Only users with 'Record Locking/Unlocking' privileges can lock and unlock records for a specific form.

<p>Lock/Unlock Records</p>	
<p>(Disabled)</p>	<p>If 'Disabled' is selected, the user will not have the lock/unlock functionality available to them.</p>
<p>(Locking/Unlocking)</p>	<p>If 'Locking/Unlocking' is selected, the user will be able to lock a record and all fields will be read-only until someone with lock/unlock privileges unlocks the form.</p>
<p>(Unlocking with E-signature authority)</p>	<p>If 'Unlocking with E-signature authority' is selected, the user will be able to lock a record and all fields will be read-only until someone with lock/unlock privileges unlocks the form.</p> <p><u>E-signatures are an extension of the record locking/unlocking functionality. Once a data entry form has been locked for a given record in the database, a person with e-signature privileges may then apply an e-signature to that form, if they wish.</u></p> <p>Note: <i>Enabling E-signatures in this module does not create an electronic signature for participants.</i></p>
<p>Allow locking of all forms at once for a given record?</p>	<p>Selecting this option will allow locking for all forms at once for a given record.</p>

Data Entry Rights

Data Entry Rights				
<i>NOTE: The data entry rights *only* pertain to a user's ability to view or edit data on a web page in REDCap (e.g., data entry forms, reports). It has no effect on data imports or data exports.</i>				
	No Access	Read Only	View & Edit	Edit survey responses
record-id	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Test Instrument (survey)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>

<p>No Access</p> <p>No Access</p>	<p>If 'No Access' is selected, the user will not have the ability to view or edit data on a web page in REDCap (e.g., data entry forms).</p> <p>This setting does not override data settings set in the Data Export Module or the Data Import Tool.</p>
<p>Read Only</p> <p>Read Only</p>	<p>If 'Read Only' is selected, the user will have the ability to view but not edit data on a web page in REDCap (e.g., data entry forms).</p> <p>Users will still be able to view the data on data imports and exports.</p>
<p>View & Edit</p> <p>View & Edit</p>	<p>If 'View & Edit' is selected, the user will have the ability to view and edit data on a web page in REDCap (e.g., data entry forms). Users will also be able to view the data on data imports and exports.</p>

Edit survey responses

Edit survey responses

If 'Edit survey responses' is selected, the user can alter existing survey data entered directly by a participant. This option only exists for data entry forms that have been enabled as surveys.

It is recommended that only the highest level users be given this user privilege.