REDCap
Research Electronic Data Capture
How to Enable Survey Notifications

Survey notifications can be used if you or other users wish to be notified via email every time a participant completes a survey. Please note: The notification email message you receive from REDCap is hardcoded and cannot be changed.

To activate Survey Notifications, navigate to Online Designer and click the Survey Notifications icon that is located above your data collection instruments.

Use the drop down underneath the "Recipient Email Address" column and select each user who would like to be notified for each specific survey. Once you have selected an email address, the Notifications Enabled icon will turn green.

If you would like to remove a user as a recipient for the survey notifications, change their email drop-down option to 'not selected', after which they will no longer receive notification emails for that survey.

Example of survey notification email:

[REDCap] Survey completed: "My First Survey"

Hoitenga, Jennifer, A

Sent: Wed 12/30/2015 2:51 PM
To: Hoitenga, Jennifer, A

[This message was automatically generated by REDCap]

A respondent completed your survey titled **"My First Survey"** on 12/30/2015 2:50pm. You may view their responses here.

If you no longer wish to receive email confirmations triggered by survey responses, simply uncheck the checkbox for your user name for this survey in the Notifications pop-up on the Online Designer page, if you have privileges to access that page.