MONASH University

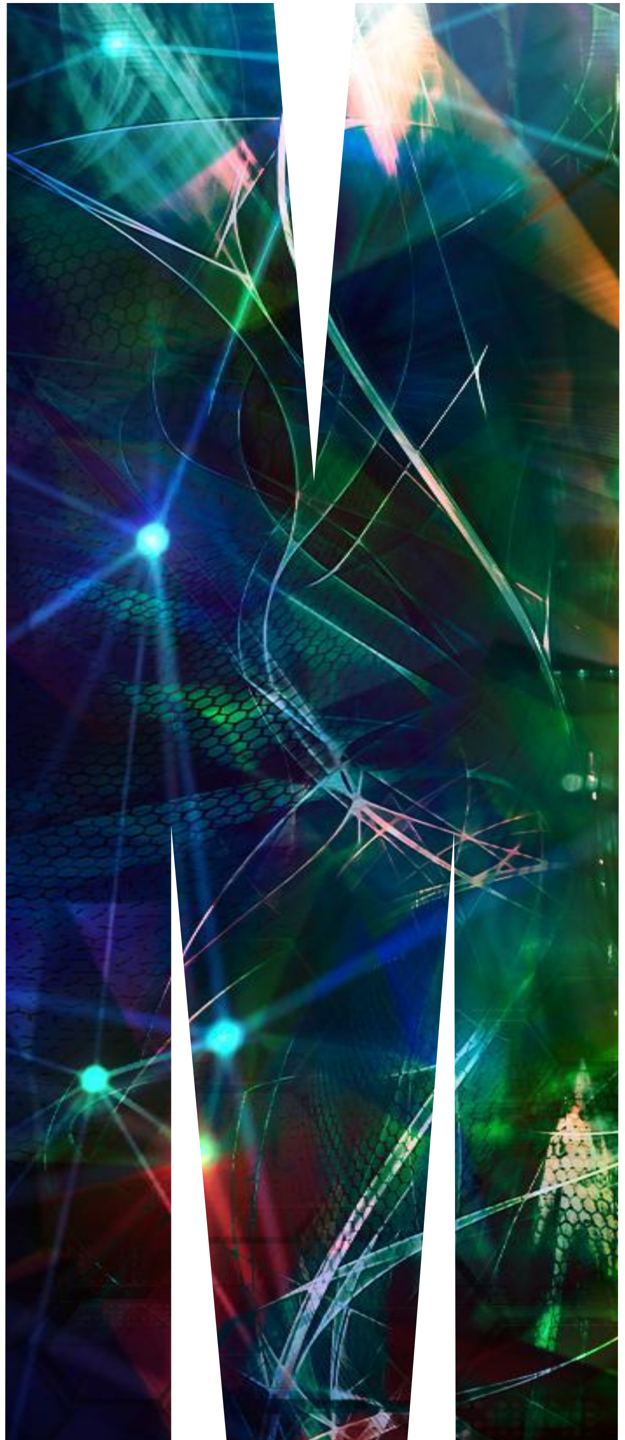
Introduction to REDCap™

El Leemann

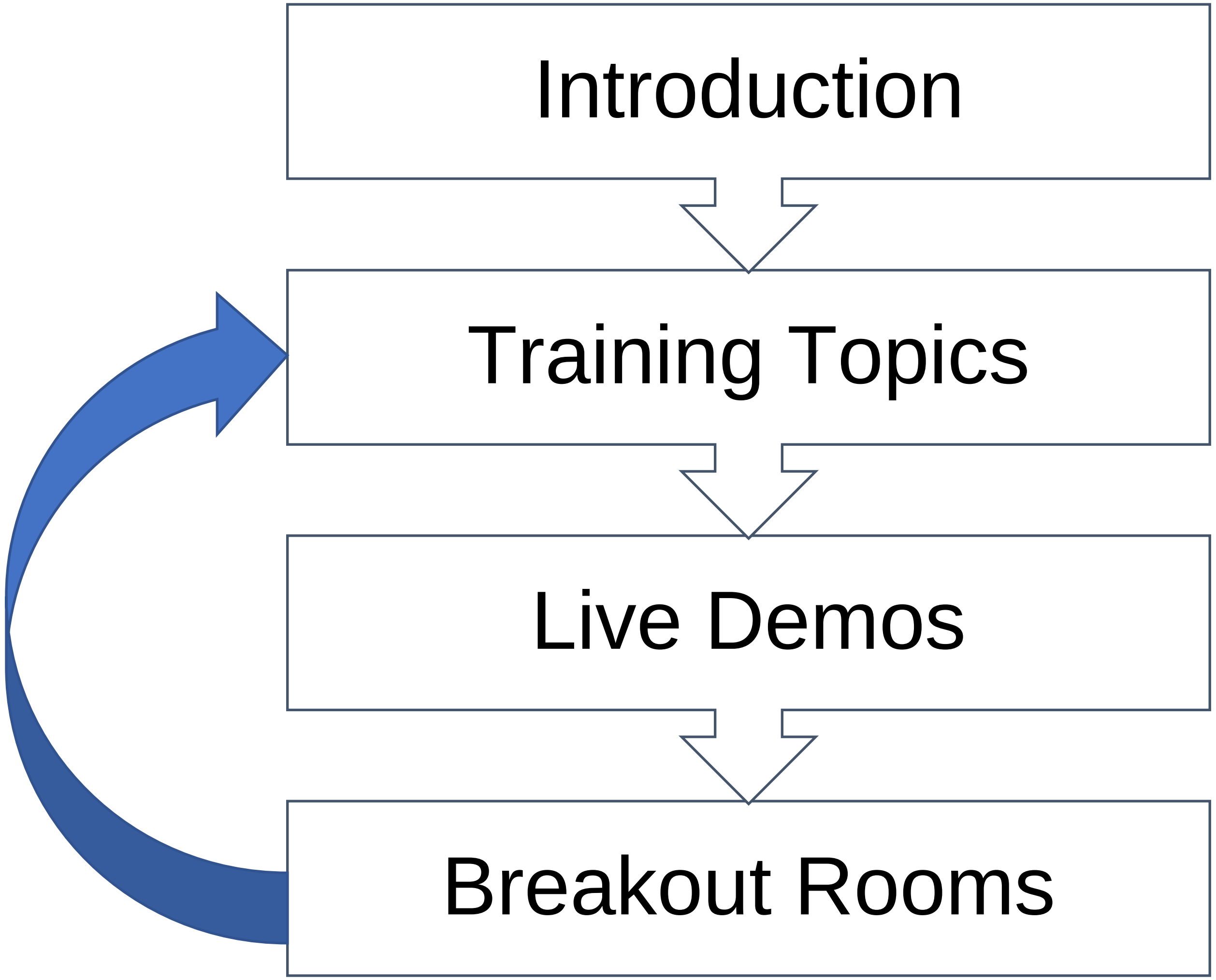
REDCap Administrator

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 /146 countries
- +1.3M projects
- +2M 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 ✓

MONASH University

What is it for?

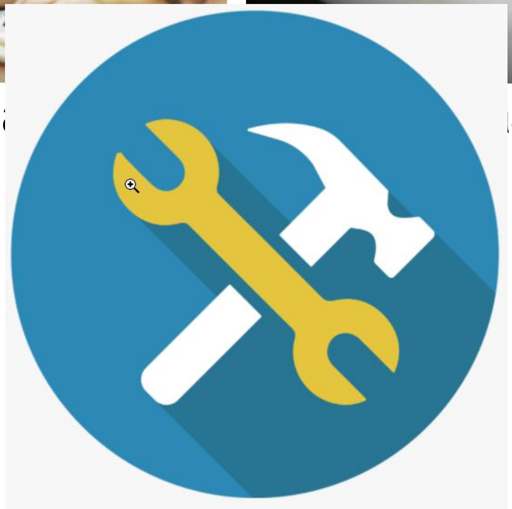
Use Cases

Clinical Resear
and Clinic

ity Rese

sic Research

Global Health



Operational Support

MONASH University

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

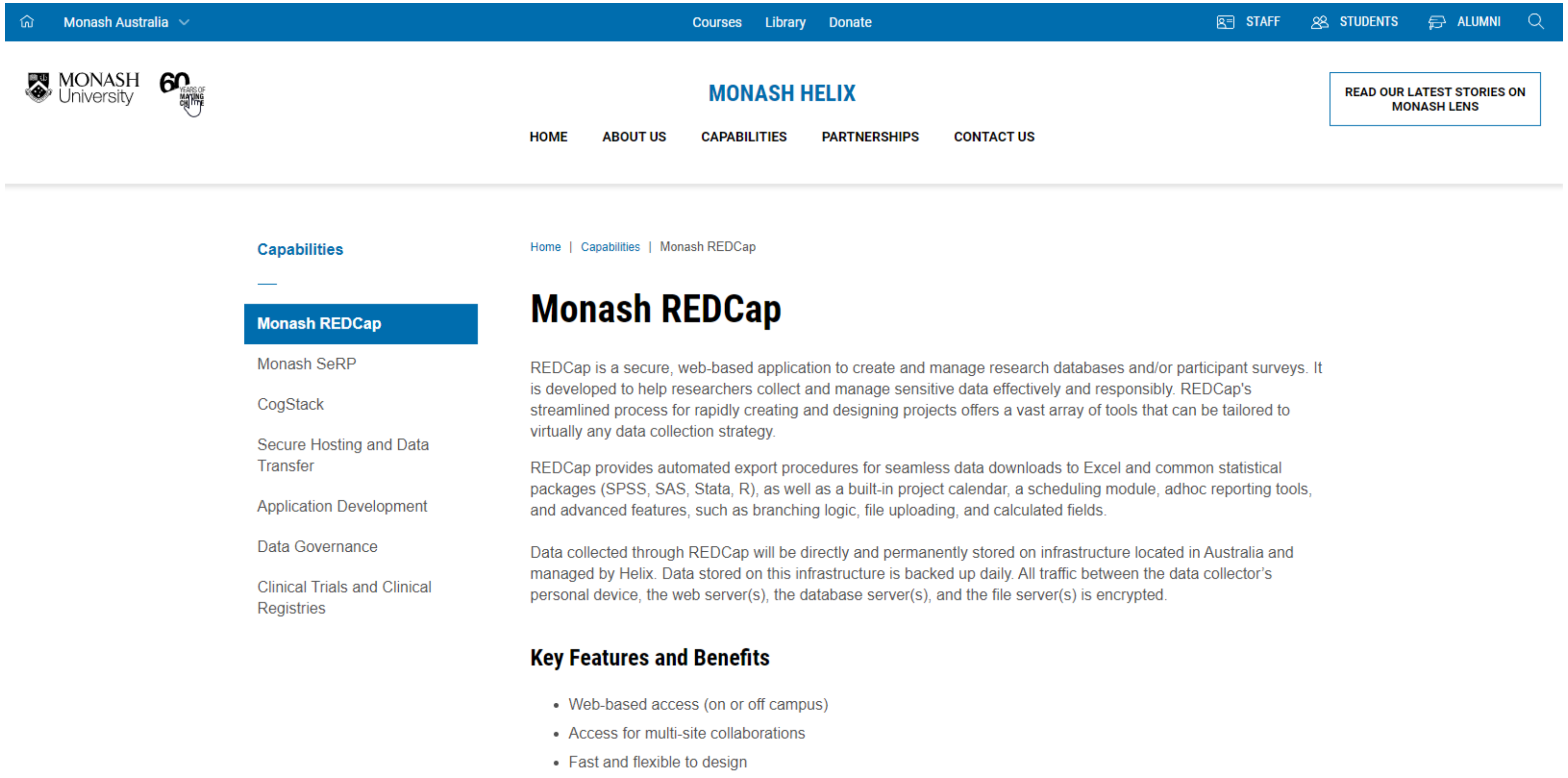
Supported

- 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



MONASH University

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

Free

and

Individualised Support

(cost recovery basis)

Training Topics

Project Setup

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

Training Topics

Applications & Tools

- Record status dashboard
- Field history
- Data Dictionary
- Codebook
- Logging
- Data export
- Reports

Training project

My Project Study ID : ________

Demographics Form Date : ______

Study ID:	
First name:	
Last Name:	
DOB: (dd-mm-yyyy)	
Age:	
Gender:	☐ Male ☐ Female ☐ 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 ________________

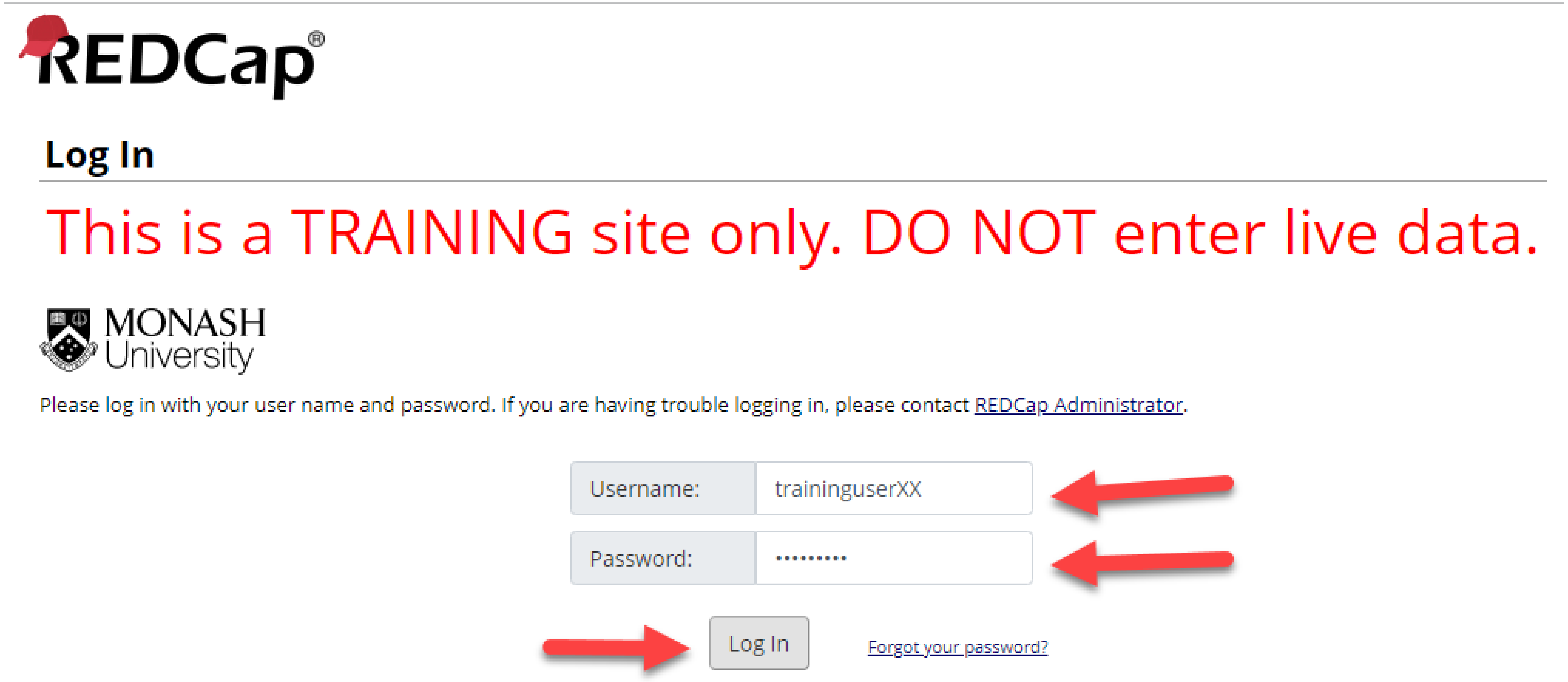
____

☐ None of the above

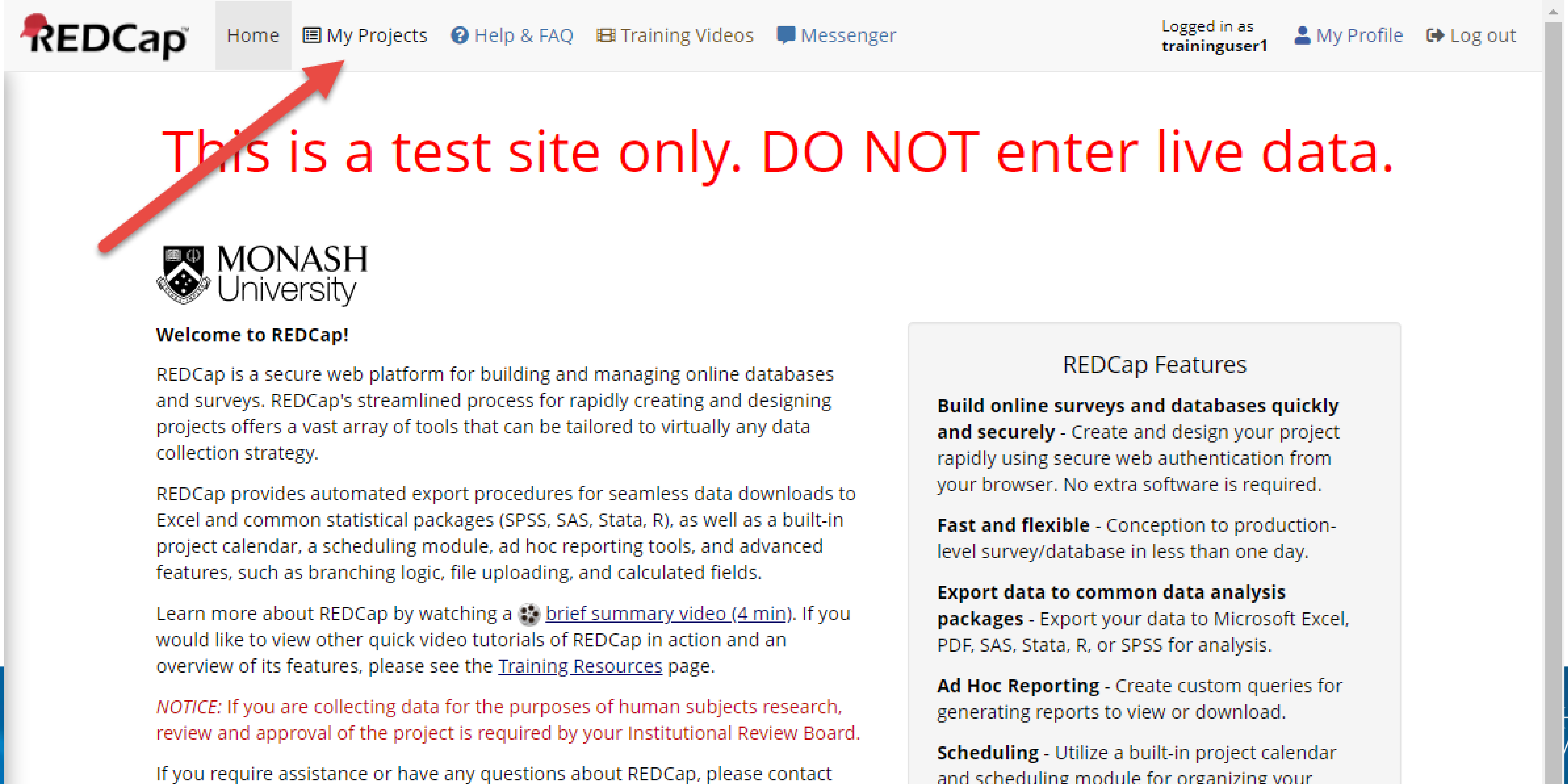
MONASH University

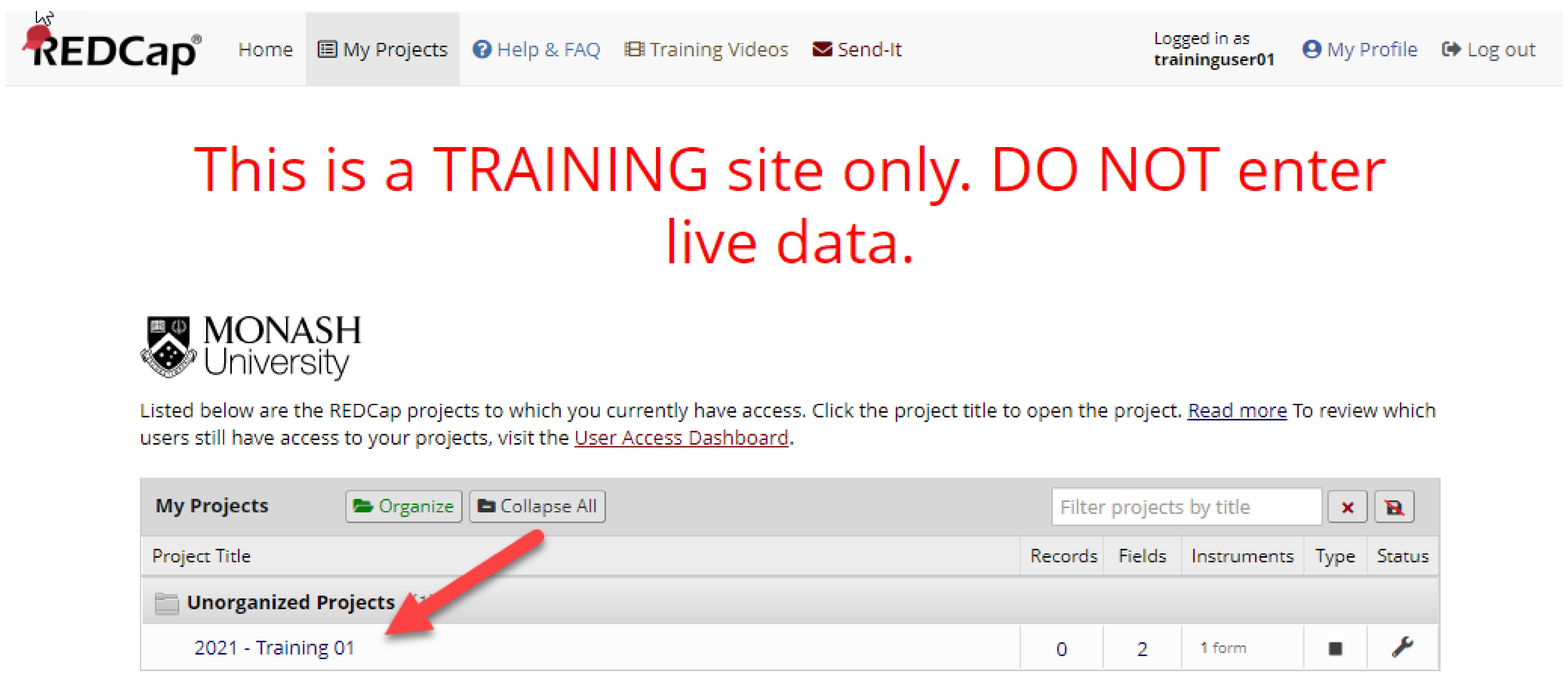
Project Setup

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



My Projects


REDCap
Home
My Projects
Help & FAQ
Training Videos
Messenger
Logged in as
traininguser1
My Profile
Log out
This is a test site only. DO NOT enter live data.
MONASH University
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



MONASH University

REDCap

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

Monash University

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!

