

## Frequently Asked Question (FAQ) Library

### *How do I enter data into an incomplete survey?*

*A participant submitted a partially completed questionnaire and I plan to collect the missing data over the phone.*

To enter data on a submitted survey, you will need to be assigned the **Edit survey responses** privileges in your user rights. Please see [FAQ: USER RIGHTS](#). If you do not have data entry privileges, ask your Project Administrator (e.g. data manager) to enable the privileges for you.

Data Entry Rights				
<i>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.</i>				
	No Access	Read Only	View & Edit	Edit survey responses
Demographics (survey)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
Test (survey)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
Screening Enrollment Form (survey)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>

1. If 'Edit survey responses' user rights are enabled, you will see an 'Edit Response' option at the top of the screen when you open the survey. Clicking on this will allow you to edit survey responses and change the completion status.



2. After edit response is enabled, you can enter data on the form.
3. When the data entry is completed, it is important to mark the survey as completed. Click 'Save and Mark Survey as Complete'.

