

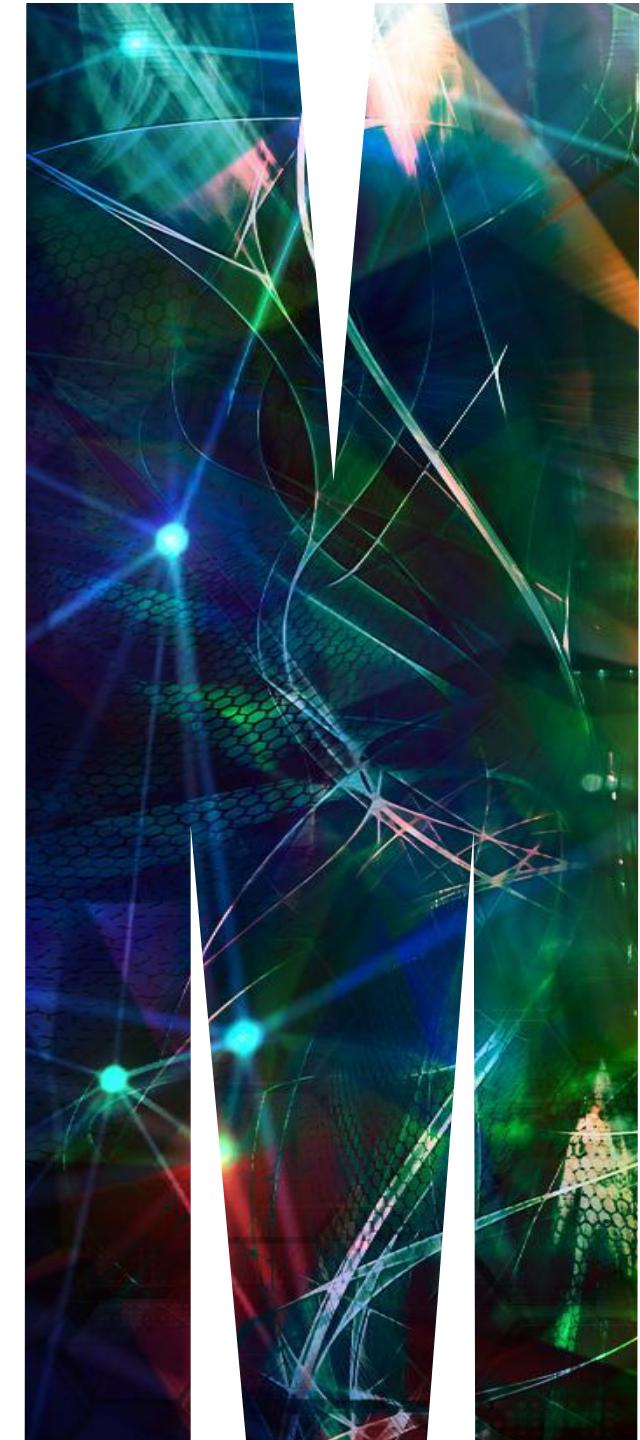
Introduction to REDCap™

John Liman

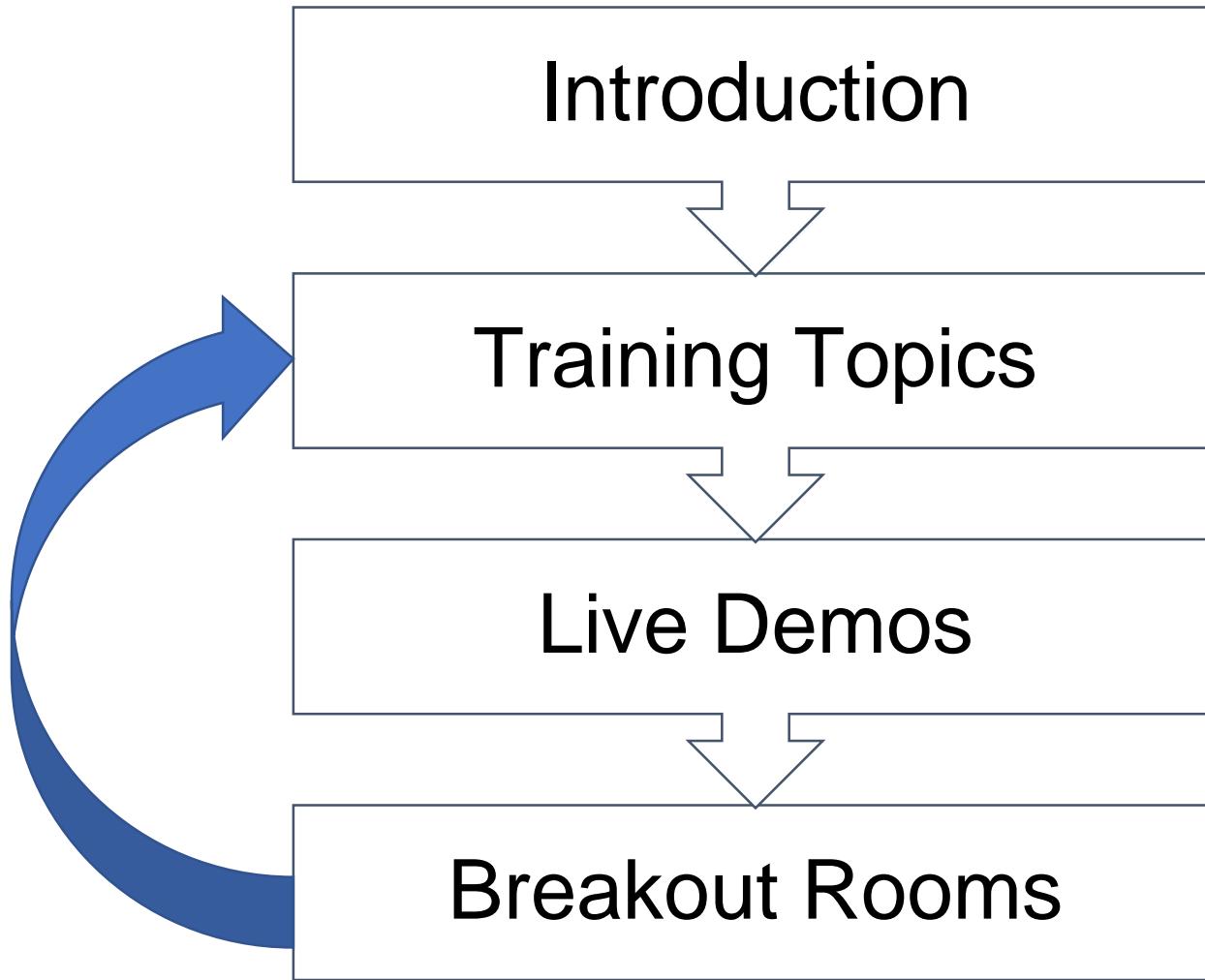
REDCap Administrator

Helix

redcap@monash.edu



Course Approach



History and Background



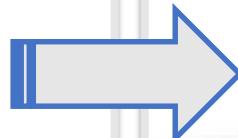
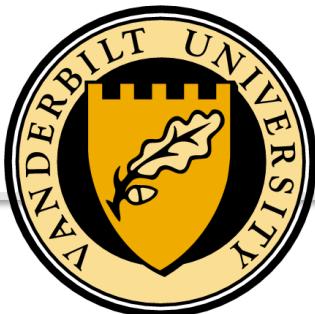
Who Created REDCap and Who Uses it?

THEN

2004: Developed at Vanderbilt Univ.

2006: Global consortium started

2014: Monash joined



NOW

Worldwide:

+5890 institutions /143 countries

+1.3M projects

+1.9M users

REDCap @ Monash:

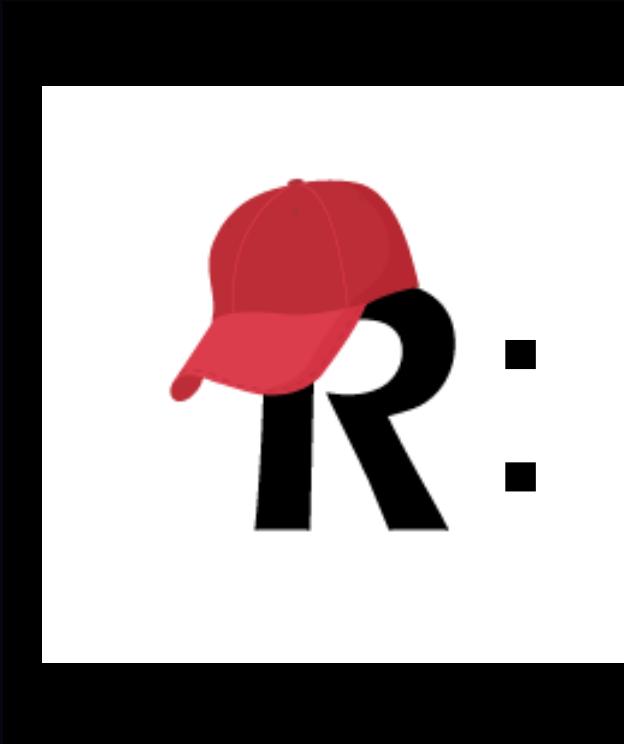
+1000 projects

+3700 users



REDCap is licensed
for free to non-profits
around the world

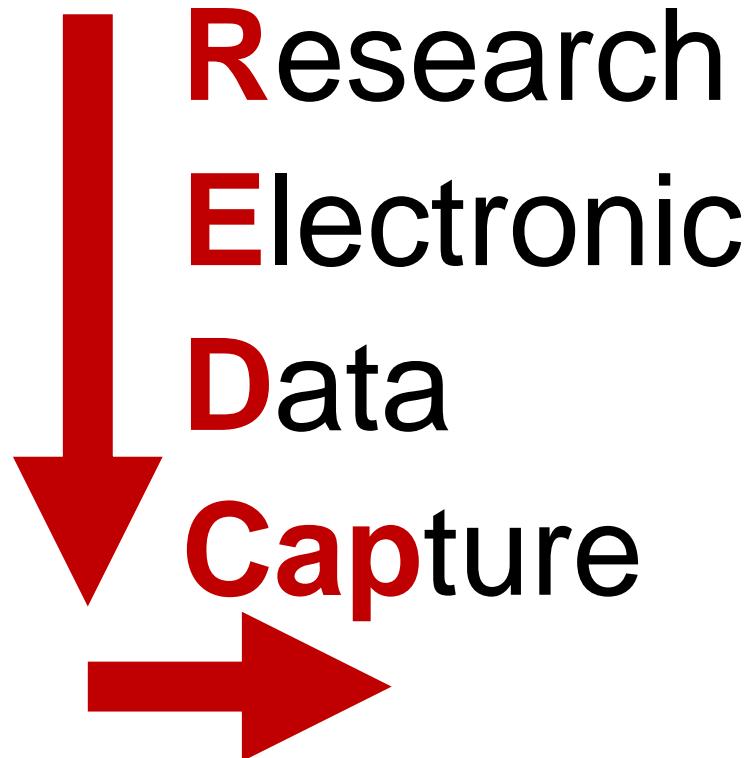
What is REDCap?



*A secure web
application for
managing your data
online*

REDCap Acronym

Research
Electronic
Data
Capture



~~Redcap~~
~~RedCap~~
~~Redcap~~
~~RedCAP~~
REDCap ✓

What is it for?

Use Cases

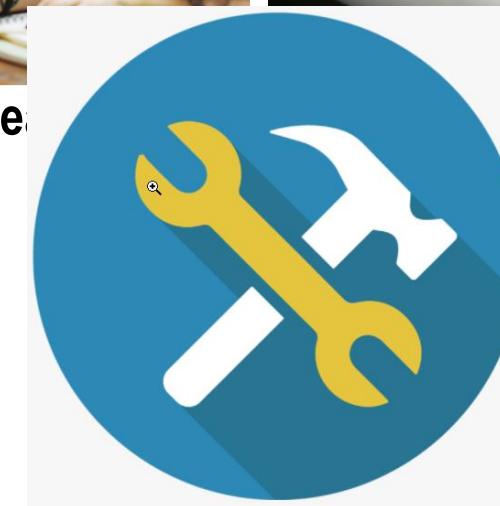


Clinical Research
and Clinical Trials



Global Health

Community Research



Operational Support

Basic Research

Advantages of REDCap

Accessible

- web-based access (on and off campus)
- access for multi-site collaborations

Customisable

- fast and flexible to design
- modifications at anytime

Accurate

- ensures consistent and accurate data entry
- data quality checks to look for errors

Secure

- Data are stored in a secured area
- Daily backup and software upgrades

Supported

- User group and training

REDCap @Monash

<https://www.monash.edu/researchinfrastructure/helix/capabilities/redcap>

- User charges (free)
- Terms of Use (citation)
- How to request?
- General help and support
- Customisation support

The screenshot shows the Monash HELIX website. At the top, there's a blue header bar with the Monash Australia logo, a search icon, and links for Courses, Library, and Donate. Below the header, the Monash University logo and a '60 YEARS OF MAKING A DIFFERENCE' banner are visible. The main navigation menu includes HOME, ABOUT US, CAPABILITIES, PARTNERSHIPS, and CONTACT US. On the right, there's a link to 'READ OUR LATEST STORIES ON MONASH LENS'. The main content area is titled 'MONASH HELIX' and features a section for 'Monash REDCap'. This section describes REDCap as a secure, web-based application for creating and managing research databases. It highlights its ability to collect and manage sensitive data effectively and responsibly, using a streamlined process for project creation and design. The page also mentions automated export procedures for data to Excel and common statistical packages like SPSS, SAS, and Stata. A note about data storage and encryption is included. Below this, there's a 'Key Features and Benefits' section with a bulleted list.

Capabilities

Monash REDCap

- Monash SeRP
- CogStack
- Secure Hosting and Data Transfer
- Application Development
- Data Governance
- Clinical Trials and Clinical Registries

MONASH HELIX

HOME ABOUT US CAPABILITIES PARTNERSHIPS CONTACT US

READ OUR LATEST STORIES ON MONASH LENS

Home | Capabilities | Monash REDCap

Monash REDCap

REDCap is a secure, web-based application to create and manage research databases and/or participant surveys. It is developed to help researchers collect and manage sensitive data effectively and responsibly. REDCap's streamlined process for rapidly creating and designing projects offers a vast array of tools that can be tailored to virtually any data collection strategy.

REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, adhoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.

Data collected through REDCap will be directly and permanently stored on infrastructure located in Australia and managed by Helix. Data stored on this infrastructure is backed up daily. All traffic between the data collector's personal device, the web server(s), the database server(s), and the file server(s) is encrypted.

Key Features and Benefits

- Web-based access (on or off campus)
- Access for multi-site collaborations
- Fast and flexible to design

REDCap @Monash

How do I get access to REDCap?

Monash University Research

The P.I. must be from Monash University

<https://redcap.link/monashredcap>

Monash Health Translation Precinct (MHTP) Research

The P.I. must be from MHTP, Hudson or Monash University

<https://redcap.link/mhtpredcap>

REDCap @Monash



and
Individualised Support
(cost recovery)

Training Topics

Project Setup

- Design your data instruments
- Enable modules and customisations
- User Rights and Permissions
- Testing your project
- Moving to production
- Post Production Changes

Using Surveys

- Enabling surveys
- Settings & customisations
- Public link vs private links

Training Topics

Applications & Tools

- Record status dashboard
- Project audit trail
- Field history
- Codebook
- Data export
- Data quality

Training project

My Project Study ID : _____

Demographics Form Date : _____

Study ID:	
First name:	
Last Name:	
DOB: (dd-mm-yyyy)	
Age:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
If 'Other', please specify	
Email:	

My Project Study ID : _____

Diagnosis Form Date : _____

Primary Diagnosis: _____

Comorbidities:

(Tick all that apply, or 'none of the above')

- Diabetes
- Renal Insufficiency
- Myocardial
- Other/s

If Other/s, please specify _____

None of the above

My Project Study ID : _____

Initial Survey Date : _____

These questions are about how you feel and how things have been with you during the past 4 weeks. For each question, please give the one answer that comes closest to the way you have been feeling.
How much of the time during the last 4 Weeks,
(one response for each question)

	All the time	Most of the time	Some of the time	A little of the time	None of the time
a. Have you felt calm and peaceful?					
b. Did you have a lot of energy?					
c. Have you felt downhearted and depressed?					

|

Project Setup



REDCap Access: <https://redcap-training.helix.monash.edu/>



[Log In](#)

This is a TRAINING site only. DO NOT enter live data.



Please log in with your user name and password. If you are having trouble logging in, please contact [REDCap Administrator](#).

Username:	traininguserXX	
Password:	

 [Log In](#) [Forgot your password?](#)

My Projects



Welcome to REDCap!

