

Send-it- REDCap – How-To Guide

Send-it

This feature is used to securely transmit files of up to 64 MB. It can be accessed by navigating to the red SEND-It link located at the homepage's top navigation bar.

 Training Videos  Send-It  Messenger

It's similar in functionality to an email, providing space for recipients, the subject, and a message. Users will set an amount of time between 1-14 days that will determine how long the message recipients have to download the file.

If desired, users can receive an email for each recipient that downloads it.

From:

▼

To:

(recipient emails)

Separate email addresses with commas, semi-colons, or line breaks

Email subject:

(optional)

Email message:

(optional)

Expiration:

3 days

▼

Specify the time after which the file will no longer be accessible for download

Select a file:

Choose File

No file chosen

(Max file size: 64 MB)

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Receive confirmation?
Get an email notification informing you when your file has been downloaded by each recipient.

Send It!