

# REDCAP INTRODUCTION (101)

**ITHS**

Institute of **Translational** Health Sciences  
ACCELERATING RESEARCH. IMPROVING HEALTH.



# ITHS Partnership

- Speeding science to clinical practice for the benefit of patients and communities.
- Promotes translation of scientific discovery by:
  - ❑ Fostering innovative research
  - ❑ Cultivating multi-disciplinary partnerships
  - ❑ Training the next generation of researchers
- More information: [www.iths.org](http://www.iths.org)

Laboratory

Clinic

Community



# Agenda & Project Workflow

## Overview



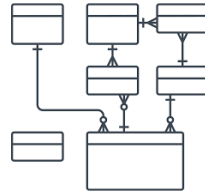
About  
REDCap

## Getting Access



Project  
creation &  
navigation

## Design/Test



Designing  
instruments and  
variables

## Production



Moving the  
project to  
production

## Data Collection



Creating records/  
Printing &  
Exporting

## User Rights

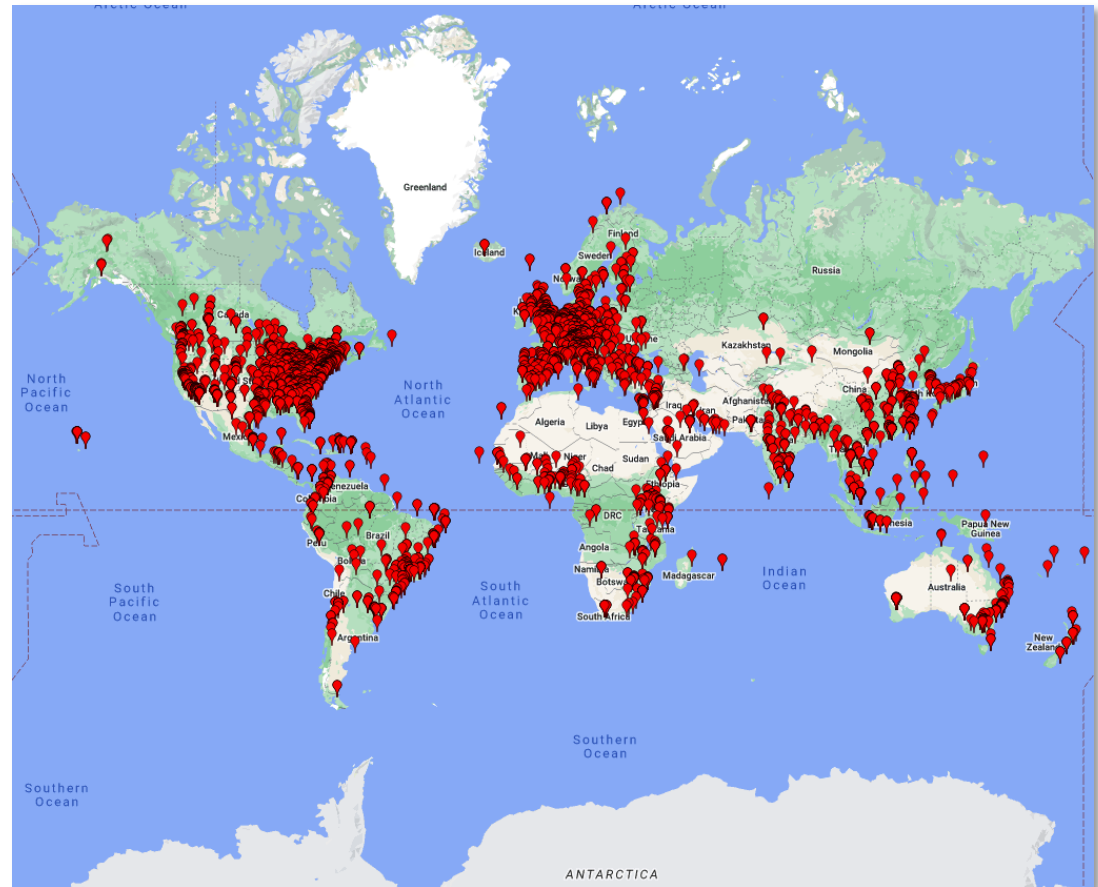


Adding users to  
your project

# What is REDCap?

- Research Electronic Data Capture (REDCap)
- Web-based
- Built for research
- User-friendly
- ITHS REDCap
  - Free to use
  - Highly secure
  - Backed up daily
  - User support

