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REDCap Resources

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REDCap Training Resources

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.	 78 minutes
Data Entry Overview	A focused exploration of basic data entry workflow. Suitable for training data entry staff.	 16 minutes

My Projects → Training Resources

One of the most impressive aspects of REDCap is the Training Resources and Frequently Asked Question section.

- The first is a video resource that is split into 21 separate training videos and organized by subject matter.
- Almost everything we talk about today, can be found in these training videos.

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REDCap Resources

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ANNOUNCEMENTS:

The REDCap User Group Meeting for 2/12/2015 has been cancelled.

Regular REDCap Training Classes are posted here on the [CCTST calendar](#), please make sure to register if attending.

REDCap Help & FAQ

- General
 - Mobile Devices
 - Language Modules
- Project Setup / Design
 - Surveys
 - Longitudinal
 - Project Linking
 - Copy A Project
- Data Collect Instrument (DCI) Design
 - Online Designer / Data Dictionary
 - Field Types
 - Text Validation Types
 - Dates
 - Calculated Fields
 - Branching Logic
 - Matrix Fields
 - Copy / Share DCIs
- Data Entry / Collection
 - Surveys: Anonymous
 - Surveys: Invite Participants
 - Surveys: Automated Survey Invitations
 - Surveys: How to pre-fill survey questions
 - Double Data Entry

My Projects → Help and FAQ

Good for technical questions better suited for written instructions

- Syntax for calculate fields
- Syntax for branching logic
- Syntax for piping

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REDCap Resources

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: Text Box (Short Text) ▼

Field Label

What is your full name?

[How to use Piping](#)

Variable Name (utilized during data export)

name ONLY letters, numbers, and underscores ☐ Enable auto naming of variable based upon its Field Label?

Validation? (optional)

--- None --- ▼

Required?* ☒ No ☐ Yes

* Prompt if field is blank

Project Setup → On-Line Designer → Data Collection Instruments

REDCap is also excellent at sprinkling in various tutorials where skills are commonly needed.

Here, REDCap makes both a piping tutorial and a video about field types easily available for the users.

Quick Explanation of the various ways in which data is entered into REDCap

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Database Entry

Demographics

Assign record to a Data Access Group? Cincinnati Staff

Adding new Record ID 20

Event Name: Event 1 (Arm 1: Arm 1)

Record ID: 20

What is your full name? Maxx

Maxx, What is your age? *

Maxx, When is your birthday? *

Maxx, are you completing this survey as a parent or as a child? Parent Child

Maxx, How happy, in general, would you say you are? Depressed OK I'm super

Form Status

Complete? Incomplete

Lock this record for this form?

If locked, no user will be able to edit this record on this form until someone with Lock/Unlock privileges unlocks it.

Save Record

Save and Continue

Save and go to Next Form

Cancel

Project Home → Data Collection Heading → Add/Edit Records

Often, studies at CCHMC, will use REDCap to manually enter previously collected data into REDCap via Database Entry.

Some examples include:

- Entering paper surveys
- Entering records of visits
- Entering chart review information

Creating a Public Link

Data Collection [Edit Instruments](#)

- Manage Survey Participants**
 - Get a public survey link or build a participant list for inviting respondents
- Scheduling**
 - Generate schedules for the calendar using your defined events
- 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

Demographics [Resize font](#)

Please complete the survey below.
Thank you!

- 1) What is your full name?
- 2) Maxx, What is your age?
* must provide value
- 3) Maxx, When is your birthday? Today
* must provide value
- 4) Maxx, are you completing this survey as a parent or as a child?
☐ Parent ☐ Child [reset](#)
* must provide value
- 5) Maxx, How happy, in general, would you say you are?
Depressed OK I'm super
Click bar above and then drag to set response [reset](#)

[Submit](#)

<https://redcap.research.cchmc.org/surveys/?s=bjYfoAeW5t>

Project Home → Manage Survey Participants → Public Survey Link

It is also possible to send a survey electronically and have to participant enter the information.

One way to capture participants is to create a public link to the survey.

