

# REDCap

Ajouter un utilisateur à son projet REDCap ICM



**Institut  
du Cerveau**

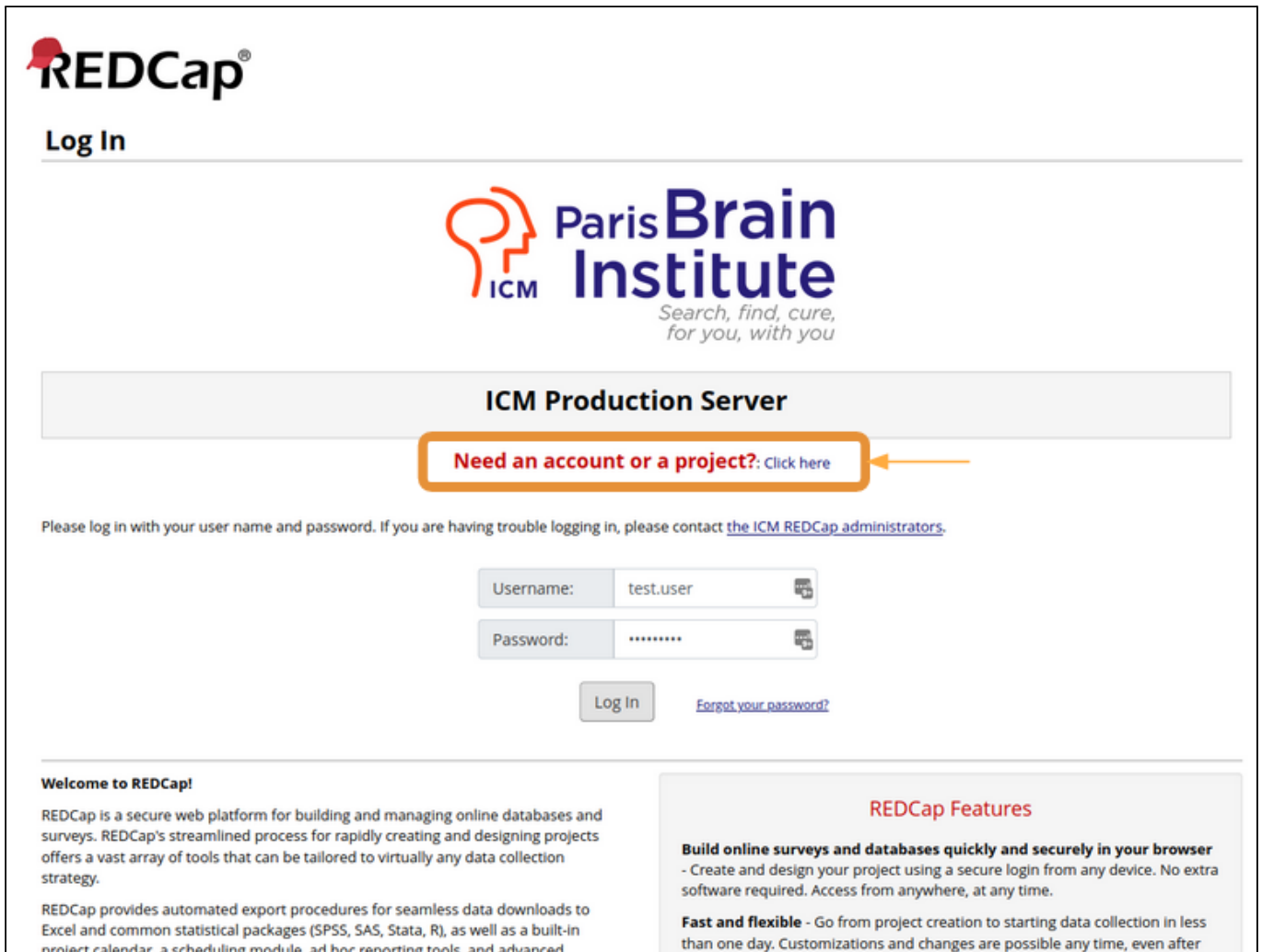
*Chercher, trouver, guérir,  
pour vous & avec vous*

Est-ce que l'utilisateur a déjà un compte REDCap **sur le serveur où est mon projet** ? (Bien vérifier l'URL, car nous avons plusieurs REDCap indépendants)

- **Testing & Training** : <https://redcap-icm-staging.icm-institute.org/>
- **Production** for ICM : <https://redcap-icm.icm-institute.org/>
- **Production** for CIC : <https://redcap-cic.icm-institute.org/>

### 1.1 - Si non, pas de compte

Accéder au REDCap (ICM, CIC ou autre ) et accéder au questionnaire de demande de compte (ICM : <https://redcap-icm.icm-institute.org/surveys/?s=AK8LL7FTCA>).