Enable 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.

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 [$] Smart Variables Piping @ Action Tags Field Embedding Special Functions

Enable optional modules and customizations

Optional

I'm done!

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

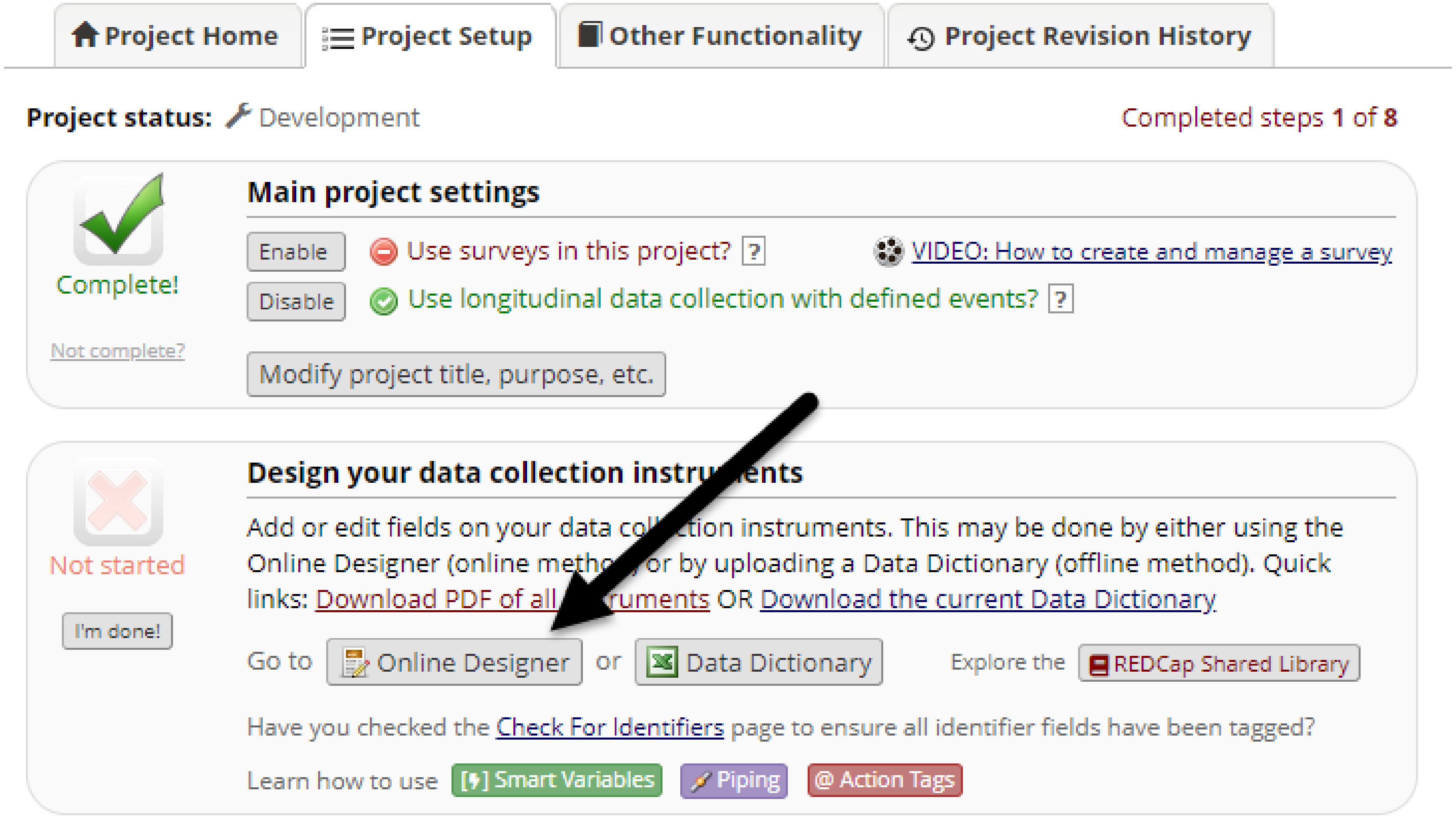
Additional customizations

Set up project bookmarks (optional)

