
Communauté des Data Managers du GIRCI IDF

REDCap® Initiation#3 : Paramétrages d'un projet

Dominique SCHWOB – Animateur communauté Data-Managers

Bastien MEZERETTE – Coordinateur GIRCI IDF

Le mercredi 12 novembre (visioconférence)

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Préparation d'un projet (1/4)

I. Type de projet

Lors de la création d'un nouveau projet, il faut préciser la finalité de ce projet :

- Apprentissage
- Support technique
- Recherche
- Qualité
- Autre

The screenshot shows a 'Modify Project Settings' window. It has three main sections: 'Project title' with a text input field containing 'TEST_DAG (TEST)'; 'Project's purpose' with a dropdown menu currently open, showing 'Practice / Just for fun' as the selected option, and other options like 'Operational Support', 'Research', 'Quality Improvement', and 'Other'; and 'Project notes (optional)' with a text area. At the bottom right, there are 'Save' and 'Cancel' buttons.

👉 L'option "**Practice**" est à utiliser si vous avez des bases de test pour du personnel à former ou paramétrages (modules) à tester

👉 L'option peut "**Operational Support**" vous servir lors d'une modification eCRF comme base de tests

👉 Pour les projets de recherche, utiliser l'option "**Research**"

Préparation d'un projet (2/4)

I. Type de projet

Lorsque vous sélectionnez l'option "Research",

Il faut compléter des champs supplémentaires d'identification du porteur du projet

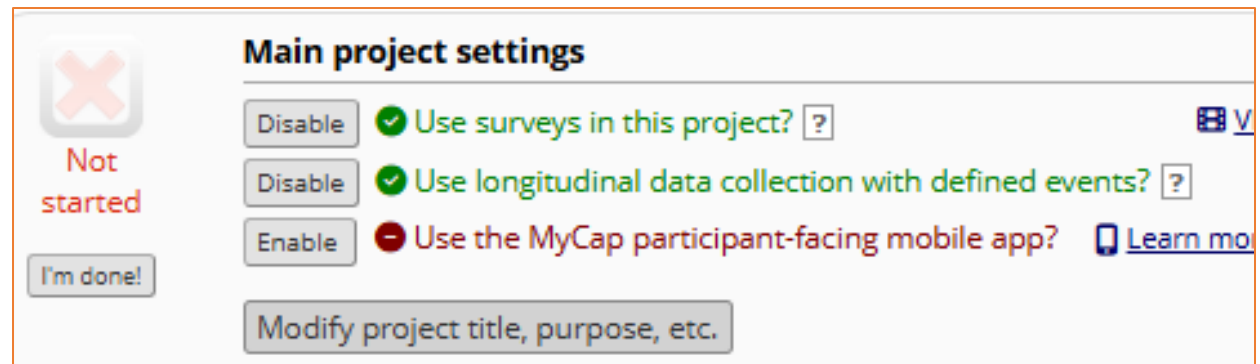
The screenshot shows a web form titled "Modify Project Settings". The "Project title" field contains "TEST_DAG (TEST)". The "Project's purpose" dropdown menu is set to "Research". Below this, there are several fields for the Principal Investigator (P.I.): "Name of P.I. (if applicable)" with sub-fields for "First name", "MI", and "Last name"; "Email of P.I. (if applicable)"; "Name of P.I. as cited in publications (if applicable)" with a note "(e.g., Harris PA)"; and "IRB number (if applicable)". A section titled "Please specify:" contains a list of checkboxes for different research types: "Basic or bench research", "Clinical research study or trial", "Translational research 1 (applying discoveries to the development of trials and studies in humans)", "Translational research 2 (enhancing adoption of research findings and best practices into the community)", "Behavioral or psychosocial research study", "Epidemiology", "Repository (developing a data or specimen repository for future use by investigators)", and "Other". At the bottom, there is a "Project notes (optional)" field with a description: "Description of the project's use or purpose (displayed on the My Projects page)".

