

REDCap training



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.



Hi !

Neuroinformatics DM Team

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Hi !

Neuroinformatics Team

REDCap Support

Contact at mathias.antunes@icm-institute.org

Or with tickets

05 - Applications métier > 05.2 - REDCAP ⓘ

Project Support

iCONICS Data Management

nabila.elarouci@icm-institute.org

Data Management Plan Advices, Data Quality

Trainings !

Neuroinformatics Team

ALL the slides : <https://owncloud.icm-institute.org/index.php/s/214kbeyMEFohgA5>

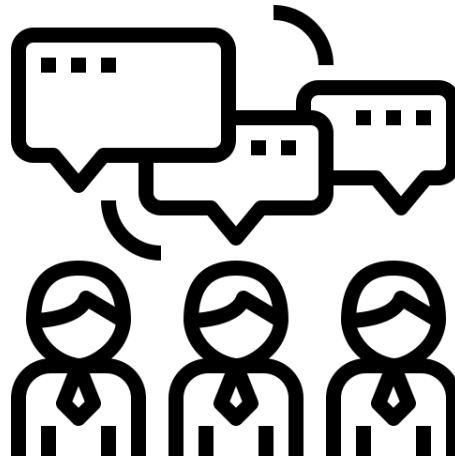


ICM REDCap Wiki <https://neuroinformatics.icm-institute.org/wiki/>

Training schedule is available for ICM people here :
<https://neuroinformatics.icm-institute.org/training-program/>

Introduce yourselves !

Hi !



- **Introduction**

- DMP & GRPD
- Quick REDCap introduction
- Who and How to REDCap ?

- **Practice overview**

- Basics, first connexion & designer
- Project types, structure your data
- User management
- Export & Report
- More

DMP & GRPD

Legal



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.

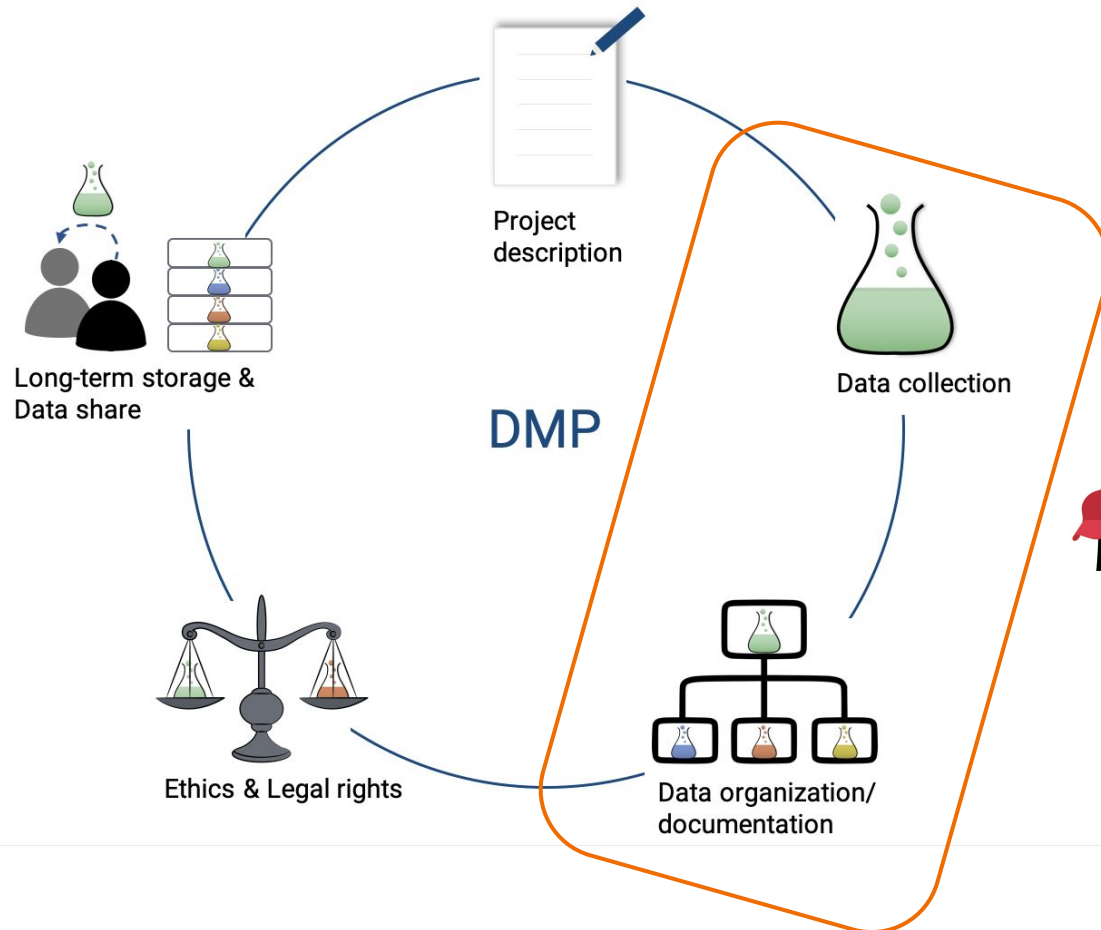


REDCap for clinical data

Ideal tool to produce FAIR data

- **Findable:**
 - Unique and persistent study and records IDs,
 - Data searchable and rich metadata: code-list, audit-trail, fields notes and rules,
- **Accessible:**
 - Secured web access
 - Collaborative access levels
 - Pluggins & API available
- **Interoperable:**
 - Exports are possible in open formats CSV, XLSX, Rdata,
- **Reusable:**
 - Domain-relevant ontologies can be integrated to code data

Data Management Plan



REDCap
Research Electronic Data Capture



RGPD

Good practices

✓ **Protection of sensitive data**

✓ **Restricted access by users**

✓ **Limit exports and files**

Identification system


Identifier? ☐ No ☒ Yes

Does the field contain identifying information (e.g., name, SSN, address)?

User management

No Access	Read Only	View & Edit	Edit survey responses
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>

Secure data transfer

 Send-It

The REDCap project

The goal



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.

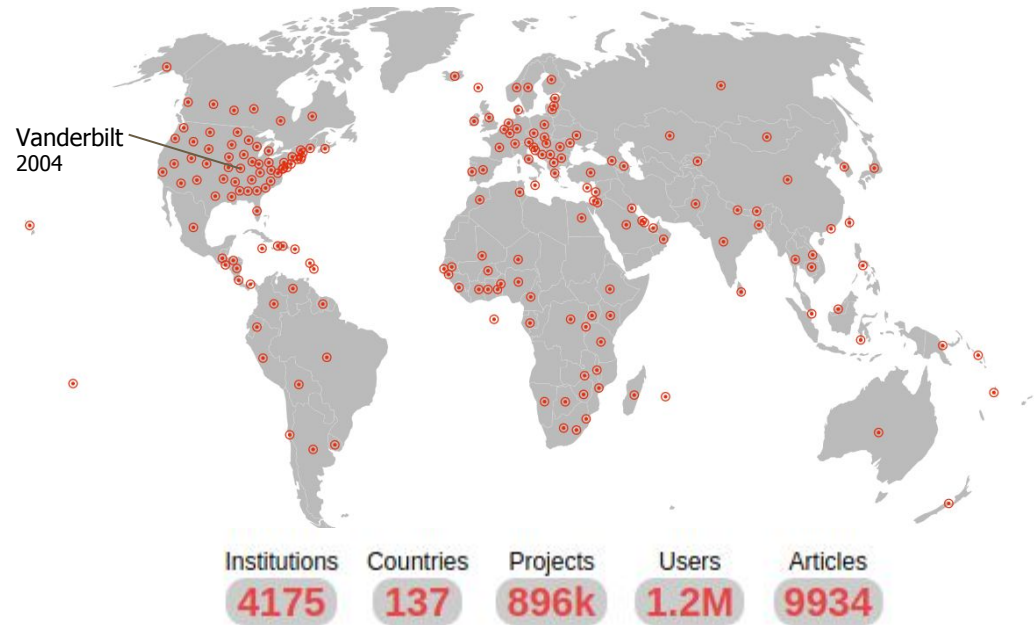


Free for institutions

Easy to use

EDC tool

Large **community**



10M \$

The goal of REDCap

eCRF

Paper questionnaire

Disparition des troubles depuis la dernière consultation : Oui ☐ Non ☐

Alcool : Non ☐ Grade 1 ☐ Grade 2 ☐ Grade 3 ☐ Grade 4 ☐

Vomissements : Non ☐ Grade 1 ☐ Grade 2 ☐ Grade 3 ☐ Grade 4 ☐

Autre : Oui ☐ Non ☐

Si oui, préciser :

Date de la visite : 1 2 3 4 5 6 7 8 9 10 11 12 / 1 2 3 4 5 6 7 8 9 10 11 12

PREMIERE CONSULTATION : NOM et signature du médecin :

DEUXIEME CONSULTATION : NOM et signature du médecin :

CHRONIC DE REVISIONS APPRE		CHRONIC APPRE 1	CHRONIC APPRE 2	CHRONIC APPRE 3	CHRONIC APPRE 4
Revisions	Revisions	Revisions	Revisions	Revisions	Revisions
Revisions	Revisions	Revisions	Revisions	Revisions	Revisions
Revisions	Revisions	Revisions	Revisions	Revisions	Revisions

Secure and collaborative interface

Editing existing Study ID 001

Study ID: 001

To rename the record, see the record action drop-down at top of the Record Home Page

First Name:

Last Name:

Phone number:

Date of birth: Today Y-M-D

Age (years): View equation

Gender: ☐ Female ☒ Male

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 & Exit Form Save & Go To Next Form



Worksheet	Field	Field Description and Instructions	Allowable Values	Required
CRF	CRF_NAME	Enter the name of your case report form (CRF) here. It must be between 1 and 255 characters long. This is a required field.	Text	Y
	VERSION	Enter the name of this version of the case report form (CRF) here. It must be between 1 and 255 characters long. This is a required field.	Text	Y
	VERSION_DESCRIPTION	Enter a description of this version of the case report form (CRF) here. It must be between 1 and 3999 characters long.	Text	Y
	REVISION_NOTES	Enter revision notes for this version of the case report form (CRF) here. The revision notes must be between 1 and 255 characters long.	Text	Y
Sections		Enter a label for each section of the CRF. It must be between 1 and 255 characters long, and can have spaces. Each section must have a valid section_label, and the CRF must have at least one section. Each item in the CRF must be assigned to a section.	Alphanumeric text, no spaces	
	SECTION_LABEL	Enter a name for each section of your case report form (CRF) here. It must be between 1 and 2000 characters long. This is a required field.	Text	Y
	SECTION_TITLE	Enter a subtitle and/or header text that should be shown at the top of the section. It must be between 1 and 2000 characters long. This field is optional.	Text	Y
	SUBTITLE	In addition to a subtitle for the section, you may add instructions to show at the top of the section. The instructions must be between 1 and 2000 characters long.	Text	N

Excel

Record Status Dashboard

Add / Edit Records

Study ID 13 Doe, John* Select other record

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
- Randomization
- Data Quality
- API and API Playground
- REDCap Mobile App

Study ID 13 Doe, John* (Arm 1: Drug A)

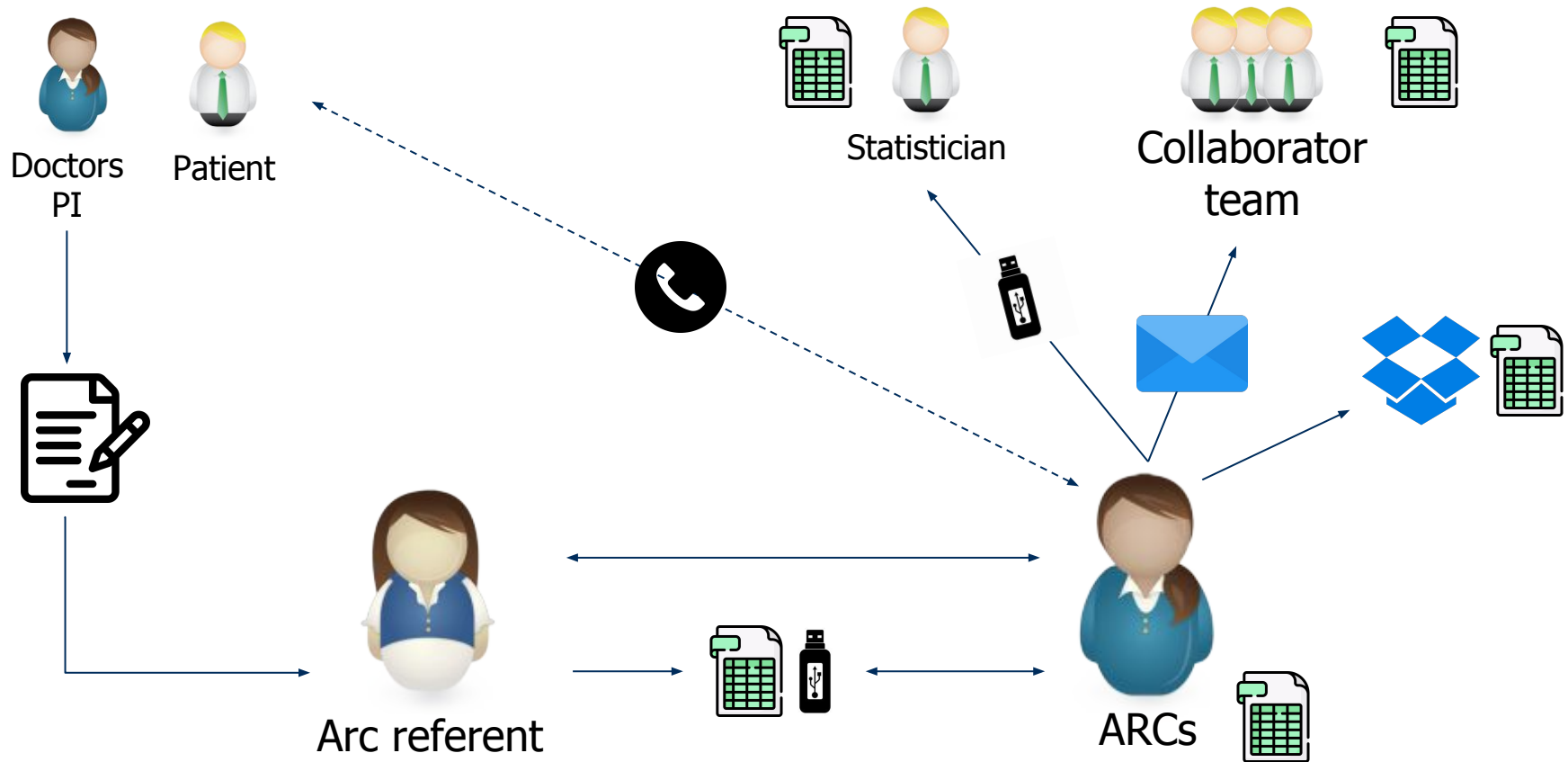
Data Collection Instrument	Enrollment	Visit 1	Dose 1	Visit 2	Visit 3	Final visit
Demographics (survey)	<input checked="" type="radio"/>					
Contact Info (survey)	<input checked="" type="radio"/>					
Baseline Data	<input checked="" type="radio"/>					
Visit Lab Data		<input checked="" type="radio"/>				
Patient Morale Questionnaire		<input checked="" type="radio"/>				
Visit Blood Workup		<input checked="" type="radio"/>				
Visit Observed Behavior		<input checked="" type="radio"/>				
Completion Data						
Completion Project Questionnaire						

Lock all forms across all Events

Unlock all forms across all Events

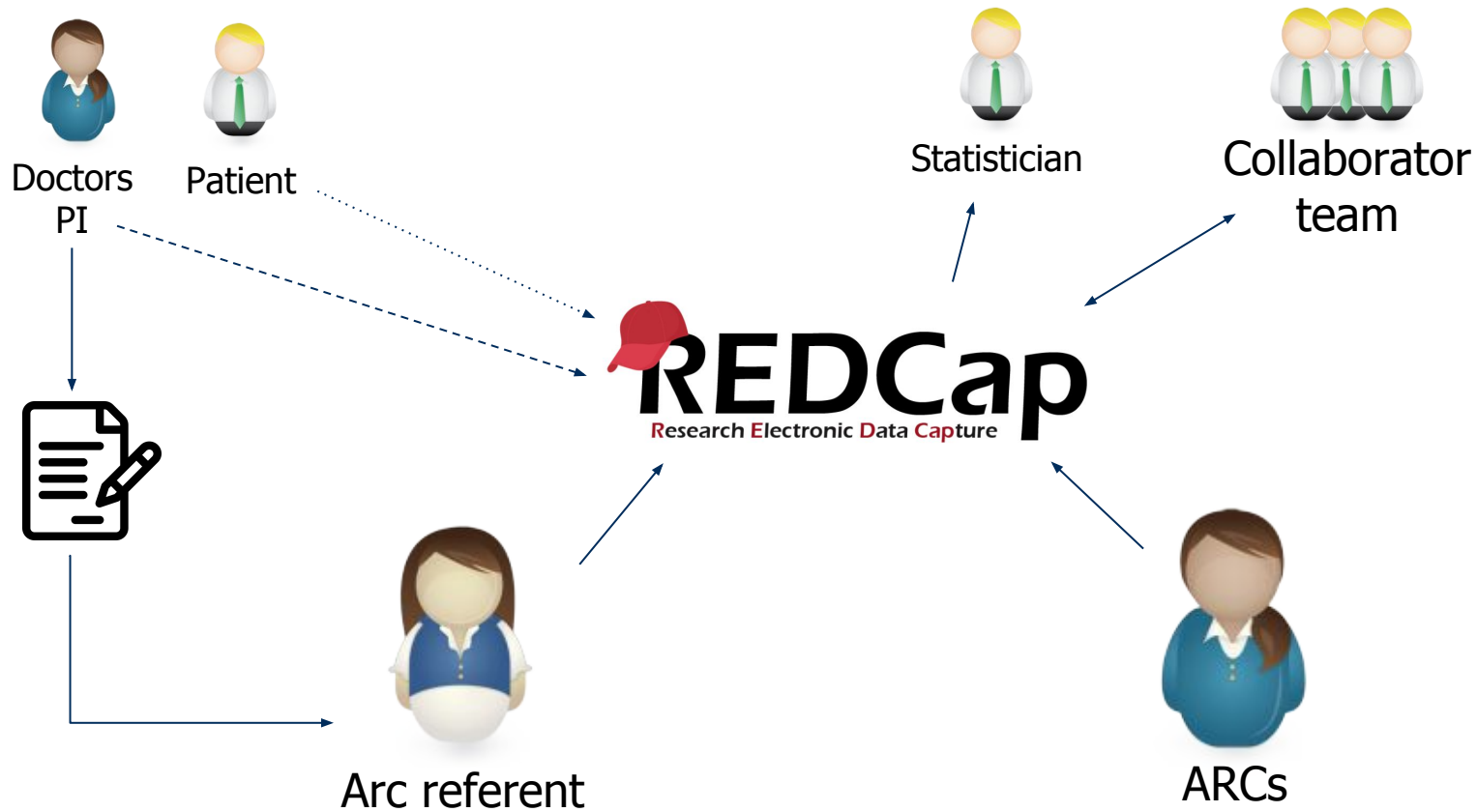
Paper/Excel process Data Collection

What is currently done ?



REDCap Data Collection

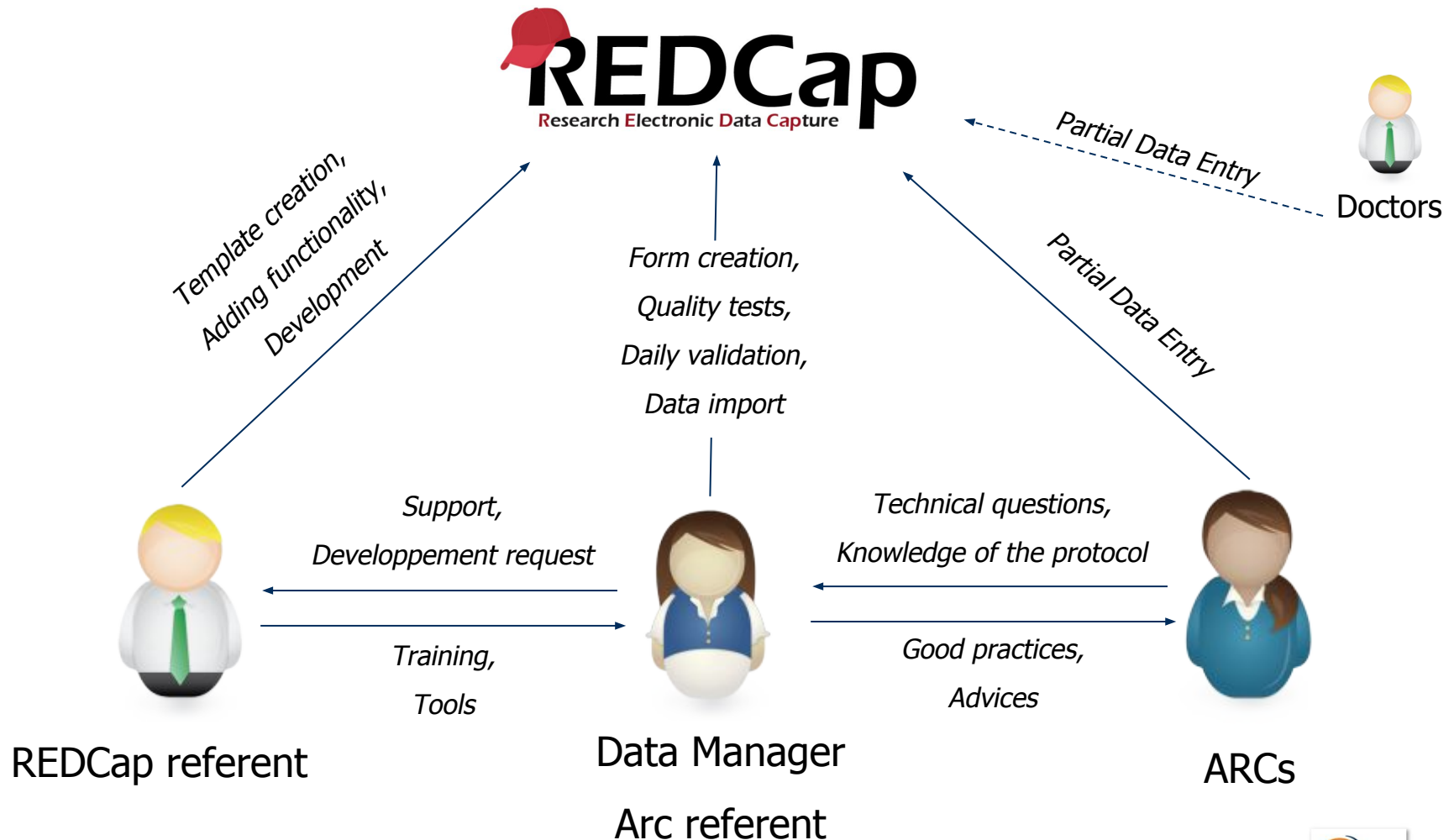
The solution !





REDCap

Who and How



Important terms

REDCap vocabulary

Project type	There are several types of projects depending on need: single survey form or data entry form, combination of a single survey / data entry form, longitudinal project, etc.
Field (or variable) "Champs"	Represent unique items of data to be collected and analyzed.
Record label "Label"	Information displayed on the screen about the variables. This is usually a sentence or a question prompting the entry of the data. For example, for the variable patient_age, you can write "What is the age of the patient?", Or "age of the patient", etc. This variable will have no impact on the database and may contain whatever you want (long question, color, bold, etc.).
Branching logic	Branching Logic may be employed when fields/questions need to be hidden for data entry under certain conditions.
Instrument	Survey page or data entry form.
Events "Evènement"	Allows 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 a project, such as a participant visit or a task to be performed.
Arms "Bras"	Group of events into 'arms'; there may be one or more arms/groups per project. Each arm can have as many events as needed.

Arm 1: Drug A		Arm 2: Drug B																
Study ID	Enrollment		First dose	First visit				Second dose	Second visit				Final visit					
	Demographics	Baseline Data	Patient Morale Questionnaire	Visit Lab Data	Patient Morale Questionnaire	Visit Blood Workup	Visit Observed Behavior	Patient Morale Questionnaire	Visit Lab Data	Patient Morale Questionnaire	Visit Blood Workup	Visit Observed Behavior	Visit Lab Data	Patient Morale Questionnaire	Visit Blood Workup	Visit Observed Behavior	Completion Data	Completion Project Questionnaire
	2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Practice overview

Create a project from scratch

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To do !

- ❑ **Starting** & Login in
- ❑ Data entry
- ❑ Create a project
- ❑ Create an instrument (form)
- ❑ Create a field (text, date,...)
- ❑ Manage IDs
- ❑ Branching logic
- ❑ Project types & Repetitions & Surveys
- ❑ Adding users
- ❑ CSV & Data Dictionary
- ❑ Going into **Production**
- ❑ Report & Export & Import
- ❑ **Data** Resolution Workflow
- ❑ **Data** quality
- ❑ PDF
- ❑ Copy and Backup
- ❑ **Advanced :**
 - Piping
 - Smart variables
- ❑ Conclusion

First connection at ICM

Clinical production → <https://redcap-icm.icm-institute.org/>

Administrative production → <https://redcap-dsi.icm-institute.org/>

Tests and training → <https://redcap-dev.icm-institute.org/>

Access request



Log In



Serveur de Développement / Formation

Ce serveur ne doit pas contenir de données cliniques, il a uniquement une vocation de test !

Demande d'accès/ Request Access: [Cliquez ici / Click here](#)

Please log in with your user name and password. If you are having trouble logging in, please contact [REDCap Administrator](#).

Username:	<input type="text" value="mathias.antunes"/>
Password:	<input type="password" value="*****"/>
<input type="button" value="Log In"/>	

[Forgot your password?](#)

Welcome to REDCap!

REDCap is a mature, secure web application for building and managing online surveys and databases. Using REDCap's stream-lined process for rapidly developing projects, you may create and design projects using 1) the online method from your web browser using the Online Designer; and/or 2) the offline method by constructing a 'data dictionary' template file in Microsoft Excel, which can be later uploaded into REDCap. Both surveys and databases (or a mixture of the two) can be built using these methods.

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 Administrator](#).

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 events and appointments.

Easily manage a contact list of survey respondents or create a simple survey link - Build a list of email contacts, create custom email

Access request

First connection at ICM dev

REDCap access granted

S

smtp_auth

Jeu 01/08/2019 16:14

ANTUNES Mathias ✓



[This message was automatically generated by REDCap]

A REDCap account has been created for you in which your REDCap username is "mathias.antunes". Click the link below to set your new password and log in.

After logging in, please make sure to set up your password recovery question, which will allow you to use the 'Forgot your password?' link on the login page without the need to contact the REDCap Administrator. You will be prompted to set your recovery question on the My Projects page, but you can also set it on your 'My Profile' page under 'Login-related options'.

[Set your new REDCap password](#)

Tests and training

Inside ICM network

Outside ICM network

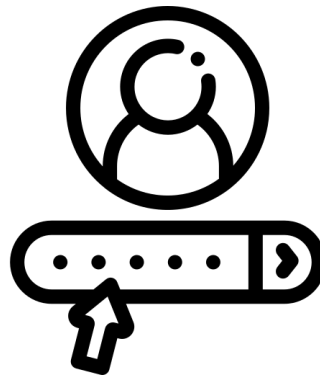
<https://redcap-dev.icm-institute.org/....>

<https://redcap-dev.icm-institute.org:2022/.....>

1. Go to <https://redcap-dev.icm-institute.org/>
or <https://redcap-dev.icm-institute.org:2022>
2. If you have an account, connect
3. If you don't, check your email and create it

Inside REDCap

Login in



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.



First connection

Interface



Log In



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Please log in with your user name and password. If you are having trouble logging in, please contact [REDCap Administrator](#).

