

Frequently Asked Question (FAQ) Library

What are Data Access Groups? How do I make one?

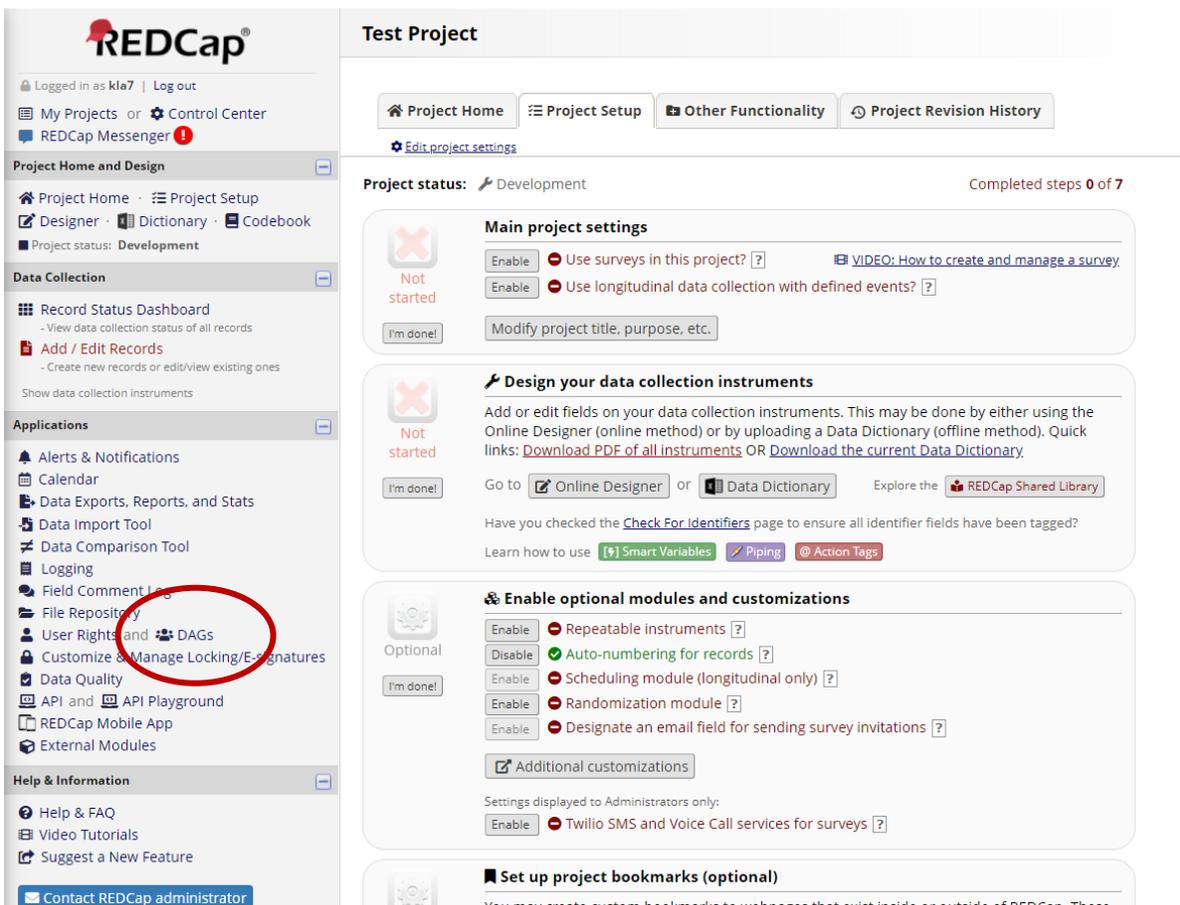
A Data Access Group (DAG) allows you to provide user rights and access to specific sets of records that are entered in your project. To learn about user rights options, refer to [FAQ: USER RIGHTS](#). A typical use of a DAG is a multi-site study where people at one site should not be able to access data entered by a group of users from another site.

When using DAGs:

- Users assigned to a DAG can only access records created by them or other users in their group.
- Users who are not assigned to a DAG will have access to all records.
- Users cannot be assigned to multiple DAGs.

Follow the steps below to create and assign users to a DAG.

1. To create a DAG, open your project and select “**DAGs**” found in the left-hand navigation bar under the **Applications** section.