REDCap is a secure web platform for building and managing online databases and surveys. REDCap's streamlined process for rapidly creating and designing projects offers a vast array of tools that can be tailored to virtually any data collection strategy.

REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.

Learn more about REDCap by watching a [brief summary video \(4 min\)](#). If you would like to view other quick video tutorials of REDCap in action and an overview of its features, please see the [Training Resources](#) page.

NOTICE: If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board.

If you require assistance or have any questions about REDCap, please contact

REDCap Features

Build online surveys and databases quickly and securely - Create and design your project rapidly using secure web authentication from your browser. No extra software is required.

Fast and flexible - Conception to production-level survey/database in less than one day.

Export data to common data analysis packages - Export your data to Microsoft Excel, PDF, SAS, Stata, R, or SPSS for analysis.

Ad Hoc Reporting - Create custom queries for generating reports to view or download.

Scheduling - Utilize a built-in project calendar and scheduling module for organizing your

This is a TRAINING site only. DO NOT enter live data.



Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#) To review which users still have access to your projects, visit the [User Access Dashboard](#).

My Projects	 Organize	 Collapse All	Filter projects by title <input type="text"/>		
Project Title	Records	Fields	Instruments	Type	Status
 Unorganized Projects (1)	0	2	1 form		
2021 - Training 01					

Logged in as traininguser01

[Log out](#)

[My Projects](#)

[Project Home and Design](#)

[Project Home](#) · [Project Setup](#)

[Designer](#) · [Dictionary](#) · [Codebook](#)

Project status: Development

[Data Collection](#)

[Record Status Dashboard](#)

- View data collection status of all records

[Add / Edit Records](#)

- Create new records or edit/view existing ones

Show data collection instruments

[Applications](#)

[Project Dashboards](#)

[Alerts & Notifications](#)

[Calendar](#)

[Data Exports, Reports, and Stats](#)

[Data Import Tool](#)

[Data Comparison Tool](#)

[Logging](#)

[Field Comment Log](#)

[File Repository](#)

[User Rights and DAGs](#)

[Customize & Manage Locking/E-signatures](#)

[Data Quality](#)

[API and API Playground](#)

[External Modules](#)

[Help & Information](#)

[Help & FAQ](#)

[Video Tutorials](#)

[Suggest a New Feature](#)

2021 - Training 01

PID 731

[Project Home](#)

[Project Setup](#)

[Other Functionality](#)

[Project Revision History](#)

Project status:  Development

Completed steps 0 of 7

Main project settings



Not started

I'm done!

Use surveys in this project? [?](#)

 [VIDEO: How to create and manage a survey](#)

Use longitudinal data collection with defined events? [?](#)

Modify project title, purpose, etc.

Design your data collection instruments



Not started

I'm done!

Add or edit fields on your data collection instruments. This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method). Quick links: [Download PDF of all instruments](#) OR [Download the current Data Dictionary](#)

Go to [Online Designer](#) or [Data Dictionary](#) Explore the [REDCap Instrument Library](#)

Have you checked the [Check For Identifiers](#) page to ensure all identifier fields have been tagged?

Learn how to use [!\[\]\(a82834bc111d9801b194b41459bab11f_img.jpg\) Smart Variables](#) [!\[\]\(9f29e52c2b615d0dbdfca4847f60d2ff_img.jpg\) Piping](#) [!\[\]\(a8423256dcfc9691e74b1cfcd8e7ffa3_img.jpg\) Action Tags](#) [!\[\]\(b60c2b6e2844dd28d44a396f848528b3_img.jpg\) Field Embedding](#) [!\[\]\(ce586534e3fda1c1205cebe3d3877075_img.jpg\) Special Functions](#)

Enable optional modules and customizations



Optional

I'm done!

Repeatable instruments [?](#)

Auto-numbering for records [?](#)

Scheduling module (longitudinal only) [?](#)

Randomization module [?](#)

Designate an email field for communications (including survey invitations and alerts) [?](#)

Additional customizations

Set up project bookmarks (optional)

Online Designer

[Project Home](#)[Project Setup](#)[Other Functionality](#)[Project Revision History](#)

Project status:  Development

Completed steps 1 of 8



Complete!

[Not complete?](#)

Main project settings

[Enable](#) Use surveys in this project? [?](#)[VIDEO: How to create and manage a survey](#)[Disable](#) Use longitudinal data collection with defined events? [?](#)[Modify project title, purpose, etc.](#)

Not started

[I'm done!](#)

Design your data collection instruments

Add or edit fields on your data collection instruments. This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method). Quick links: [Download PDF of all instruments](#) OR [Download the current Data Dictionary](#).

Go to

 [Online Designer](#)

or

 [Data Dictionary](#)

Explore the

 [REDCap Shared Library](#)

Have you checked the [Check For Identifiers](#) page to ensure all identifier fields have been tagged?

Learn how to use [Smart Variables](#)

[Piping](#)

[Action Tags](#)



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Online Designer

[Project Home](#)[Project Setup](#)[Online Designer](#)[Data Dictionary](#)[Codebook](#)[Create snapshot of instruments](#)[VIDEO: How to use this page](#)Last snapshot: never [?](#)

The Online Designer will allow you to make project modifications to fields and data collection instruments very easily using only your web browser. NOTE: While in development status, all field changes will take effect immediately in real time.

Data Collection Instruments

Add new instrument:

[Create](#) a new instrument from scratch[Import](#) a new instrument from the official [REDCap Instrument Library](#) [?](#)[Upload](#) instrument ZIP file from another project/user or [external libraries](#) [?](#)

	Instrument name	Fields	View PDF	Instrument actions
	My First Instrument	1		Choose action Rename Copy Delete Download instrument ZIP

Online Designer

[Project Home](#) [Project Setup](#) [Online Designer](#) [Data Dictionary](#) [Codebook](#)

[Create snapshot of instruments](#) [VIDEO: How to use thi](#)

Last snapshot: never [?](#)

The Online Designer will allow you to make project modifications to fields and data collection instruments very easily using only browser. NOTE: While in development status, all field changes will take effect immediately in real time.

Data Collection Instruments

Add new instrument:

[Create](#) a new instrument from scratch

[Import](#) a new instrument from the official [REDCap Instrument Library](#) [?](#)

[Upload](#) instrument ZIP file from another project/user or [external libraries](#) [?](#)

Instrument name	Fields	View PDF	Instrument actions
Demographics	1		Choose action
Add instrument here			
Diagnosis	0		Choose action
Add instrument here			
My Survey	0		Choose action
Add instrument here			

Online Designer

Variable: record_id

Record ID

NOTE: The field above is the record ID field and thus cannot be deleted or moved. It can only be edited.

Add Field **Add Matrix of Fields**

Add New Field

You may add a new project field to this data collection instrument by completing the fields below and clicking the Save button at the bottom. When you add a new field, it will be added to the form on this page. For an overview of the different field types available, you may view the  [Field Types video \(4 min\)](#).

Field Type:

- Select a Type of Field ---
- 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)
- 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)
- Begin New Section (with optional text)

Step 2: Online Designer

This page allows you to build and customize your existing ones. New fields may be added by clicking the **Edit** icon. If you decide that you do not want to keep fields, simply **drag and drop** a field to a different location. Changes will take effect immediately in real time.

[Return to list of instruments](#)

Current instrument: **Demographics**

Variable: record_id

Record ID

NOTE: The field above is the record ID field and thus cannot be deleted.

Add

Add New Field

You may add a new project field to this data collection instrument by completing the fields below and clicking the Save button at the bottom. When you add a new field, it will be added to the form on this page. For an overview of the different field types available, you may view the [Field Types video \(4 min\)](#).

Field Type: Text Box (Short Text, Number, Date/Time, ...)

Field Label: First Name

Variable Name (utilized in logic, calcs, and exports)
first_name
 Enable auto naming of variable based upon its Field Label?
ONLY letters, numbers, and underscores

How to use [Smart Variables](#) [Piping](#)

Validation? (optional) ---- None ----
- OR -

Enable searching within a biomedical ontology [?](#)
-- choose ontology to search --

Required?* Yes No
* Prompt if field is blank

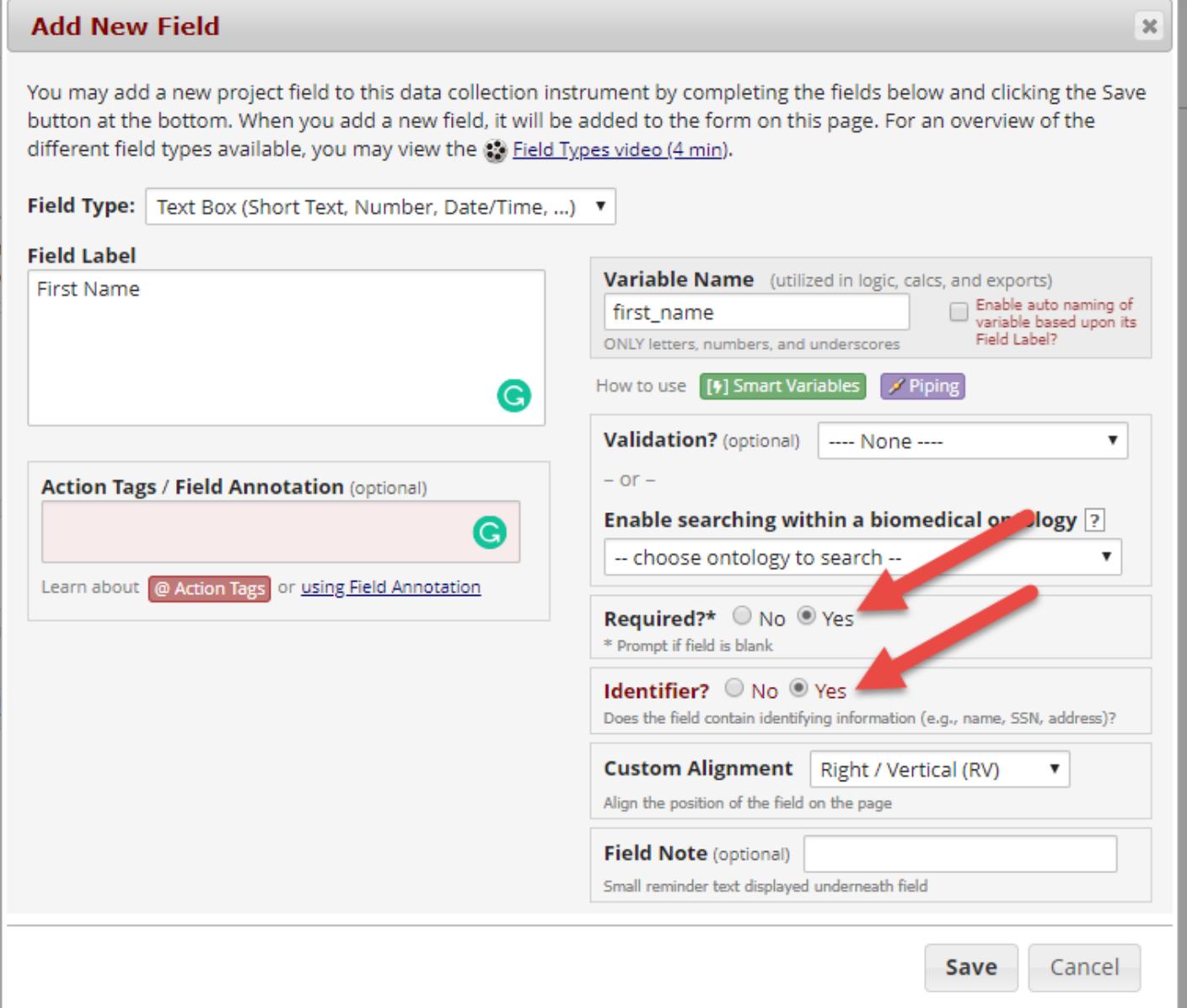
Identifier? Yes No
Does the field contain identifying information (e.g., name, SSN, address)?

Custom Alignment Right / Vertical (RV)
Align the position of the field on the page

Field Note (optional)

Small reminder text displayed underneath field

Save **Cancel**



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Calculated Field

Edit Field

You may add a new project field to this data collection instrument by completing the fields below and clicking the Save button at the bottom. When you add a new field, it will be added to the form on this page. For an overview of the different field types available, you may view the [Field Types video \(4 min\)](#).

Field Type: Calculated Field

Field Label

Age at registration

Use the Rich Text Editor [?](#)

Variable Name (utilized in logic, calcs, and exports)
age Enable auto naming of variable based upon its Field Label?
ONLY letters, numbers, and underscores

How to use [Smart Variables](#) [Piping](#) [Field Embedding](#)

Required?* No Yes

* Prompt if field is blank

Identifier? No Yes

Does the field contain identifying information (e.g., name, SSN, address)?

Custom Alignment Right / Vertical (RV) [▼](#)

Align the position of the field on the page

Field Note (optional)

Small reminder text displayed underneath field

Calculation Equation [How do I format the equation?](#) [Learn how to use](#) [Special Functions](#)

datediff([dob], [reg_date], "y")

 Valid (The determination of validity may not be 100% accurate in all contexts.)

[Clear calculation](#)

Test calculation with a record: [-- select record -- ▾](#)

Action Tags / Field Annotation (optional)

Learn about [@ Action Tags](#) or [using Field Annotation](#)

Save

Cancel

Note:

The field is only calculated when the form is saved.

Using “Today” to Calculate Age

Edit Field

You may add a new project field to this data collection instrument by completing the fields below and clicking the Save button at the bottom. When you add a new field, it will be added to the form on this page. For an overview of the different field types available, you may view the [Field Types video \(4 min\)](#).

Field Type: Calculated Field

Field Label

Age

Use the Rich Text Editor [?](#)

Calculation Equation [How do I format the equation?](#)

`datediff([dob], "today", "y")`

Learn how to use [Special Functions](#)

Variable Name (utilized in logic, calcs, and exports)

age

Enable auto naming of variable based upon its Field Label?

ONLY letters, numbers, and underscores

How to use [Smart Variables](#) [Piping](#) [Field Embedding](#)

Required?* No Yes

* Prompt if field is blank

Identifier? No Yes

Does the field contain identifying information (e.g., name, SSN, address)?

Custom Alignment Right / Vertical (RV)

Align the position of the field on the page

Field Note (optional)

Small reminder text displayed underneath field

Test calculation with a record: [-- select record --](#)

[Clear calculation](#)

Action Tags / Field Annotation (optional)

Learn about [@ Action Tags](#) or [using Field Annotation](#)

Save

Cancel

Warning:
The age will be
re-calculated
to the age
when the form
is re-saved.

Step 2: Online Designer

Variable: record_id

Record ID

NOTE: The field above is the record ID field and thus cannot be deleted or moved. It can only be edited.

Add Field | Add Matrix of Fields | Import from Field Bank

Variable: reg_date

Date of registration

* must provide value

Add Field | Add Matrix of Fields | Import from Field Bank

Variable: first_name

First name

* must provide value

Add Field | Add Matrix of Fields | Import from Field Bank

Variable: last_name

Last name

* must provide value

Add Field | Add Matrix of Fields | Import from Field Bank

Variable: dob

DOB

* must provide value

Add Field | Add Matrix of Fields | Import from Field Bank

Variable: gender

Gender

* must provide value

Male
Female
Other

reset

Add Field | Add Matrix of Fields | Import from Field Bank

Variable: email

Email

* must provide value

Add Field | Add Matrix of Fields | Import from Field Bank

Variable: age

Age at registration

Add Field | Add Matrix of Fields | Import from Field Bank

#	Variable / Field Name	Field Label <i>Field Note</i>	Field Attributes (Field Type, Validation, Choices, Calculations, etc.)						
Instrument: Demographics (demographics) ▲ Collapse									
1	record_id	Record ID	text						
2	reg_date	Date of registration	text (date_dmy), Required						
3	first_name	First name	text, Required						
4	last_name	Last name	text, Required						
5	dob	DOB	text (date_dmy), Required						
6	gender	Gender	radio, Required						
			<table border="1"> <tr><td>1</td><td>Male</td></tr> <tr><td>0</td><td>Female</td></tr> <tr><td>99</td><td>Other</td></tr> </table>	1	Male	0	Female	99	Other
1	Male								
0	Female								
99	Other								
7	email	Email	text (email), Required						
8	age	Age at registration	calc Calculation: datediff([reg_date], [dob], "y")						
9	demographics_complete	Section Header: Form Status Complete?	dropdown <table border="1"> <tr><td>0</td><td>Incomplete</td></tr> <tr><td>1</td><td>Unverified</td></tr> <tr><td>2</td><td>Complete</td></tr> </table>	0	Incomplete	1	Unverified	2	Complete
0	Incomplete								
1	Unverified								
2	Complete								

Design vs Data Entry

Design Mode

Variable: record_id

Record ID

NOTE: The field above is the record ID for this form. It is automatically generated. It cannot be changed.

