



# User Rights and DAGs

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# User Rights

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## Goals:

Provide the list of user rights available

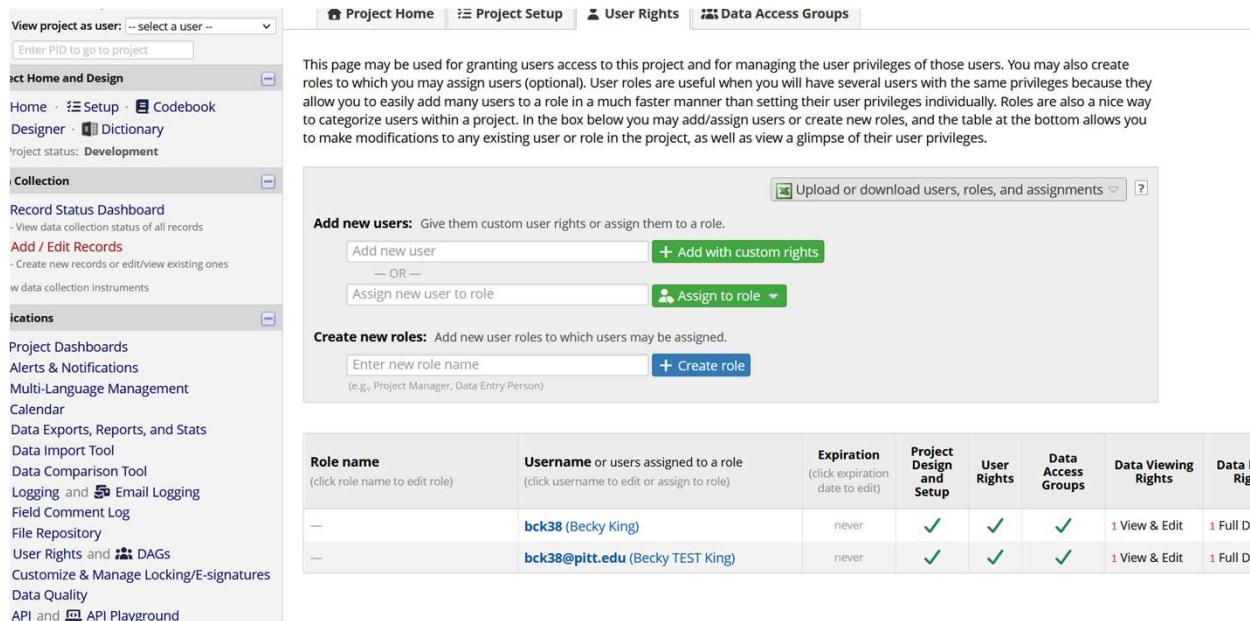
How to hide specific instruments

Types of export permissions

Roles

# How to Access User Rights

- On the left side of the project under Applications, you will see User Rights
  - Please note, you may not have permission



The screenshot shows the 'User Rights' section of the Project Home interface. The left sidebar lists various project applications and collections. The main content area has a header: 'Project Home' (selected), 'Project Setup', 'User Rights' (selected), and 'Data Access Groups'. A descriptive text block explains the purpose of the page: granting users access to the project and managing user privileges. Below this, there are two main sections: 'Add new users' and 'Create new roles'. The 'Add new users' section includes buttons for 'Add new user', 'Add with custom rights', and 'Assign new user to role'. The 'Create new roles' section includes a 'Create role' button. At the bottom, a table lists user roles with their details and access rights.

Role name (click role name to edit role)	Username or users assigned to a role (click username to edit or assign to role)	Expiration (click expiration date to edit)	Project Design and Setup	User Rights	Data Access Groups	Data Viewing Rights	Data Editing Rights
—	bck38 (Becky King)	never	✓	✓	✓	1 View & Edit	1 Full Da
—	bck38@pitt.edu (Becky TEST King)	never	✓	✓	✓	1 View & Edit	1 Full Da

# How to add a user and end access

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- Under User Rights:
  - Add with Custom Rights
  - Assign to Role
    - Please note must add by username or full name. Email will not work
- To remove a user, you have two options:
  - Remove from project
  - Set an expiration date

# How to edit user rights

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- Click on the user's username, click edit user privileges
- Options
  - Project Design and Setup
  - User Rights
    - No access
    - Read Only
    - Full Access
  - Alerts and Notifications
  - Calendar

# How to edit user rights (continued)

- Add/Edit/Organize Reports
  - Allows user to view all reports but not necessarily all data in the reports
- Stats and Charts
- Data Import Tool
- Data Comparison Tool
- Logging
- Email Logging
- File Repository

# How to edit user rights (continued)

- Data Quality Rules
  - Create and edit rules
  - Execute rules
- API
  - Export
  - Import/Update
  - External Modules API
- REDCap Mobile
  - Allow user to download data for all records to the app?