Username:

mathias.antunes

Password:

Log In

[Forgot your password?](#)

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Scheduling - Utilize a built-in project calendar and scheduling module for organizing your events and appointments.

Easily manage a contact list of survey respondents or create a simple survey link - Build a list of email contacts, create custom email

Access request

Email contact
neuro-informatique

Forgot password.
! Only works if you
have answered the
secret question.

Videos REDCap



First connection

F.A.Q

Video

Messenger

Create a project

List of the project you have access to


Example projects

Your informations

REDCap

HomeMy ProjectsNew ProjectHelp & FAQTraining VideosSend-ItMessenger

Logged in as test.userMy ProfileLog out



ICM
Institut du Cerveau
et de la Moelle épinière

Serveur de Développement / Formation

Ce serveur ne doit pas contenir de données cliniques, il a uniquement une vocation de test !

Demande d'accès/ Request Access: Cliquez ici / Click here

Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#) To review which users still have access to your projects, visit the [User Access Dashboard](#).

My ProjectsOrganize

Filter projects by title

Project Title	Records	Fields	Instrument	Type	Status
TEST_Mathias	18	74	2 forms 7 surveys		
Longitudinal Database (2 arms)	2	98	8 forms		
Longitudinal Database (1 arm)	2	98	8 forms		
Multiple Surveys (longitudinal)	5	31	1 form 3 surveys		
Repeating Instruments	6	139	6 forms		
SPATAX	11	476	21 forms		
Projet_test	0	8	2 forms		
Formation	0	2	1 form		
shazam test	2	66	1 survey		

The projects listed below are public and are accessible by anyone. No authentication (i.e. username/password) is required to access them directly.

Public Projects

Basic Demography

Classic Database

Human Cancer Tissue Biobank

Longitudinal Database (1 arm)

Longitudinal Database (2 arms)

Un accompagnement pour la configuration de votre projet est proposée par la Dsi de l'icm. Contacter Vivan Mai pour toute demande.

REDCap Help & FAQ

 Select a topic: **General**

Keyword search

Search

☒ Search for exact phrase

General

Can you delete instance of repeating forms?

Yes, 'Delete data for THIS FORM only' button is what can be used to delete an instance when ON it for any given record.

Is it possible to transfer a project to a different person?

There is no project user right in REDCap called "Owner." You could create a role called "Owner" - which would clearly designate which user is the project owner in the User Rights section (with appropriate permissions). Usually the owner is the user with the right to grant project access to other users.

Add the new owner to the project as a user with appropriate rights and remove old owner in the User Rights section of the project.

For purposes of project identification - you might also want to change the "Name of PI (if applicable)" in "Modify project title, purpose etc."

Can I transition data collected in other applications (ex: MS Access or Excel) into REDCap?

It depends on the project design and application you are transitioning from. For example, there are a few options to get metadata out of MS Access to facilitate the creation of a REDCap data dictionary:

For Access 2003 or earlier, there is a third-party software (CSD Tools) that can export field names, types, and descriptions to MS Excel. You can also extract this information yourself using MS Access. Table names can be queried from the hidden system table "MSysObjects", and a table's metadata can be accessed in VBA using the Fields collection of a DAO Recordset, ADO Recordset, or DAO TableDef.

The extracted metadata won't give you a complete REDCap data dictionary, but at least it's a start.

Once you have a REDCap project programmed, data can be imported using the Data Import Tool.

For additional details, contact your local REDCap Administrator.

How much experience with programming, networking and/or database construction is required to use REDCap?

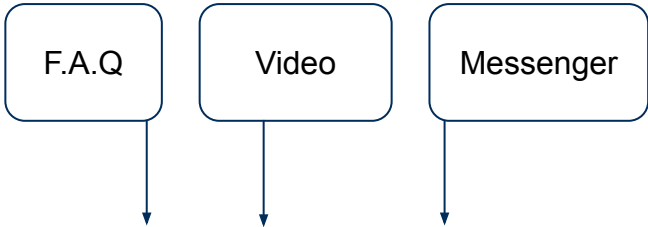
No programming, networking or database experience is needed to use REDCap. Simple design interfaces within REDCap handle all of these details automatically.

It is recommended that once designed, you have a statistician review your project. It is important to consider the planned statistical analysis before collecting any data. A statistician can help assure that you are collecting the appropriate fields, in the appropriate format necessary to perform the needed analysis.

Can I still maintain a paper trail for my study, even if I use REDCap?

You can use paper forms to collect data first and then enter into REDCap. All REDCap data collection instruments can also be

First connection



REDCap

HomeMy ProjectsNew ProjectHelp & FAQTraining VideosSend-ItMessenger

Logged in as test.userMy ProfileLog out

Create a project

Your informations

List of the project you have access to

My Projects Organize					
Filter projects by title					
Project Title	Records	Fields	Instrument	Type	Status
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Formation	0	2	1 form		
shazam test	2	66	1 survey		

Example projects

Public Projects
Basic Demography
Classic Database
Human Cancer Tissue Biobank
Longitudinal Database (1 arm)
Longitudinal Database (2 arms)

Trying a mini project

All in one



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.

Try it !

Examples



Home My Projects + New Project Help & FAQ Training Videos Send-It Messenger

Logged in as test.user My Profile Log out



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Public Projects
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Classic Database
Human Cancer Tissue Biobank
Longitudinal Database (1 arm)
Longitudinal Database (2 arms)

Example projects



WARNING : You will be disconnected from your account



First step

CodeBook

REDCap®

Logged in as **site_admin**

My Projects

Project Home and Design

Project Home **Codebook**

Project status: **Production**

Data Collection

Record Status Dashboard

Add / Edit Records

Show data collection instruments

Applications

Calendar

Data Exports, Reports, and Stats

Data Import Tool

Data Comparison Tool

Logging

Field Comment Log

File Repository

Data Quality

Neuroinformatics

External Modules

Search Dashboard

Viz

Classic Database

Project Home 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

Expand all instruments

#	Variable / Field Name	Field Label <small>Field Note</small>	Field Attributes (Field Type, Validation, Choices, Calculations, etc.)
Instrument: Demographics (demographics)			
Instrument: Baseline Data (baseline_data)			
Instrument: Month 1 Data (month_1_data)			
Instrument: Month 2 Data (month_2_data)			
Instrument: Month 3 Data (month_3_data)			
Instrument: Completion Data (completion_data)			

Second step

DashBoard



Logged in as **site_admin**

My Projects

Project Home and Design

- Project Home · Codebook
- Project status: **Production**

Data Collection

- Record Status Dashboard**
- Add / Edit Records
- Show data collection instruments

Applications

- Calendar
- Data Exports, Reports, and Stats
- Data Import Tool
- Data Comparison Tool
- Logging
- Field Comment Log
- File Repository
- Data Quality
- Neuroinformatics

External Modules

- Search Dashboard
- Vizr

Help & Information

Classic Database

Record Status Dashboard (all records)

Displayed below is a table listing all existing records/responses and their status for every data collection instrument (and if longitudinal, for every event). You may click any of the colored buttons in the table to open a new tab/window in your browser to view that record on that particular data collection instrument. Please note that if your form-level user privileges are restricted for certain data collection instruments, you will only be able to view those instruments, and if you belong to a Data Access Group, you will only be able to view records that belong to your group.

Dashboard displayed: [Default dashboard]

Displaying record of 0 records

ALL (0) records per page

[+ Add new record](#)

Displaying: [Instrument status only](#) | [Lock status only](#) | [All status types](#)

Study ID	Demographics	Baseline Data	Month 1 Data	Month 2 Data	Month 3 Data	Completion Data
No records exist yet						

Legend for status icons:

- Incomplete
- Incomplete (no data saved)
- Unverified
- Complete

Third step

Add & Edit



Logged in as **site_admin**

My Projects

Project Home and Design

Project Home · Codebook

Project status: **Production**

Data Collection

Record Status Dashboard

Add / Edit Records

Show data collection instruments

Applications

Calendar

Data Exports, Reports, and Stats

Data Import Tool

Data Comparison Tool

Logging

Field Comment Log

File Repository

Data Quality

Neuroinformatics

External Modules

Search Dashboard

Vizr

Help & Information

Classic Database

Add / Edit Records

You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, click the button below.

Total records: 0

Choose an existing Study ID

-- select record --

+ Add new record

Data Search

Choose a field to search

(excludes multiple choice fields)

All fields

Search query

Begin typing to search the project data, then click an item in the list to navigate to that record.

Basic Data Entry

Capturing and finding data



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.



Create a record

REDCap®

Logged in as **mathias.antunes**
Log out

My Projects or Control Center
REDCap Messenger

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

- 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
- REDCap Mobile App
- External Modules
- Neuroinformatics

ICM | Brain & Spine Institute
Institut du Cerveau et de la Moelle épinière Inserm Cnrs Umr

Projet_test

Add / Edit Records

You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, click the button below.

NOTICE: This project is currently in Development status. **Real data should NOT be entered** until the project has been moved to Production status.

Total records: **0**

Choose an existing Record ID

-- select record --

+ Add new record

Data Search

Choose a field to search
(excludes multiple choice fields)

All fields

Search query
Begin typing to search the project data, then click an item in the list to navigate to that record.

Select an existing patient

Create a new one

Select the field you want to search & / or
Select the value you want to search

Create a record

REDCap®

Logged in as **mathias.antunes**
Logout

My Projects or Control Center
REDCap Messenger

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

Record ID 1 [Select other record](#)
Data Collection Instruments:
My First Instrument

Lock all instruments

Applications

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
REDCap Mobile App
External Modules
Neuroinformatics

External Modules

Help & Information

ICM Brain & Spine Institute
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Projet_test

Actions: [Modify instrument](#) [Download PDF of instrument\(s\)](#) [VIDEO: Basic data entry](#)

My First Instrument

Data Access Group: [No Assignment] ?

Editing existing Record ID 1

Record ID 1
To rename the record, see the record action drop-down at top of the [Record Home Page](#).

Gender
* must provide value
☒ Male
☐ Female
reset

Form Status

Complete?

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. ☐ **Lock**

Save & Exit Form **Save & ...** **-- Cancel --**

Delete data for THIS FORM only

NOTE: To delete the entire record (all forms/events), see the record action drop-down at top of the [Record Home Page](#).

The generated id

The status

Legend for status icons:

- Incomplete
- Incomplete (no data saved) ?
- Unverified
- Complete

Exercice

1. Enter your first patient data

- All data are completed
- Complete status as "complete"

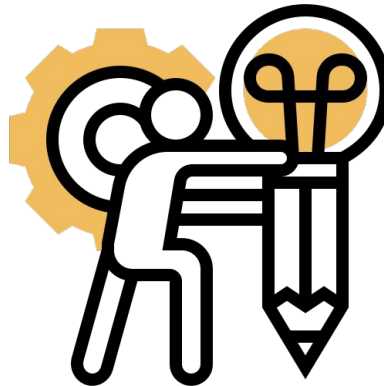
2. Enter a second patient

- Missing data (using Missing Data Code)
- Complete status as incomplete

The screenshot displays the ICM data entry interface. At the top, there is a button labeled "Add / Edit Records" with a red document icon and the text "- Create new records or edit/view existing ones". Below this, a yellow bar indicates "Total records: 0". The main form area has a section titled "Choose an existing Record ID" with a dropdown menu showing "-- select record --". To the right of this section is a green button labeled "+ Add new record". Below the main form area, there is a dropdown menu for "Mark field as:" with options: "Male" (selected), "Female", "[Clear value]", "No information (NI)", and "Unknown (UNK)".

Create a project

Let's go !



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.




Create a project

Create a project




On the production server you might not have it !

You need to request it !



HomeMy ProjectsNew ProjectHelp & FAQTraining VideosSend-ItMessenger

Logged in as test.userMy ProfileLog out



Serveur de Développement / Formation

Ce serveur ne doit pas contenir de données cliniques, il a uniquement une vocation de test !

Demande d'accès/ Request Access: Cliquez ici / Click here

Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#) To review which users still have access to your projects, visit the [User Access Dashboard](#).

My Projects[Organize](#)

Filter projects by title

Project Title	Records	Fields	Instrument	Type	Status
TEST_Mathias	18	74	2 forms 7 surveys		
Longitudinal Database (2 arms)	2	98	8 forms		
Longitudinal Database (1 arm)	2	98	8 forms		
Multiple Surveys (longitudinal)	5	31	1 form 3 surveys		
Repeating Instruments	6	139	6 forms		
SPATAX	11	476	21 forms		
Projet_test	0	8	2 forms		
Formation	0	2	1 form		
shazam test	2	66	1 survey		

The projects listed below are public and are accessible by anyone. No authentication (i.e. username/password) is required to access them directly.

Public Projects

Basic Demography
Classic Database
Human Cancer Tissue Biobank
Longitudinal Database (1 arm)
Longitudinal Database (2 arms)
Multiple Surveys (classic)



Create a project

REDCap

HomeMy ProjectsNew ProjectHelp & FAQTraining VideosSend-ItMessenger

Logged in as test.userMy ProfileLog out

+ Create a new REDCap Project

You may begin the creation of a new REDCap project on your own by completing the form below and clicking the Create Project button at the bottom.

Project title:

Title to be displayed on project webpage

Purpose of this project:

How will it be used?

---- Select One ----

Project notes (optional):

Comments describing the project's use or purpose that are displayed on the My Projects page.

Start project from scratch or begin with a template?

☒ Create an empty project (blank slate)

☐ Upload a REDCap project XML file (CDISC ODM format) ?

☐ Use a template (choose one below)

Choose a project template (comes pre-filled with fields, forms/surveys, and other settings)

select template	Template title (sorted by title)	Template description
<input type="radio"/>	Classic Database	Contains six data entry forms, including forms for demography and baseline data, three monthly data forms, and concludes with a completion data form.
<input type="radio"/>	Human Cancer Tissue Biobank	Contains five data entry forms for collecting and tracking information for cancer tissue.
<input type="radio"/>	Longitudinal Database (1 arm)	Contains nine data entry forms (beginning with a demography form) for collecting data longitudinally over eight different events.
<input type="radio"/>	Longitudinal Database (2 arms)	Contains nine data entry forms (beginning with a demography form) for collecting data on two different arms (Drug A and Drug B) with each arm containing eight different events.

Create Project

Cancel

REDCap 8.10.2 - © 2020 Vanderbilt University

Create a research project

REDCap® Home My Projects **New Project** Help & FAQ Training Videos Send-It Messenger Control Center

Logged in as **mathias.antunes** My Profile Log out

+ Create a new REDCap Project

You may begin the creation of a new REDCap project on your own by completing the form below and clicking the Create Project button at the bottom.

Project title:
Title to be displayed on project webpage

Purpose of this project:
How will it be used?

Name of P.I. (if applicable):
First name MI Last name

Email of P.I. (if applicable)

Name of P.I. as cited in publications (if applicable): (e.g., Harris PA)

IRB number (if applicable):

Please specify:

- ☐ Basic or bench research
- ☐ Clinical research study or trial
- ☐ Translational research 1 (applying discoveries to the development of trials and studies in humans)
- ☐ Translational research 2 (enhancing adoption of research findings and best practices into the community)
- ☐ Behavioral or psychosocial research study
- ☐ Epidemiology
- ☐ Repository (developing a data or specimen repository for future use by investigators)
- ☐ Other

Assign project to a Project Folder? ☐

Project notes (optional):
Comments describing the project's use or purpose that are displayed on the My Projects page

Start project from scratch or begin with a template?

- ☒ Create an empty project (blank slate)
- ☐ Upload a REDCap project XML file (CDISC ODM format) [?](#)
- ☐ Use a template (choose one below)

★ Choose a project template (comes pre-filled with fields, forms/surveys, and other settings) [+ Add templates \(Administrators only\)](#)

select template	Template title (sorted by title)	Template description
<input type="radio"/>	Classic Database	Contains six data entry forms, including forms for demography and baseline data, three monthly data forms, and concludes with a completion data form.
<input type="radio"/>	Human Cancer Tissue Biobank	Contains five data entry forms for collecting and tracking information for cancer tissue.
<input type="radio"/>	Longitudinal Database (1 arm)	Contains nine data entry forms (beginning with a demography form) for collecting data longitudinally over eight different events.
<input type="radio"/>	Longitudinal Database (2 arms)	Contains nine data entry forms (beginning with a demography form) for collecting data on two different arms (True A and True B) with each arm containing eight different events.

Create Project **Cancel**

Create your “training project” on the dev server

+ Create a new REDCap Project

You may begin the creation of a new REDCap project on your own by completing the form below and clicking the Create Project button at the bottom.

Project title:
Title to be displayed on project webpage

Purpose of this project:
How will it be used?

Project notes (optional):
Comments describing the project's use or purpose that are displayed on the My Projects page.

Start project from scratch or begin with a template?

- ☒ Create an empty project (blank slate)
- ☐ Upload a REDCap project XML file (CDISC ODM format) [?](#)
- ☐ Use a template (choose one below)

Choose a project template (comes pre-filled with fields, forms/surveys, and other settings)

select template	Template title (sorted by title)	Template description
<input type="radio"/>	Classic Database	Contains six data entry forms, including forms for demography and baseline data, three monthly data forms, and concludes with a completion data form.
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<input type="radio"/>	Longitudinal Database (2 arms)	Contains nine data entry forms (beginning with a demography form) for collecting data on two different arms (Drug A and Drug B) with each arm containing eight different events.

If you are redirected to the CIC server add :2022 after “.org” in your URL

https://redcap-dev.icm-institute.org:2022/redcap_v9.6.1/ProjectSetup/index.php?pid=161&msg=newproject&__record_cache_complete=1

Inside a project

Create forms



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.

Configure your project

7 Steps

REDcap®

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 Log out

My Projects or Control Center
 REDcap Messenger

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

Applications

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
 REDcap Mobile App
 External Modules

Project Bookmarks Edit +

Reports Search Organize Edit +

External Modules

Configure Email Alerts
 Configure User Rights
 Custom Template Engine
 MyCap
 Search Dashboard
 Vizr

Help & Information +

Longitudinal Database (1 arm)

Project Home Project Setup Other Functionality Project Revision History Edit project settings

Project status: Development Completed steps 0 of 8

Main project settings

Not started

Enable Use surveys in this project? VIDEO: How to create and manage a survey
 Disable Use longitudinal data collection with defined events?
 Modify project title, purpose, etc.

Design your data collection instruments

Not started

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 Shared 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

Define your events and designate instruments for them

In progress

Create events for re-using data collection instruments and/or set up scheduling.

Go to Define My Events or Designate Instruments for My Events

Enable optional modules and customizations

Optional

Enable Repeatable instruments and events
 Disable Auto-numbering for records
 Enable Scheduling module (longitudinal only)
 Enable Randomization module
 Enable Designate an email field for sending survey invitations
 Additional customizations

Settings displayed to Administrators only:
 Enable Clinical Data Pull from EHR
 Enable Twilio SMS and Voice Call services for surveys and alerts

Set up project bookmarks (optional)

In progress

You may create custom bookmarks to webpages that exist inside or outside of REDcap. These

Type of project

Create variables

Additional configuration

Check the marker when you're done with a part to remind you you've done it!

Create an instrument

REDCap

Logged in as **mathias.antunes**
Log out

My Projects or Control Center
REDCap Messenger

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
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Customize & Manage Locking/E-signatures
Data Quality
API and API Playground
REDCap Mobile App
External Modules

Project Bookmarks Edit +

Reports Search Organize Edit +

External Modules

Configure Email Alerts
Configure User Rights
Custom Template Engine
MyCap
Search Dashboard
Vizr

Help & Information +

Longitudinal Database (1 arm)

Project Home Project Setup Other Functionality Project Revision History Edit project settings

Project status: Development Completed steps 0 of 8

Main project settings

Not started

Enable Use surveys in this project? VIDEO: How to create and manage a survey
Disable Use longitudinal data collection with defined events?
I'm done! Modify project title, purpose, etc.

Design your data collection instruments

Not started

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

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I'm done! Additional customizations

Settings displayed to Administrators only:
Enable Clinical Data Pull from EHR
Enable Twilio SMS and Voice Call services for surveys and alerts

Set up project bookmarks (optional)

In progress

You may create custom bookmarks to webpages that exist inside or outside of REDCap. These

Create an instrument

REDCap™

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My Projects

[Project Home](#) or [Project Setup](#)

[REDCap Messenger](#)

Project status: **Development**

Data Collection [Edit instruments](#)

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

- Calendar
- Data Exports, Reports, and Stats
- Data Import Tool
- Data Comparison Tool
- Logging
- Field Comment Log
- File Repository
- User Rights and DAGs
- E-signature and Locking Mgmt
- Data Quality
- REDCap Mobile App
- External Modules

External Modules

- Configure Email Alerts
- Configure User Rights
- Custom Template Engine
- MyCap
- Search Dashboard
- Vizr

Help & Information



Institut du Cerveau et de la Moelle épinière Inserm Cnrs Umr

Projet_test

[Project Home](#) [Project Setup](#) [Online Designer](#) [Data Dictionary](#)

[Create snapshot of instruments](#)

[VIDEO: How to use this page](#)

Last snapshot: 09/12/2019 14:34

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.

Add new instrument:

- [Create](#) a new instrument from scratch
- [Import](#) a new instrument from the official [REDCap Shared Library](#)
- [Upload](#) instrument ZIP file from another project/user or [external libraries](#)

Instrument name	Fields	View PDF	Instrument actions
My First Instrument	1		Choose action

Creation & Import

Default instrument

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.

Add new instrument:

- [Create](#) a new instrument from scratch
- [Import](#) a new instrument from the official [REDCap Shared Library](#)
- [Upload](#) instrument ZIP file from another project/user or [external libraries](#)


Instrument name	Fields	View PDF	Instrument actions
My First Instrument	4		Choose action


New instrument name: [Create](#) [Cancel](#)


Exercice

1. Create an empty instrument “empty instrument”




Ajouter un nouveau formulaire :

 **Créer** un nouveau formulaire à partir de zéro

 **Importer** un nouveau formulaire de la [Bibliothèque partagée Vanderbilt](#)

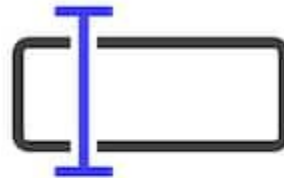
 **Importer** formulaire ZIP d'un autre projet/utilisateur ou [bibliothèques externes](#)

2. Rename it to “Demographics”

My First Instrument	4		Choose action ▾
			<div> Rename</div> <div> Copy</div> <div> Delete</div> <div> Download instrument ZIP</div>

Create data fields

Inside forms



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.

Logged in as **test.user** | Log out

My Projects

Project Home or Project Setup

REDCap Messenger

Project status: **Development**

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Show data collection instruments

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Vizr

Help & Information

ICM | Brain & Spine Institute

Institut du Cerveau et de la Moelle épinière Inserm Cnrs Umr

Projet_test

Project Home | Project Setup | **Online Designer** | Data Dictionary

Create snapshot of instruments

VIDEO: How to use this page

Last snapshot: 09/12/2019 14:34

This module will allow you to create new data collection instruments/surveys or edit existing ones. Changes may be made by either using the **Online Designer** or **Upload Data Dictionary** (see tabs above), in which you may use either method or both. The Online Designer may help you get some initial fields/forms built quickly or to make quick edits, but using the Data Dictionary file may be more helpful if you will be adding a large number of fields for this project.

This page allows you to build and customize your data collection instruments one field at a time. You may add new fields or edit existing ones. New fields may be added by clicking the **Add Field** buttons. You can begin editing an existing field by clicking on the **Edit** icon. If you decide that you do not want to keep a field, you can simply delete it by clicking on the **Delete** icon. To reorder the fields, simply **drag and drop** a field to a different position within the form below. NOTE: While in development status, all field changes will take effect immediately in real time. *Are you using Action Tags yet? If not, [learn about Action Tags here](#).*

Return to list of instruments

Current instrument: **My First Instrument**

Preview instrument

Variable: record_id

Record ID

NOTE: The field above is the record ID field and thus cannot be deleted or moved. It can only be edited.

Add Field

Add Matrix of Fields

Documentation

Field creation



Create a variable

Add New 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 available field types, you may view the [Field Types video \(4 min\)](#).

Field Type: ---- Select a Type of Field ----

---- Select a Type of Field ----

Text Box (Short Text, Number, Date/Time, ...)

Notes Box (Paragraph Text)

Calculated Field

Multiple Choice - Drop-down List (Single Answer)

Multiple Choice - Radio Buttons (Single Answer)

Checkboxes (Multiple Answers)

Yes - No

True - False

Signature (draw signature with mouse or finger)

File Upload (for users to upload files)

Slider / Visual Analog Scale

Descriptive Text (with optional Image/Video/Audio/File Attachment)

Begin New Section (with optional text)

Editing existing Record ID 1

Record ID

1

To rename the record, see the record action drop-down at top of the [Record Home Page](#).

Text

date

24-02-2020

Today

D-M-Y

note

Expand

Drop down

Radio button

☐ 1 ☐ 2 ☐ 3

reset

Multiple checkbox

☐ 1 ☐ 2 ☐ 3

Yes /NO

☐ Yes ☐ No

reset

Signature

Add signature

File

Upload file

Section

Slider

Change the slider above to set a response

reset

Create a variable

BP : Avoid free text

Add New 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, Number, Date/Time, ...)

Field Label

Action Tags / Field Annotation (optional)

Learn about [@ Action Tags](#) or [using Field Annotation](#)

Variable Name (utilized in logic, calcs, and exports)

☐ Enable auto naming of variable based upon its Field Label?

ONLY letters, numbers, and underscores

How to use [Smart Variables](#) [Piping](#)

Validation? (optional) ---- None ----

- OR -

-- select ontology service --

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

BP : Intelligible question

Question / phrase affichée "Label"

Hidden notes for you or other people



Identifying variables !

Displayed notes

BP : Help the user

Variable's unique name

BP : legible et descriptive

Validation ? (optionnel)

---- Aucune ----

---- Aucune ----

Code Postal 5 caracteres (France)

Date (D-M-Y)

Date (Y-M-D)

Datetime (D-M-Y H:M)

Datetime w/ seconds (D-M-Y H:M:S)

Datetime w/ seconds (Y-M-D H:M:S)

Email

Integer

Letters only

MRN (10 digits)

MRN (generic)

Number

Number (2 decimal places)

Number (3 decimal places)

Number (4 decimal places)

Time (HH:MM)

Vanderbilt MRN

Variable unique name

best practice

Example

~~ps_x2~~

patient_gender








BP : short but lisible

~~sex_or_gender_of_the_patient~~

 Codebook

 Print page

 Data Dictionary Codebook

	#	Variable / Field Name	Field Label <i>Field Note</i>	Field Attributes (Field Type, Validation, Choices, Calculations, etc.)
Instrument: Demographics (demographics)				
	1	study_id	Study ID	text
 	2	date_enrolled	Section Header: <i>Consent Information</i> Date subject signed consent <i>YYYY-MM-DD</i>	text (date_ymd)
 	3	patient_document	Upload the patient's consent form	file
 	4	first_name	Section Header: <i>Contact Information</i> First Name	text, Identifier








Field Type:











Text Box (Short Text, Number, Date/Time, ...)

Field Label

☒ Use the Rich Text Editor ?

Paragraph

B *I*       

Maiden surname

Drop down variable

Avoid free text

Choices

Stored value, Displayed value

Best Practices :

- **Human readable** stored value if possible (no space)
- **Consistency** between projects (0, H; 1,F)

If you paste a big list, REDCap will autonumber it

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: Multiple Choice - Drop-down List (Single Answer)

Field Label

Variable Name (utilized in logic, calcs, and exports)
ONLY letters, numbers, and underscores ☐ Enable auto naming of variable based upon its Field Label?

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](#)

☒ Enable auto-complete for this drop-down [How do I manually code the choices?](#)

You may manually define the coded value for each choice by entering the coded number and a comma before the choice label (see example below). The only acceptable raw values are 1) an integer, or 2) a text string containing only letters, numbers, and underscores. Note: If you wish to insert a line break between choices for horizontally-aligned choices, you may use the
 tag.
0, Female
1, Male
2, Not reported

Action Tags / Field Annotation (optional)
Learn about [@ Action Tags](#) or [using Field Annotation](#)

Save **Cancel**

Other variables

Tag & Ontologies

Action Tag

What are Action Tags?