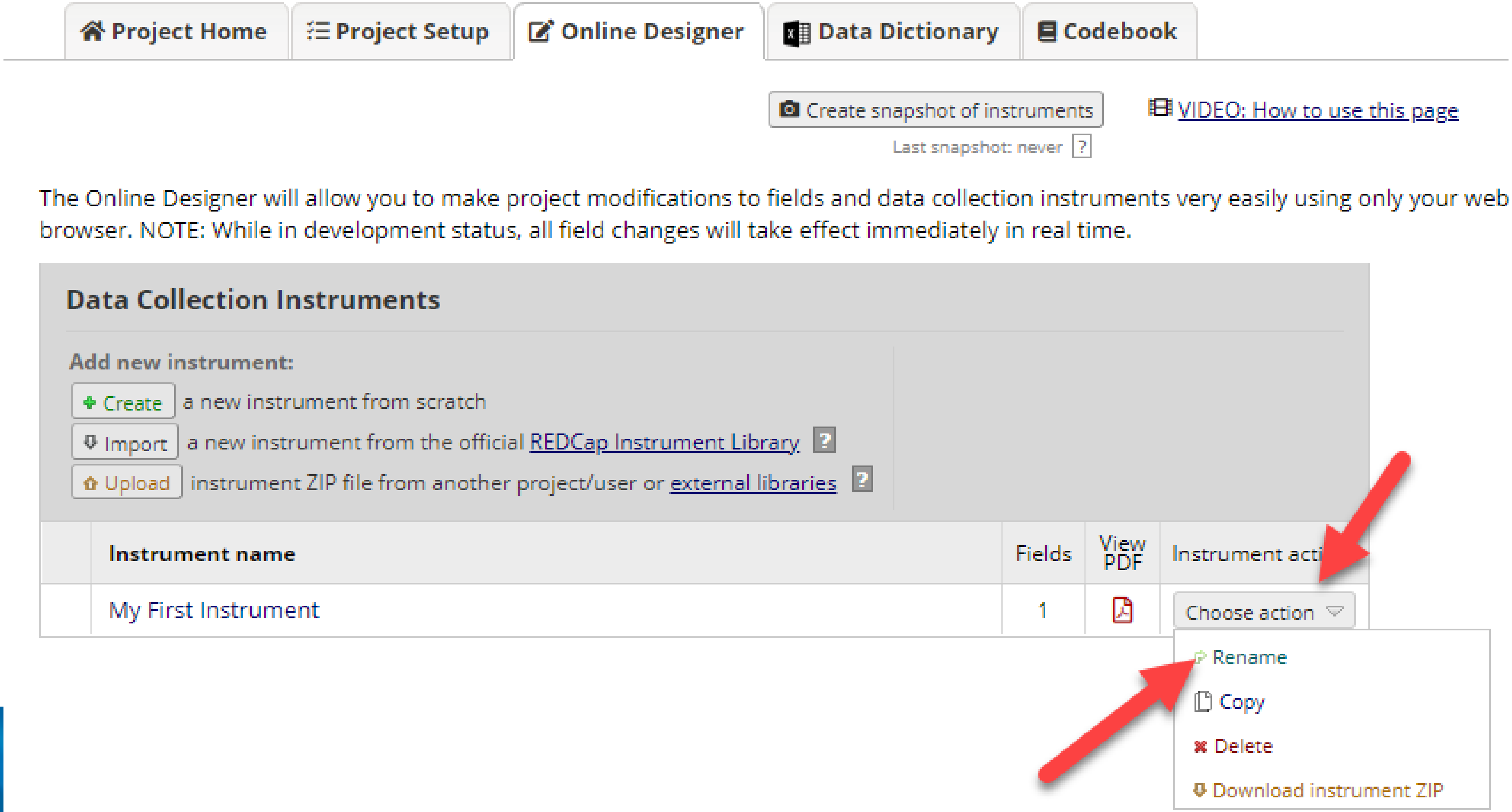
Training Site

MONASH University

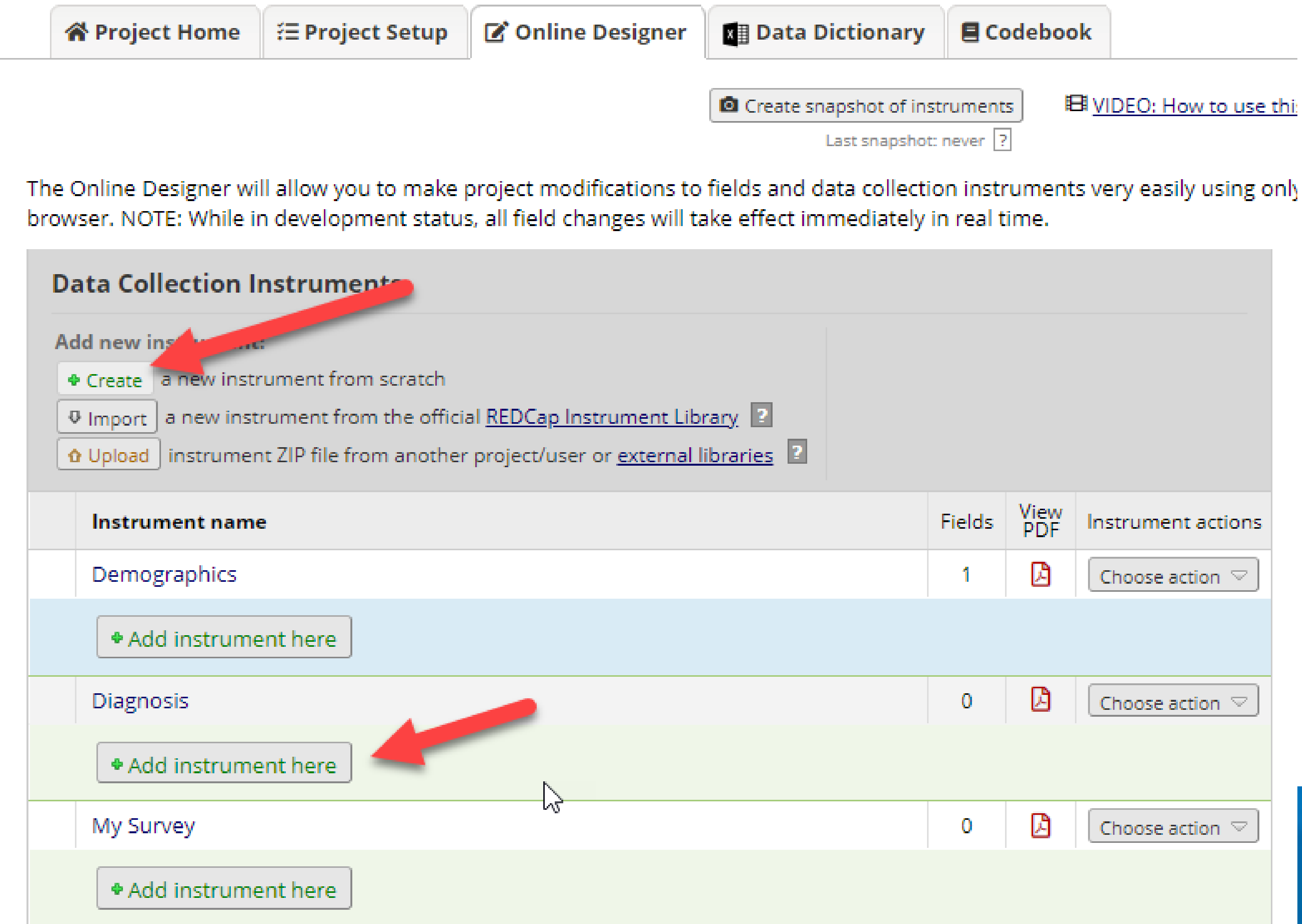
Online Designer



Online Designer

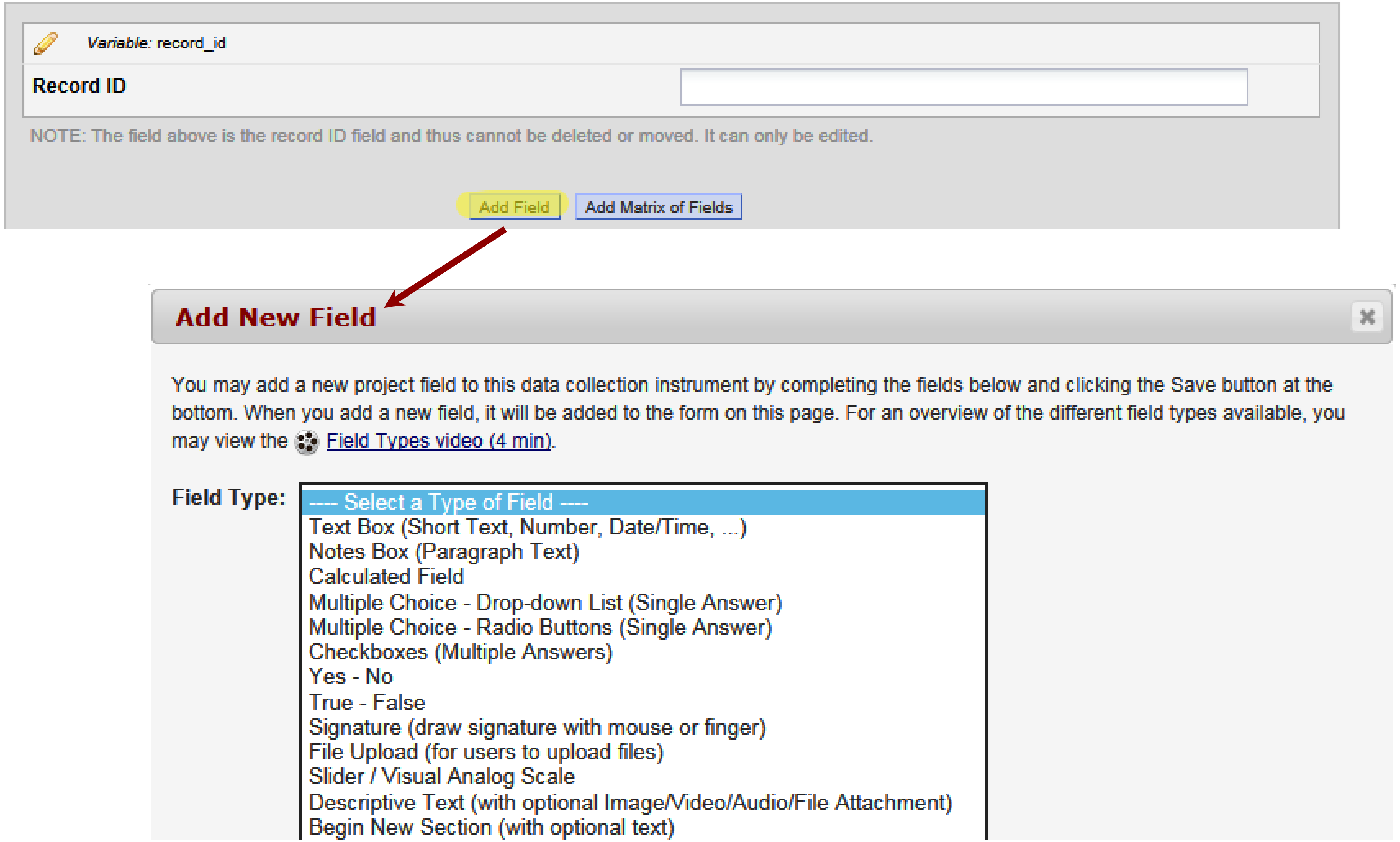


Online Designer

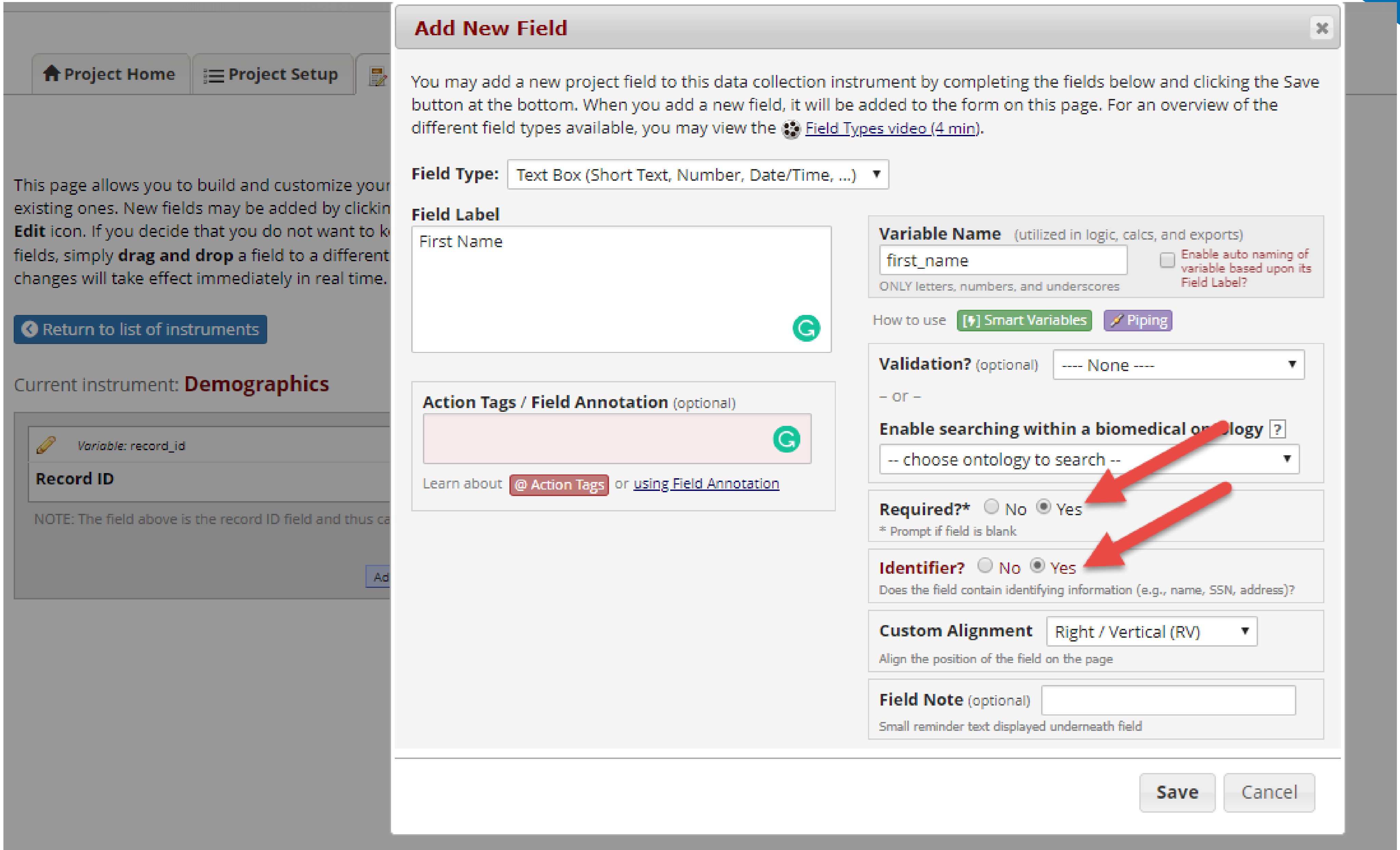


MONASH University

Online Designer

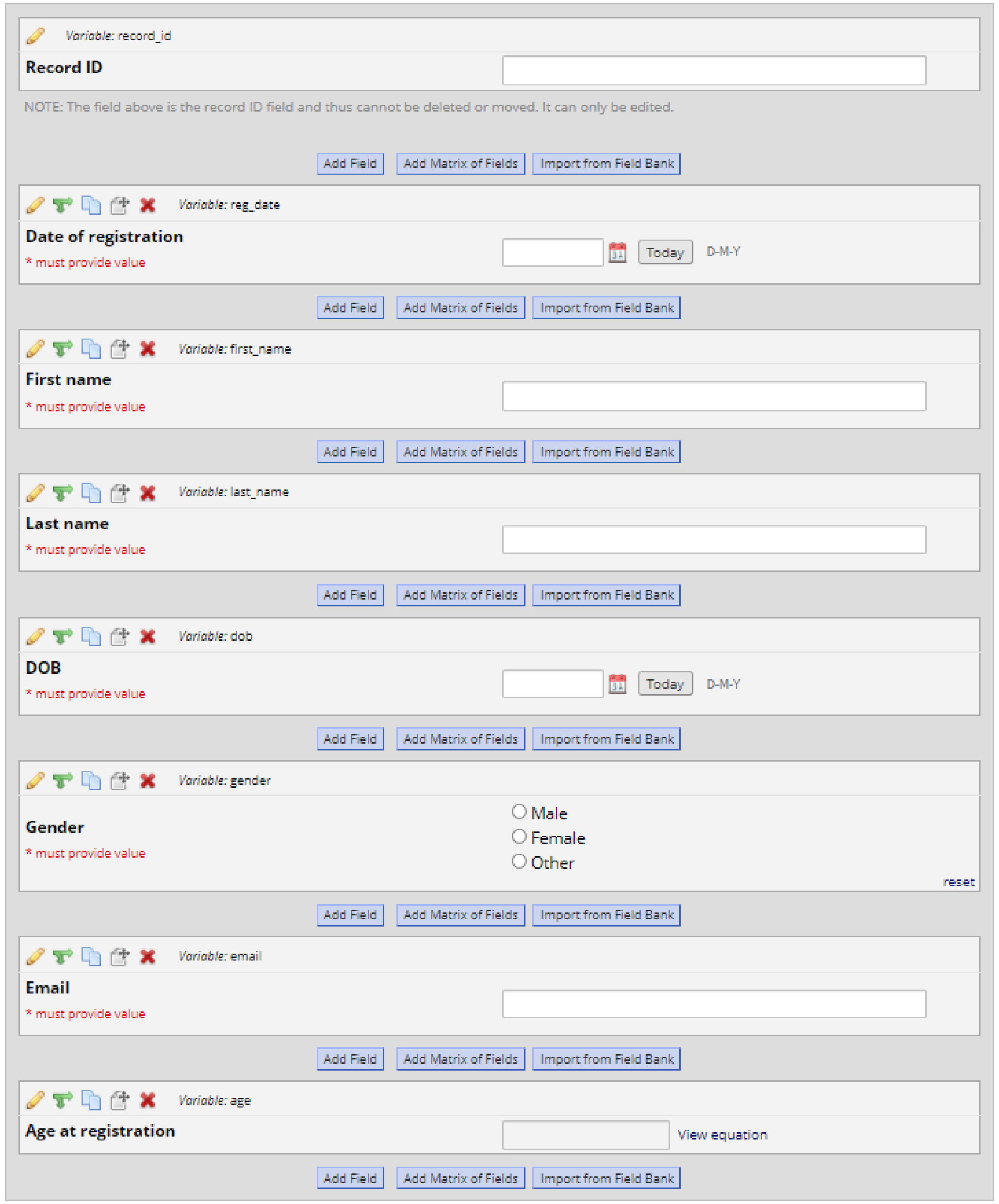


Step 2: Online Designer



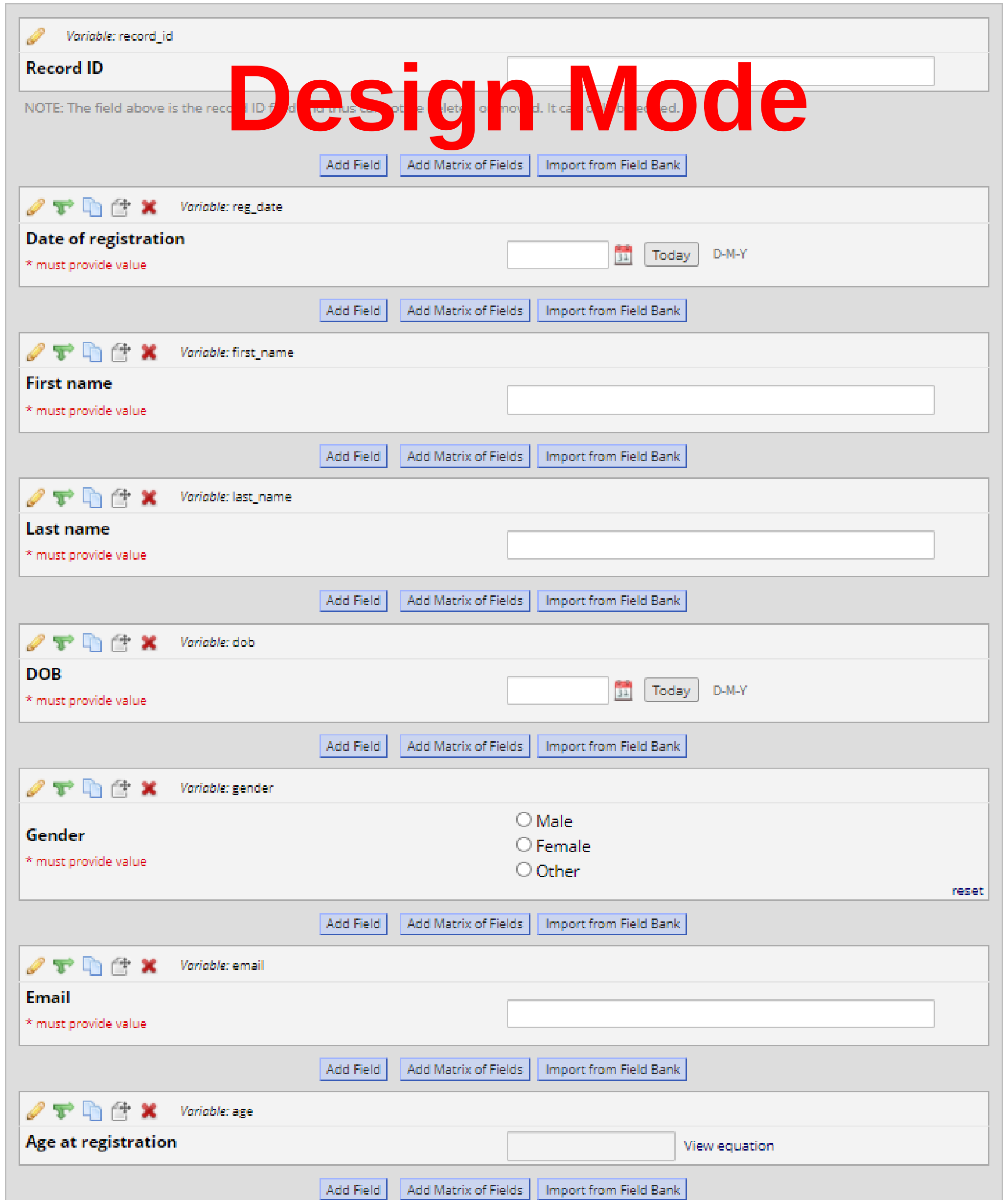
MONASH University

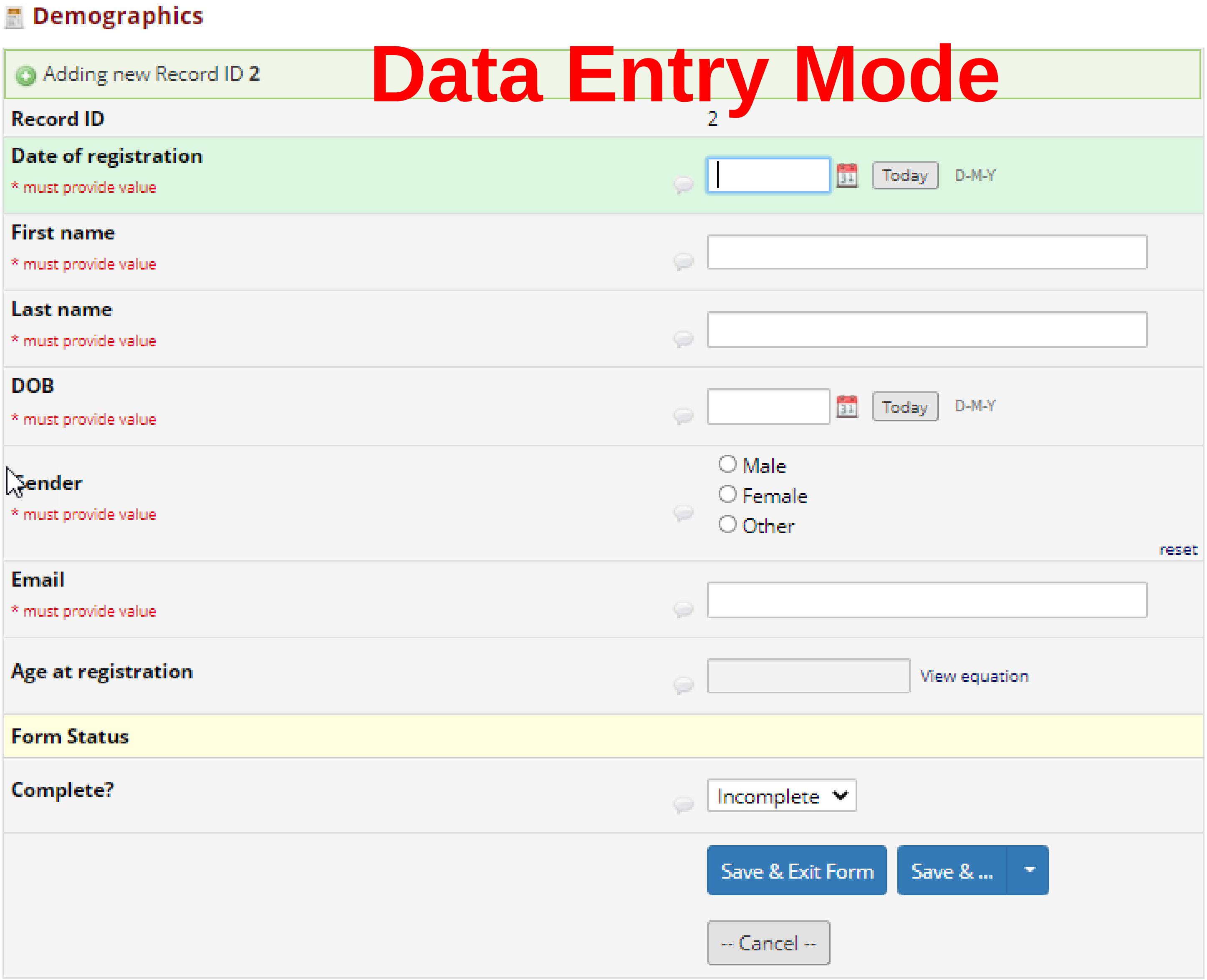
Step 2: Online Designer



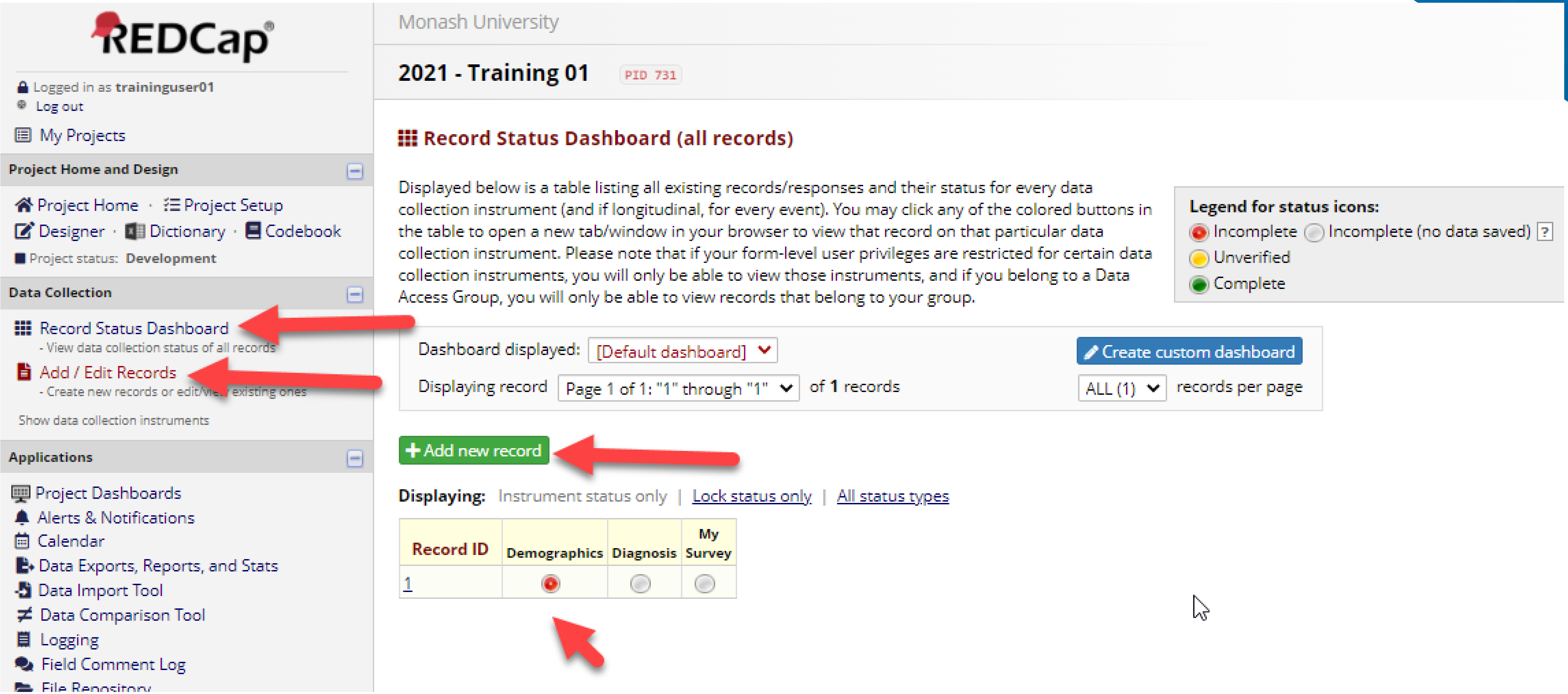
	#	Variable / Field Name	Field Label *Field Note*	Field Attributes (Field Type, Validation, Choices, Calculations, etc.)
Instrument: **Demographics** (demographics)				Collapse
	1	record_id	Record ID	text
	2	reg_date	Date of registration	text (date_dmy), Required
	3	first_name	First name	text, Required
	4	last_name	Last name	text, Required
	5	dob	DOB	text (date_dmy), Required
	6	gender	Gender	radio, Required 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 0 Incomplete 1 Unverified 2 Complete

Design vs Data Entry





Data Entry Mode

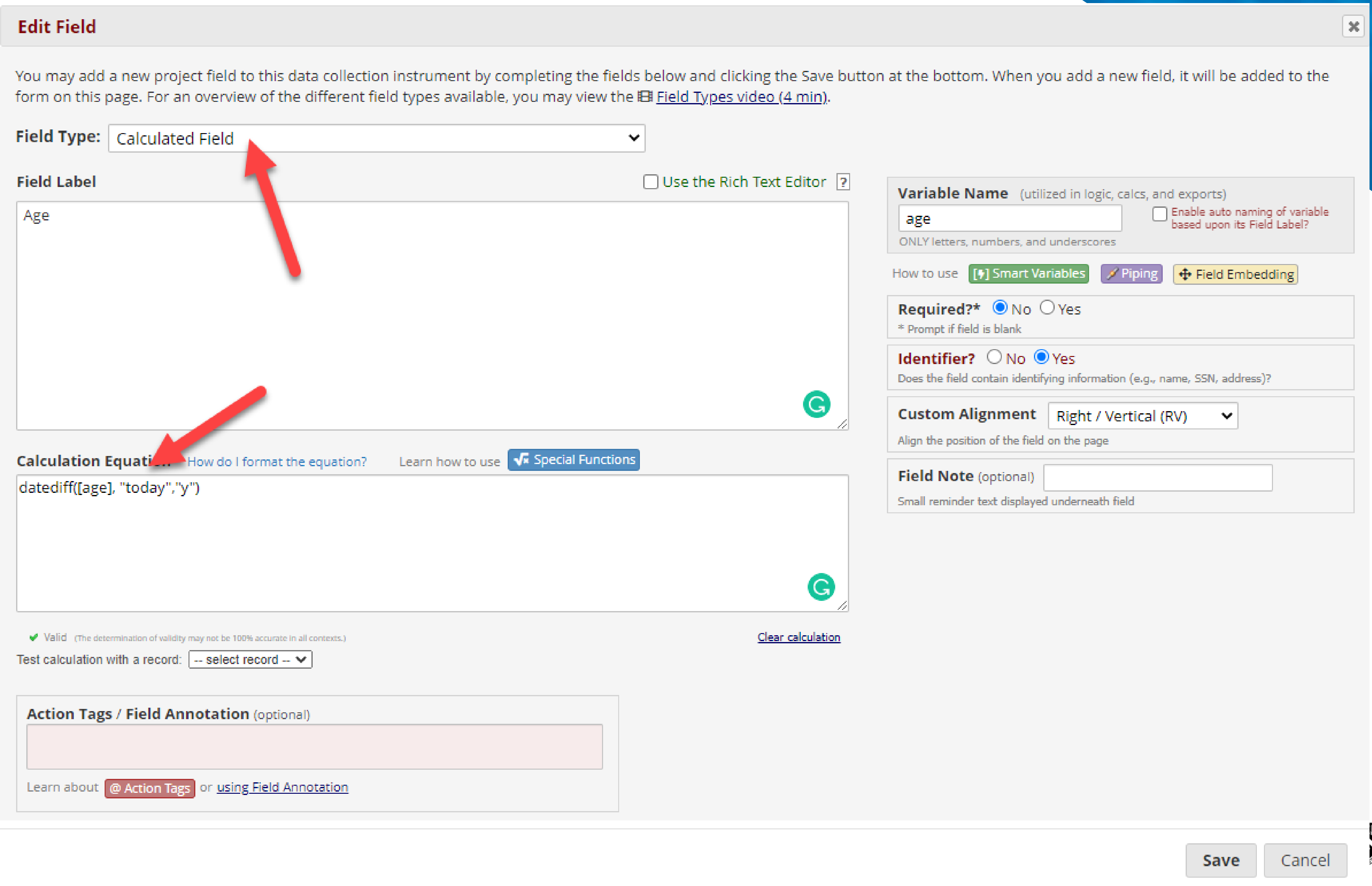


Calculated Field

Based on Today’s date (dynamic)

vs

Based on a fixed date



MONASH University

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 — Use the Rich Text Editor ?

Age

Calculation Equation How do I format the equation? Learn how to use Special Functions

```
datediff([age], [registration_date],"y")
```

Error in syntax (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

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

Save | Cancel

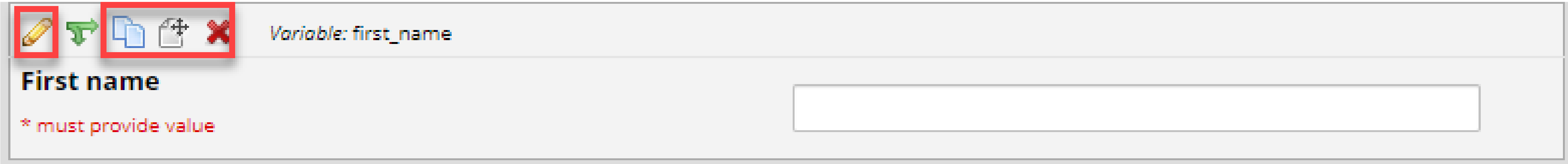
Breakout Room

Exercise - 12 minutes

Create demographics forms

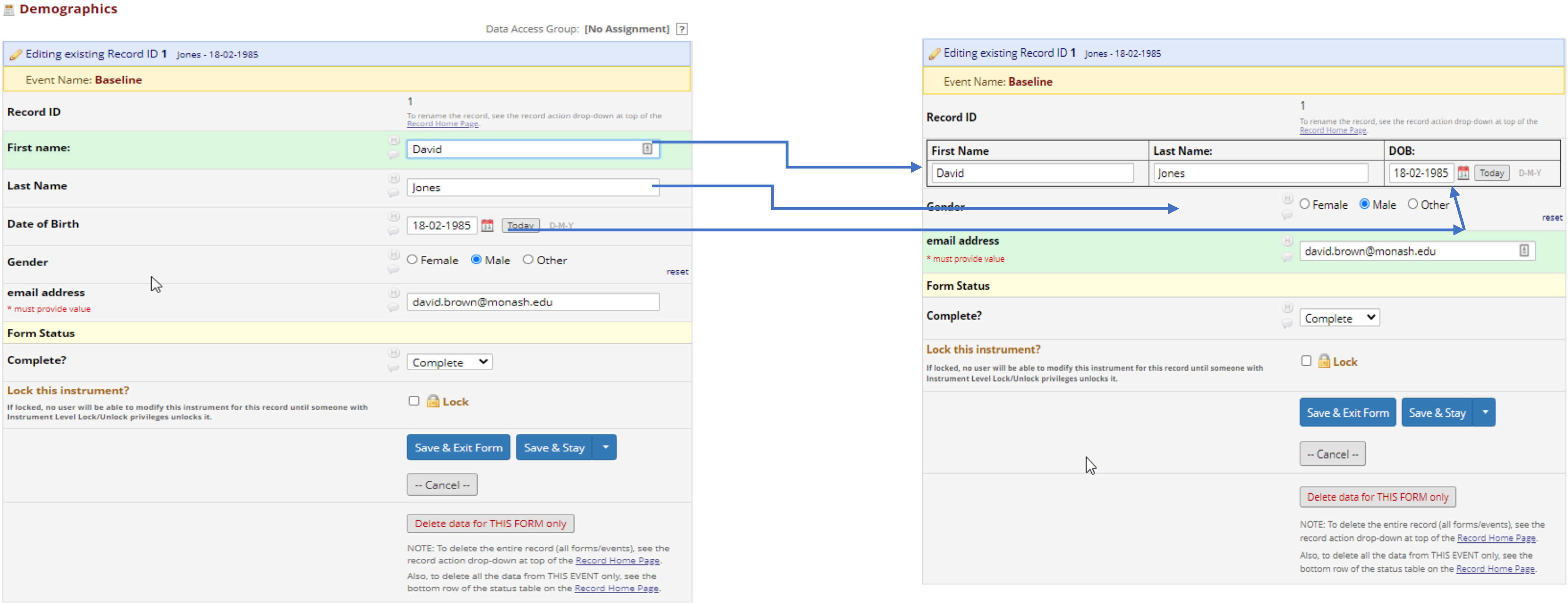
Age calculation

Step 2: Edit/Copy/Move/Delete Fields



Improving Form Layout

Field Embedding



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

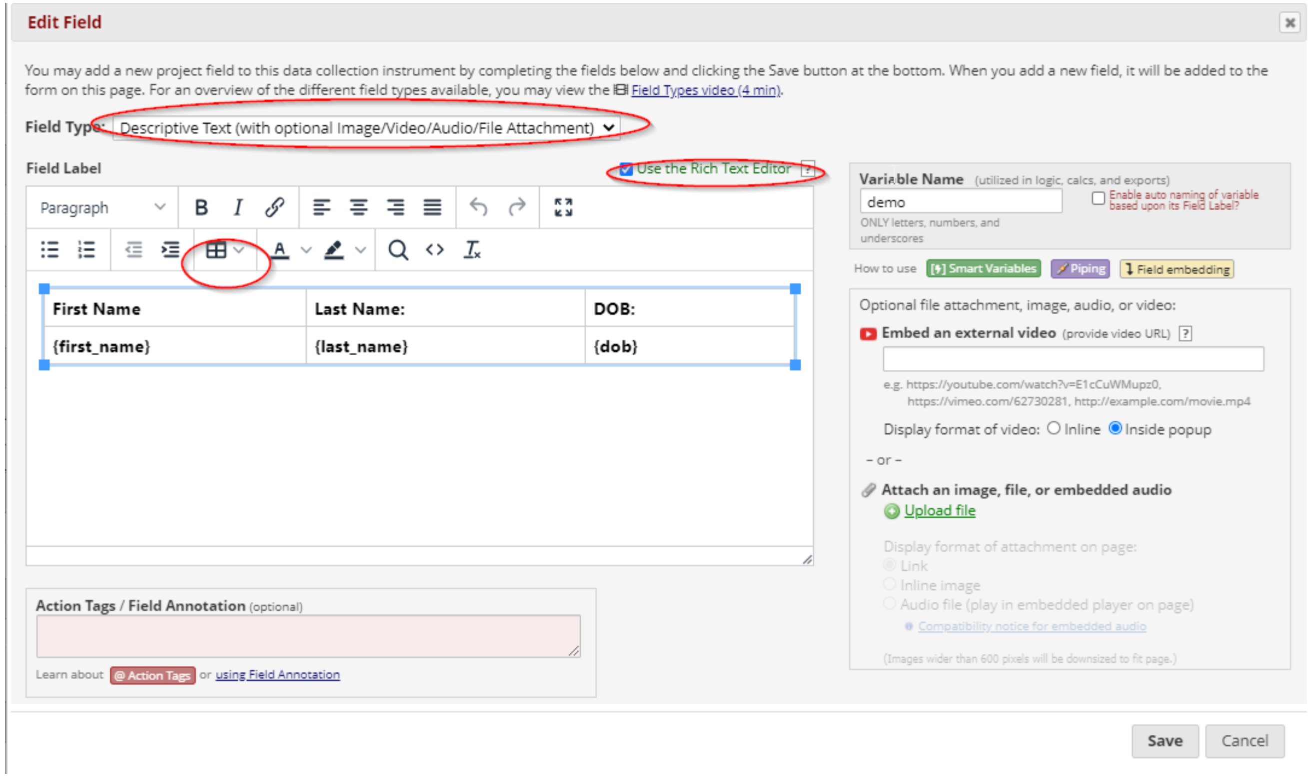
2. Create another field that will contain placeholders for the field/s to be embedded. This is usually 'Descriptive Text' field type