Préparation d'un projet (3/4)

II. Type d'étude

La seconde question à anticiper est liée au protocole :

- Y a-t-il un **suivi longitudinal** ?
- Est-ce que les **participants** seront sollicité individuellement pour répondre à des questionnaires ?
- Des **répétitions** de visites identiques ou formulaires seront-elles nécessaires ?



The screenshot shows the 'Main project settings' interface. On the left, there is a red 'X' icon and the text 'Not started' in red, with an 'I'm done!' button below it. The main settings area contains three toggle switches:

- Use surveys in this project?** (checked, green) with a 'Disable' button and a help icon.
- Use longitudinal data collection with defined events?** (checked, green) with a 'Disable' button and a help icon.
- Use the MyCap participant-facing mobile app?** (unchecked, red) with an 'Enable' button and a 'Learn more' link.

At the bottom, there is a button labeled 'Modify project title, purpose, etc.'

👉 En fonction des réponses à ces questions, il faudra activer ou paramétrer certains modules (internes ou externes)

Préparation d'un projet (4/4)

III. États du projet :

Le projet aura au moins deux périodes de développement

- Au démarrage, le **mode développement**
 - tests et données fictives
- Anticiper les documentations (CRF annoté, bornes et messages)
- Ensuite, lorsque le design du projet sera terminé, passage en **mode production**
 - données réelles



Not
started

Move your project to production status

Move the project to production status so that real data may be collected. Once in production, you will not be able to edit the project fields in real time anymore. However, you can make edits in Draft Mode, which will be auto-approved or else might need to be approved by a REDCap administrator before taking effect.

Go to [Move project to production](#)

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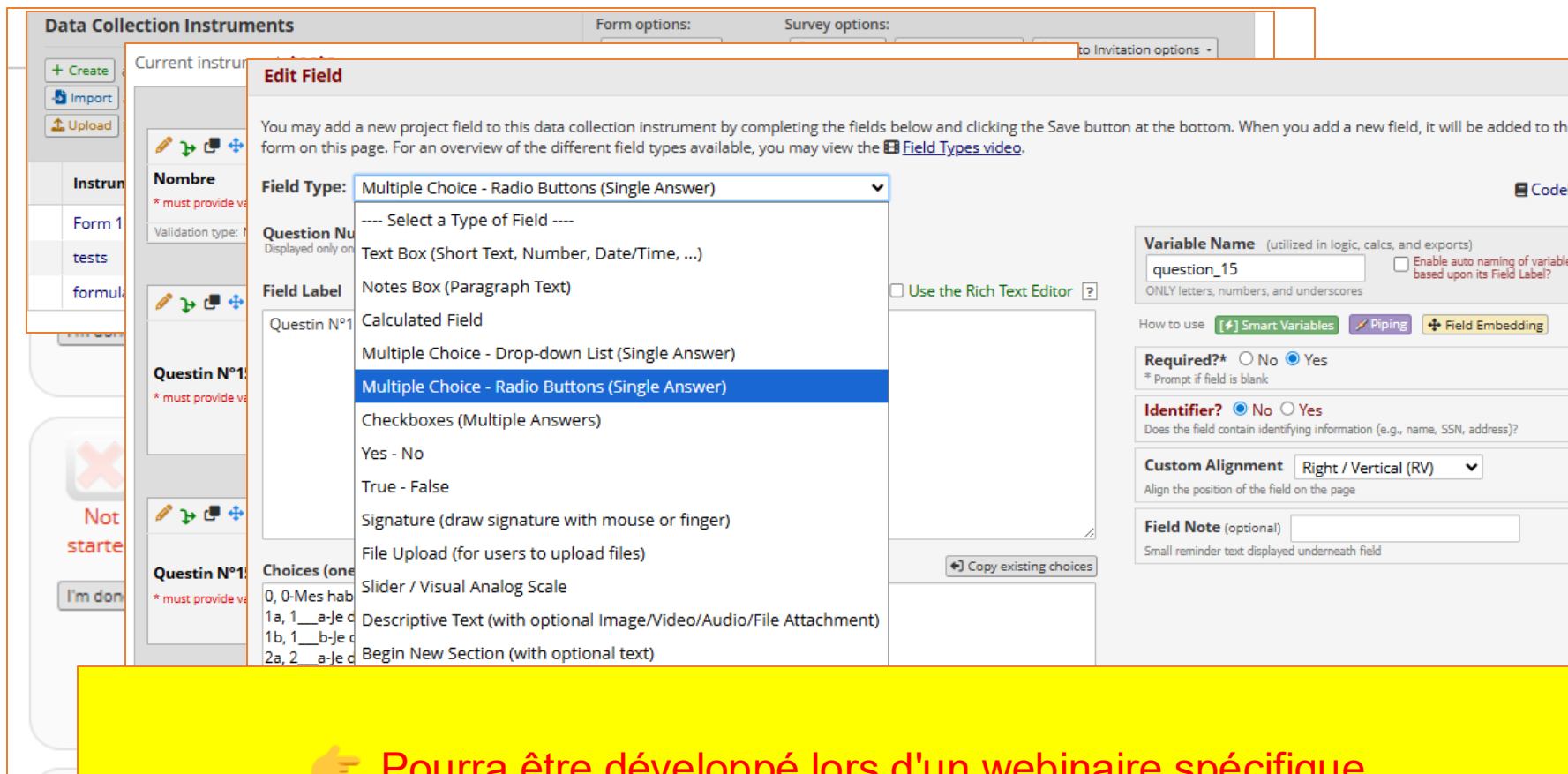
Paramétrages globaux