Add Field Add Matrix of Fields Import from Field Bank

Variable: reg_date

Date of registration
* must provide value

Add Field Add Matrix of Fields Import from Field Bank

Variable: first_name

First name
* must provide value

Add Field Add Matrix of Fields Import from Field Bank

Variable: last_name

Last name
* must provide value

Add Field Add Matrix of Fields Import from Field Bank

Variable: dob

DOB
* must provide value

Add Field Add Matrix of Fields Import from Field Bank

Variable: gender

Gender
* must provide value

Male
Female
Other

Add Field Add Matrix of Fields Import from Field Bank

Variable: email

Email
* must provide value

Add Field Add Matrix of Fields Import from Field Bank

Variable: age

Age at registration

Add Field Add Matrix of Fields Import from Field Bank

Demographics

Adding new Record ID 2

Record ID

2

Date of registration

* must provide value

Variable: reg_date
Add Field Add Matrix of Fields Import from Field Bank

First name

* must provide value

Variable: first_name
Add Field Add Matrix of Fields Import from Field Bank

Last name

* must provide value

Variable: last_name
Add Field Add Matrix of Fields Import from Field Bank

DOB

* must provide value

Variable: dob
Add Field Add Matrix of Fields Import from Field Bank

Gender

* must provide value

Male
Female
Other

reset

Email

* must provide value

Variable: email
Add Field Add Matrix of Fields Import from Field Bank

Age at registration

View equation

Form Status

Complete?

Incomplete

Save & Exit Form

Save & ...

-- Cancel --

Data Entry Mode

Monash University
2021 - Training 01 PID 731

Record Status Dashboard (all records)

Displayed below is a table listing all existing records/responses and their status for every data collection instrument (and if longitudinal, for every event). You may click any of the colored buttons in the table to open a new tab/window in your browser to view that record on that particular data collection instrument. Please note that if your form-level user privileges are restricted for certain data collection instruments, you will only be able to view those instruments, and if you belong to a Data Access Group, you will only be able to view records that belong to your group.

Legend for status icons:

- Incomplete (Red)
- Incomplete (no data saved) (Grey)
- Unverified (Yellow)
- Complete (Green)

Dashboard displayed: [Default dashboard] [Create custom dashboard](#)

Displaying record Page 1 of 1: "1" through "1" of 1 records ALL (1) records per page

+ Add new record

Displaying: Instrument status only | Lock status only | All status types

Record ID	Demographics	Diagnosis	My Survey
1	Incomplete	Incomplete (no data saved)	Incomplete (no data saved)

Logged in as traininguser01
Log out

My Projects

Project Home and Design

- Project Home · Project Setup
- Designer · Dictionary · Codebook
- Project status: Development

Data Collection

- Record Status Dashboard - View data collection status of all records
- Add / Edit Records - Create new records or edit/view existing ones

Show data collection instruments

Applications

- Project Dashboards
- Alerts & Notifications
- Calendar
- Data Exports, Reports, and Stats
- Data Import Tool
- Data Comparison Tool
- Logging
- Field Comment Log
- File Repository

Breakout Room

Exercise - 8 minutes

Create demographics forms

Step 2: Edit/Copy/Move/Delete Fields

Variable: first_name

The screenshot shows a user interface for managing form fields. At the top, there is a toolbar with five icons: a pencil (Edit), a green arrow (Copy), a blue double-document (Move), a folder with a plus sign (Delete), and a red X (Delete). The 'Edit' icon is highlighted with a red border. Below the toolbar, the text 'Variable: first_name' is displayed. The main area contains a field labeled 'First name' in bold blue text. To the left of this label, the text '* must provide value' is shown in red. To the right of the label is a large, empty rectangular input field.

Improving Form Layout

Field Embedding

Demographics

Editing existing Record ID 1 Jones - 18-02-1985

Data Access Group: [No Assignment] ?

Record ID	1	To rename the record, see the record action drop-down at top of the Record Home Page.
First name:	David	<input type="button" value=""/>
Last Name	Jones	<input type="button" value=""/>
Date of Birth	18-02-1985 <input type="button" value="Today"/> <input type="button" value="D-M-Y"/>	<input type="button" value=""/>
Gender	<input type="radio"/> Female <input checked="" type="radio"/> Male <input type="radio"/> Other	<input type="button" value="reset"/>
email address	david.brown@monash.edu	<input type="button" value=""/>
* must provide value		
Form Status		
Complete?	Complete	<input type="button" value=""/>
Lock this instrument?	<input type="checkbox"/> Lock	
If locked, no user will be able to modify this instrument for this record until someone with Instrument Level Lock/Unlock privileges unlocks it.		
<input type="button" value="Save & Exit Form"/> <input type="button" value="Save & Stay"/>		<input type="button" value="-- Cancel --"/>
<input type="button" value="Delete data for THIS FORM only"/>		
NOTE: To delete the entire record (all forms/events), see the record action drop-down at top of the Record Home Page. Also, to delete all the data from THIS EVENT only, see the bottom row of the status table on the Record Home Page.		

Editing existing Record ID 1 Jones - 18-02-1985

Event Name: Baseline

Record ID

First Name: David | Last Name: Jones | DOB: 18-02-1985

Gender: Female Male Other

email address: david.brown@monash.edu

* must provide value

Form Status

Complete? Complete

Lock this instrument?
If locked, no user will be able to modify this instrument for this record until someone with Instrument Level Lock/Unlock privileges unlocks it.

Lock

Delete data for THIS FORM only

NOTE: To delete the entire record (all forms/events), see the record action drop-down at top of the Record Home Page. Also, to delete all the data from THIS EVENT only, see the bottom row of the status table on the Record Home Page.

Improving Form Layout

Field Embedding continued

How to embed a field/s

1. Create the fields on your form eg. first_name, last_name, dob, etc
2. Create another field that will contain placeholders for the field/s to be embedded. This is usually 'Descriptive Text' field type
3. Enable the Rich text Editor
4. Create a table structure to suit the field you are collecting. (Consider any field labels you may want)
5. Populate each cell with the variable name to be entered. Note: the variable name must be contained within braces "{}". Eg. {first_name}

Note; The fields to be embedded must all be on same form.

The screenshot shows the 'Edit Field' dialog box. At the top, it says 'Edit Field' and provides instructions for adding a new project field. The 'Field Type' dropdown is set to 'Descriptive Text (with optional Image/Video/Audio/File Attachment)', which is circled in red. Below this, the 'Field Label' section includes a rich text editor toolbar with various buttons, one of which is circled in red. A table structure is displayed, consisting of three columns labeled 'First Name', 'Last Name:', and 'DOB:' with variable placeholders '{first_name}', '{last_name}', and '{dob}' respectively. To the right of the table, there are sections for 'Variable Name' (demo), 'Optional file attachment, image, audio, or video' (with a 'Embed an external video' option), 'Action Tags / Field Annotation (optional)', and buttons for 'Save' and 'Cancel'.

Improving Form Layout

Design Mode

Current instrument: Demographics

Preview instrument

Record ID:

NOTE: The field above is the record ID field and thus cannot be deleted or moved. It can only be edited.

First name: Add Field Add Matrix of Fields

Last Name: Add Field Add Matrix of Fields

Date of Birth: Today D-M-Y Add Field Add Matrix of Fields

First Name Last Name DOB
{first_name} {last_name} {dob}

Gender: Female Male Other

email address: * must provide value Add Field Add Matrix of Fields

Data Entry Mode

Demographics

Data Access Group: [No Assignment] ?

Editing existing Record ID 1 Jones - 18-02-1985

Event Name: Baseline

Record ID: 1 To rename the record, see the record action drop-down at top of the Record Home Page.

First Name	Last Name:	DOB:
David	Jones	18-02-1985 <input type="button" value="Today"/> D-M-Y

Gender: Female Male Other

email address: david.brown@monash.edu

Form Status

Complete? Complete

Lock this instrument? Lock

If locked, no user will be able to modify this instrument for this record until someone with Instrument Level Lock/Unlock privileges unlocks it.

Save & Exit Form Save & Stay

-- Cancel --

Delete data for THIS FORM only

NOTE: To delete the entire record (all forms/events), see the record action drop-down at top of the Record Home Page. Also, to delete all the data from THIS EVENT only, see the bottom row of the status table on the Record Home Page.

Breakout Room

Exercise - 8 minutes

Field embedding

Step 2: Branching Logic

Current instrument: **Diagnosis**

[Preview instrument](#)

Add Field Add Matrix of Fields

Variable: comorb

Comorbidities
* must provide value

Diabetes
 Renal Insufficiency
 Myocardial
 Other
 None of the above

Add Field Add Matrix of Fields

Variable: comorb_other

If Other, please specify
* must provide value

Add Field Add Matrix of Fields

Add/Edit Branching Logic

Branching Logic may be employed when fields/questions need to be hidden under certain conditions. If branching logic is defined, the field will only be visible if the conditions provided are true (i.e. show the field only if...). You may specify those conditions in the text box below for the Advanced Branching Logic Syntax or by choosing the Drag-N-Drop Logic Builder method, which allows you to build your logic in a much easier fashion by simply dragging over the options you want. You may switch back and forth between each method if you wish, but please be aware that since the advanced logic allows for greater complexity, it may not be able to be switched over to the Drag-N-Drop method if it becomes too complex.

Choose method below for the following field: **comorb_other** - *If Other, please specify*

Advanced Branching Logic Syntax

How to use [Branching Logic](#)

[Smart Variables](#)

Show the field ONLY if...

[comorb(4)] = '1'

[Clear logic](#)

Test logic with a record: [-- Select record --](#)

— OR —

Drag-N-Drop Logic Builder

Displaying field choices for the following data collection instrument:

Diagnosis ▾

Field choices from other fields

(drag a choice below to box on right)

comorb = Diabetes (1)
comorb = Renal Insufficiency (2)
comorb = Myocardial (3)
comorb = Other (4)
comorb = None of the above (5)
diagnosis_complete = Incomplete (0)
diagnosis_complete = Unverified (1)
diagnosis_complete = Complete (2)

Show the field ONLY if...

- ALL below are true
 ANY below are true

comorb = Other (4) 

Drag and Drop

[Clear logic](#)

Step 2: Branching Logic

Action Tags

Add Field Add Matrix of Fields Variable: comorb

Comorbidities
* must provide value

- Diabetes
- Renal Insufficiency
- Myocardial
- Other
- None of the above

Add Field Add Matrix of Fields

Edit Field

You may add a new project field to this data collection instrument by completing the fields below and clicking the button at the bottom. When you add a new field, it will be added to the form on this page. For an overview of the different field types available, you may view the [Field Types video \(4 min\)](#).

Field Type: Checkboxes (Multiple Answers)

Field Label: Comorbidities

Variable Name (utilized in logic, calcs, and exports)
comorb
ONLY letters, numbers, and underscores
 Enable auto naming variable based upon Field Label?

How to use [Smart Variables](#) [Piping](#)

Required?* Yes No
* Prompt if field is blank

Identifier? No Yes
Does the field contain identifying information (e.g., name, SSN, address)

Custom Alignment: Right / Vertical (RV)
Align the position of the field on the page

Action Tags / Field Annotation (optional)
@NONEOFTHEABOVE="5"
Learn about [@ Action Tags](#) or [using Field Annotation](#)

Save Cancel

Action Tags

Reports, and Stats
Tool

Variable: record_id

Record ID

Edit Field

You may add a new project field to this data collection instance on this page. For an overview of the different field types available, see the Field Types section.

Field Type: Multiple Choice - Radio Buttons (Single Answer)

Field Label

Gender

Choices (one choice per line) Copy existing choices

1, Male
0, Female
99, Other

Action Tags / Field Annotation (optional)

Learn about [@ Action Tags](#) or [using Field Annotation](#)

What are Action Tags?

[View text on separate page](#)

@ Action Tags

Action Tags are an excellent way to customize the data entry experience for surveys and forms. They are special terms that begin with the '@' sign that can be placed inside a field's Field Annotation when adding or editing a field. Each action tag has a corresponding action that is performed for the field when displayed on data entry forms and survey pages. Below is a comprehensive list of all available action tags that you may use. You can use as many as you want for a single field, but if you do use more than one tag for a field, make sure to put a space or line break between them. Because the action tags are used as part of the Field Annotation, they are not displayed anywhere on the page. To start using Action Tags, navigate to the Online Designer in a project, and when adding or editing a field, add the tag into the Action Tag/Field Annotation text box in the Edit Field popup.

All available action tags and their descriptions:

Add	@CALCDATE	Performs a date calculation by adding or subtracting a specified amount of time from a specified date or datetime field and then provides the result as a date or datetime value - e.g., @CALCDATE([visit_date], 7, 'd'). The first parameter inside the @CALCDATE() function should be a text field with date, datetime, or datetime_seconds validation, in which you may specify (if needed) the event and repeating instance - e.g., @CALCDATE([baseline_event][visit_date], 7, 'd'). The second parameter represents the offset number amount that should be added or subtracted. It can be a decimal number or integer. Tip: To subtract (i.e., go backwards in time), use a negative number. The third parameter represents the units of the offset amount, which will be represented by the following options: 'y' (years, 1 year = 365.2425 days), 'M' (months, 1 month = 30.44 days), 'd' (days), 'h' (hours), 'm' (minutes), 's' (seconds). The unit option must be wrapped in quotes or apostrophes. NOTE: Both the source field and the result field must be a text field with date, datetime, or datetime_seconds validation. It is important to realize that a field with @CALCDATE will not be editable on the survey page or data entry form, and the field will function almost exactly like a normal calculated field, in which its value may get updated via a data import, when running Data Quality rule H, or in real-time during normal data entry on a form or survey.
Add	@CALCTEXT	Evaluates logic that is provided inside a @CALCTEXT() function and outputs the result as text, typically performed with an if(x,y,z) function - e.g., @CALCTEXT(if([gender]='1', 'male', 'female')). NOTE: It is important to realize that a field with @CALCTEXT will not be editable on the survey page or data entry form, and the field will function almost exactly like a normal calculated field, in which its value may get updated via a data import, when running Data Quality rule H, or in real-time during normal data entry on a form or survey. If desired, it is possible to return the value as a number - e.g., @CALCTEXT(if([age] >= 18, 'adult', 5*[other_field])). Also, while it is possible to use static text (in quotes), field variables, or Smart Variables as the return values of the IF function - e.g., @CALCTEXT(if([age] >= 18, [dob], [event-label])) - it is NOT possible to pipe field variables or Smart Variables <u>inside quotes</u> for the return values.
Add	@CHARLIMIT	Sets the maximum number of characters that can be entered into a Text field or Notes field, and also displays the number of characters remaining. The format must follow the pattern @CHARLIMIT=??, in which ?? is the desired max character count (alternatively, the number value can be inside single or double quotes). NOTE: This action tag cannot be used at the same time as @WORDLIMIT for the same field. NOTE: This action tag does *not* get applied during any data imports (via API or Data Import Tool) but only operates when viewing survey pages and data entry forms.
		Sets a field's initial value. This allows a field to have a specified default value when viewing the field on a survey or data entry form that has not yet had any data saved for it (i.e., when the form status icon is gray or when a survey page has not had any data entered yet). The format must follow the pattern @DEFAULT="?????", in which the desired default value is placed inside quotes.

Breakout Room

Exercise - 15 mins

Create diagnosis form

Branching Logic

Action Tags

Step 2: Matrix Field

Current instrument: **Simple Questions**

[Preview instrument](#)

Add Field Add Matrix of Fields

  Matrix group: question_6

These questions are about how you feel and how things have been with you during the past 4 weeks. For each question, please give the one answer that comes closest to the way you have been feeling. How much of the time during the past 4 weeks...

Variable: calm

	All the time	Most of the time	Some of the time	A little of the time	None of the time
a. Have you felt calm and peaceful? <small>* must provide value</small>	<input type="radio"/>				

[reset](#)

Variable: energy

	All the time	Most of the time	Some of the time	A little of the time	None of the time
b. Did you have a lot of energy? <small>* must provide value</small>	<input type="radio"/>				

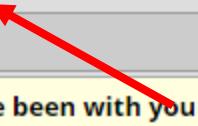
[reset](#)

Variable: depressed

	All the time	Most of the time	Some of the time	A little of the time	None of the time
c. Have you felt downhearted and depressed <small>* must provide value</small>	<input type="radio"/>				

[reset](#)

Add Field Add Matrix of Fields



Edit Matrix of Fields

You may add or edit a matrix (i.e. grid) of project fields on this data collection instrument by completing the fields below. By providing all necessary info below and clicking Save, the new matrix of fields will be added to the form on this page. A Field Label and Variable name must be provided for each field in the matrix, and you must also set the Choices (i.e. matrix column headers) and answer format (Single Answer vs. Multiple Answers) for the entire matrix. [View a matrix example](#) or [Read more about matrix fields on the Help & FAQ](#).