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)

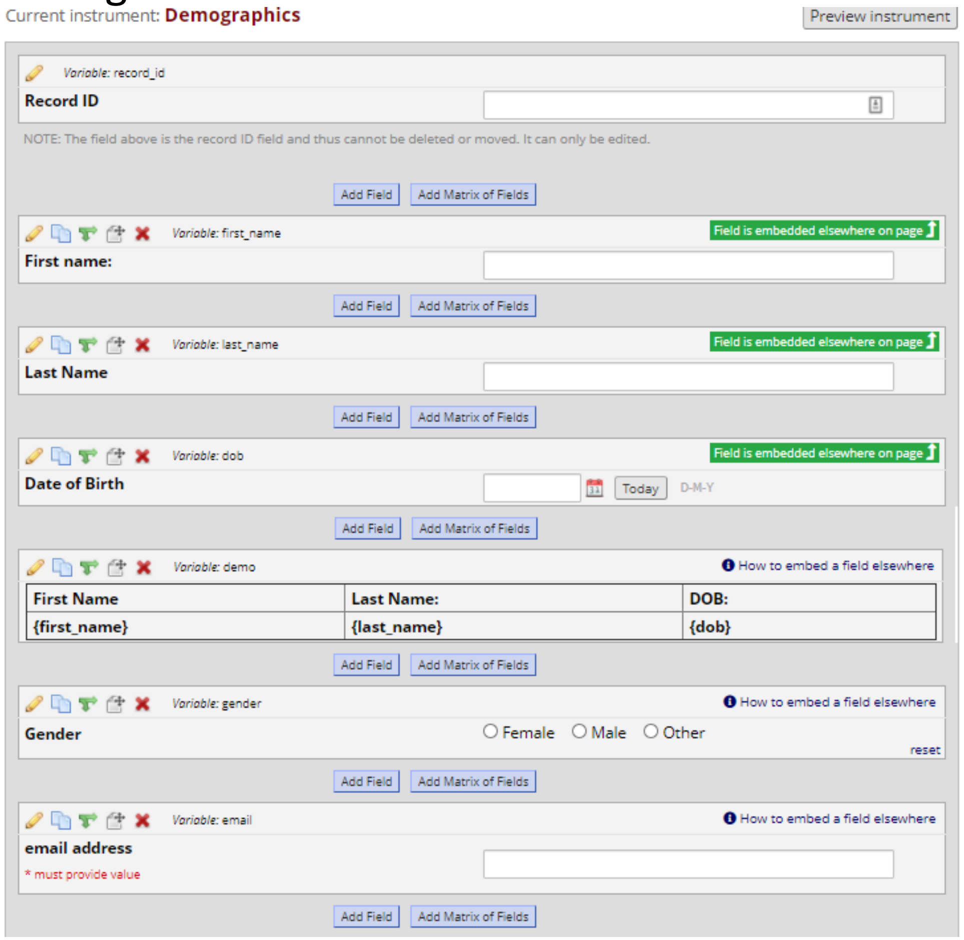
5. Populate each cell with the variable name to be entered. Note: the variable name must be contained within braces "{ }". Eg. {first_name}

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

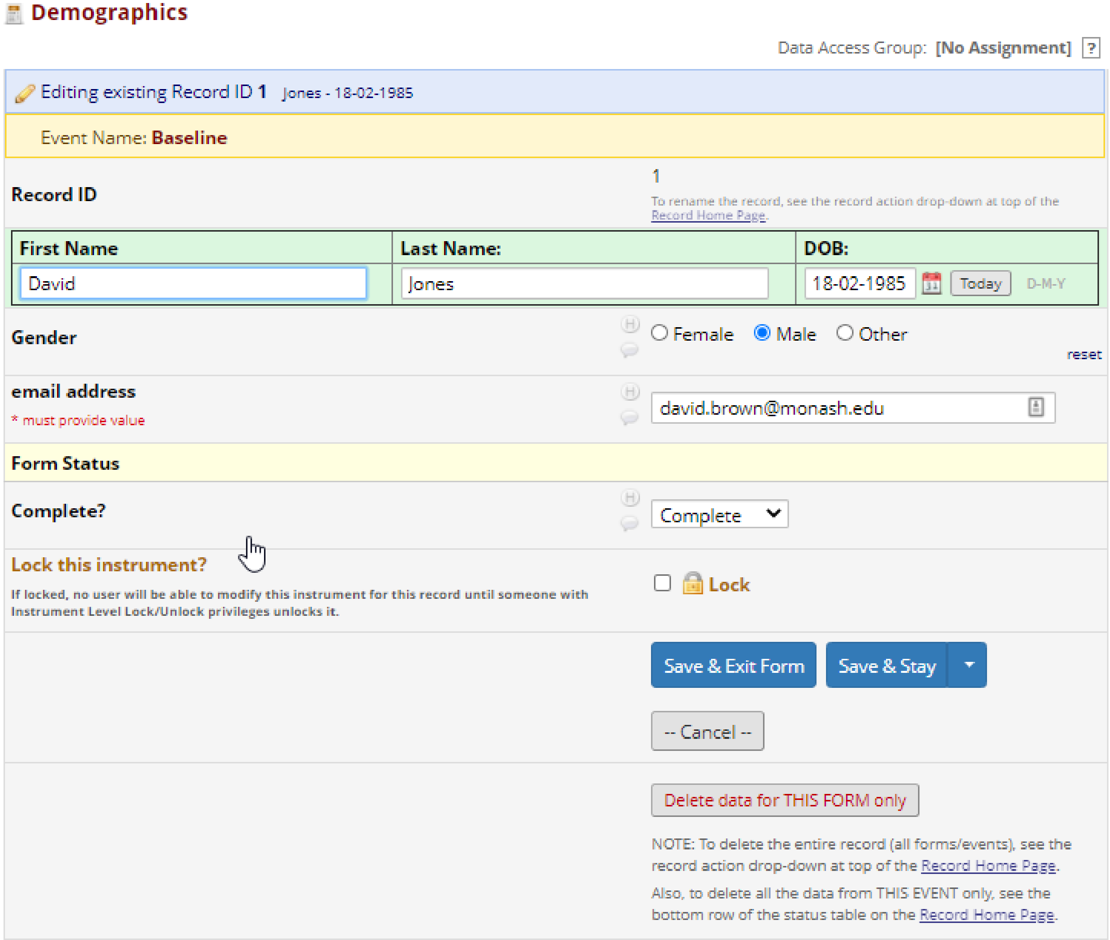


Improving Form Layout

Design Mode



Data Entry Mode



Breakout Room

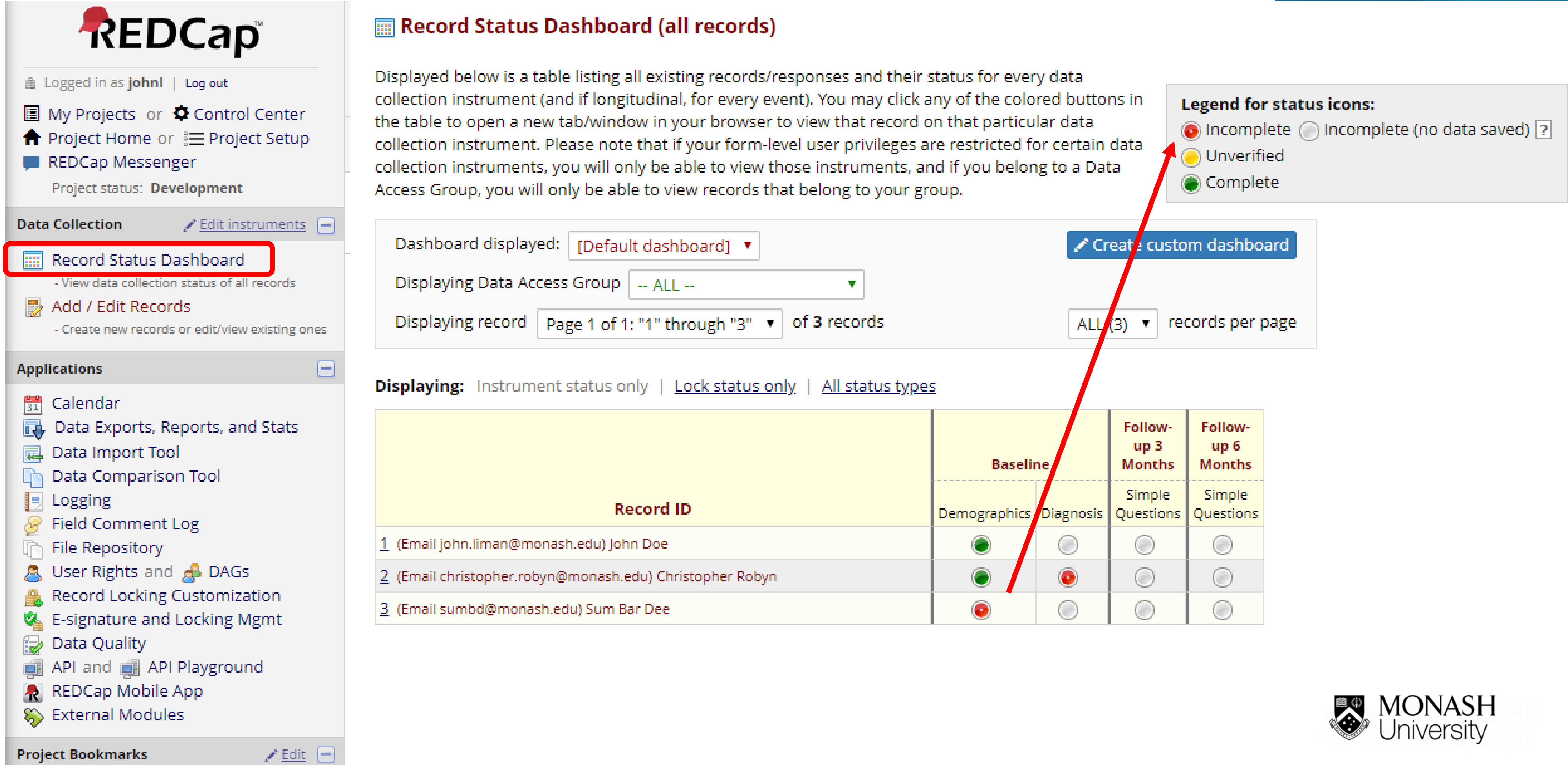
Exercise - 10 minutes

Field embedding

Application and Tools 1

MONASH University

Record Status Dashboard



Field Data History

DOB (H) 02-10-1999 Today D-M-Y
* must provide value

Gender (H) Male / Female (selected) reset
* must provide value

Email (H) sum.bar.dee@monash.edu
* must provide value

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.

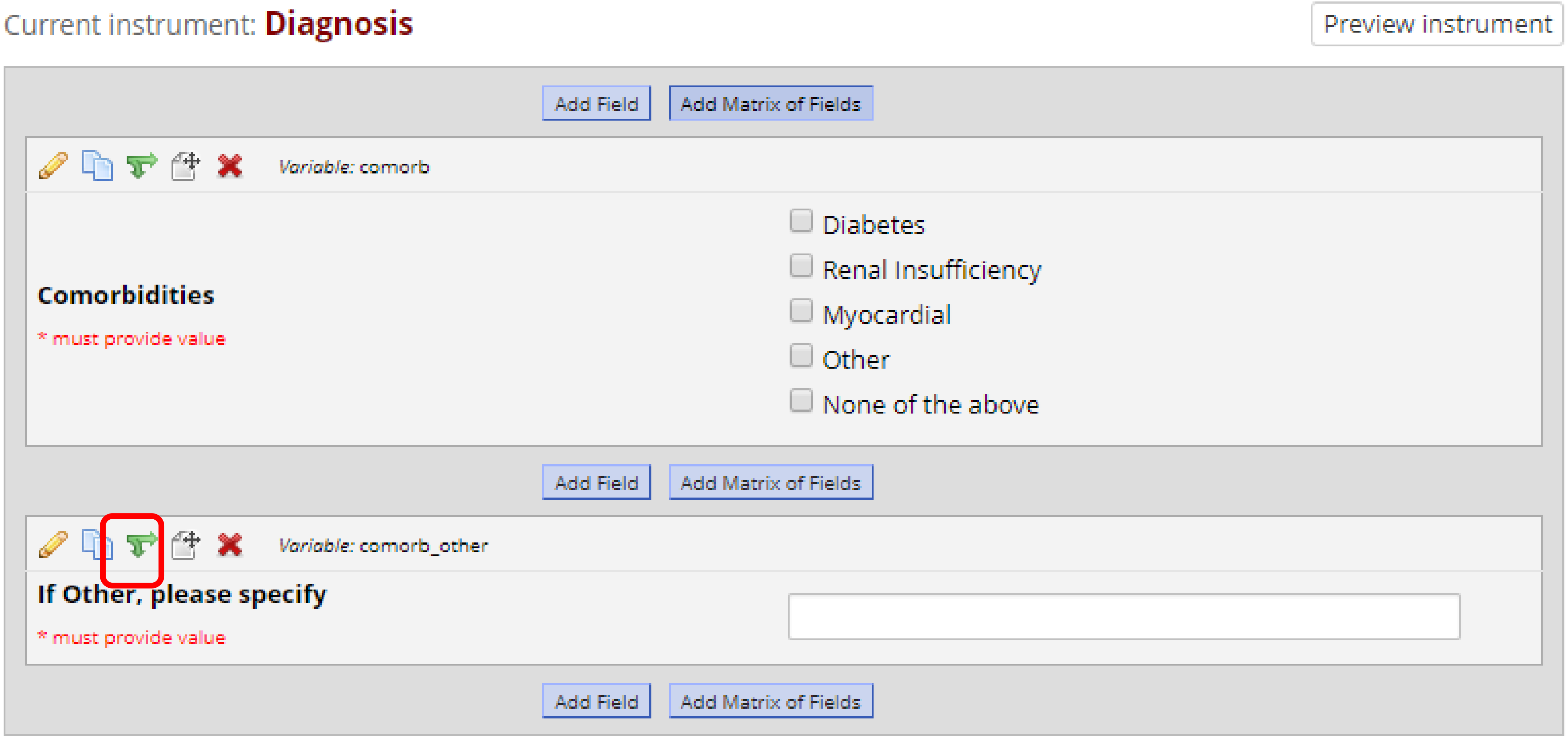
Date/Time of Change	User	Data Changes Made
02/10/2018 8:19pm	johnl	sumbd@monash.edu
02/10/2018 8:25pm	johnl	sum.bar.dee@monash.edu

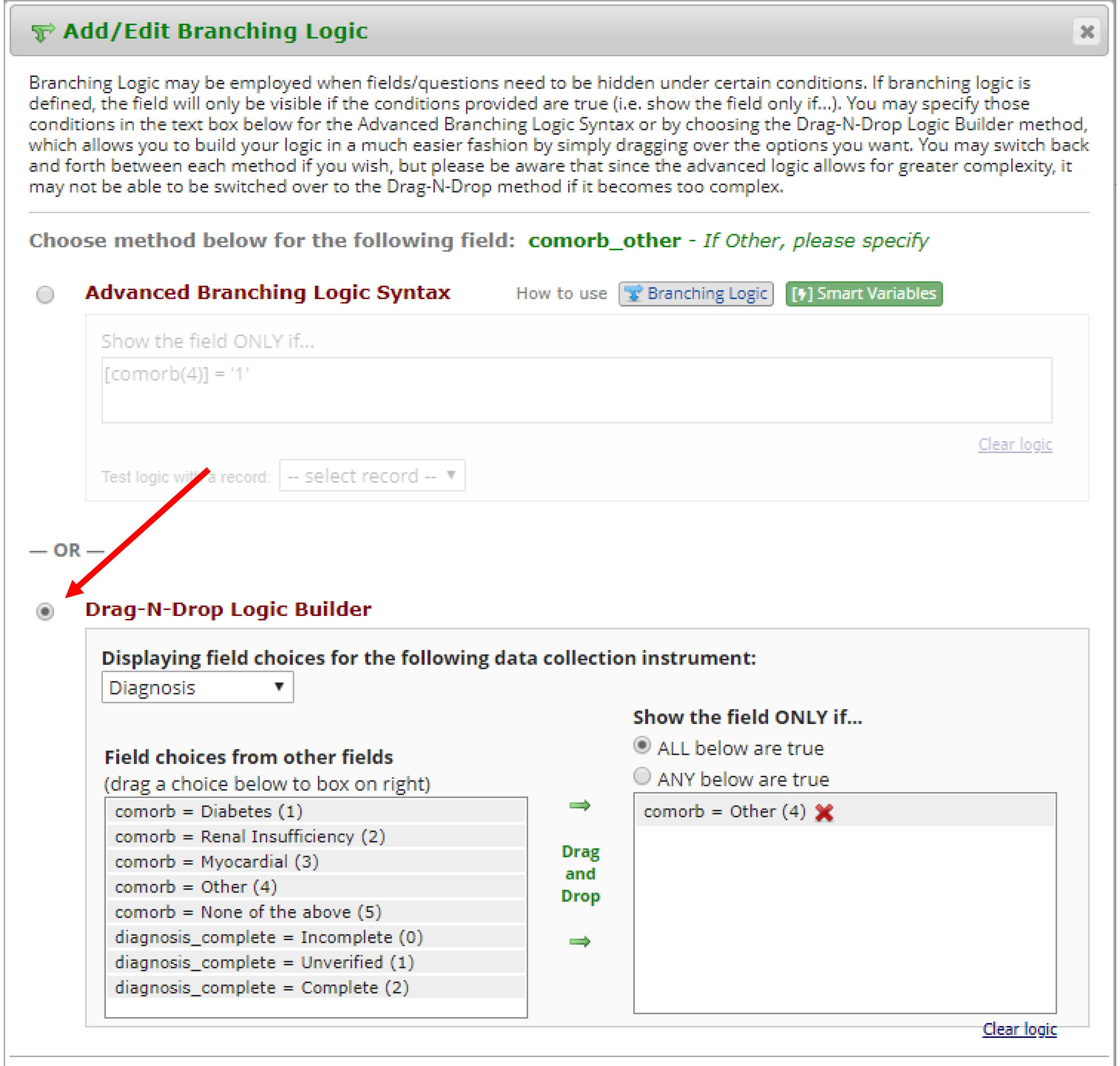
Close

MONASH University

Project Setup – cont.