- 1. Paramétrage des formulaires et variables (Instrument)**
- 2. Paramétrage des visites (Event)**
- 3. Numérotation automatique ou choisie pour les nouveaux patients**
- 4. Gestion des centres d'investigation (DAG)**
- 5. Gestion des profils utilisateurs (User rights)**

1- Paramétrage des formulaires

➤ Designer

➤ Paramétrage des Instruments et fields



The screenshot displays the 'Edit Field' dialog in a form designer. The dialog is titled 'Edit Field' and contains the following fields and options:

- Field Type:** A dropdown menu showing 'Multiple Choice - Radio Buttons (Single Answer)' selected. Below it is a text input field containing '---- Select a Type of Field ----'.
- Question Number:** A text input field containing 'Text Box (Short Text, Number, Date/Time, ...)'.
- Field Label:** A text input field containing 'Notes Box (Paragraph Text)'. Below it is a text input field containing 'Calculated Field'.
- Choices (one):** A text input field containing '0, 0-Mes hab'.
- Field Note:** A text input field containing '1a, 1__a-Je d'.
- Field Type Options:** A list of field types: 'Text Box (Short Text, Number, Date/Time, ...)', 'Notes Box (Paragraph Text)', 'Calculated Field', 'Multiple Choice - Drop-down List (Single Answer)', 'Multiple Choice - Radio Buttons (Single Answer)' (highlighted), 'Checkboxes (Multiple Answers)', 'Yes - No', 'True - False', 'Signature (draw signature with mouse or finger)', 'File Upload (for users to upload files)', 'Slider / Visual Analog Scale', 'Descriptive Text (with optional Image/Video/Audio/File Attachment)', and 'Begin New Section (with optional text)'.
- Use the Rich Text Editor:** A checkbox that is unchecked.
- Copy existing choices:** A button with a plus icon and the text 'Copy existing choices'.
- Variable Name:** A text input field containing 'question_15'. Below it is a checkbox labeled 'Enable auto naming of variable based upon its Field Label?' which is unchecked.
- Required?*** Radio buttons for 'No' and 'Yes', with 'Yes' selected.
- Identifier?*** Radio buttons for 'No' and 'Yes', with 'No' selected.
- Custom Alignment:** A dropdown menu showing 'Right / Vertical (RV)'.
- Field Note (optional):** A text input field.

A yellow banner at the bottom of the image contains the text: '➤ Pourra être développé lors d'un webinaire spécifique'.