Anyone who has a link will be able to fill out the survey

E-mailing a Link to a Specific Person

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). Unless an Identifier is used, all survey responses collected are considered anonymous. [More details](#)

Participant List belonging to: [Initial survey] "Demographics"

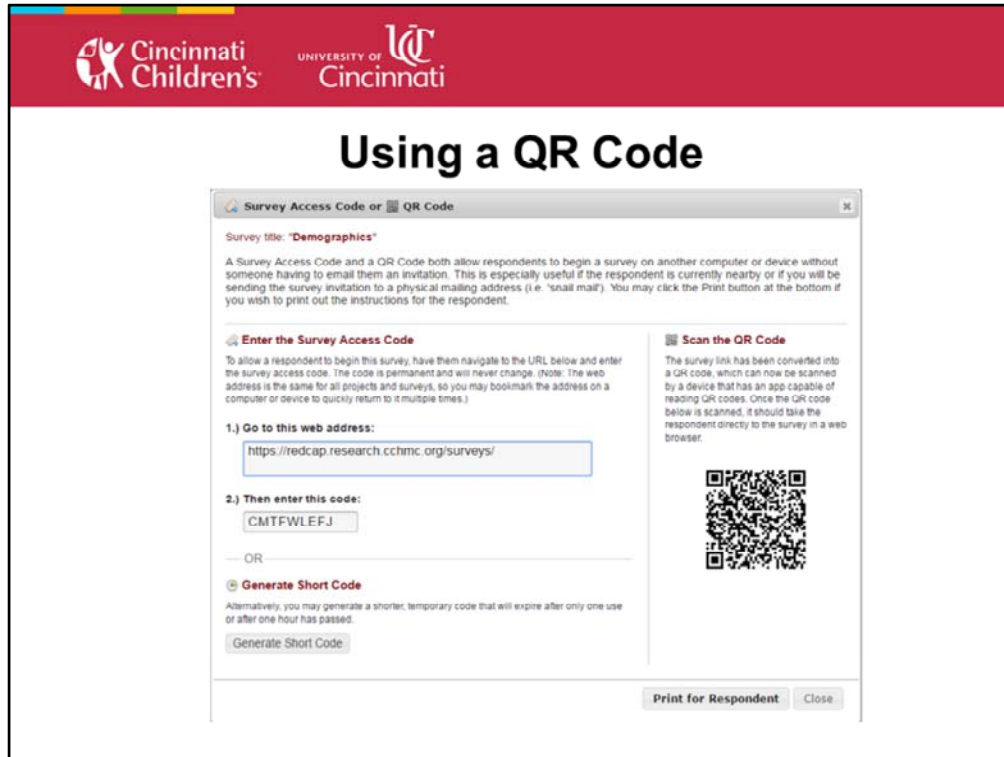
Displaying 1 - 2 of 2 | Add participants | Compose Survey Invitations | Export list

Email	Participant Identifier	Enable	Link	Invitation Scheduled?	Invitation Sent?	Responded?	Survey Queue
Dean.Sheriff@cchmc.org	Disabled	<input type="checkbox"/>	00	-	<input type="checkbox"/>	<input type="checkbox"/>	00/00000
Maxx.Somers@cchmc.org	Disabled	<input type="checkbox"/>	00	-	<input type="checkbox"/>	<input type="checkbox"/>	00/00000

Project Home → Manage Survey Participants → Public Survey Link

It's possible to send a link to a survey via e-mail. Each e-mail contains an individual link and you track the following:

- Schedule an invitation to be sent out in advance
- Track if the invitation e-mail has been sent
- Track to see if the participant has responded



Project Home → Manage Survey Participants → Survey Access Code or QR Code Column

It's possible to give a participant a QR Code, which then can be scanned by a smart phone or iPad to open a REDCap survey.

I've worked with a study that gave participants wrist bands with QR codes, and then used volunteers to scan the wrist band at different stations throughout the day and fill in responses to the survey. QR Codes have some interesting survey design possibilities.

Structure of Today's Training

- Introduction of a scenario
- We'll go through how to build a survey which fits the scenario it in a step by step manner
- Touch on common issues and problem areas for current users

Training Scenario

- Your PI calls you into her office. She explains that she has just received a grant to study quality of life and happiness over time in various cultures that requires survey data collection to happen in a sophisticated manner. You have a discussion with her in which she lays out all the things she really needs an electronic survey to do. She asks, "Is this possible? And could you let me know soon?" You review your notes from the conversation and find the following requirements.