Matrix Header Text (optional)

These questions are about how you feel and how things have been with you during the past 4 weeks. For each question, please give the one answer that comes closest to the way you have been feeling. How much of the time during the last 4 weeks

Expand

Matrix Rows

Each row represents a different field with its own label and variable name.

Enable auto naming of variable based upon its Field Label?

Field Label

ONLY letters, numbers, and underscores

Required?*Field Annotation [?](#)

Variable Name

calm



energy



depressed



a. Have you felt calm and peaceful|

b. Did you have a lot of energy?

c. Have you felt downhearted and depressed?

Add another row

Matrix Column Choices

Choices (one choice per line)

- 4, All the time
- 3, Most of the time
- 2, Some of the time
- 1, A little of the time
- 0, None of the time

[Copy existing choices](#)

[How do I manually code the choices?](#)

Other Matrix Info

Answer Format:

Single Answer (Radio Buttons) [▼](#)

Ranking:

What is a ranked matrix of fields?

Allow only 1 choice to be selected per column (radio buttons only)

Matrix group name: ONLY letters, numbers, and underscores

sf3

[What is a matrix group name?](#)

Save

Cancel

Step 2: Matrix Field

Piping

My Survey

Editing existing Record ID 1

Record ID 1

First Name	Last Name	Age
John	Liman	30.99299323965128

These questions are about how you feel and how things have been with you during the past 4 weeks. For each question, please give the one answer that comes closest to the way you have been feeling. How much of the time during the last 4 Weeks.

	All the time	Most of the time	Some of the time	A little of the time	None of the time
a. Have you felt calm and peaceful <small>* must provide value</small>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Did you have a lot of energy? <small>* must provide value</small>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Have you felt downhearted and depressed? <small>* must provide value</small>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

reset

reset

reset

Form Status

Complete? Incomplete ▾

Save & Exit Form Save & ... -- Cancel -- Delete data for THIS FORM only

Piping

Edit Field

You may add a new project field to this data collection instrument by completing the fields below and clicking the Save button at the bottom. When you add a new field, it will be added to the form on this page. For an overview of the different field types available, you may view the [Field Types video \(4 min\)](#).

Field Type: Descriptive Text (with optional Image/Video/Audio/File Attachment) ▾

Field Label

Use the Rich Text Editor ?

Paragraph ▾ — **B** *I* U

First Name	Last Name	Age
[first_name]	[last_name]	[age]

Action Tags / Field Annotation (optional)

Learn about [@ Action Tags](#) or [using Field Annotation](#)

Variable Name (utilized in logic, calcs, and exports)
survey_desc Enable auto naming of variable based upon its Field Label?

ONLY letters, numbers, and underscores

How to use [Smart Variables](#) [Piping](#) [Field Embedding](#)

Optional file attachment, image, audio, or video:

Embed an external video (provide video URL) ?

e.g. <https://youtube.com/watch?v=E1cCuWMupz0>,
<https://vimeo.com/62730281>, <http://example.com/movie.mp4>

Display format of video: Inline Inside popup

- or -

Attach an image, file, or embedded audio

[Upload file](#)

Display format of attachment on page:

- Link
- Inline image
- Audio file (play in embedded player on page)
[Compatibility notice for embedded audio](#)

(Images wider than 600 pixels will be downsized to fit page.)

Piping

Add Field Add Matrix of Fields Import from Field Bank

Variable: survey_desc

First Name	Last Name	Age
[first_name]	[last_name]	[age]

Add Field Add Matrix of Fields Import from Field Bank

Matrix group: sf3

These questions are about how you feel and how things have been with you during the past 4 weeks. For each question, please give the one answer that comes closest to the way you have been feeling. How much of the time during the last 4 Weeks.

Variable: calm

All the time	Most of the time	Some of the time	A little of the time	None of the time
<input type="radio"/>				

a. Have you felt calm and peaceful
* must provide value

reset

Variable: energy

All the time	Most of the time	Some of the time	A little of the time	None of the time
<input type="radio"/>				

b. Did you have a lot of energy?
* must provide value

reset

Variable: depressed

All the time	Most of the time	Some of the time	A little of the time	None of the time
<input type="radio"/>				

c. Have you felt downhearted and depressed?
* must provide value

reset

Add Field Add Matrix of Fields Import from Field Bank



Breakout Room

Exercise - 10 mins

Matrix field
Piping

Step 2: Data Dictionary: Bulk Edit

 Not started

I'm done!

Design your data collection instruments

Add or edit fields on your data collection instruments. This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method). Quick links: [Download PDF of all instruments](#) OR [Download the current Data Dictionary](#)

Go to [Online Designer](#) or [Data Dictionary](#) Explore the [REDCap Shared Library](#)

Have you checked the [Check For Identifiers](#) page to ensure all identifier fields have been tagged?

Learn how to use [Smart Variables](#) [Piping](#) [Action Tags](#)

[Project Home](#) [Project Setup](#) [Online Designer](#) [Data Dictionary](#) [Codebook](#)

 [VIDEO: How to use this page](#)

This module may be used for making changes to the project, such as adding new fields or modifying existing fields, by using an offline method called the Data Dictionary. The Data Dictionary is a specifically formatted CSV (comma delimited) file within which you may construct your project fields and afterward upload the file here to commit the changes to your project.

Click the 'Browse' or 'Choose File' button below to select the file on your computer, and upload it by clicking the 'Upload File' button. Once your file has been uploaded, changes will NOT immediately be made but will be displayed and checked for errors to ensure that all the formatting in your Data Dictionary is correct before official changes are made to the project. **Snapshot note:** A snapshot of your project's current Data Dictionary will be created automatically during the Data Dictionary upload process before committing the new Data Dictionary. The snapshot can later be accessed and downloaded from the Project Revision History page.

Need some help?
If you wish to view an example of how your Data Dictionary may be formatted, you may download the [Data Dictionary demonstration file](#), or you may view the [Data Dictionary Tutorial Video \(10 min\)](#). For help setting up your Data Dictionary, you may also see the instructions listed on the [Help & FAQ](#).

Steps for making project changes:

- 1.) [Download the current Data Dictionary](#) - Also download with other delimiters: [Comma \(,\)](#), [Tab](#), [Semicolon \(;\)](#)
- 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: [DD/MM/YYYY or YYYY-MM-DD](#)
Choose the delimiter for the uploaded file: [Comma \(,\)](#)

No file chosen

“Self study material”

Use case:

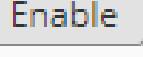
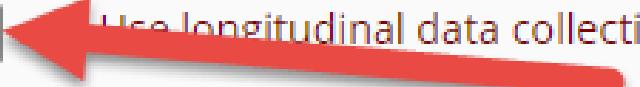
- Numbering all questions
- Moving fields to another form
- Copy a group of fields

Longitudinal Study: Define Events

Project status:  Development Completed steps 0 of 7

Main project settings

 Not started  Use surveys in this project? ?  VIDEO: How to create and manage a survey

 Enable  Use longitudinal data collection with defined events? ? 

 Modify project title, purpose, etc.

Longitudinal Study: Define Events

Project status:  Development Completed steps **2 of 8**

Main project settings

 Complete! Not complete?

Enable  Use surveys in this project? [?](#)  [VIDEO: How to create and manage a survey](#)

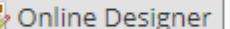
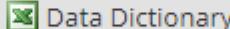
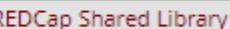
Disable  Use longitudinal data collection with defined events? [?](#)

[Modify project title, purpose, etc.](#)

Design your data collection instruments

 Complete! Not complete?

Add or edit fields on your data collection instruments. This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method). Quick links: [Download PDF of all instruments](#) OR [Download the current Data Dictionary](#).

Go to  Online Designer or  Data Dictionary Explore the  REDCap Shared Library

Have you checked the [Check For Identifiers](#) page to ensure all identifier fields have been tagged?

Learn how to use  Smart Variables  Piping  Action Tags

Define your events and designate instruments for them

 In progress I'm done!

Create events for re-using data collection instruments and/or set up scheduling.

Go to [Define My Events](#) or [Designate Instruments for My Events](#)

Longitudinal Study: Define Events

Project Setup

Define My Events

Designate Instruments for My Events

This application allows you to define 'events' for your project that allow for the **utilization of data collection forms multiple times for any given project record** (often used when collecting longitudinal data). An 'event' may be a temporal event in the course of your project, such as a participant visit or a task to be performed. After events have been defined, you will need to designate the data collection instruments that you wish to utilize for any or all events, thus allowing you to use a form for multiple events for the same project record. You may **group your events into 'arms'**, in which you may have one or more arms/groups for your project. Each arm can have as many events as you wish. You may use the table below to create new events and/or arms, or modify existing ones. (One arm and one event will be initially defined as the default for all projects.)

STEP #1:

To add new events below, provide an **Event Name** for that event, and then click the *Add new event*. Once events have been added, you can easily change their order by dragging and dropping the event using the up-down arrow icon on the far left for a given row in the table.

STEP #2:

Once you have defined your events on this page, you may navigate to the [Designate Instruments for My Events](#) page, where you may select which data collection instruments that you wish to utilize for each event you defined.

 Upload or download arms/events ▾

Arm 1: Arm 1

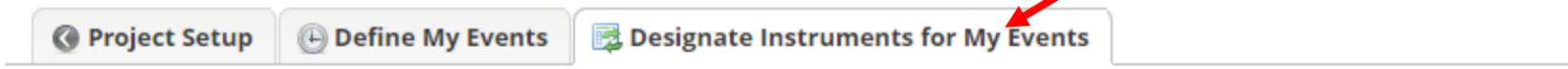
+Add New Arm

Arm name: **Arm 1**

[Rename Arm 1](#)

	Event #	Event Name	Custom Event Label  (optional)	Unique event name  (auto-generated)
 	1	Baseline		baseline_arm_1
 	2	Follow-up 3 Months		followup_3_months_arm_1
 	3	Follow-up 6 Months		followup_6_months_arm_1

Longitudinal Study: Define Events



Since you have defined multiple events on the [Define My Events](#) page, you may now select which data collection instruments that you wish to utilize for each event by using the table below. This allows you to enter data on any data collection form multiple times for any given project record. Any and all data collection instruments can thus be used for any event defined.

Click the *Begin Editing* button to change the relationships below by designating which forms you wish to utilize for which events. When you are finished making changes, click the *Save* button to finalize your changes.

[Upload or download instrument mappings](#)

[Begin Editing](#) [Save](#) [Select All](#) | [Deselect All](#)

Data Collection Instrument	Baseline (1)	Follow-up 3 Months (2)	Follow-up 6 Months (3)
Demographics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diagnosis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Simple Questions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Enable Optional Modules/Customisations

Optional

I'm done!

Enable optional modules and customizations

<input type="button" value="Enable"/>	<input checked="" type="radio"/> Repeatable instruments ?
<input type="button" value="Disable"/>	<input checked="" type="checkbox"/> Auto-numbering for records ?
<input type="button" value="Enable"/>	<input checked="" type="radio"/> Scheduling module (longitudinal only) ?
<input type="button" value="Enable"/>	<input checked="" type="radio"/> Randomization module ?
<input type="button" value="Enable"/>	<input checked="" type="radio"/> Designate an email field for communications (including survey invitations and alerts) ?

[Additional customizations](#)



Auto Numbering vs Self Numbering

Add / Edit Records

You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, click the Add new record button below.

NOTICE: This project is currently in Development status. Real data should NOT be entered until the project has been moved to Production status.

Auto Numbering Mode

Choose an existing Record ID	-- select record --
	+ Add new record

Data Search	
Choose a field to search (excludes multiple choice fields)	All fields
Search query	Begin typing to search the project data, then click an item in the list to navigate to that record.

Add / Edit Records

You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, type the name of the record in the text box below and hit Tab or Enter. To quickly find a record without using the drop-downs, the text box will show existing record names as you begin to type in it, allowing you to select it.

NOTICE: This project is currently in Development status. Real data should NOT be entered until the project has been moved to Production status.

Self Numbering

Total records: 1
Choose an existing Record ID
Enter a new or existing Record ID

Data Search	
Choose a field to search (excludes multiple choice fields)	All fields
Search query	Begin typing to search the project data, then click an item in the list to navigate to that record.

Enable Optional Modules/Customisations

Optional

I'm done!

Enable optional modules and customizations

- Enable Repeatable instruments [?](#)
- Enable Auto-numbering for records [?](#)
- Enable Scheduling module (longitudinal only) [?](#)
- Enable Randomization module [?](#)
- Enable Designate an email field for communications (including survey invitations and alerts) [?](#)

Additional customizations

Step 4: Enable optional Modules/Customisations

Additional customizations

You may use the options below to make customizations to the project. When done, click Save to save your changes.

Set a Custom Record Label
You may append other data and/or static text to any record name (e.g., Study ID) as the record is displayed on your data collection instruments, such as inside the drop-down lists when choosing a record and at the top of the page after being selected. Simply provide the text you wish to display below, and place any variable names inside square brackets [] which the data collected for those variables for that record will replace the variable in the text.

Custom Record Label:

Example: if ([last_name], [first_name]) were entered, then for record '102' it would display '102 (Doe, Jon)'.

Designate a Secondary Unique Field
You may designate a text field to serve as a unique constraint whose value cannot be duplicated or shared by any other record in the project. When a value is entered or imported for the secondary unique field, it will be checked in real time to ensure it is not shared by another record, and if so, it will ask the user to enter another value. Additional options exist below that dictate if and how the secondary unique field will be displayed in conjunction to a record name on various pages in the project.

-- select field --

Display the value of the Secondary Unique Field next to each record name displayed?

Display the field label of the Secondary Unique Field when displaying the value?

Order the records by another field
The default setup is that all records are ordered by their record name (e.g., Study ID) when displayed in the drop-down lists on your data collection instruments, but you may alternatively order the drop-down lists by the values of another field in the project (e.g., last name), if desired. If you wish to order the records by another field, select the field below.

-- select field to order records by --

Enable the Field Comment Log or Data Resolution Workflow (Data Queries)?
For this project, you may enable either the Field Comment Log or Data Resolution Workflow (also known as the Data Queries module). The Field Comment Log (enabled by default) allows users to leave comments for any given field on a data entry form by clicking the balloon icon next to the field. All comments can also be viewed, searched, and downloaded on the Field Comment Log page. Alternatively, if the Data Resolution Workflow is enabled, users will be allowed to open a workflow for documenting the process of resolution for the field in the event a comment is submitted that requires further action.

Record ID	Follow-up 3 Months	Follow-up 6 Months
a Collection Instrument	Baseline	
graphics		
sis		
Questions		
data on event:		

Record Home Page
The grid below displays the run-by-form progress of data entered for the currently selected record. You may click on the colored status icons to view details for that form/event.