2- Paramétrage des visites

➤ Architecture du CRF

➤ Disposition des instruments par visites (Event)

The screenshot shows a web application interface for configuring CRF events and instruments. The top navigation bar includes 'Project Home', 'Project Setup', 'Other Functionality', 'Project Revision History', and 'Edit Project Settings'. The main content area is divided into two sections: 'Define your events and...' and 'Define your data collection instruments and...'. The 'Define your events and...' section contains a table with columns for 'Event #', 'Event Label', 'Custom Event Label', 'Unique event name', and 'Event ID'. Below this table is an 'Add new event' form. The 'Define your data collection instruments and...' section contains a table with columns for 'Data Collection Instrument', 'Event 1', and 'Event 2'. A red circle highlights the 'Define your data collection instruments and...' section.

Event #	Event Label	Custom Event Label	Unique event name	Event ID
1	Event 1		event_1_arm_1	266
2	event2		event2_arm_1	317

Data Collection Instrument	Event 1	Event 2
Form 1 (survey)	(1)	(2)
tests (survey)	✓	✓
formulaire_cases_a	✓	
formulaire_cases_a_cocher	✓	

3- Numérotation

➤ Anticiper la numérotation des nouveaux patients

👉 Possibilité de faire une numérotation automatique par centres ou de définir soi-même un nouveau numéro de patient

➤ Anticiper la randomisation

👉 Paramétrage du module randomisation (*Cf webinaire du 17/10/2025*)

Enable optional modules and customizations

Optional

I'm done!

Modify	✔ Repeating instruments and events ?
Setup	✔ Auto-numbering for records ?
Disable	✔ Scheduling module (longitudinal only) ?
Enable	✘ Randomization module ?
Enable	✘ Designate an email field for communications (including survey invitations and alerts) ?
Enable	✘ Twilio SMS and Voice Call services for surveys and alerts ?
Enable	✘ Mosio SMS services for surveys and alerts ?
Enable	✘ SendGrid Template email services for Alerts & Notifications ?

Additional customizations

Learn about [Data Collection Strategies for Repeating Surveys](#)

4- Gestion des centres d'investigation

➤ Gestion des Data Access Groups (DAG)

➤ Définir et paramétrer les DAGs selon les informations du protocole

Upload or download DAGs/User-DAG assignments ▾

+ Create new groups: Add new data access groups to which users may be assigned.

Enter new group name

Assign user to a group: Users may be assigned to any data access group. To assign users to multiple groups, use the DAG Switcher at the bottom.

Assign user to

Data Access Groups	Users in group	Number of records in group	Unique group name (auto-generated) ⓘ	Group ID number ⓘ	Delete group?
01-HFAR	schwob_girci (Dom S)	3	01hfar	88	✘
02-Centre2	schwob_testeur2 (D S)	2	02centre2	89	✘
[Not assigned to a group]	dschwob (Dominique SCHWOB) * Can view ALL records	0			

5- Gestion des utilisateurs

➤ User rights

➤ Définir des profils et les prérogatives de ces profils (lecture, écriture, accès à certains modules, etc.)

➤ Affecter les futurs utilisateurs de votre eCRF à ces profils

Editing existing user role "TEC"

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.

Editing existing user role "TEC"

Basic Privileges

Role name: TEC

Highest level privileges:

- Project Design and Setup
- No Access
- Read Only
- Full Access

Other privileges:

- Survey Distribution Tools
- Alerts & Notifications
- Calendar & Scheduling
- Add/Edit/Organize Reports
- Stats & Charts
- Data Import Tool
- Data Comparison Tool
- Logging
- Email Logging
- File Repository
- Data Quality
- Create & edit rules
- Secure rules
- API Export
- API Import/Update

Privileges for Viewing and Exporting Data

Data Viewing Rights pertain to a user's ability to view or edit data on pages in the project (e.g., data entry forms, reports). Users with 'No Access' Data Viewing Rights for a given instrument will not be able to view that instrument for any record, nor will they be able to view fields from that instrument on a report. Data Export Rights pertain to a user's ability to export data from the project, whether through the Data Exports page, API, Mobile App, or in PDFs of instruments containing record data. Note: Data Viewing 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
Form 1 (survey)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
tests (survey)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
formulaire_cases_a_cocher	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input 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.