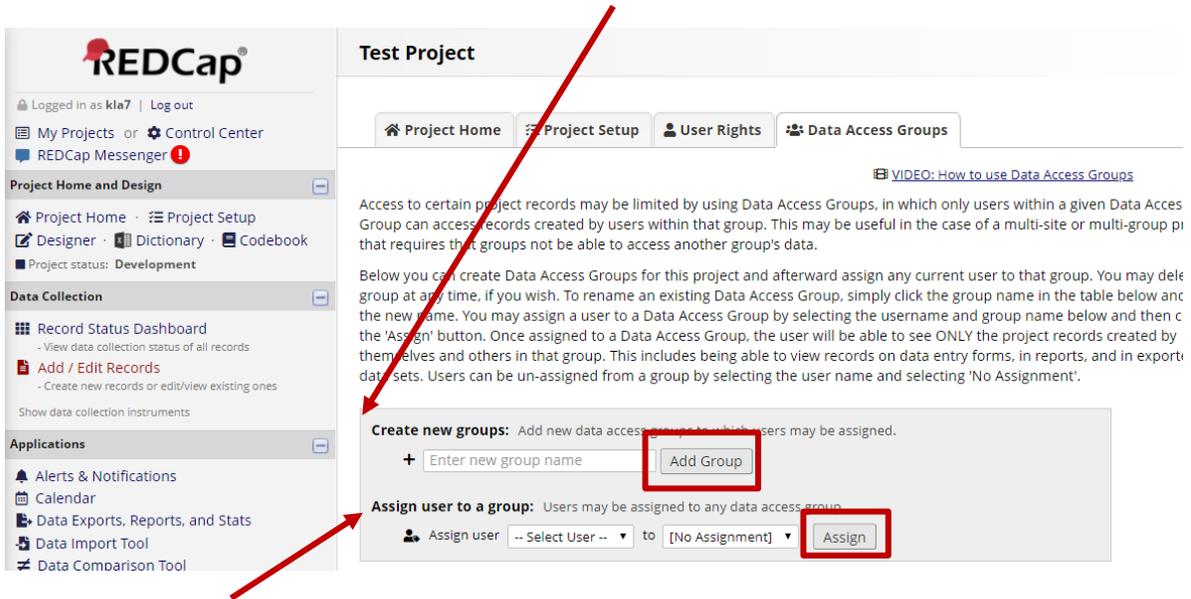


The screenshot shows the REDCap interface for a 'Test Project'. The left-hand navigation bar is visible, with 'DAGs' highlighted in red. The main content area shows various project settings sections:

- Main project settings:** Includes options to 'Enable' or 'Disable' surveys in this project and longitudinal data collection with defined events. A video link 'VIDEO: How to create and manage a survey' is provided.
- Design your data collection instruments:** Includes instructions on adding fields to data collection instruments, with links to 'Download PDF of all Instruments' and 'Download the current Data Dictionary'. It also includes a 'Check For Identifiers' page link and a 'REDCap Shared Library' link.
- Enable optional modules and customizations:** Includes options to 'Enable' or 'Disable' various modules like 'Repeatable instruments', 'Auto-numbering for records', 'Scheduling module', 'Randomization module', and 'Designate an email field for sending survey invitations'. It also includes a link for 'Additional customizations'.
- Set up project bookmarks (optional):** Includes instructions on creating custom bookmarks to webpages that exist inside or outside of REDCap.

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- Enter the DAG name in the box found under 'Create new groups' and then click 'Add Group'. It is best to keep the DAG group name short.



The screenshot shows the REDCap interface for a 'Test Project'. The left sidebar contains navigation options like 'Project Home and Design', 'Data Collection', and 'Applications'. The main content area is titled 'Data Access Groups' and includes a video link 'VIDEO: How to use Data Access Groups'. Below the video, there are two sections: 'Create new groups' and 'Assign user to a group'. In the 'Create new groups' section, there is a text input field 'Enter new group name' and an 'Add Group' button. In the 'Assign user to a group' section, there is a dropdown menu 'Assign user', a 'to' dropdown menu, and an 'Assign' button. Red arrows point to the 'Add Group' and 'Assign' buttons.

- To assign users to a DAG, select the person found in the 'Assign user' box. Choose the DAG then click 'Assign'.

Notes:

Record ID's and DAGs

If auto-numbering is enabled with DAGs, record IDs will be generated in the format
DAG # - Record #.

Data Imports and DAGs

When importing data into project that uses Data Access Groups, you must include a column that specifies the Data Access Group (DAG) name for each record.

Please refer to the [FAQ: Import Data](#).