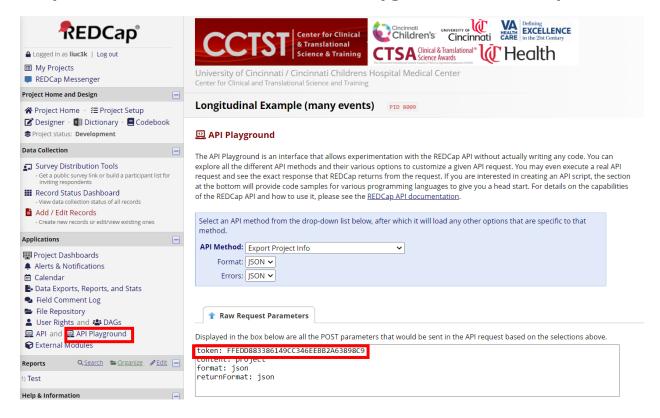
# Instruction

## Step 1. Obtain "Token" from API Playground in REDCap



# Step 2. Fill "Token" in the "API & Token" section, and Press the Execute Button



### Step 3. View/Export dataset or Instruments

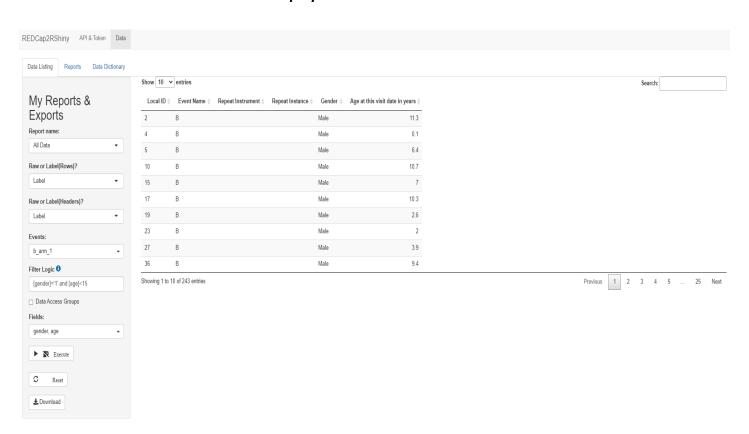
View the "entire dataset" or "customized dataset", please follow the steps below.

- a. Set "Report name"="All Data"
- b. Display value w/ Raw value or Label
- c. Display Headers w/ Raw value or Label
- d. Choose Events Name
- e. Create multiple conditions and operators to subset dataset if needed
  - a. Ex: [age]>30 and [gender]='1' (Only accept Raw value)
- f. Display "Data Access Group" column if needed
- g. Select required fields(variables)
- h. Press "Execute button"
- i. Here is a "reset button" for users to reset all the selections
- j. Export dataset in CSV file by pressing "Download button"

#### Ex:

Create a customized dataset with following requests:

- 1. Need to display rows in "Label"
- 2. Need to display headers in "Label"
- 3. Event name = 'B\_arm\_1'
- 4. Customized condition and operator: gender = 1 and age <15
- 5. Fields: gender, age
- 6. Press "Execute button" to display result



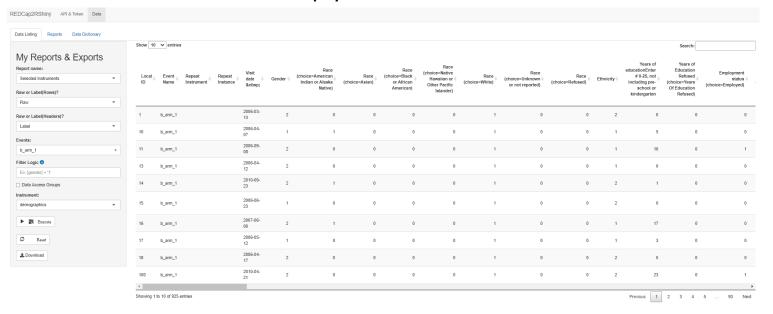
View the individual "Instrument", please follow the steps below.

- a. Set "Report name"="Selected Instruments"
- b. Display value w/ Raw value or Label
- c. Display Headers w/ Raw value or Label
- d. Choose Events Name
- e. Create multiple conditions and operators to subset dataset if needed
  - a. Ex: [age]>30 and [gender]='1' (Only accept Raw value)
- f. Display "Data Access Group" column if needed
- g. Press "Execute button"
- h. Here is a "reset button" for users to reset all the selections
- i. Export dataset in CSV file by pressing "Download button"

#### Ex:

Display "demographics" instrument with following requests:

- 1. Need to display rows in "Raw"
- 2. Need to display headers in "Label"
- 3. Event name = 'B\_arm\_1'
- 4. Press "Execute button" to display result

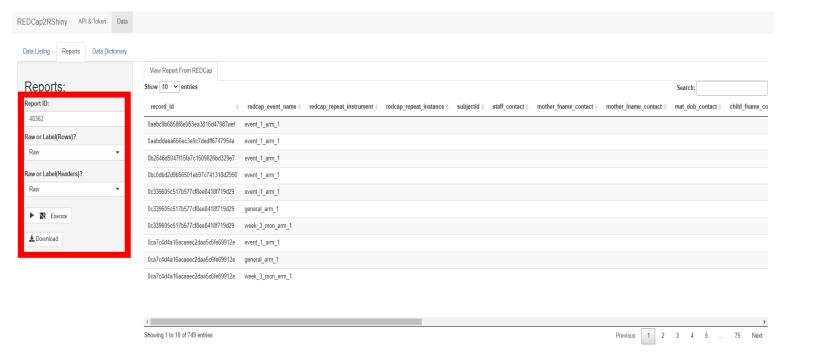


## Step 4. View/Export Reports from REDCap

1. Obtain "Report ID" from REDCap



2. Fill the "Report ID", and press the Execute button to display the report



## Step 5. View/Export Data Dictionary from REDCap

- 1. Select the instruments
- 2. Press Execute button to display result
- 3. Press Download button to export data dictionary in csv file.