- Custom Record Auto-numbering*
- REDCap CSS Injector*
- Requested and Required Fields*

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

➤ Pourra être développé lors d'un webinar spécifique

Paramétrages globaux

Control Center

REDCap® Home My Projects + New Project Help & FAQ Training Videos Send-It Messenger Control Center

Custom Project Settings (will overwrite system values)

All the fields below may be left blank, in which case the global/system-level value for each will be used in its place. But if you wish to override the global value with one for this specific project, then just add a value to the field below. This can be used to add a custom logo for a specific project, for example. The global value for each field is listed directly beneath it below.

Name of REDCap Administrator <small>REDCap Administrator for project(s)</small>	<input type="text"/>	Global value: n project
Email Address of REDCap Administrator	<input type="text"/>	Global value:
Name of Institution	<input type="text"/>	Global value
Name of Organization at Institution (if applicable)	<input type="text"/>	Global value: [blank]
Name of grant to be cited (optional) - displayed when users export data <small>leave blank if none</small>	<input type="text"/>	Global value: [blank]
URL for Custom Logo to be displayed at top of each project page (optional) <small>Max width: 650 pixels</small>	<input type="text"/>	Global value: [blank]
Minimum number of data points required to display Smart Charts, Smart Tables, or Smart Functions on a *public* Project Dashboard, *public* report instructions, survey queue custom text, or any place on a survey page.	<input type="text"/>	Global value: 5
Upload max file size for 'file' field types on forms/surveys	<input type="text"/> MB <small>(Maximum Value: 32 MB)</small>	Global value: [blank] MB

Disabled, then some calculations might not be performed with Data Quality rule H.

Expand

Paramétrages globaux

➤ Control Center

The screenshot displays the REDCap Control Center interface. The top navigation bar includes 'Home', 'My Projects', '+ New Project', 'Help & FAQ', 'Training Videos', 'Send-It', 'Messenger', and 'Control Center'. The main content area is titled 'Control Center Home' and 'Edit Project Settings'. A red arrow points to the 'Add Users (Table-based Only)' link in the left sidebar under the 'Users' section. The main panel shows the 'User Management for Table-based Authentication' settings, including options to 'Create single user' or 'Create users (bulk upload)', and a form for adding a new user with fields for Username, First name, Last name, and Primary email. Below the form are notification preferences for REDCap Messenger, such as 'Frequency of email notifications' (set to '4-hour digest') and a checkbox for 'Enable instant email notifications'. The right sidebar shows a table with columns for 'Institution ID', 'Comments', 'Can create projects?', and 'Account Expiration', with a row for 'HFAR' showing a green checkmark in the 'Can create projects?' column. Below the table are settings for 'Default Encoding (ANSI or UTF-8, if detected)' and 'Default Encoding (ANSI or UTF-8, if detected)'.

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Options supplémentaires

- Répétitions des formulaires et des visites

Repeating instruments and events

An excellent way to collect repeating data in REDCap is to use repeating instruments and/or repeating events. This is sometimes called one-to-many data collection. Some examples may include but are not limited to the following: data from multiple visits or observations, concomitant medications, adverse events, or repetitive surveys (daily, weekly, etc.).

Below you can specify a data collection instrument or a whole event of instruments to be infinitely repeatable, in which each repeating instrument or event can be repeated a different number of times for each record. You may set any event in the project to be repeatable *or* alternatively set selected instruments to be repeatable within an event. **The 'Repeat Entire Event' option means that all the event's instruments will repeat together and stay connected, whereas the 'Repeat Instruments' option implies that the instruments will repeat separately and independently from each other on that event.** Once an instrument or event is set to repeat, you will see options on the Record Home Page to add another instance of the instrument/event for the currently selected record.