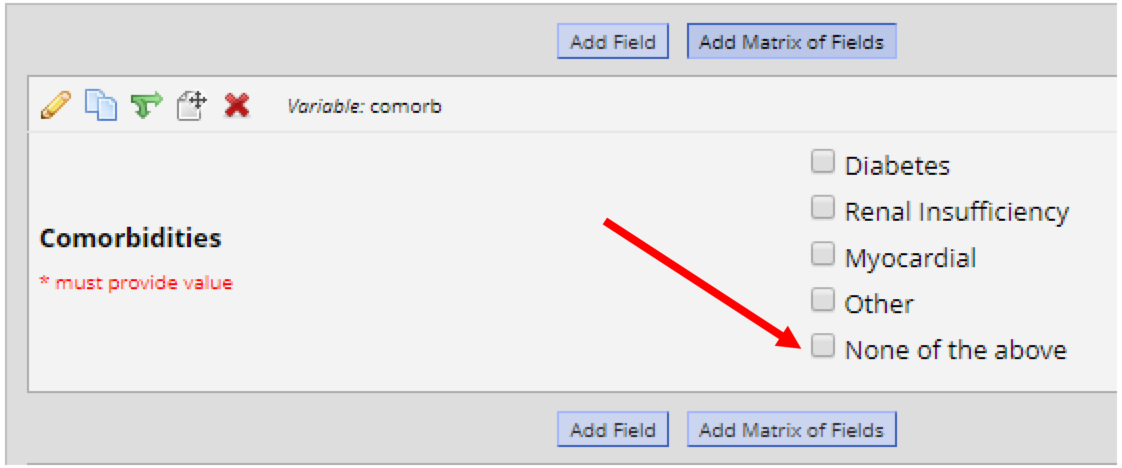
Step 2: Branching Logic



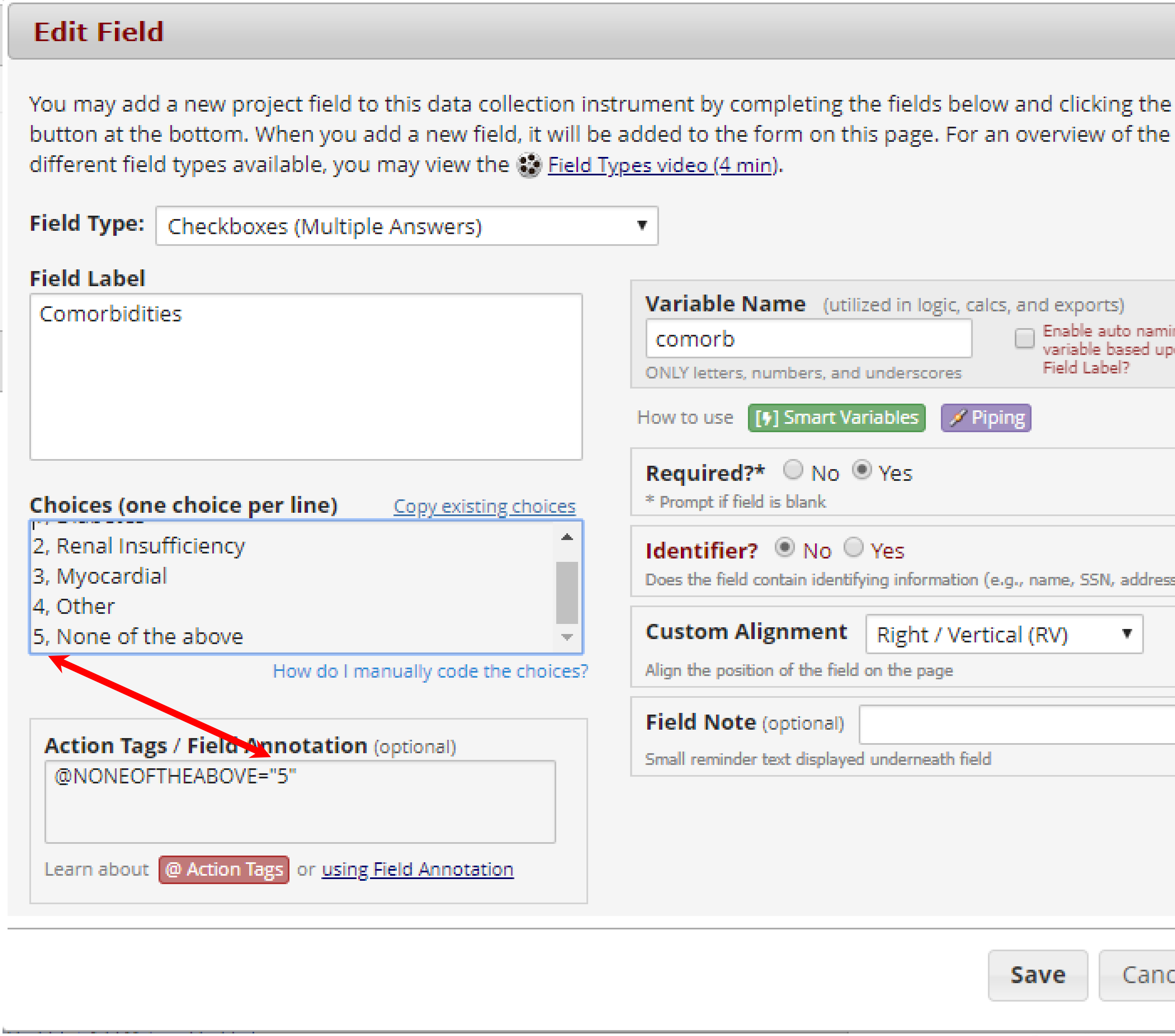


Step 2: Branching Logic

Action Tags

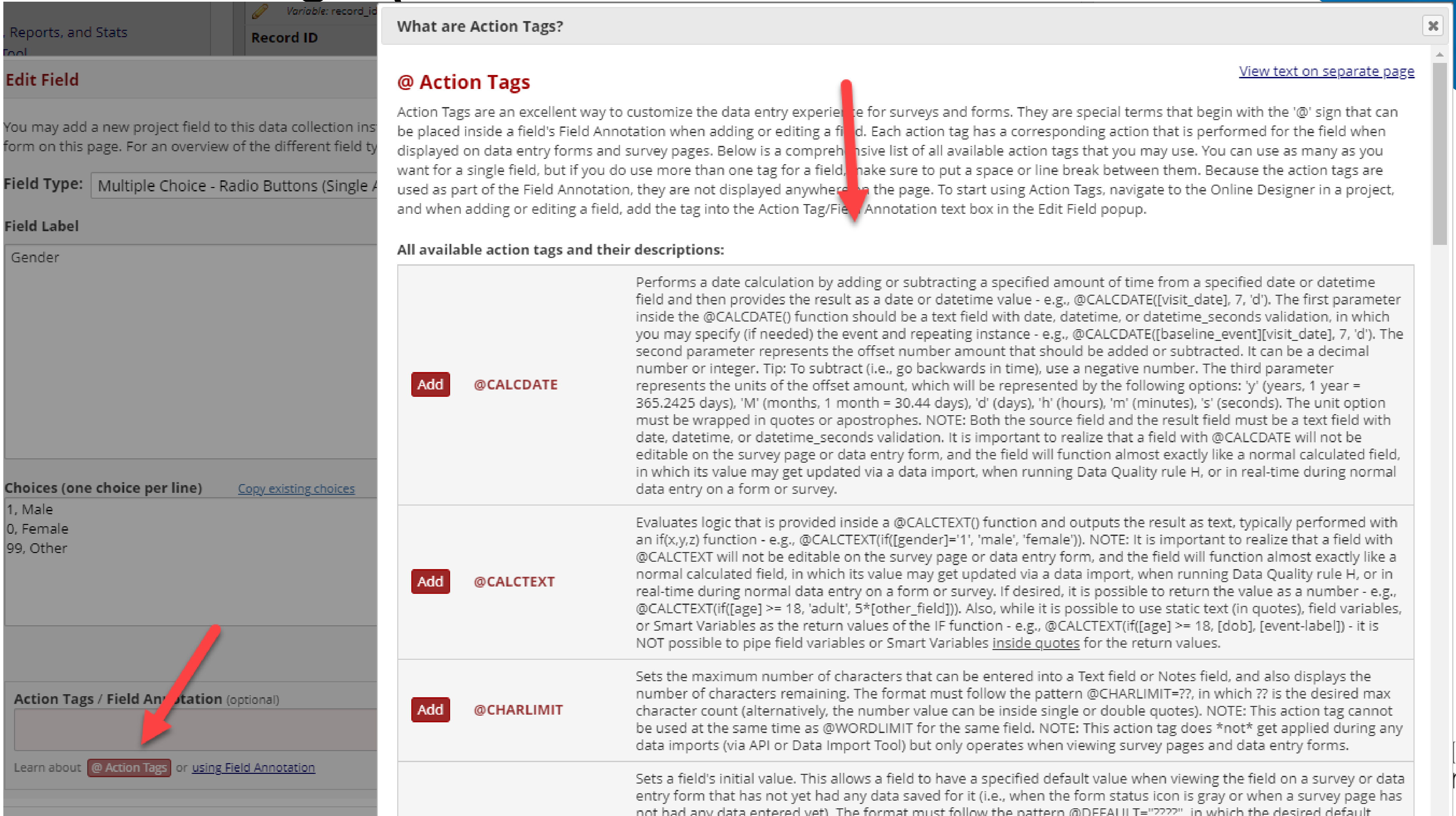


Add Field
Add Matrix of Fields
Variable: comorb
Comorbidities
* must provide value
Diabetes
Renal Insufficiency
Myocardial
Other
None of the above
Add Field
Add Matrix of Fields



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
How to use
[⚡] Smart Variables
Piping
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
Choices (one choice per line)
Copy existing choices
2, Renal Insufficiency
3, Myocardial
4, Other
5, None of the above
How do I manually code the choices?
Action Tags / Field Annotation (optional)
@NONEOFTHEABOVE="5"
Learn about @ Action Tags or using Field Annotation
Save

Action Tags (self



ONASH
niversity

Breakout Room

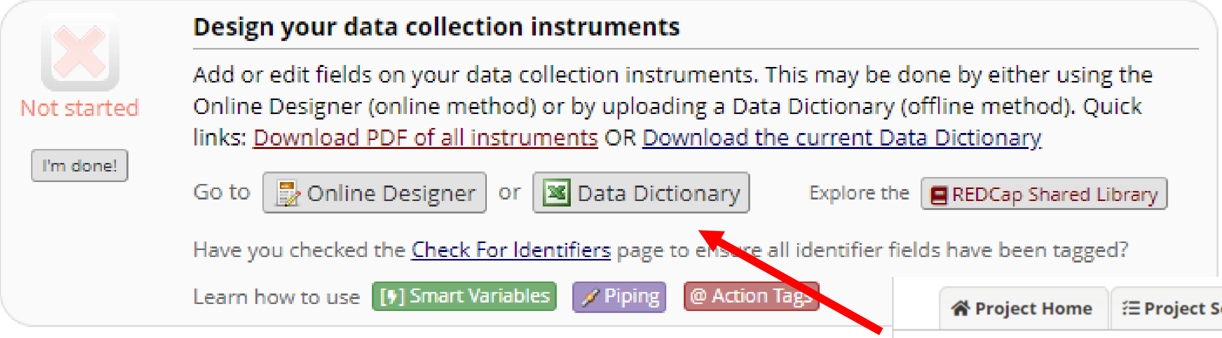
Exercise - 12 mins

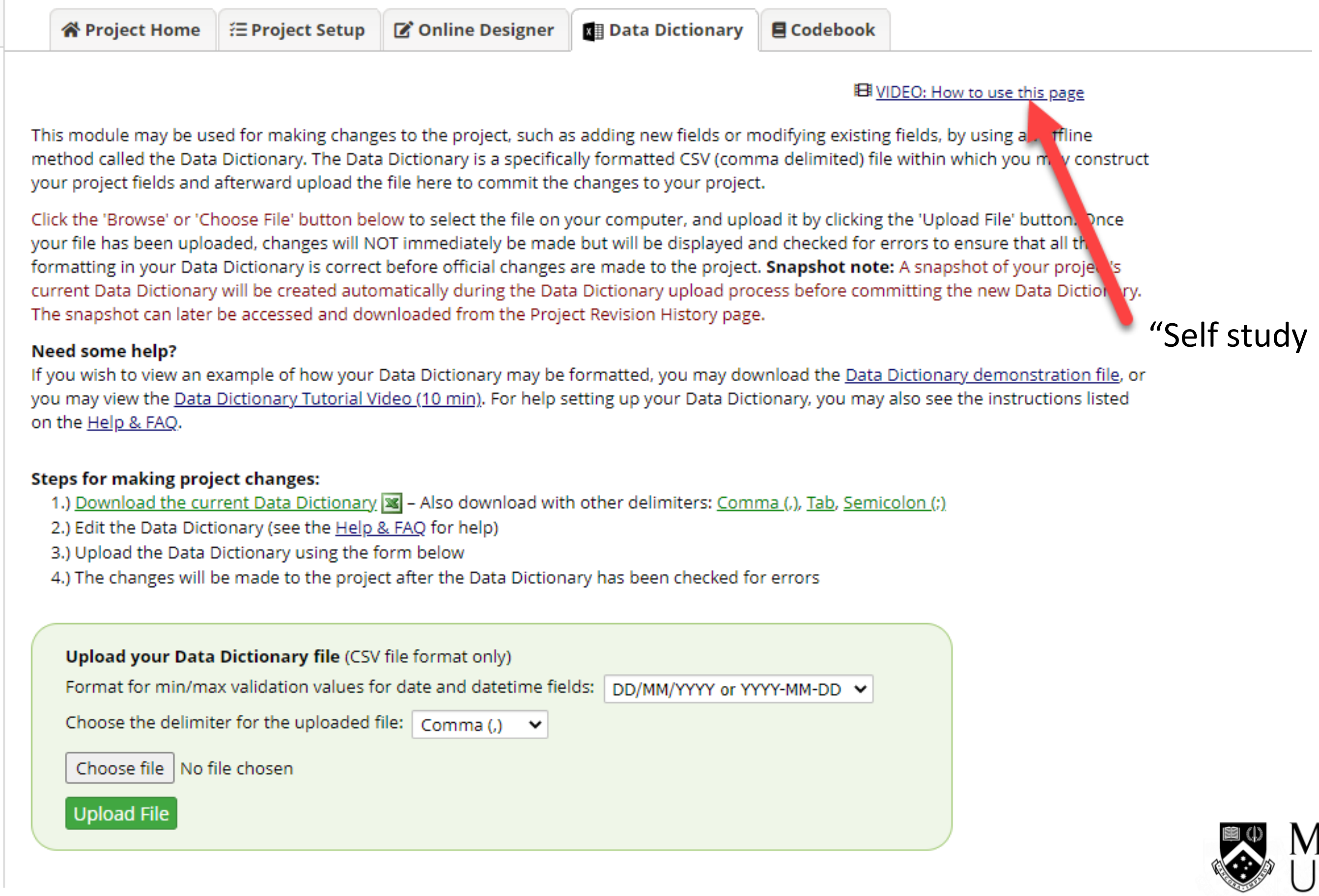
Create diagnosis form

Branching Logic

Action Tags

Step 2: Data Dictionary: Bulk Edit





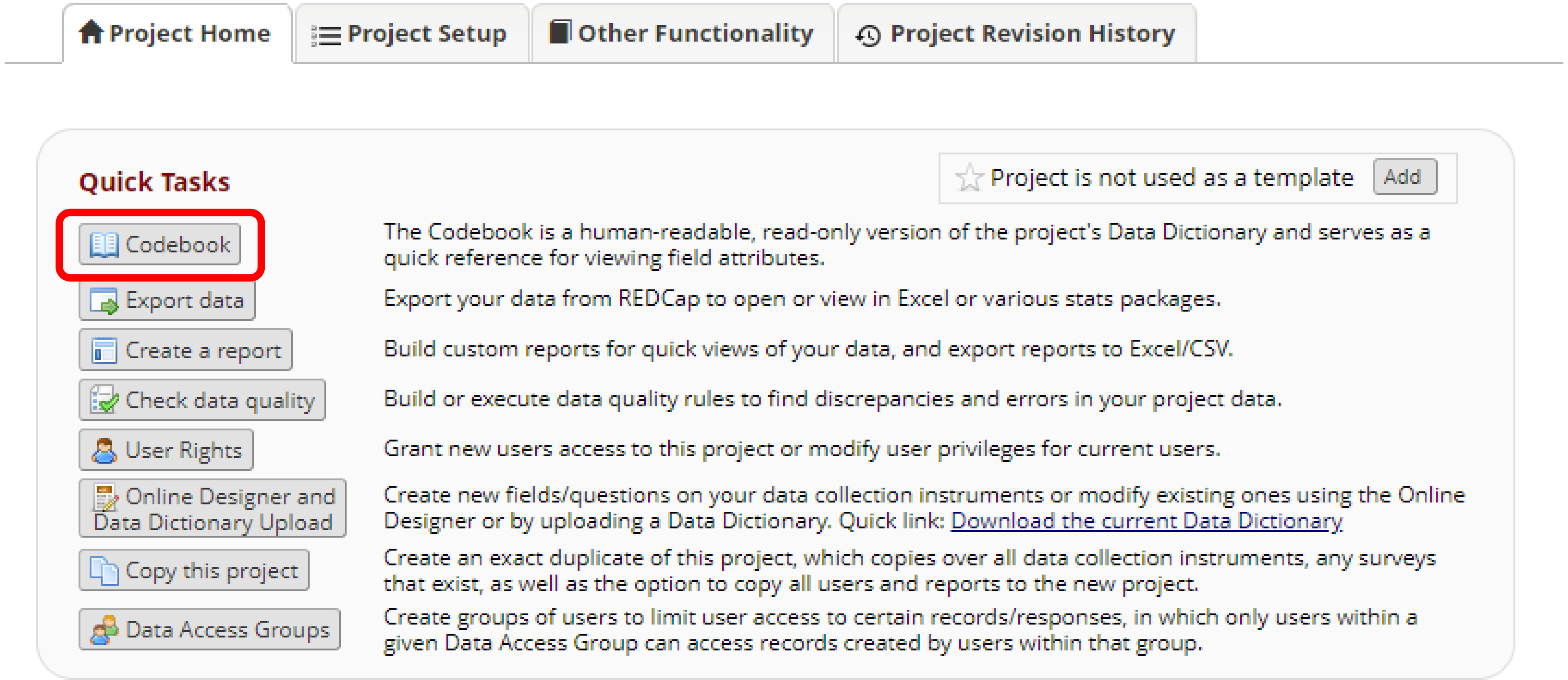
“Self study material”

Use case:

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

MONASH University

Codebook


Project Home
Project Setup
Other Functionality
Project Revision History
Quick Tasks
Project is not used as a template
Add
Codebook
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.

Codebook

Project Home | Project Setup | Codebook

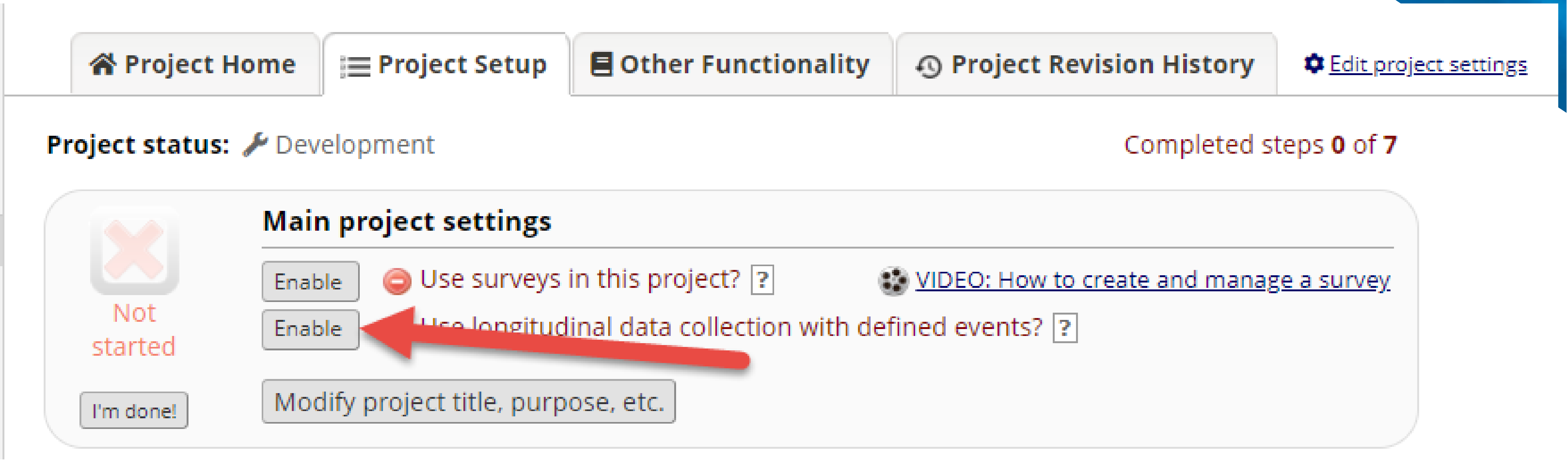
The Codebook is a human-readable, read-only version of the project's Data Dictionary and serves as a quick reference for viewing the attributes of any given field in the project without having to download and interpret the Data Dictionary. Note: Checkbox fields have their coded values displayed both 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

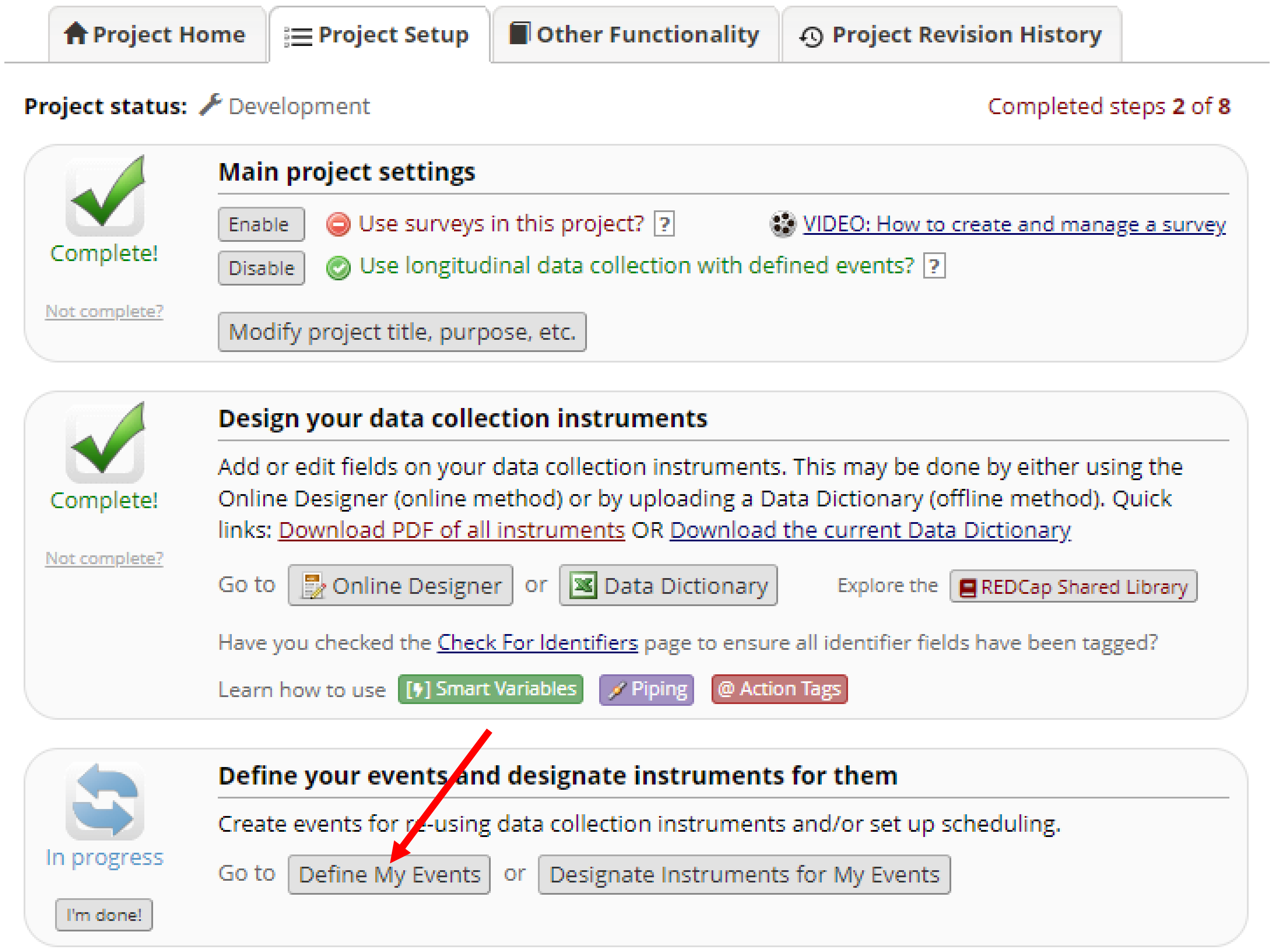
Data Dictionary Codebook

	#	Variable / Field Name	Field Label *Field Note*	Field Attributes (Field Type, Validation, Choices, Calcula
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 1 Male 0 Female
	6	email	Email	text (email), Required, Identifier

Longitudinal Study: Define Events



Longitudinal Study: Define Events



MONASH University

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

MONASH University

Longitudinal Study: Define Events

Project Setup | Define My Events | Designate Instruments for My 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.

