




## Field Comment Log- REDCap – How-To Guide

### Field Comment Log





An application that lists all field comments for all records/fields. Field comments can be keyword searched and filtered. When entering data into a data form, you may have comments or caveats concerning specific fields. If this is the case, you may utilize the Field Comment Log. To first create your comment, click the speech bubble next to the field in the record you are working on. Enter your comment and click "Save." You will notice that the speech bubble icon is now lit, indicating that a comment exists for that field.

<b>Last Name</b>	 <input type="text" value="Test"/>
<b>Street, City, State, ZIP</b>	 <div>Test</div>
<b>Phone number</b>	 <input type="text" value="(402) 402-1234"/> <a href="#">Include Area Code</a>

To view the collective comments for all records, click the Field Comment Log module in the left-side toolbar. Comments are linked to their corresponding records, along with the user who made the comment, and the date/time at which the comment was made. You may sort through the comments with various filters, as well as export the comment log to a .CSV file.

### Field Comment Log

This page displays the Field Comment Log for all records/events/fields in this project. You may use the controls below to perform keyword searches in the comments as well as filter the comments by record, event, field, or data access group. Keep in mind that if you do not have user privileges to view some data collection instruments, then comments for any fields on those instruments will not be displayed in the table. Also, if you belong to a data access group, then you will only see results for records that belong to your group. The entire Field Comment Log is downloadable as a file in Excel/CSV format.

Field Comment Log			
Results returned: 4		Filters: <div> All records <input type="button" value="v"/>  All fields <input type="button" value="v"/>  All users <input type="button" value="v"/>  <input type="text" value="Keyword search"/> <a href="#">Search tips</a>  <input type="button" value="Apply filters"/> <input type="button" value="Reset"/> </div>	<input type="button" value="Export entire log"/>
Click button to view comment log	Record	Field	Comments
 2 comments	<a href="#">P1001</a>	num1 (Num1)	luke.stevens (11/14/2013 8:22am): "comment!" luke.stevens (11/14/2013 8:25am): "another comment"
 1 comment	<a href="#">P1002</a>	name (Name)	luke.stevens (11/14/2013 8:26am): "will find this value"
 1 comment	<a href="#">P1002</a>	num1 (Num1)	luke.stevens (11/14/2013 8:26am): "some text"
 1 comment	<a href="#">P1002</a>	num2 (Num2)	luke.stevens (11/14/2013 8:26am): "another comment"

## Notes:

- Note the different filter options to help you narrow the scope of comment records included in the view
- You may [Export entire log](#) in CSV format
- Unfortunately, it is currently not possible to change the month/day/year date format
- Clicking on the Record link for a field will open the associated data entry form and record