@ Action Tags

Action Tags are an excellent way to customize the data entry experience for surveys and forms. They are special terms that begin with the '@' sign that can be placed inside a field's Field Annotation when adding or editing a field. Each action tag has a corresponding action that is performed for the field when displayed on data entry forms and survey pages. Below is a comprehensive list of all available action tags that you may use. You can use as many as you want for a single field, but if you do use more than one tag for a field, make sure to put a space or line break between them. Because the action tags are used as part of the Field Annotation, they are not displayed anywhere on the page. To start using Action Tags, navigate to the Online Designer in a project, and when adding or editing a field, add the tag into the Action Tag/Field Annotation text box in the Edit Field popup.

All available action tags and their descriptions:

Add

@APPUSERNAME-APP

In the REDCap Mobile App, it sets a field's value to the app username of the current mobile app user - i.e., their username in the mobile app, which is not necessarily the same as their REDCap server username that can be captured using @USERNAME. NOTE: For use only in the REDCap Mobile App.

Add

@BARCODE-APP

Allows the REDCap Mobile App to capture the value of a barcode or QR code by scanning it with the device's camera. NOTE: For use only in the REDCap Mobile App.

Add

@CHARLIMIT

Sets the maximum number of characters that can be entered into a Text field or Notes field, and also displays the number of characters remaining. The format must follow the pattern @CHARLIMIT=? where ? is the desired max character count (alternatively, the number value can be inside single or double quotes). NOTE: This action tag cannot be used at the same time as @WORDLIMIT for the same field. NOTE: This action tag does *not* get applied during any data imports (via API or Data Import Tool) but only operates when viewing survey pages and data entry forms.

Add

@DEFAULT

Sets a field's initial value. This allows a field to have a specified default value when viewing the field on a survey or data entry form that has not yet had any data saved for it (i.e., when the form status icon is gray or when a survey page has not had any data entered yet). The format must follow the pattern @DEFAULT=? where ? is the desired default value should be inside single or double quotes. For checkbox fields, simply separate multiple checkbox values with commas - e.g., @DEFAULT="1,3,6". For text fields, you may even perform piping inside the default value to pipe data from another field in the project - e.g., @DEFAULT="{name} (first name)" (last_name, DOB [dob]). NOTE: The default value does *not* get applied during any data imports (via API or Data Import Tool) but only operates when viewing survey pages and data entry forms. NOTE: If being used on a date or datetime field, the date value inside the quotes must be in Y-M-D format - e.g., @DEFAULT="2007-12-25" - regardless of the field's set date format.

Add

@DEFAULT->N

Provides the possibility to define secondary, tertiary, etc. default values. If @DEFAULT returns an empty value, the next tag available - let's say @DEFAULT_1 - is checked. If @DEFAULT_1 returns empty, the next tag available - let's say @DEFAULT_2 - is checked, and so on. This is useful when a fallback value is needed for piping (e.g., @DEFAULT="{first_name}" @DEFAULT_1="{last_name}"

Add

@DEFAULT->N

Sets a field's default value based on its own value in a previous survey. To maintain the default value from another field, use the

View text on separate page

Close

Add New 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, Number, Date/Time, ...)

Field Label

Variable Name (utilized in logic, calcs, and exports)

ONLY letters, numbers, and underscores

☐ Enable auto naming of variable based upon its Field Label?

How to use Smart Variables Piping

Validation? (optional) None

-- or --

-- select ontology service --

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

Bioportal ontologies

Validation? (optional) None

-- or --

BioPortal Ontology Service

Enable searching within a biomedical ontology?

-- choose ontology to search --

-- choose ontology to search --

- ABA-AMB - Allen Brain Atlas (ABA) Adult Mouse Brain Ontology
- ABD - Anthology of Biosurveillance Diseases
- ACESO - Adverse Childhood Experiences Ontology
- ACGT-MO - Cancer Research and Management ACGT Master Ontology
- ADALAB - AdLab ontology
- ADALAB-META - AdLab-meta ontology
- ADAR - Autism DSM-ADI-R ontology
- ADHER_INTCARE_EN - Adherence and Integrated Care
- ADHER_INTCARE_SP - Adherence and Integrated Care in Spanish
- ADMIN - Nurse Administrator
- ADMO - Alzheimer Disease Map Ontology
- ADO - Alzheimer's disease ontology
- ADW - Animal Natural History and Life History Ontology
- AEO - Anatomical Entity Ontology
- AERO - Adverse Event Reporting Ontology
- AERS - adverse event reporting system
- AESOC - Adverse Event by System Organ Class
- AEO - Allotopes, Merged Ontology Suite

Create a variable

Useful Action Tag

- @DEFAULT="1" → Default value is 1
- @CHARLIMIT=3 → Limit max of 3 character
- @HIDDEN → Hide the variable
- @READONLY → Block modifications on the field
- @TODAY → Default with today's date



Create a variable

Useful Ontologies

My Form

Editing existing Record ID 101

Record ID: 101

RxNORM: Acetaminophen 500 MG 315266

ICD10: park

Form Status: Complete?

Lock this record for this form?

Standard name

Standard code

Code list

[G20] Parkinson's disease

[G22] Parkinsonism in diseases classified elsewhere

[G21.8] Other secondary parkinsonism

[G21] Secondary parkinsonism

[G21.1] Other drug-induced secondary parkinsonism

[F02.3] Dementia in Parkinson's disease

[G21.2] Secondary parkinsonism due to other external agents

[G21.3] Postencephalitic parkinsonism

Need to start writing to see the code list (2 letters min)

- RxNorm → Clinical drugs ontology
- CIM9 / CIM10 → The International Classification of Diseases
- Snomed CT → The reference vocabulary for clinical facts
- LOINC → International reference terminology for observations and electronic documents

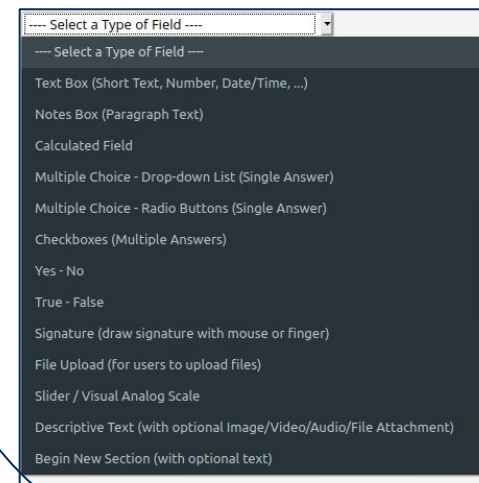
Best Practices

- Limit and secure all fields
- Limit free text

Exercise

➤ Create 5 variables in Demographics

- Date of data collection
- Date of birth (only the year) of the patient (with min and max)
- Are you in good health ? : Yes/No
- Radio button : Favorite color ? Blue, Red, Yellow
- Dropdown list : Doctor's name : 2 Doctor's name



➤ Create 1 field with ontologies

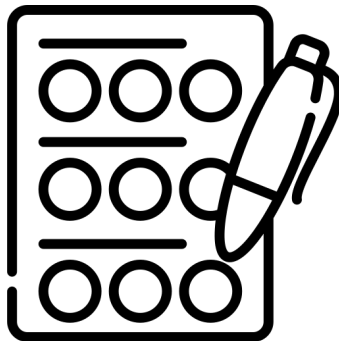
- CIM10 field

➤ Add action tags

- The date field should be prefilled but not editable (@Readonly and @Today)

Matrix creation & more

Other fields



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.



Complex fields

Matrix



Logged in as **test.user** | Log out

My Projects

Project Home or Project Setup

REDCap Messenger

Project status: Development

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External Modules

External Modules

Configure Email Alerts

Configure User Rights


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Projet_test

Project Home

Project Setup

Online Designer

Data Dictionary

Create snapshot of instruments

VIDEO: How to use this page

Last snapshot: 09/12/2019 14:34

This module will allow you to create new data collection instruments/surveys or edit existing ones. Changes may be made by either using the **Online Designer** or **Upload Data Dictionary** (see tabs above), in which you may use either method or both. The Online Designer may help you get some initial fields/forms built quickly or to make quick edits, but using the Data Dictionary file may be more helpful if you will be adding a large number of fields for this project.

This page allows you to build and customize your data collection instruments one field at a time. You may add new fields or edit existing ones. New fields may be added by clicking the **Add Field** buttons. You can begin editing an existing field by clicking on the **Edit** icon. If you decide that you do not want to keep a field, you can simply delete it by clicking on the **Delete** icon. To reorder the fields, simply **drag and drop** a field to a different position within the form below. NOTE: While in development status, all field changes will take effect immediately in real time. *Are you using Action Tags yet? If not, [learn about Action Tags here](#).*

Return to list of instruments

Current instrument: My First Instrument

Preview instrument

Variable: record_id

Record ID

NOTE: The field above is the record ID field and thus cannot be deleted or moved. It can only be edited.

Add Field

Add Matrix of Fields

Matrix creation



Complex fields

Matrix

Matrix examples

REDCap can display a matrix group of fields as either Single Answer (Radio Buttons) or Multiple Answers (Checkboxes). The first matrix below displays a group of fields as radio buttons, while the second matrix displays a group as checkboxes. Using a section header is optional when building a matrix. The field labels on the left-hand side of each field will always be given the same width, but the width of each individual choice column will vary depending on how many choices exist. Thus the more choices you have, the narrower each choice column will be.

The following qualities are important in my supervisor:

		Extremely Important	Very Important	Somewhat Important	Slightly Important	Not Important at All	
1)	BELIEVABLE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	reset
2)	APPROACHABLE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	reset
3)	HONEST	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	reset
4)	SUCCESSFUL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	reset
5)	QUALIFIED	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	reset

Please let us know your weekly schedule for the following:

		Monday	Tuesday	Wednesday	Thursday	Friday	
6)	Gym (Weight Training)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7)	Aerobics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8)	Eat Out (Dinner/Lunch)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9)	Drink (Alcoholic Beverages)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Close

- Can only be checkboxes
- Only for specific cases like groups of questions with same answers

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Complex fields

Matrix

Add Matrix of Fields

You may add or edit a matrix (i.e. grid) of project fields on this data collection instrument by completing the fields below. By providing all necessary info below and clicking Save, the new matrix of fields will be added to the form on this page. A Field Label and Variable name must be provide for each field in the matrix, and you must also set the Choices (i.e. matrix column headers) and answer format (Single Answer vs. Multiple Answers) for the entire matrix. [View a matrix example](#) or [Read more about matrix fields on the Help & FAQ.](#)

Matrix Header Text (optional)

Expand

Matrix Rows

☐ Enable auto naming of variable based upon its Field Label?

Each row represents a different field with its own label and variable name.

Field Label	Variable Name <small>ONLY letters, numbers, and underscores</small>	Required?	Field Annotation
		<input type="checkbox"/>	

Add another row

Matrix Column Choices

Choices (one choice per line) [Copy existing choices](#)

[How do I manually code the choices?](#)

Other Matrix Info

Answer Format:
Single Answer (Radio Buttons)

Ranking:

☐ Allow only 1 choice to be selected per column (radio buttons only)

[What is a ranked matrix of fields?](#)

Matrix group name:


ONLY letters, numbers, and underscores

[What is a matrix group name?](#)

Save

Cancel

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Really complex field

Q1 Liste des aliments	Q2 Heure	Q3 Occasion/repas	Q4 Description du aliment	Q5 Quantité	Q6 Informations supplémentaires	Q7 Où
1' – pain complet	06.25	Petit-déjeuner	Grillé	35g	Sans sel, sans marque	Boulangerie
1						
2						
3						
4						



Aliment	Heure	Occasion/repas	Description de l'aliment	Quantité	Informations supplémentaire	Où	Ajouter un aliment ?
<input type="text"/>	<input type="text"/> H:M	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/> H:M	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/> H:M	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Only for advanced user or on demand (external module Shazam and HTML coding)

Really really complex field

Record ID 1

<div>Complic. Motrices</div> <div>Fluctuations motrices 0 1 ≥2</div> <div>Dyskinésies 0 1 ≥2</div> <div>Atteinte axiale</div> <div>Dysarthrie 0 1 ≥2</div> <div>Freezing 0 1 ≥2</div> <div>Instabilité posturale 0 1 ≥2</div> <div>Déform post. 0 1 ≥2</div> <div>Tr. déglutition 0 1 ≥2</div> <div>Chutes 0 1 ≥2</div>	<div>Douleur</div> <div>Douleur 0 1 ≥2</div> <div>Troubles du sommeil</div> <div>Somnolence 0 1 ≥2</div> <div>Insomnie 0 1 ≥2</div> <div>RBD 0 1 ≥2</div> <div>SAS 0 1 ≥2</div> <div>SJSR 0 1 ≥2</div> <div>Fatigue 0 1 ≥2</div> <div>Dysautonomie</div> <div>Hypotension 0 1 ≥2</div> <div>Problèmes de constipation 0 1 ≥2</div> <div>Problèmes urinaires 0 1 ≥2</div>	<div>Trouble psychiatri.</div> <div>Apathie 0 1 ≥2</div> <div>Dépression 0 1 ≥2</div> <div>Anxiété 0 1 ≥2</div> <div>Hallucinations et psychose 0 1 ≥2</div> <div>TCI 0 1 ≥2</div> <div>Addiction L-Dopa 0 1 ≥2</div> <div>Punding 0 1 ≥2</div> <div>Cognitif</div> <div>Altération cognitive 0 1 2 3 4 N A</div> <div>Hoehn & Yahr</div> <div>Asymptomatique OFF ON</div> <div>Unilatéral OFF ON</div>
---	--	---

Only for advanced user or on demand (external module Shazam and HTML coding)

Projet ID

Identifying data



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.



Create a field



Logged in as **mathias.antunes**
Log out

My Projects or Control Center
REDCap Messenger

Project Home and Design

- Project Home
- Designer**
- Dictionary
- Codebook

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

- 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
- REDCap Mobile App
- External Modules
- Neuroinformatics

External Modules

Help & Information



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Projet_test

Project Home

Project Setup

Online Designer

Data Dictionary

Codebook

Create snapshot of instruments

VIDEO: How to use this page

Last snapshot: 09/12/2019 14:34

This page allows you to build and customize your data collection instruments one field at a time. You may add new fields or edit existing ones. New fields may be added by clicking the **Add Field** buttons. You can begin editing an existing field by clicking on the **Edit** icon. If you decide that you do not want to keep a field, you can simply delete it by clicking on the **Delete** icon. To reorder the fields, simply **drag and drop** a field to a different position within the form below. NOTE: While in development status, all field changes will take effect immediately in real time. [Are you using Action Tags yet? If not, learn about Action Tags here.](#)

[Return to list of instruments](#)Current instrument: **My First Instrument**[Preview instrument](#)

Variable: record_id

Record ID

NOTE: The field above is the record ID field and thus cannot be deleted or moved. It can only be edited.

[Add Field](#)[Add Matrix of Fields](#)

Variable: date

date[Add Field](#)[Add Matrix of Fields](#)

Variable: gender

Gender

* must provide value

☐ Male☐ Female[reset](#)[Add Field](#)[Add Matrix of Fields](#)

Project ID

You can only rename it !**First field of the first instrument !**

Create a field

The screenshot shows the REDCap interface for a project named 'Projet_test'. The left sidebar contains navigation menus: 'Project Home and Design' (with 'Project Setup' highlighted in a red box), 'Data Collection', and 'Applications'. The main content area is titled 'Projet_test' and shows the 'Project Setup' tab selected. It displays the project status as 'Development' and 'Completed steps 0 of 7'. The 'Main project settings' section includes options to 'Enable' surveys and longitudinal data collection. The 'Design your data collection instruments' section provides links to the 'Online Designer' and 'Data Dictionary'. The 'Enable optional modules and customizations' section lists various modules, with 'Auto-numbering for records' highlighted in green and its 'Disable' button circled in red. A blue arrow points from this button to a text box on the right. Below this, there are settings for 'Additional customizations' such as 'Dynamic Data Pull (DDP) from External Source System', 'Clinical Data Pull from EHR', and 'Twilio SMS and Voice Call services'.

REDCap®

Logged in as **mathias.antunes**
Log out

My Projects or Control Center
REDCap Messenger

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

Alerts & Notifications
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Data Exports, Reports, and Stats
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Customize & Manage Locking/E-signatures
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Help & Information

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Projet_test

Project Home Project Setup Other Functionality Project Revision History Edit project settings

Project status: Development Completed steps 0 of 7

Main project settings

Not started

Enable Use surveys in this project? VIDEO: How to create and manage a survey

Enable Use longitudinal data collection with defined events?

I'm done! Modify project title, purpose, etc.

Design your data collection instruments

Not started

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

I'm done! Go to Online Designer or Data Dictionary Explore the REDCap Shared 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

Enable optional modules and customizations

Optional

Enable Repeatable Instruments

Disable Auto-numbering for records

Enable Scheduling module (longitudinal only)

Enable Randomization module

Enable Designate an email field for sending survey invitations

I'm done! Additional customizations

Settings displayed to Administrators only:

Enable Dynamic Data Pull (DDP) from External Source System

Enable Clinical Data Pull from EHR

Enable Twilio SMS and Voice Call services for surveys and alerts

Auto-numbering
patients

Always activated
by default !

Create a field

DISABLED**ENABLED**

REDCap®

Logged in as mathias.antunes
Log out

My Projects or Control Center
REDCap Messenger

Project Home and Design

- Project Home · Project Setup
- Designer · Dictionary · Codebook
- Project status: Development

Data Collection

- Record Status Dashboard
- Add / Edit Records** (disabled)
- View existing ones
- Show data collection instruments

Applications

- 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
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External Modules

Help & Information

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Projet_test

Add / Edit Records

You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, type a new value in the text box below and hit Tab or Enter. To quickly find a record without using the drop-downs, the text box will auto-populate with existing record names as you begin to type in it, allowing you to select it.

NOTICE: This project is currently in Development status. **Real data should NOT be entered** until the project has been moved to Production status.

Total records: 2

Choose an existing Record ID -- select record --

Enter a new or existing Record ID

Data Search

Choose a field to search (excludes multiple choice fields) All fields

Search query

Begin typing to search the project data, then click an item in the list to navigate to that record.

Add / Edit Records

You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, click the button below.

NOTICE: This project is currently in Development status. **Real data should NOT be entered** until the project has been moved to Production status.

Total records: 2

Choose an existing Record ID -- select record --

+ Add new record

Data Search

Choose a field to search (excludes multiple choice fields) All fields

Search query

Begin typing to search the project data, then click an item in the list to navigate to that record.



Good practices

Patient ID per project

Always create a formatted projet ID for patients

- Example :
 - 3 first letters** of the project name with a dash and three numbers
 - ✓ "Tra-001" for my training project
- REDCap has an id auto, but you must have your own ID for studies.
- Use the auto ID in your ID "record_id= 2" → "Tra-002"
- Possible to auto generate with **@DEFAULT="Tra-00[record_id]"**

*It will help a lot for future **data management** and **data reconciliation** !*



Good practices

Patient ID per project

Keep REDCap auto ID and add a secondary custom ID !

Create the new ID text field before !

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 sending survey invitations ?

☒ Additional customizations

Settings displayed to Administrators only:

Enable ☐ Dynamic Data Pull (DDP) from External Source System ?

Enable ☐ Clinical Data Pull from EHR ?

Enable ☐ Twilio SMS and Voice Call services for surveys and alerts ?

☒ **Designate a Secondary Unique Field**

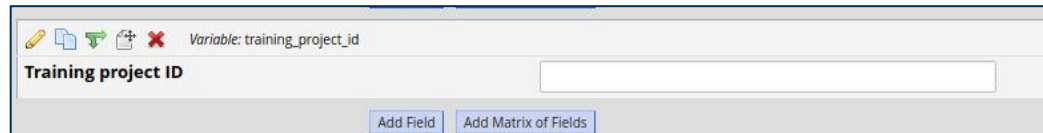
You may designate a text field to serve as a unique constraint whose value cannot be duplicated or shared by any other record in the project. When a value is entered or imported for the secondary unique field, it will be checked in real time to ensure it is not shared by another record, and if so, it will ask the user to enter another value. Additional options exist below that dictate if and how the secondary unique field will be displayed in conjunction to a record name on various pages in the project.

training_project_id - Training project ID

☒ Display the value of the Secondary Unique Field next to each record name displayed?

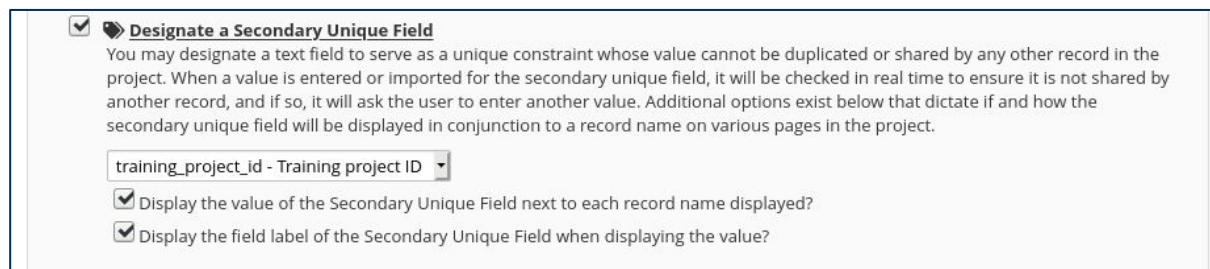
☒ Display the field label of the Secondary Unique Field when displaying the value?

1. Rename Record ID to Patient ID or Study ID
2. Create a secondary ID : "Training Project ID" (text field)



The screenshot shows a configuration window for a variable named 'training_project_id'. It features a text input field labeled 'Training project ID'. Below the field are two buttons: 'Add Field' and 'Add Matrix of Fields'. The top of the window has a toolbar with icons for editing, deleting, and adding fields, along with the text 'Variable: training_project_id'.

3. Configure the secondary ID [Additional customizations](#)



The screenshot shows a configuration panel for 'Designate a Secondary Unique Field'. It includes a checked checkbox, a description of the field's purpose, a dropdown menu showing 'training_project_id - Training project ID', and two additional checked checkboxes for display options.

☒ **Designate a Secondary Unique Field**
You may designate a text field to serve as a unique constraint whose value cannot be duplicated or shared by any other record in the project. When a value is entered or imported for the secondary unique field, it will be checked in real time to ensure it is not shared by another record, and if so, it will ask the user to enter another value. Additional options exist below that dictate if and how the secondary unique field will be displayed in conjunction to a record name on various pages in the project.

training_project_id - Training project ID

☒ Display the value of the Secondary Unique Field next to each record name displayed?

☒ Display the field label of the Secondary Unique Field when displaying the value?

Branching Logic



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.

Hide or display variables

Branching logic

Current instrument: **My First Instrument** Preview instrument

Variable: record_id

Record ID

NOTE: The field above is the record ID field and thus cannot be deleted or moved. It can only be edited.

Add Field Add Matrix of Fields

Variable: gender

Gender

☐ Male

☐ Female

reset

Add Field Add Matrix of Fields

Variable: maiden_surname

Maiden surname

Add Field Add Matrix of Fields



If Female then ask for Maiden surname

Hide or display variables

Branching logic

Add/Edit Branching Logic

Branching Logic may be employed when fields/questions need to be hidden under certain conditions. If branching logic is defined, the field will only be visible if the conditions provided are true (i.e. show the field only if...). You may specify those conditions in the text box below for the Advanced Branching Logic Syntax or by choosing the Drag-N-Drop Logic Builder method, which allows you to build your logic in a much easier fashion by simply dragging over the options you want. You may switch back and forth between each method if you wish, but please be aware that since the advanced logic allows for greater complexity, it may not be able to be switched over to the Drag-N-Drop method if it becomes too complex.

Choose method below for the following field: **maiden_surname** - Maiden surname

☐ **Advanced Branching Logic Syntax** How to use: [Branching Logic](#) [Smart Variables](#)

Show the field ONLY if...

Test logic with a record: -- select record -- [Clear logic](#)

— OR —

☒ **Drag-N-Drop Logic Builder**

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

- record_id = (define criteria)
- gender = Male (h)
- gender = Female (f)
- my_first_instrument_complete = Incomplete (0)
- my_first_instrument_complete = Unverified (1)
- my_first_instrument_complete = Complete (2)

Show the field ONLY if...

☒ ALL below are true
☐ ANY below are true

Drag and Drop

[Clear logic](#)

[Save](#) [Cancel](#)

Current Instrument: **My First Instrument**[Preview instrument](#)

Variable: record_id

Record ID

NOTE: The field above is the record ID field and thus cannot be deleted or moved. It can only be edited.

[Add Field](#) [Add Matrix of Fields](#)

Variable: gender

Gender

☐ Male
☐ Female

[Add Field](#) [Add Matrix of Fields](#) [reset](#)

Variable: maiden_surname

Maiden surname

[Add Field](#) [Add Matrix of Fields](#)

Show the field ONLY if...

☒ ALL below are true
☐ ANY below are true

gender = Female (f) **X**

[Clear logic](#)

Quick Exercise

1. Create "Maiden surname" field
2. Create "Gender" field
3. Display "Maiden surname" only if Gender is Female

Best Practices

The **less fields** are displayed, the **less confused** is the user

Add/Edit Branching Logic

Branching Logic may be employed when fields/questions need to be hidden under certain conditions. If branching logic is defined, the field will only be visible if the conditions provided are true (i.e. show the field only if...). You may specify those conditions in the text box below for the Advanced Branching Logic Syntax or by choosing the Drag-N-Drop Logic Builder method, which allows you to build your logic in a much easier fashion by simply dragging over the options you want. You may switch back and forth between each method if you wish, but please be aware that since the advanced logic allows for greater complexity, it may not be able to be switched over to the Drag-N-Drop method if it becomes too complex.

Choose method below for the following field: **maiden_surname - Maiden surname**

☐ Advanced Branching Logic Syntax How to use: [Branching Logic](#) [Smart Variables](#)

Show the field ONLY if...

Test logic with a record: -- select record -- [Clear logic](#)

OR

☒ **Drag-N-Drop Logic Builder**

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

- record_id = (define criteria)
- gender = Male (h)
- gender = Female (f)
- my_first_instrument_complete = Incomplete (0)
- my_first_instrument_complete = Unverified (1)
- my_first_instrument_complete = Complete (2)

Drag and Drop

Show the field ONLY if...

- ☒ ALL below are true
- ☐ ANY below are true

gender = Female (f) [Clear logic](#)

Current Instrument: My First Instrument [Preview Instrument](#)

Variable: record_id

Record ID

NOTE: The field above is the record ID field and thus cannot be deleted or moved. It can only be edited.

[Add Field](#) [Add Matrix of Fields](#)

Variable: gender

Gender

☐ Male

☐ Female

[Add Field](#) [Add Matrix of Fields](#) [reset](#)

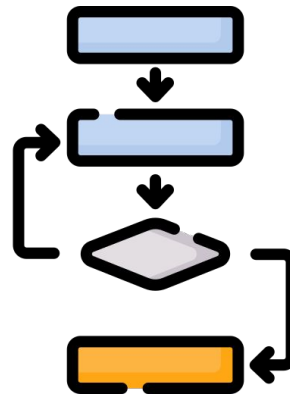
Variable: maiden_surname

Maiden surname

[Add Field](#) [Add Matrix of Fields](#)

Project type

Choose your data structure



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.

Project Type

Overview

2 Types of project :

An option to add a special type of data collection

Classic

Data Collection Instrument	Status
Demographics	
Baseline Data	
Month 1 Data	
Month 2 Data	
Month 3 Data	
Completion Data	

Main project settings

- Use surveys in this project?
- Use longitudinal data collection with defined events?