- Deliver an electronic survey to anywhere in the world.
 - Sometime we'd like to just create link that respondents can enter anonymously
 - Sometimes we would like to e-mail the survey to particular people
- After the participant provides their name, she would like the survey to address the participant by name in several places in the questionnaire. (piping)
- Deliver PEDSQL measures (library)
- Deliver a parent or child PEDSQLs measure based on who the respondent is (branching logic)
- Calculate the PEDSQL score (calculated Fields)
- Ask about happiness with a graphical sliding bar or a matrix

- This survey will be repeated with the same participants over a matter of years (longitudinal format) in order to judge happiness and quality of life over the years.
- It would be good to have an electronic calendar that everyone on staff can see
- The undergraduate interns should be able to see the data but for goodness sakes don't let them have access to changing the data.
- Could we set up custom data reports filtered on 5 different variables before hand to save time?
- Frank (the stats guy) is probably going to need an SPSS or SAS output

Item 1: Deliver an Electronic Survey to Anywhere in the World.

Sometimes we'd like to just create link that respondents can enter anonymously
 Sometimes we would like to e-mail the survey to particular people

Project Setup
Online Designer
Data Dictionary

[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. NOTE: While in development status, all field changes will take effect immediately in real time.

Data Collection Instruments

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

Add new instrument:
[Create](#) a new instrument from scratch
[Download](#) a new instrument from the REDCap Shared Library

Instrument name	Fields	View PDF	Enabled as survey	Instrument actions	Survey-related options
Demographics	6			Rename Delete	Survey settings Automated Invitations
PedsQL v4.0 Child Report Ages 8-12	28			Rename Delete	Survey settings Automated Invitations
PedsQL v4.0 Parent Report For Children Ages 8-12	28			Rename Delete	Survey settings Automated Invitations
Scoring questions	0		Enable	Rename Delete	

Project Setup → On-line Designer → Enable As Survey

If we determine that we need to use either the link to survey or the e-mail survey to participants option, then we need to enable the instruments as a survey.
 This will allow us to get to the manage participants option.

Item 1: Deliver an Electronic Survey to Anywhere in the World.
Sometimes we'd like to just create link that respondents can enter anonymously
 Sometimes we would like to e-mail the survey to particular people

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.

To obtain the survey link, copy the URL below and paste it into the body of an email message in your own email client. Your email recipient(s) can then click the link to begin taking your survey. [Get shorter survey link](#) or [Get embed code to place link on a webpage](#).

Public Survey URL: Copy to clipboard


Open public survey Send me URL via email

<https://redcap.research.cchmc.org/surveys/?s=bjYfoAeW5t>

Manage Survey Participants → Public Survey Link

This option creates a link that you could then post or send to participants and they can then link to it and fill the survey out.

Disadvantage: You are not going to have the ability to monitor who has or has not filled out the questionnaire. The questionnaire can be filled out multiple times by the same person.



Item 1: Deliver an Electronic Survey to Anywhere in the World.

Sometimes we'd like to just create link that respondents can enter anonymously
Sometimes we would like to e-mail the survey to particular people

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). Unless an Identifier is used, all survey responses collected are considered anonymous. [More details](#)

Participant List belonging to: [Initial survey] "Demographics"
Remove all participants

Displaying 1 - 2 of 2
Add participants
Compose Survey Invitations
Export list

Email	Participant Identifier	Enable	Link	Invitation Scheduled?	Invitation Sent?	Responded?	Survey Queue
Dawn.Sherrill@cchmc.org	Disabled			-			remove
Maxx.Somers@cchmc.org	Disabled			-			remove

Project Home → Manage Survey Participants → Participant List

It's also possible to email a particular set of participants an invitation to complete a survey.

As noted before, with this option you can:

- Schedule an invitation to be sent out in advance
- Track if the invitation e-mail has been sent
- Track to see if the participant has responded

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Item 2: After the participant provides their name, she would like the survey to address the participant by name in several places in the questionnaire.
(piping)

Field Label

What is your full name?

Variable Name (utilized during data export)

name

ONLY letters, numbers, and underscores

Validation? (optional)

None

Required? ☒ No ☐ Yes

* Prompt if field is blank

Field Type: Text Box (Short Text)

Field Label

[name]. What is your age?