**7500+ installations  
worldwide**



# Security Concerns



## Web servers

- Managed by the institution
  - Installed on secure servers
  - UW HIPAA compliant
- 



## Three-tiered access

- System login
  - Project access
  - User restrictions within project
- 



## Audit trails

- REDCap logging features
- 



## De-identified data export

- Identify variables as Personal Health Information (PHI)
- Export module with de-identification option

# Accessing REDCap at the UW

## University of Washington Net ID's

- Use your UW NetID to login to REDCap
- Create an account upon first login

redcap.iths.org

## Other University ID's

Check with your institution for access to REDCap

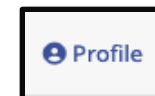
## Partner Institutions

- WWAMI (Washington, Wyoming, Alaska, Montana and Idaho) regional institutions can request ID's
- If affiliated with another one of our partner institutions, you may need to request a sponsored account.



The screenshot shows the top portion of the REDCap login page. At the top left is the ITHS logo, followed by the text "Institute of Translational Health Sciences" and the tagline "Accelerating Research. Improving Health." Below this is a message: "In order to access this resource, you must be affiliated with one of the following organizations:". Underneath is a dropdown menu with "University of Washington" selected, a "proceed" button, and a checked checkbox for "Remember my selection". At the bottom, there is a link: "If you are not affiliated with a listed organization but feel you should have access to this resource, create a free account with ITHS assistance."

# Navigating the REDCap Top Menu



My Projects



+ New Project – create new

Help & FAQ – searchable help

Training Videos – get started

Profile – your info & settings

\*Add alternate email addresses to your profile - i.e., dept. email

Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#)

Project Title	PID	Records	Fields	Instruments	Type	Status
+ REDCap Class (1)						
+ Office Hours (1)						
+ Consultations (8)						
+ Closed Consultations (20)						
+ REDCap Admin (10)						
+ External Modules (4)						
+ Class Demos (1)						
+ Demonstrations (15)						
+ CoVPN (42)						

# Project Requests / Approvals

## New Project requests

Approved within one business day

---

+ New Project

## Needed information for projects:

- Project title
  - Purpose
    - If Research, please provide:
      - Principal investigator
      - IRB number
      - Type of research
- 

## Project creation options

Project creation option:

- Empty project (blank slate)
- Upload a REDCap project XML file (CDISC ODM format) ?
- Use a template (choose one below)



# Project Templates

When creating a new REDCap database (referred to in REDCap as a 'Project') you have the option of using a template with instruments already created for you to modify and use. Each institution will have a different list of available templates including classic database, surveys, longitudinal projects, etc.

**Project creation option:**

- Empty project (blank slate)
- Upload a REDCap project XML file (CDISC ODM format) ?
- Use a template (choose one below)

**★ Choose a project template**

select template	Template title (sorted by title)	Template description
<input type="radio"/>	Basic Demography	Contains a single data collection instrument to capture basic demographic information.
<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"/>	CTCAE v4.03 Adverse Events Log	Contains a single survey for logging Adverse Events using the Common Terminology Criteria for Adverse Events (CTCAE). This tool is often used for oncology research studies. This template is based on version 4.03 of the CTCAE.
<input type="radio"/>	e-consent Template	Regular e-consent template and HIPAA authorization. Based on University of Washington Human Subject Division's standard consent form.
<input type="radio"/>	e-consent/assent Template	e-consent/assent Template to be used with minors. Based on University of Washington Human Subject Division's standard consent form.