Choose action for record

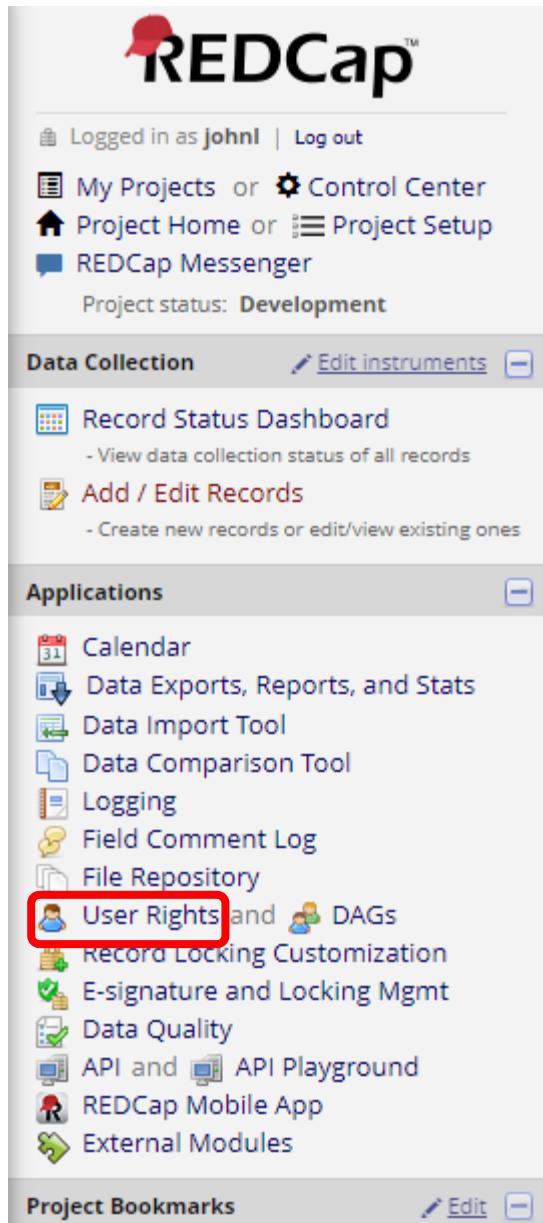
Data Collection Instrument	Status
Demographics	●
Diagnosis	○
Mv Survey	○

Breakout Room

Exercise - 15 mins

- Create events
- Designate instruments to the events
- Auto-numbering vs Self numbering
- Customise label
- Break

User Rights and Permissions



REDCap

Logged in as johnl | Log out

My Projects or Control Center

Project Home or Project Setup

REDCap Messenger

Project status: Development

Data Collection Edit instruments

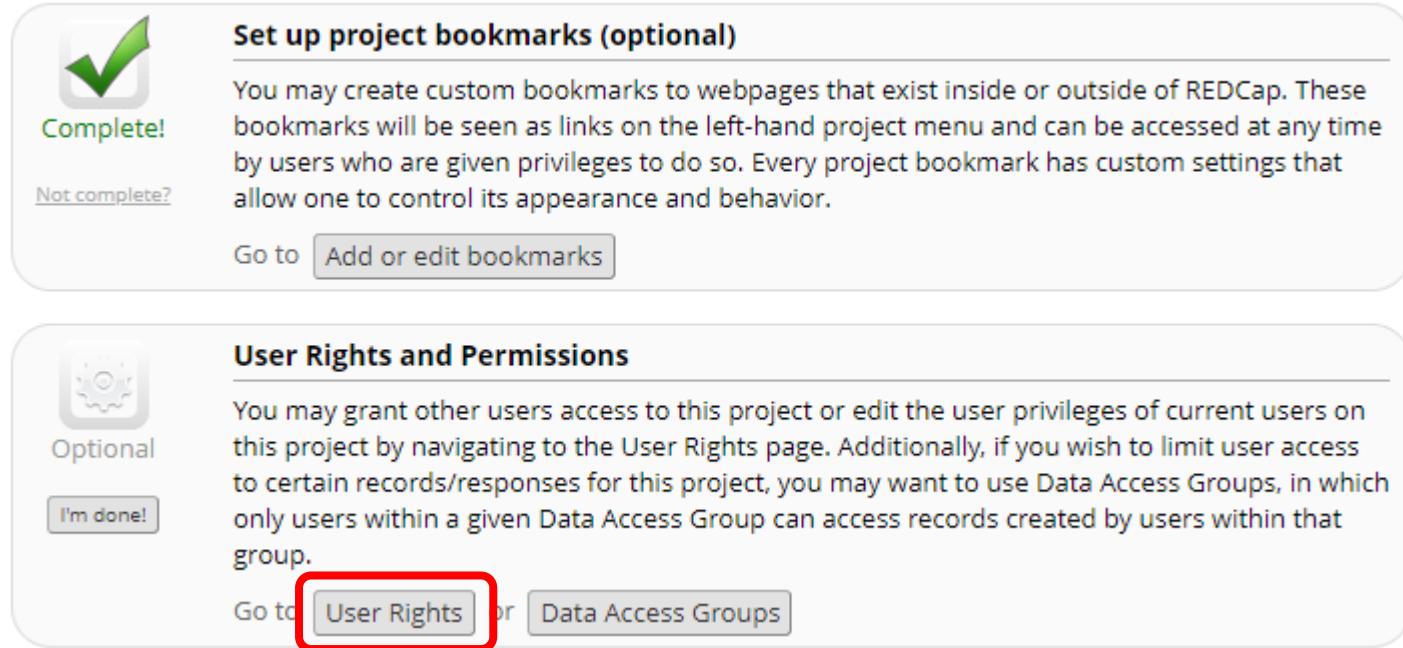
- Record Status Dashboard
- Add / Edit Records

Applications

- Calendar
- Data Exports, Reports, and Stats
- Data Import Tool
- Data Comparison Tool
- Logging
- Field Comment Log
- File Repository
- User Rights and DAGs **highlighted with a red box**
- Record Locking Customization
- E-signature and Locking Mgmt
- Data Quality
- API and API Playground
- REDCap Mobile App
- External Modules

Project Bookmarks Edit

OR



Set up project bookmarks (optional)

Complete! Not complete?

You may create custom bookmarks to webpages that exist inside or outside of REDCap. These bookmarks will be seen as links on the left-hand project menu and can be accessed at any time by users who are given privileges to do so. Every project bookmark has custom settings that allow one to control its appearance and behavior.

Go to Add or edit bookmarks

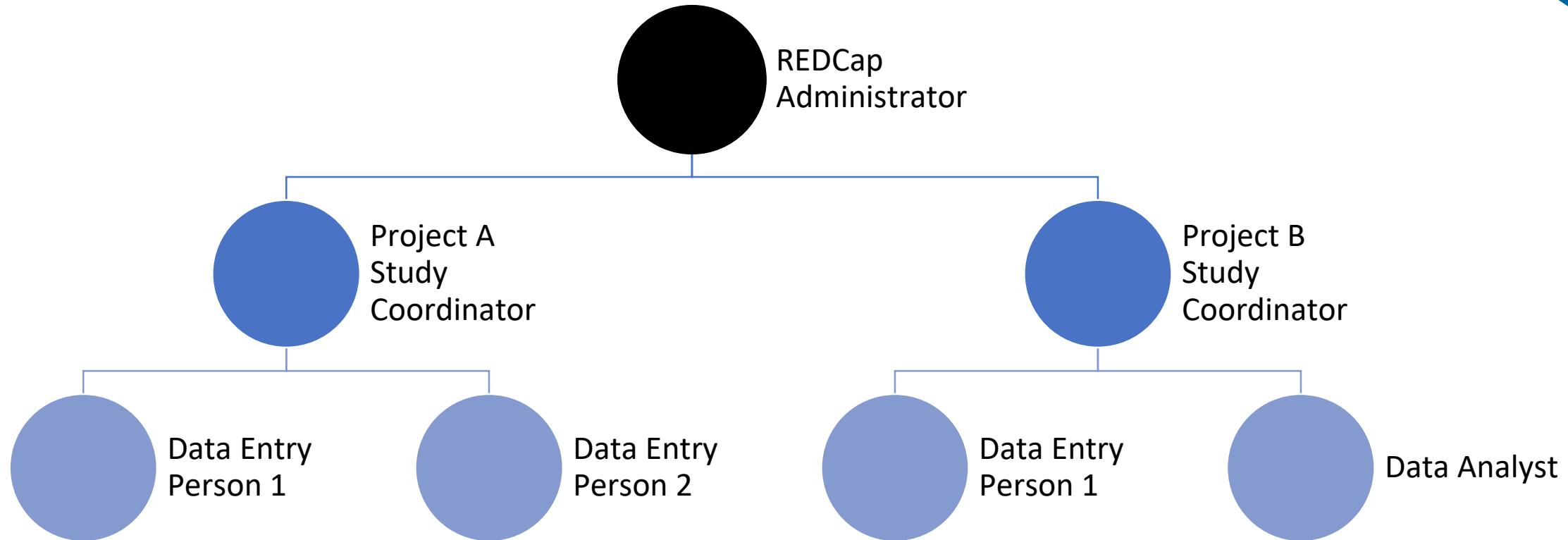
User Rights and Permissions

Optional I'm done!

You may grant other users access to this project or edit the user privileges of current users on this project by navigating to the User Rights page. Additionally, if you wish to limit user access to certain records/responses for this project, you may want to use Data Access Groups, in which only users within a given Data Access Group can access records created by users within that group.

Go to **User Rights** **highlighted with a red box** or Data Access Groups

Understanding Your Role



User Role

[Project Home](#) [Project Setup](#) [User Rights](#) [Data Access Groups](#)

This page may be used for granting users access to this project and for managing the user privileges of those users. You may also create roles to which you may assign users (optional). User roles are useful when you will have several users with the same privileges because they allow you to easily add many users to a role in a much faster manner than setting their user privileges individually. Roles are also a nice way to categorize users within a project. In the box below you may add/assign users or create new roles, and the table at the bottom allows you to make modifications to any existing user or role in the project, as well as view a glimpse of their user privileges.

Add new users: Give them custom user rights or assign them to a role.

 [Add new user](#) [Add with custom rights](#)

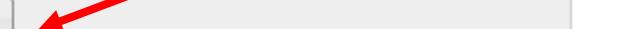
— OR —

 [Assign new user](#) [Assign to role](#)

Create new roles: Add new user roles to which users may be assigned.

 [Enter new role name](#) [Create role](#)

(e.g., Project Manager, Data Entry Person)



Role name (click role name to edit role)	Username or users assigned to a role (click username to edit or assign to role)	Expiration (click expiration to edit)	Project Design and Setup	User Rights	Data Access Groups	Data Export Tool	Reports & Report Builder	Graphical Data View & Stats
—	johnl (John Liman)	never	✓	✓	✓	Full Data Set	✓	✓
Data Collector	[No users assigned]		✗	✗	✗	✗	✓	✓
Project Manager	[No users assigned]		✓	✓	✓	Full Data Set	✓	✓

Logged in as traininguser01

[Log out](#)[My Projects](#)

Project Home and Design

- [Project Home](#)
- [Project Setup](#)
- [Designer](#)
- [Dictionary](#)
- [Codebook](#)
- Project status: Development

Data Collection

- [Record Status Dashboard](#)
 - View data collection status of all records
- [Add / Edit Records](#)
 - Create new records or edit/view existing ones

Show data collection instruments

Applications

- [Project Dashboards](#)
- [Alerts & Notifications](#)
- [Calendar](#)
- [Data Exports, Reports, and Stats](#)
- [Data Import Tool](#)
- [Data Comparison Tool](#)
- [Logging](#)
- [Field Comment Log](#)
- [File Repository](#)
- [User Rights and DAGs](#)
- [Customize & Manage Locking/E-signatures](#)
- [Data Quality](#)
- [API and API Playground](#)
- [External Modules](#)

Reports

- [Search](#)
 - [Organize](#)
 - [Edit](#)
- 1) Demographics
- Help & Information
- [Help & FAQ](#)
- [Video Tutorials](#)
- [Suggest a New Feature](#)

[Contact REDCap administrator](#)

2021 - Training 01

[Project Home](#)[Project Setup](#)

This page may be used for granting roles to which you may assign rights. It will allow you to easily add many users to a role, and to categorize users within a project to make modifications to any element.

Add new users: Give them access

[Add new user](#)

— OR —

[Assign new user](#)

Create new roles: Add new

[Secret](#)

(e.g., Project Manager, Data Analyst)

Role name

(click role name to edit role)

Study Coordinator

(click role name to edit role)

Creating new role "Secret"

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 "Create role" button at the bottom of the page.

Creating new role "Secret"

Basic Rights

Highest level privileges:

 Project Design and Setup User Rights Data Access Groups

Privileges for data exports (including PDFs and API exports), reports, and stats:

Data Exports

- No Access
- De-Identified*
- Remove all tagged Identifier fields
- Full Data Set

Add/Edit/Organize Reports

Also allows user to view ALL reports (but not necessarily all data in the reports)

Stats & Charts



Other privileges:

 Calendar Data Import Tool Data Comparison Tool Logging File Repository Data Quality[What is Data Quality?](#) API[What is the REDCap API?](#)Settings pertaining to project records: [Explain these settings](#) Create Records

Data Viewing Rights

The data viewing rights *only* pertain to a user's ability to view or edit data on a web page in REDCap (e.g., data entry forms, reports). If a user has 'No Access' to an instrument below, they will not be able to view the data entry form for any record, nor will they be able to view fields from that instrument on a report. Note: This privilege has no effect on data imports or data exports.

	No Access (Hidden)	Read Only	View & Edit
Demographics	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Diagnosis	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
My Survey	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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.

 Instance Marker**

**Module does not have project-level configuration options

Refer to the Help & FAQ for the definitions of each access

Understanding NO Access Rights

Editing existing user role "Limited Access"

Editing existing user role "Limited Access"

Basic Rights

Role name: Limited Access

Highest level privileges:

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

Privileges for data exports (including PDFs and API exports), reports, and stats:

- Data Exports
 - No Access
 - De-identified*
 - Remove all tagged Identifier fields
 - Full Data Set
- Add/Edit/Organize Reports
Also allows user to view ALL reports (but not necessarily all data in the reports)
- Stats & Charts

Other privileges:

- Calendar
- Data Import Tool
- Data Comparison Tool
- Logging
- File Repository
- Data Quality
[What is Data Quality?](#)
 - Create & edit rules
 - Execute rules
- API
[What is the REDCap API?](#)
 - API Export
 - API Import/Update

Settings pertaining to project records: [Explain these settings](#)

- Create Records
- Rename Records

Data Viewing Rights

The data viewing rights *only* pertain to a user's ability to view or edit data on a web page in REDCap (e.g., data entry forms, reports). If a user has 'No Access' to an instrument below, they will not be able to view the data entry form for any record, nor will they be able to view fields from that instrument on a report. Note: This privilege has no effect on data imports or data exports.

	No Access (Hidden)	Read Only	View & Edit
Demographics	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Diagnosis	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
My Survey	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

External Modules

Privileges may be configured at the project level for certain modules. Below are the currently enabled modules. NOTE: Only administrators may modify the module configuration permissions here.

Instance Marker**
**Module does not have project-level configuration options

Save Changes **Cancel** **Copy role** **Delete role**

Can't see / export
any data

Project Home and Design

Project Home · Codebook
Project status: Development

Data Collection

Record Status Dashboard

- View data collection status of all records
- View / Edit Records**
 - View or edit existing records

Show data collection instruments

Applications

Field Comment Log

Help & Information

Help & FAQ
Video Tutorials
Suggest a New Feature
Contact REDCap administrator

Record Status Dashboard (all records)

Displayed below is a table listing all existing records/responses and their status for every data collection instrument (and if longitudinal, for every event). You may click any of the colored buttons in the table to open a new tab/window in your browser to view that record on that particular data collection instrument. Please note that if your form-level user privileges are restricted for certain data collection instruments, you will only be able to view those instruments, and if you belong to a Data Access Group, you will only be able to view records that belong to your group.

Legend for status icons

- Incomplete (Red)
- Unverified (Yellow)
- Complete (Green)

Dashboard displayed: [Default dashboard] ▾

Displaying record Page 1 of 1: "1" through "1" of 1 records

Displaying: Instrument status only | Lock status only | All status types

Record ID

1 John Liman

Understanding NO Access Rights

Editing existing user role "Limited Access"

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.

Data Viewing Rights

The data viewing rights *only* pertain to a user's ability to view or edit data on a web page in REDCap (e.g., data entry forms, reports). If a user has 'No Access' to an instrument below, they will not be able to view the data entry form for any instrument. They will be able to view fields from that instrument on a report or dashboard. This privilege has no effect on data imports or data exports.

	No Access (Hidden)	Read Only	View & Edit
Demographics	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Diagnosis	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
My Survey	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

External Modules: Configuration Permissions

Privileges may be defined regarding whether the user can change the configuration of an External Module that has been enabled for the project. Below are the currently enabled modules. NOTE: Administrators may modify the module configuration permissions at any time.

Instance Marker**

**Module does not have project-level configuration options

Project Home and Design

- Project Home
- Codebook
- Project status: Development

Data Collection

- Record Status Dashboard
- View data collection status of all records
- View / Edit Records
- View or edit existing records
- Show data collection instruments

Applications

- Data Exports, Reports, and Stats
- Field Comment Log

Help & Information

- Help & FAQ
- Video Tutorials
- Suggest a New Feature

Contact REDCap administrator

Save Changes **Cancel** **Copy role** **Delete role**

Data Exports, Reports, and Stats

This module allows you to easily view reports of your data, inspect plots and descriptive statistics of your data, and export your data to Microsoft Excel, SAS, Stata, R, or SPSS for analysis (if you have the appropriate privileges). If you wish to export your data to another application, such as SPSS, you can do so by selecting the "Other Export Options" tab.

