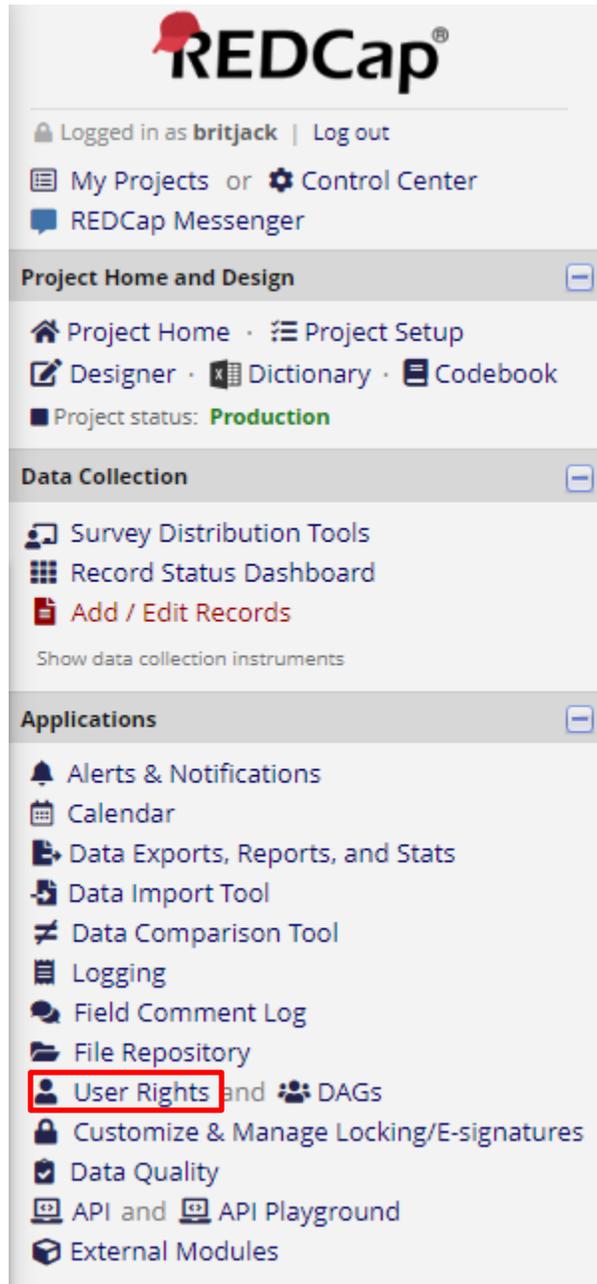


## REDCap - How To Enable an Email Notification for Survey Responses

Individual users may be added to receive survey notifications each time a participant completes a survey.

Generic email accounts (i.e. tsiredcap) may also be added to receive notifications as well.

- To add a user as a survey notification recipient, first add them as a User to the project.
  - Navigate to the Tool Bar on the left-hand side of the screen. Select User Rights.



- Enter the username or name of the individual into the first text box and click Add with Custom Rights

**Add new users:** Give them custom user rights or assign them to a role.

— OR —

**Create new roles:** Add new user roles to which users may be assigned.

(e.g., Project Manager, Data Entry Person)

- The User Rights pop-up will appear where you can designate rights to the user. Click Add User.

**Adding new user "tsiredcap"**

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.

Adding new user "tsiredcap"

**Basic Rights**

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

Highest level privileges:

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

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

- Data Exports
  - No Access
  - De-Identified\*
  - Remove all tagged Identifier fields
  - Full Data Set
- Add / Edit Reports  
Also allows user to view ALL reports (but not necessarily all data in the reports)
- Stats & Charts

Other privileges:

- Manage Survey Participants
- Calendar
- Data Import Tool
- Data Comparison Tool
- Logging
- File Repository
- Data Quality
  - Create & edit rules
  - Execute rules
- API
  - API Export
  - API Import

**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	Edit survey responses
Strategic Planning Questionnaire (survey)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Meal Selection	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>

**New User Notification**

Notify user of their project access via email?

- Navigate to the Project Set-Up tab and click on the Online Designer. This will open the Online Designer tab. Click on the Survey Notifications button.

**Optional**

**Modify your data collection instruments (survey and forms) in Draft Mode**

Once in production, you may still modify or add fields to the project, if you desire. This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method), in which you may use either method or both. Quick links: [Download PDF of all data collection instruments](#) OR [Download the current Data Dictionary](#)

Go to Online Designer or Data Dictionary

Project Setup Online Designer Data Dictionary

[VIDEO: How to use this page](#)

The Online Designer will allow you to make project modifications to fields and data collection instruments very easily using only your web browser. NOTE: While in development status, all field changes will take effect immediately in real time.

**Data Collection Instruments**

Survey options: Survey Queue Survey Login Survey Notifications

Add new instrument: Create a new instrument from scratch Download a new instrument from the REDCap Shared Library

Instrument name	Fields	View PDF	Enabled as survey	Instrument actions	Survey-related options
Strategic Planning Questionnaire	12			<span>Rename</span> <span>Delete</span>	<span>Survey settings</span> <span>Automated Invitations</span>
Meal Selection	0		<span>Enable</span>	<span>Rename</span> <span>Delete</span>	

- Select the email address next to the recipient you would like to receive email notifications.

**Email notifications for survey responses**

If you or other users wish to be notified via email every time a participant completes a survey, select the users to be notified under each survey listed below by selecting their email address in the user's drop-down list, which may contain each user's primary, secondary, or tertiary email address for their REDCap account. 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.

Strategic Planning Questionnaire	Recipient email address	Notifications Enabled
mahankin	-- not selected --	
tsiredcap (REDCap Support)	tsiredcap@wfubmc.edu (Primary)	

Close

- If the account (or individual user) has not logged into REDCap prior to this event, which may happen at times with generic email addresses, please first log the account/user into REDCap using the account's/user's credentials. (If you are unsure of the account password, contact IT for this information.) Once the account/user has been logged into REDCap, the email address should appear on the Email Notification for Survey Responses email selection pop-up.