Longitudinal

Data Collection Instrument	Enrollment	Dose 1	Visit 1	Dose 2	Visit 2	Dose 3	Visit 3	Final visit
Demographics								
Baseline Data								
Visit Lab Data								
Patient Morale Questionnaire								
Visit Blood Workup								
Visit Observed Behavior								
Completion Data								
Completion Project Questionnaire								
Delete all data on event:								

Main project settings

- Use surveys in this project?
- Use longitudinal data collection with defined events?

Survey

Data Collection Instrument	Status
Pre-Screening Survey (survey)	
Participant Info Survey (survey)	
Participant Morale Questionnaire (survey)	
Completion Data (to be entered by study personnel only)	

Main project settings

- Use surveys in this project?
- Use longitudinal data collection with defined events?

Project Type

Repeatable

Classic repeatable

Data Collection Instrument	Status
Demographics	
Baseline Data	
Month 1 Data	
Month 2 Data	
Month 3 Data	
Completion Data	

Modify Repeatable instruments ?

Data Collection Instrument	Status
Demographics	
Baseline Data	
Follow up Data	
Completion Data	

Longitudinal Repeatable

Data Collection Instrument	Enrollment	Dose 1	Visit 1	Dose 2	Visit 2	Dose 3	Visit 3	Final visit
Demographics								
Baseline Data								
Visit Lab Data								
Patient Morale Questionnaire								
Visit Blood Workup								
Visit Observed Behavior								
Completion Data								
Completion Project Questionnaire								

Modify Repeatable instruments ?

Data Collection Instrument	Enrollment	Visit (#1)	(#2)	+ Add new (#3)	End of study
Demographics					
Baseline Data					
Visit Lab Data					
Patient Morale Questionnaire					
Visit Blood Workup					
Visit Observed Behavior					
Completion Data					
Completion Project Questionnaire					


Delete all data on event:

Repeatable Survey

Data Collection Instrument	Status
Pre-Screening Survey (survey)	
Participant Info Survey (survey)	
Participant Morale Questionnaire (survey)	
Completion Data (to be entered by study personnel only)	

Modify Repeatable instruments ?

Data Collection Instrument	Status
Pre-Screening Survey (survey)	
Participant Info Survey (survey)	
Participant Morale Questionnaire (survey)	
Completion Data (to be entered by study personnel only)	



Logged in as **site_admin**

My Projects

Project Home

Project status: **Production**

Data Collection

Record Status Dashboard

Add / Edit Records

Study ID 1 [Select other record](#)

Applications

Calendar

Data Exports, Reports, and Stats

Data Import Tool

Data Comparison Tool

Logging

Field Comment Log

File Repository

Data Quality

External Modules

Search Dashboard

Help & Information

Help & FAQ

Video Tutorials

Suggest a New Feature

Contact REDCap administrator



Classic Database


Record Home Page


The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.

Choose action for record ▾

Legend for status icons:


 Incomplete  Incomplete (no data saved) ?


 Unverified


 Complete







Data Collection Instruments

Add new instrument:


 Create a new instrument from scratch


 Import a new instrument from the official [REDCap Shared Library](#) ?

 Upload instrument ZIP file from another project/user or [external libraries](#) ?

Instrument name	Fields	View PDF	Instrument actions
Demographics	25		Choose action ▾
Baseline Data	18		Choose action ▾
Month 1 Data	19		Choose action ▾
Month 2 Data	19		Choose action ▾
Month 3 Data	27		Choose action ▾
Completion Data	5		Choose action ▾

Main project settings

Enable  Use surveys in this project? ?

Enable  Use longitudinal data collection with defined events? ?

1. Create a **new project** with **Classic Database** template

- Remember to add :2022 if you have an error

2. Visualize the 6 instruments

- Demographics
- Baseline Data
- Month 1 Data
- Month 2 Data
- Month 3 Data
- Completion Data

Data Collection Instruments				
Add new instrument:				
Create	a new instrument from scratch			
Import	a new instrument from the official REDCap Shared Library ?			
Upload	instrument ZIP file from another project/user or external libraries ?			
Instrument name		Fields	View PDF	Instrument actions
Demographics		25		Choose action ▾
Baseline Data		18		Choose action ▾
Month 1 Data		19		Choose action ▾
Month 2 Data		19		Choose action ▾
Month 3 Data		27		Choose action ▾
Completion Data		5		Choose action ▾

3. Create a record and Visualize in the Dashboard

+ Add new record						
Displaying: Instrument status only Lock status only All status types						
Study ID	Demographics	Baseline Data	Month 1 Data	Month 2 Data	Month 3 Data	Completion Data
1 Patrick						

Project type

Repeating

Repeating Instruments

Record Home Page

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.

[Choose action for record](#)

Legend for status icons:

- Incomplete
- Incomplete (no data saved) ?
- Unverified
- Complete
- Many statuses (all same)
- Many statuses (mixed)

✓ Study ID 1 successfully edited

Study ID 1

Data Collection Instrument	Status
Demographics	
Medications	+
Family Members	+
Visits	+
Adverse Events	+

Repeating Instruments

Medications			
1		Placebo 1mg	
2		Aspirine 2mg	
			+ Add new

Family Members			
1		Sam	
2		Sylvie	
			+ Add new

Visits			
1		1kg (12-13-2019)	
2		2kg (12-13-2019)	
			+ Add new

Adverse Events			
1			
			+ Add new

Project type

Repeating

REDCap

Logged in as mathias.antunes
Log out

My Projects or Control Center
REDCap Messenger

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

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
REDCap Mobile App
External Modules
Neuroinformatics

External Modules

Configure Email Alerts
Configure User Rights
Custom Template Engine
MyCap
Search Dashboard
Vizr

Help & Information

Help & FAQ
Video Tutorials
Suggest a New Feature
Contact REDCap administrator

Classic Database Repeated

Project Home Project Setup Other Functionality Project Revision History Edit project settings

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 Shared 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

Enable optional modules and customizations

Optional
I'm done!

Modify Repeatability instruments
Disable Auto-numbering for records

Enable Scheduling module (longitudinal only)
Enable Randomization module
Enable Designate an email field for sending survey invitations
Additional customizations

Settings displayed to Administrators only:
Enable Dynamic Data Pull (DDP) from External Source System
Enable Clinical Data Pull from EHR
Enable Twilio SMS and Voice Call services for surveys and alerts

Set up project bookmarks (optional)

Optional
I'm done!

You may create custom bookmarks to webpages that exist inside or outside of REDCap. These bookmarks will be seen as links on the left-hand project menu and can be accessed at any time by users who are given privileges to do so. Every project bookmark has custom settings that allow one to control its appearance and behavior.

Go to Add or edit bookmarks

User Rights and Permissions

Optional
I'm done!

You may grant other users access to this project or edit the user privileges of current users on this project by navigating to the User Rights page. Additionally, if you wish to limit user access to certain records/responses for this project, you may want to use Data Access Groups. In

Repeatable instruments

An excellent way to collect repeating data in REDCap is to use repeatable instruments and/or repeatable events. This is sometimes called one-to-many data collection. Some examples may include but are not limited to the following: data from multiple visits or observations, concomitant medications, adverse events, or repetitive surveys (daily, weekly, etc.).

Below you can specify a data collection instrument to be infinitely repeatable, which means that an instrument can be repeated over and over again (a different number of times for each record) even without enabling REDCap's longitudinal module. Once an instrument is set to repeat, you will see options on the Record Home Page to add another instance of the instrument for the currently selected record. All instances of a repeating instrument will then be displayed as a table near the bottom of the Record Home Page, thus allowing viewing of the instances and easy navigation within them.

Repeat this instrument?	Instrument name	Custom label for repeating instruments (optional) Example: [visit_date], [weight] kg
<input type="checkbox"/>	Demographics	
<input type="checkbox"/>	Baseline Data	
<input checked="" type="checkbox"/>	Follow up Data	
<input type="checkbox"/>	Completion Data	

Save Cancel

Exercice : use a template

1. Create a new project with
“Classic Database Repeated” template

- Remember to add :2022 if you have an error

Data Collection Instrument	Status
Demographics	
Baseline Data	
Follow up Data	
Completion Data	

Modify Repeatable instruments ?

2. See Activated Repeatable instrument

- Check how Follow up data is repeatable

Repeat this instrument?	Instrument name	Custom label for repeating instruments (optional)
		Example: [visit_date], [weight] kg
<input type="checkbox"/>	Demographics	<input type="text"/>
<input type="checkbox"/>	Baseline Data	<input type="text"/>
<input checked="" type="checkbox"/>	Follow up Data	<input type="text"/>
<input type="checkbox"/>	Completion Data	<input type="text"/>

3. Create a record


- Create 2 “Follow up data”
- Check to switch easily between repetition

Data Collection Instrument	Status
Demographics	
Baseline Data	
Follow up Data	
Completion Data	

4. Visualize in the Dashboard and in Patient Dashboard

Project type

Longitudinal



Logged in as **site_admin**

- My Projects
- Project Home
- Project status: **Production**

Data Collection

- Record Status Dashboard
- Add / Edit Records
- Study ID 1 [Select other record](#)

Applications

- Calendar
- Data Exports, Reports, and Stats
- Data Import Tool
- Data Comparison Tool
- Logging
- Field Comment Log
- File Repository
- Data Quality

External Modules

- Search Dashboard

Help & Information

- Help & FAQ
- Video Tutorials
- Suggest a New Feature
- Contact REDCap administrator

Longitudinal Database (1 arm)

Record Home Page

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.

Choose action for record

Legend for status icons:

- Incomplete
- Incomplete (no data saved) ?
- Unverified
- Complete

Study ID 1 successfully added

Study ID 1

Data Collection Instrument	Enrollment	Dose 1	Visit 1	Dose 2	Visit 2	Dose 3	Visit 3	Final visit
Demographics	Incomplete							
Baseline Data	Incomplete (no data saved)							
Visit Lab Data			Incomplete		Incomplete		Incomplete	
Patient Morale Questionnaire		Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete
Visit Blood Workup			Incomplete		Incomplete		Incomplete	Incomplete
Visit Observed Behavior			Incomplete		Incomplete		Incomplete	Incomplete
Completion Data								Incomplete
Completion Project Questionnaire								Incomplete

Project type

Longitudinal

REDCap

Logged in as mathias.antunes
Log out

My Projects or Control Center
REDCap Messenger

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

Applications

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
REDCap Mobile App
External Modules
Neuroinformatics

Project Bookmarks Edit +

Reports Search Organize Edit -

1) Demographics

External Modules

Configure Email Alerts
Configure User Rights
Custom Template Engine
MyCap
Search Dashboard
Vizr

Help & Information

Longitudinal Database (1 arm)

Project Home Project Setup Other Functionality Project Revision History Edit project settings

Project status: Development Completed steps 0 of 8

Main project settings

Not started

Enable Use surveys in this project? [?] VIDEO: How to create and manage a survey

Disable Use longitudinal data collection with defined events? [?] **1**

I'm done! Modify project title, purpose, etc.

Design your data collection instruments

Not started

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 Shared 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

Define your events and designate instruments for them

In progress

Create events by re-using data collection instruments and/or set up scheduling.

Go to Define My Events or Designate Instruments for My Events

Enable optional modules and customizations

Optional

Enable Repeatable instruments and events [?]

Disable Auto-numbering for records [?]

Enable Scheduling module (longitudinal only) [?]

Enable Randomization module [?]

Enable Designate an email field for sending survey invitations [?]

I'm done! Additional customizations

Settings displayed to Administrators only:

Enable Dynamic Data Pull (DDP) from External Source System [?]

Enable Clinical Data Pull from EHR [?]

Enable Twilio SMS and Voice Call services for surveys and alerts [?]

Set up project bookmarks (optional)

In progress

You may create custom bookmarks to webpages that exist inside or outside of REDCap. These bookmarks will be seen as links on the left-hand project menu and can be accessed at any time by users who are given privileges to do so. Every project bookmark has custom settings that allow one to control its appearance and behavior.

Upload or download arms/events

Arm 1: Drug A +Add New Arm

Arm name: Drug A Rename Arm 1

	Event #	Event Name	Custom Event Label (optional)	Unique event name (auto-generated)
	1	Enrollment		enrollment_arm_1
	2	Dose 1		dose_1_arm_1
	3	Visit 1		visit_1_arm_1
	4	Dose 2		dose_2_arm_1
	5	Visit 2		visit_2_arm_1
	6	Dose 3		dose_3_arm_1
	7	Visit 3		visit_3_arm_1
	8	Final visit		final_visit_arm_1
Add new event				
		Descriptive name for this event	Custom Event Label (optional) Example: [visit_date], [weight] kg	

Project type

Longitudinal

REDCap

Logged in as mathias.antunes
Log out

My Projects or Control Center
REDCap Messenger

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

Applications

Alerts & Notifications
Calendar
Data Exports, Reports, and Stats
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Data Comparison Tool
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Field Comment Log
File Repository
User Rights and DAGs
Customize & Manage Locking/E-signatures
Data Quality
API and API Playground
REDCap Mobile App
External Modules
Neuroinformatics

Project Bookmarks Edit +

Reports Search Organize Edit -

1) Demographics

External Modules

Configure Email Alerts
Configure User Rights
Custom Template Engine
MyCap
Search Dashboard
Vizr

Help & Information

Longitudinal Database (1 arm)

Project Home Project Setup Other Functionality Project Revision History Edit project settings

Project status: Development Completed steps 0 of 8

Main project settings

Not started

Enable Use surveys in this project? [?] VIDEO: How to create and manage a survey

Disable Use longitudinal data collection with defined events? [?]

I'm done! Modify project title, purpose, etc.

Design your data collection instruments

Not started

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 Shared 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

Define your events and designate instruments for them

In progress

Create events for re-using data collection instruments and/or set up scheduling.

Go to Define My Events or Designate Instruments for My Events

Enable optional modules and customizations

Optional

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

Additional customizations

Settings displayed to Administrators only:

Enable Dynamic Data Pull (DDP) from External Source System [?]
Enable Clinical Data Pull from EHR [?]
Enable Twilio SMS and Voice Call services for surveys and alerts [?]

Set up project bookmarks (optional)

In progress

You may create custom bookmarks to webpages that exist inside or outside of REDCap. These bookmarks will be seen as links on the left-hand project menu and can be accessed at any time by users who are given privileges to do so. Every project bookmark has custom settings that allow one to control its appearance and behavior.



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

Data Collection Instrument	Enrollment (1)	Dose 1 (2)	Visit 1 (3)	Dose 2 (4)	Visit 2 (5)	Dose 3 (6)	Visit 3 (7)	Final visit (8)
Demographics	✓							
Baseline Data	✓							
Visit Lab Data			✓		✓		✓	
Patient Morale Questionnaire		✓	✓	✓	✓	✓	✓	✓
Visit Blood Workup			✓		✓		✓	✓
Visit Observed Behavior			✓		✓		✓	✓
Completion Data								✓
Completion Project Questionnaire								✓

Exercice : use a template

1. Create a new project with “Longitudinal Database (1 arm)” template

- Remember to add :2022 if you have an error

Data Collection Instrument	Enrollment	Dose 1	Visit 1	Dose 2	Visit 2	Dose 3	Visit 3	Final visit
Demographics								
Baseline Data								
Visit Lab Data								
Patient Morale Questionnaire								
Visit Blood Workup								
Visit Observed Behavior								
Completion Data								
Completion Project Questionnaire								

2. See Activated Longitudinal study

- Check how Events are defined

☒ Use longitudinal data collection with defined events?

Define your events and designate instruments for them
 Create events for re-using data collection instruments and/or set up scheduling.
 Go to or

Data Collection Instrument	Enrollment (1)	Dose 1 (2)	Visit 1 (3)	Dose 2 (4)	Visit 2 (5)	Dose 3 (6)	Visit 3 (7)	Final visit (8)
Demographics								
Baseline Data								
Visit Lab Data								
Patient Morale Questionnaire								
Visit Blood Workup								
Visit Observed Behavior								
Completion Data								
Completion Project Questionnaire								

3. Create a record & Visualize in the Dashboard and in Patient Dashboard

Exercice

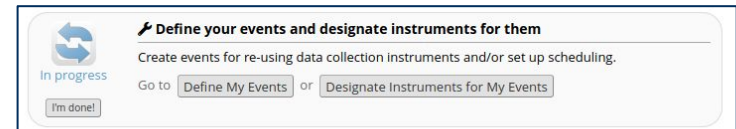
1. Disable Repeatable



2. Make your project longitudinal

- Reproduce this project with **empty instrument**

Data Collection Instrument	Enrollment	Dose 1	Visit 1
Demographics			
Baseline Data			
Visit Lab Data			
Patient Morale Questionnaire			
Visit Blood Workup			




3. Create a record (Save & Exit in demographics)

Data Collection Instrument	Enrollment (1)	Dose 1 (2)	Visit 1 (3)
Demographics	✓		
Baseline Data	✓		
Visit Lab Data			✓
Patient Morale Questionnaire		✓	✓
Visit Blood Workup			✓

4. Visualize in the Dashboard and in Patient Dashboard

Project type

Longitudinal repeatable



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[Log out](#)

[My Projects](#) or [Control Center](#)
[REDCap Messenger](#)

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

[Study ID 1](#) [Select other record](#)

Applications

[Alerts & Notifications](#)
[Calendar](#)
[Data Exports, Reports, and Stats](#)
[Data Import Tool](#)
[Data Comparison Tool](#)
[Logging](#)
[File Repository](#)
[User Rights](#) and [DAGs](#)
[Customize & Manage Locking/E-signatures](#)
[Data Quality](#) and [Resolve Issues](#)
[API](#) and [API Playground](#)
[REDCap Mobile App](#)
[External Modules](#)
[Neuroinformatics](#)

Longitudinal Database (1 arm) Repeated

Record Home Page

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.

[Choose action for record](#)

Legend for status icons:

- Incomplete
- Incomplete (no data saved) ?
- Unverified
- Complete
- Many statuses (all same)
- Many statuses (mixed)

Study ID 1

Data Collection Instrument	Enrollment	Visit (#1)	(#2)	+ Add new (#3)	End of study
Demographics					
Baseline Data					
Visit Lab Data					
Patient Morale Questionnaire					
Visit Blood Workup					
Visit Observed Behavior					
Completion Data					
Completion Project Questionnaire					
Delete all data on event:					

Project type

Longitudinal repeatable

REDCap

Logged in as mathias.antonis
Log out
My Projects or Control Center
REDCap Messenger

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

Applications

Alerts & Notifications
Calendar
Data Exports, Reports, and Stats
Data Import Tool
Data Comparison Tool
Logging
File Repository
User Rights and DAGs
Customize & Manage Locking/E-signatures
Data Quality and Resolve Issues
API and API Playground
REDCap Mobile App
External Modules
Neuroinformatics

Project Bookmarks Edit +

Reports Search Organize Edit -

1) Demographics

External Modules +

Configure Email Alerts
Configure User Rights
Custom Template Engine
MyCap
Search Dashboard
Vizr

Help & Information

Longitudinal Database (1 arm) Repeated

Project Home Project Setup Other Functionality Project Revision History Edit project settings

Project status: Development Completed steps 0 of 8

1 Main project settings

Not started

Enable Use surveys in this project? [?] VIDEO: How to create and manage a survey
Disable Use longitudinal data collection with defined events? [?]

I'm done! Modify project title, purpose, etc.

2 Design your data collection instruments

Not started

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 Shared 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](#)

3 Define your events and designate instruments for them

In progress

Create events for re-using data collection instruments and/or set up scheduling.

Go to Define My Events or Designate Instruments for My Events

4 Enable optional modules and customizations

Option

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

Additional customizations

Settings displayed to Administrators only:
Enable Dynamic Data Pull (DDP) from External Source System [?]
Enable Clinical Data Pull from EHR [?]
Enable Twilio SMS and Voice Call services for surveys and alerts [?]

5 Set up project bookmarks (optional)

Repeatable instruments and events

An excellent way to collect repeating data in REDCap is to use repeatable instruments and/or repeatable events. This is sometimes called one-to-many data collection. Some examples may include but are not limited to the following: data from multiple visits or observations, concomitant medications, adverse events, or repetitive surveys (daily, weekly, etc.).

Below you can specify a data collection instrument or a whole event of instruments to be infinitely repeatable, in which each repeating instrument or event can be repeated a different number of times for each record. You may set any event in the project to be repeatable *or* alternatively set selected instruments to be repeatable within an event. **The 'Repeat Entire Event' option means that all the event's instruments will repeat together and stay connected, whereas the 'Repeat Instruments' option implies that the instruments will repeat separately and independently from each other on that event.** Once an instrument or event is set to repeat, you will see options on the Record Home Page to add another instance of the instrument/event for the currently selected record.

Event Name	Repeat entire event or selected instruments?	Instrument name (select instruments to repeat)	Custom label for repeating instruments (optional)
Enrollment	-- not repeating --	<input type="checkbox"/> Demographics <input type="checkbox"/> Baseline Data	Example: [visit_date], [weight] kg
Visit	Repeat Entire Event (repeat a	<input checked="" type="checkbox"/> Visit Lab Data <input checked="" type="checkbox"/> Patient Morale Questionnaire <input checked="" type="checkbox"/> Visit Blood Workup <input checked="" type="checkbox"/> Visit Observed Behavior	
End of study	Repeat Instruments (repeat in	<input type="checkbox"/> Completion Data <input checked="" type="checkbox"/> Completion Project Question...	

Save Cancel

Project type

Longitudinal repeatable

Repeatable instruments and events

An excellent way to collect repeating data in REDCap is to use repeatable instruments and/or repeatable events. This is sometimes called one-to-many data collection. Some examples may include but are not limited to the following: data from multiple visits or observations, concomitant medications, adverse events, or repetitive surveys (daily, weekly, etc.).

Below you can specify a data collection instrument or a whole event of instruments to be infinitely repeatable, in which each repeating instrument or event can be repeated a different number of times for each record. You may set any event in the project to be repeatable *or* alternatively set selected instruments to be repeatable within an event. **The 'Repeat Entire Event' option means that all the event's instruments will repeat together and stay connected, whereas the 'Repeat Instruments' option implies that the instruments will repeat separately and independently from each other on that event.** Once an instrument or event is set to repeat, you will see options on the Record Home Page to add another instance of the instrument/event for the currently selected record.

Event Name	Repeat entire event or selected instruments?	Instrument name (select instruments to repeat) Example: [visit_date], [weight] kg	Custom label for repeating instruments (optional)
Enrollment	-- not repeating --	<input type="checkbox"/> Demographics <input type="checkbox"/> Baseline Data	
Visit	Repeat Entire Event (repeat a...)	<input checked="" type="checkbox"/> Visit Lab Data <input checked="" type="checkbox"/> Patient Morale Questionnaire <input checked="" type="checkbox"/> Visit Blood Workup <input checked="" type="checkbox"/> Visit Observed Behavior	
End of study	Repeat Instruments (repeat i...)	<input type="checkbox"/> Completion Data <input checked="" type="checkbox"/> Completion Project Questionnaire	

Save

Cancel

Study ID 1

Data Collection Instrument	Enrollment	Visit (#1)	(#2)	+ Add new (#3)	End of study
Demographics					
Baseline Data					
Visit Lab Data					
Patient Morale Questionnaire					
Visit Blood Workup					
Visit Observed Behavior					
Completion Data					
Completion Project Questionnaire					+
Delete all data on event:					

Repeating Instruments

Completion Project Questionnaire

End of study (1)

1

+ Add new

Exercice : use a template

1. Create a new project with “Longitudinal Database (1 arm) repeated”

- Remember to add :2022 if you have an error

Data Collection Instrument	Enrollment	Visit (#1)	(#2)	+ Add new (#3)	End of study
Demographics	<input checked="" type="radio"/>				
Baseline Data	<input checked="" type="radio"/>				
Visit Lab Data		<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Patient Morale Questionnaire		<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Visit Blood Workup		<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Visit Observed Behavior		<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Completion Data					<input checked="" type="radio"/>
Completion Project Questionnaire					<input checked="" type="radio"/>

2. See Activated Repeated events

- Check how Events are repeated



Repeatable instruments and events

An excellent way to collect repeating data in REDCap is to use repeatable instruments and/or repeatable events. This is sometimes called one-to-many data collection. Some examples may include but are not limited to the following: data from multiple visits or observations, concomitant medications, adverse events, or repetitive surveys (daily, weekly, etc.).

Below you can specify a data collection instrument or a whole event of instruments to be infinitely repeatable, in which each repeating instrument or event can be repeated a different number of times for each record. You may set any event in the project to be repeatable "*" or "*" alternatively set selected instruments to be repeatable within an event. **The 'Repeat Entire Event' option means that all the event's instruments will repeat together and stay connected, whereas the 'Repeat Instruments' option implies that the instruments will repeat separately and independently from each other on that event.** Once an instrument or event is set to repeat, you will see options on the Record Home Page to add another instance of the instrument/event for the currently selected record.

Event Name	Repeat entire event or selected instruments?	Instrument name (select instruments to repeat)	Custom label for repeating instruments (optional)
Enrollment	-- not repeating --	<input type="checkbox"/> Demographics <input type="checkbox"/> Baseline Data	
Visit	Repeat Entire Event (repeat a*)	<input checked="" type="checkbox"/> Visit Lab Data <input checked="" type="checkbox"/> Patient Morale Questionnaire <input checked="" type="checkbox"/> Visit Blood Workup <input checked="" type="checkbox"/> Visit Observed Behavior	
End of study	Repeat Instruments (repeat it*)	<input type="checkbox"/> Completion Data <input checked="" type="checkbox"/> Completion Project Questionnaire	

3. Create a record & Visualize in the Dashboard and in Patient Dashboard

Project type

Longitudinal 2 arms

REDCap

Logged in as site_admin

My Projects
Project Home
Project status: **Production**

Data Collection

- Record Status Dashboard
- Add / Edit Records

Applications

- Calendar
- Data Exports, Reports, and Stats
- Data Import Tool
- Data Comparison Tool
- Logging
- Field Comment Log
- File Repository
- Data Quality

External Modules

- Search Dashboard

Help & Information

- Help & FAQ
- Video Tutorials
- Suggest a New Feature
- Contact REDCap administrator

Longitudinal Database (2 arms)

Record Status Dashboard (all records)

Displayed below is a table listing all existing records/responses and their status for every data collection instrument (and if longitudinal, for every event). You may click any of the colored buttons in the table to open a new tab/window in your browser to view that record on that particular data collection instrument. Please note that if your form-level user privileges are restricted for certain data collection instruments, you will only be able to view those instruments, and if you belong to a Data Access Group, you will only be able to view records that belong to your group.

Legend for status icons:

- Incomplete
- Incomplete (no data saved) ?
- Unverified
- Complete

Dashboard displayed: **[Default dashboard]**

Displaying record **Page 1 of 1: "1" through "1"** of **1** records **ALL (1)** records per page

Displaying: Instrument status only | [Lock status only](#) | [All status types](#)

Arm 1: Drug A **Arm 2: Drug B**

Study ID	Enrollment		Dose 1		Visit 1				Dose 2		Visit 2				Dose 3		Visit 3				Final visit			
	Demographics	Baseline Data	Patient Morale Questionnaire	Visit Lab Data	Patient Morale Questionnaire	Visit Blood Workup	Visit Observed Behavior	Patient Morale Questionnaire	Visit Lab Data	Patient Morale Questionnaire	Visit Blood Workup	Visit Observed Behavior	Patient Morale Questionnaire	Visit Lab Data	Patient Morale Questionnaire	Visit Blood Workup	Visit Observed Behavior	Patient Morale Questionnaire	Visit Blood Workup	Visit Observed Behavior	Completion Data	Completion Project Questionnaire		
1																								

Arm 1: Drug A **Arm 2: Drug B**

Study ID	Enrollment		First dose		First visit				Second dose		Second visit				Final visit			
	Demographics	Baseline Data	Patient Morale Questionnaire	Visit Lab Data	Patient Morale Questionnaire	Visit Blood Workup	Visit Observed Behavior	Patient Morale Questionnaire	Visit Lab Data	Patient Morale Questionnaire	Visit Blood Workup	Visit Observed Behavior	Visit Lab Data	Patient Morale Questionnaire	Visit Blood Workup	Visit Observed Behavior	Completion Data	Completion Project Questionnaire
2																		

Project type

Longitudinal

REDCap

Logged in as mathias.antunes
Log out

My Projects or Control Center
REDCap Messenger

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

Applications

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
REDCap Mobile App
External Modules
Neuroinformatics

Project Bookmarks Edit +

Reports Search Organize Edit -

1) Demographics

External Modules

Configure Email Alerts
Configure User Rights
Custom Template Engine
MyCap
Search Dashboard
Vizr

Help & Information

Longitudinal Database (1 arm)

Project Home Project Setup Other Functionality Project Revision History Edit project settings

Project status: Development Completed steps 0 of 8

Main project settings

Not started

Enable Use surveys in this project? [?] VIDEO: How to create and manage a survey

Disable Use longitudinal data collection with defined events? [?]