Event Name	Repeat entire event or selected instruments?	Instrument name (select instruments to repeat)	Custom label for repeating instruments (optional) ⓘ Example: [visit_date], [weight] kg
Event 1	<input type="checkbox"/>	<input type="checkbox"/> Form 1 <input type="checkbox"/> tests	<input type="text"/> <input type="text"/> <input type="text"/>
✓ event2	<input checked="" type="checkbox"/>		<input type="text"/>

Save Cancel

Options supplémentaires

➤ Libellés et affichage des formulaires / events

👉 Il est possible de reprendre la valeur d'une variable pour qu'elle s'affiche sur le Dashboard sans avoir à ouvrir le formulaire

The diagram illustrates the process of displaying a form label on a dashboard. It consists of four main components:

- Configuration Panel (Top Left):** A form titled "Custom label for repeating instruments (optional)". It includes an example: "[visit_date], [weight] kg" and several input fields for defining the label.
- Table (Top Right):** A table with columns for "Custom Event Label (optional)" and "Unit". It shows a configuration for the label "[visit_date], [weight] kg" associated with the event "ev".
- Notification Form (Bottom Left):** A form titled "Formulaire de Notification EIG". It shows the "Current instance" as "1 - 2025001-22" and the "Event" as "EVENE". It also includes a "Record ID" field.
- Dashboard Card (Bottom Right):** A card titled "Data Collection Instrument" with the status "INCLUSION (V0)" and the date "25-09-2025". It also includes a section for "Identification patient" with a green status indicator.

Blue arrows indicate the flow of information: from the configuration panel to the table, from the table to the notification form, and from the table to the dashboard card.

Options supplémentaires

➤ Alertes et notifications

👉 Il est possible d'envoyer des eMails de notifications selon le remplissage (ou certaines conditions) de certains formulaires

Create new alert

You may define the settings for your alert in Steps 1-3 below. After clicking the Save button at the bottom, your alert will immediately become active and may be triggered at any time thereafter. If you would like to remove or stop using an alert, it may be deactivated at any time. You may modify an existing alert at any time, even after some notifications have already been sent or scheduled.

Title of this alert:

🔧 STEP 1: Triggering the Alert

A) How will this alert be triggered? When a record is saved on a specific form/survey*
 If conditional logic is *TRUE* when a record is saved on a specific form/survey*
 When conditional logic is *TRUE* during a data import, data entry, or as the result of time-based logic ⓘ

B) Trigger the alert...

when is saved with any form status (excludes data imports)

Trigger Limit: Trigger the alert...

(The trigger limit determines where and to what extent within a record that the alert will be triggered.)

* The alert will not be re-triggered if the form/survey is saved again, unless it is set to send Every time in Step 2 below.

🕒 STEP 2: Set the Alert Schedule

When to send the alert? Send immediately
 Send on next at time H:M
 Send the alert days hours minutes
 after

Send at exact date/time:

👉 Pourra être développé lors d'un webinaire spécifique

Options supplémentaires

➤ Reports

👉 Il est possible de créer des reports (requêtes de données) à mettre à disposition des centres investigateurs

Name of Report:

Set as "public": Enabling this feature below will auto-generate a public link for viewing the report without needing to log in to REDCap.
 Report is publicly viewable by anyone with the public link

Description (optional):
Displayed on page below report name

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STEP 1

User Access: Choose who can edit this report

All users - OR - Custom users

View Access: Choose who sees this report

All users - OR - Custom users

Edit Access: Choose who can edit this report

All users - OR - Custom users

STEP 2

Record ID record_id	Event Name redcap_event_name	Repeat Instrument redcap_repeat_instrument	Repeat Instance redcap_repeat_instance	Data Access Group redcap_data_access_group
01-001	Event 1			01-HFAR
01-001	event2		1	01-HFAR
01-002	Event 1			01-HFAR
01-002	event2		1	01-HFAR
01-003	Event 1			01-HFAR
01-003	event2		1	01-HFAR