Variable Name (utilized during data export)

age

ONLY letters, numbers, and underscores

Validation? (optional)

Number

Minimum: 0

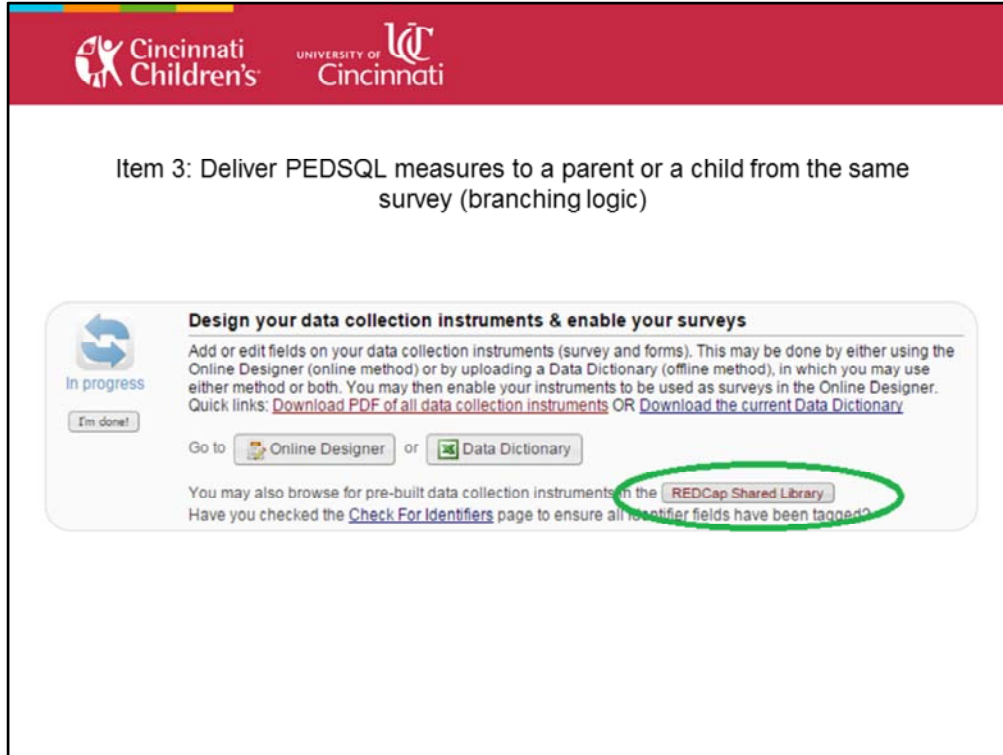
Maximum: 100

Project Setup → Online Designer → Select a Data Collection Instrument → Add Field

To Pipe in a variable:

- Select the variable you want to pipe in
- Insert into your text the variable name inside square brackets

(Do in person demo of Piping in REDCap here)



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Item 3: Deliver PEDSQL measures to a parent or a child from the same survey (branching logic)

Design your data collection instruments & enable your surveys

Add or edit fields on your data collection instruments (survey and forms). This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method), in which you may use either method or both. You may then enable your instruments to be used as surveys in the Online Designer. Quick links: [Download PDF of all data collection instruments](#) OR [Download the current Data Dictionary](#)

Go to [Online Designer](#) or [Data Dictionary](#)


You may also browse for pre-built data collection instruments in the [REDCap Shared Library](#)

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

Project Setup → REDCap Shared Library

The REDCap Shared Library

- Holds user created instruments that you can bring into a survey
- You can also upload instruments that you feel are worth sharing to the REDCap library



Item 3: Deliver PEDSQL measures to a parent or a child from the same survey (branching logic)

[Return to REDCap](#)

Logged in as **Maxx Somers** (University of Cincinnati / Cincinnati Childrens Hospital Medical Center)

Keyword search:

Search options:

 Minimum downloads:

 Recent additions:

 Curated by REDLOC?

Shared Library

[Search](#)

[Library Metrics](#)

[My Activity](#)

[Institution Activity](#)

[Consortium Activity](#)

[REDLOC](#)

[REDLOC Login](#)

Found 2 results matching your search

Title	Downloads
➤ PedsQL v4.0 Child Report Ages 8-12 ★	58
➤ PedsQL v4.0 Parent Report For Children Ages 8-12 ★	54

Didn't find what you were looking for? [Suggest a validated instrument for library inclusion.](#)

• The icon ★ indicates a REDLOC curated instrument.

Project Setup → REDCap Shared Library

The REDCap Shared Library

- You can search for the PEDSQL
- Select the survey and import each into our survey.

REDCap support provided at help-
redcap@bmi.cchmc.org

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Item 3: Deliver PEDSQL measures to a parent or a child from the same survey (branching logic)

Project Setup
Online Designer
Data Dictionary

[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. NOTE: While in development status, all field changes will take effect immediately in real time.

