

Logging

CCTS Biostatistics Core

September 2024

Overview

REDCap keeps a log of all changes made to a project, including form modifications, data entry or editing, page views, and data exports. The log includes date and time, username, and details about each action.

The Logging application within REDCap allows access to these audit trails. The Email Logging application allows similar access to all emails sent from REDCap through Alerts & Notifications, Automated Survey Invitations, or Survey Distribution Tools.

This information is visible to the project owner and all users who have been granted Logging permissions on a particular project. As superusers, members of the REDCap admin team can also view all audit trails at the request of the project owner.

Log Retention Policy

Effective September 29, 2024: The REDCap server manager will retain logging data for six years. Logging data about events that occurred at least six years ago will be deleted on a rolling basis. Project metadata and records will not be affected.

This policy aligns with the general HIPAA data retention standard. According to [45 CFR § 164.530](#), “the retention period is six years from the creation of the document or date when it was last in effect, whichever is later” ([HIPAA Retention Requirements by Steve Alder, 2024, The HIPAA Journal](#)).

To save logging data before it is automatically deleted, please visit the Logging page within your REDCap project and export the data as a CSV to your secure device. See below for instructions.

Manage User Rights to Logging

Audit logs capture all changes to individual records in your project. As such, they may include sensitive information, including PHI, and records of sensitive values may be retained even after a record has been altered or deleted. Be sure that only authorized individuals have access to audit logs.

Like all user permissions, access to the Logging applications may be granted on a user-by-user or role-by-role basis on the User Rights page. To grant access, open a user’s User Rights panel and check the Logging box under “Other privileges.”

Editing existing user

Highest level privileges:

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

Other privileges:

- Survey Distribution Tools ☒
- Alerts & Notifications ☐
- Calendar ☒
- Add/Edit/Organize Reports ☒
Also allows user to view ALL reports (but not necessarily all data in the reports)
- Stats & Charts ☒
- Data Import Tool ☐
- Data Comparison Tool ☐
- Logging** ☐
- File Repository ☒
- Data Quality ☐
[What is Data Quality?](#)
- Create & edit rules ☐
- Execute rules ☐

Rights and Data Export Rights are completely separate and do not impact one another.

	Data Viewing Rights				Data Export Rights			
	No Access (Hidden)	Read Only	View & Edit	Edit survey responses	No Access	De-Identified*	Remove All Identifier Fields	Full Data Set
New User Information	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
REDCap Terms Of Use (survey)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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

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.

- ☒ Date Calculated Fields*
- ☒ Field Notes Display*
- ☒ Modify Contact Admin Button*
- ☒ REDCap Entity API*
- ☒ Tableau Web Data Connector*

*Permissions based on user's Project Design/Setup rights

Save Changes Cancel Remove user

View Audit Logs

Click the Logging link under “Applications.” A list of recent activity will load. Each entry will include the date and time, the person who completed the activity, the details of the change, and the associated record ID, if applicable. If an individual completed an activity without logging into REDCap—for example, someone completed a survey via a public survey link—the username will be recorded as “[survey respondent].”

View project as user: -- select a user --

Enter PID to go to project

Project Home and Design

- Project Home
- Project Setup
- Designer
- Dictionary
- Codebook
- Project status: **Production**

Data Collection

- Survey Distribution Tools
- Record Status Dashboard
- Add / Edit Records
- Show data collection instruments

Applications

- Project Dashboards
- Alerts & Notifications
- Multi-Language Management
- Calendar
- Data Exports, Reports, and Stats
- Data Import Tool
- Data Comparison Tool
- Logging** and Email Logging
- Field Comment Log

Logging

Export (CSV): ☒ All logging ☒ All pages using current filters

This module lists all changes made to this project, including data exports, data changes, and the creation or deletion of users.

Filter by event: Record created-updated-deleted

Filter by user name: All users

Filter by record: All records

Filter by time range from: 06/08/2023 12:18 to

Custom range Past Day Past Week Past Month Past Year No limit

Displaying events (by most recent): 1 - 100 (Page 1 of 3)

Time / Date	Username	Action	List of Data Changes OR Fields Exported
06/15/2023 11:56am	[survey respondent]	Update Response (Auto calculation) 270-1	valid_req = '1'
06/15/2023 11:56am	[survey respondent]	Update Response 270-1	req_submitted = '2', new_user_information_complete = '0'
06/15/2023 11:56am	[survey respondent]	Update Response 270-1	user_created = '2'
06/15/2023 11:56am	[survey respondent]	Update Response	new_acct_detail_block = '<ul style = 'weight:normal;';>User:

If your project has had a lot of recent activity, the logging page may take a long time to load. Use the filters at the top of the page to limit results by event type, date/time, user, or record.

