

REDCap User Rights Glossary	
Field	Description
Project Role	Project role of user: Investigator (PI), Project Coordinator, Statistician, Project Staff, Read Only, Data Entry
Invite Participants	This option allows you to send a customized email to anyone in your Participant List and track who responds to your survey. You are also provided the Public Survey URL to include in your own email or on a webpage.
Calendar	The Calendar module was designed to track events for the project. When used in a longitudinal design, the calendar is used in conjunction with the scheduling module to link records, events and data entry forms. The Calendar application also can be used as a project calendar to help organize your schedule and keep track of any upcoming events. It will allow you to add or modify calendar events.
Data Export Tool (no access)	The Data Export Module allows you to export your project data to Microsoft Excel, SAS, Stata, R, or SPSS for analysis. If No Access is chosen, this link does not appear for the user.
Data Export Tool (de-identified)	The Data Export Module allows you to easily export your project data to Microsoft Excel, SAS, Stata, R, or SPSS for analysis. If the de-Identified option is chosen, the user would not have the option to export any data that have been marked as an identifier by the project designers.
Data Export Tool (full data set)	The Data Export Module allows you to easily export your project data to Microsoft Excel, SAS, Stata, R, or SPSS for analysis. If full data set option were chosen, the user would have access to all data collected, including identifiers.
Data Import Tool	The Data Import module may be used for importing data into a project from a CSV (comma delimited) file
Data Comparison Tool	Necessary only if double-data entry is enabled; allows for the comparison of data entered between two users. Is also used to compare any two records.
Logging	This module lists all changes made to the project, including data exports, data changes, and the creation or deletion of users. For security purposes, this feature should be restricted to the highest level users.
File Repository	The File Repository is used for storing and retrieving files and documents used for the project. You may upload files to save for retrieval later, or you may download previously uploaded files.
User Rights	The ability to change individual user privileges. Any person with User Rights access can alter all privileges for all other users. This privilege should only be granted to the highest level users.

Data Access Group Name	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. Users at each site are assigned to a group, and will only be able to see records created by users within their group.
Graphical Data View & Stats	This module is designed to assist in data cleaning and evaluation. The Plots tab displays graphical representations for all numerical and categorical variables and provides links for cleaning notable data (missing, highest, lowest values). The Descriptive Stats tab displays descriptive statistics for all variables. This includes the number 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).
Data Quality (Create and Edit Rules)	The Data Quality module allows users to view potentially problematic data to assist in data cleaning. You may create your own data quality rules or edit, delete, or reorder the rules you have already created.
Data Quality (Execute Rules)	This module will allow you execute data quality rules upon your project data to check for discrepancies in your data. To find discrepancies for a given rule, simply click the Execute button next to it, or click the Execute All Rules button to fire all the rules at once. It will provide you with a total number of discrepancies found for each rule and will allow you to view the details of those discrepancies by clicking the View link next to each.
Reports & Report Builder	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.
Project Design & Setup	Allows for access to the Online Form Editor/Data Dictionary, and Event Definitions. 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.
Record Locking Customization	Only users with 'Record Locking' privileges can lock and unlock records for a specific 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. Access to this module will allow the user to optionally include custom text when the record is locked for each form.
Lock/Unlock Records (disabled)	The user will not have the lock/unlock functionality available to them.

Lock/Unlock Records (locking/unlocking)	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.
Lock/Unlock Records (locking/unlocking with e-signature authority)	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. 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.
Allow Locking on all forms	Allow locking for all forms at once for a given record.
Create Records	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. If users do not have this privilege, they will not see the text field on that page and will only be able to access and edit existing records.
Rename Records	Renaming a record means that you are changing its "Study ID" to another value. Users with this user 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. If a user attempts to rename a record to a value that already exists, they will be prevented from doing so.
Delete Records	Users with the ability to delete records have the ability to permanently delete all data for a given record. 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. 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.
Editing Survey Responses	Users with the ability to edit survey responses can alter existing survey data, entered directly by a participant. It is recommended that only the highest level users be given this user privilege.
Expiration Date	Provide a date for user accounts that you would like disabled after a specific date (e.g., contract employees or temporary staff)