



## Inclusão de colaboradores no sistema REDCap

1) Acesse o sistema REDCap com seu *username* e *password*



### Log In

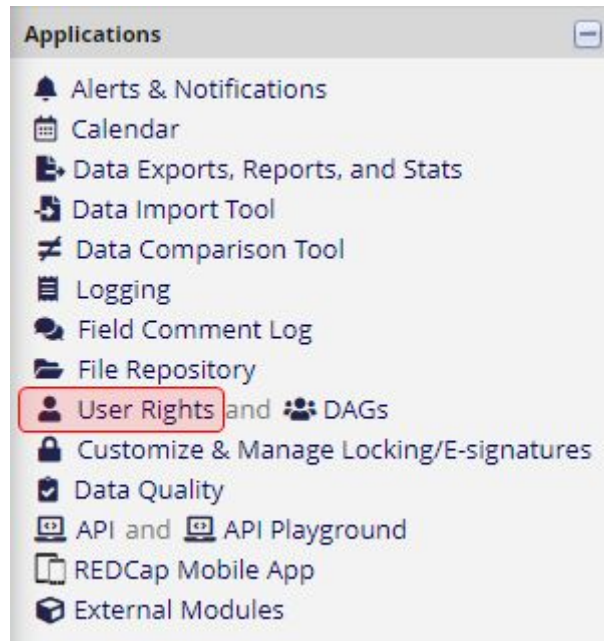
Please log in with your user name and password. If you are having trouble logging in, please contact [Rafael Leal Zimmer](#).

Username:	<input type="text"/>
Password:	<input type="password"/>

2) Clique no projeto de pesquisa em que deseja efetuar a inclusão de colaboradores

Project Title	Records	Fields	Instrument	Type	Status
<b>Unorganized Projects (41)</b>					
17-05	64	484	14 forms	■	🔧
17-03	384	90	6 forms	■	✅
16-03	0	2	1 form	■	🔧
18- 001	1,915	7,683	47 forms	☰	✅

3) No menu à esquerda APPLICATIONS clique em USER RIGHTS



4) Na tela USER RIGHTS serão apresentados os usuários que estão registrados no respectivo projeto.



This page may be used for granting users access to this project and for managing the user privileges of those users. You may also create roles to which you may assign users (optional). User roles are useful when you will have several users with the same privileges because they allow you to easily add many users to a role in a much faster manner than setting their user privileges individually. Roles are also a nice way to categorize users within a project. In the box below you may add/assign users or create new roles, and the table at the bottom allows you to make modifications to any existing user or role in the project, as well as view a glimpse of their user privileges.

**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)

Role name (click role name to edit role)	Username or users assigned to a role (click username to edit or assign to role)	Expiration (click expiration to edit)	Project Design and Setup	User Rights	Data Access Groups	Data Export Tool
—	<b>rzimmer</b> (Rafael Zimmer) 	never	✓	✓	✓	Full Data Set

5) Para a alteração de um usuário, clique sobre o nome do usuário, abrirá as seguintes opções (*Edit user privileges / Assign to role*)

Role name (click role name to edit role)	Username or users assigned to a role (click username to edit or assign to role)	Expiration (click expiration to edit)
—	<b>rzimmer</b> (Rafael Zimmer)	

**User actions:**

- Edit user privileges
- Assign to role ▾

6) Para a alteração de alguns dos acessos clique em “Edit user privileges”, abrirá a seguinte tela, onde poderá efetuar as alterações.

**Editing existing user "rzimmer"**

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 "Save Changes" button at the bottom of the page.

**NOTICE:** This user is a REDCap administrator. Since administrators always have maximum privileges, modifying the user rights below will have no effect on this user in this project, including their usage of the REDCap Mobile App.

**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:

- 📄 Data Exports
  - No Access
  - De-Identified\*
  - Remove all tagged Identifier fields
  - Full Data Set

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

📊 Stats & Charts

Other privileges:

- 📄 Survey Distribution Tools
- 📅 Calendar & Scheduling
- 📄 Data Import Tool
- 🔍 Data Comparison Tool
- 📄 Logging

**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"/>
Protocolo_de_Pesquisa	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Whoqolbref	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Inv_Depressao_Beck	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
SRQ20	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
TESTE	<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. Below are the currently enabled modules. NOTE: Only administrators may modify the module configuration permissions here.

QR Code Shortcut\*\*

\*\*Module does not have project-level configuration options

**Save Changes**    Cancel    Remove user

7) Ou se desejar designar um outro perfil já estabelecido, clique em “Assign to role”.

Role name (click role name to edit role)	Username or users assigned to a role (click username to edit or assign to role)	Expiration (click expiration to edit)
—	<b>rzimmer</b> (Rafael Zimmer)	
<b>Teste 1</b>	[No users assigned]	
<b>Teste 2</b>	[No users assigned]	

**User actions:**

- Edit user privileges
- Assign to role ▾
  - ➔ Teste 1
  - ➔ Teste 2

Material desenvolvido pelo Serviço de Gestão em Pesquisa