I'm done! Modify project title, purpose, etc.

Design your data collection instruments

Not started

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 Shared 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

Define your events and designate instruments for them

In progress

Create events for re-using data collection instruments and/or set up scheduling.

Go to Define My Events or Designate Instruments for My Events

I'm done!

Enable optional modules and customizations

Optional

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

Additional customizations

Settings displayed to Administrators only:

Enable Dynamic Data Pull (DDP) from External Source System [?]
Enable Clinical Data Pull from EHR [?]
Enable Twilio SMS and Voice Call services for surveys and alerts [?]

Set up project bookmarks (optional)

In progress

You may create custom bookmarks to webpages that exist inside or outside of REDCap. These bookmarks will be seen as links on the left-hand project menu and can be accessed at any time by users who are given privileges to do so. Every project bookmark has custom settings that allow one to control its appearance and behavior.

Upload or download arms/events

Arm 1: Drug A +Add New Arm

Arm name: Drug A [Rename Arm 1](#)

	Event #	Event Name	Custom Event Label (optional)	Unique event name (auto-generated)
	1	Enrollment		enrollment_arm_1
	2	Dose 1		dose_1_arm_1
	3	Visit 1		visit_1_arm_1
	4	Dose 2		dose_2_arm_1
	5	Visit 2		visit_2_arm_1
	6	Dose 3		dose_3_arm_1
	7	Visit 3		visit_3_arm_1
	8	Final visit		final_visit_arm_1
Add new event				
Descriptive name for this event			Custom Event Label (optional) Example: [visit_date], [weight] kg	

Exercice : use a template

1. Create a new project with “**Longitudinal Database (2 arm)**” template

- Remember to add :2022 if you have an error

Arm 1: Drug A				Arm 2: Drug B														
Study ID	Enrollment		First dose	First visit				Second dose	Second visit				Final visit					
	Demographics	Baseline Data	Patient Morale Questionnaire	Visit Lab Data	Patient Morale Questionnaire	Visit Blood Workup	Visit Observed Behavior	Patient Morale Questionnaire	Visit Lab Data	Patient Morale Questionnaire	Visit Blood Workup	Visit Observed Behavior	Visit Lab Data	Patient Morale Questionnaire	Visit Blood Workup	Visit Observed Behavior	Completion Data	Completion Project Questionnaire
	2																	

2. See Activated events

- Check how Events are done

Arm 1: Drug A		+Add New Arm	
Arm name: Drug A		Rename Arm 1	
Event #	Event Name	Custom Event Label (optional)	Unique event name (auto-generated)
	1 Enrollment		enrollment_arm_1
	2 Dose 1		dose_1_arm_1
	3 Visit 1		visit_1_arm_1
	4 Dose 2		dose_2_arm_1
	5 Visit 2		visit_2_arm_1
	6 Dose 3		dose_3_arm_1
	7 Visit 3		visit_3_arm_1
	8 Final visit		final_visit_arm_1
Add new event			
Descriptive name for this event		Custom Event Label (optional) Example: [visit_date], [weight] kg	

3. Create a record & Visualize in the Dashboard and in Patient Dashboard

Surveys

Easy-to-use data collection



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.



Project type

Surveys

- Easy-to-use interface for Patient data collection
 - No access through REDCap
 - No account for the patient
 - Link received via email
- BUT....
 - More configuration required
 - More testing required
 - More data quality required to ensure completion

Project type

Surveys

Disable ☒ Use surveys in this project? ?

Data Collection Instruments

Survey options:
Survey Queue Survey Login
Survey Notifications
Upload or download Auto Invitations

Add new instrument:
Create a new instrument from scratch
Import a new instrument from the official [REDCap Shared Library](#) ?
Upload instrument ZIP file from another project/user or [external libraries](#) ?

Instrument name	Fields	View PDF	Enabled as survey	Instrument actions	Survey-related options
Demographics	25		Enable	Choose action	
Baseline Data	8		Enable	Choose action	
Visit Lab Data	5		Enable	Choose action	
Patient Morale Questionnaire	4			Choose action	Survey settings + Automated Invitations
Visit Blood Workup	9		Enable	Choose action	
Visit Observed Behavior	14		Enable	Choose action	
Completion Data	12		Enable	Choose action	
Completion Project Questionnaire	13		Enable	Choose action	

Enable it per instrument

Then, access the settings

Project type

Surveys

- Open survey
- Log out + Open survey
- Compose survey invitation
- Survey Access Code and QR Code

Patient Morale Questionnaire

Invitation status: Survey options

Editing existing Study ID 1

Event Name: **Dose 1**

Study ID: 1

On average, how many pills did you take each day last week?

Using the handout, which level of dependence do you feel you are currently at?

Would you be willing to discuss your experiences with a psychiatrist? ☐ No ☐ Yes

How open are you to further testing?

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.

☐ Lock

Save & Exit Form Save & ...

-- Cancel --

Patient Morale Questionnaire

Please complete the survey below.

Thank you!

1) On average, how many pills did you take each day last week?

2) Using the handout, which level of dependence do you feel you are currently at?

3) Would you be willing to discuss your experiences with a psychiatrist? ☐ No ☐ Yes

4) How open are you to further testing?

Submit

Powered by REDCap

1. Create a **new project** with **Multiple Surveys (classic)**

- Remember to add :2022 if you have an error

2. Visualize the surveys instruments

Data Collection Instruments		Survey options:		Add new instrument:	
		Survey Queue	Survey Login	Create	a new instrument from scratch
		Survey Notifications		Import	a new instrument from the official REDCap Shared Library ?
		Upload or download Auto Invitations		Upload	instrument ZIP file from another project/user or external libraries ?
Instrument name	Fields	View PDF	Enabled as survey	Instrument actions	Survey-related options
Pre-Screening Survey	5			Choose action ▾	Survey settings + Automated Invitations
Participant Info Survey	9			Choose action ▾	Survey settings + Automated Invitations
Participant Morale Questionnaire	4			Choose action ▾	Survey settings + Automated Invitations
Completion Data (to be entered by study personnel only)	7		Enable	Choose action ▾	

- Create a record
- Complete **Pre-Screening Survey** with **classic interface**
- Complete **Participant Info Survey** using **Survey**
- Visualize in the Dashboard

User management

Who access what ?



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.

User management

Overview

REDCap
Logged in as **mathias.antunes**
Log out
My Projects or Control Center
REDCap Messenger

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
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
REDCap Mobile App
External Modules
Neuroinformatics

External Modules
Configure Email Alerts
Custom Template Engine
MyCap
Search Dashboard
Viz

Help & Information

ICM Brain & Spine Institute
Institut du Cerveau et de la Moelle épinière Inserm Cnrs Umr

Projet_test

Project Home | Project Setup | Other Functionality | Project Revision History | Edit project settings

Project status: Development Completed steps 0 of 7

Main project settings
Not started
Enable Use surveys in this project? VIDEO: How to create and manage a survey
Enable Use longitudinal data collection with defined events?
I'm done! Modify project title, purpose, etc.

Design your data collection instruments
Not started
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
I'm done! Go to Online Designer or Data Dictionary Explore the REDCap Shared 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

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 sending survey invitations?
Additional customizations
Settings displayed to Administrators only:
Enable Dynamic Data Pull (DDP) from External Source System?
Enable Clinical Data Pull from EHR?
Enable Twilio SMS and Voice Call services for surveys and alerts?

Set up project bookmarks (optional)
You may create custom bookmarks to webpages that exist inside or outside of REDCap. These

Step 5

User Rights and Permissions

Optional
I'm done!

You may grant other users access to this project or edit the user privileges of current users on this project by navigating to the User Rights page. Additionally, if you wish to limit user access to certain records/responses for this project, you may want to use Data Access Groups, in which only users within a given Data Access Group can access records created by users within that group.

Go to User Rights or Data Access Groups

User management

Overview

The screenshot shows the REDCap User Management interface for the 'Projet_test' project. The left sidebar contains navigation menus for Project Home and Design, Data Collection, Applications, and External Modules. The main content area includes tabs for Project Home, Project Setup, User Rights, and Data Access Groups. The 'User Rights' tab is active, displaying a form to add new users or roles and a table of existing roles.

Annotations:

- Add a user to the project:** Points to the 'Add new user' button in the 'Add new users' section.
- Assign a user to a role:** Points to the 'Assign to role' dropdown button in the 'Add new users' section.
- Create a role:** Points to the 'Create role' button in the 'Create new roles' section.
- All users with their rights:** Points to the 'Role name' column header in the table below.

Table: User Roles and Privileges

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	Calendar	Data Import Tool	Data Comparison Tool	Logging	File Repository	Record Locking Customization	Lock/Unlock Records	Data Quality (create/edit rules)
—	mathias.antunes (Mathias Antunes)	never	✗	✗	✗	De-identified	✓	✓	✓	✗	✗	✗	✓	✗	✗	✗
—	test.user (test user)	never	✓	✓	✓	Full Data Set	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓

User management

Add a user

Logged in as **mathias.antunes**
 Log out
 My Projects or Control Center
 REDCap Messenger

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

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
 REDCap Mobile App
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 Neuroinformatics

External Modules

Configure Email Alerts
 Custom Template Engine
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 Search Dashboard
 Vizr

Help & Information

ICM Brain & Spine Institute
 Institut du Cerveau et de la Moelle épinière Inserm Cnrs Umr

Projet_test

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	Calendar	Data Import Tool	Data Comparison Tool	Logging	File Repository	Record Locking Customization	Lock/Unlock Records	Data Quality (create/edit rules)
—	mathias.antunes (Mathias Antunes)	never	✗	✗	✗	De-identified	✓	✓	✓	✗	✗	✗	✓	✗	✗	✗
—	test.user (test user)	never	✓	✓	✓	Full Data Set	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓

Add a user to the project

Adding new user "test.user2"

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 "Add user" button at the bottom of the page.

Adding new user "test.user2"

Basic Rights

Expiration Date (if applicable) (D/M/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 ☐ Full Data Set

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

Add/Edit/Organize Reports ☒ Also allows user to view ALL reports (but not necessarily all data in the reports)

Stats & Charts ☒

Other privileges:

- Calendar ☒
- Data Import Tool ☐
- Data Comparison Tool ☐
- Logging ☐
- File Repository ☒
- Data Quality ☒ [What is Data Quality?](#) ☐ Create & edit rules ☐ Execute rules
- API ☐ [What is the REDCap API?](#) ☐ API Export ☐ API Import/Update

Settings pertaining to the REDCap Mobile App:

- REDCap Mobile App ☐ [What is the REDCap Mobile App?](#) ☐ Allows user to collect data offline in the mobile app

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
My First Instrument	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

External Modules: Configuration Permissions

Privileges may be defined regarding whether the user can set or modify the configuration of an External Module that has been enabled on this project. Below are the currently enabled modules. NOTE: Only administrators may modify the module configuration permissions here.

- ☐ Auto Populate Fields*
- ☐ Custom Template Engine*
- ☐ Email Alerts**
- ☐ Instance Table**
- ☐ Instant Field Concatenation*
- ☐ Language key 'emlang_redcap_ui_trimmer_module_nam...
- ☐ MyCap**
- ☐ Orca Search Module*
- ☐ REDCap CSS Injector*
- ☐ REDCap Entity API**
- ☐ Survey UI Tweaks*
- ☐ User Rights By Record*
- ☐ Vizr - Visualizer for temporal summary reporting**

*Permissions based on user's Project Design/Setup rights
**Module does not have project-level configuration options

New User Notification

☒ Notify user of their project access via email?

Add user **Cancel**

Expiration date

Create instrument,...

Manage users

All type of export
(Full, De-Identified)

Importing data tool

API (Programming
interface)

Data entry rights

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
Demographics	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Baseline Data	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Visit Lab Data	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Patient Morale Questionnaire	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Visit Blood Workup	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Visit Observed Behavior	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Completion Data	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Completion Project Questionnaire	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Best Practices

- Limit the access to personal data
- Give access to only what the user need

Adding new user "test.user2"

☐ Full Data Set

☒ Add/Edit/Organize Reports
Also allows user to view ALL reports (but not necessarily all data in the reports)

☒ Stats & Charts

Other privileges:

☒ Calendar

☐ Data Import Tool

☐ Data Comparison Tool

☐ Logging

☒ File Repository

☐ Data Quality
[What is Data Quality?](#)

☐ Create & edit rules

☐ Execute rules

☐ API
[What is the REDCap API?](#)

☐ API Export

☐ API Import/Update

Settings pertaining to the REDCap Mobile App:

☐ REDCap Mobile App
[What is the REDCap Mobile App?](#)

☐ Allows user to collect data offline in the mobile app

☐ Allow user to download data for all records to the app?

Settings pertaining to project records: [Explain these settings](#)

☒ Create Records

☐ Rename Records

☐ Delete Records

Settings pertaining to record locking and E-signatures:

☐ Record Locking Customization

☒ Lock/Unlock Records

Users with locking privileges also have access to the E-signature and Locking Mgmt page on the left-hand Applications menu.

☐ Disabled

☐ Locking / Unlocking

☐ Locking / Unlocking with E-signature authority
[What is an E-signature?](#)

☐ Watch video about locking

☐ Allow locking of all forms at once for a given record?

External Modules: Configuration Permissions

Privileges may be defined regarding whether the user can set or modify the configuration of an External Module that has been enabled on this project. Below are the currently enabled modules. NOTE: Only administrators may modify the module configuration permissions here.

☐ Auto Populate Fields*

☐ Custom Template Engine*

☐ Email Alerts**

☐ Fhir Ontology Autocomplete Module**

☐ Instance Table**

☐ Instant Field Concatenation*

☐ Language key 'emlang_redcap_ui_trimmer_module_nam...

☐ MyCap**

☐ Orca Search Module*

☐ Quick Permissions**

☐ REDCap CSS Injector*

☐ REDCap Entity API**

☐ Survey UI Tweaks*

☐ User Rights By Record*

☐ Viz - Visualizer for temporal summary reporting**

*Permissions based on user's Project Design/Setup rights
**Module does not have project-level configuration options

New User Notification

☒ Notify user of their project access via email?

Add user **Cancel**

Create a patient



Delete a patient

Best Practices

- Prevent data loss
- Limit to access to specific user

Add new users: Give them custom user rights or assign them to a role.

— OR —

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

(e.g., Project Manager, Data Entry Person)

Assign to a role

Create a 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	Calendar	Data Import Tool	Data Comparison Tool
—	mathias.antunes (Mathias Antunes)	never	✓	✓	✓	Full Data Set	✓	✓	✓	✓	✓
Medecin	test.user (test user)	never	✓	✗	✗	De-identified	✓	✓	✓	✗	✗

Manage user in role

REDCap®

Logged in as **mathias.antunes**
Log out

My Projects or Control Center
REDCap Messenger

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

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
REDCap Mobile App
External Modules
Neuroinformatics

External Modules

Configure Email Alerts
Custom Template Engine



Institut du Cerveau et de la Moelle épinière Inserm Cnrs Umr

Projet_test

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

Create a Group

Assign to a Group

Data Access Groups	Users in group	Number of records in group	Unique group name (auto-generated)	Group ID number	Delete group?
Bordeaux		0	bordeaux	40	✗
Lyon		0	lyon	42	✗
Paris		0	paris	41	✗
[Not assigned to a group]	mathias.antunes (Mathias Antunes), test.user (test user) * Can view ALL records				

Best Practices

- User can only see patient from their group
- User not in group can see all patient

Exercise

- Add test.user to your project
 - Limit access
- Create “Read only” role and add test.user2 to it
- Create “Admin” role and add test.user3 to it
- Create a DAG “bordeaux” and add test.user to it

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
Demographics	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Baseline Data	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Visit Lab Data	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Patient Morale Questionnaire	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Visit Blood Workup	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Visit Observed Behavior	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Completion Data	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Completion Project Questionnaire	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

 User Rights and  DAGs

Data Dictionary & Instrument export



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.



Export an instrument

[Project Home](#) [Project Setup](#) [Online Designer](#) [Data Dictionary](#)

[Create snapshot of instruments](#) [VIDEO: How to use this page](#)
Last snapshot: 09/12/2019 14:34 ?

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

Add new instrument:

[Create](#) a new instrument from scratch

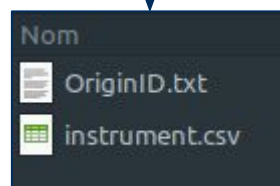
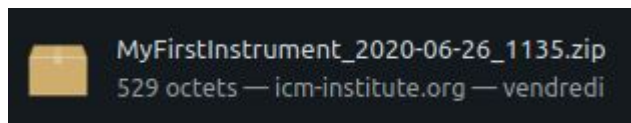
[Import](#) a new instrument from the official [REDCap Shared Library](#)

[Upload](#) instrument ZIP file from another project/user or [external libraries](#)

Instrument name	Fields	View PDF	Instrument actions
My First Instrument	4		<div>Choose action ▾<ul style="list-style-type: none">RenameCopyDeleteDownload instrument ZIP</div>


Actions on instruments

Export an instrument, Zip



	A	B	C	D	E	F	G	H
1	Variable / Field Name	Form Name	Section Header	Field Type	Field Label	Choices, Calculations, OR Slider Labels	Field Note	Text Validation Type OR S
2	record_id	my_first_instrument		text	Record ID			
3								
4								
5								
6								

Import an instrument



Connexion de **test.user** | Déconnexion

Mes Projets

Accueil Projet ou Configuration

REDCap Messenger

État du projet: **Développement**

Collecte de données

Modifier formulaires

Tableau de bord

- Afficher l'état de la collecte de données de tous les enregistrements

Ajouter/modifier enregistrements

- Créer de nouveaux enregistrements ou afficher/modifier des enregistrements existants


Afficher les formulaires

Applications

- Calendrier
- Rapports et exportations
- Outil d'importation de données
- Outil de comparaison de données
- Journalisation
- Journal de commentaires de champ
- Référentiel de fichier
- Droits des utilisateurs et GAD
- Qualité des données
- Application mobile REDCap
- Modules Externes

External Modules

Aide & Renseignements



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Projet_test

Accueil Projet Configuration Concepteur en Ligne Dictionnaire de données

Créer un instantané des formulaires

VIDÉO: Comment utiliser cette page

Dernier instantané : 09/12/2019 14:34

Le concepteur en ligne vous permettra d'apporter des modifications de projet aux champs et aux formulaires très facilement à l'aide de votre navigateur web. NOTE: En statut de développement, tous les changements au niveau des champs prendront immédiatement effet.

Ajouter un nouveau formulaire :

- Créer un nouveau formulaire à partir de zéro
- Importer un nouveau formulaire de la Bibliothèque partagée Vanderbilt
- Importer formulaire ZIP d'un autre projet/utilisateur ou bibliothèques externes

Nom du formulaire	Champ	Voir PDF	Actions formulaire
My First Instrument	1		Choisir action

Upload instrument ZIP

Select a REDCap instrument ZIP file on your computer that you downloaded from an [external instrument library](#) or from another project/user, and then click the Upload button below. Once it has been successfully uploaded, it will be added as the last data collection instrument in the project.

Browse... No file selected.

DISCLAIMER: By uploading your instrument ZIP file here, you hereby represent and warrant that to the best of your knowledge, you are not uploading any copyrighted material of a third party to which you do not have an expressed written license or consent from the owner of the said copyright.

Upload instrument ZIP Close



Mostly in development status

Risk of data loss in production

Data Dictionary

The screenshot displays the REDCap interface for a project named 'Projet_test'. The left sidebar shows the navigation menu with 'Dictionary' highlighted under 'Project Setup'. The main content area shows the 'Main project settings' and 'Design your data collection instruments' sections. In the 'Design your data collection instruments' section, the 'Data Dictionary' link is highlighted with a red box. The 'Project status' is 'Development' and 'Completed steps' are '0 of 8'.

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My Projects or Control Center
REDCap Messenger

Project Home and Design
Project Home · **Project Setup** · Designer · **Dictionary** · Codebook
Project status: **Development**

Data Collection
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Customize & Manage Locking/E-signatures
Data Quality
API and API Playground
REDCap Mobile App
External Modules
Neuroinformatics

External Modules
Configure Email Alerts
Custom Template Engine
MyCap
Search Dashboard
Vizr

Help & Information

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Projet_test

Project Home Project Setup Other Functionality Project Revision History Edit project settings

Project status: Development Completed steps 0 of 8

Main project settings
Not started
Enable Use surveys in this project? VIDEO: How to create and manage a survey
Enable Use longitudinal data collection with defined events?
I'm done! Modify project title, purpose, etc.

Design your data collection instruments
Not started
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 Shared 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

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 sending survey invitations
Additional customizations
Settings displayed to Administrators only:
Disable Dynamic Data Pull (DDP) from External Source System
Enable Clinical Data Pull from EHR
Enable Twilio SMS and Voice Call services for surveys and alerts

Set up Dynamic Data Pull (DDP) from External Source System
The first step in setting up the Dynamic Data Pull (DDP) from an external source system is to

The screenshot shows the REDCap interface for a project named 'Projet_test'. The left sidebar contains navigation menus for 'Project Home and Design', 'Data Collection', 'Applications', and 'External Modules'. The main content area has tabs for 'Project Home', 'Project Setup', 'Online Designer', 'Data Dictionary', and 'Codebook'. The 'Data Dictionary' tab is active, displaying instructions on how to create or edit data collection instruments. A red box highlights the first step: '1.) Download the current Data Dictionary'. Below the instructions, there is a section for uploading a Data Dictionary file, which includes a dropdown menu for date formats and buttons for file selection and upload.

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REDCap Messenger

Project Home and Design
Project Home · Project Setup
Designer · Dictionary · Codebook
Project status: Development

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File Repository
User Rights and DAGs
Customize & Manage Locking/E-signatures
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External Modules
Configure Email Alerts
Custom Template Engine
MyCap
Search Dashboard
Vizr

Help & Information

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Projet_test

Project Home Project Setup Online Designer **Data Dictionary** Codebook

[VIDEO: How to use this page](#)

This module will allow you to create new data collection instruments/surveys or edit existing ones. Changes may be made by either using the **Online Designer** or **Upload Data Dictionary** (see tabs above), in which you may use either method or both. The Online Designer may help you get some initial fields/forms built quickly or to make quick edits, but using the Data Dictionary file may be more helpful if you will be adding a large number of fields for this project.

This module may be used for making changes to the project, such as adding new fields or modifying existing fields, by using an offline method called the Data Dictionary. The Data Dictionary is a specifically formatted CSV (comma delimited) file within which you may construct your project fields and afterward upload the file here to commit the changes to your project.

Click the 'Browse' or 'Choose File' button below to select the file on your computer, and upload it by clicking the 'Upload File' button. Once your file has been uploaded, changes will NOT immediately be made but will be displayed and checked for errors to ensure that all the formatting in your Data Dictionary is correct before official changes are made to the project. **Snapshot note:** A snapshot of your project's current Data Dictionary will be created automatically during the Data Dictionary upload process before committing the new Data Dictionary. The snapshot can later be accessed and downloaded from the Project Revision History page.

Need some help?
If you wish to view an example of how your Data Dictionary may be formatted, you may download the [Data Dictionary demonstration file](#), or you may view the [Data Dictionary Tutorial Video \(10 min\)](#). For help setting up your Data Dictionary, you may also see the instructions listed on the [Help & FAQ](#).

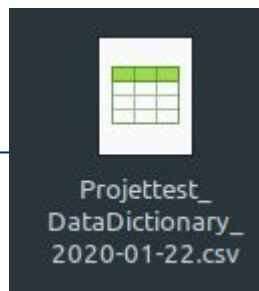
Steps for making project changes:

- 1.) [Download the current Data Dictionary](#)
- 2.) Edit the Data Dictionary (see the [Help & FAQ](#) for help)
- 3.) Upload the Data Dictionary using the form below
- 4.) The changes will be made to the project after the Data Dictionary has been checked for errors

Upload your Data Dictionary file (CSV file format only)
Format for min/max validation values for date and datetime fields: DD/MM/YYYY or YYYY-MM-DD

Parcourir... Aucun fichier sélectionné.

Upload File



Import de texte - [Projettest_DataDictionary_2020-01-22.csv]

Importer

Jeu de caractères : Unicode (UTF-8)

Langue : Par défaut - Français (France)

À partir de la ligne : 1

Options de séparateur

☐ Largeur fixe ☒ Séparé par

☐ Tabulation ☒ Virgule ☐ Point-virgule ☐ Espace ☐ Autre

☐ Fusionner les séparateurs Séparateur de chaîne de caractères : "

Autres options

☐ Formater les champs entre guillemets comme texte ☐ Détecter les nombres spéciaux

Champs

Type de colonne :

Standard	Standard	Standard	Standard	Standard
Variable / Field Name	Form Name	Section Header	Field Type	Field Label
1 record_id	my_first_instrument		text	Record ID
2 gender	my_first_instrument		radio	Gender
4 maiden_surname	my_first_instrument		text	Maiden surname
5 medra	my_first_instrument		text	

Aide OK Annuler

Open file
Select all data
Go to "Data"
"Convert"
Select
"Delimited"
Select ",",

1	Variable / Field Name	Form Name	Section Header	Field Type	Field Label	Choices, Calculations, OR Slider Labels	Field Note	Text Validation Type OR Show Slider Number	Text Validation Min	Text Validation Max	Identifier?	Branching Logic (Show field only if...)	Required Field?	Custom Al
2	record_id	my_first_instrument		text	Record ID									
3	gender	my_first_instrument		radio	Gender	h. Male f. Female								
4	maiden_surname	my_first_instrument		text	Maiden surname	h. Male f. Female						[gender] = 'f'		
5	medra	my_first_instrument		text		BIOPORTAL-MEDDRA								
6														
7														

Data Dictionary

CSV

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Variable / Field Name	Form Name	Section Header	Field Type	Field Label	Choices, Calculations, OR Slider Labels	Field Note	Text Validation Type OR Show Slider Number	Text Validation Min	Text Validation Max	Identifier?	Branching Logic (Show field only if...)	Required Field?	Custom A
2	record_id	my_first_instrument		text	Record ID									
3	gender	my_first_instrument		radio	Gender	h, Male f, Female								
4	maiden_surname	my_first_instrument		text	Maiden surname	h, Male f, Female						[gender] = 'f'		
5	medra	my_first_instrument		text		BIOPORTAL-MEDDRA								
6														
7														

Variable / Field Name	Unique variable name
Form Name	Instrument name
Field Type	Type of field (text, radio,...)
Field Label	Label, Question
Choices, Calculations, OR Slider Labels	Choices of dropdown field (h, Male f, Female, ...)
Field Note	Visible notes
Identifier?	If the variable is a patient identifier write 'y'
Branching Logic (Show field only if...)	Any branching logic
Required Field?	If the field is required write 'y'

Data Dictionary

Why use this ?