Filter by event: All event types (excluding page views) ▾

Filter by user name: All event types (excluding page views)

Filter by record: Data export

Filter by time range from: Manage/Design

Displaying events (by most recent): User or role created-updated-deleted

Record created-updated-deleted

Record created (only)

Record updated (only)

Record deleted (only)

Record locking & e-signatures

Page Views

i By default, only the logged events from the past week are displayed below, but you may change the time range filter above.

You can also export audit logs to CSV.

Logging

Export (CSV):

This module lists all changes made to this project, including data exports, data changes, and the creation or deletion of users.

Filter by event: All event types (excluding page views) ▾

Filter by user name: All users ▾

Filter by record: All records ▾

Filter by time range from: 06/08/2023 12:18 to

Displaying events (by most recent): 1 - 100 (Page 1 of 4) ▾

i By default, only the logged events from the past week are displayed below, but you may change the time range filter above.

View Email Logs

To view details of messages sent from REDCap, use the Email Logging application, accessible under Applications.

Email Logging

All outgoing emails for this project can be searched and accessed below by any user having User Rights privileges in this project, which includes being able to view all aspects of recipient(s), sender, subject, message body, and attachment names. Any email returned from a search may be viewed and (if desired) re-sent to the original recipient (e.g., in case they did not receive it). NOTE: If you are using anonymous surveys in this project, keep in mind that viewing this page and the emails displayed therein might inadvertently cause anonymous survey responses to be identifiable/de-anonymized. Additionally, if the project is using Data Access Groups, you will be able to view the emails related to all DAGs in this project (and thus possibly any data piped into the body of those emails).

Search all outgoing emails for this project

Search for in

Type:

Pertaining to a specific record:

Search within a window of time from to

Note the message at the top of the page:

All outgoing emails for this project can be searched and accessed below by any user having User Rights privileges in this project. The Email Logging feature allows users to search and view *all* outgoing emails related to this project, which includes being able to view all aspects of any given email - i.e., the recipient(s), sender, subject, message body, and attachment names. Any email returned from a search may be viewed and (if desired) re-sent to the original recipient (e.g., in case they did not receive it). NOTE: If you are using anonymous surveys in this project, keep in mind that viewing this page and the emails displayed therein might inadvertently cause anonymous survey responses to be identifiable/de-anonymized. Additionally, if the project is using Data Access Groups, you will be able to view the emails related to all DAGs in this project (and thus possibly any data piped into the body of those emails).

To view all emails, click [Search emails](#). Note that the page may take a long time to load if your project has a large number of records.

You can search for specific words or phrases in one or more message fields.

Search all outgoing emails for this project

Search for in

Type:

Pertaining to a specific record:

Search within a window of time from to

- Subject, body, sender, and recipient
- Subject, body, sender, and recipient
- Subject and body
- Subject only
- Body only
- Sender and recipient
- Sender only
- Recipient only

You can also limit results to a specific record or a specific type of outgoing message.

Search all outgoing emails for this project

Search for in ▼




Type: ▼

Pertain ▼

Search

to

Once results load, view the contents of an outgoing email by clicking the envelope icon.

Top 50 matching results			
View msg	Time sent	Record	Summary email content and attributes (click icon on left to view full email)
	06/15/2023 11:06am	181-1	From: redcapihrp@uic.edu, To: [redacted] Subject: [Action Required] Welcome to UIC REDCap! Hello [redacted] Welcome to UIC REDCap! A new REDCap account has been created
	06/15/2023 10:55am	235-1	From: redcapihrp@uic.edu, To: [redacted] Subject: [Action Required] Welcome to UIC REDCap! Hello [redacted] Welcome to UIC REDCap! A new REDCap account has been created
	06/15/2023 10:55am	234-1	From: redcapihrp@uic.edu, To: [redacted] Subject: [Action Required] Welcome to UIC REDCap! Hello [redacted], Welcome to UIC REDCap! A new REDCap account has been created