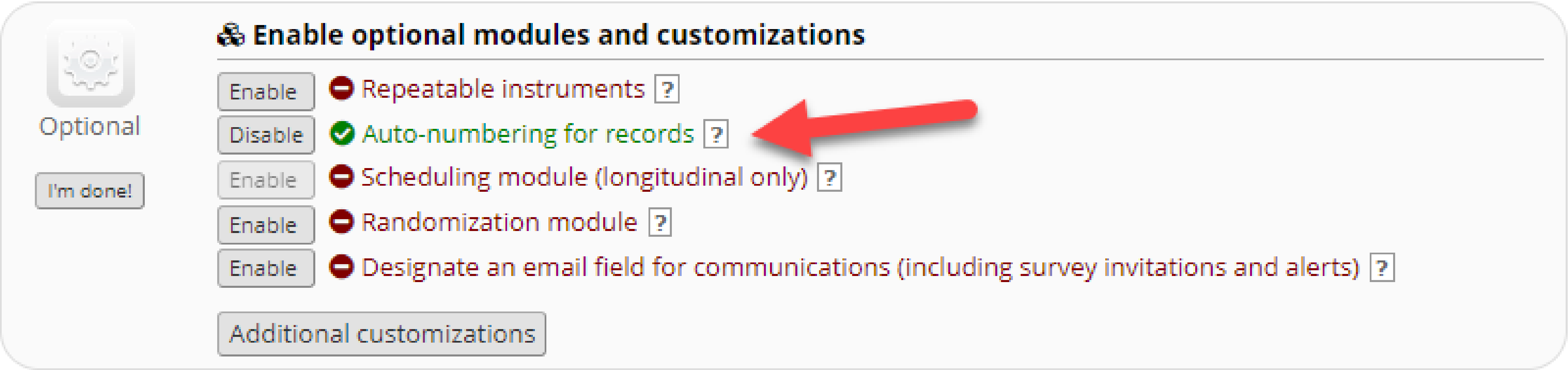
Upload or download instrument mappings

Begin Editing | Save | Select All | Deselect All

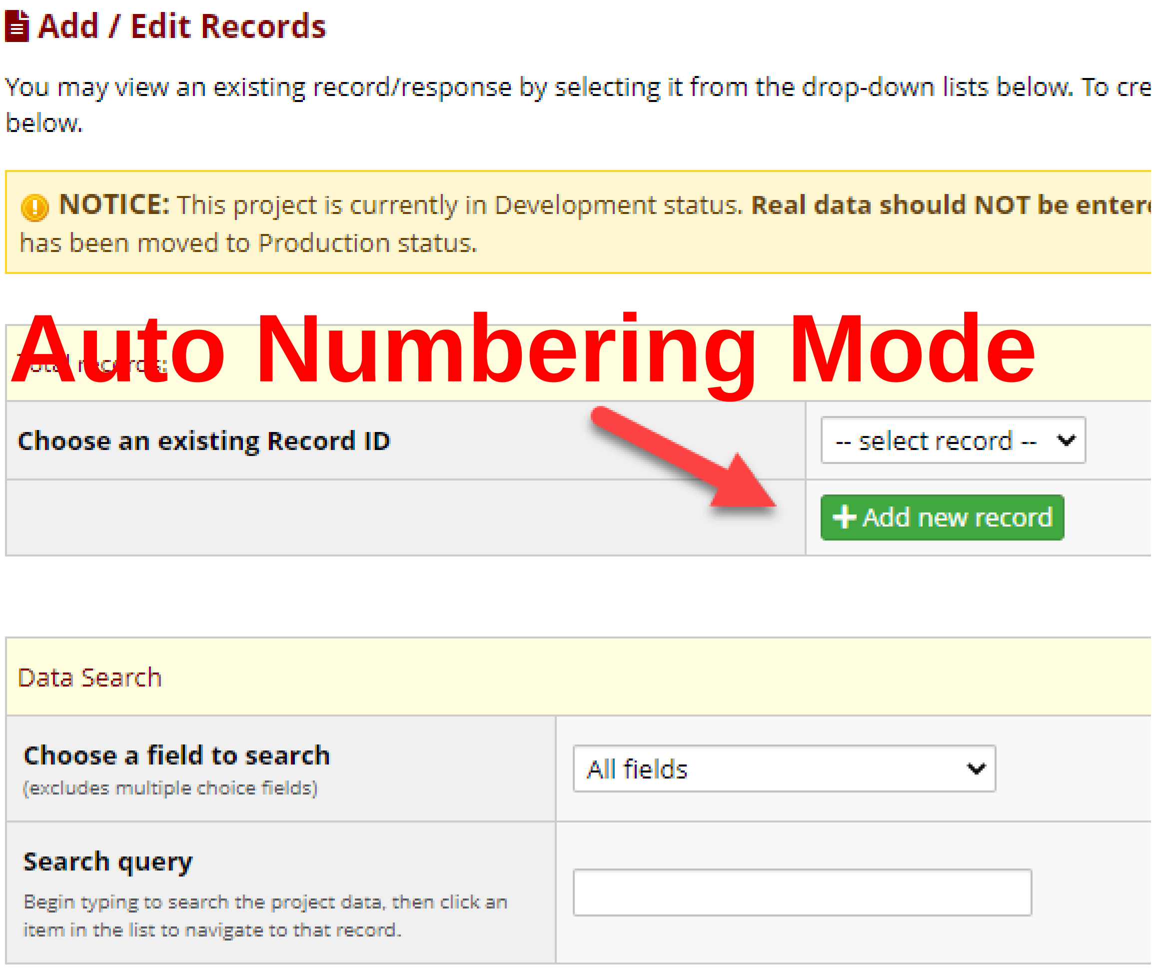
Data Collection Instrument	Baseline (1)	Follow-up 3 Months (2)	Follow-up 6 Months (3)
Demographics	☑	☐	☐
Diagnosis	☑	☐	☐
Simple Questions	☐	☑	☑