# How to edit user rights (continued)

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- Create Records
- Rename Records
- Delete Records
  - Can delete in batch (be careful)
- Record Locking
  - Recording Locking Customization
  - Locking/Unlocking
  - Locking/Unlocking with E-signature authority
  - Lock/Unlock Entire Records (record level)

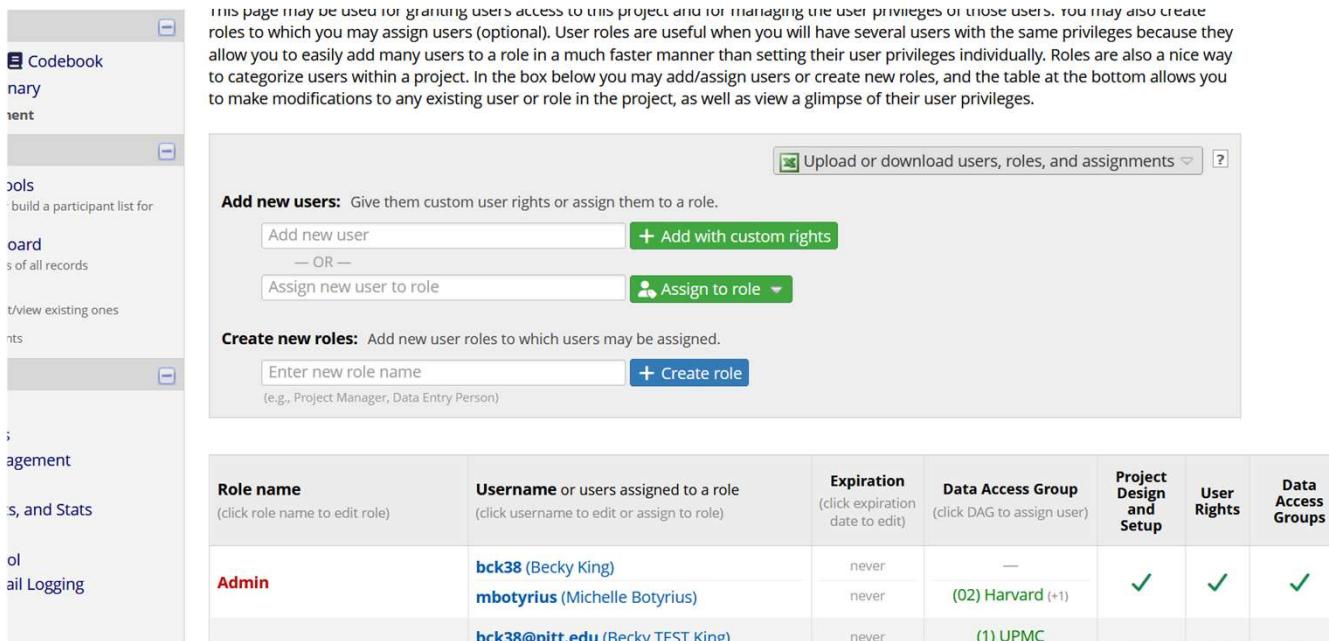
# Instrument Permissions

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- Data Viewing Rights
  - No Access (Hidden)
  - Read Only
  - View and Edit
  - Edit survey responses
- Data Export Rights
  - No Access
  - De-Identified
  - Remove All Identifier Fields
  - Full Data Set

# Create a role

- Under User Rights, Create Role



This page may be used for granting users access to this project and for managing the user privileges of those users. You may also create roles to which you may assign users (optional). User roles are useful when you will have several users with the same privileges because they allow you to easily add many users to a role in a much faster manner than setting their user privileges individually. Roles are also a nice way to categorize users within a project. In the box below you may add/assign users or create new roles, and the table at the bottom allows you to make modifications to any existing user or role in the project, as well as view a glimpse of their user privileges.

**Add new users:** Give them custom user rights or assign them to a role.

**Add new user** **+ Add with custom rights**

— OR —

**Assign new user to role** **Assign to role**

**Create new roles:** Add new user roles to which users may be assigned.

**Enter new role name** **+ Create role**

Role name (click role name to edit role)	Username or users assigned to a role (click username to edit or assign to role)	Expiration (click expiration date to edit)	Data Access Group (click DAG to assign user)	Project Design and Setup	User Rights	Data Access Groups
<b>Admin</b>	<b>bck38</b> (Becky King)	never	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<b>mbotyrius</b> (Michelle Botyrius)	never	(02) Harvard (+1)			
	<b>bck38@pitt.edu</b> (Becky TEST King)	never	(1) UPMC			

# DAGS (Data Access Groups)

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## Goals:

Why you may use DAGs

How to create DAGs

What happens when you use DAGs

# When to use DAGs

- DAGs (Data Access Groups) can be used if there are multiple institutions for your study
- Or if you would like some users to see some records and not others

DAG Switcher feature to allow users to move themselves in and out of specific DAGs on their own. [Additional instructions](#)

Upload or download DAGs/User-DAG assignments

+ Create new groups: Add new data access groups to which users may be assigned.