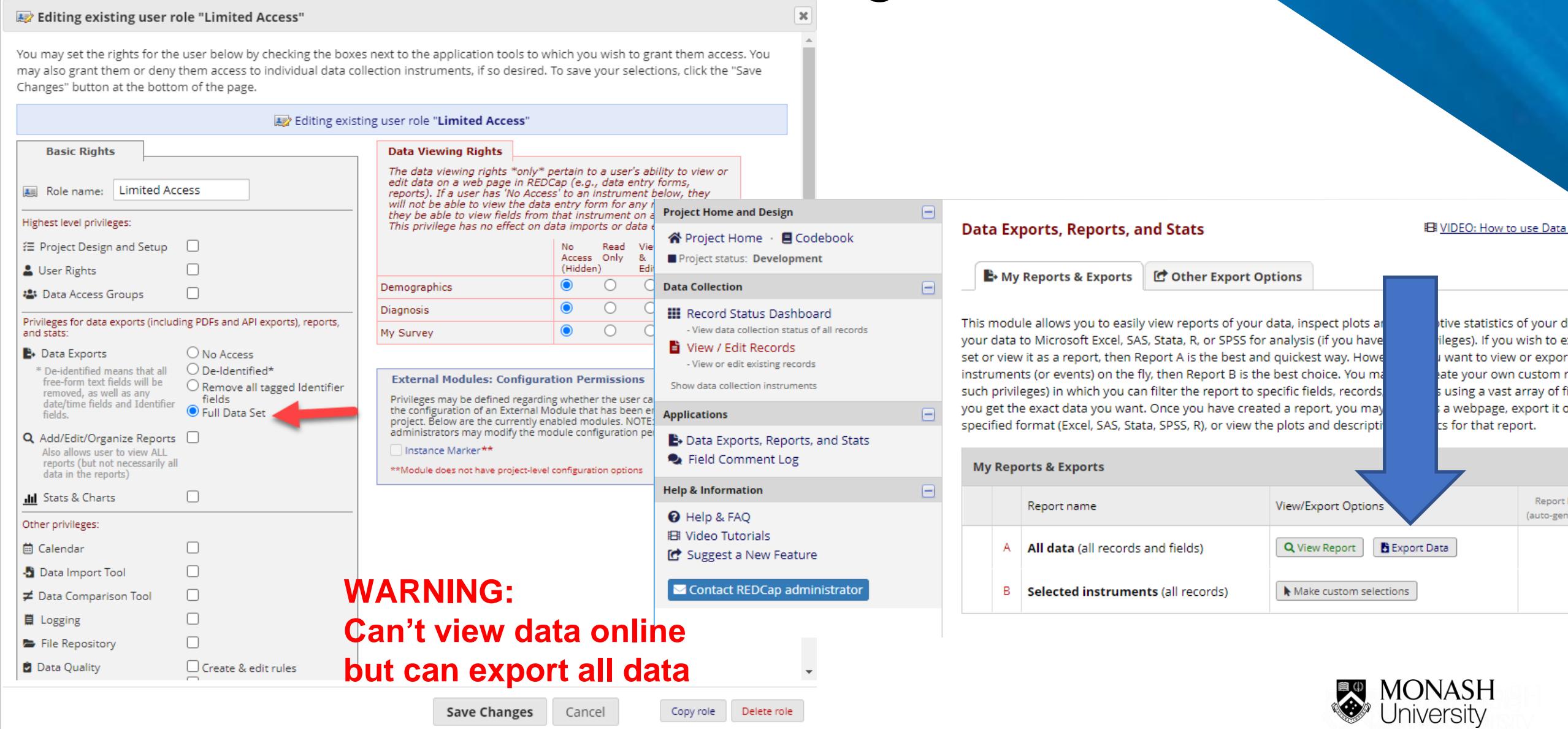
VIDEO: How to use Data Exports

My Reports & Exports

A All data (all records and fields) **View Report** **Export Data**

B Selected instruments (all records) **Make custom selections**

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WARNING:
Can't view data online
but can export all data

User Role

Project Home Project Setup User Rights Data Access Groups

This page may be used for granting users access to this project and for managing the user privileges of those users. You may also create roles to which you may assign users (optional). User roles are useful when you will have several users with the same privileges because they allow you to easily add many users to a role in a much faster manner than setting their user privileges individually. Roles are also a nice way to categorize users within a project. In the box below you may add/assign users or create new roles, and the table at the bottom allows you to make modifications to any existing user or role in the project, as well as view a glimpse of their user privileges.

Add new users: Give them custom user rights or assign them to a role.

←

— OR —

←

Create new roles: Add new user roles to which users may be assigned.

←

Bad practice: Assign user without a role

Best practice: Always create role and assign user to the role

Role name (click role name to edit role)	Username or users assigned to a role (click username to edit or assign to role)	Expiration (click expiration to edit)	Project Design and Setup	User Rights	Data Access Groups	Data Export Tool	Reports & Report Builder	Graphical Data View & Stats
—	johnl (John Liman)	never	✓	✓	✓	Full Data Set	✓	✓
Data Collector	[No users assigned]		✗	✗	✗	✗	✓	✓
Project Manager	[No users assigned]		✓	✓	✓	Full Data Set	✓	✓

Assign User to Role

Add new users: Give them custom user rights or assign them to a role.

— OR —

n.hay 

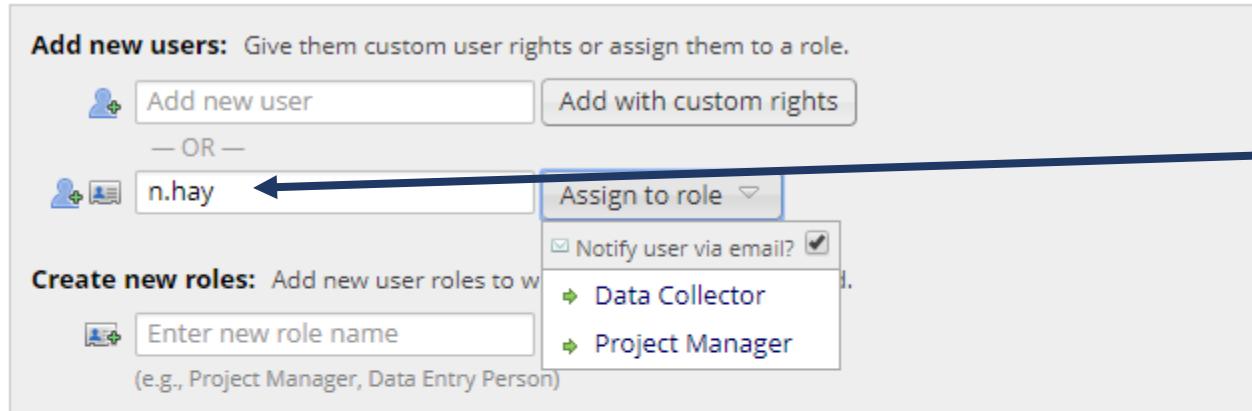
Assign to role 

Notify user via email?

- Data Collector
- Project Manager

Create new roles: Add new user roles to w

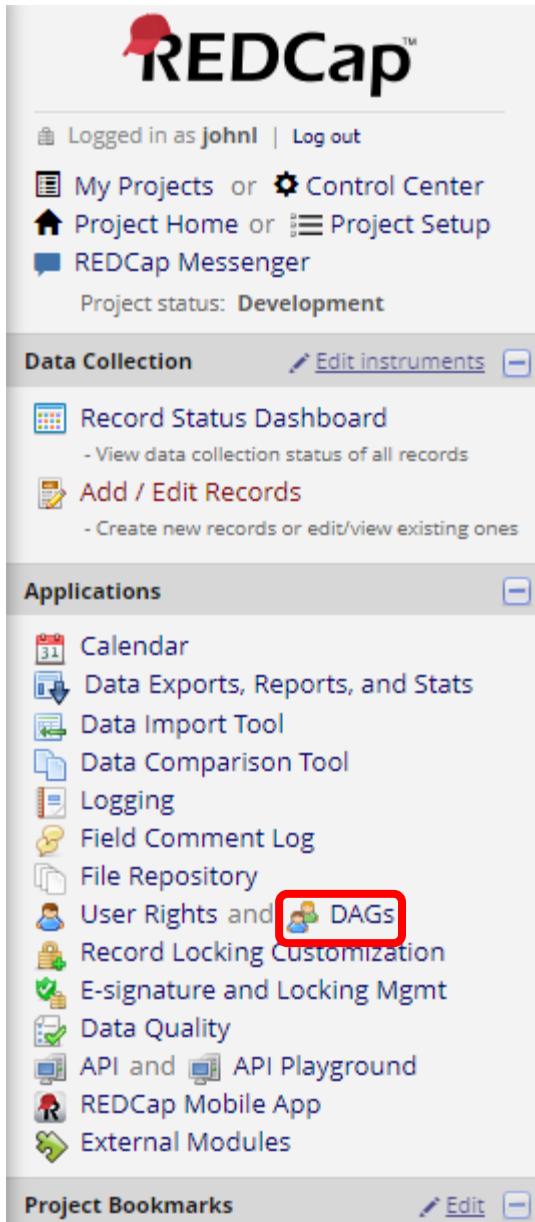
Enter new role name
(e.g., Project Manager, Data Entry Person)



User must exist – if not exist raise a request at <https://redcap.link/monashredcapaccount>

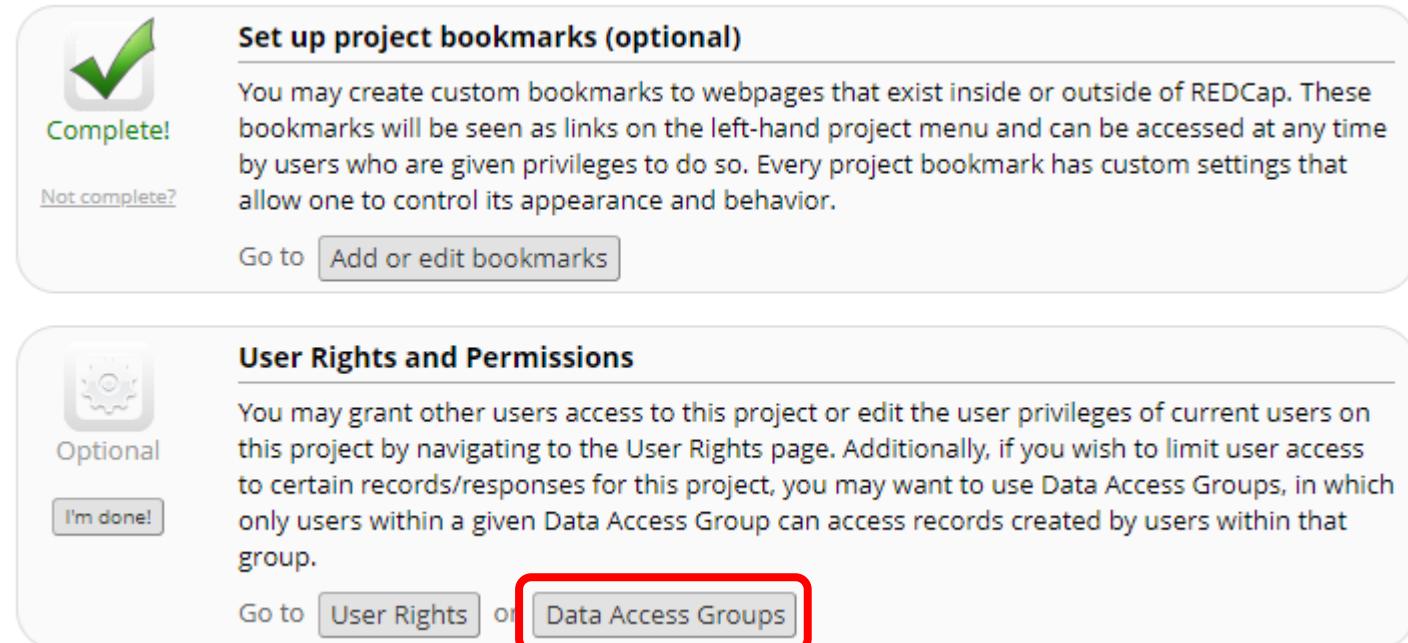
Role name (click role name to edit role)	Username or users assigned to a role (click username to edit or assign to role)	Expiration (click expiration to edit)	Project Design and Setup	User Rights	Data Access Groups	Data Export Tool	Report Bui
—	johnl (John Liman)	never	✓	✓	✓	Full Data Set	✓
Data Collector	[No users assigned]		✗	✗	✗	✗	✓
Project Manager	[No users assigned]		✓	✓	✓	Full Data Set	✓

Data Access Groups



The screenshot shows the REDCap project menu. At the top, it says "Logged in as johnl | Log out". Below that are links for "My Projects", "Control Center", "Project Home", "Project Setup", and "REDCap Messenger". It also displays "Project status: Development". Under "Data Collection", there are links for "Record Status Dashboard" and "Add / Edit Records". In the "Applications" section, there are many items listed, including "Calendar", "Data Exports, Reports, and Stats", "Data Import Tool", "Data Comparison Tool", "Logging", "Field Comment Log", "File Repository", "User Rights and DAGs" (which is highlighted with a red box), "Record Locking Customization", "E-signature and Locking Mgmt", "Data Quality", "API and API Playground", "REDCap Mobile App", and "External Modules". At the bottom, there are "Project Bookmarks" and "Edit" buttons.

OR



The screenshot shows the REDCap setup wizard. It starts with a "Complete!" message and a "Not complete?" link. Below that is a section titled "Set up project bookmarks (optional)". It explains that you can create custom bookmarks to webpages inside or outside of REDCap, which will appear as links in the project menu. It includes a "Go to Add or edit bookmarks" button. The next section is "User Rights and Permissions". It explains that you can grant access to the project or edit user privileges. It mentions Data Access Groups, which allow limiting access to certain records. It includes a "Go to User Rights" and "Data Access Groups" button, where "Data Access Groups" is highlighted with a red box.

Data Access Group

[Project Home](#) [Project Setup](#) [User Rights](#) [Data Access Groups](#)

 [VIDEO: How to use Data Access Groups](#)

Access to certain project records may be limited by using Data Access Groups, in which only users within a given Data Access Group can access records created by users within that group. This may be useful in the case of a multi-site or multi-group project that requires that groups not be able to access another group's data.

Below you can create Data Access Groups for this project and afterward assign any current user to that group. You may delete the group at any time, if you wish. To rename an existing Data Access Group, simply click the group name in the table below and type the new name. You may assign a user to a Data Access Group by selecting the username and group name below and then clicking the 'Assign' button. Once assigned to a Data Access Group, the user will be able to see ONLY the project records created by themselves and others in that group. This includes being able to view records on data entry forms, in reports, and in exported data sets. Users can be un-assigned from a group by selecting the user name and selecting 'No Assignment'.

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

 [Add Group](#)

Assign user to a group: Users may be assigned to any data access group.

 [Assign user](#) [-- Select User -- ▾](#) to [\[No Assignment\] ▾](#) [Assign](#)

Data Access Groups	Users in group	Number of records in group	Unique group name <small>(auto-generated)</small>	Group ID number <small>(auto-generated)</small>	Delete group?
Alfred Hospital		0	alfred_hospital	1	
Cabrini Hospital		0	cabrini_hospital	2	
Royal Melbourne Hospital		0	royal_melbourne_ho	3	
St Vincent Hospital		0	st_vincent_hospita	4	
[Not assigned to a group]	johnl (John Liman) * Can view ALL records	1			

Breakout Room

Exercise 10 mins

- Create Roles
- Assign user
- Create DAG
- Assign user to the DAG

Using Surveys



Creating a Survey

1. Enable the survey feature

Main project settings

Use surveys in this project? [?](#) [VIDEO: How to create and manage a survey](#)

Use longitudinal data collection with defined events? [?](#)

2. Enable the form as a survey

Data Collection Instruments

Survey options: [Survey Queue](#) [Survey Login](#) [Survey Notifications](#)

Add new instrument:

[Create](#) a new instrument from scratch
[Import](#) a new instrument from the official [REDCap Shared Library](#)
[Upload](#) instrument ZIP file from another project/user or [external libraries](#)

Instrument name	Fields	View PDF	Enabled as survey	Instrument actions	Survey-related options
Demographics	6		<input type="button" value="Enable"/>	<input type="button" value="Choose action"/>	
Diagnosis	3		<input type="button" value="Enable"/>	<input type="button" value="Choose action"/>	
Simple Questions	3		<input checked="" type="checkbox"/>	<input type="button" value="Choose action"/>	<input type="button" value="Survey settings"/> <input type="button" value="Automated Invitations"/>

Creating a Survey

3. Designate an email field for sending survey invitations

Enable optional modules and customizations

Enable

Repeatable instruments and events [?](#)

Disable

Auto-numbering for records [?](#)

Enable

Scheduling module (longitudinal only) [?](#)

Enable

Randomization module [?](#)

Disable

Designate an email field for sending survey invitations [?](#)

Field currently designated: **email** ("Email")

Survey Settings

Set the status title, color, instructions, etc

Basic Survey Options:

 **Survey Title** Title to be displayed to participants at the top of the survey page

 **Survey Instructions**
(Displayed at top of survey after title)

Please complete the survey below.
Thank you!



 [How to use Piping here](#)

Public Survey Link

Manage Survey Participants

 [Public Survey Link](#)

 [Participant List](#)

 [Survey Invitation Log](#)

Using a public survey link is the simplest and fastest way to collect responses for your survey. You may obtain the survey link below to email it to your participants. Responses will be collected anonymously (unless the survey contains questions asking for identifying data from the participant). **NOTE:** Since this method uses a single survey link for all participants, it allows for the possibility of participants taking the survey multiple times, which may be necessary in some cases.

Public Survey not set up yet!

