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**REDCap: Recommended User Roles**

This page provides recommended REDCap access for users of a REDCap project. This access can be set individually or for multiple users by the creation of user roles. To learn how to setup a user role in SMPH REDCap, please see User Rights Management.

| Recommended REDCap Access based on Role  **REDCap Project Role** | | **Principal Investigator** | **Data Monitor** | **Project Coordinator** | **Data Coordinator** | **Statistician** | **Project Staff** | **Read Only** | **Data Entry** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Highest Level Privileges** | | | | | | | | | |
| **Project Design and Setup** | | Yes |  | Yes |  |  |  |  |  |
| **User Rights - Full Access** | | Yes |  | Yes |  |  |  |  |  |
| **User Rights - Read Only** | |  | Yes |  | Yes | Yes | Yes | Yes | Yes |
| **Data Access Groups** (If applicable) | | Yes |  | Yes |  |  |  |  |  |
| **Privileges for data exports (including PDFs and API exports), reports, and stats** | | | | | | | | | |
| **Data Exports** (select one) | ***No Access*** |  |  |  |  |  |  | Yes | Yes |
| ***De-Identified*** |  | Yes |  |  | Yes | Yes |  |  |
| ***Remove Identifiers*** |  |  |  |  | Yes | Yes |  |  |
| ***Full Data Set*** | Yes |  | Yes | Yes |  |  |  |  |
| **Add / Edit Reports** | | Yes | Yes | Yes | Yes |  | Yes | Yes | Yes |
| **Stats & Charts** | | Yes |  | Yes | Yes | Yes | Yes | Yes |  |
| **Other Privileges** | | | | | | | | | |
| **Survey Distribution Tools** | | Yes |  | Yes |  |  | Yes |  |  |
| **Alerts & Notifications** | | Yes |  | Yes |  |  |  |  |  |
| **Calendar** | | Yes |  | Yes |  |  | Yes |  |  |
| **Data Import Tool** | | Yes |  | Yes | Yes |  | Yes |  |  |
| **Data Comparison Tool** | | Yes |  | Yes | Yes |  |  |  |  |
| **Logging** | | Yes |  | Yes | Yes |  |  |  |  |
| **File Repository** | | Yes | Yes | Yes |  |  | Yes |  |  |
| **Data Quality** | ***Create & Edit Rules*** | Yes | Yes | Yes | Yes | Yes |  |  |  |
| ***Execute Rules*** | Yes | Yes | Yes | Yes | Yes |  |  |  |
| **API** | ***API Export*** | Yes |  | Yes |  |  |  |  |  |
| ***API Import / Update*** | Yes |  | Yes |  |  |  |  |  |
| **Settings pertaining to project records** | | | | | | | | | |
| **Create Records** | | Yes |  | Yes | Yes |  | Yes |  | Yes |
| **Rename Records** | | Yes |  | Yes | Yes |  |  |  |  |
| **Delete Records** | | Yes |  | Yes | Yes |  |  |  |  |
| **Settings pertaining to record locking and E-signatures** | | | | | | | | | |
| **Record Locking Customization** | | Yes | Yes | Yes |  |  |  |  |  |
| **Lock / Unlock Records** | ***Disabled*** |  |  |  |  | Yes | Yes | Yes | Yes |
| ***Locking / Unlocking*** | Yes | Yes | Yes |  |  |  |  |  |
| ***Lock / Unlock with E-sign*** | Yes | Yes | Yes |  |  |  |  |  |
| **Allow locking of all forms at once for a given record** | | Yes | Yes | Yes | Yes | Yes |  |  |  |
| **Data Entry Rights** - Specific to each Instrument | | | | | | | | | |
| **Data Entry Rights** | ***No Access*** | *Recommended when a person should not access PHI fields. We recommend moving all PHI fields to a single instrument and setting 'No Access' for that individual.* | | | | | | | |
| ***Read Only*** |  | Yes |  |  | Yes |  | Yes |  |
| ***View & Edit*** | Yes |  | Yes | Yes |  | Yes |  | Yes |
| **Edit Survey Responses** | | Yes |  | Yes | Yes |  |  |  |  |