

How to set up e-Consent in REDCap | 2020

1. Login to REDCap (https://ccts-redcap.ihrp.uic.edu/)

To create an e-consent project, the full access user right is required. If you need to set up your REDCap account, refer to this page: <u>https://ccts.uic.edu/tools/redcap/account-setup/</u>

Creating a consent form in REDCap is a similar process to set up a regular data entry form with the survey settings that requires basic understandings about REDCap features. If you are new to REDCap, please watch the introduction videos added in CCTS REDCap training resource page: https://ccts.uic.edu/tools/redcap/training/ and Vanderbilt training videos: https://ccts.uic.edu/tools/redcap/training/ and Vanderbilt training videos: https://ctts.uic.edu/tools/redcap/training/ and Vanderbilt training videos:

If you need REDCap e-consent consultation please submit your request here: https://webapps.ccts.uic.edu/CCTS_Service_Requests/login.aspx

2. Before using REDCap e-consent, get the IRB approval after reviewing regulatory component.

IRB approval must be obtained before using REDCap e-consent. If you need any regulatory support related to e-consent process, submit your service request here: <u>https://ccts.uic.edu/services/regulatory/</u>

3. Some options to consider before starting.

- a. If you have the consent document approved before setting up in REDCap and don't need to use the general template, start from a blank form or project in REDCap. Then, you can add texts in REDCap form such as *Descriptive Text, Text, Radio Buttons* field types for study descriptions, other paragraphs and questions. Signature fields and image uploads are supported in REDCap.
- b. For the informational paragraphs except for some interactive fields asking participants agreement (yes/no) or e-signature in your approved consent document, you can either <u>1</u>) save each page as image file such as .jpg and upload it in the REDCap form between sections and questions to show the original document as images, or <u>2</u>) type in or copy/paste the texts in each REDCap text fields. Font edit options are supported similarly as in Word documents.
- c. You can use the eConsent template uploaded in the CCTS REDCap by creating a new project. This template includes all additional languages with some instructions, so substantial amount of customizations will be required.

4. Create a new project to download the eConsent Template

Once you log in to REDCap, find '*New Project*' tab on the top menu options. Then add project title and select 'Research' at Purpose of this Project. Information about PI, project type, IRB number should be entered as applicable.

Figure 1. Create a project

Projects + New Project @ Help	& FAQ 🖬 Training Videos 🛛 Send-It 📮 Messenger 🌩 Control Center
+ Create a new REDCa	p Project
You may begin the creation of a button at the bottom.	new REDCap project on your own by completing the form below and clicking the Create Project
Project title:	Title to be displayed on project webpage
Purpose of this project: How will it be used?	Select One T
Assign project to a Project Folder?	
Project notes (optional): Comments describing the project's use or purpose that are displayed on the My Projects page.	
Start project from scratch or begin with a template?	 Create an empty project (blank slate) Upload a REDCap project XML file (CDISC ODM format) Use a template (choose one below)

a. Select a template

After adding the project info (title, purpose of this project, PI, IRB number), you can either select the template 'Biological Consent Template' UIC CCTS generated or start from a blank project if you have your own form to create.

Figure 2. Select a template

Project title:		
	Title to be d	lisplayed on project webpage
Purpose of this project: How will it be used?	Select	t One V
Assign project to a Projec Folder?	t	
Project notes (optional): Comments describing the project's or purpose that are displayed on My Projects page.	's use the	
Start project from scratcl or begin with a template Choose a project temp	h Create ? Upload © Use a tr late (comes pre-	an empty project (blank slate) a REDCap project XML file (CDISC ODM format) ? emplate (choose one below) -filled with fields, forms/surveys, and other settings)
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Start project from scratcl or begin with a template template Choose a project template template Basic Demograph Biological Consen Additional Element Additional Element	h Create ? Upload © Use a tr sorted by title) y t Template with tts and HIPAA	an empty project (blank slate) la REDCap project XML file (CDISC ODM format) ? emplate (choose one below) -filled with fields, forms/surveys, and other settings) + Add templates (Administrators only) Template description Contains a single data collection instrument to capture basic demographic information. generated on 4/24/20
Start project from scratcl or begin with a template tem	h Create Vpload Use a tr late (comes pre- sorted by title) Y t Template with tts and HIPAA	an empty project (blank slate) la REDCap project XML file (CDISC ODM format) ? emplate (choose one below) filled with fields, forms/surveys, and other settings) + Add templates (Administrators only) Template description Contains a single data collection instrument to capture basic demographic information. generated on 4/24/20 Contains six data entry forms, including forms for demography and baseline data, three monthly data forms, and concludes with a completion data form.