The screenshot shows the login interface for the REDCap ICM Production Server. At the top left is the REDCap logo. Below it is a 'Log In' link. The main header features the Paris Brain Institute logo with the tagline 'Search, find, cure, for you, with you'. A grey bar below the header reads 'ICM Production Server'. A prominent orange box with a yellow arrow pointing to it contains the text 'Need an account or a project?: Click here'. Below this, a message states: 'Please log in with your user name and password. If you are having trouble logging in, please contact [the ICM REDCap administrators](#).' The login form includes fields for 'Username:' (containing 'test.user') and 'Password:' (containing '\*\*\*\*\*'), both with eye icons for toggling visibility. Below the fields are 'Log In' and 'Forgot your password?' buttons. The footer is divided into two sections: 'Welcome to REDCap!' on the left, which describes the platform's capabilities, and 'REDCap Features' on the right, which lists 'Build online surveys and databases quickly and securely in your browser' and 'Fast and flexible'.

## 1.2 - Remplir ou faire remplir ce questionnaire pour le compte en question.



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et de la Moelle épinière

**Access request ICM REDCAP**

If you encounter any issue, please create a ticket category 05.2 REDCap :  
[https://sav-nosso.icm-institute.org/front/helpdesk.public.php?create\\_ticket=1](https://sav-nosso.icm-institute.org/front/helpdesk.public.php?create_ticket=1)

In case of any difficulties creating a ticket, and as a last resort, please send an email to :  
[neuroinformatics-dev@icm-institute.org](mailto:neuroinformatics-dev@icm-institute.org)

**Type of request**

**Date**  D-M-Y

**Requests**

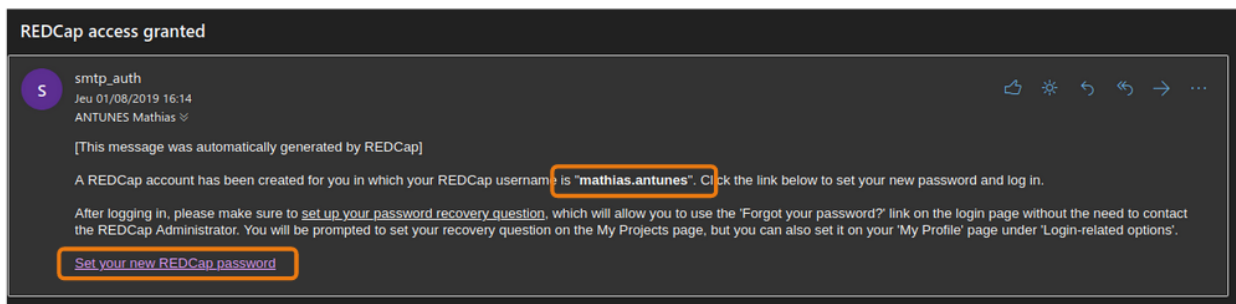
- ☒ Request an account
- ☐ Create / Design a new project
- ☐ Other

Please complete this questionnaire and sign the charter of use below.