Enter new group name  + Add Group

Assign user to a group: Users may be assigned to any data access group. To assign users to [multiple groups](#), use the DAG Switcher at the bottom.

Assign user  to

Data Access Groups	Users in group	Number of records in group	Unique group name <small>(auto-generated)</small>	Group ID number <small>(auto-generated)</small>	Delete group?
(02) Harvard	emp297 (Elizabeth Prager), mbotyrius (Michelle Botyrius)	1	02_harvard	9991	
(1) UPMC	bck38@pitt.edu (Becky TEST King)	1	1_upmc	9990	
[Not assigned to a group]	bck38 (Becky King) * Can view ALL records	0			

DAG Switcher: Enable multiple Data Access Groups for users

Display options:  Rows are DAGs  Rows are Users

Users assigned to Data Access Groups (DAGs) can optionally be assigned to multiple \*potential\* DAGs, in which they may be given the privilege of switching in and out of specific DAGs on their own whenever they wish. To assign a user to multiple DAGs, check the checkboxes below for that user. At least two DAGs must be checked for a user in order for them to use the DAG Switcher. NOTE: This does not override a user's [current](#) DAG assignment, as set above or on the User Rights page.

Show 25   entries

# How to set-up and manage DAGs

- Add group name
- Assign users to the groups
- Bonus tip: Users can have more than one DAG with DAG Switcher



The screenshot shows a web-based application interface for managing Data Access Groups (DAGs). On the left, a sidebar lists various application modules: Email Logging, DAGs, Design Features, and administrator. The main content area is titled "DAG Switcher: Enable multiple Data Access Groups for users". It includes a note about users being assigned to multiple DAGs and a "Display options" section with a radio button for "Rows are DAGs". A table lists users (bc138, bc138@pitt.edu, emp297, mboenius) and their assignments to DAGs (Harvard and UPMC). The "Display options" section also includes a "Rows are Users" radio button.

Data Access Groups	
bc138	<input type="checkbox"/>
bc138@pitt.edu	<input type="checkbox"/>
emp297	<input type="checkbox"/>
mboenius	<input type="checkbox"/>

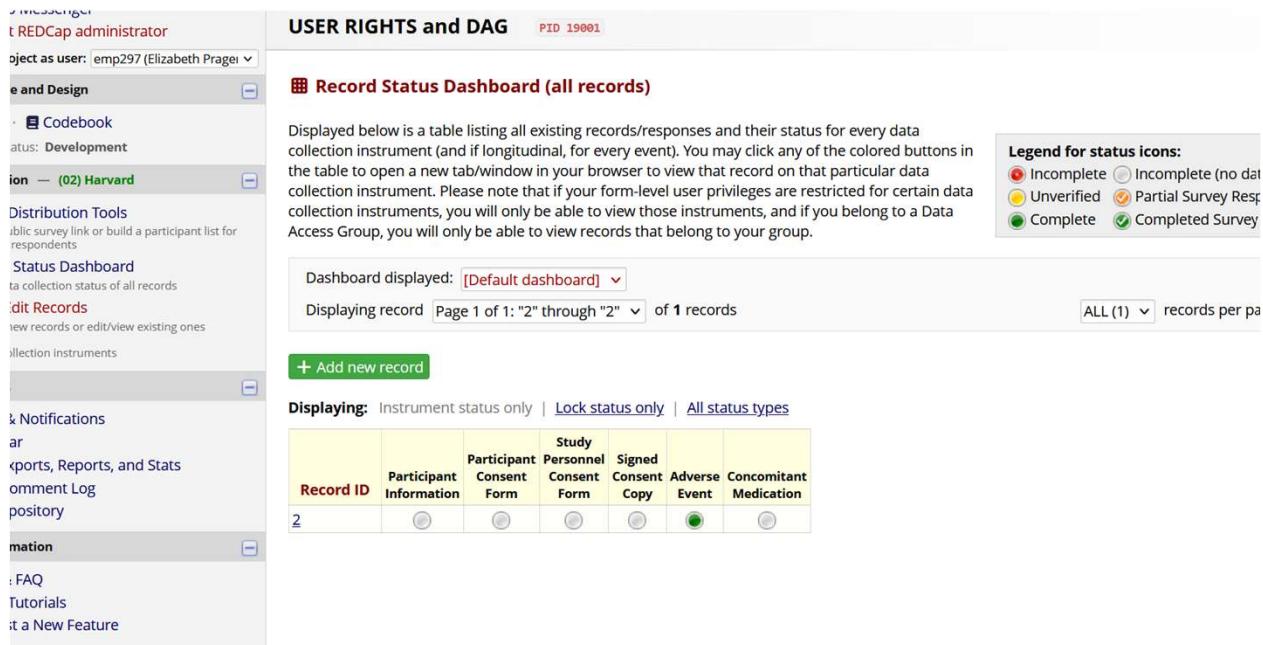
[No Assignment]	
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