Data Collection Instruments

Survey options:
Survey Queue
Survey Notifications

Add new instrument:
Create a new instrument from scratch
Download a new instrument from the REDCap Shared Library

Instrument name	Fields	View PDF	Enabled as survey	Instrument actions	Survey-related options
Demographics	6			Rename Delete	Survey settings + Automated Invitations
PedsQL v4.0 Child Report Ages 8-12	28			Rename Delete	Survey settings + Automated Invitations
PedsQL v4.0 Parent Report For Children Ages 8-12	28			Rename Delete	Survey settings + Automated Invitations
Scoring questions	0		Enable	Rename Delete	

Project Setup → Online Designer

The Instruments are then Downloaded into the On-Line Designer

- It's ok that each is listed separately
- By changing some of the survey setting, we can make what the user will see appear seamless.

Item 3: Deliver PEDSQL measures to a parent or a child from the same survey (branching logic)

Project Setup
Online Designer
Data Dictionary

[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. NOTE: While in development status, all field changes will take effect immediately in real time.

Data Collection Instruments

Survey options:

- Survey Queue
- Survey Notifications

Add new instrument:


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- Download a new instrument from the REDCap Shared Library

Instrument name	Fields	View PDF	Enabled as survey	Instrument actions	Survey-related options
Demographics	6			Rename Delete	Survey settings Automated Invitations
PedsQL v4.0 Child Report Ages 8-12	28			Rename Delete	Survey settings Automated Invitations
PedsQL v4.0 Parent Report For Children Ages 8-12	28			Rename Delete	Survey settings Automated Invitations
Scoring questions	0		Enable	Rename Delete	

Project Setup → Online Designer → Survey Queue

Survey Queue Allows you to

- Define the order of the survey
- Define branching logic on the survey instrument level (not individual question level)





Item 3: Deliver PEDSQL measures to a parent or a child from the same survey (branching logic)

Set up Survey Queue

The Survey Queue displays a list of your surveys to a participant all on a single page, in which the queue comprises all surveys that are to be completed (like a 'to-do' list) as well as the surveys that the participant has already completed. [Tell me more](#)

NOTE: The first instrument survey is not displayed below because it does not have a survey that comes before it for which to set conditions.

[Add custom text to display at top of survey queue](#)

Activated?	Survey Title	Display survey in the Survey Queue when...	Auto start?
Event 1			
 Activated Deactivate	"PedsQL v4.0 Child Report Ages 8-12" - Event 1	<input checked="" type="checkbox"/> When the following survey is completed: "Demographics" - Event 1 AND <input checked="" type="checkbox"/> When the following logic becomes true: How to use this [parentorchild] = 2 <small>(e.g., [enrollment_arm_1][age] > 30 and [enrollment_arm_1][gender] = "1")</small>	<input checked="" type="checkbox"/>
 Activated Deactivate	"PedsQL v4.0 Parent Report For Children Ages 8-12" - Event 1	<input checked="" type="checkbox"/> When the following survey is completed: "Demographics" - Event 1 AND <input checked="" type="checkbox"/> When the following logic becomes true: How to use this [parentorchild] = 1 <small>(e.g., [enrollment_arm_1][age] > 30 and [enrollment_arm_1][gender] = "1")</small>	<input checked="" type="checkbox"/>

Project Setup → Online Designer → Survey Queue

Survey Queue

- Ability to set branching logic for each survey instrument
- Here I've asked each instrument to auto-start after demographics is complete
- If the respondent indicates that they are a child, the PEDSQL Child Report will launch
- For the PEDSQL parent version, I've set it to "Autostart" when demographics is complete and the respondent indicates that they are a parent

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Item 3: Deliver PEDSQL measures to a parent or a child from the same survey (branching logic)

Drag-N-Drop Logic Builder

Displaying field choices for the following data collection instrument:
PEDSQL v4.0 Child Report Ages 8-12

Field choices from other fields
(drag a choice below to box on right)

- pedsql_c_ha_1 = Never0 (0)
- pedsql_c_ha_1 = Almost Never1 (1)
- pedsql_c_ha_1 = Sometimes2 (2)
- pedsql_c_ha_1 = Often3 (3)
- pedsql_c_ha_1 = Almost Always4 (4)
- pedsql_c_ha_2 = Never0 (0)
- pedsql_c_ha_2 = Almost Never1 (1)
- pedsql_c_ha_2 = Sometimes2 (2)
- pedsql_c_ha_2 = Often3 (3)

Drag and Drop

Show the field ONLY if...