b. Adding a template form to your existing project

A consent form can be added to your existing REDCap project where other data collection forms such as screening and follow-up forms are located. If you want to add a consent template form to another REDCap project, download the form as a zip file after creating a project using the consent template and upload it in Online Designer.

😭 Project Home	i ?⊟ Project Setup	🕼 Online Desig	ner	📲 Dat	ta Dictionary	Codebook			
				Creat	e snapshot of ir	nstruments 🖪	VIDEO: How to	<u>use this page</u>	
e Online Designer wi b browser. NOTE: W	ll allow you to make hile in development	project modificatio status, all field chai	ns to fi nges wi	ields an ill take e	nd data collec effect immed	tion instruments ately in real time	very easily usi	ng only your	
Data Collection Instruments	Survey options: := Survey Queue Survey Notificat Upload or down	Survey Login tions	•	Add ne Crea Impo Uplo	w instrument a new inst ort a new inst ad instrume	: rument from scrat rument from the o nt ZIP file from and	ch official <u>REDCap s</u> other project/us	Shared Library ? er or <u>external libraries</u>	2
Instrument name	e		Fields	View PDF	Enabled as survey	Instrument action	ns Survey-relat	ed options	
Biological_Conse Elements and HI	nt_Template with Ad PAA drop in text	lditional	57	۵	۷	Choose action Rename Copy	Survey se	ttings + Automated In	vitations
						# Delete			

Figure 3 Downloading a ZIP file of consent form

c. Customizing texts

You should edit your study specific languages and delete unnecessary paragraphs from the provided template in REDCap Online Designer.



Figure 4. Descriptive text field



5. Uploading image of document

Instead of adding texts in Filed Label, a pdf or other image file can be uploaded up to 10Mb using Descriptive Text field type.

You may add a new project field to this data collection instrument by completing bottom. When you add a new field, it will be added to the form on this page. For you may view the Ell <u>Field Types video (4 min)</u> . Field Type: Descriptive Text (with optional Image/Vide)/.	the fields below and clicking the Save button at the an overview of the different field types available,
Question Number (optional) Displayed only on the survey page Field Label Use the Pich Text Editor 2	Variable Name (utilized in logic, calcs, and exports)
	How to use [+] Smart Variables Piping
Action Tags / Field Annotation (optional)	Optional file attachment, image, audio, or video: Embed an external video (provide video URL) ? e.g. https://youtube.com/watch?w=E1cCuWMupz0, http://example.com/wovie.mp4 Display format of video: Inline Inside pop - or -
Learn about @ Action Tags or using Field Annotation	Attach an image, file, or embedded audio O Upload file
	Display format of attachment on page:

Figure 5. Uploading a document of image

6. Survey page break

To display separate sections or paragraphs in different pages so that participants can move to the next pages instead of showing all in one screen requiring scrolls, add '*Begin new section*' field and select *Question Display Format as 'One section per page'* in *Survey settings*.