(02) Harvard	
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

(1) UPMC	
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

# What happens when you use DAGs

- Users can only see records in the DAG which they are assigned



The screenshot shows the REDCap 'USER RIGHTS and DAG' interface. The left sidebar shows the user is a REDCap administrator for project emp297 (Elizabeth Prager). The main content area is titled 'USER RIGHTS and DAG' (PID 19001) and 'Record Status Dashboard (all records)'. It displays a table of records with their status across various data collection instruments. A legend on the right explains the status icons: Incomplete (red), Incomplete (no data) (light gray), Unverified (yellow), Partial Survey Response (orange), Complete (green), and Completed Survey (checkmark). The table shows one record (ID 2) with a status of 'Incomplete' for all instruments.

Record ID	Participant Information	Participant Consent Form	Study Personnel Consent Form	Signed Consent Copy	Adverse Event	Concomitant Medication
2	Incomplete	Incomplete	Incomplete	Incomplete	Complete	Incomplete

# Assistance Options

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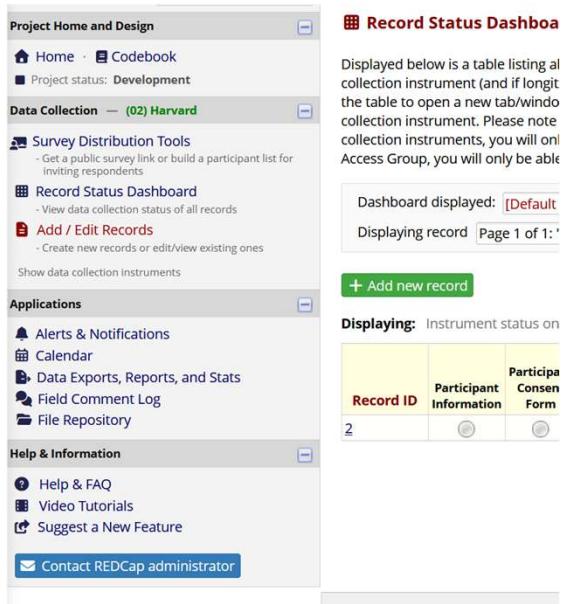
## Goals:

How to get help from the REDCap Team

Sign up for Webinars and Tips of the Week  
(coming soon)

# Need Help?

- Email [hs.appsupport@pitt.edu](mailto:hs.appsupport@pitt.edu)
- Contact REDCap administrator on the left side of every project:



The screenshot shows the REDCap interface with the following details:

- Project Home and Design** sidebar:
  - Home · Codebook
  - Project status: Development
  - Data Collection — (02) Harvard**
  - Survey Distribution Tools
  - Record Status Dashboard
  - Add / Edit Records
  - Show data collection instruments
  - Alerts & Notifications
  - Calendar
  - Data Exports, Reports, and Stats
  - Field Comment Log
  - File Repository
  - Help & Information
  - Help & FAQ
  - Video Tutorials
  - Suggest a New Feature
  - Contact REDCap administrator
- Record Status Dashboard** section:
  - Displayed below is a table listing all collection instrument (and if longit the table to open a new tab/windo collection instrument. Please note collection instruments, you will onl Access Group, you will only be able
  - Dashboard displayed: [Default]
  - Displaying record Page 1 of 1:
  - + Add new record
  - Displaying: Instrument status on
  - Table:

Record ID	Participant Information	Participa Consen Form
2	<input type="radio"/>	<input type="radio"/>

# What we can help you with

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- We can help with:
  - Anything related to your REDCap project
- What we cannot help with:
  - Anything outside of REDCap
  - Add users to project or adjust user permissions
  - Accept Gmail or non-work emails for account creation
- That is about it. We can help with ANYTHING ELSE!

# Sign up for Webinars and Tips of the Week

- <https://redcap.link/m5rl7sed>



- **Also suggest what topics you would like to hear about for the webinars and tips of the week**
- ***Tips of the week coming soon***



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# Questions?

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[hs.appsupport@pitt.edu](mailto:hs.appsupport@pitt.edu)