

REDCap – Data Access Groups (DAG)

Data Access Groups (DAGs) restrict viewing of data within a database. A typical use of DAGs 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.

- To create a Data Access Group, go to the *User Rights* application and then click on the “Data Access Groups” tab.
- Enter the Group Name and select ‘Add Group.’
- The Group Name will then appear in the Data Access Groups table. You can add as many DAGs as needed.



 [VIDEO: How to use Data Access Groups](#)

Access to certain project records may be limited by using Data Access Groups, in which only users within a given Data Access Group can access records created by users within that group. This may be useful in the case of a multi-site or multi-group project that requires that groups not be able to access another group's data.

Below you can create Data Access Groups for this project and afterward assign any current user to that group. You may delete the group at any time, if you wish. To rename an existing Data Access Group, simply click the group name in the table below and type the new name. You may assign a user to a Data Access Group by selecting the username and group name below and then clicking the 'Assign' button. Once assigned to a Data Access Group, the user will be able to see ONLY the project records created by themselves and others in that group. This includes being able to view records on data entry forms, in reports, and in exported data sets. Users can be un-assigned from a group by selecting the user name and selecting 'No Assignment'.

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



Assign user to a group: Users may be assigned to any data access group.

 Assign user to



Data Access Groups	Users in group	Number of records in group	Unique group name (auto-generated)	Delete group?
Test Group A		0	test_group_a	
[Not assigned to a group]	mahankin (Meredith Hankins) * Can view ALL records	3		

Adding a user to a DAG:

- All users must first be added to the project on the *User Rights* page. Once the users have been added to the project, you can then assign them to a Data Access Group. To assign a user, navigate back to the “Data Access Groups” tab and click on the dropdown beside ‘Assign User.’ Select the appropriate username and then select the appropriate Data Access Group from the next dropdown list. Then click on “Assign.”
- The username will then appear within the ‘Users in group’ column of the Data Access Group table.

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

Enter new group name

Assign user to a group: Users may be assigned to any data access group.

Assign user to

Data Access Groups	Users in group	Number of records in group	Unique group name (auto-generated)	Delete group?
Test Group A	mharbour (Mary Beth Barrack)	0	test_group_a	X
[Not assigned to a group]	mahankin (Meredith Hankins) * Can view ALL records	3		

- If you are a Data Access Group member and are creating a record, the record will automatically be assigned to your Group.
- If you are a Global User (i.e., you are not assigned to a DAG) and are creating a record but need to add that record to a Data Access Group, select the group from the 'Assign a record to a Data Access Group?' dropdown list. Complete the record information and click 'Save Record.'

Basic Demography Form

Assign record to a Data Access Group? -- select a group --

Adding new Study ID 557

Study ID 557

Contact Information

First Name

Last Name

-- select a group --
[No Assignment]
Ashburton

Additional Information:

- Any user not assigned to a group has global access within the project. This type of unassigned user can access all records in the project.
 - Global Access User - To see a list of the records within a Data Access Group, navigate to the Record Status Dashboard. Select a group from the dropdown list for 'Displaying Data Access Group.' The Dashboard will reflect only those records within the specified Data Access Group.
 - Group Member - If you are a DAG group member, the records on this page will include only those within the group you are assigned.
- Record creation:

If the project has record auto-numbering enabled, then when a DAG member creates a record, a unique DAG ID is prepended to the record number.

 - In the example below, records 1-6 were created by a Global Access User.
 - A DAG member of Test Group A created the bottom two records. Notice on the Global Access record list that those records have a unique ID appended to the record ID as compared to the records entered by the Global Access User.

- The DAG member can only see records that were created by him/herself, records that were created by other members of the same DAG, or records that were created by the Global Access User AND were assign to his/her DAG.
- The Global Access User can see ALL project records, regardless of DAG.

Displaying Data Access Group **-- ALL --** ▼
 Displaying record "1" through "122-2" ▼ of 8 records

Displaying Data Access Group **Test Group A** ▼
 Displaying record "122-1" through "122-2" ▼ of 2 records

Displaying: Instrument status only | [Lock status only](#) |

Record ID	My First Instrument	My Second Instrument
1	✔	✔
2	✔	✔
3	✔	○
4	●	●
5	●	○
6	●	●
122-1	●	●
122-2	●	●

Displaying: Instrument status only | [Lock status only](#) |

Record ID	My First Instrument	My Second Instrument
122-1	●	●
122-2	●	●

- As noted above, Global Access Users can manually assign a record to a Data Access Group.
 - To assign a record, open the record’s instrument and select the DAG in the top right corner.
 - The record ID will remain the same. However, the Global Access User can change the record ID to add the prepended Data Access Group ID. Note: The Global Access User must have the appropriate user rights to “Rename Records” in order to change the record ID.
 - A Data Access Group ID is created for each group. Ensure the correct prepended ID is used when editing the record ID.

Record Home Page

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.

Choose action for record ▼

- Download PDF of record data for all instruments
- Download PDF of record data for all instruments (compact)
- Lock all instruments across all events
- Unlock all instruments across all events
- Assign to Data Access Group
- Rename record
- Delete record (all forms)

Legend for status icons:

-  Incomplete  Incomplete (no data saved) ?
-  Unverified
-  Complete

Rename record "557"



Rename record "**557**" to the following record name:

122-7|

Rename record

Cancel