The public survey has not been set up yet, so a public survey link cannot be displayed here. A public survey is when the first instrument in your project has been enabled as a survey. If you wish to enable a public survey, you may click the button below, after which you will be able to obtain your public survey link and utilize the Participant List for the public survey.

[Enable public survey](#)

Participant List

Manage Survey Participants

[Public Survey Link](#) [Participant List](#) [Survey Invitation Log](#)

The Participant List option allows you to **send a customized email** to anyone in your list and **track who responds to your survey**. It is also possible to identify an individual's survey answers, if desired, by providing an Identifier for each participant (this feature must first be enabled by clicking the 'Enable' button in the table below). [More details](#)

Participant List belonging to "Simple Questions" - Baseline								
Email	Record	Participant Identifier	Responded?	Invitation Scheduled?	Invitation Sent?	Link	Survey Access Code and QR Code	
christopher.robyn@monash.edu	2	Disabled	<input type="radio"/>	-				
Christpoher.Mace@monash.edu	8	Disabled	<input type="radio"/>	-				
John.Doe@monash.edu	6	Disabled	<input type="radio"/>	-				
john.liman@monash.edu	1	Disabled	<input type="radio"/>	-				
Kelly.Hillman@monash.edu	7	Disabled	<input type="radio"/>	-				
Kenny.Rogers@monash.edu	5	Disabled	<input type="radio"/>	-				
michael.wong@monash.edu	4	Disabled	<input type="radio"/>	-				
Michelle.Pullman@monash.edu	9	Disabled	<input type="radio"/>	-				
sum.bar.dee@monash.edu	3	Disabled	<input type="radio"/>	-				

Test Your Project!!



Complete!

[Not complete?](#)

Test your project thoroughly

It is important to test the essential components of your project before moving it into production. Try creating a few test records and entering some data for each to ensure that your data collection instruments look and behave how you expect, especially branching logic and calculations. Then review your test data by creating reports and exporting your data to view in Excel or a statistical analysis package. If you have surveys, complete the surveys as if you were a participant by using the Public Survey Link or Participant List by sending a survey invitation to yourself. If other project modules will be used regularly, test them out a bit too. The best way to test your project is to use it as if you were entering real production data, and it is always helpful to have colleagues (especially team members) take a look at your project to get a fresh set of eyes looking at it.

Move to Production



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 then need to be approved by a REDCap administrator before taking effect.

Go to [Move project to production](#)

Move Project To Production Status?



Production mode puts into place safeguards to protect your real data against loss or damage



Have you checked the [Check for Identifiers](#) page to ensure all identifier fields have been tagged?

Keep existing data or delete?

- Keep ALL data saved so far.
- Delete ALL data, calendar events, documents uploaded for records/responses, survey responses (if applicable), and any logging events pertaining to data collection.

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.

[YES, Move to Production Status](#)

[Cancel](#)



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Making changes in Production

Logged in as **rc_fund** | Log out

[My Projects](#)

[REDCap Messenger](#)

Project Home and Design

- [Project Home](#) · [Project Setup](#)
- [Designer](#) · [Dictionary](#) · [Codebook](#)
- Project status: **Production**

Data Collection

Applications

Project Bookmarks

Reports [Search](#) [Organize](#) [Edit](#)

Help & Information

- [Help & FAQ](#)
- [Video Tutorials](#)

Project Home **Project Setup** **Online Designer** **Data Dictionary** **Codebook**

NOTE: The project is currently in PRODUCTION status, and thus changes cannot be made in real time to the project as when in Development status. However, changes to the project may be drafted in DRAFT MODE, after which such changes will be reviewed and approved by a REDCap administrator. Once those changes are approved, you will then receive an email confirmation informing you that those changes have taken effect on your production project.

Would you like to enter DRAFT MODE to begin drafting changes to the project?

Enter Draft Mode

[Share your instruments with others via the REDCap Shared Library](#)  [VIDEO: How to use this page](#)

The Online Designer will allow you to make project modifications to fields and data collection instruments very easily using only your web browser. In order to make any modifications to your instruments listed below, you must first move the project into Draft Mode by clicking the 'Enter Draft Mode' button above. However, whether in Draft Mode or not, you are allowed to download the PDF or modify survey settings for any instruments below.

Making Changes in Production

The screenshot shows the REDCap project management interface. On the left, there's a sidebar with user information (Logged in as rc_fund | Log out), navigation links (My Projects, REDCap Messenger), and sections for Project Home and Design (Project Home, Project Setup, Designer, Dictionary, Codebook) and Data Collection (Project status: Production). The main content area has tabs for Project Home, Project Setup, Online Designer, Data Dictionary, and Codebook. A prominent yellow warning box is centered, stating: "Since this project is currently in PRODUCTION, changes will not be made in real time." It includes a link to "Tell me more". Below this, a red box highlights the "Submit Changes for Review" button. To the right of the button, it says "Fields to be added: 0 / Total resulting field count: 39" and "Fields to be deleted: 0 / Existing field count: 39". At the bottom of the yellow box are links to "Remove all drafted changes" and "View detailed summary of all drafted changes".

Breakout Room

10 min

Create Survey

Move to production

Add new field

Submit for review

Useful Application and Tools



Record Status Dashboard

REDCap

Logged in as **johnl** | Log out

My Projects or Control Center
Project Home or Project Setup
REDCap Messenger
Project status: Development

Data Collection [Edit instruments](#)

Record Status Dashboard - View data collection status of all records

Add / Edit Records - Create new records or edit/view existing ones

Applications

- Calendar
- Data Exports, Reports, and Stats
- Data Import Tool
- Data Comparison Tool
- Logging
- Field Comment Log
- File Repository
- User Rights and DAGs
- Record Locking Customization
- E-signature and Locking Mgmt
- Data Quality
- API and API Playground
- REDCap Mobile App
- External Modules

Project Bookmarks [Edit](#)

Record Status Dashboard (all records)

Displayed below is a table listing all existing records/responses and their status for every data collection instrument (and if longitudinal, for every event). You may click any of the colored buttons in the table to open a new tab/window in your browser to view that record on that particular data collection instrument. Please note that if your form-level user privileges are restricted for certain data collection instruments, you will only be able to view those instruments, and if you belong to a Data Access Group, you will only be able to view records that belong to your group.

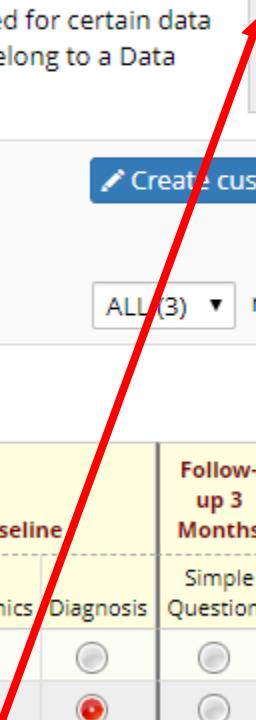
Dashboard displayed: [Default dashboard] ▾ [Create custom dashboard](#)

Displaying Data Access Group -- ALL -- ▾

Displaying record Page 1 of 1: "1" through "3" ▾ of 3 records ALL(3) ▾ records per page

Displaying: Instrument status only | [Lock status only](#) | [All status types](#)

Record ID	Baseline		Follow-up 3 Months	Follow-up 6 Months
	Demographics	Diagnosis	Simple Questions	Simple Questions
1 (Email john.liiman@monash.edu) John Doe	●	○	○	○
2 (Email christopher.robyn@monash.edu) Christopher Robyn	●	●	○	○
3 (Email sumbd@monash.edu) Sum Bar Dee	●	○	○	○



Legend for status icons:

- Incomplete (Red circle)
- Incomplete (no data saved) (Grey circle)
- Unverified (Yellow circle)
- Complete (Green circle)

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Project Log/Audit Trail

REDCap™

Logged in as **johnl** | Log out

My Projects or **Control Center**

Project Home or **Project Setup**

REDCap Messenger

Project status: Development

Data Collection [Edit instruments](#)

- Record Status Dashboard**
- View data collection status of all records
- Add / Edit Records**
- Create new records or edit/view existing ones

Applications

- Calendar**
- Data Exports, Reports, and Stats**
- Data Import Tool**
- Data Comparison Tool**
- Logging**
- Field Comment Log**
- File Repository**
- User Rights and DAGs**
- Record Locking Customization**
- E-signature and Locking Mgmt**
- Data Quality**
- API and API Playground**
- REDCap Mobile App**
- External Modules**

Project Bookmarks [Edit](#)

Logging

[Download entire logging record to Microsoft Excel \(CSV\)](#)

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 records in a DAG: ▾

Filter by time range from 31 to 31

Displaying events (by most recent): 1 - 43 (Page 1 of 1) ▾

Time / Date	Username	Action	List of Data Changes OR Fields Exported
02/10/2018 8:19pm	johnl	Created Record 3 (Baseline)	first_name = 'Sum Bar', last_name = 'Dee', dob = '1999-10-02', gender = '0', email = 'sumbd@monash.edu', demographics_complete = '0', record_id = '3'
02/10/2018 8:18pm	johnl	Updated Record 2 (Baseline)	comorb(1) = checked, diagnosis_complete = '0'
02/10/2018 8:18pm	johnl	Created Record 2 (Baseline)	first_name = 'Christopher', last_name = 'Robyn', dob = '2018-10-02', gender = '1', email = 'christopher.robyn@monash.edu',

Field Data History

DOB * must provide value	<input type="text"/> (H) 02-10-1999 <input type="button"/> Today D-M-Y
Gender * must provide value	<input type="radio"/> Male <input checked="" type="radio"/> Female
Email * must provide value	<input type="text"/> (H) sum.bar.dee@monash.edu

Data History for variable "email" for record "3"

Listed below is the history of all data entered for the variable "email" for Record ID "3". The data history results are sorted from earliest to most recent.

Date/Time of Change	User	Data Changes Made
02/10/2018 8:19pm	johnl	sumbd@monash.edu
02/10/2018 8:25pm	johnl	sum.bar.dee@monash.edu

Close

Data Exports

REDCap™

Logged in as johnl | Log out

My Projects or Control Center

Project Home or Project Setup

REDCap Messenger

Project status: Development

Data Collection [Edit instruments](#)

- Record Status Dashboard - View data collection status of all records
- Add / Edit Records - Create new records or edit/view existing ones

Applications

- Calendar
- Data Exports, Reports, and Stats**
- Data Import Tool
- Data Comparison Tool
- Logging
- Field Comment Log
- File Repository
- User Rights and DAGs
- Record Locking Customization
- E-signature and Locking Mgmt
- Data Quality
- API and API Playground
- REDCap Mobile App
- External Modules

Project Bookmarks [Edit](#)

Data Exports, Reports, and Stats

[VIDEO: How to use Data Exports, Reports, and Stats](#)

[Create New Report](#) [My Reports & Exports](#) [Other Export Options](#)

This module allows you to easily view reports of your data, inspect plots and descriptive statistics of your data, as well as export your data to Microsoft Excel, SAS, Stata, R, or SPSS for analysis (if you have such privileges). If you wish to export your *entire* data set or view it as a report, then Report A is the best and quickest way. However, if you want to view or export data from only specific instruments (or events) on the fly, then Report B is the best choice. You may also create your own custom reports below (if you have such privileges) in which you can filter the report to specific fields, records, or events using a vast array of filtering tools to make sure you get the exact data you want. Once you have created a report, you may view it as a webpage, export it out of REDCap in a specified format (Excel, SAS, Stata, SPSS, R), or view the plots and descriptive statistics for that report.

My Reports & Exports

	Report name	View/Export Options	Management Options	Report ID (auto-generated)
A	All data (all records and fields)	View Report Export Data Stats & Charts		
B	Selected instruments and/or events (all records)	Make custom selections		
	+ Create New Report			

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Create New Reports

Data Exports, Reports, and Stats

 [VIDEO: How to use Data Exports, Reports, and Stats](#)

 [Create New Report](#)

 [My Reports & Exports](#)

 [Other Export Options](#)

You may create a new report by selecting the fields/variables below that you want to include in the report. You may add as many fields to your report as you wish, and you can choose which users may view this report. You will also need to provide a name for your report, which will then be displayed on the project's left-hand menu for anyone to whom you have given access. You can filter the results returned in the report in a variety of ways, including using complex AND/OR logic. When you are finished, click the Save Report button at the bottom. The new report will then be added to your list of reports, after which you may immediately begin viewing them or exporting them.

Name of Report:	Ready for Follow-Up
-----------------	---------------------

STEP 1

 **User Access:** Choose who sees this report on their left-hand project menu [?](#)

All users - OR - **Custom user access** (Choose specific users, roles, or data access groups who will have access)

STEP 2

Fields to include in report		 Quick Add	Add all fields from selected instrument: -- choose instrument --
Field 1	record_id "Record ID"	 	Instrument: Demographics 
Field 2	first_name "First Name"	 	Instrument: Demographics 
Field 3	last_name "Last Name"	 	Instrument: Demographics 
Field 4	dob "DOB"	 	Instrument: Demographics 

Create New Reports

STEP 3

Show data for all events for each record returned [?](#) [How to use filters and AND/OR logic](#)

Filters (optional)

Operator / Value

Filter 1

demographics_complete "Complete?" [RBX](#)

= Complete



AND [▼](#)

Filter 2

-- select a field -- [RBX](#)

[?](#) [RBX](#)



Live Filters (optional)

Live Filters can be selected on the report page for dynamically filtering data in real time. Only multiple choice fields can be used as Live Filters (as well as Events, if longitudinal, and Data Access Groups, if any exist).

Live Filter 1

[Data Access Groups] [▼](#)

Live Filter 2

-- select a field -- [▼](#)

Live Filter 3

-- select a field -- [▼](#)

STEP 4

Order the Results (optional)

First by

record_id "Record ID" [RBX](#)

Ascending order [▼](#)

Then by

Type variable name or field label [▼](#)

Ascending order [▼](#)

Then by

Type variable name or field label [▼](#)

Ascending order [▼](#)

Save Report

Cancel

Create New Reports

Project status: Development

Data Collection [Edit instruments](#)

- [Record Status Dashboard](#)
- View data collection status of all records
- [Add / Edit Records](#)
- Create new records or edit/view existing ones

Applications

- [Calendar](#)
- [Data Exports, Reports, and Stats](#)
- [Data Import Tool](#)
- [Data Comparison Tool](#)
- [Logging](#)
- [Field Comment Log](#)
- [File Repository](#)
- [User Rights and DAGs](#)
- [Record Locking Customization](#)
- [E-signature and Locking Mgmt](#)
- [Data Quality](#)
- [API and API Playground](#)
- [REDCap Mobile App](#)
- [External Modules](#)

Project Bookmarks [Edit](#)

- [Another REDCap project](#)

Reports [Edit reports](#)

- [Ready for Follow-Up](#)

Help & Information

- [Help & FAQ](#)
- [API Reference](#)

Data Exports, Reports, and Stats

[Create New Report](#) [My Reports & Exports](#) [Other Export Options](#) [View Report: Ready for Follow-Up](#)

VIDEO: How to use Data Exports, Reports, and Stats

Number of results returned: 2
Total number of records queried: 3
(records' = total available data across all designated events)

[Stats & Charts](#) [Export Report](#) [Print Page](#) [Edit Report](#)

Live filters: [Data Access Group]

Ready for Follow-Up

Record ID record_id	Event Name redcap_event_name	Data Access Group redcap_data_access_group	First Name first_name	Last Name last_name	DOB dob	Gender gender	Email email
1 (Email john.liman@monash.edu) John Doe	Baseline		John	Doe	02-10-1989	Male (1)	john.liman@monash.edu
2 (Email christopher.robyn@monash.edu) Christopher Robyn	Baseline		Christopher	Robyn	02-10-2018	Male (1)	christopher.robyn@monash.edu

Project Dashboard

Log out

My Projects

Project Home and Design

- Project Home · Project Setup
- Designer · Dictionary · Codebook
- Project status: Development

Data Collection

- Record Status Dashboard - View data collection status of all records
- Add / Edit Records - Create new records or edit/view existing ones
- Show data collection instruments

Applications

- Project Dashboards
- Alerts & Notifications
- Calendar
- Data Exports, Reports, and Stats
- Data Import Tool
- Data Comparison Tool
- Logging
- Field Comment Log
- File Repository
- User Rights and DAGs
- Customize & Manage Locking/E-signatures
- Data Quality
- API and API Playground
- External Modules

Project Dashboards

VIDEO: How to use Project Dashboards (23 min)

+ Create New Dashboard My Project Dashboards

Project Dashboards are pages with dynamic content that can be added to a project. They can utilize special Smart Variables called **Smart Functions**, **Smart Tables**, and **Smart Charts** that can perform aggregate mathematical functions, display tables of descriptive statistics, and render various types of charts, respectively. Project dashboards have two basic attributes: a title and a body. User access privileges are customizable for each dashboard, and anyone with Project Design privileges can create and edit them. A wizard is provided on the Project Dashboard creation page to help you easily construct the syntax to add Smart Functions, Smart Tables, or Smart Charts to your dashboards, and a list of helpful examples is also included. [Learn more](#)

	Dashboard name	Dashboard options
	+ Create New Dashboard	

SEARCH ORGANIZE EDIT

Project Dashboard

Request for Monash REDCap™ Project Space

PID 274

Project Dashboards

 [VIDEO: How to use Project Dashboards \(23 min\)](#)

[+ Create New Dashboard](#)  [Edit existing dashboard](#)

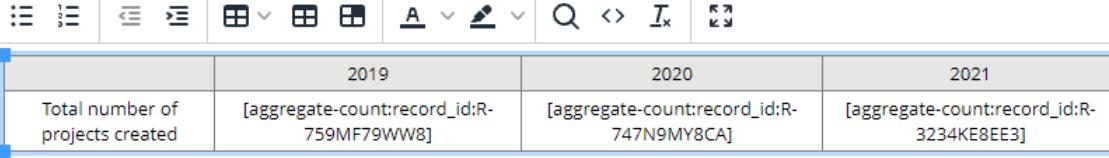
Project Dashboards are pages with dynamic content that can be added to a project. They can utilize special Smart Variables called **Smart Functions**, **Smart Tables**, and **Smart Charts** that can perform aggregate mathematical functions, display tables of descriptive statistics, and render various types of charts, respectively. Project dashboards have two basic attributes: a title and a body. User access privileges are customizable for each dashboard, and anyone with Project Design privileges can create and edit them. A wizard is provided on the Project Dashboard creation page to help you easily construct the syntax to add Smart Functions, Smart Tables, or Smart Charts to your dashboards, and a list of helpful examples is also included. [Learn more](#)

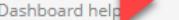
Dashboard title:

User access: Choose who sees this dashboard on their left-hand project menu
(Note: Users with Setup/Design privileges can still access all dashboards via the Project Dashboards page.)
 All users – OR – Custom user access (Users in ANY groups selected below will have access)
Selected users: aran0029 (Avi Rana), arunting (Andrew Runting), ewil0014 (Eloise Leemann), johnl (John Liman)
Selected user roles: Administrator, Finance, Project coordinator
View a list of users who will have access to this dashboard based on the selections above: [View user access list](#)

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

Dashboard content: Add any static or dynamic text to be displayed, including Smart Functions, Smart Tables, and Smart Charts.