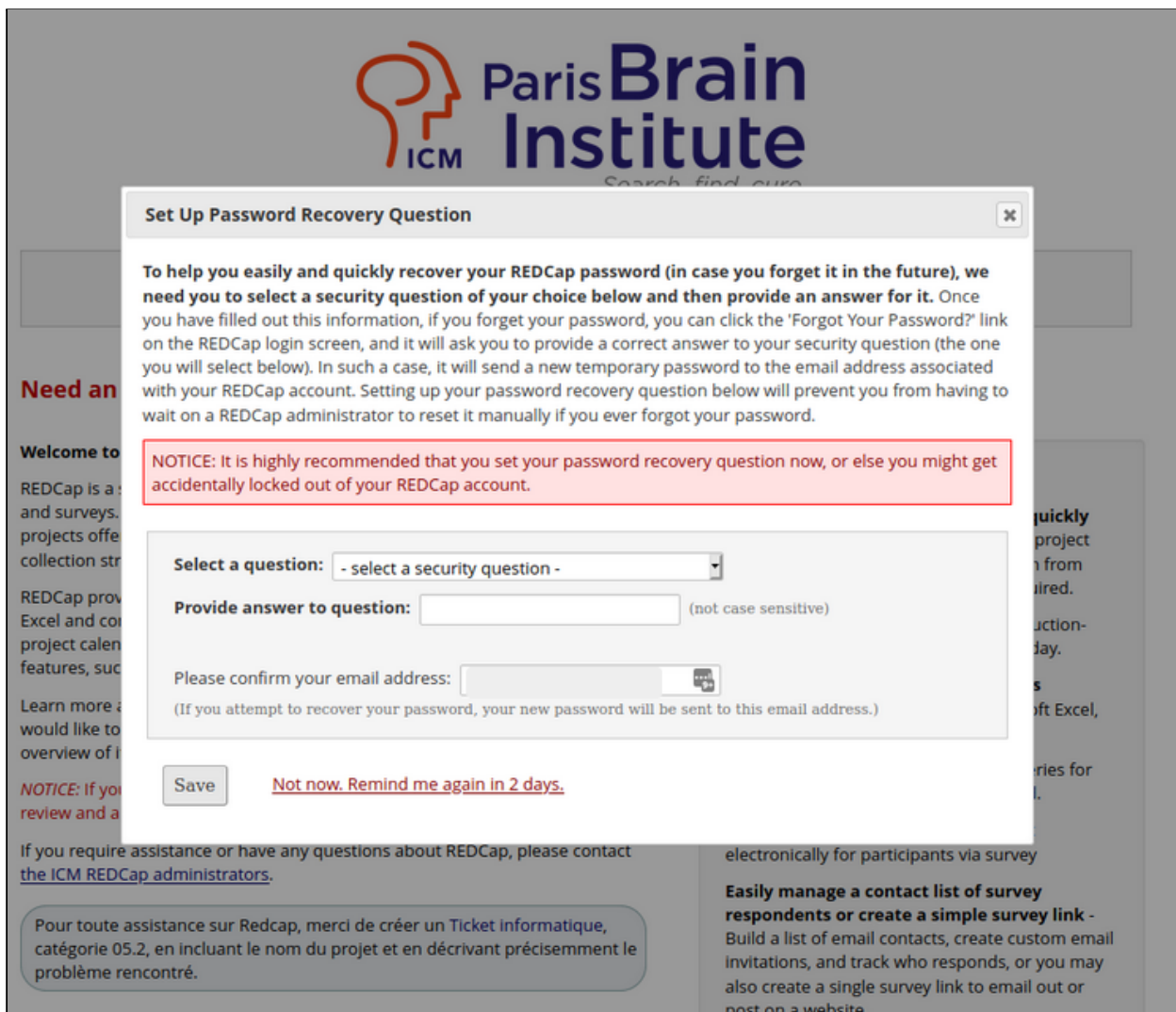
**First Name**   
\* must provide value ex: Marie

**Last Name**   
\* must provide value ex: Dupont

### 1.3 - L'utilisateur va recevoir un mail pour créer son mot de passe



### 1.4 - Penser à répondre à la question secrète de REDCap pour pouvoir utiliser la fonction "Mot de passe oublié" !



The screenshot shows the 'Set Up Password Recovery Question' dialog box. It contains the following text: 'To help you easily and quickly recover your REDCap password (in case you forget it in the future), we need you to select a security question of your choice below and then provide an answer for it. Once you have filled out this information, if you forget your password, you can click the "Forgot Your Password?" link on the REDCap login screen, and it will ask you to provide a correct answer to your security question (the one you will select below). In such a case, it will send a new temporary password to the email address associated with your REDCap account. Setting up your password recovery question below will prevent you from having to wait on a REDCap administrator to reset it manually if you ever forgot your password.'

A red box highlights a notice: 'NOTICE: It is highly recommended that you set your password recovery question now, or else you might get accidentally locked out of your REDCap account.'

The form includes the following fields:

- Select a question:** A dropdown menu with the option '- select a security question -'.
- Provide answer to question:** A text input field with the note '(not case sensitive)'.
- Please confirm your email address:** A text input field with a small icon of an envelope.

Below the fields, there is a 'Save' button and a link: 'Not now. Remind me again in 2 days.'

At the bottom left, there is a note: 'If you require assistance or have any questions about REDCap, please contact the ICM REDCap administrators.' Below this, a box says: 'Pour toute assistance sur Redcap, merci de créer un [Ticket informatique](#), catégorie 05.2, en incluant le nom du projet et en décrivant précisément le problème rencontré.'

At the bottom right, there is a section titled 'Easily manage a contact list of survey respondents or create a simple survey link - Build a list of email contacts, create custom email invitations, and track who responds, or you may also create a single survey link to email out or post on a website.'


