

Logging

CCTS Biostatistics Core

June 2023

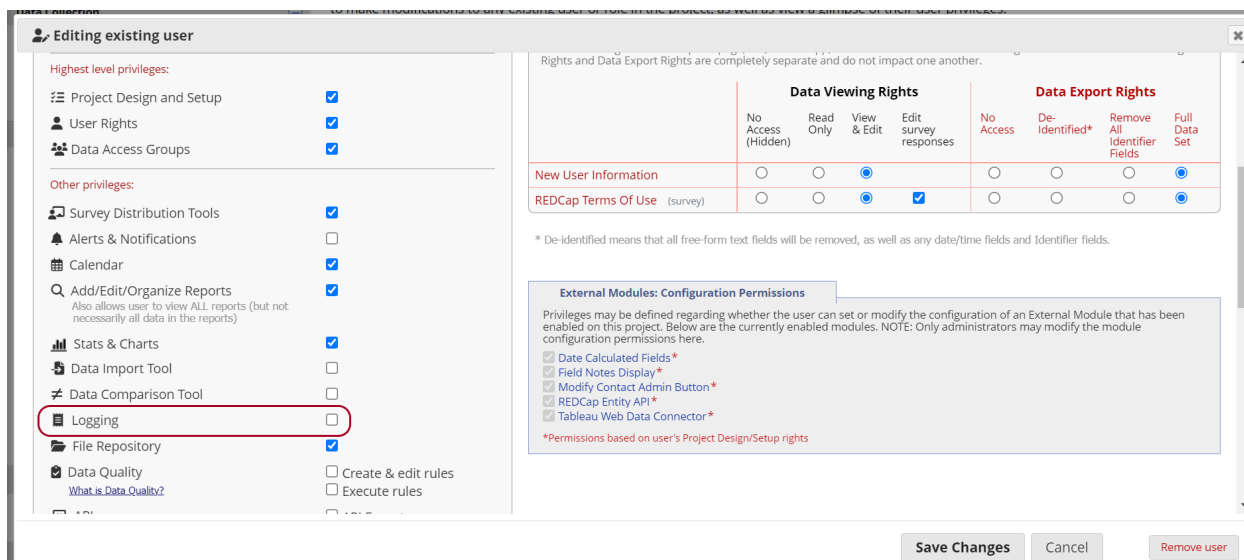
The Logging application within REDCap allows access to audit trails for all user activity, including changes to instruments, data entry and export, and page views. The Email Logging application allows similar access to all emails sent from REDCap through Alerts & Notifications, Automated Survey Invitations, or Survey Distribution Tools.

This information is visible to all users who have been granted Logging permissions on a particular project.

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="checkbox"/>	<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].”

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) ▾
 All event types (excluding page views)
 Data export
 Manage/Design
 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 are displayed.

You can also export audit logs to CSV.

Logging



Export (CSV): All logging All pages using current filters Current page

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 

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

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

 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.

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
- File Repository

Email Logging



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 recipient(s), sender, subject, message body, and attachment names. Any email returned from a search may be viewed and (if recipient (e.g., in case they did not receive it). NOTE: If you are using anonymous surveys in this project, keep in mind that views displayed therein might inadvertently cause anonymous survey responses to be identifiable/de-anonymized. Additionally, if 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

Search all outgoing emails for this project

Search for: in:

Type: -- all types -- ▼

Pertaining to a specific record: All Records ▼

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

- all types --
- all types --
- Survey Invitations (all types)
- Survey Invitations (only manually sent/scheduled)
- Survey Invitations (only ASIs)
- Alerts & Notifications

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 <small>(click icon on left to view full email)</small>
	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