

REDCap Advanced Topics

University of Iowa



**Institute for Clinical and
Translational Science (ICTS)**

[https://www.icts.uiowa.edu/confluence
/display/ICTSit/REDCap#REDCap-
REDCapAdvancedTopicsTraining](https://www.icts.uiowa.edu/confluence/display/ICTSit/REDCap#REDCap-REDCapAdvancedTopicsTraining)





File Repository

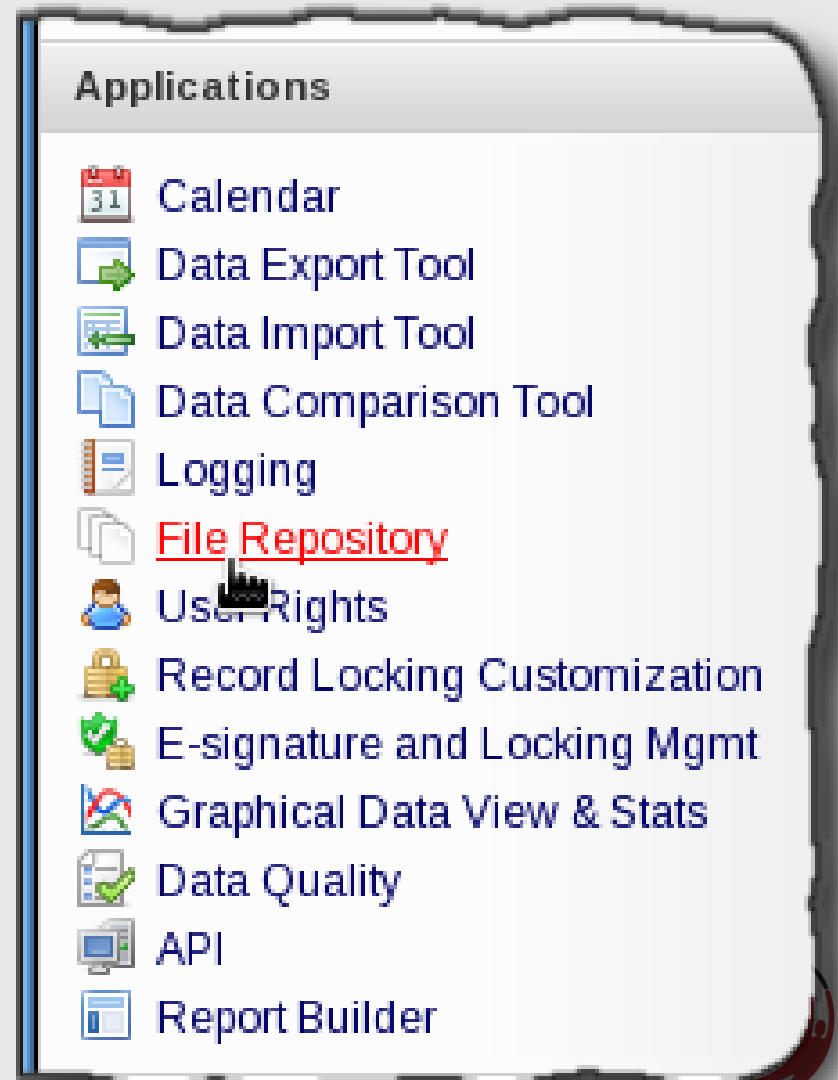
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https://www.icts.uiowa.edu/confluence/download/attachments/53149797/REDCap_File_Repository.pdf



File Repository

The File Repository is a general-purpose location within REDCap for storing files.



File Repository Purpose

- **Useful for storing files that are associated with a specific project.**
- **Convenient to store files that are shared by others on the project.**
- **Ideal to maintain a history of archived files.**



File Repository Advantages

- **Additional (meta) information can be maintained with each file.**
- **The files are accessible only by those that have access to the project.**
- **The files are accessible to everyone on the project.**



File Repository Examples

The following files would be good candidates of items to store in the File Repository:

- ☐ **Previous versions of the project Data Dictionary.**
- ☐ **Consent forms (Word, PDF, RTF).**
- ☐ **Project logo.**
- ☐ **Document templates.**
- ☐ **Project admin information.**



Upload New File

In order to add a file to repository, click on the “Upload New File” tab.

File Repository

This page may be used for storing and retrieving files and documents used for this project. You can retrieve files later, or you may download previously uploaded files in the file list below. Whenever you upload resulting data and syntax files are stored here also.



User Files



Data Export Files



Upload New File

To upload a new file to the repository, in the fields below specify the file on your computer and then click the "Upload File" button.

Adding new file

Document

/Volumes/Users/fmcclurg/In

Name/Label

Icon: Question Mark Circle Blue Glow
Size: 175x175
Format: png
Author: Frank Furter

[Expand](#)

User Files

To view files, meta info or to download, click on the “User Files” tab.

File Repository

This page may be used for storing and retrieving files and documents used for this project. You may upload files here to save for retrieval later, or you may download previously uploaded files in the file list below. Whenever a data export is performed, the resulting data and syntax files are stored here also.



User Files



Data Export Files



Upload New File

Filter by file type: ALL ▾		Action
 Master consent form. File name: Consent_form_regarding_testing.doc Date uploaded: 02/13/2012 File size: 9 KB		
		
 Original Data Dictionary before project was moved to production. File name: MAVRIC1LongitudinalStudy_DataDictionary_2012-02-10.csv Date uploaded: 02/13/2012		
		

REDCap Newsletter

- **Monthly REDCap Newsletter**

- ☐ Upcoming Training
- ☐ Walk-in Hours Schedule
- ☐ Helpful Tips
- ☐ New REDCap Functionality
- ☐ Frequently Asked Questions (and answers)
- ☐ REDCap Best Practices



- **REDCap LISTSERV Subscription:**

- ❖ <https://list.uiowa.edu/scripts/wa.exe?SUBED1=REDCAP&A=1>



REDCap Documentation

- **Training within REDCap:**

- **FAQs (Help & FAQ Tab):**



<https://redcap.icts.uiowa.edu/redcap/index.php?action=help>

- **Video (Training Resources Tab):**



<https://redcap.icts.uiowa.edu/redcap/index.php?action=training>

- **Local REDCap documentation:**



<https://icts.uiowa.edu/confluence/display/ICTSit/REDCap>