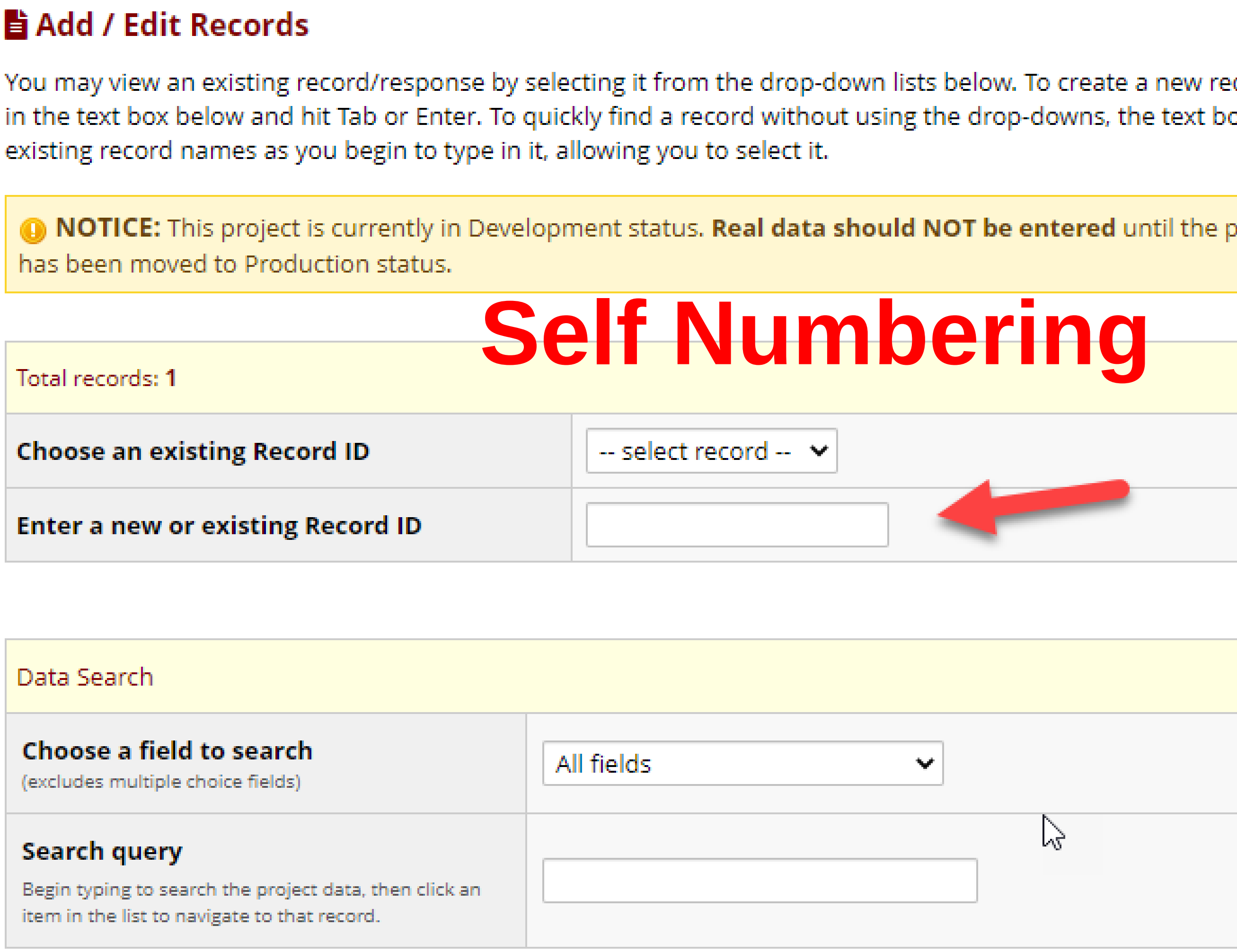
Break Time – 10 mins

Enable Optional Modules/Customisations



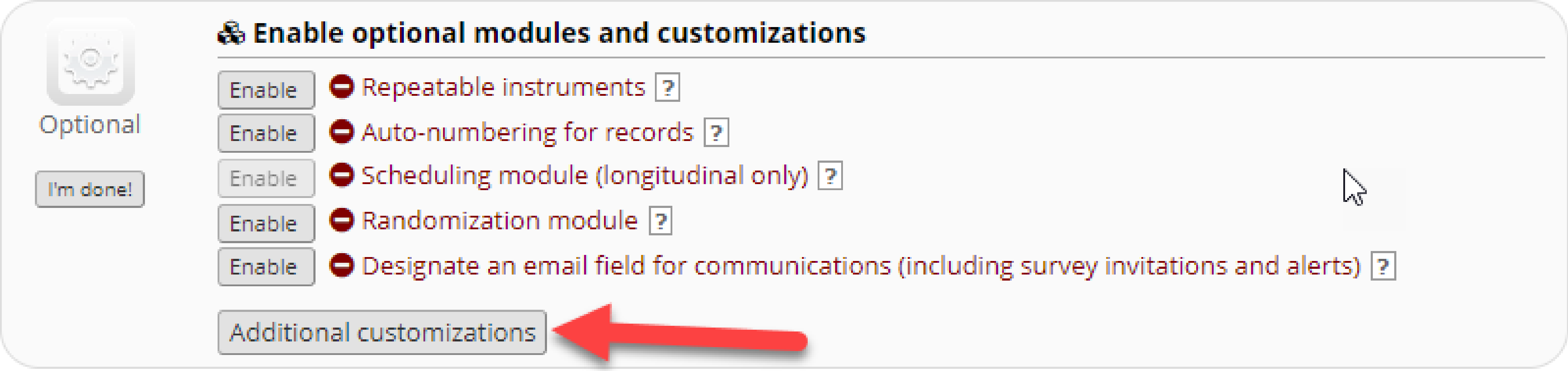
Auto Numbering vs Self Numbering



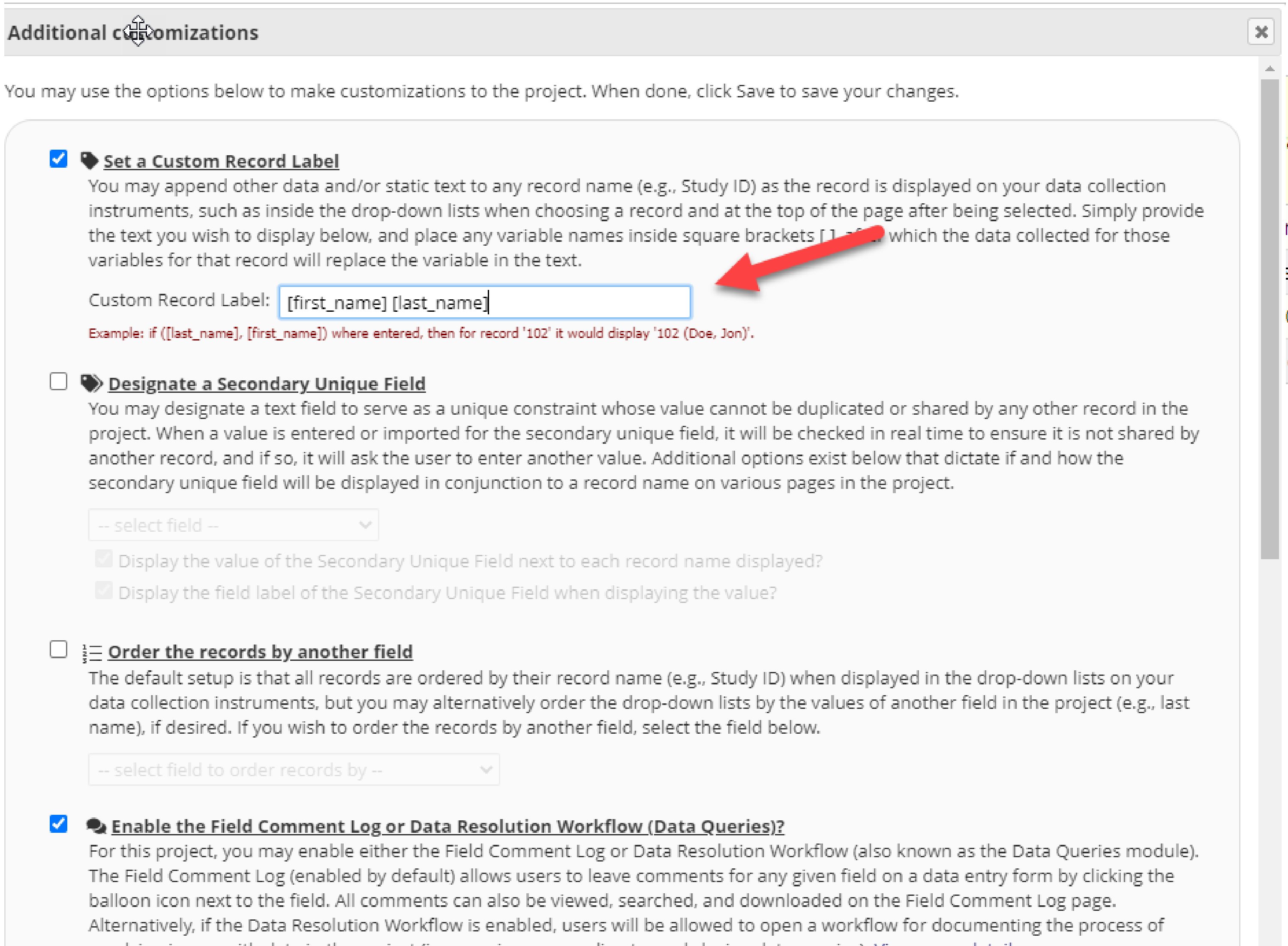


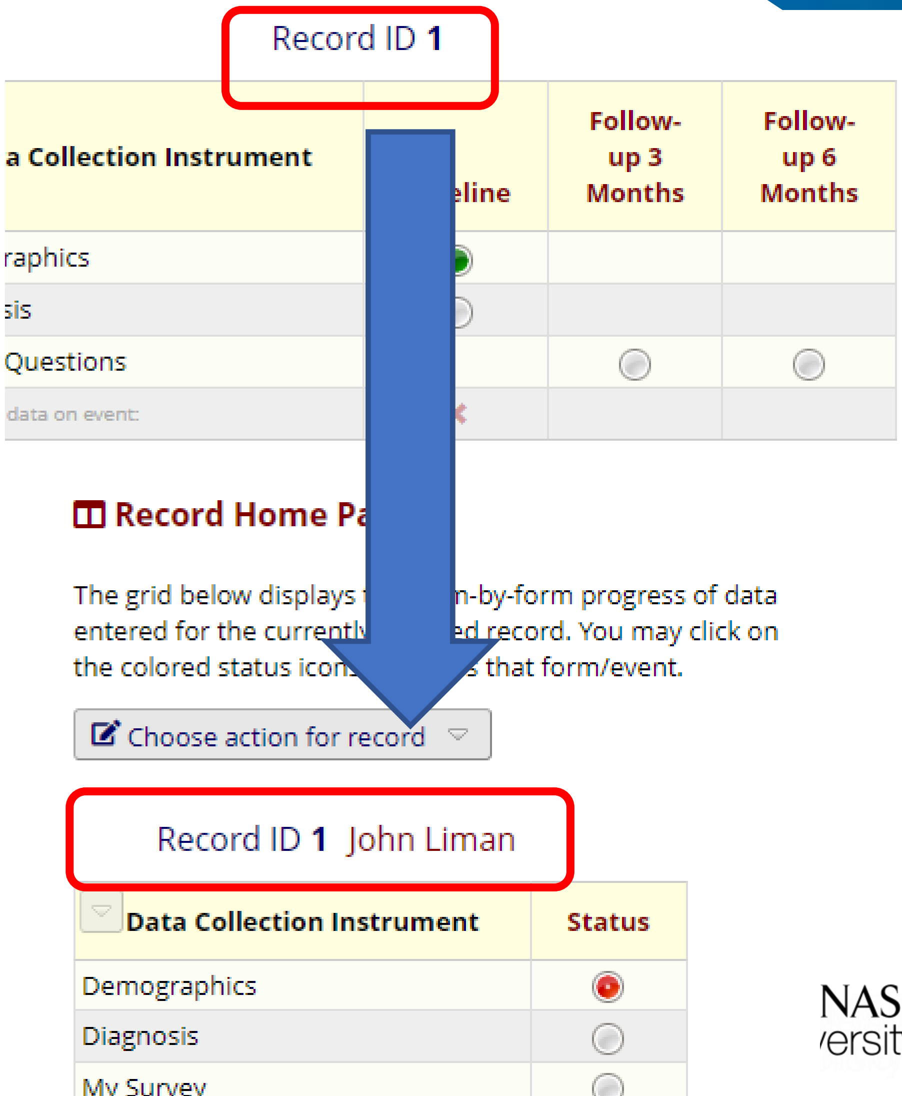
MONASH University

Enable Optional Modules/Customisations



Step 4: Enable optional Modules/Customisations



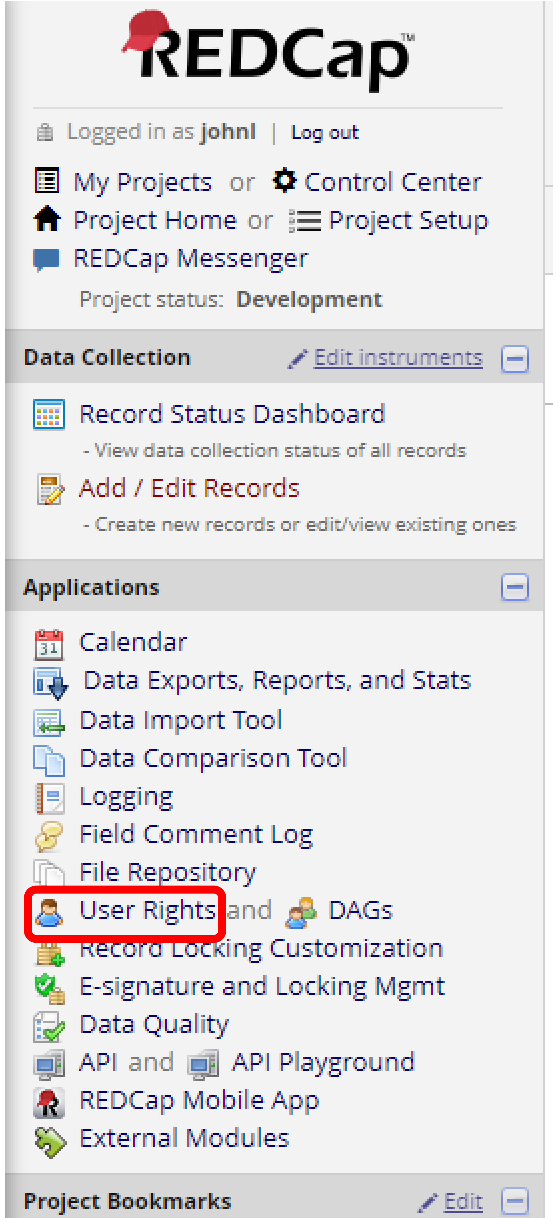


Breakout Room

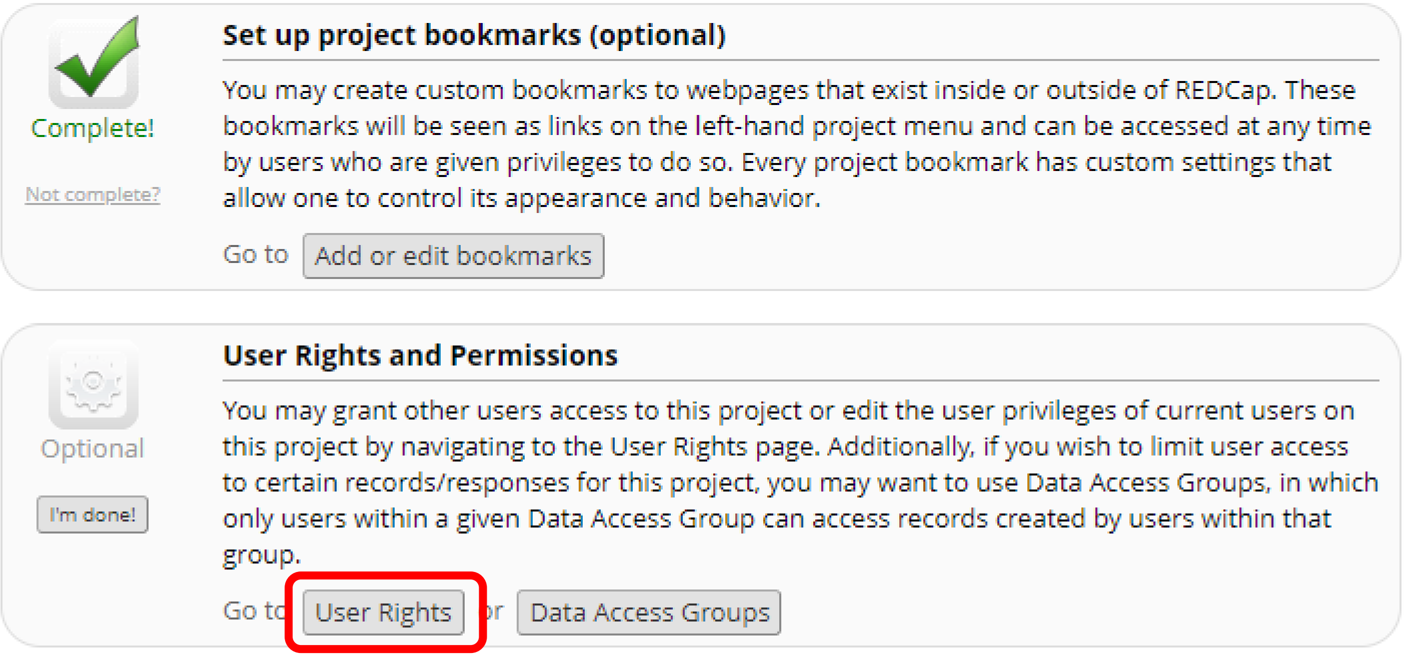
Exercise - 6 mins

- Auto-numbering vs Self numbering
- Customise label

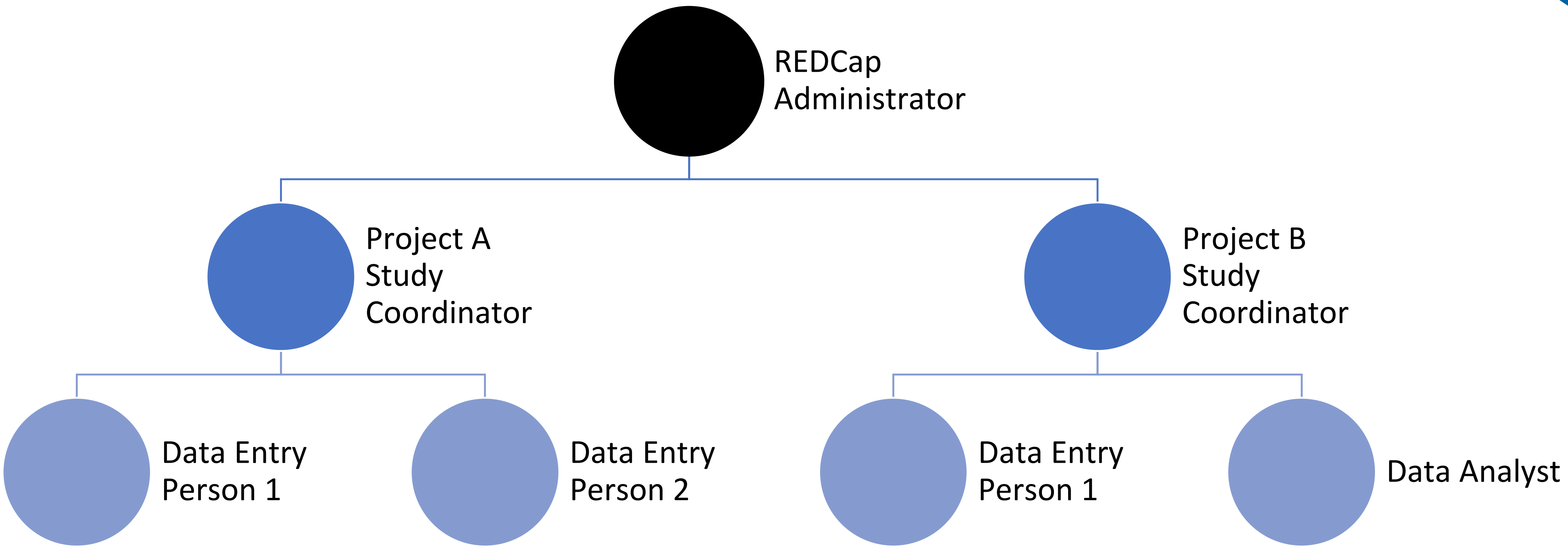
User Rights and Permissions



OR



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]

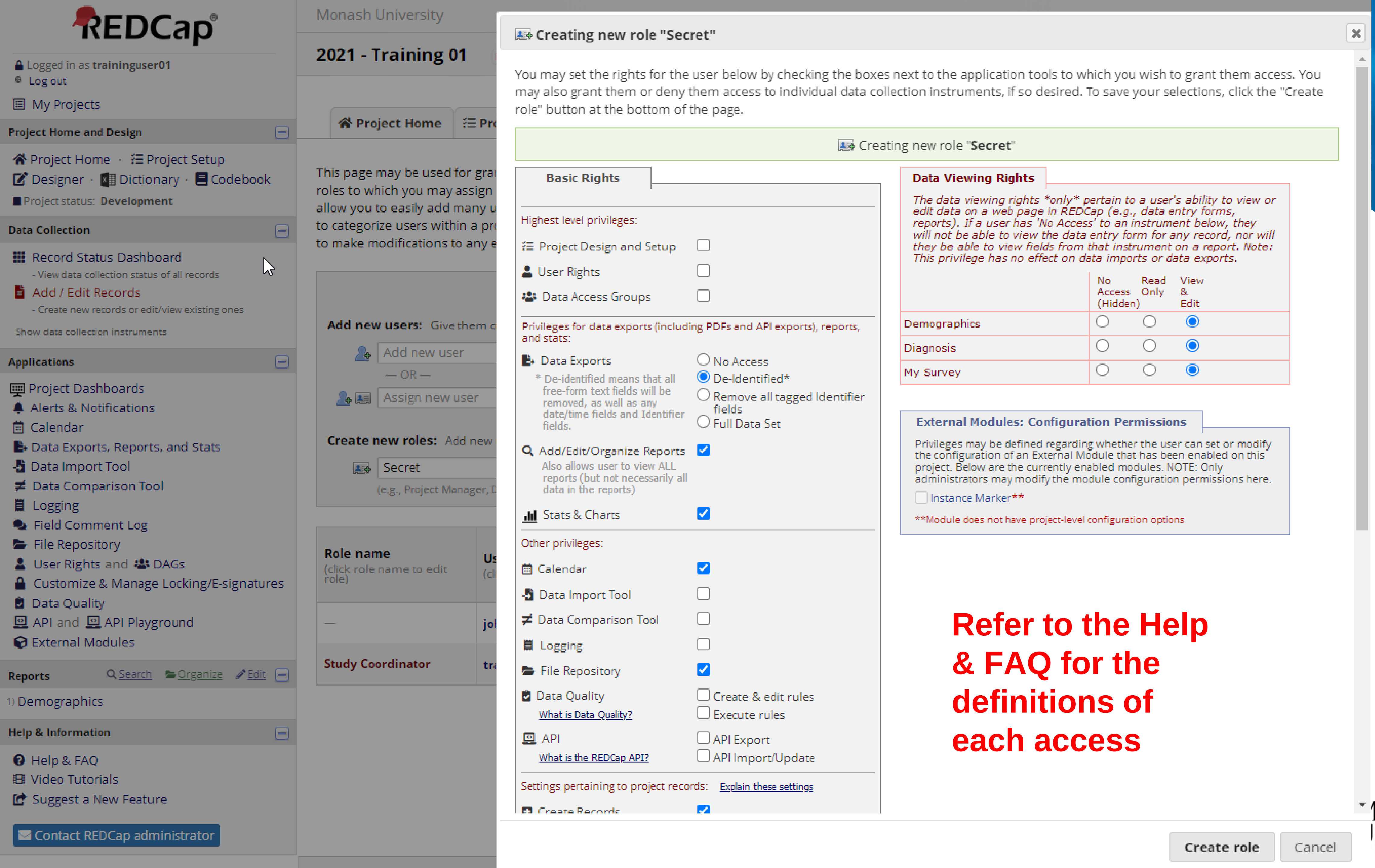
Create new roles: Add new user roles to which users may be assigned.

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	✓	✓

MONASH University



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

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)

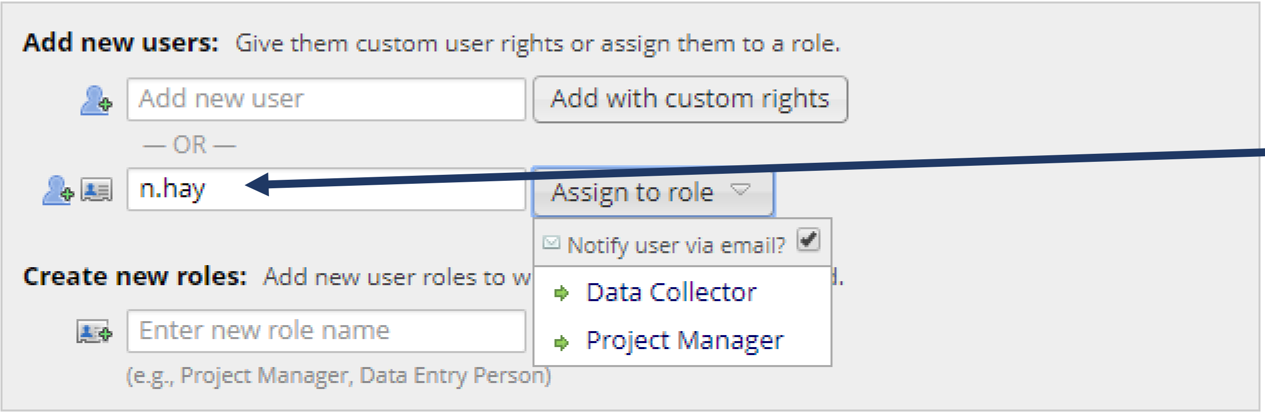
Bad practice: Assign user without a role

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	✓	✓

MONASH University

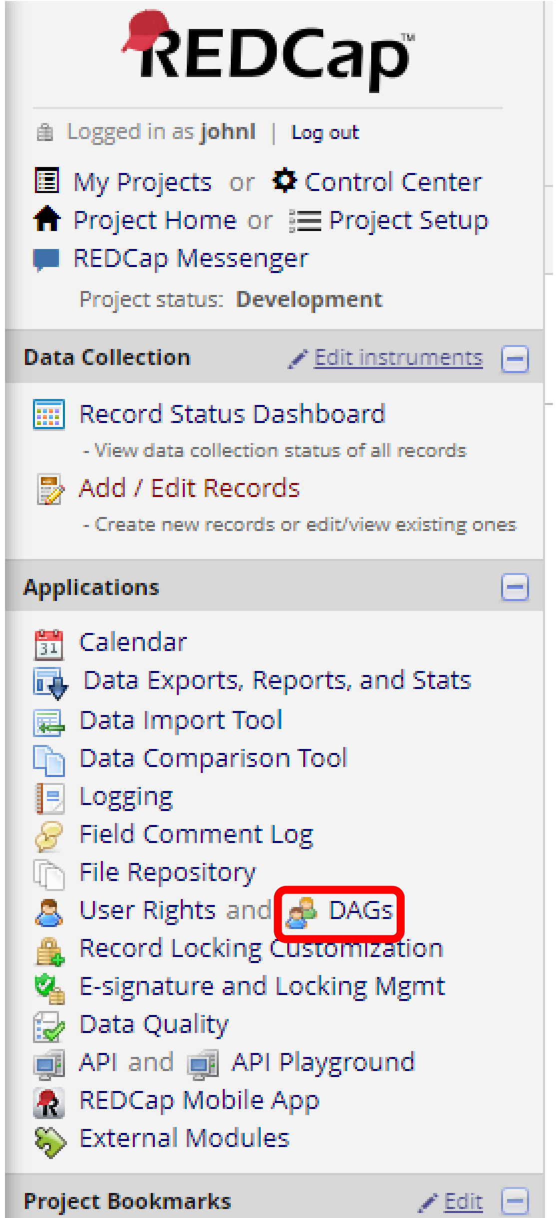
Assign User to Role



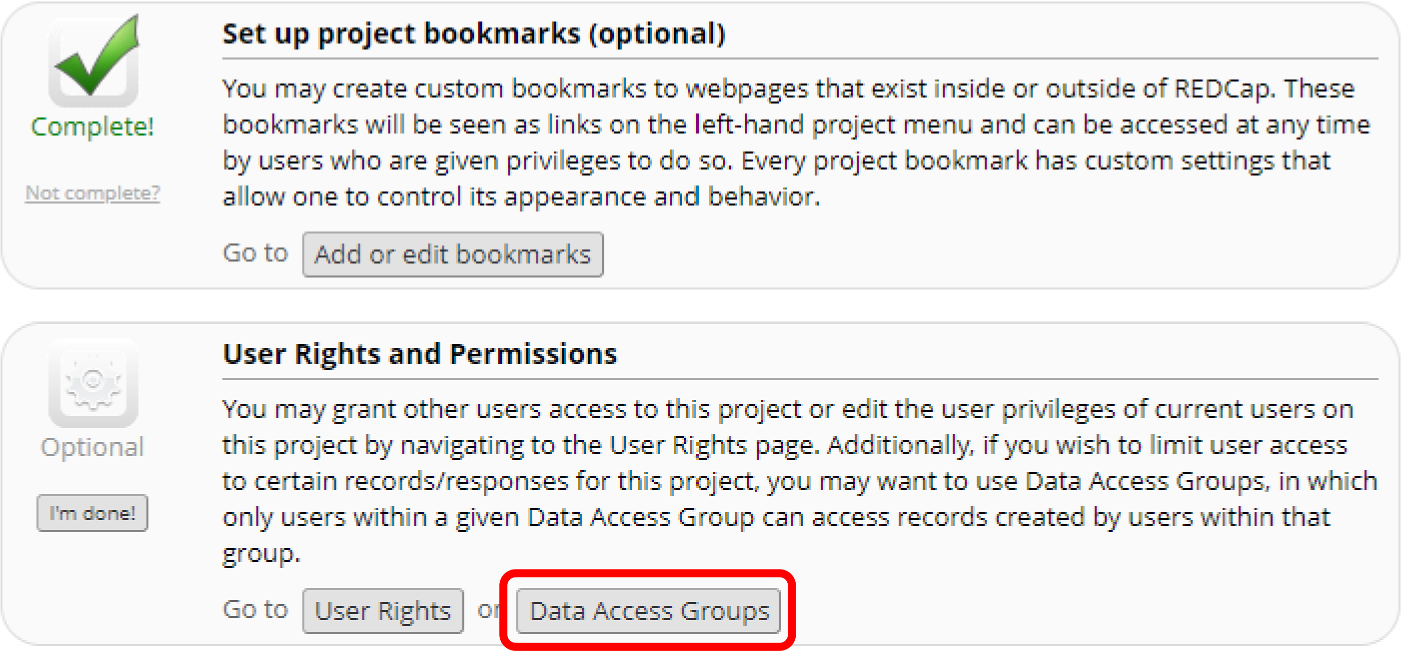
User must exist – if not exist raise a request at https://redcap.link/monashredcapaccount

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**	**Repo Rep Bui**
—	**johnl** (John Liman)	never	✓	✓	✓	Full Data Set	✓
Data Collector	[No users assigned]		✗	✗	✗	✗	✓
Project Manager	[No users assigned]		✓	✓	✓	Full Data Set	✓

Data Access Groups



OR



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.

Enter new group name | 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 (auto-generated)	Group ID number	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			

MONASH University

Breakout Room

Exercise 10 mins

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

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.

Step 8: 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?

Are you sure you wish to leave the DEVELOPMENT stage? If you proceed, the project will be moved to PRODUCTION status so that real data may be collected. If you select the 'Delete ALL data' option below, all current collected data, calendar events, and uploaded documents will be deleted, otherwise all will remain untouched as the project is moved to production.

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.

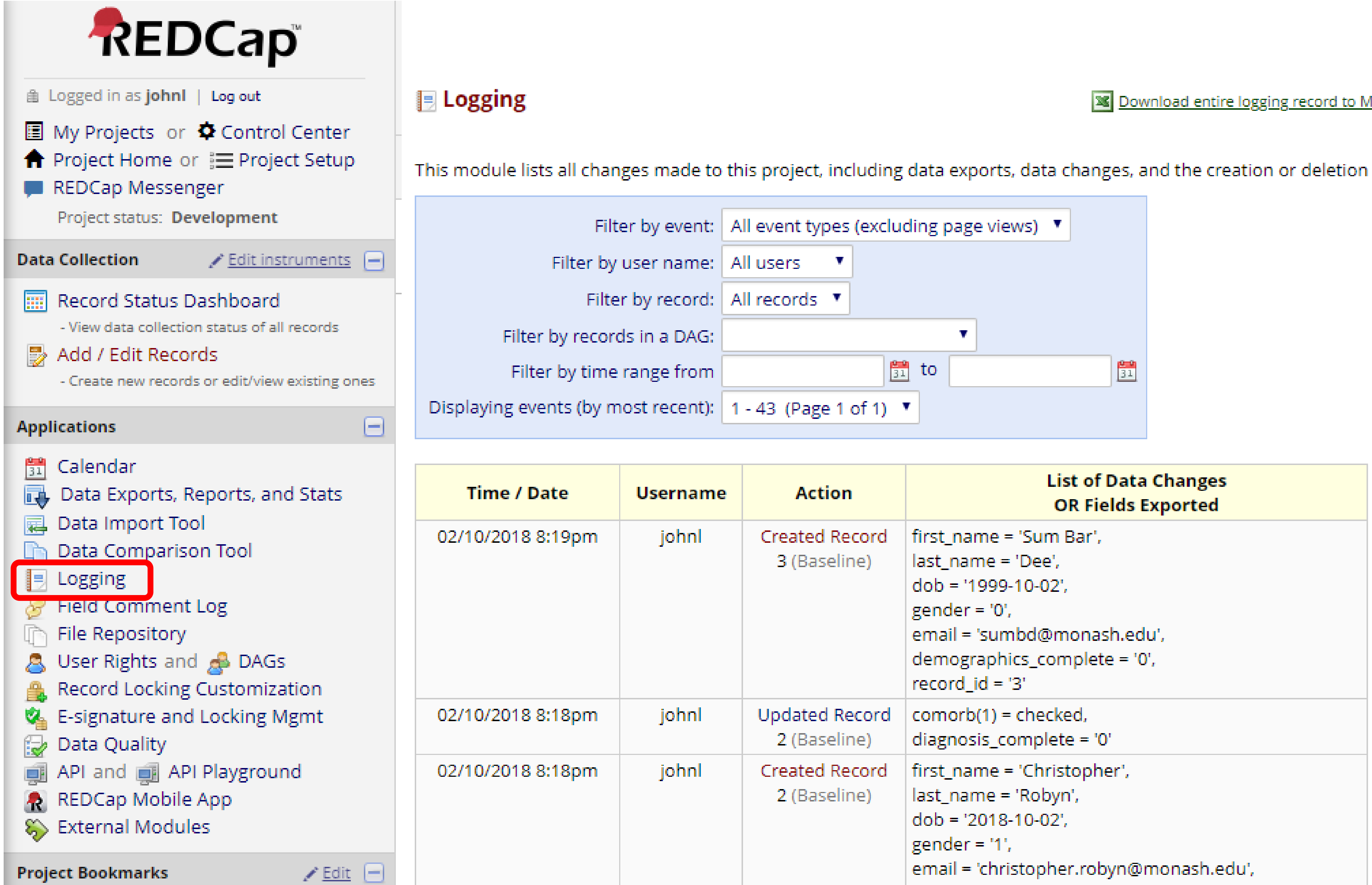
YES, Move to Production Status | Cancel

MONASH University

Application and Tools 2

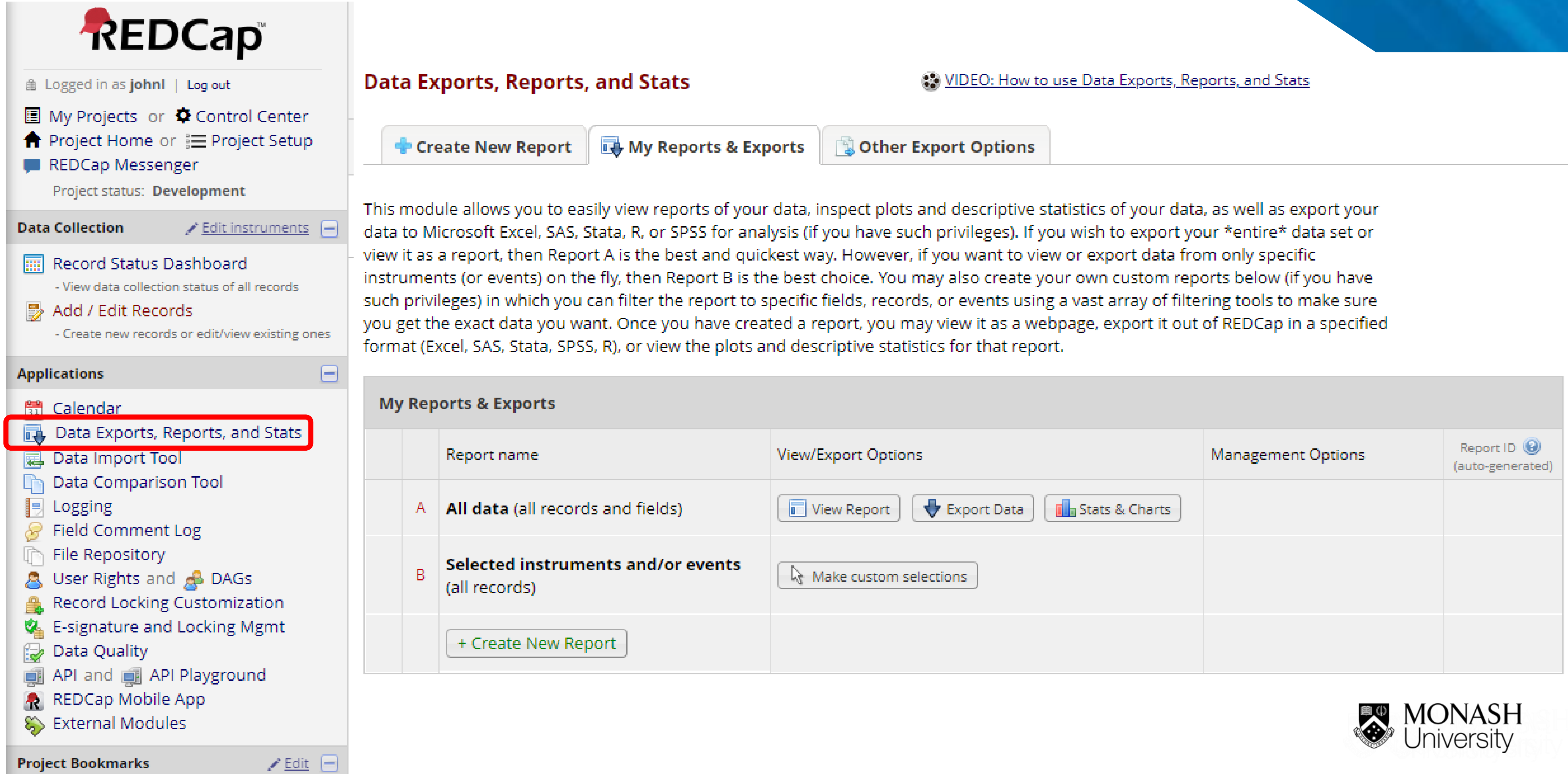
MONASH University

Project Log/Audit Trail



MONASH University

Data Exports



Reports

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 ?