☒ ALL below are true

☐ ANY below are true

parentorchild = Child (2) ✖

Clear logic

Save Cancel

Matrix group: pedsql_c_activites

ABOUT MY HEALTH AND ACTIVITIES (problems with...)

Variable: pedsql_c_ha_1

Never
0

1. It is hard for me to walk more than one mile

Project Setup → Online Designer → Select an Instrument

Branching Logic

- You can also do branching logic for individual questions.
- Here I've indicated that this question it is not to be asked unless the answer to the question "ParentorChild = Child"
- By using branching logic, we can insure that our PI request of delivering the right questions to the right people is fulfilled!

Item 4: Calculate PEDSQL Scores in the survey

Field Type:

Question Number (optional)

Displayed only on the survey page

Field Label [How to use Piping](#)

Health and Activities Score

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

[pedsql_c_ha_1] + [pedsql_c_ha_2] + [pedsql_c_ha_3] + [pedsql_c_ha_4] + [pedsql_c_ha_5] + [pedsql_c_ha_6] + [pedsql_c_ha_7] + [pedsql_c_ha_8]

Project Setup → Online Designer → Select an Instrument → Select a Variable → Field Type = Calculated Field

How to Create Calculated Field Variables

- Variable names of what we would like to add in brackets (in this case the questions in the Health and Activity section).
- In-between bracketed variables place the mathematical notation you would like to use.
- It is possible to do more complicated calculations in this field.
- For further guidance, click on the, “How do I format the equation” section on the calculated field variable and check out the various possibilities.

Demo Calculated Field Example in REDCap

Item 5: Ask about happiness with a graphical sliding bar

5) Maxx, How happy, in general, would you say you are?

Depressed OK I'm super

87


reset

Submit

Project Setup → Online Designer → Select an Instrument → Select a Variable → Field Type
= Slider Visual Analogue Scale

Graphical Sliding Bar

- Another requirement from our PI was an unusual question type
- It's useful to familiarize yourself with the several different ways to display questions in REDCap
 - Check boxes
 - Drop down lists
 - Radio buttons
 - Yes – No
 - True False



Item 6: This survey will be repeated with the same participants over a matter of years (longitudinal format) in order to judge happiness and quality of life over the years.

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.

Data Collection Instrument	Event 1 (1)	1 Year (2)	2 Year (3)	3 Year (4)	4 Year (5)	5 Years (6)	6 years (7)
Demographics (survey)	✓	✓	✓	✓	✓	✓	✓
PedsQL v4.0 Child Report Ages 8-12 (survey)	✓	✓	✓	✓	✓	✓	✓
PedsQL v4.0 Parent Report For Children Ages 8-12 (survey)	✓	✓	✓	✓	✓	✓	✓

To define as longitudinal data collection with repeating forms:

Project Setup → Main Project settings → Enable longitudinal data collection

To define events over the course of data collection:

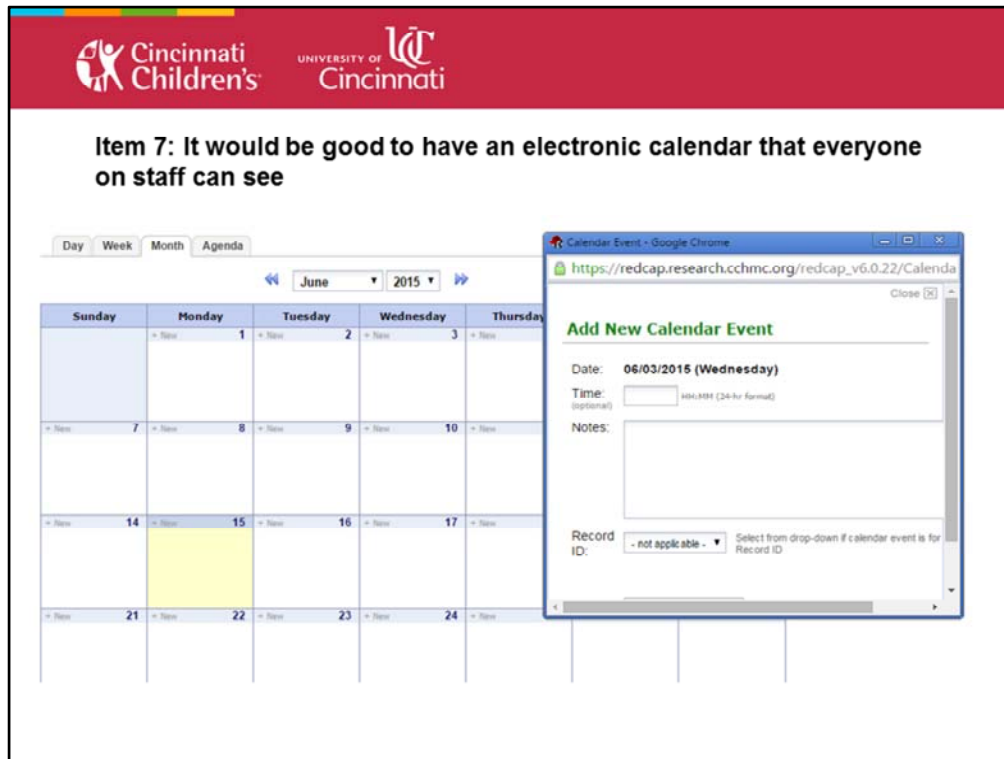
Project Setup → Define your events and designate instruments for them → Define My Events