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Variable / Field Name	Form Name	Section Header	Field Type	Field Label	Choices, Calculations, OR Slider Labels	Field Note	Text Validation Type OR Show Slider Number	Text Validation Min	Text Validation Max	Identifier?	Branching Logic (Show field only if...)	Required Field?	Custom A
2	record_id	my_first_instrument		text	Record ID									
3	gender	my_first_instrument		radio	Gender	h, Male f, Female								
4	maiden_surname	my_first_instrument		text	Maiden surname	h, Male f, Female						[gender] = "f"		
5	medra	my_first_instrument		text		BIOPORTAL-MEDDRA								
6														
7														

Examples :


1. Share your project structure (All instruments)
2. Big copy and paste (Risky)
3. Add required or identifier to lots of fields
4. Replace a choice in all Checkbox fields

Best Practices

- If you want to repeat a field, **don't do field_1, field_2**
- Instead **use REDCap repetition**

1. Export the Data Dictionary

Steps for making project changes:

- 1.) [Download the current Data Dictionary](#) 
- 2.) Edit the Data Dictionary (see the [Help & FAQ](#) for help)
- 3.) Upload the Data Dictionary using the form below
- 4.) The changes will be made to the project after the Data Dictionary has been checked for errors

2. Create a new variable in the data dictionary & save to CSV

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
	Variable / Field Name	Form Name	Section Header	Field Type	Field Label	Choices, Calculations, OR Slider Labels	Field Note	Text Validation Type OR Show	Slider Number	Text Validation Min	Text Validation Max	Identifier?	Branching Logic (Show field only if...)	Required Field?	Custom A
1	record_id	my_first_instrument		text	Record ID										
2	gender	my_first_instrument		radio	Gender	h, Male f, Female									
3						h, Male									
4	maiden_surname	my_first_instrument		text	Maiden surname	f, Female							[gender] = 'f'		
5	medra	my_first_instrument		text		BIOPORTAL-MEDDRA									
6															
7															

3. Import the new data dictionary

Upload your Data Dictionary file (CSV file format only)

Format for min/max validation values for date and datetime fields:

Parcourir...

Aucun fichier sélectionné.

Upload File

Send files

Secure sending



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.

Sharing Files

Send-it

Send-it



Serveur de Développement / Formation

Ce serveur ne doit pas contenir de données cliniques, il a uniquement une vocation de test !

Demande d'accès/ Request Access: Cliquez ici / Click here

Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#) To review which users still have access to your projects, visit the [User Access Dashboard](#).

My Projects Organize		Filter projects by title				
Project Title	Records	Fields	Instrument	Type	Status	
TEST_Mathias	18	74	2 forms 7 surveys			
Longitudinal Database (2 arms)	2	98	8 forms			
Longitudinal Database (1 arm)	2	98	8 forms			
Multiple Surveys (longitudinal)	5	31	1 form 3 surveys			
Repeating Instruments	6	139	6 forms			
SPATAX	11	476	21 forms			
Projet_test	0	8	2 forms			
Formation	0	2	1 form			
shazam test	2	66	1 survey			

The projects listed below are public and are accessible by anyone. No authentication (i.e. username/password) is required to access them directly.

Public Projects
Basic Demography
Classic Database
Human Cancer Tissue Biobank
Longitudinal Database (1 arm)
Longitudinal Database (2 arms)

Sharing Files

Send-it

Send-It

Send-It is a secure data transfer application that allows you to upload a file (up to 100 MB in size) and then allow multiple recipients to download the file in a secure manner. Each recipient will receive an email containing a unique download URL, along with a second follow-up email with the password (for greater security) for downloading the file. The file will be stored securely and then later removed from the server after the specified expiration date. Send-It is the perfect solution for anyone wanting to send files that are too large for email attachments or that contain sensitive data.

Instructions for using Send-It:

Fill out the form below to specify to whom you wish to send the file, as well as other custom information and settings. Each email address you enter below will receive a message stating that a file is available for download. The email will include a unique link and password, which the recipient will use to navigate to the webpage for downloading the file to their computer. If the file is very large, it may take several moments to upload, so please allow it to continue to upload until it notifies you of its completion.

From: mathias.antunes@icm-institute.org

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: Aucun fichier sélectionné. **(Max file size: 100 MB)**

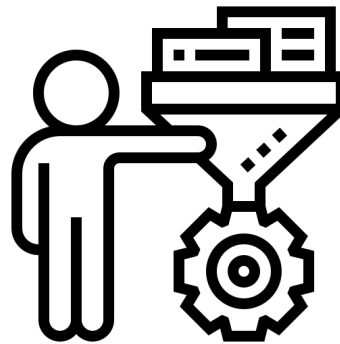
☐ **Receive confirmation?**
Get an email notification informing you when your file has been downloaded by each recipient.

Best Practices

- **Secure way to send data files**
- **The file is not in the Email but in REDCap.**
- **The file can be downloaded after entering a secure code.**

Missing data

Collecting good data



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.

Current Problem

Current instrument: **Bad fields** Preview instrument

Add Field Add Matrix of Fields

Variable: date_tre

Date

Add Field Add Matrix of Fields

Variable: qssdq

Gender

Add Field Add Matrix of Fields

Unusable data !!

Current instrument: **My First Instrument** Preview instrument

Variable: record_id

Record ID

NOTE: The field above is the record ID field and thus cannot be deleted or moved. It can only be edited.

Add Field Add Matrix of Fields

Variable: date

date Today D-M-Y

Add Field Add Matrix of Fields

Variable: gender

Gender ☐ Male ☐ Female

* must provide value

reset

How to handle missing data ?



Missing data code

Data Access Group: [No Assignment] ?

Editing existing Record ID 1

Record ID 1
To rename the record, see the record action drop-down at top of the [Record Home Page](#).

date 21-02-2020 Today D-M-Y

Gender
* must provide value
 ☒ Male ☐ Female reset

Training project ID

Drop down

rx

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. ☐ **Lock**

Save & Exit Form **Save & ...**

-- Cancel --

Delete data for THIS FORM only

NOTE: To delete the entire record (all forms/events), see the record action drop-down at top of the [Record Home Page](#).

Allow to add a code for the reason the data is missing

☒ Male ☐ Female

Mark field as:

[Clear value]

No information (NI)

Unknown (UNK)

☐ Male ☒ Female reset

No information (NI)

Activate Missing data code

REDCap®

Logged in as **mathias.antunes**
Log out

My Projects or Control Center
REDCap Messenger

Project Home and Design

- Project Home
- Project Setup**
- Designer
- Dictionary
- Codebook

Project status: Development

Data Collection

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- Field Comment Log
- File Repository
- User Rights and DAGs
- Customize & Manage Locking/E-signatures
- Data Quality
- API and API Playground
- REDCap Mobile App
- External Modules
- Neuroinformatics

External Modules +

Help & Information +

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Projet_test

Project Home Project Setup Other Functionality Project Revision History Edit project settings

Project status: Development Completed steps 0 of 7

Main project settings

Not started

Enable Use surveys in this project? VIDEO: How to create and manage a survey

Enable Use longitudinal data collection with defined events?

I'm done! Modify project title, purpose, etc.

Design your data collection instruments

Not started

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

I'm done! Go to Online Designer or Data Dictionary Explore the REDCap Shared 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

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 sending survey invitations?

Additional customizations

Settings displayed to Administrators only:

Enable Dynamic Data Pull (DDP) from External Source System?

Enable Clinical Data Pull from EHR?

Enable Twilio SMS and Voice Call services for surveys and alerts?

Additional customizations

Activate Missing data code

Additional customizations

Missing Data Codes: Set up your missing data codes for this project

Fields that have a blank/missing value may be marked with a custom 'Missing Data Code' to note why the value is blank. These missing codes may be used to aid in data analysis by specifying why a field lacks a value. To enable this feature below, enter both the codes AND their labels for all the categories of missing data that you wish to use in this project. The missing codes should be coded just like the choices of a multiple choice field with *code + comma + label*, in which the codes can only have letters, numbers, dots, dashes, and underscores (e.g., '-999, Not asked' or 'UNK, Unknown'). If no codes are entered, this feature will remain disabled.

[Read more detailed instructions.](#)

Missing Data Codes

Add code from standardized list of missing data codes (optional suggestions):

Add	NI	No information
Add	INV	Invalid
Add	UNK	Unknown
Add	NASK	Not asked
Add	ASKU	Asked but unknown
Add	NAV	Temporarily unavailable

Examples

Additional customizations

Missing Data Codes: Set up your missing data codes for this project

Fields that have a blank/missing value may be marked with a custom 'Missing Data Code' to note why the value is blank. These missing codes may be used to aid in data analysis by specifying why a field lacks a value. To enable this feature below, enter both the codes AND their labels for all the categories of missing data that you wish to use in this project. The missing codes should be coded just like the choices of a multiple choice field with *code + comma + label*, in which the codes can only have letters, numbers, dots, dashes, and underscores (e.g., '-999, Not asked' or 'UNK, Unknown'). If no codes are entered, this feature will remain disabled.

[Read more detailed instructions.](#)

Missing Data Codes

NI, No information
 NA, Not applicable
 NAVU, Not available

Add code from standardized list of missing data codes (optional suggestions):

Add	NAVU	Not available
Add	NP	Not present
Add	QS	Sufficient quantity
Add	TRC	Trace
Add	UNC	Unencoded
Add	DER	Derived
Add	PINF	Positive infinity

Best Practices

- You can make your own codes !

Missing data code

Data Access Group: [No Assignment] ?

Editing existing Record ID 1

Record ID 1
To rename the record, see the record action drop-down at top of the [Record Home Page](#).

date 21-02-2020 Today D-M-Y

Gender
* must provide value
 ☒ Male ☐ Female reset

Training project ID

Drop down

rx

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. ☐ **Lock**

Save & Exit Form **Save & ...**

-- Cancel --

Delete data for THIS FORM only

NOTE: To delete the entire record (all forms/events), see the record action drop-down at top of the [Record Home Page](#).

Allow to add a code for the reason the data is missing

☒ Male ☐ Female

Mark field as:

[Clear value]

No information (NI)

Unknown (UNK)

☐ Male ☒ Female reset

No information (NI)

Exercice

1. Activate Missing Data Code

Additional customizations

2. Add 2 codes and make one

Additional customizations

Missing Data Codes: Set up your missing data codes for this project
Fields that have a blank/missing value may be marked with a custom 'Missing Data Code' to note why the value is blank. These missing codes may be used to aid in data analysis by specifying why a field lacks a value. To enable this feature below, enter both the codes AND their labels for all the categories of missing data that you wish to use in this project. The missing codes should be coded just like the choices of a multiple choice field with code = comma + label, in which the codes can only have letters, numbers, dots, dashes, and underscores (e.g., '-999, Not asked' or 'UNK, Unknown'). If no codes are entered, this feature will remain disabled.
[Read more detailed instructions.](#)

Missing Data Codes	
NI, No information	NAVU, Not available
NA, Not applicable	
NAVU, Not available	

NAVU	NAVU	Not available
NP	NP	Not present
QS	QS	Sufficient quantity
TRC	TRC	Trace
UNC	UNC	Uncoded
DER	DER	Derived
PINF	PINF	Positive infinity

Break time !



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.



Practice guidelines

Done !

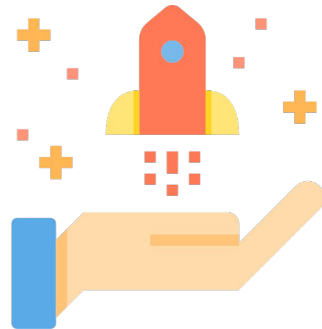
- ✓ **Starting** & Login in
- ✓ Data entry
- ✓ Create a project
- ✓ Create an instrument (form)
- ✓ Create a field (text, date,...)
- ✓ Manage IDs
- ✓ Branching logic
- ✓ Project types & Repetitions & Surveys
- ✓ Adding users
- ✓ CSV & Data Dictionary

To do !

- ☐ Going into **Production**
- ☐ Report & Export & Import
- ☐ **Data** Resolution Workflow
- ☐ **Data** quality
- ☐ PDF
- ☐ Copy and Backup
- ☐ **Advanced :**
 - Piping
 - Smart variables
- ☐ Conclusion

Production

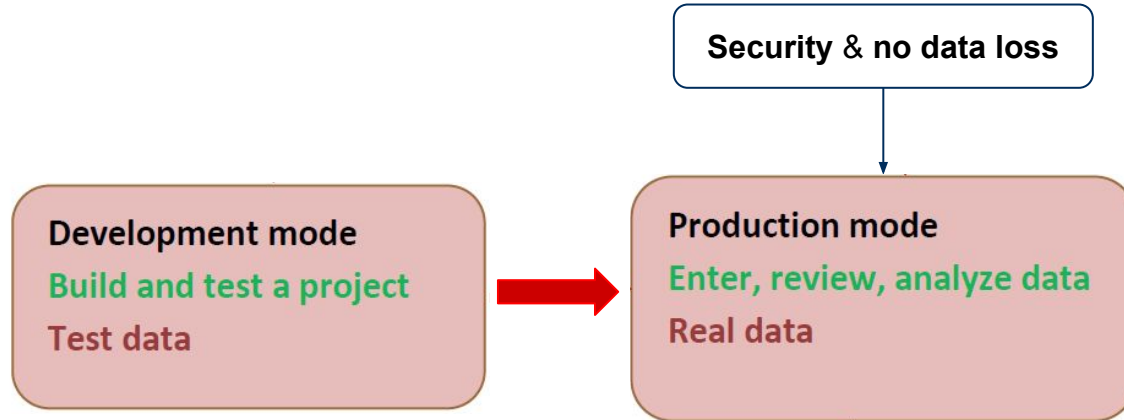
Launching the project



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Going into production



Going into production

REDCap®

Logged in as **mathias.antunes**
 Log out
 My Projects or Control Center
 REDCap Messenger

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

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
 REDCap Mobile App
 External Modules
 Neuroinformatics

External Modules
 Help & Information

ICM Brain & Spine Institute
 Institut du Cerveau et de la Moelle épinière Inserm Cnrs Umr

Projet_test

Project Home Project Setup Other Functionality Project Revision History Edit project settings

Project status: Development Completed steps **6 of 7**

Main project settings

Complete! Not complete?

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

Complete! Not complete?

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 Shared 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

Enable optional modules and customizations

Complete! Not complete?

Enable Repeatable instruments
 Disable Auto-numbering for records
 Enable Scheduling module (longitudinal only)
 Enable Randomization module
 Enable Designate an email field for sending survey invitations
 Additional customizations

Settings displayed to Administrators only:
 Enable Dynamic Data Pull (DDP) from External Source System
 Enable Clinical Data Pull from EHR
 Enable Twilio SMS and Voice Call services for surveys and alerts

Set up project bookmarks (optional)

Complete! Not complete?

You may create custom bookmarks to webpages that exist inside or outside of REDCap. These bookmarks will be seen as links on the left-hand project menu and can be accessed at any time by users who are given privileges to do so. Every project bookmark has custom settings that allow one to control its appearance and behavior.


Go to Add or edit bookmarks

User Rights and Permissions

Scroll down

Going into production

Go to [Add or edit bookmarks](#)




Complete!

[Not complete?](#)

User Rights and Permissions

You may grant other users access to this project or edit the user privileges of current users on this project by navigating to the User Rights page. Additionally, if you wish to limit user access to certain records/responses for this project, you may want to use Data Access Groups, in which only users within a given Data Access Group can access records created by users within that group.

Go to [User Rights](#) or [Data Access Groups](#)




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.



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 be auto-approved or else might need to be approved by a REDCap administrator before taking effect.

Go to [Move project to production](#)

Last step

1. Move your project 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 be auto-approved or else might need to be approved by a REDCap administrator before taking effect.

Go to [Move project to production](#)

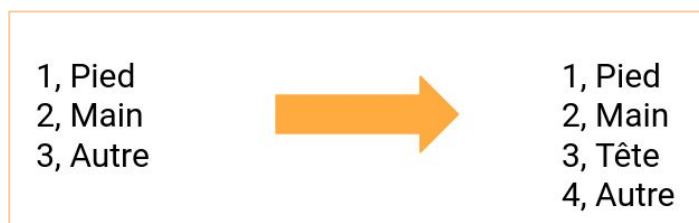
What changed

- ✓ Can not rename variables
- ✓ Can only modify the project with the Draft Mode
- ✓ Will warn you if a modification might cause data loss
- ✓ Multiple protection against data loss

Production status

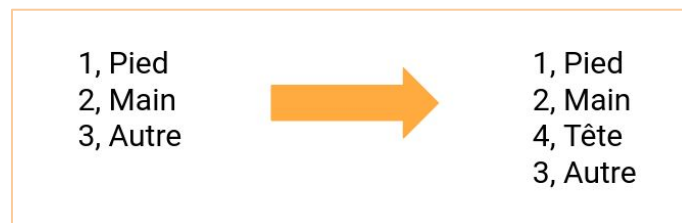
Data protection example

→ Modifying a list



All data entered with "3, Autre", now are "3,Tête"

REDCap will alert you and the modification will have to be reviewed to avoid data loss



Production status

Draft Mode

The screenshot shows the REDCap interface for a project named 'Projet_test'. The user is logged in as 'mathias.antunes'. The project status is 'Production'. A yellow box contains a note about the production status and a button labeled 'Enter Draft Mode'.

NOTE: The project is currently in PRODUCTION status, and thus changes cannot be made in real time to the project as when in Development status. However, changes to the project may be drafted in DRAFT MODE, after which such changes will be reviewed and approved by a REDCap administrator. Once those changes are approved, you will then receive an email confirmation informing you that those changes have taken effect on your production project.

Would you like to enter DRAFT MODE to begin drafting changes to the project?

[Enter Draft Mode](#)

[Share your instruments with others via the REDCap Shared Library](#) [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. In order to make any modifications to your instruments listed below, you must first move the project into Draft Mode by clicking the 'Enter Draft Mode' button above.

Data Collection Instruments				
Instrument name	Fields	View PDF	Instrument actions	
My First Instrument	10		Choose action	
Bad fields	2		Choose action	

Production status

Draft Mode

The screenshot displays the REDCap web interface for a project named 'Projet_test'. The left sidebar shows the user is logged in as 'mathias.antunes' and provides navigation links for 'My Projects', 'Control Center', and 'REDCap Messenger'. The main content area is titled 'Projet_test' and includes tabs for 'Project Home', 'Project Setup', 'Online Designer', 'Data Dictionary', and 'Codebook'. A prominent yellow warning box states: 'Since this project is currently in PRODUCTION, changes will not be made in real time.' It contains a 'Submit Changes for Review' button, a 'Remove all drafted changes' link, and a 'View detailed summary of all drafted changes' link. Below this, there are links to 'Create snapshot of instruments' and a video 'How to use this page'. A paragraph explains that the Online Designer allows for easy modifications to fields and data collection instruments. At the bottom, the 'Data Collection Instruments' section shows options to 'Add new instrument' (Create, Import, Upload) and a table of existing instruments.

Instrument name	Fields	View PDF	Instrument actions
My First Instrument	10		Choose action ▾
Bad fields	2		Choose action ▾


Dashboard

Data Organization



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.





Logged in as **mathias.antunes**
Log out

My Projects or Control Center
REDCap Messenger

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

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
REDCap Mobile App
External Modules
Neuroinformatics

External Modules

Help & Information



Brain & Spine Institute
Institut du Cerveau et de la Moelle épinière Inserm Cnrs Umr

Projet_test

Record Status Dashboard (all records)

Displayed below is a table listing all existing records/responses and their status for every data collection instrument (and if longitudinal, for every event). You may click any of the colored buttons in the table to open a new tab/window in your browser to view that record on that particular data collection instrument. Please note that if your form-level user privileges are restricted for certain data collection instruments, you will only be able to view those instruments, and if you belong to a Data Access Group, you will only be able to view records that belong to your group.

Legend for status icons:
☒ Incomplete ☐ Incomplete (no data saved) ?
☐ Unverified
☒ Complete

Dashboard displayed: [Default dashboard] [Create custom dashboard](#)

Displaying Data Access Group: -- ALL --

Displaying record: Page 1 of 1: "1" through "2" of 2 records ALL (2) records per page

[+ Add new record](#)

Displaying: [Instrument status only](#) | [Lock status only](#) | [All status types](#)

Record ID	My First Instrument
1	<input checked="" type="radio"/>
2	<input checked="" type="radio"/>

Each dot is an instrument

Advanced dashboard

REDCap®

Logged in as **mathias.antunes**
 Log out

My Projects or Control Center
 REDCap Messenger

Project Home and Design

Project Home · Project Setup
 Designer · Dictionary · Codebook
 Project status: Development

Data Collection

Record Status Dashboard
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 Field Comment Log
 File Repository
 User Rights and DAGs
 Customize & Manage Locking/E-signatures
 Data Quality
 API and API Playground
 REDCap Mobile App
 External Modules
 Neuroinformatics

Project Bookmarks Edit +

Reports Search Organize Edit -

1) Demographics

External Modules +

Help & Information +

Longitudinal Database (1 arm)

Record Status Dashboard (all records)

Displayed below is a table listing all existing records/responses and their status for every data collection instrument (and if longitudinal, for every event). You may click any of the colored buttons in the table to open a new tab/window in your browser to view that record on that particular data collection instrument. Please note that if your form-level user privileges are restricted for certain data collection instruments, you will only be able to view those instruments, and if you belong to a Data Access Group, you will only be able to view records that belong to your group.

Legend for status icons:

- Incomplete (no data saved) ?
- Unverified
- Complete

Dashboard displayed: [Default dashboard]

Create custom dashboard

Displaying record Page 1 of 1: "1" through "9" of 9 records


ALL (9) records per page

+ Add new record

Displaying: Instrument status only | Lock status only | All status types

Study ID	Enrollment		Dose 1		Visit 1				Dose 2		Visit 2				Dose 3		Visit 3				Final visit			
	Demographics	Baseline Data	Patient Morale Questionnaire	Visit Lab Data	Patient Morale Questionnaire	Visit Blood Workup	Visit Observed Behavior	Patient Morale Questionnaire	Visit Lab Data	Patient Morale Questionnaire	Visit Blood Workup	Visit Observed Behavior	Patient Morale Questionnaire	Visit Lab Data	Patient Morale Questionnaire	Visit Blood Workup	Visit Observed Behavior	Patient Morale Questionnaire	Visit Lab Data	Patient Morale Questionnaire	Visit Blood Workup	Visit Observed Behavior	Completion Data	Completion Project Questionnaire
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								

Advanced dashboard

 **Custom Record Dashboard**


You may create your own custom version of the Record Status Dashboard by setting up the configuration options below. Only users with Project Setup/Design privileges will be able to create custom dashboards. Once a custom dashboard has been created, it will be viewable to all users in the project.

Dashboard title:

Description / instructions:
(Optional) Displayed near top of page

Header orientation: Use 'Vertical' to transpose headers for a more compact display.

Group columns by instrument or event: Grouping by Event will display event name at top spanning over its instruments, whereas grouping by Instrument will do vice versa.

Select instruments/events: 

(Optional) Include/exclude specific instruments (to display less columns)

Filter logic:

(Optional) Filter the records displayed based on conditional logic
(e.g., [enrollment_arm_1][age] > 30 and [enrollment_arm_1][sex] = "1")

Sort by: in

Sort the records by the value of a specific event's field in either ascending or descending order

[Cancel](#)

Vertical Headers
Can help if you have a lot of visits

Selecting specific data

Sorting Patients
Can help visualize incomplete data

Advanced dashboard

Displaying: [Instrument status only](#) | [Lock status only](#) | [All status types](#)

Study ID	Enrollment		Dose 1	Visit 1				Dose 2	Visit 2				Dose 3	Visit 3				Final visit				
	Demographics	Baseline Data	Patient Morale Questionnaire	Visit Lab Data	Patient Morale Questionnaire	Visit Blood Workup	Visit Observed Behavior	Patient Morale Questionnaire	Visit Lab Data	Patient Morale Questionnaire	Visit Blood Workup	Visit Observed Behavior	Patient Morale Questionnaire	Visit Lab Data	Patient Morale Questionnaire	Visit Blood Workup	Visit Observed Behavior	Patient Morale Questionnaire	Visit Blood Workup	Visit Observed Behavior	Completion Data	Completion Project Questionnaire
1																						
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						

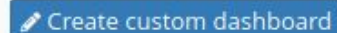



Displaying: [Instrument status only](#) | [Lock status only](#) | [All status types](#)

Study ID	Enrollment		Dose 1	Visit 1				Dose 2	Visit 2				Dose 3	Visit 3				Final visit				
	Demographics	Baseline Data	Patient Morale Questionnaire	Visit Lab Data	Patient Morale Questionnaire	Visit Blood Workup	Visit Observed Behavior	Patient Morale Questionnaire	Visit Lab Data	Patient Morale Questionnaire	Visit Blood Workup	Visit Observed Behavior	Patient Morale Questionnaire	Visit Lab Data	Patient Morale Questionnaire	Visit Blood Workup	Visit Observed Behavior	Patient Morale Questionnaire	Visit Blood Workup	Visit Observed Behavior	Completion Data	Completion Project Questionnaire
1																						
14																						
17																						
182																						
101																						
106																						
104																						
105																						
103																						

1. Create a custom dashboard

- Create a dashboard with vertical labels



 **Custom Record Dashboard**


You may create your own custom version of the Record Status Dashboard by setting up the configuration options below. Only users with Project Setup/Design privileges will be able to create custom dashboards. Once a custom dashboard has been created, it will be viewable to all users in the project.

Dashboard title:

Description / instructions:
(Optional) Displayed near top of page

Header orientation: Horizontal (default) ▼ Use 'Vertical' to transpose headers for a more compact display.

Group columns by instrument or event: Event ▼ Grouping by Event will display event name at top spanning over its instruments, whereas grouping by Instrument will do vice versa.

Select instruments/events: 
(Optional) Include/exclude specific instruments (to display less columns)

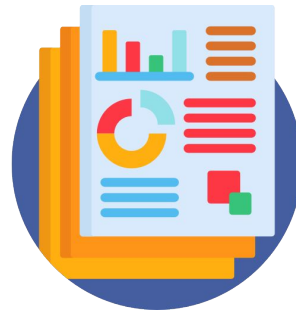
Filter logic:
(Optional) Filter the records displayed based on conditional logic
(e.g., [enrollment_arm_1][age] > 30 and [enrollment_arm_1][sex] = "1")

Sort by: Enrollment ▼ study_id "Study ID" ▼ in Ascending order ▼
Sort the records by the value of a specific event's field in either ascending or descending order

[Save dashboard](#) [Cancel](#)

Report and Export


Beyond REDCap



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.



Export and report



Logged in as **mathias.antunes**
Log out

My Projects or Control Center
REDCap Messenger

Project Home and Design

Project Home · Project Setup
Designer · Dictionary · Codebook
Project status: **Development**

Data Collection


Record Status Dashboard
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Institut du Cerveau et de la Moelle épinière Inserm Cnrs Umr

Projet_test

Data Exports, Reports, and Stats [VIDEO: How to use Data Exports, Reports, and Stats](#)

+ Create New Report My Reports & Exports Other Export Options

This module allows you to easily view reports of your data, inspect plots and descriptive statistics of your data, as well as export your data to Microsoft Excel, SAS, Stata, R, or SPSS for analysis (if you have such privileges). If you wish to export your *entire* data set or view it as a report, then Report A is the best and quickest way. However, if you want to view or export data from only specific instruments (or events) on the fly, then Report B is the best choice. You may also create your own custom reports below (if you have such privileges) in which you can filter the report to specific fields, records, or events using a vast array of filtering tools to make sure you get the exact data you want. Once you have created a report, you may view it as a webpage, export it out of REDCap in a specified format (Excel, SAS, Stata, SPSS, R), or view the plots and descriptive statistics for that report.

