

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 <u>not</u> assigned to a DAG will have access to <u>all</u> 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.

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Logged in as kla7 Log out My Projects or Control Center REDCap Messenger	
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 A Project Home · ≅ Project Setup C Designer · Dictionary · Codebook Project status: Development 	Project status:
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Record Status Dashboard - View data collection status of all records Add / Edit Records - Create new records or edit/View existing ones	Im donel Modify project title, purpose, etc.
Show data collection instruments	Design your data collection instruments
Alerts & Notifications	Add or edit fields on your data collection instruments. This may be done by either using the Not Online Designer (online method) or by uploading a Data Dictionary (offline method). Quick Iinks: Download PDF of all instruments OR Download the current Data Dictionary
 Calendar Data Exports, Reports, and Stats Data Import Tool Data Comparison Tool Logging 	I'm done! Go to Contine Designer Or Data Dictionary Explore the REDCap Shared Library Have you checked the <u>Check For Identifiers</u> page to ensure all identifier fields have been tagged? Learn how to use Smart Variables Piping Action Tags
Field Comment Leg	& Enable optional modules and customizations
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Help & Information 📃	Auditional customizations
 e Help & FAQ e Video Tutorials 	Settings displayed to Administrators only: Enable Twilio SMS and Voice Call services for surveys ?
C Suggest a New Feature	Set up project bookmarks (optional)
Contact REDCap administrator	You may create custom bookmarks to webpages that exist inside or outside of REDCap. These

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2. 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.

REDCap	Test Project		
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 My Projects or Control Center REDCap Messenger 	A Project Home Project Setup Luser Rights La Access Groups		
Project Home and Design	■ <u>VIDEO: How to use Data Access Groups</u>		
 ☆ Project Home · ☵ Project Setup ☞ Designer · ⓓ Dictionary · ■ Codebook ■ Project status: Development 	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 pr 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 dele		
Data Collection	group at any time, if you wish. To rename an existing Data Access Group, simply click the group name in the table below and		
Record Status Dashboard -View data collection status of all records Add / Edit Records -Create new records or edit/view existing ones Show data collection instruments	the new name. You may assign a user to a Data Access Group by selecting the username and group name below and then c the 'Assign' button. Once assigned to a Data Access Group, the user will be able to see ONLY the project records created by them elves and others in that group. This includes being able to view records on data entry forms, in reports, and in exporte dat sets. Users can be un-assigned from a group by selecting the user name and selecting 'No Assignment'.		
Applications	Create new groups: Add new data access groups to which sers may be assigned.		
 ▲ Alerts & Notifications ▲ Calendar ▲ Data Exports, Reports, and Stats ▲ Data Import Tool ✓ Data Comparison Tool 	+ Enter new group name I Add Group Assign user to a group: Users may be assigned to any data access group ▲ Assign user - Select User ▼ to [No Assignment]		

3. 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.

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