To define which instruments are asked at each event:

Project Setup → Define your events and designate instruments for them → Designate Instruments for My Events

Longitudinal Survey

- Enable longitudinal data collection option
- Define the events you want to appear
- Designate the various instruments you would like to give at each time point



Project Home → Application Side Bar → Calendar → Generate a Schedule

Electronic Calendar

- REDCap has its own calendar system
- Useful for multisite studies in which researchers are at different institutions.
- You can add new events manually
- You can generate a schedule by going to:
 - Project Home → Application Side Bar → Calendar → Generate a Schedule

Item 8: The high school students should be able to see the data but don't let them change the data.

Editing existing user "SOMJ13"

You may set the rights for the user below by checking the boxes next to the application tools to which you wish to grant them access. You may also grant them or deny them access to individual data collection instruments, if so desired. To save your selections, click the "Save Changes" button at the bottom of the page.

Editing existing user "SOMJ13"

Basic Rights

Expiration Date (if applicable) (M/D/Y)

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

* De-identified means that all free-form text fields will be removed, as well as any date/time fields and Identifier

Data Entry Rights

NOTE: The data entry 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). It has no effect on data imports or data exports.

	No Access	Read Only	View & Edit	Edit survey responses
Demographics (survey)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
PedsQL v4.0 Child Report Ages 8-12 (survey)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
PedsQL v4.0 Parent Report For Children Ages 8-12 (survey)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

Project Home → Applications Side Bar → User Rights

User Rights

- As each person is added to the survey, specific user rights options are presented
- Here is a user rights profile that will only allow this person to view and edit responses.
- In this case, given how concerned our PI is, students should probably only have Read Only access.

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STEP 3

Filters (optional) [How to use filters and AND/OR logic](#)

Filter	Field	Operator	Value	
Filter 1	parentorchild "[name], are you completing	=	Parent	✕
	in All events			
AND				
Filter 2	happy "[name], How happy, in general, wo	<	50	✕
	in All events			
AND				
Filter 3	pedsql_c_ha_1 "1. It is hard for me to walk	=	Never0	✕
	in All events			
AND				
Filter 4	pedsql_c_ha_4 "4. It is hard for me to lift sc	=	Never0	✕
	in All events			
AND				
Filter 5	pedsql_c_ha_3 "3. It is hard for me to do as	=	Never0	✕
	in All events			
AND				
Filter 6	-- select a field --	=		
	in All events			

Switch format: [Use advanced logic](#)

Item 9: Could we set up custom data reports filtered on 5 different variables before hand to save time?

Project Home → Quick Tasks → Create a Report → Create New Report

Overview of the reports function

- Reports are used to create outputs of selected date
- Reports are flexible and will allow you to drill down to the data you are trying to find
- Reports do this by giving you options concerning which fields (or variables) to select
- Reports also allow to select multiple filters
- You can filter by event or time period
- You can order the results by any variable you choose

Item 10: Frank (the stats guy) is probably going to need an SPSS or SAS output

Exporting "All data (all records and fields)"

Select your export settings, which includes the export format (Excel/CSV, SAS, SPSS, R, Stata) and whether or not to perform de-identification on the data set.

Choose export format

- ☒ CSV / Microsoft Excel (raw data)
- ☐ CSV / Microsoft Excel (labels)
- ☐ SPSS Statistical Software
- ☐ SAS Statistical Software
- ☐ R Statistical Software
- ☐ Stata Statistical Software

De-identification options (optional)

The options below allow you to limit the amount of sensitive information that you are exporting out of the project. Check all that apply.