Add New	Field	
You may add bottom. Who you may view	i a new project field to this data collection instrument by completing en you add a new field, it will be added to the form on this page. For a w the IBI <u>Field Types video (4 min)</u> .	the fields below and clicking the Save b an overview of the different field types a
Field Type:	Select a Type of Field 🔻	
	Select a Type of Field	
	Text Box (Short Text, Number, Date/Time,)	
	Notes Box (Paragraph Text)	
	Calculated Field	
	Multiple Choice - Drop-down List (Single Answer)	
	Multiple Choice - Radio Buttons (Single Answer)	
	Checkboxes (Multiple Answers)	
	Yes - No	
	True - False	
	Signature (draw signature with mouse or finger)	
	File Upload (for users to upload files)	
	Slider / Visual Analog Scale	
	Descriptive Text (with optional Image/Video/Audio/File Attachment)	
_	Begin New Section (with optional text)	o a tentini joar anni toa minineea co ea

Figure 6. Adding a section header for page break

Figure 7. Survey Settings to show one section per page

E Question Numbering	Custom numbered 🔻	
For custom numbering, each question's number will be blank by default until manually added via the Online Designer or Data Dictionary.	Question numbers will not display correctly if us branching logic employed. Question auto numbe some of your survey questions use branching log	ing auto numbering if some questions have rring has been automatically disabled because zic.
🔜 Question Display Format	All on one page	•
One page or multiple pages? Section headers, which begin new sections on the instrument, will	All on one page	age
serve as the page break in a multi-page survey, in which each page will begin with a section header.	One section per page (multiple pages)	k button) on the survey page lous pages)
Allow participants to download a PDF of their responses at end of survey? Display a button for the participant to download a PDF file of their responses for the survey they just completed.	No This option will not be available if the Survey Aut is enabled. Also, if a field utilizes the @HIDDEN a ONte: Because the e-Consent Framework opti here will not be the full-length PDF but will be the questions and unselected choices.	o-continue or Survey Queue auto-start option ction tag, it will not be displayed in the PDF. on is enabled on this page, the PDF included 'compact' PDF, which omits unanswered
🖂 Survey-specific email invitation field	select a field 🔻	

7. Survey Settings

To enable e-consent features in REDCap, the form must be set up as a survey. Make sure to enable 'Use Survey in this project' option in Main Project Setting in Project Setup. Then, in Online Designer enable survey on the consent form. This default survey setting is already made in the e-consent template project, but when you add the consent form in other existing project enabling survey option will be needed.

Your study specific information and e-consent instructions including e-consent framework can be added and setup in Survey Settings at Online Designer. If you like to add study logo or IRB stamp, review Survey Design Options in Survey Settings.

	😤 Project Home 🛛 🖅 Project Setup 🕼 Online Designer 🚺 Data Dictionary 🖉 Codebook
Data Collection	Greate snapshot of instruments
 Survey Distribution Tools deta public survey link or build a participant list for invitume repondents Record Status Dashboard View data collection status of all records Add / Edit Records - create new records or edit/view existing ones 	Last snapshot: never Last snapshot: never The Online Designer will allow you to make project modifications to fields and data collection instruments very easily using only your web browser. NOTE: While in development status, all field changes will take effect immediately in real time. Data Collection Survey options:
Show data collection instruments	Instruments Survey Notifications V Import a new instrument rom the onical <u>ReDuals Stated Library</u> Upload or download Auto Invitations Upload instrument ZIP file from another project/user or <u>external libraries</u>
Alerts & Notifications Calendar	Instrument name Fields View Enabled as Instrument actions Survey-related options
 Data Exports, Reports, and Stats Data Import Tool Data Comparison Tool 	Elements and HIPAA drop in text 57 [2] Choose action Choose action (4) + Automated Invitations

