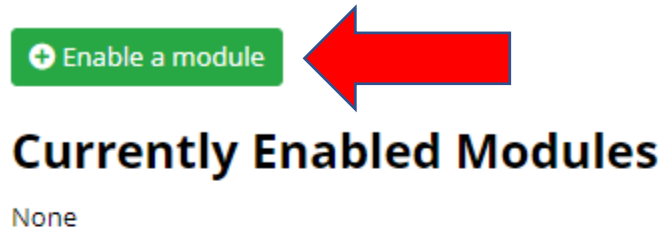
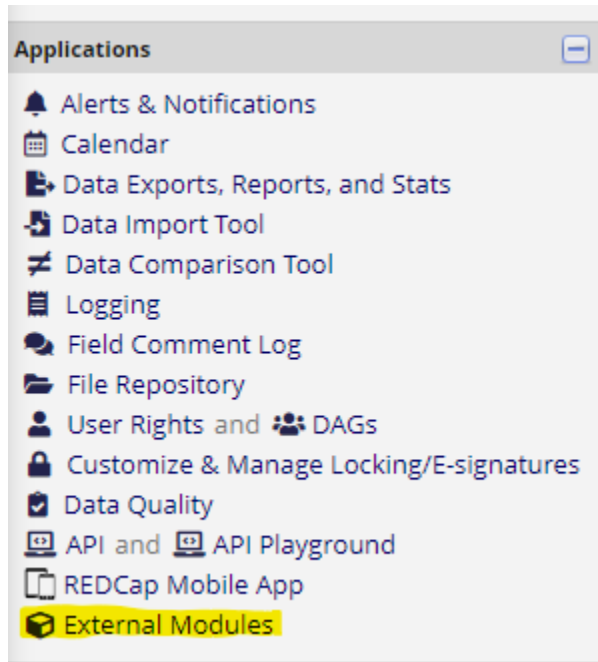


# SOPs for REDCap External Module: CheatBlocker

## A. Add the CheatBlocker module to your REDCap project:

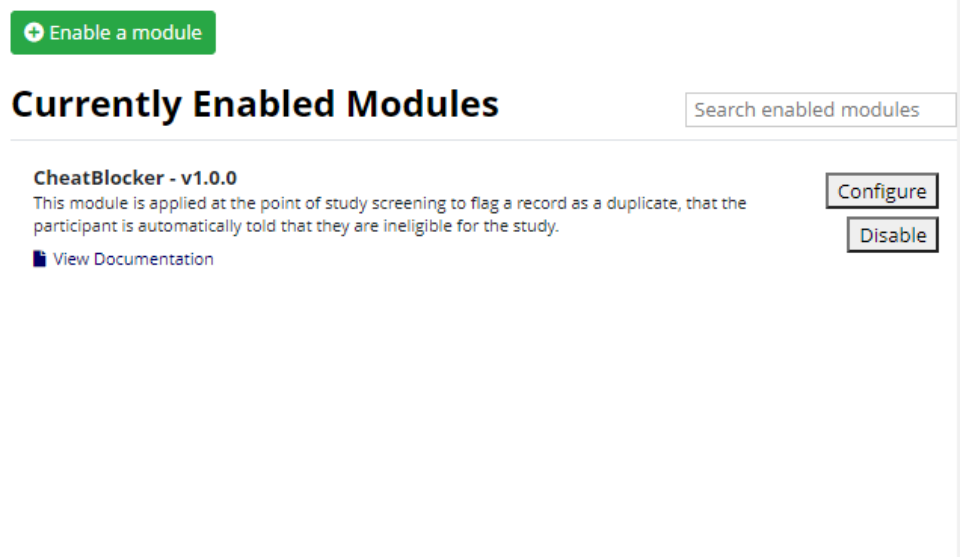
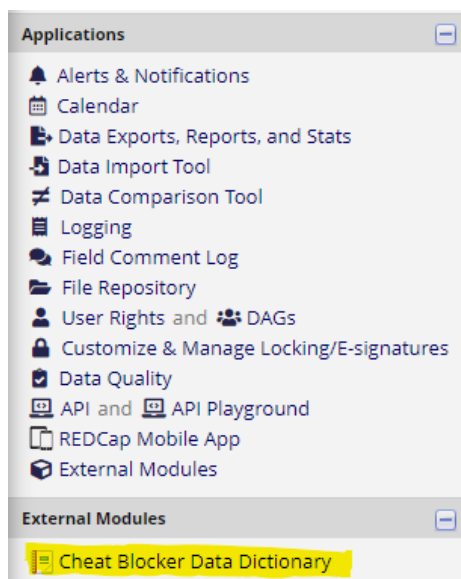
1. Open your REDCap project that you want to use the CheatBlocker module in.
2. In REDCap, underneath the “Applications” header on the left-hand sidebar, click “External Modules.”
3. Then, click the green button that says, “Enable a Module.”