## 2.1 - Si oui, déjà un compte (ou une fois le compte créé)

Accéder à votre projet et l'ajouter dans 'Droit des utilisateurs'


Rechercher par Nom ou Prénom ou Nom d'utilisateur (Pas par mail)

?


**Ajouter de nouveaux utilisateurs :** Donnez-leur des droits personnalisés ou attribuez-leur un rôle.



— OU —



**Créer de nouveaux rôles :** Ajouter de nouveaux rôles auxquels les utilisateurs peuvent être affectés.



(par ex. gestionnaire de projet, responsable de saisie de données)

Nom du rôle (cliquez sur le nom du rôle pour modifier le rôle)	Nom d'utilisateur ou aux utilisateurs affectés à un rôle (cliquez sur le nom d'utilisateur pour modifier ou affecter au rôle)	Expiration (cliquez sur l'échéance pour modifier)	Conception et configuration du projet	Droits des utilisateurs	Groupes d'accès aux données
—	<b>mathias.antunes</b> (Mathias Antunes)	jamais	✓	✓	✓
<b>Médecin</b>	<b>test.user</b> (test user)	jamais	✗	✗	✗

## 2.2 - Configurer les droits

'Ajouter des droits personnalisés' ou 'Créer un rôle'

Users

⚠ Only Admins

## User management

Custom rights

**Adding new user "test.user2"**

You may set the rights for the user below by checking the boxes next to the application tools to which you wish to grant them access. You may also grant them or deny them access to individual data collection instruments, if so desired. To save your selections, click the "Add user" button at the bottom of the page.

**Basic Rights**

Expiration Date (if applicable)  (D/M/Y)

Highest level privileges:

- ☐ Project Design and Setup
- ☐ User Rights
- ☐ Data Access Groups

Privileges for data exports (including PDFs and API exports), reports, and stats:

- ☐ No Access
- ☒ De-identified\*
- ☐ Remove all tagged identifier fields
- ☐ Full Data Set

\* De-identified means that all free-form text fields will be removed, as well as any date/time fields and identifier fields.

☒ Add/Edit/Organize Reports  
Also allows user to view ALL reports (but not necessarily all data in the reports)

☒ Stats & Charts

**Other privileges:**

- ☒ Calendar
- ☐ Data Import Tool
- ☐ Data Comparison Tool
- ☐ Logging
- ☒ File Repository
- ☐ Data Quality
  - ☐ What is Data Quality?
  - ☐ Create & edit rules
  - ☐ Execute rules
- ☐ API
  - ☐ What is the REDCap API?
  - ☐ API Export
  - ☐ API Import/Update

Settings pertaining to the REDCap Mobile App:

- ☐ REDCap Mobile App
  - ☐ Allows user to collect data offline in the mobile app

**Data Entry Rights**

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.

	No Access	Read Only	View & Edit
My First Instrument	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

**External Modules: Configuration Permissions**

Privileges may be defined regarding whether the user can set or modify the configuration of an External Module that has been enabled on this project. NOTE: Only administrators may modify the module configuration permissions here.

- ☐ Auto Populate Fields\*
- ☐ Custom Template Engine\*
- ☐ Email Alerts\*\*
- ☐ Instance Table\*\*
- ☐ Instant Field Concatenation\*
- ☐ Language key 'emlang\_redcap\_ui\_trimmer\_module\_nam...
- ☐ MyCap\*\*
- ☐ Orca Search Module\*
- ☐ REDCap CSS Injector\*
- ☐ REDCap Entity API\*\*
- ☐ Survey UI Tweaks\*
- ☐ User Rights By Record\*
- ☐ Vizir - Visualizer for temporal summary reporting\*\*

\*Permissions based on user's Project Design/Setup rights  
\*\*Module does not have project-level configuration options

**New User Notification**

☒ Notify user of their project access via email? ☒

Add user Cancel

Data entry rights / Read only

**Data Entry Rights**

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.

	No Access	Read Only	View & Edit
Demographics	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Baseline Data	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Visit Lab Data	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Patient Morale Questionnaire	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Visit Blood Workup	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Visit Observed Behavior	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Completion Data	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Completion Project Questionnaire	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

### Best Practices

- Limit the access to critical data
- Give access to only what the user need

## Users

 Only Admins

## User management

### Custom rights



Create a patient



Delete a patient

### Best Practices

- Prevent data loss
- Limit to access to specific user

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## DOCUMENTATION :

Présentation débutant : <https://owncloud.icm-institute.org/index.php/s/rYUrQJuyI96M6Vh>

TOUT : <https://owncloud.icm-institute.org/index.php/s/214kbeyMEFohgA5>