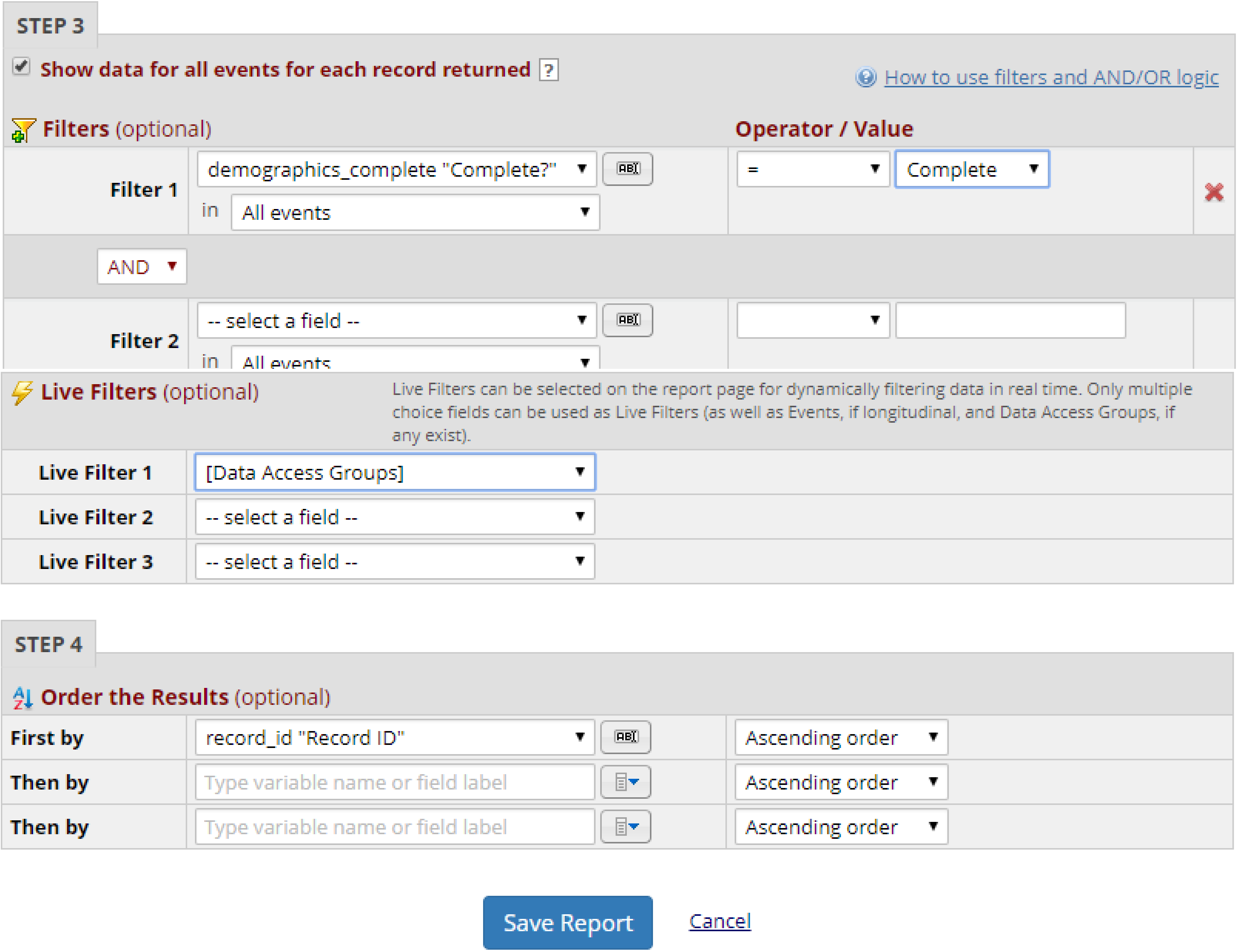
All users – OR – **Custom user access** (Choose specific users, roles, or data access groups who will have access)

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?" in All events	= Complete
AND		
Filter 2	-- select a field -- in All events	

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

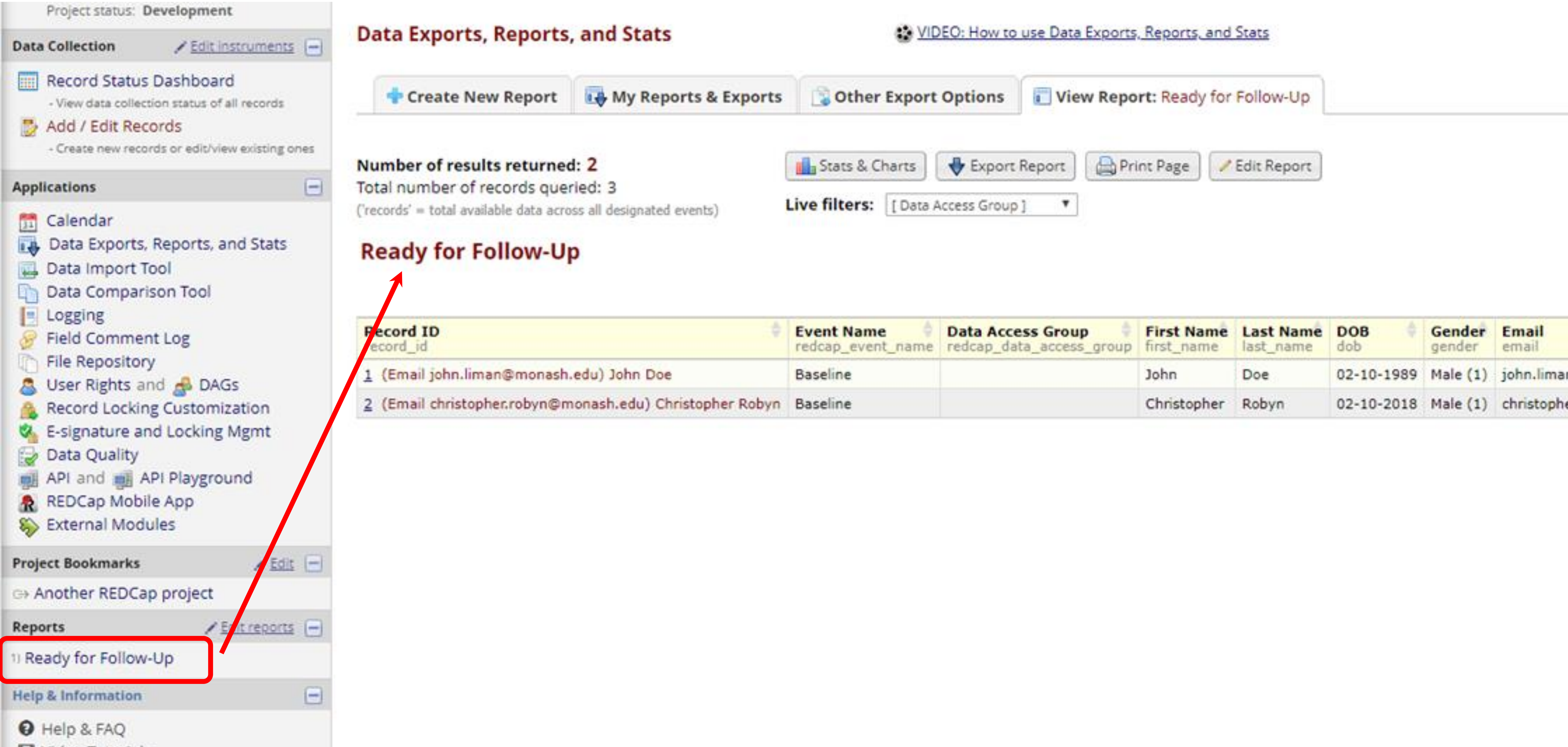
Order the Results (optional)

First by	record_id "Record ID"	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

MONASH University

Create New Reports

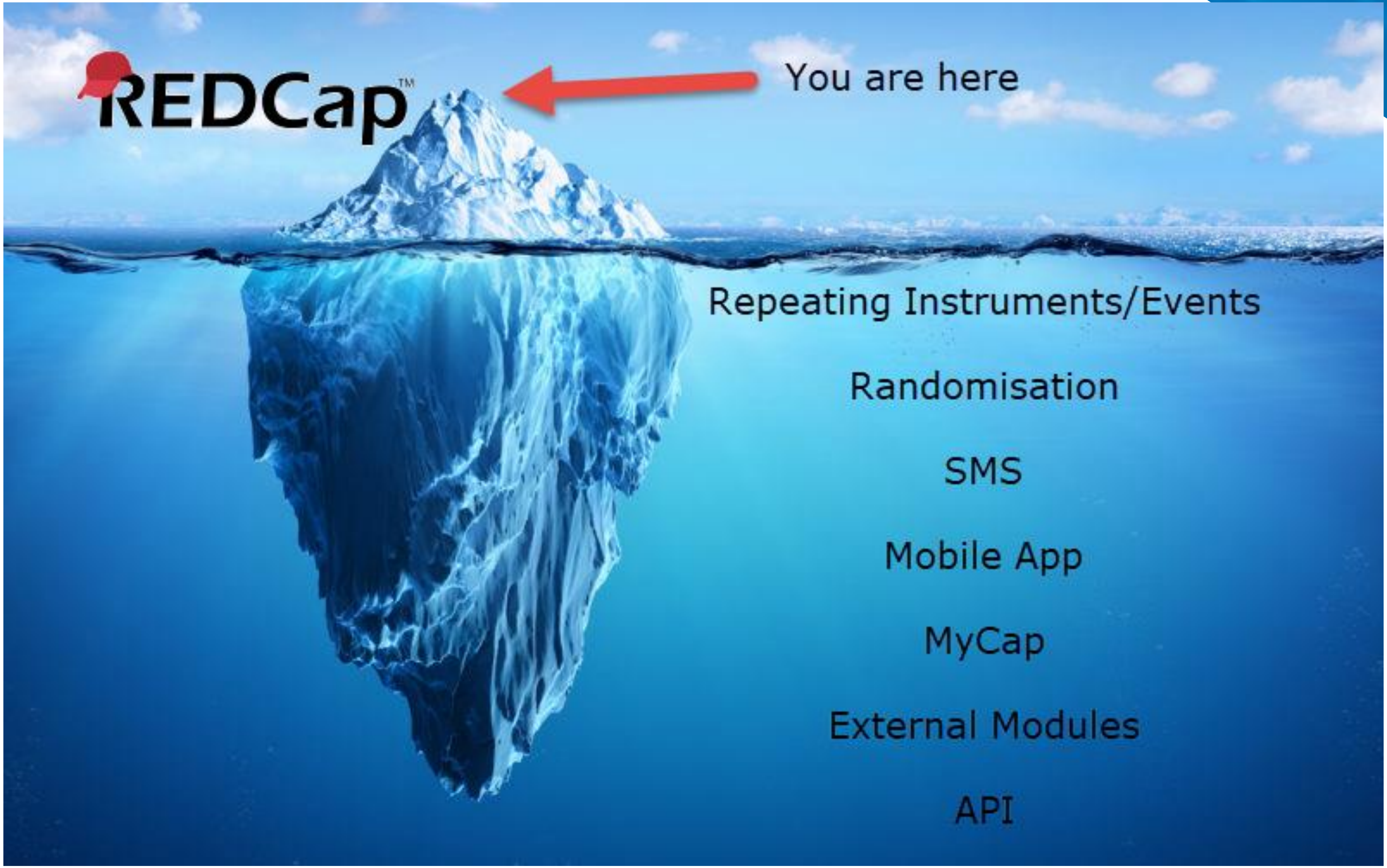


Breakout Room

10 mins

Reports

Help and Resources


REDCap™
You are here
Repeating Instruments/Events
Randomisation
SMS
Mobile App
MyCap
External Modules
API

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

REDCap®

Log In

MONASH University

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

Username:

Password:

Log In   Forgot your password?

REDCap Training Videos

Just Getting Started?
Explore these overviews of fundamental concepts and features.

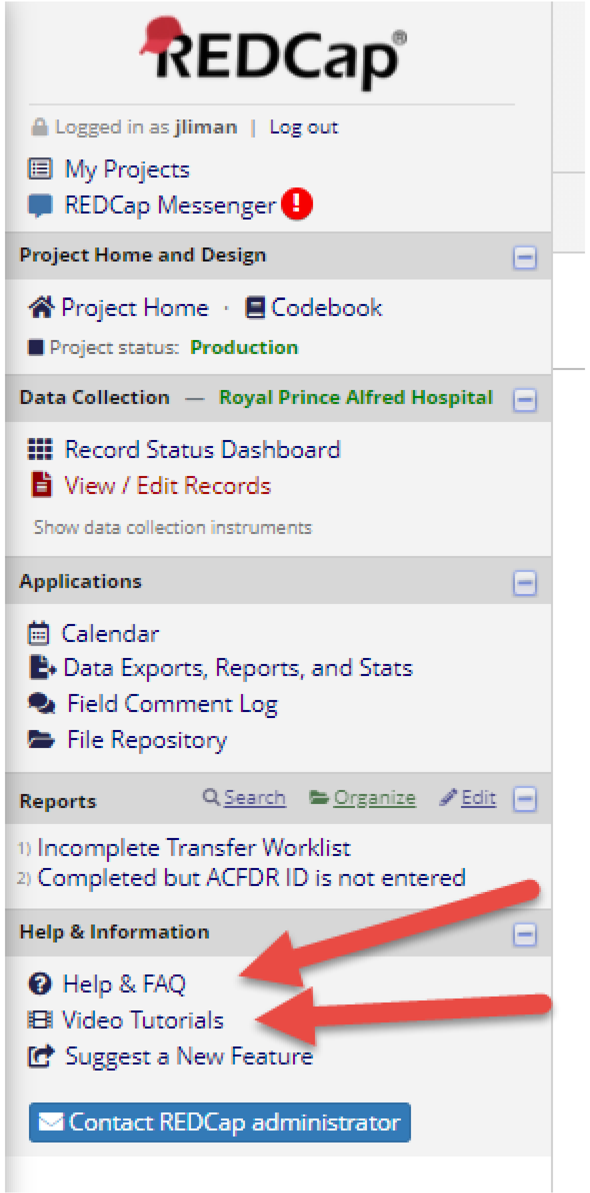
Title	Description	Watch Video
Brief Overview	A quick summary of what REDCap is and what it can do.	4 minutes
Detailed Overview	This video provides an overview of basic functions and features within a REDCap project. It will serve as a starting point for learning about the basic concepts of REDCap, what 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

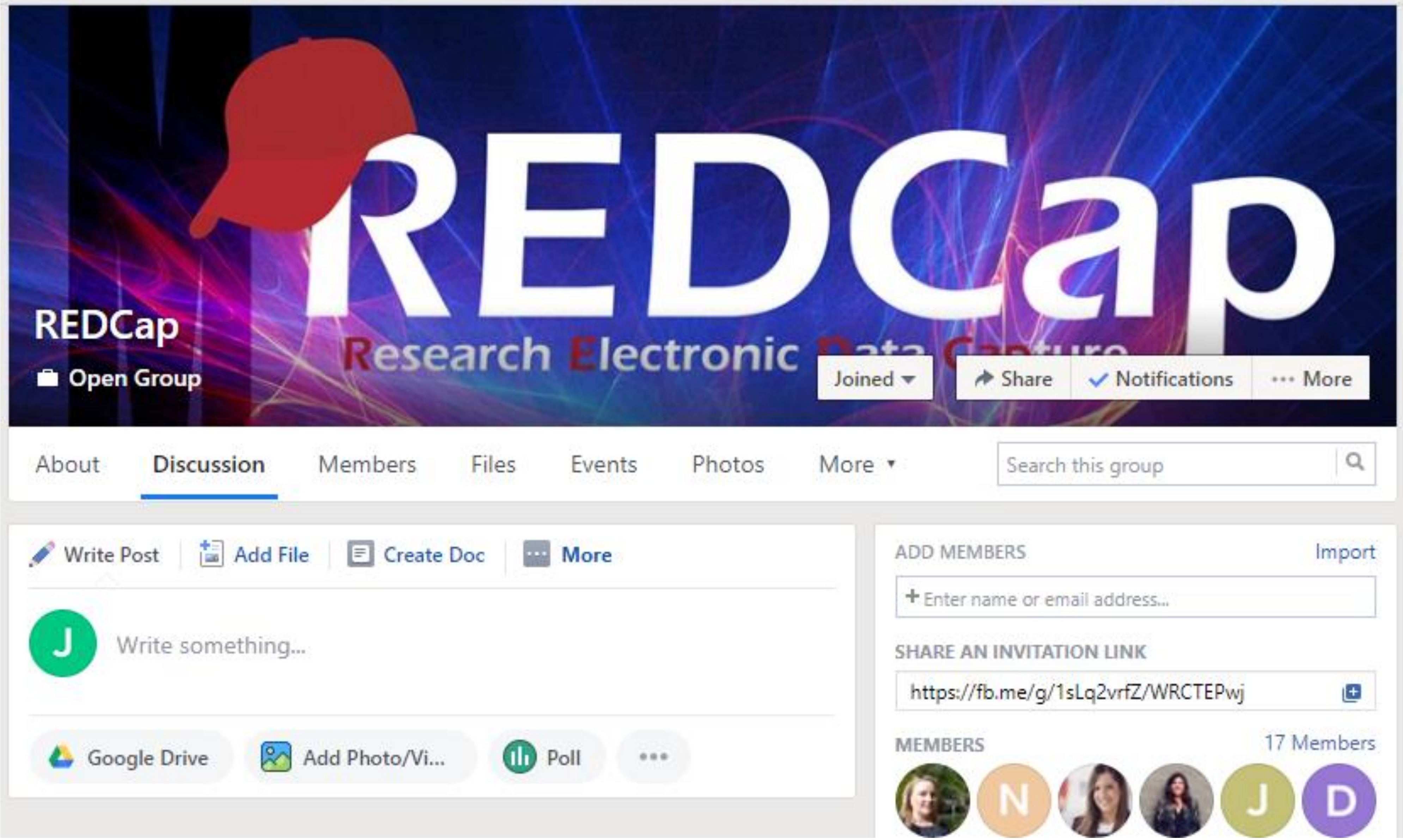
Building a Project
Learn how to build and modify data collection instruments.

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

MONASH University

Help Resources



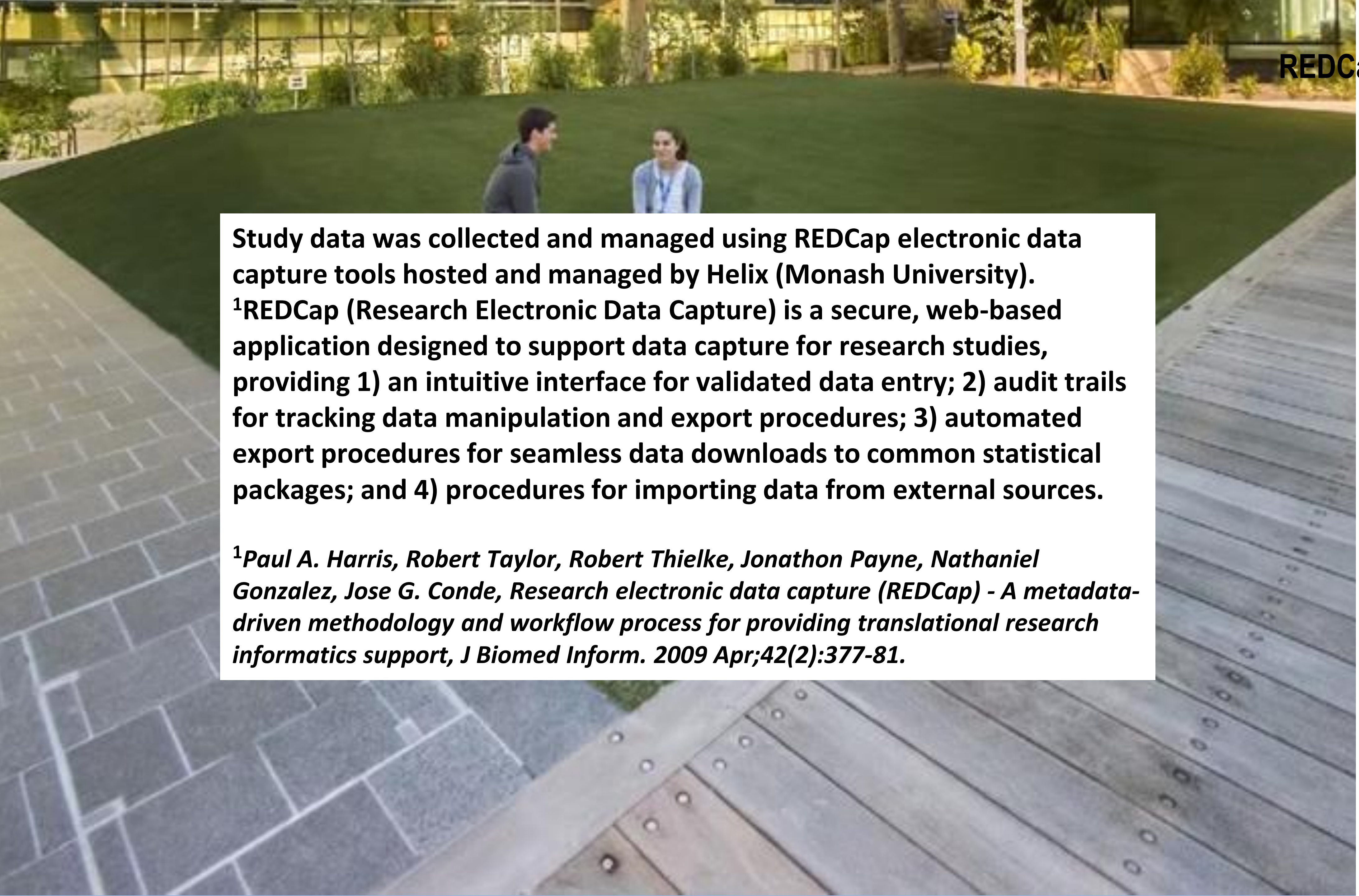


REDCap Group @workplace

Feedback and Questions

https://docs.google.com/forms/d/e/1FAIpQLSdVzEUewlu78zK6KZFlyCFLP2y6ETz5tDfvZlLLQ514fKPPUw/viewform

MONASH University



REDCap Citation

Study data was collected and managed using REDCap electronic data capture tools hosted and managed by Helix (Monash University). [1]REDCap (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.***