Figure 8 Survey Setting for e-consent framework

Figure 9 e-Consent Framework

– and –	Auto-Archiver en	abled
D PDF Auto-Archiver	Auto-Archiver + e (includes end-of-si (includes end-of-si	-Consent Framework <u>What is the e-Consent Framework?</u> urvey certification & archival of PDF consent form)
Upon survey completion, a compact PDF copy of the survey response will be automatically stored in the	🛓 e-Consent Fra	mework Options:
project's File Repository, from which the archived PDFs can be downloaded at any time.	For e-Consent it is s (and date of birth in of their identity. Bel enter the current e- the fields below will form that the partic 'hard-copy' will be a	ometimes required to include the consenting participant's name some case) on the final consent form a sextra documentation ow you may select fields used to capture that info. You may also Consent version and e-Consent type for this form. The values fo be automatically inserted into the footer of the PDF consent ipant will review at the end the survey, after which that PDF rchived in the File Repository. <u>Read more</u>
	Allow e-Consent	responses to be edited by users?
	e-Consent version:	1 e.g., 4
	First name field:	select a field 🔻
	Last name field:	select a field 🔻
	Note: If you are using first/last name above	a single field to capture whole name, you may select it for either while leaving the other name field unselected.
	Optional fields (thes	e are not always necessary for e-Consent):
	e-Consent type:	e.g., Pediatric
	Date of birth field:	select a field 🔻
	Force signature field on the certification	d(s) to be erased if participant clicks Previous Page button while page?
	Select a field below th field, a signature field field. If any fields are survey where it asks t Page button, it will en field(s) again before c any fields below. You	at serves as a signature field in this survey. It could be a free-form tex or a number field (e.g., to collect a PNN), and it must be a <u>Bequired</u> selected below, then if the participant gets to the last page of the hen to certify their responses, if they then choose to click the Previou sase the value of these signature fields. Thus forcing them to sign the ompleting the survey. If you do not want this behavior, do not select may use up to five signature fields.
	Signature field #1:	select a field 🔻
	+ Coloct apothor sig	and the field

8. Sending consent form to participants

There are different options to send out the e-consent form to participants.

1) Using Public Survey Link

Public link is only available when the consent form is the first form in your REDCap project, and when the link needs to be sent to multiple people in one email message. So anyone who clicks the link can access the consent form for multiple times using the same link.

 A Project Home ·	되 Survey Distributio	n Tools		
Project status: Development				
Data Collection	Public Survey Link	Se Participant List	🚰 Survey Invitation Log	
 Survey Distribution Tools deta public survey link or build a participant list for inviting repondents Record Status Dashboard ver data collection status of all records Add / Edit Records create new records or edit/view existing ones Show data collection instruments 	Using a public survey link is survey link below to email it contains questions asking fc link for all participants, it alle necessary in some cases. To obtain the survey link, co client. Your email recipient(s	the simplest and fastes to your participants. Re r identifying data from wws for the possibility o oy the URL below and p) can then click the link	t way to collect responses for isponses will be collected ano the participant). NOTE: Since I f participants taking the surve aste it into the body of an em- to begin taking your survey.	your survey. You may obtain the nymously (unless the survey this method uses a single survey y multiple times, which may be ail message in your own email
Applications	Public Survey URL: https://	www.redcan.ibrn.uic.ec	U/SURVOVS/2s=WEPTAXONRT	fi.
Alerts & Notifications	Inteps//	www.reacap.imp.arc.ce		
Calendar Data Exports, Reports, and Stats Data Import Tool Data Comparison Tool Logging	Link Actions Open public survey		Link Customization	s
 Field Comment Log File Repository 	✤ Open public survey +	🕒 Log out	🖧 Create Custom Survey Lin	nk
💄 User Rights and 🚢 DAGs	🔤 Send me URL via ema	il	Set Embed Code	
Customize & Manage Locking/E-signatures Data Quality	Survey Access Code o	r 🎇 QR Code		

2) Using Survey Distribution Tool

When you have individual participant' email address the e-consent survey form can be sent to each participant using unique survey link so that the response status and follow-up can be done using the

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individually linked information. If there is a separate data entry form where the study participants' information including email address is entered by the study staffs, turn on the option 'Designate an Email field for sending survey invitations' in Project Setup. Then the participant list in survey distribution tool will automatically shows up all entered email address, and from there you can send the invitation.