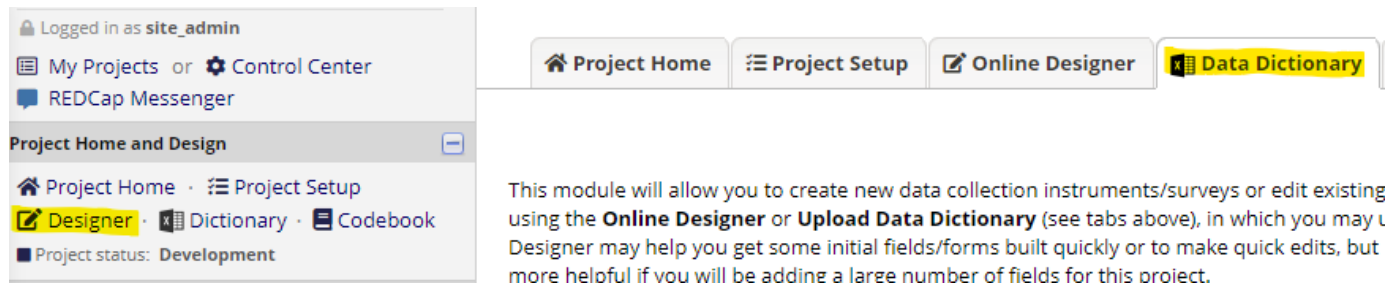
4. Search for “CheatBlocker” and Select the “Enable” button.

## B. Add the variables to your project that will be used to customize the quotas module:

1. On the left -hand sidebar in the External Modules section, click “Cheat Blocker Data Dictionary” to download a .csv file of variables you will need to use this module. [Sherly, I still couldn't get the .csv file to download – I got a 3 KB file named “download” of unknown type. -AB] Save this .csv file to your computer.





2. On the left-hand sidebar under the header “Project Home and Design” header on the left-hand sidebar, click “Designer” and then open the “Data Dictionary” tab.



- a. If your project has no forms/variables in it yet, click “Choose File” button near the bottom of the page (shown below), and then upload the .csv file you just saved to be your project’s Data Dictionary.
- b. If you already have forms/variables in your project,
  - i. click the green “Download the current Data Dictionary” link shown below,
  - ii. open your downloaded Data Dictionary and the .csv file you saved from above,
  - iii. then copy and paste the rows from the new .csv file into your existing Data Dictionary where you want them.
  - iv. Finally, re-upload your Data Dictionary with our fields added.

**Steps for making project changes:**

- 1.) [Download the current Data Dictionary](#)  OR [Download Data Dictionary with drafted changes](#) 
- 2.) Edit the Data Dictionary (see the [Help & FAQ](#) for help)
- 3.) Upload the Data Dictionary using the form below
- 4.) The changes will be made to the project after the Data Dictionary has been checked for errors

**Upload your Data Dictionary file** (CSV file format only)

Format for min/max validation values for date and datetime fields:

No file chosen

3. Variables can also be added/modified manually using the Online Designer, also under Project Setup. If you are not familiar with creating instruments and variables in REDCap, [here is a short tutorial provided by REDCap](#).

**C. Customize the module for your project:**

1. Click back on “External Module” on the left-hand toolbar, and then click the “Configure” button, which will take you to the screen below:

Project Settings	Value
Popup title: <small>* must provide value</small>	Eligibility
Acceptance Message: <small>* must provide value</small>	Accepted into Project
Rejection Message: <small>* must provide value</small>	Project is full at this time.
Eligibility message: <small>* must provide value</small>	You may be eligible for this study. You will be contacted by an administrator.
Potential duplicate message: <small>* must provide value</small>	This record might be a potential duplicate, please verify before you edit this record.

Cancel Save

2. Customize the title and messages that pop up when someone completes the survey to let them know if they passed the duplicate check or not and if they are eligible for the study or not (screenshot of the default messages above).
3. Select whether you want the Duplicate Check to occur automatically and give potential participants a rejection message automatically when they fill it out. If not, it will show on the back end (for study staff), but not to the potential participant (See below).

Automatic Duplicate Check: ☒ \* must provide value

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Compare Dates By:

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Time Period: Months ▼

4. In the image above, you can also see the “compare dates by” field, this allows you to control which records are included in the cheat blocker check. In the scenario above, it would only check records that were submitted within the past 6 months of the day the screener was filled out. This would help if you wanted to allow for realistic changes in a person’s answers over time. (i.e., if a person was feeling fine a year ago, but now are feeling depressed, or if a person had uncontrolled high blood pressure a year ago but it is now under control with medication.)

**D. Finally, add your desired cheat blocking criteria to the project:**

1. At the bottom of the page, you will enter your desired criteria to be used in checking for duplicate/cheating entries, by clicking the “Add Criteria” button on the right.

**1.Criteria:** Add Criteria  
Remove Criteria

Field: \* must provide value first\_name - First Name ▼ + -

---

Field: \* must provide value last\_name - Last Name ▼ + -

---

Field: \* must provide value dob - Date of birth ▼ + -

**2.Criteria:** Add Criteria  
Remove Criteria

Field: \* must provide value first\_name - First Name ▼ + -

---

Field: \* must provide value last\_name - Last Name ▼ + -

---

Field: \* must provide value email - E-mail ▼ + -

**3.Criteria:** Add Criteria  
Remove Criteria

2. Under each criteria you will add the fields that, if duplicated, will result in a rejection.
  - a. Within each set of criteria, click the “+” or “-” buttons to add or remove fields.
  - b. The +/- buttons add “AND” statements.
3. To add a second set of criteria (an “OR” statement), you would click the “Add Criteria” button to the right of 1. Criteria above.

- a. In the example above, it will reject entries with matching first name, last name, and date of birth (Criteria #1), OR those with matching first name, last name, and email (Criteria #2).
4. You can add as many sets of criteria as needed. This will be the number of different combinations of matching fields that will result in a Cheat Blocker rejection.