My Reports & Exports				
	Report name	View/Export Options	Management Options	Report ID [?] (auto-generated)
A	All data (all records and fields)	View Report Export Data Stats & Charts		
B	Selected instruments (all records)	Make custom selections		
		+ Create New Report		

↓

Create a report

Create a report

Name of Report:	<input type="text"/>
Description (optional): <small>Displayed on page below report name</small>	<input type="text"/> <small>HTML may be used in order to add links or to add style to text.</small>

STEP 1

User Access: Choose who can edit and view this report

View 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)

Edit Access: Choose who can edit, copy, or delete this report (requires user to have 'Add/Edit/Organize Reports' privileges)

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

Who can see and edit the report

STEP 2

Fields to include in report + Quick Add Add all fields from selected instrument:

Field 1	<input type="text" value="study_id 'Study ID'"/>	<input type="text" value="Instrument: Demographics"/>	<input checked="" type="checkbox"/>
Field 2	<input type="text" value="Type variable name or field label"/>	<input type="text" value="Instrument:"/>	<input type="checkbox"/>

Additional report options (optional)

☐ Combine checkbox options into single column of only the checked-off options (will be formatted as a text field when exported to stats packages)

☒ Remove line breaks/carriage returns from all text data values (only applicable for CSV Raw and CSV Label data exports)

Fields you want to report

Best Practices

- Only filter with **simple filters**
- Use it to **prefilter** before exporting



Show all repetition & event

STEP 3

☒ **Show data for all events for each record returned** ? [How to use filters and AND/OR logic](#)

Filters (optional)

Filter	Operator / Value
Filter 1 <input type="text" value="Type variable name or field label"/> In <input type="text" value="All events"/>	<input type="text" value="="/> <input type="text" value=""/>

Switch format: [Use advanced logic](#)

Additional Filters (optional) (Records belonging only to ALL selections below will appear in the report)

Filter by event(s):
☐ Enrollment
☐ Dose 1
☐ Visit 1
☐ Dose 2
☐ Visit 2



Filters

Best Practices

If you want **only a specific data**, uncheck this.

Create a report

Fields you want to report

Additional Filters (optional) (Records belonging only to ALL selections below will appear in the report)

Filter by event(s):

- Enrollment
- Dose 1
- Visit 1
- Dose 2
- Visit 2

Live Filters (optional) Live Filters can be selected on the report page for dynamically filtering data in real time. With the exception of the Record ID field, 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	-- select a field --
Live Filter 2	-- select a field --
Live Filter 3	-- select a field --

STEP 4

Order the Results (optional)

First by	study_id "Study ID"	ASC	Ascending order
Then by	Type variable name or field label	ASC	Ascending order
Then by	Type variable name or field label	ASC	Ascending order

Save Report [Cancel](#)

Live filter you will be able to apply to your report on the next step

Best Practices

- Use **live filters** to not modify the report every time
- ⚠ You can not filter on **free text**

Best Practices

- This is **not** a statistical tool
- This tool is meant to help you **track the completion of your data**
- You can only apply **simple filter**

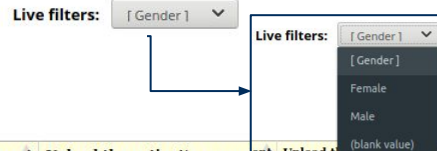
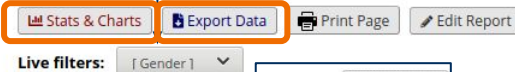
See a report

Number of results

Live filter

If you can't scroll on the page

Number of results returned: 72
 Total number of records queried: 72
 ('records' = total available data across all designated events)



Search

Table not displaying properly ?

my report

Study ID	Event Name	Date subject signed consent	Upload the patient's consent	Upload the patient's consent	Name	E-mail	Height (cm)	Weight (kilograms)	Serum Prealbumin (mg/dL)
study_id	redcap_event_name	date_enrolled	patient_document	patient_document	first_name	last_name	height2	weight2	vid1
1	Enrollment	2019-10-02			Mathi	Antunes			
1	Dose 1								
1	Visit 1								
1	Dose 2								
1	Visit 2								
1	Dose 3								
1	Visit 3								
1	Final visit								
2	Enrollment	2119-11-12			Mathi	Antunes			
2	Dose 1								
2	Visit 1								
2	Dose 2								
2	Visit 2								
2	Dose 3								
2	Visit 3								
2	Final visit								
3	Enrollment	2119-11-12			Mathi	Antunes	12		
3	Dose 1								
3	Visit 1								
3	Dose 2								
3	Visit 2								
3	Dose 3								

Best Practices

- This is **not** a statistical tool
- This tool is meant to help you **track the completion of your data**
- You can only apply **simple filter**

See a report

Number of results

Live filter

If you can't scroll on the page

Number of results returned: 72
 Total number of records queried: 72
 ('records' = total available data across all designated events)

[Stats & Charts](#) [Export Data](#) [Print Page](#) [Edit Report](#)

Live filters:

[Gender]

Live filters: [Gender]
 [Gender]
 Female
 Male
 (blank value)

Search

Table not displaying properly ?

Study ID	Event Name	Date subject signed consent	Upload the patient's consent	Upload the patient's consent	Name	E-mail	Height (cm)	Weight (kilograms)	Serum Prealbumin (mg/dL)
study_id	redcap_event_name	date_enrolled	patient_document	patient_document	first_name last_name	email	height2	weight2	vid1
1	Enrollment	2019-10-02			Mathi Antunes	mathias.antunes@icm-institute.org			
1	Dose 1								
1	Visit 1								
1	Dose 2								
1	Visit 2								
1	Dose 3								
1	Visit 3								
1	Final visit								
2	Enrollment	2119-11				mathias.antunes@icm-institute.org			
2	Dose 1								
2	Visit 1								
2	Dose 2								
2	Visit 2								
2	Dose 3								
2	Visit 3								
2	Final visit								
3	Enrollment	2119-11				mathias.antunes@icm-institute.org	12		
3	Dose 1								
3	Visit 1								
3	Dose 2								
3	Visit 2								
3	Dose 3								



Limit of a report

- ❑ They are made to help you track your data
 - "I want to see all my patient who are men"*
 - "I want to see all patient with a missing data of birth"*
- ❑ They **can't** answer complex questions
 - "I want to see all patient with a specific age and who had a specific mutation and at least one visit after a certain date"*
- ❑ BUT they can start the work for complex questions
 - *You can already select all patient with specific age and export all these data to analyse them*

1. Create a report with the data you want to visualize.

My Reports & Exports				
	Report name	View/Export Options	Management Options	Report ID (auto-generated)
A	All data (all records and fields)	View Report Export Data Stats & Charts		
B	Selected instruments (all records)	Make custom selections		
+ Create New Report				

2. Test live filtering

Live Filters (optional) Live Filters can be selected on the report page for dynamically filtering data in real time. With the exception of the Record ID field, 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	-- select a field --
Live Filter 2	-- select a field --
Live Filter 3	-- select a field --

Live filters:

[Gender]

[Gender]
Female
Male
(blank value)

ent Upload t

Let's talk about CSV

Comma-Separated Values

Excel uses default separator of your computer (Windows/Mac/Linux)

Microsoft is US → default separator is ;

I advice Libreoffice for CSV management !



	A	B	C	D	E
1	Hotels,"Hotel ID","City","URL"				
2	"The Sussex" Luxury Lodge,"1778190","Chiddingly","h				
3	#5 Edinburgh Central Apartment,"1485919","Edinburg				
4	#7 Church Street,"474907","Monmouth","http://www				
5	'Le Studio","1535459","Inverness","http://www.booki				
6	1 & 3 Rose Cottages,"1108115","Stoke on Trent","http				
7	1 Bank Street,"1687881","Stirling","http://www.book				
8	1 Bed Apartment In Angel,"1551859","London","http;				
9	1 Bed Apartment In Kings Cross BH0444,"1810371","Lo				
10	1 bed Apartment in Oakfield street Cardiff,"1970845",				
11	1 Bedroom Apartment Brick Lane,"1686847","London"				
12	1 bedroom Apartment Churchill Way Cardiff,"1981422				
13	1 Bedroom Apartment Covent Garden,"1170261","Lon				
14	1 Bedroom Chelsea Home,"1686902","London","http;				
15	1 Bedroom Flat in Barons Court,"1686903","London","				
16	1 Bedroom Flat with Garden,"1686841","London","htt				

Export and report

Logged in as **mathias.antunes**
Log out

My Projects or Control Center
REDCap Messenger

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

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
REDCap Mobile App
External Modules
Neuroinformatics

External Modules
Help & Information

Brain & Spine Institute
Institut du Cerveau et de la Moelle épinière Inserm Cnrs Umr

Projet_test

Data Exports, Reports, and Stats [VIDEO: How to use Data Exports, Reports, and Stats](#)

+ Create New Report My Reports & Exports Other Export Options

This module allows you to easily view reports of your data, inspect plots and descriptive statistics of your data, as well as export your data to Microsoft Excel, SAS, Stata, R, or SPSS for analysis (if you have such privileges). If you wish to export your *entire* data set or view it as a report, then Report A is the best and quickest way. However, if you want to view or export data from only specific instruments (or events) on the fly, then Report B is the best choice. You may also create your own custom reports below (if you have such privileges) in which you can filter the report to specific fields, records, or events using a vast array of filtering tools to make sure you get the exact data you want. Once you have created a report, you may view it as a webpage, export it out of REDCap in a specified format (Excel, SAS, Stata, SPSS, R), or view the plots and descriptive statistics for that report.

My Reports & Exports				
	Report name	View/Export Options	Management Options	Report ID [?] (auto-generated)
A	All data (all records and fields)	View Report Export Data Stats & Charts		
B	Selected instruments (all records)	Make custom selections		
+ Create New Report				

Export all data






Best Practices

- If your identifiers are well defined, here you can automatically remove them for the export

Exporting "All data (all records and fields)"

Select your export settings, which includes the export format (Excel/CSV, SAS, SPSS, R, Stata) and if you wish 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**
- ☐  **CDISC ODM (XML)**

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
- OR —
- ☐ Shift all dates by value between 0 and 364 days (shifted amount determined by algorithm for each record) [What is date shifting?](#)

[Deselect all options](#)

Advanced data formatting options**Set CSV delimiter character**

Set the delimiter used to separate values in the CSV data file (only valid for CSV Raw Data and CSV Labels export formats):

tab

Force all numbers into a specified decimal format?

You may choose to force all data values containing a decimal to have a specified decimal character (comma or period/full stop). This will be applied to all calculations and number-validated text values in the export file.

Use fields' native decimal format (default)

NOTE: Your data formatting selections above will be remembered in the future and will be pre-selected upon your next export.

Change the CSV delimiter

De-identification

Export Data

Cancel

Exercise

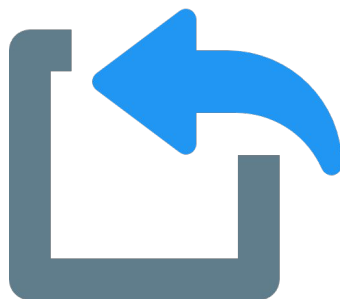
1. Export all your data

My Reports & Exports				
	Report name	View/Export Options	Management Options	Report ID [?] (auto-generated)
A	All data (all records and fields)	View Report Export Data Stats & Charts		

2. Export your report

1	Report with some data	View Report Export Data Stats & Charts	Edit Copy Delete	36
	+ Create New Report			

Import



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REDCap®

Connexion de test.user | Déconnexion

Mes Projets
REDCap Messenger

Project Home and Design

Accueil Projet · Configuration
Designer · Dictionary · Guide des cod
État du projet: **Production**

Collecte de données

Tableau de bord
Ajouter/modifier enregistrements
Afficher les formulaires

Applications

Alerts & Notifications
Calendrier
Rapports et exportations
Outil d'importation de données
Outil de comparaison de données
Journalisation
Journal de commentaires de champ
Référentiel de fichier
Droits des utilisateurs
Qualité des données
Modules Externes
ICM REDCap documentation

Rapports Recherche Organiser Modifier

1) Numéros étiquettes
experiences
1) QPCR à faire
2) ddPCR à faire
résultats
1) Tests positifs/douteux
2) Tests positifs > 50copies/μL ARN
3) Tests positifs 20 à 50copies/μL ARN
4) Tests douteux < 20copies/μL ARN
5) Tests négatifs
6) Tests plvts non conformes

External Modules

Search Dashboard
Aide & Remplacements

Institut du Cerveau
Cherches, soignées, guéries pour vous & avec vous

ICM Institut du Cerveau et de la Moelle épinière

ICM COVID-19

Outil d'importation de données

Ce module peut être utilisé pour importer des données dans ce projet depuis un fichier CSV (délimité par des virgules) ou depuis un fichier XML au format CDISC ODM. Voici les étapes que vous devrez suivre pour importer vos données avec succès dans ce projet.

Importation CSV Importation CDISC ODM (XML)

Instructions:

- 1.) Cliquez sur le lien ci-dessous pour télécharger le modèle d'importation de vos données en fichier CSV (délimité par des virgules). Sauvegardez-le sur votre ordinateur et ouvrez-le ensuite afin de commencer à le remplir des données que vous désirez importer.
 - Téléchargez votre Modèle d'Importation de données (avec des enregistrements en lignes)
 - OR
 - Téléchargez votre Modèle d'Importation de données (avec des enregistrements en colonnes)
- 2.) Dans chaque colonne du modèle d'importation de données que vous avez téléchargé, saisissez les données de chaque enregistrement que vous désirez importer. Une fois que toutes les données sont saisies, sauvegardez le fichier.
 - Faites attention de ne pas changer les noms des variables/champs du fichier sinon une erreur se produira.
 - Pour tous les champs 'dropdown' (déroulant) ou 'radio' (case d'option) du projet, vous ne devez avoir que des valeurs numériques (et non des valeurs texte) sinon le fichier ne peut pas être traité. These can be found in the [Guide des codes](#).
 - Toutes les lignes ou colonnes vides du fichier peuvent être supprimées sans aucun problème avant l'importation du fichier. Ceci réduit le temps d'importation, surtout pour les projets de grande taille.
- 3.) Cliquez sur le bouton 'Choose File' ci-dessous pour choisir le fichier sur votre ordinateur. Ensuite, cliquez sur le bouton 'Télécharger le fichier' pour télécharger le fichier.
- 4.) Après le téléchargement de votre fichier, vos données ne seront pas importées tout de suite mais plutôt affichées et vérifiées pour des erreurs afin de s'assurer que toutes les données sont dans le format exigé avant qu'elles ne soient enfin importées dans le projet.

Format des enregistrements: Le fichier à télécharger comporte des enregistrements séparés par des Lignes





Format pour les valeurs de date et DateHeure : DD/MM/YYYY ou YYYY-MM-DD

Autoriser les valeurs vierges à écraser les valeurs enregistrées déjà existantes ?
Non, ignorer les valeurs vides dans le fichi

Import template

File selection below

Easier Way to import

1. Export some data first 
2. Look how is structured your CSV export 
3. Edit or create your data 
4. Import it back ! 

pre-Import report

Data Import Tool

Record format: The file to be uploaded has its records stored as separate

Format for date and datetime values:

Allow blank values to overwrite existing saved values?

Name the imported records automatically (force record auto-numbering)

☒ **Upload your CSV file:**

Aucun fichier sélectionné.

✓ **Your document was uploaded successfully and is ready for review.**
 You are now required to view the Data Display Table below to approve all the data before it is officially imported into the project.
 Follow the instructions below.

No error in the file

Instructions for Data Review

The data you uploaded from the file is displayed in the Data Display Table below. Please inspect it carefully to ensure that it is all correct.
 After reviewing it, **click the 'Import Data' button at the bottom of this page** to import this data into the project.

KEY for Data Display Table below

Black text = New Data

Gray text = Existing data (will not change)

(Red text) = Data that will be overwritten

Red box = error

Orange box = warning

Colors for the report **below**

pre-Import report

DATA DISPLAY TABLE										
record_id	redcap_data_access_group	dob	text	first_letter	date	note	drop_down	radio_button	multiple_checkbox__0	multi
1 (existing record)	test1				2019-05-27 (2020-05-27)				0	0
2 (existing record)	test1				2020-05-28				0	0
3 (new record)	test1				2020-03-18				0	0
38-1 (existing record)	test1				2020-03-18				0	0
38-2 (existing record)	test1		text		2020-03-02				0	0
38-3 (existing record)	test1								0	0
38-4 (existing record)	test1	1996-01-01			2020-03-10				0	0
38-5 (existing record)	test1								0	0
38-6 (existing record)	test1								0	0

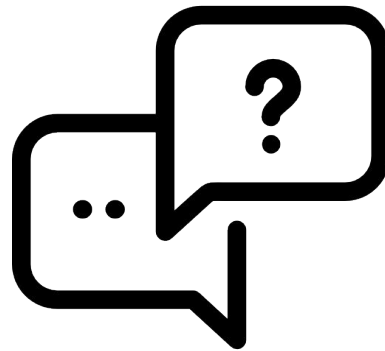
Replacing a value !
(replaced value)

Creating a value !
(new record)

Value already in REDCap
Nothing is done !

Data resolution Workflow


resolving issues



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Activating Data resolution

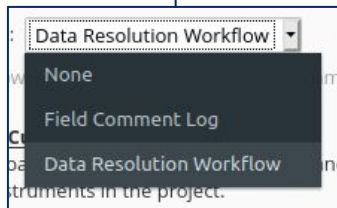
 Additional customizations

☒ **Enable the Field Comment Log or Data Resolution Workflow (Data Queries)?**

For this project, you may enable either the Field Comment Log or Data Resolution Workflow (also known as the Data Queries module). The Field Comment Log (enabled by default) allows users to leave comments for any given field on a data entry form by clicking the balloon icon next to the field. All comments can also be viewed, searched, and downloaded on the Field Comment Log page. Alternatively, if the Data Resolution Workflow is enabled, users will be allowed to open a workflow for documenting the process of resolving issues with data in the project (i.e. opening, responding to, and closing data queries). [View more details](#)

Enable: **Data Resolution Workflow** ▼

☐ Allow users to edit or delete Field Comments (excludes Data Resolution Workflow comments)?



Raise Error for Data resolution

da te of brith	<input type="text" value="01-07-2020"/> <input type="button" value="Today"/> <input type="button" value="D-M-Y"/>
Year	<input type="text" value="2020"/> <input type="button" value="View equation"/>

Data Resolution Workflow
✕

[VIDEO: Data Resolution Workflow](#)

This pop-up displays the Data Resolution Workflow for the specified record for a given field and/or Data Quality rule. Users with appropriate user privileges may open data queries to begin a documented process of resolving an issue with the data. Opened data queries may thus be responded to by users with appropriate privileges, and then they may be closed once the issue has been resolved. All data queries can also be viewed on the Resolve Issues page in this project.

Record ID: **38-1**
 Field: **dob** ("da te of brith")
 Status: Not Opened

Date/Time	User	Comments and Details
01/07/2020 17:07	mathias.antunes	<input type="radio"/> Verified data value — OR — <input checked="" type="radio"/> Open query Assign query to a user (optional): <input type="text" value="-- select user --"/>

Comment:

Manage Data resolution

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
 Hide data collection instruments
 My First Instrument
 Bad Fields
 My First Instrument 05034f
 E-Consent

Applications

[Alerts & Notifications](#)
[Calendar](#)
[Data Exports, Reports, and Stats](#)
[Data Import Tool](#)
[Data Comparison Tool](#)
[Logging](#)
[File Repository](#)
[User Rights and DAGs](#)
[Customize & Manage Locking/E-signatures](#)
[Data Quality and **Resolve Issues**](#)
[API and API Playground](#)
[REDCap Mobile App](#)
[External Modules](#)
[Neuroinformatics](#)

✓ Data Quality

[Find Issues](#)
[Resolve Issues](#) **2**
[Resolution Metrics](#)

[VIDEO: Data Resolution Workflow](#) or [Read introduction to Data Resolution Workflow](#)

This page displays all data queries that are currently unresolved or have already been resolved using the Data Resolution Workflow. Some issues may have been initiated by users on data collection instruments, and others may have been initiated after executing Data Quality rules on the Find Issues tab. The table lists the name of the record and the specific field or Data Quality rule to which the data query belongs, as well as the user assigned to the query (if applicable), the number of days the data query has been open, and a brief snippet of the query's first and last comment. The results in the table can be filtered by the query status type (e.g., open, closed), by certain fields or Data Quality rules, and also by users assigned to it. Each data query may be viewed by clicking the button to its left.

Data Resolution Dashboard						
		Filters: Open / unresolved issues (2) ▼				
Export		All fields and rules ▼				
		All data access groups ▼				
		User assigned (all users) or not assigned ▼				
Click button to view data query	Record (Sorted by DAG)	Data Quality rule and/or Field	User Assigned	Days Open	First Update	Last Update
1 comment	1 (NI) (Test1)	Field: languages (languages)	-	26.1	mathias.antunes (05/06/2020 14:20): "test"	[same as first update]
1 comment	38-23 (Test1)	Field: training_project_id (Training project ID)	test.user	26.1	mathias.antunes (05/06/2020 14:17): "missing data"	[same as first update]

Data Quality

Improving data



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.



Go to Data Quality module

Logged in as **mathias.antunes**
 Log out

My Projects or Control Center
 REDCap Messenger

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

Hide data collection instruments

My First Instrument
 Bad Fields
 My First Instrument 05034f
 E-Consent

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 Customization · Manage Locking/E-signatures
Data Quality and Resolve Issues
 API and API Playground
 REDCap Mobile App
 External Modules
 Neuroinformatics

Reports Search Organize Edit

test
 test2

External Modules

Big Data Import
 Custom Template Engine

Institut du Cerveau et de la Moelle épinière Inserm Cnrs Umr

TEST_Mathias

Data Quality

Find Issues

Resolve Issues **2**

Resolution Metrics

This module will allow you to execute data quality rules upon your project data to check for discrepancies in your data. Listed below are some pre-defined data rules that you may utilize and run. You may also create your own rules or edit, delete, or reorder the rules you have already created. To find discrepancies for a given rule, simply click the Execute button next to it, or click the Execute All Rules button to fire all the rules at once. It will provide you with a total number of discrepancies found for each rule and will allow you to view the details of those discrepancies by clicking the View link next to each. [Read more detailed instructions.](#)

Data Quality Rules

Processing Complete!

Execute rules:

All

All except A&B

All custom

Clear

Apply to: -- All records --

Rule #	Rule Name	Rule Logic (Show discrepancy only if...)	Real-time execution ?	Total Discrepancies	Test1	test2	Test3	Test4	Delete rule?
A	Blank values*	-		Execute					
B	Blank values* (required fields only)	-		Execute					
C	Field validation errors (incorrect data type)	-		Execute					
D	Field validation errors (out of range)	-		Execute					
E	Outliers for numerical fields (numbers, integers, sliders, calc fields)**	-		Execute					
F	Hidden fields that contain values***	-		Execute					
G	Multiple choice fields with invalid values	-		Execute					
H	Incorrect values for calculated fields	-		Execute					
I	Fields containing "missing data codes"	-		Execute					
1	radio button yes et yes/no à yes	[radio_button]=0 and [yes_no]=1		1 view	1	0	0	0	✗
<div> <input type="button" value="Add"/> </div> <div> Enter descriptive name for new rule (e.g., Participants below age 18) </div> <div> Enter logic for new rule (e.g., [age] < 18) How do I use special functions? </div> <div> <input type="checkbox"/> Execute in real time on data entry forms ? </div>									

Go to Data Quality module

1	radio button yes et yes/no à yes	[radio_button]=0 and [yes_no]=1		1	view	1	0	0	0	0	×
---	----------------------------------	---------------------------------	--	---	------	---	---	---	---	---	---

Rule #1: **radio button yes et yes/no à yes**
Discrepancies found: 1

Record (Sorted by DAG)	Discrepant fields with their values	Status	Resolve issue
2 (Test1)	"Radio button" radio_button: 0 "Yes /NO" yes_no: 1	Issue exists	0 comments

Close

Data Resolution Workflow

[VIDEO: Data Resolution Workflow](#)

This pop-up displays the Data Resolution Workflow for the specified record for a given field and/or Data Quality rule. Users with appropriate user privileges may open data queries to begin a documented process of resolving an issue with the data. Opened data queries may thus be responded to by users with appropriate privileges, and then they may be closed once the issue has been resolved. All data queries can also be viewed on the Resolve Issues page in this project.

Record ID: 2
Rule: **Rule #1:** radio button yes et yes/no à yes
Status: Not Opened

Date/Time	User	Comments and Details
02/07/2020 11:40	mathias.antunes	Data Changes Made: radio_button = '1 (0)'
02/07/2020 11:40	mathias.antunes	Data Changes Made: yes_no = 'Yes (1)'
02/07/2020 11:42	mathias.antunes	<input checked="" type="radio"/> Verified data value — OR — <input type="radio"/> Open query Assign query to a user (optional): -- select user -- Comment (optional):

Verified data value Cancel

PDF

pdf generation



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.



Empty CRF Pdf

REDCap®

Logged in as **mathias.antunes**
Log out

My Projects or Control Center
REDCap Messenger

Project Home and Design

Project Home · Project Setup
Designer · Dictionary · Codebook

Project status: Development

Data Collection

Record Status Dashboard
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File Repository
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Customize & Manage Locking/E-signatures
Data Quality
API and API Playground
REDCap Mobile App
External Modules
Neuroinformatics

External Modules

Help & Information

ICM | Brain & Spine Institute
Institut du Cerveau et de la Moelle épinière Inserm Cnrs Umr

Projet_test

Project Home Project Setup Online Designer Data Dictionary Codebook

Create snapshot of instruments
Last snapshot: 09/12/2019 14:34

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

Add new instrument:
 Create a new instrument from scratch
 Import a new instrument from the official REDCap Shared Library
 Upload instrument ZIP file from another project/user or external libraries

Instrument name	Fields	View PDF	Instrument actions
My First Instrument	10		Choose action

Always keep a **pdf** version of the eCRF in case of :

- Server problems / maintenance
- Offline data collection

Data eCRF Pdf

The screenshot displays the REDCap web interface for a project named 'Projet_test' at the Paris Brain Institute. The left sidebar contains navigation links such as 'Project Home and Design', 'Data Collection', and 'Applications'. The main content area shows the 'My First Instrument' form, which includes fields for 'Record ID', 'Text', 'date', 'note', 'Drop down', and 'Radio button'. A dropdown menu is open under the 'Actions' section, listing options to download PDFs of the instrument(s). The option 'This data entry form with saved data (compact)' is highlighted by an orange arrow pointing to the text 'Best PDF'.

Logged in as **mathias.antunes**
Log out

My Projects or Control Center
REDCap Messenger

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

Record ID 1 [Select other record](#)

Data Collection Instruments:

- My First Instrument**
- Bad fields
- Lock all instruments

Applications

- Alerts & Notifications
- Calendar
- Data Exports, Reports, and Stats
- Data Import Tool
- Data Comparison Tool
- Logging
- Field Comment Log

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Projet_test

Actions: Modify instrument **Download PDF of instrument(s)** VIDEO: Basic data entry

My First Instrument

- This data entry form (blank)
- This data entry form with saved data
- This data entry form with saved data (compact) → Best PDF
- All data entry forms (blank)
- All data entry forms with saved data
- All data entry forms with saved data (compact)

Data Access Group: [No Assignment] ?

Editing existing Record ID 1

Record ID

Text

date 25-06-2020 Today D-M-Y

note

Drop down

Radio button 1 2 3 reset

Customization eCRF Pdf



Additional customizations ✕

☒ **PDF Customizations**
Downloadable PDFs of data entry forms and surveys can be customized using the options below. Note: The options will be applied to ALL instruments in the project.

- 1) Set custom header text to appear at top left of every PDF page (it may be left blank, if desired). Note: Only static text can be entered; thus piping cannot be utilized here.
 Default text: Confidential
- 2) Display or hide the REDCap logo and website URL at the bottom right of every PDF page?
☒ Display REDCap logo and website URL (default)
☐ Hide REDCap logo/URL and instead display the following text: *Powered by REDCap*
- 3) Display or hide the Secondary Unique Field value at the top right corner of the PDF? (This option is only applicable if the Secondary Unique Field is enabled above and is set to be displayed.)