Project Home · = Project Setup Codebook Project status: Development	Survey Distribution	Tools							
Data Collection 📃	𝔗 Public Survey Link	🔐 Participant List	Survey Invitation Log						
Survey Distribution Tools - Get a public survey link or build a participant list for inviting regondents Record Status Dashboard - View data collection status of all records Add / Edit Records	The Participant List option all It is also possible to identify a must first be enabled by click anonymous unless you 1) are	ows you to send a cu in individual's survey ing the 'Enable' butto using Participant Ide	stomized email to anyone in your l answers, if desired, by providing an l n in the table below). Note: All surve ntifiers or 2) have enabled the desig	ist and track w Identifier for ea y responses col nated email fiel	ho responds ch participan lected are co d for invitatio	to your su It (this featu Insidered Ions. <u>More c</u>	urvey. ure details		
Create new records or edit/view existing ones	Participant List belonging	to [Initial survey] "Bi	ological_Consent_Template with Additio	nal Eleme 🔻			Rem	ove all partic	ipants
Applications	Displaying 1 - 4 ▼ of 4	Add participant	s Compose Survey Invitations					🗷 Expo	rt list
 ▲ Alerts & Notifications 	Email	Record	Participant Identifier	Responded?	Invitation Scheduled?	Invitation Sent?	Link	Survey Access Code and QR Code	
Data Exports, Reports, and Stats Data Impact Tag	[No email listed]			0	-		60		
Data Import Tool Z Data Comparison Tool	[No email listed]			۷				-	
Logging	[No email listed]			۷	-		-	-	
Se Field Comment Log	[No email listed]						69		
File Repository									

3) Using data entry form (Add/Edit Records)

When the study participants are unable to send the consent form by themselves or don't have email address available the study staff should open the e-consent form on their device and let them fill out the form. When the public survey link is not available and(or) the participant's information is already entered in the other form, the study staff can create a new record or open an existing record to go the survey page linked to the record. If you don't see Survey Options in data entry form, click 'Save and Stay'.