Known identifiers:

- ☐ Remove all tagged identifier fields (tagged in Data Dictionary)
- ☐ Hash the Record ID field (converts record name to an unrecognizable value)

Free-form text:

- ☐ Remove unvalidated Text fields (i.e. Text fields other than dates, numbers, etc.)
- ☐ Remove Notes/Essay box fields

Date and datetime fields:

- ☐ Remove all date and datetime fields
- ☐ Shift all dates by value between 0 and 364 days (shifted amount determined by algorithm for each record) [What is date shifting?](#)
- ☐ Also shift all survey completion timestamps by value between 0 and 364 days (shifted amount determined by algorithm for each record)

[Deselect all options](#)

Additional export options

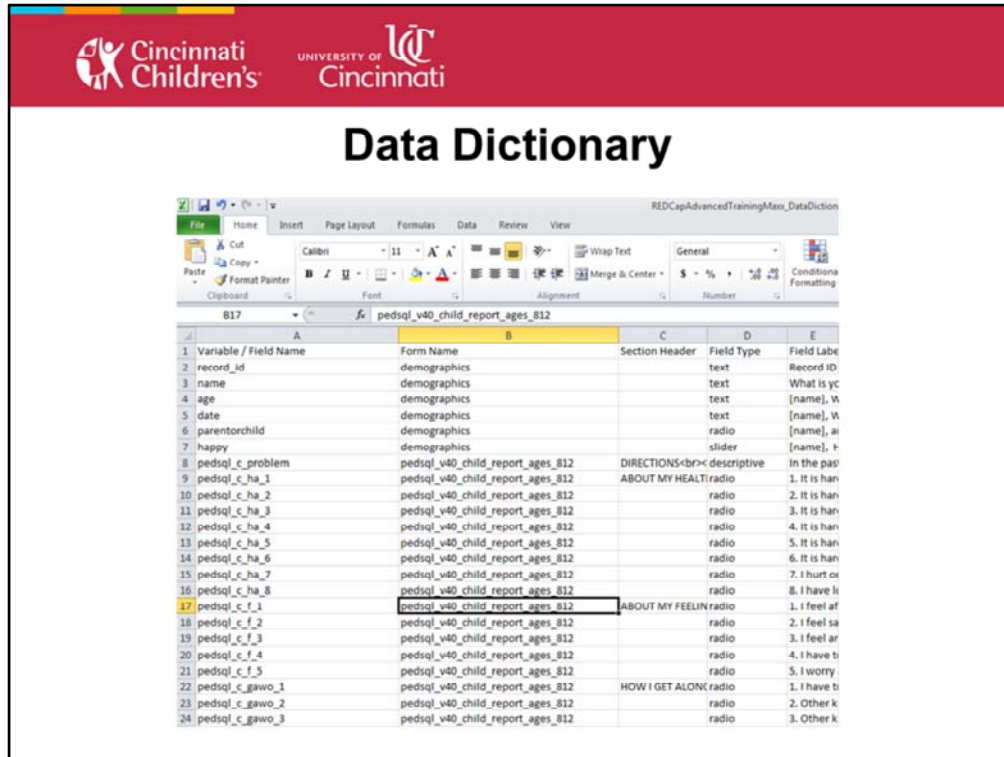
- ☒ Export Data Access Group name for each record (if record is in a group)?
- ☒ Export survey identifier field and survey timestamp field(s)?

Export Data **Cancel**

Project Home → Applications Side Menu → Data Exports, Reports, and Stats

Exporting data to various data analytic software packages in REDCap

- There are various export formats that are available
- There are also several different options for de-indentification



Project Home → Quick Tasks → Download the current Data Dictionary

The Data Dictionary is:

- A spreadsheet defining the structure of your project
- Each question on every data collection instrument occupies a row in the spreadsheet
- The spreadsheet can be downloaded, modified outside of REDCap, and then uploaded back into REDCap to change the project structure
- The data dictionary is the fastest and easiest way to copy several fields at once, or make several small changes to multiple questions

Consider watching the training video on the data dictionary for more information

In Conclusion

- Remember to utilize the video's and well placed help articles to help you do what you are trying to accomplish
- Help-REDCap@bmi.cchmc.org is a good place to start when you get stumped.
- The process for creating new projects starts at the CCTST <http://cctst.uc.edu>