👉 Pourra être développé lors d'un webinaire spécifique

Synthèse paramétrages

1	Anticiper	<i>Etude longitudinale, formulaires ou visites répétées, formulaires accessibles aux patients, randomisation, etc.</i>
2	Faire le Design	<i>Paramétrer les formulaires, les variables, les conditionnements, les contrôles à la saisie</i>
3	Faire la structure	<i>Définir les visites, les répétitions, les affichages dans le dashboard</i>
4	Paramétrer les accès	<i>Définir les profils, paramétrer les centres</i>
5	Tester	<i>Tester et faire tester par les futurs utilisateurs</i>
7	Documenter	<i>Tracer tous les paramétrages (CRF annoté, DVP, profils, etc.) et les évolutions à venir</i>

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Discussion

Intervenant	Question	Réponse
Mélanie CARRIAT APHP (URC Ouest)	Quand utiliser l'option "Operational support" et quelles différences avec l'option "Research"	<p>À la Fondation Adolphe de Rothschild, nous utilisons 2 serveurs. Le premier pour la production. Le second nous sert à faire des modifications sur un eCRF post-production.</p> <p>Nous créons ainsi un nouveau projet pour y importer (et modifier) la structure de l'eCRF d'origine. Nous utilisons donc l'option "Operational support" le temps de faire les modifications et tests.</p>
Elodie PAYET (Centre Hospitalier de Versailles)	Est-il possible de sortir automatiquement un CRF annoté et/ou une liste des contrôles, une fois l'eCRF mis en production ?	<p>REDCap propose le module externe "Annotated pdf" qui permet de générer un fichier PDF qui ajoute au codebook, toutes annotations et métadonnées du projet.</p> <p>Pour la liste des contrôles, il est possible d'exporter les informations du module Data Quality sous forme de fichier CSV</p>









Discussion

Intervenant	Question	Réponse
Nour BEKOUCHE (GHI Le Raincy Montfermeil)	Comment contrôler la qualité des données recueillies	<p>Dans le module Data Quality, quelques contrôles sont déjà pré-programmés (notamment sur les données manquantes).</p> <p>Ensuite, il est possible d'ajouter des contrôles</p> <ul style="list-style-type: none">- Rédiger le message à afficher- Paramétrer la condition d'exécution du contrôle avec la syntaxe de REDCap- Cocher (ou non) la case "Real-time execution" si vous souhaitez que le contrôle s'exécute directement au moment de la saisie. <p>Deux autres stratégies peuvent être ajoutées pour contrôler la qualité de vos données :</p> <ul style="list-style-type: none">- Utiliser le module Report pour présenter des listing d'incohérences- Faire un export de vos données et les analyser via un outil externe (type R ou SAS)
Taous BENARAB (Hôpital Foch)	Comment définir soi-même la numérotation des patients	<p>Le module externe "Custom Record Auto-numbering" permet de créer une numérotation automatique personnalisée en reprenant une partie du libellé du DAG (par exemple).</p>

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Conclusion

Anticiper	Points d'attention	Ne pas oublier
 type de projet Type d'étude	 Documenter	 Gestion des utilisateurs
 Ressources et compétences des équipes internes	 Phases de tests et de mises en production	 Notifications alertes
 Durée du développement (Design + paramétrages divers)	 Suivi des versions Possibilités de modifications	<input type="checkbox"/> <input checked="" type="checkbox"/> Bénéfices de l'utilisation de certains modules

Prochaines réunions

REDCap® Expertise

 21/11/2025 – 14h00

 Thèmes :

- Paramétrage des Surveys
- Autres modules externes

REDCap®

 10/12/2025 – 11h00

 Thèmes :

- À définir
- Plan 2026

Ressources Utiles

 **Documents partagés pour les membres de la communauté des Data Managers**

 Replay et présentations des sessions, autres, documents, outils, site Web de référence, etc.

 Accès :

- URL : <https://girci-idf.fr/ressources/communaute-data-managers/>
 - MDP : communautédm2025

Merci pour votre attention

Suivez les actualités du GIRCI IDF :



Site Web : <https://girci-idf.fr/>



Linkedin : <https://www.linkedin.com/company/girci-idf/>