	Biological Consent Template with Additional Elements	and HIPAA drop in t	ext
Data Collection	8		
Survey Distribution Tools		Invitation status: M	Survey options
 Get a public survey link or build a participant list for inviting respondents 	Editing existing Record ID 4		🏟 Open survey
III Record Status Dashboard		4	🕒 Log out + 衿 Open survey
- View data collection status of all records Add / Edit Records	Record ID	To rename the record, see the re Record Home Page.	🖂 Compose survey invitation
- Create new records or edit/view existing ones	Health & Biological Sciences Research Consent form template – 11/01/19 Delete this instruction box by clicking the red X.		会 Survey Access Code and 聰 OR Code
Data Collection Instruments:	Instructions		Dist
Lock all instruments	 Lex in the solution of the section are in [brackets]. Delete guidelines. Instructions and/or information for the section are in [brackets]. Delete guidelines arrows and italicities. 	ete the directions and corrected text before finalizing the	esponding text as applicable
	 Suggested text is often included in the guidelines. Suggested text is p Text and text not being included in the consent before finalizing the 	preceded by <u>*Suggested Te</u>	he document. e <u>xt*</u> tag. Delete <u>*Suggested</u>
Alerts & Notifications	 Suggested text is often included in the guidelines. Suggested text is <u>Text*</u> and text not being included in the consent before finalizing the 6. Additional language that may be required based on your research put 6. Additional language that may be required based on your research put 6. Additional language that may be required based on your research put 6. Additional language that may be required based on your research put 6. Additional language that may be required based on your research put 6. Additional language that may be required based on your research put 6. Additional language that may be required based on your research put 6. Additional language that may be required based on your research put 6. Additional language that may be required based on your research put 6. Additional language that may be required based on your research put 6. Additional language that may be required based on your research put 6. Additional language that may be required based on your research put 6. Additional language that may be required based on your research put 6. Additional language that may be required based on your research put 6. Additional language that may be required based on your research put 6. Additional language that may be required based on your research put 6. Additional language that may be required based on your research put 6. Additional language that may be required based on your research put 6. Additional language that may be required based on your research put 6. Additional language that may be required based on your research put 6. Additional language that may be required based on your research put 6. Additional language that may be required based on your research put 6. Additional language that may be required based on your research put 6. Additional language that may be required based on your research put 6. Additional language that may be required based on your research put 6. Additional language that may be required based on your research put 6. Additional la	preceded by *Suggested Te e document. roposal can be found in th	he document. ext* tag. Delete *Suggested e Additional Informed
Alerts & Notifications	 Suggested text is often included in the guidelines. Suggested text is p <u>Text</u> and text not being included in the guidelines. Suggested text is p <u>Text</u> and text not being included in the consent before finalizing the 6. Additional language that may be required based on your research pu <u>Consent Template Language</u> document. 	oreceded by * <u>Suggested Te</u> e document. roposal can be found in th	e <u>Additional Informed</u>
A Alerts & Notifications C Alerts & Notifications D Data Exports, Reports, and Stats D Data Exports Tool	 Suggested text is often included in the guidelines. Suggested text is p <u>Text</u> and text not being included in the consent before finalizing the 6. Additional language that may be required based on your research pr <u>Consent Template Language</u> document. 	e document. oposal can be found in th (UIC) and/or	e <u>Additional Informed</u>
Alerts & Notifications Calendar Calendar Data Exports, Reports, and Stats Data Import Tool Ada Amarison Tool	 Stoggested text is often included in the guidelines. Suggested text is prevention of the state o	e document. e document. roposal can be found in th (UIC) and/or ences System (UI Health)	e Additional Informed
Alerts & Notifications Alerts & Notifications Calendar Data Exports, Reports, and Stats Data Import Tool Zoata Comparison Tool Logging	• Order Market & Bernelle Derker Barten & Breiter & Bernelle	preceded by <u>Suggested Tr</u> e document. roposal can be found in th (UIC) and/or ences System (UI Health) <i>pl/(coble)</i> , and Authorizat	e Additional Informed
Alerts & Notifications Calendar Data Exports, Reports, and Stats Data Import Tool Logging Field Comment Log	Sougested text is often included in the guidelines. Suggested text is j <u>Text</u> and text not being included in the guidelines. Suggested text is j <u>Text</u> and text not being included in the consent before finalizing the 6. Additional language that may be required based on your research pri <u>Consent Template Language</u> document. University of Illinois at Chicago University of Illinois Hospital & Health Sci Research Information and Consent [Parental Permission delete if not ap for Participation in Biomedic Insert Study Title	oreceded by <u>Suggested T</u> e document. oposal can be found in th (UIC) and/or ences System (UI Health) p/icob/e], and Authorizat al Research	e <u>Additional Informed</u>
Alerts & Notifications Calendar Calendar Calata Exports, Reports, and Stats Data Import Tool T Data Comparison Tool Logging Field Comment Log File Repository	 Soggested text is often included in the guidelines. Suggested text is j <u>Text</u> and text not being included in the guidelines. Suggested text is j <u>Text</u> and text not being included in the consent before finalizing the 6. Additional language that may be required based on your research pu- <u>Consent Template Language</u> document. University of Illinois at Chicago University of Illinois hospital & Health Sci Research Information and Consent [Parental Permission delete if not ap for Participation in Biomedic. [Insert Study Title] 	spreceded by <u>Suggested 1</u> e document. oposal can be found in th (UIC) and/or ences System (UI Health) <u>and Authorizati</u> al Research	e <u>Additional Informed</u>

Figure 10. Open survey from data entry form (Add/Edit Records)

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9. Study participants will look at the option to download the signed consent form in pdf. When e-consent frame work is setup, at the end of consent form participant will be asked to certify the information before submitting. Downloading option is given as marked in the image below.