Total number of projects created [aggregate-count:record_id:R-759MF79WW8] [aggregate-count:record_id:R-747N9MY8CA] [aggregate-count:record_id:R-3234KE8EE3]

 [Use the Wizard](#)

Project Request Type [pie-chart:request_type:R-229NFFKDFJ]
Research Type [bar-chart:project_research_type:R-229NFFKDFJ]

Project Purpose [pie-chart:project_purpose:R-229NFFKDFJ]
P.I. School's [bar-chart:pi_school:R-229NFFKDFJ]

Project Dashboard Examples

Project Dashboard Example 1

SMART FUNCTIONS are aggregate mathematical functions that are applied across **ALL** records in a project.

Smart Functions include **min**, **max**, **mean**, **median**, **sum**, **stdev**, **count**, and **unique**.

This project contains **50 records**. The average age of all participants is **47.38** (stdev=30.93). The median weight is **109** (min: 47, max: 197).

SMART TABLES display descriptive statistics for fields with each field as a row in the table.

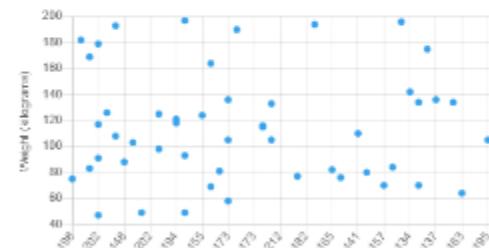
Smart Tables can be displayed with **ALL** columns by default:

	Count	Missing	Unique	Min	Max	Mean	Median	StDev	Sum
Height (cm)	50	0	35	133	214	177.22	180	24.64	8,861
Weight (kilograms)	50	0	44	47	197	114.72	109	42.79	5,736
Race	50	0	7						
Gender	50	0	2						

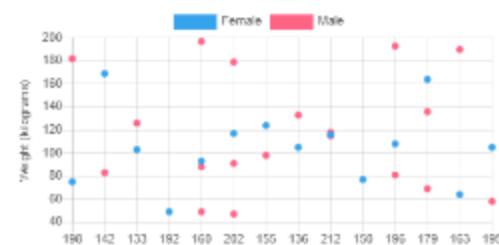
[Export table \(CSV\)](#)

SMART CHARTS can be used to display many types of charts for one or more fields in the project.

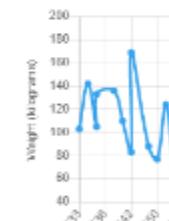
Display a **scatter plot** of two fields (x vs y):



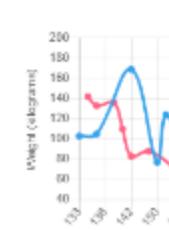
Add a third field for grouping (by color):



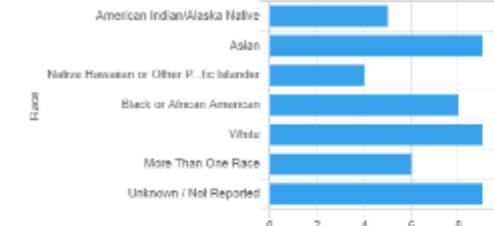
Use **line charts** with two



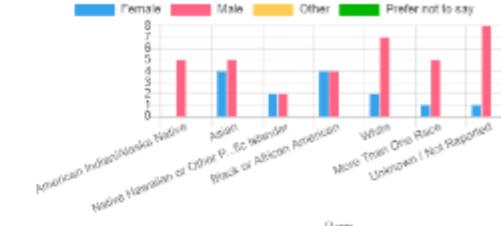
Add a third field for group



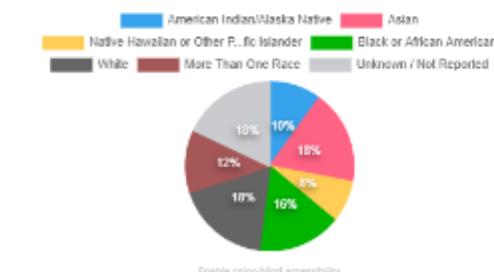
Display a **bar chart** with a single multiple choice field:



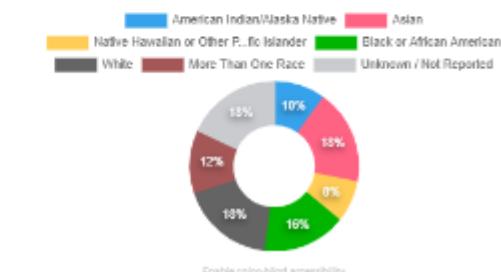
Display bar charts vertically, and add a second field for grouping:



Display a **pie chart**:



Or a **donut chart**:



Project Dashboard (Self Study)

Project Dashboards

Project Dashboards are pages with dynamic content that can be added to a project. They can utilize special Smart Variables called **Smart Functions**, **Smart Tables**, and **Smart Charts** that can perform aggregate mathematical functions, display tables of descriptive statistics, and render various types of charts, respectively. Project dashboards have two basic attributes: a title and a body. User access privileges are customizable for each dashboard, and anyone with Project Design privileges can create and edit them. A wizard is provided on the Project Dashboard creation page to help you easily construct the syntax to add Smart Functions, Smart Tables, or Smart Charts to your dashboards, and a list of helpful examples is also included. [Learn more](#)

Dashboard title:	My Dashboard
User access:	Choose who sees this dashboard on their left-hand project menu <small>(Note: Users with Setup/Design privileges can still access all dashboards via the Project Dashboards page.)</small>

 [VIDEO: How to use Project Dashboards \(23 min\)](#)

A red arrow points from the 'VIDEO' link to the 'VIDEO icon'. Another red arrow points from the 'Learn more' link to the 'Learn more' text.

Breakout Room

10 mins

Reports

Data Dictionary Codebook

Project Home Project Setup Other Functionality Project Revision History

Quick Tasks

Codebook (Selected)

The Codebook is a human-readable, read-only version of the project's Data Dictionary and serves as a quick reference for viewing field attributes.

Export data

Export your data from REDCap to open or view in Excel or various stats packages.

Create a report

Build custom reports for quick views of your data, and export reports to Excel/CSV.

Check data quality

Build or execute data quality rules to find discrepancies and errors in your project data.

User Rights

Grant new users access to this project or modify user privileges for current users.

Online Designer and Data Dictionary Upload

Create new fields/questions on your data collection instruments or modify existing ones using the Online Designer or by uploading a Data Dictionary. Quick link: [Download the current Data Dictionary](#).

Copy this project

Create an exact duplicate of this project, which copies over all data collection instruments, any surveys that exist, as well as the option to copy all users and reports to the new project.

Data Access Groups

Create groups of users to limit user access to certain records/responses, in which only users within a given Data Access Group can access records created by users within that group.

Project is not used as a template Add

Data Dictionary Codebook

[Project Home](#) [Project Setup](#) [Codebook](#)

The Codebook is a human-readable, read-only version of the project's Data Dictionary and serves as a quick reference for viewing the attributes of any given field in the project without having to download and interpret the Data Dictionary. Note: Checkbox fields have their coded values displayed both in the format defined by users in the Online Designer/Data Dictionary as well as in the extended format seen in data imports and exports (i.e., field_code).

[Print page](#)

Data Dictionary Codebook

	#	Variable / Field Name	Field Label <i>Field Note</i>	Field Attributes (Field Type, Validation, Choices, Calculations)				
Instrument: Demographics (demographics)								
	1	record_id	Record ID	text				
	2	first_name	First Name	text, Required, Identifier				
	3	last_name	Last Name	text, Required, Identifier				
	4	dob	DOB	text (date_dmy), Required, Identifier				
	5	gender	Gender	radio, Required, Identifier <table border="1"><tr><td>1</td><td>Male</td></tr><tr><td>0</td><td>Female</td></tr></table>	1	Male	0	Female
1	Male							
0	Female							
	6	email	Email	text (email), Required, Identifier				

Data Quality

REDCap™

Logged in as johnl | Log out

My Projects or Control Center

Project Home or Project Setup

REDCap Messenger

Project status: Development

Data Collection [Edit instruments](#)

Record Status Dashboard
- View data collection status of all records

Add / Edit Records
- Create new records or edit/view existing ones

Applications

- Calendar
- Data Exports, Reports, and Stats
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- Data Comparison Tool
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- API and API Playground
- REDCap Mobile App
- External Modules

Project Bookmarks [Edit](#)

Data Quality

This module will allow you to execute data quality rules upon your project data to check for discrepancies in your data. Listed below are some pre-defined data rules that you may utilize and run. You may also create your own rules or edit, delete, or reorder the rules you have already created. To find discrepancies for a given rule, simply click the Execute button next to it, or click the Execute All Rules button to fire all the rules at once. It will provide you with a total number of discrepancies found for each rule and will allow you to view the details of those discrepancies by clicking the View link next to each. [Read more detailed instructions.](#)

Data Quality Rules

Execute rules: [All](#) [All except A&B](#) [Clear](#)

Apply to: [All records](#)

Rule #	Rule Name	Rule Logic (Show discrepancy only if...)	Real-time execution	Total Discrepancies	Alfred Hospital	Cabrini Hospital	Royal Melbourne Hospital
A	Missing values*	-		Execute			
B	Missing values* (required fields only)	-		Execute			
C	Field validation errors (incorrect data type)	-		Execute			
D	Field validation errors (out of range)	-		Execute			
E	Outliers for numerical fields (numbers, integers, sliders, calc fields)**	-		Execute			
F	Hidden fields that contain values***	-		Execute			
G	Multiple choice fields with invalid values	-		Execute			
H	Incorrect values for calculated fields	-		Execute			

Data Quality

Date of birth must not be greater than today's date
datediff([dob],"today","d","dmy",true) < 0

Add Enter descriptive name for new rule (e.g., Participants below age 18)

✓ Valid Enter logic for new rule (e.g., [age] < 18)
[How do I use special functions?](#)

Execute in real time on data entry forms

⚠ WARNING: Data Quality rules were violated!

The Data Quality rules listed below were found to have discrepancies for this record. Review the table below to see which rules were violated so that the data values for the fields involved can be corrected, if necessary. You may exclude a result in the table by clicking the 'exclude' link on the right side, after which that rule will no longer be displayed for this record whenever the record is saved.

Rule(s) violated	Fields involved	Exclude 
Rule #1: Date of birth must not be greater than today's date datediff([dob],"today","d","dmy",true) < 0	dob: 03-10-2018	exclude

Close

Breakout Room

6 mins

Data Quality

Feedback



Help and Resources





You are here

Repeating Instruments/Events

Randomisation

SMS

Mobile App

MyCap

External Modules

API



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[Log In](#)

<https://redcap.helix.monash.edu/index.php?action=training>

Please log in with your user name and password. If you are having trouble logging in, please contact [Helix](#).

Username:

Password:

[Forgot your password?](#)

REDCap Training Videos

Just Getting Started?

Explore these overviews of fundamental concepts and features.

Title	Description	Watch Video
Brief Overview	A quick summary of what REDCap is and what it can do.	4 minutes
Detailed Overview	This video provides an overview of basic functions and features within a REDCap project. It will serve as a starting point for learning about the basic concepts of REDCap, what REDCap projects are, how to create them, and how to use them.	14 minutes
Data Entry Overview	A focused exploration of basic data entry workflow. Suitable for training data entry staff.	19 minutes

Building a Project

Learn how to build and modify data collection instruments.

Title	Description	Watch Video
Introduction to	An introduction to the Online Designer and Data Dictionary methods of instrument	

Help Resources

The screenshot shows the REDCap Project Home and Design interface. At the top, it displays "Logged in as jliman | Log out". Below that is a navigation menu with "My Projects" and "REDCap Messenger" (with a red exclamation mark). The main content area is titled "Project Home and Design" and shows "Project Home" and "Codebook" links, with "Project status: Production". Under "Data Collection" for "Royal Prince Alfred Hospital", there are links to "Record Status Dashboard" and "View / Edit Records". The "Applications" section includes "Calendar", "Data Exports, Reports, and Stats", "Field Comment Log", and "File Repository". The "Reports" section lists "Incomplete Transfer Worklist" and "Completed but ACFDR ID is not entered". The "Help & Information" section, which is the focus of the image, contains three items: "Help & FAQ", "Video Tutorials", and "Suggest a New Feature". Two red arrows point from the text "Help Resources" in the previous slide to these three links.

- Help & FAQ
- Video Tutorials
- Suggest a New Feature

Contact REDCap administrator

The screenshot shows the REDCap group page on the Workplace platform. The header features a large, stylized red baseball cap icon above the word "REDCap" in white, bold letters. Below it, the text "Research Electronic Data Capture" is visible. On the left, there's a sidebar with "REDCap" and "Open Group". The main navigation bar includes "About", "Discussion" (which is underlined), "Members", "Files", "Events", "Photos", and "More". A search bar says "Search this group" with a magnifying glass icon. Below the navigation, there are buttons for "Write Post", "Add File", "Create Doc", and "More". A text input field says "Write something..." with a green circular icon containing a white letter "J". At the bottom, there are links for "Google Drive", "Add Photo/Vi...", "Poll", and three dots. To the right, there's a "ADD MEMBERS" section with an "Import" button and a text input field for "Enter name or email address...". Below that is a "SHARE AN INVITATION LINK" field with the URL "https://fb.me/g/1sLq2vrfZ/WRCTEPwj" and a plus sign icon. The "MEMBERS" section shows 17 members with their profile pictures and initials: a woman, an orange circle with "N", a woman, a green circle with "J", and a purple circle with "D".

REDCap Group @Workplace

Study data were collected and managed using REDCap electronic data capture tools hosted and managed by Helix (Monash University).

¹REDCap (Research Electronic Data Capture) is a secure, web-based application designed to support data capture for research studies, providing 1) an intuitive interface for validated data entry; 2) audit trails for tracking data manipulation and export procedures; 3) automated export procedures for seamless data downloads to common statistical packages; and 4) procedures for importing data from external sources.

¹*Paul A. Harris, Robert Taylor, Robert Thielke, Jonathon Payne, Nathaniel Gonzalez, Jose G. Conde, Research electronic data capture (REDCap) - A metadata-driven methodology and workflow process for providing translational research informatics support, J Biomed Inform. 2009 Apr;42(2):377-81.*

A photograph of two people sitting on a green lawn in front of a modern building with large glass windows. A blue rectangular overlay contains the text.

Final thoughts ...



Become a REDCap Mentor!

REDCap is widely used in Australia



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