- Download and visualize **an instrument PDF** empty

Instrument name	Fields	View PDF	Enabled as survey	Instrument actions
Demographics	25		<button>Enable</button>	<button>Choose action ▾</button>

- Download and visualize **one instrument PDF** with data (compact)

Actions: Modify instrument Download PDF of instrument(s) ▾ VIDEO: Basic data entry Save

Demographics

Editing existing Study ID 1

Event Name: **Enrollment**

Study ID

Consent Information

- This data entry form (blank)
- This data entry form with saved data
- This data entry form with saved data (compact)
- All forms/surveys (blank)
- All forms/surveys with saved data
- All forms/surveys with saved data (compact)

- Download and visualize **a patient PDF** empty or with data (compact)

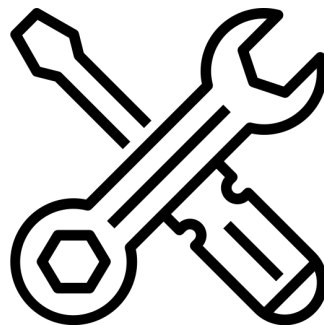
Choose action for record ▾

- Download PDF of record data for all instruments/events
- Download PDF of record data for all instruments/events (compact)
- Lock all instruments across all events
- Unlock all instruments across all events
- Rename record
- Delete record (all forms/events)

				Dose 2	Visit 2	Dose 3	Visit 3	Final visit
Patient Morale Questionnaire (survey)								
Visit Blood Workup								

Customization

Labels



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.



Customization 1

Record label

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 My Projects or Control Center
 REDCap Messenger

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- Customize & Manage Locking/E-signatures
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- API and API Playground
- REDCap Mobile App
- External Modules
- Neuroinformatics

External Modules

- Configure Email Alerts
- Configure User Rights

Classic Database

Project Home | Project Setup | Other Functionality | Project Revision History | Edit project settings

Project status: Development Completed steps 0 of 7

Main project settings

Not started

Enable Use surveys in this project? VIDEO: How to create and manage a survey

Enable Use longitudinal data collection with defined events?

I'm done! Modify project title, purpose, etc.

Design your data collection instruments

Not started

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

I'm done! Go to Online Designer or Data Dictionary Explore the REDCap Shared 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

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 sending survey invitations

Additional customizations

Settings displayed to Administrators only:

Enable Dynamic Data Pull (DDP) from External Source System

Enable Clinical Data Pull from EHR

Enable Twilio SMS and Voice Call services for surveys and alerts

Customization

Record label



Set a Custom Record Label

You may append other data and/or static text to any record name (e.g., Study ID) as the record is displayed on your data collection instruments, such as inside the drop-down lists when choosing a record and at the top of the page after being selected. Simply provide the text you wish to display below, and place any variable names inside square brackets [], after which the data collected for those variables for that record will replace the variable in the text.

Custom Record Label:

Example: if ([last_name], [first_name]) where entered, then for record '102' it would display '102 (Doe, Jon)'.

Custom Record Label:

Example: if ([last_name], [first_name]) where entered, then for record '102' it would display '102 (Doe, Jon)'.

Displaying: [Instrument status only](#) | [Lock status only](#) | [All status types](#)

Study ID	Demographics	Baseline Data	Month 1 Data	Month 2 Data	Month 3 Data	Completion Data
1 Patrick						

Customization 2

Repetition label

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 REDCap Messenger

Project Home and Design

Project Home · Project Setup
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 Project status: **Development**

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 Neuroinformatics

External Modules

Configure Email Alerts
 Configure User Rights

Classic Database Repeated

Project Home Project Setup Other Functionality Project Revision History Edit project

Project status: Development Completed steps 0 of 7

Main project settings

Not started

Enable Use surveys in this project? VIDEO: How to create and manage a survey
 Enable Use longitudinal data collection with defined events?
 I'm done! Modify project title, purpose, etc.

Design your data collection instruments

Not started

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 Shared 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

Enable optional modules and customizations

Optional

Modify **Repeatable instruments**
 Disable Auto-numbering for records
 Enable Scheduling module (longitudinal only)
 Enable Randomization module
 Enable Designate an email field for sending survey invitations
 I'm done! Additional customizations

Settings displayed to Administrators only:
 Enable Dynamic Data Pull (DDP) from External Source System
 Enable Clinical Data Pull from EHR
 Enable Twilio SMS and Voice Call services for surveys and alerts

Customization 2

Repetition label

Repeatable instruments

An excellent way to collect repeating data in REDCap is to use repeatable instruments and/or repeatable events. This is sometimes called one-to-many data collection. Some examples may include but are not limited to the following: data from multiple visits or observations, concomitant medications, adverse events, or repetitive surveys (daily, weekly, etc.).

Below you can specify a data collection instrument to be infinitely repeatable, which means that an instrument can be repeated over and over again (a different number of times for each record) even without enabling REDCap's longitudinal module. Once an instrument is set to repeat, you will see options on the Record Home Page to add another instance of the instrument for the currently selected record. All instances of a repeating instrument will then be displayed as a table near the bottom of the Record Home Page, thus allowing viewing of the instances and easy navigation within them.

Repeat this instrument?	Instrument name	Custom label for repeating instruments (optional) ⓘ Example: [visit_date], [weight] kg
<input type="checkbox"/>	Demographics	<input type="text"/>
<input type="checkbox"/>	Baseline Data	<input type="text"/>
<input checked="" type="checkbox"/>	Follow up Data	<input type="text" value="[follow_up_date]"/>
<input type="checkbox"/>	Completion Data	<input type="text"/>

Save Cancel

Displaying: Instrument status only | [Lock status only](#) | [All status types](#)

Study ID	Demographics	Baseline Data	Follow up Data	Completion Data
1				

1		2020-01-26
2		2020-01-15
+ Add new		

Study ID 1

Data Collection Instrument	Status
Demographics	
Baseline Data	
Follow up Data	
Completion Data	

Repeating Instruments

Follow up Data (2)		
1		2020-01-26
2		2020-01-15
+ Add new		

Customization 3

Event label

REDCap

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 REDCap Messenger

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Project status: **Development**

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Record Status Dashboard
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 Customize & Manage Locking/E-signatures
 Data Quality and Resolve Issues
 API and API Playground
 REDCap Mobile App
 External Modules
 Neuroinformatics

Project Bookmarks Edit +

Reports Search Organize Edit -

1) Demographics

Longitudinal Database (1 arm) Repeated

Project Home Project Setup Other Functionality Project Revision History Edit project settings

Project status: Development Completed steps 0 of 8

Main project settings

Not started

Enable Use surveys in this project? VIDEO: How to create and manage a survey
 Disable Use longitudinal data collection with defined events?
 I'm done! Modify project title, purpose, etc.

Design your data collection instruments

Not started

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

I'm done! Go to Online Designer or Data Dictionary Explore the REDCap Shared 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

Define your events and designate instruments for them

In progress

Create events for re-using data collection instruments and/or set up scheduling.

Go to Define My Events Designate Instruments for My Events I'm done!


Enable optional modules and customizations

Optional

Modify Repeatable instruments and events?
 Disable Auto-numbering for records?
 Enable Scheduling module (longitudinal only)?
 Enable Randomization module?
 Enable Designate an email field for sending survey invitations?
 I'm done!

Customization 3

Event label



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Project Home and Design

Project Home · [Project Setup](#)
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 Project status: **Development**

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[Data Quality](#) and [Resolve Issues](#)
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[REDCap Mobile App](#)
[External Modules](#)
[Neuroinformatics](#)

Project Bookmarks [Edit](#) [+](#)

Reports [Search](#) [Organize](#) [Edit](#) [-](#)

1) [Demographics](#)

External Modules [+](#)

Help & Information [-](#)

Longitudinal Database (1 arm) Repeated

[VIDEO: How to define events \(5 min\)](#)

[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: **Drug A** [+Add New Arm](#)

Arm name: **Drug A** [Rename Arm 1](#)

	Event #	Event Name	Custom Event Label (optional)	Unique event name (auto-generated)
Save	1	Enrollment	[date_enrolled]	
✎ ✕	2	Visit		visit_arm_1
✎ ✕	3	End of study		end_of_study_arm_1
Add new event				
		Descriptive name for this event	Custom Event Label (optional) Example: [visit_date], [weight] kg	

Customization 3

Event label



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My Projects or [Control Center](#)
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Project Home and Design

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 - Create new records or edit/view existing ones

[Study ID 1](#) [Select other record](#)

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Project Bookmarks [Edit](#) [+](#)

Reports [Search](#) [Organize](#) [Edit](#) [-](#)

1) [Demographics](#)

External Modules [+](#)

Longitudinal Database (1 arm) Repeated

Record Home Page

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.

[Choose action for record](#)

Legend for status icons:

- Incomplete
- Incomplete (no data saved) ?
- Unverified
- Complete
- Many statuses (all same)
- Many statuses (mixed)

Study ID 1

Data Collection Instrument	Enrollment 2020-01-26	Visit (#1)	(#2)	+ Add new (#3)	End of study
Demographics					
Baseline Data					
Visit Lab Data					
Patient Morale Questionnaire					
Visit Blood Workup					
Visit Observed Behavior					
Completion Data					
Completion Project Questionnaire					+
Delete all data on event:					

Repeating Instruments

Completion Project Questionnaire

End of study

(1)

1

[+ Add new](#)

Exercise

- Customize your “Record Label” (Useful to display a unique code (Patient_code, CodeBank,...))

☒ **Set a Custom Record Label**

You may append other data and/or static text to any record name (e.g., Study ID) as the record is displayed on your data collection instruments, such as inside the drop-down lists when choosing a record and at the top of the page after being selected. Simply provide the text you wish to display below, and place any variable names inside square brackets [], after which the data collected for those variables for that record will replace the variable in the text.

Custom Record Label:

Example: if ([last_name], [first_name]) were entered, then for record '102' it would display '102 (Doe, Jon)'.

- Customize your “Repetition Label” (Useful to display a date or a score (date, code, score,...))

Repeat this instrument?	Instrument name	Custom label for repeating instruments (optional) ⓘ Example: [visit_date], [weight] kg
<input type="checkbox"/>	Demographics	<input type="text"/>
<input type="checkbox"/>	Baseline Data	<input type="text"/>
<input checked="" type="checkbox"/>	Follow up Data	<input type="text" value="[follow_up_date]"/>
<input type="checkbox"/>	Completion Data	<input type="text"/>

- Customize your “Event Label” (Useful for repeatable Event (Display the day of the visit))

	Event #	Event Name	Custom Event Label (optional) ⓘ	Unique event name ⓘ (auto-generated)
Save	1	Enrollment	<input type="text" value="[date_enrolled]"/>	
	2	Visit		visit_arm_1
	3	End of study		end_of_study_arm_1

Copy and Backup

Re-usable project



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.



Production server is **backup weekly** !

No need to copy project to “backup” your data

Copy a project

The screenshot displays the REDCap web interface. On the left is a sidebar with a menu. The main content area shows the 'Project_test' page with a top navigation bar and a central panel.

Left Sidebar Menu:

- Project Home and Design
 - Project Home
 - Project Setup** (highlighted with an orange box)
 - Designer
 - Dictionary
 - Codebook
 - Project status: Development
- Data Collection
 - Record Status Dashboard
 - Add / Edit Records
 - Show data collection instruments
- Applications
 - Alerts & Notifications
 - Calendar
 - Data Exports, Reports, and Stats
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 - Data Quality
 - API and API Playground
 - REDCap Mobile App
 - External Modules
 - Neuroinformatics
- External Modules
 - Configure Email Alerts
 - Custom Template Engine

Top Navigation Bar:

- Project Home
- Project Setup
- Other Functionality** (highlighted with an orange box)
- Project Revision History
- Edit project settings

Main Content Area:

What is the REDCap API?

The REDCap API is an interface that allows external applications to connect to REDCap remotely, and is used for programmatically retrieving or modifying data or settings within REDCap, such as performing automated data imports/exports from a specified REDCap project. For details on the capabilities of the REDCap API and how to use it, please see the [REDCap API documentation](#).

NOTE: If you wish to obtain an API token, which will allow you to make API requests, then someone must first grant you API user privileges on the User Rights page, after which you will then see a link called 'API' on the left-hand menu. That API page will provide instructions on how to request an API token.

Current number of tokens: 0

Copy or Back Up the Project

- Copy the project** (highlighted with an orange box and a blue arrow pointing to it from the text 'Copy the project' in a separate box)
- Download metadata only (XML)
- Download metadata & data (XML)

Include the following in the XML file:


- ☒ Data Access Groups

Download a backup of this project. The entire project (all records, instruments, fields, and project attributes) can be downloaded as a single XML file (CDISC ODM format). This XML file can be used to create a clone of the project (including its data, optionally) on this REDCap server or on another REDCap server (it can be uploaded on the Create New Project page). Because it is in CDISC ODM format, it can also be used to import the project into another ODM-compatible system.

NOTE: The exported XML file does *not* contain the project's logging history (audit trail), but if you wish to obtain it, you may freely download it any time at the top of the Logging page.

Copy the project

Copy a project

 **Make a Copy of the Project**

To make an exact duplicate of the current project ("**Projet_test**"), set the details below for the new project you are creating, and click the button at the bottom. This will copy over all project forms and their fields, and optionally, you may also copy the current users and any reports that have been created.

Project title:
Title to be displayed on project webpage

Purpose of this project:
How will it be used?

Project notes (optional):
Comments describing the project's use or purpose that are displayed on the My Projects page.

Also copy the following:
(optional)

- ☒ All records/responses (**2 records total**)
- ☐ All users and user rights
- ☒ All users roles
- ☒ All reports
- ☐ All report folders
- ☒ All data quality rules
- ☐ All Project Folders
- ☐ All project bookmarks
- ☒ All custom record status dashboards
- ☐ All settings for External Modules (modules will be disabled by default)
- ☐ All alerts & notifications

[Select All](#) | [Deselect All](#)

Best Practices

- Avoid copying everything !
- If you copy User rights, user may connect on the **wrong project** !!
- Copy **what you need** !

Best Practices

- Before doing a big modification, snapshot all your instrument

REDCap®

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My Projects or Control Center
REDCap Messenger

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Data Quality

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Projet_test

Project Home Project Setup Online Designer Data Dictionary Codebook

Create snapshot of instruments
Last snapshot: 09/12/2019 14:34 ?

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

Add new instrument:

- Create a new instrument from scratch
- Import a new instrument from the official REDCap Shared Library ?
- Upload instrument ZIP file from another project/user or external libraries ?

Instrument name	Fields	View PDF	Instrument actions
My First Instrument	4		Choose action ▾

Snapshot



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[My Projects](#) or [Control Center](#)
[REDCap Messenger](#)

Project Home and Design


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[Data Quality](#)



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Projet_test

[Project Home](#)
[Project Setup](#)
[Other Functionality](#)
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[Edit project settings](#)

The tables below list information about when major changes and revisions were made to the project. The first table below displays when the project was created, and if the project is in production, lists the time it was moved to production, as well as any revisions made to the project fields while in production. You may also download any of the Data Dictionaries from past revisions. The table at the bottom displays general statistics with regard to the times of project changes and revisions.

Project Revision History [Hide data dictionary snapshots](#)

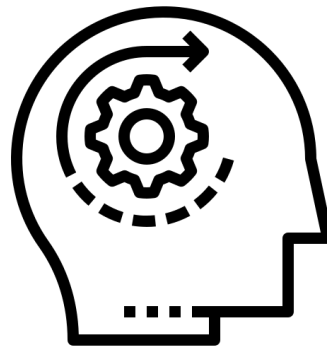
Created project	06/12/2019 16:52	-	Created by test.user (test user)
Data dictionary snapshot	09/12/2019 14:34	Download data dictionary	Snapshot by test.user (test user)
Moved to production (current)	21/02/2020 15:08	Download data dictionary	Moved to production by mathias.antunes (Me
Draft Mode (current draft)	-	Download data dictionary	

Project Revision Statistics

Time since project creation	79.8 days
Time in development	76.9 days
Time in production	2.9 days

Piping

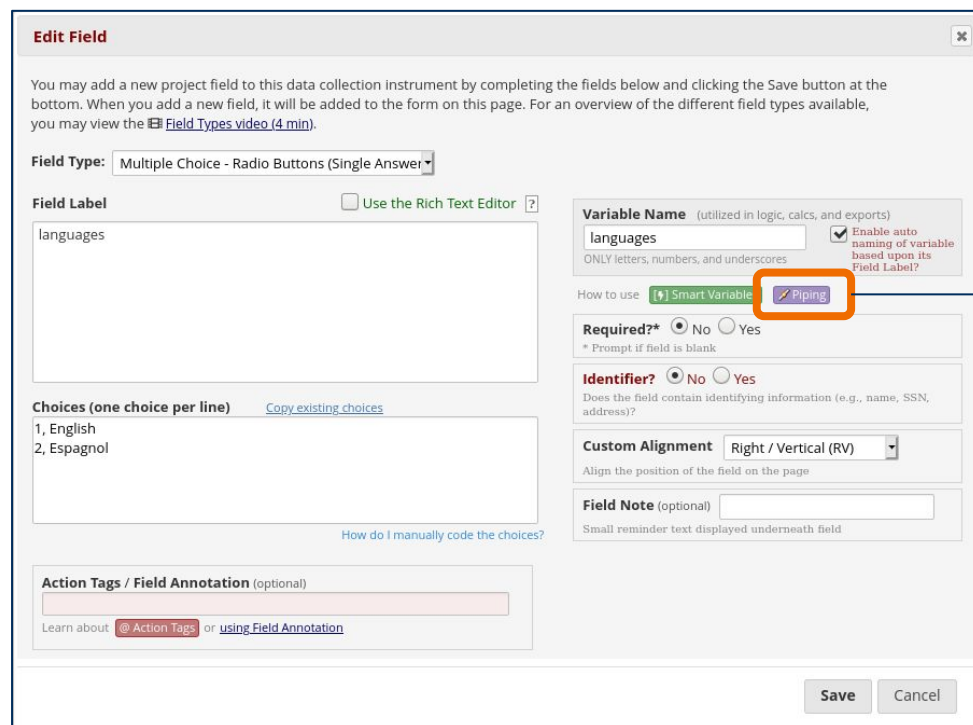
a Smart eCRF



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.



Re-use your variables across your project !



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:

Field Label ☐ Use the Rich Text Editor [?](#)

languages

Choices (one choice per line) [Copy existing choices](#)

1, English
2, Espagnol

[How do I manually code the choices?](#)

Action Tags / Field Annotation (optional)

Learn about [@ Action Tags](#) or [using Field Annotation](#)

Variable Name (utilized in logic, calcs, and exports)

languages ☒ Enable auto naming of variable based upon its Field Label?

ONLY letters, numbers, and underscores

How to use: [Smart Variable](#) **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 [?](#)
Align the position of the field on the page

Field Note (optional)

Small reminder text displayed underneath field

Save Cancel

“The 'Piping' feature in REDCap allows you to inject previously collected data into text on a data collection form or survey, thus providing greater precision and control over question wording.”

Setup:

Variable: ice_cream

What is your favorite ice cream?

☐ Chocolate
☐ Vanilla
☐ Strawberry

reset

Add Field Add Matrix of Fields

Variable: slider

How much do you love [ice_cream] ice cream?

Hate it Indifferent I love [ice_cream]!

Click bar above and then drag to set response

reset

Before:

What is your favorite ice cream?

☐ Chocolate
☐ Vanilla
☐ Strawberry

reset

How much do you love _____ ice cream?

Hate it Indifferent I love _____!

Click bar above and then drag to set response

After:

What is your favorite ice cream?

☒ Chocolate
☐ Vanilla
☐ Strawberry

reset

How much do you love Chocolate ice cream?

Hate it Indifferent I love Chocolate!

Click bar above and then drag to set response

Syntax of Piping

➤ Classic projet

- `[variable_name]` *eg: [patient_gender]*

➤ Longitudinal project

- `[event_name][variable_name]` *eg: [baseline_arm_1][birthdate]*

➤ Repeated project

- `[variable_name][repeat_instance]` *eg: [patient_ae][1]*

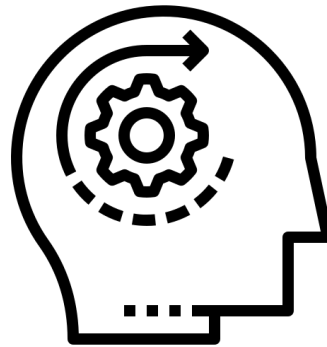
➤ Longitudinal repeat project

- `[event_name][variable_name][repeat_instance]`

eg: [baseline_arm_1][adverse_event_name][1]

Smart variables

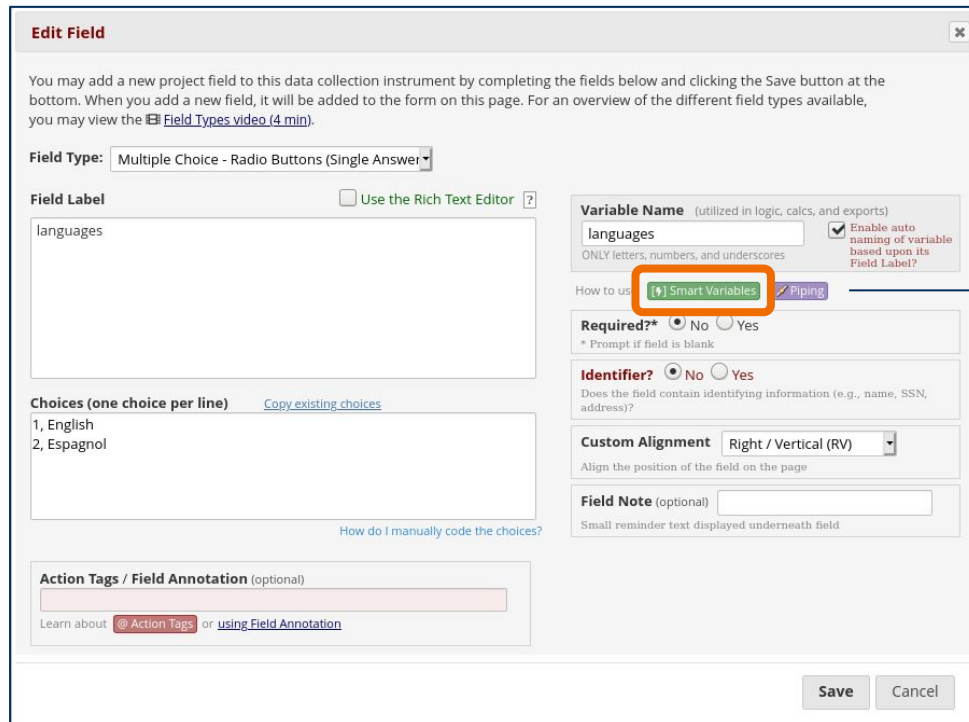
a Smart eCRF



CHERCHER, TROUVER, GUÉRIR, POUR VOUS & AVEC VOUS.



Smart variables



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: Multiple Choice - Radio Buttons (Single Answer)

Field Label ☐ Use the Rich Text Editor [?](#)
languages

Choices (one choice per line) [Copy existing choices](#)
1, English
2, Espagnol

[How do I manually code the choices?](#)

Action Tags / Field Annotation (optional)

Learn about [@ Action Tags](#) or [using Field Annotation](#)

Variable Name (utilized in logic, calcs, and exports)
languages ☒ Enable auto naming of variable based upon its Field Label?
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

Save **Cancel**

“Smart Variables’ that allow you to reference information other than data fields. Smart Variables are context-aware and thus adapt to many different situations”

Event & Arm			
[event-name]	(longitudinal only) The current event (unique event name). Note: This can be used as stand-alone or can be prepended to a field variable.	[event-name]	event_2_arm_1
		[event-name][weight]	125
[event-label]	(longitudinal only) The current event (the event label, not the unique event name).	[event-label]	Event 2
[previous-event-name]	(longitudinal only) The event (unique event name) that occurs immediately before the current event (blank if current event is the first event). Note: This can be used as stand-alone or can be prepended to a field variable. Important: When using this as a stand-alone variable, it will always return the event that occurs *immediately* before the current event, whereas if it is prepended to another variable, it will instead return the closest previous event for which the field's instrument has been designated, which might be different than the event that occurs directly before the current event. This behavior is due to the fact that the field's instrument might not always be designated for the event that occurs directly before the current event.	[previous-event-name]	visit_4_arm_2
		[previous-event-name][heart_rate]	62
[previous-event-label]	(longitudinal only) The event (the event label, not the unique event name) that occurs immediately before the current event (blank if current event is the first event).	[previous-event-label]	Visit 4
[next-event-name]	(longitudinal only) The event (unique event name) that occurs immediately after the current event (blank if current event is the last event). Note: This can be used as stand-alone or can be prepended to a field variable. Important: When using this as a stand-alone variable, it will always return the event that occurs *immediately* after the current event, whereas if it is prepended to another variable, it will instead return the closest following event for which the field's instrument has been designated, which might be different than the event that occurs directly after the current event. This behavior is due to the fact that the field's instrument might not always be designated for the event that occurs directly after the current event.	[next-event-name]	event_3_arm_5
		[next-event-name][provider]	Taylor

Repeating Instruments and Events			
[previous-instance]	(repeating instruments/events only) The repeating instance number that occurs immediately before the current instance (e.g., current instance minus 1). 'Instance' refers to the instance of either a repeating instrument or a repeating event. Note: This can be used as stand-alone or can be appended to a field variable.	[previous-instance]	3
		[weight][previous-instance]	145
[current-instance]	(repeating instruments/events only) The repeating instance number of a repeating instrument or a repeating event in the current context. Note: This can be used as stand-alone or can be appended to a field variable.	[current-instance]	2
		[heart_rate][current-instance], which is the same as [heart_rate]	84
[next-instance]	(repeating instruments/events only) The repeating instance number that occurs immediately after the current instance (e.g., current instance plus 1). 'Instance' refers to the instance of either a repeating instrument or a repeating event. Note: This can be used as stand-alone or can be appended to a field variable.	[next-instance]	7
		[provider][next-instance]	Harris
[first-instance]	(repeating instruments/events only) The first (lowest numbered) repeating instance number for the current record/event context. Note: This can be used as stand-alone or can be appended to a field variable.	[first-instance]	1
		[age][first-instance]	24
[last-instance]	(repeating instruments/events only) The last (highest numbered) repeating instance number for the current record/event context. Note: This can be used as stand-alone or can be appended to a field variable.	[last-instance]	6
		[glucose][last-instance]	119

The training server stays OPEN !

Done !

Done !

- ✓ **Starting** & Login in
- ✓ Data entry
- ✓ Create a project
- ✓ Create an instrument (form)
- ✓ Create a field (text, date,...)
- ✓ Manage IDs
- ✓ Branching logic
- ✓ Project types & Repetitions & Surveys
- ✓ Adding users
- ✓ CSV & Data Dictionary
- ✓ Going into **Production**
- ✓ Report & Export & Import
- ✓ **Data** Resolution Workflow
- ✓ **Data** quality
- ✓ PDF
- ✓ Copy and Backup
- ✓ **Advanced :**
 - ✓ Piping
 - ✓ Smart variables
- ✓ Conclusion

Conclusion

- Protocol determines what data should be collected on the CRF.
- Data not needed should not be collected: allow for efficient and complete data processing, analysis and reporting.
- Avoid duplication: do not record the same information into multiple variables for the same event: e.g. DOB and age.
- Provide instructions to reduce misinterpretations.
- Be clear and concise with data questions.
- Provide units to ensure comparable values.
- Request minimal free text responses: provide predefined “choices”.
- Use “None” and “Not done” to help tracking missing data.
- Determine if data are collected once or multiple times during the project.
- Determine if data are used across studies and organizations.
- Determine how data will be collected: manual key entry, imported from Excel, imported from another study.
- Determine who will enter data: patients, nurses, study staff, etc.

You are in charge of the quality and security of **your** data

We provide a tool, but **you** use it

We offer **support** during the creation of your project

Thank you !

Any questions ?

Trainings !

Neuroinformatics Team



ICM REDCap Wiki <https://neuroinformatics.icm-institute.org/wiki/>

ALL the slides :

<https://owncloud.icm-institute.org/index.php/s/214kbeyMEFohqA5>

Training schedule is available for ICM people here :

<https://neuroinformatics.icm-institute.org/training-program/>