Figure 11. Consent form submission page

10. Archive of pdf consent forms

Submitted consent form will be archived in File Repository \rightarrow PDF Survey Archive so that the study team with given access right can view and download when it is needed.

Data Collection Survey Distribution Tools - Get a public survey link or build a participa inviting respondents	nt list for	er, or you m ata and synt	ay download previously up	ploaded files i	n the file list belo	<i>w</i> . Whenever a c	lata export is	perfor	mod the
 Survey Distribution Tools Get a public survey link or build a participation inviting respondents 	nt list for	ata anu synt		0				perior	meu, me
 Get a public survey link or build a participa inviting respondents 	nt list for 😕 Us		ax mes are stored here also						
		er Files	🕝 Data Export Files	🔓 PDF Su	rvey Archive	Ø Upload N	ew File		
Record Status Dashboard									
- View data collection status of all records	Displayed b	oelow are PD	F files that have been auto	omatically cap	tured and stored	by the PDF Auto	-Archiver se	ting, w	hich has been
Add / Edit Records	enabled by	one or mor	e surveys on their Survey S	Settings page.	Only users with '	ull data set' dat	a export priv	ileges v	will be able to
 Create new records or edit/view existing or 	download t	he archived	files. Note: The PDFs below	w are archived	l when a participa	nt completes a	survey, whic	i mean	s they might b
Show data collection instruments	different fr	om other do	wnloadable PDFs in the pr	roject that are	generated on der	mand using the	current data		
Applications									
	Show 10	 entries 					S	arch	
Alerts & Notifications	Show 10	▼ entries		A			S	arch	A
 Alerts & Notifications Calendar 	Show 10	entries Record		¢	dentifier (Name	DOB) IP Addre	Si Versi	arch	Downloa
 Alerts & Notifications Calendar Data Exports, Reports, and Stats 	Show 10	entries Record	d Survey	\$	ldentifier (Name,	DOB) IP Addre	ss Versi	arch arch Ty	pe Downloa
 Alerts & Notifications Calendar Data Exports, Reports, and Stats Data Import Tool 	Show 10	entries Record	Survey	÷	ldentifier (Name,	DOB) IP Addre	ss Versi	arch n Ty	pe Downloa
 Alerts & Notifications Calendar Data Exports, Reports, and Stats Data Import Tool Data Comparison Tool 	Show 10 Show 10 Completion Time 04/24/20	entries Record 20	Biological_Consent_Ter	mplate	Identifier (Name,	DOB) IP Addre	Siss Versio	arch n Ty	pe Downloa
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11. Setting up User Rights

The study team members should have corresponding access right on your e-consent form project in User Rights. The user who has the access to 'User Rights' must add other users and set up their access level.

Expiration Date	(M/D/Y)	Data Entry Rights 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.
Highest level privileges: ☐ Project Design and Setup ▲ User Rights ▲ Data Access Groups	0 0	No Read View Access Only & Edit Edit survey responses Biological_Consent_Template Image: Consent and
Provieges for data exports (includi Provises for data exports (includi Proofs, and datas): B Data Exports * D-ackentide means that all free-form tack fleds will be removed, as well as any date/time fields and Identifier fields. Add/Edit/Organize Reports Also allows user to view ALL reports (but no hecessanity all data in the reports) must sate & Charts Other privileges: Survey Distribution Tools © Calendar D Data Import Tool	PUPs and API exports). No Access De-Identified* Remove all tagged Identifier fields Full Data Set	HTPAA drop in text (survey) External Modules: Configuration Permissions Privileges may be defined regarding whether the user can set or modify the configuration of an External Module that has been used to be the set of
 ∠ Data Comparison Tool ↓ Logging ► File Repository ♦ Data Quality What is Data Quality2 	Create & edit rules Execute rules	