# Project Navigation

## REDCap Left Menu Sections

Project Home & Design

Data Collection

Applications

Dashboards/Reports

Help & information – helpful links at bottom

**Project Home and Design**

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

**Data Collection**

- Survey Distribution Tools**
  - Get a public survey link or build a participant list for inviting respondents
- Scheduling**
  - Generate schedules for the calendar using your defined events
- Record Status Dashboard**
  - View data collection status of all records
- Add / Edit Records**
  - Create new records or edit/view existing ones

**Applications**

- Project Dashboards
- Alerts & Notifications
- Multi-Language Management
- Calendar
- Data Exports, Reports, and Stats
- Data Import Tool
- Data Comparison Tool
- Logging and Email Logging
- File Repository
- User Rights and DAGs
- Customize & Manage Locking
- Data Quality and Resolve Issues
- API and API Playground
- REDCap Mobile App
- Free REDCap Classes
- ITHS REDCap (User) FAQ
- ITHS REDCap Tip of the Month
- REDCap Support Request

**Project Dashboards** Search Organize Edit

- Cats or Dogs?
- testing

**Reports** Search Organize Edit

- Test
- Counts

\*The Applications list will change depending on user rights.

# Project Navigation

## Project Setup Page

- Enable project settings and link to project design options.

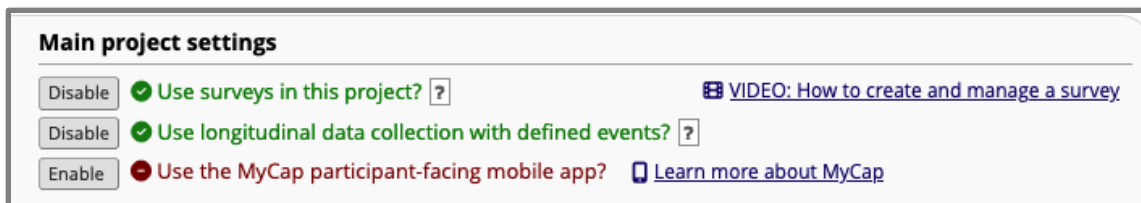
## Other Functionality Page

- Contains project status info and backup options.

The screenshot displays the REDCap Project Setup interface. At the top, a navigation bar includes 'Project Home', 'Project Setup' (highlighted with a red box), 'Other Functionality', 'Project Revision History', and 'Edit Project Settings'. Below the navigation bar, the project status is 'Development' and 'Completed steps 1 of 8'. The main content area is organized into four sections:

- Main project settings:** Features a green checkmark icon and 'Complete!' status. It includes three toggle switches: 'Use surveys in this project?' (checked), 'Use longitudinal data collection with defined events?' (checked), and 'Use the MyCap participant-facing mobile app?' (unchecked). A link for 'VIDEO: How to create and manage a survey' is provided. A 'Modify project title, purpose, etc.' button is at the bottom.
- Design your data collection instruments & enable your surveys:** Features a red 'X' icon and 'Not started' status. It provides instructions on using the Online Designer or Data Dictionary. It includes buttons for 'Online Designer', 'Data Dictionary', and 'REDCap Instrument Library'. A link to 'Check For Identifiers' is also present.
- Define your events and designate instruments for them:** Features a circular arrow icon and 'In progress' status. It includes buttons for 'Define My Events' and 'Designate Instruments for My Events'.
- Enable optional modules and customizations:** Features a gear icon and 'Optional' status. It includes several toggle switches: 'Repeating instruments and events?' (checked), 'Auto-numbering for records?' (checked), 'Scheduling module (longitudinal only)?' (checked), 'Randomization module?' (unchecked), and 'Designate an email field for communications (including survey invitations and alerts)?' (checked). The field 'e\_mail ("email")' is currently designated.

# Data Collection Options



**Main project settings**

Disable  Use surveys in this project? [?](#) [VIDEO: How to create and manage a survey](#)

Disable  Use longitudinal data collection with defined events? [?](#)

Enable  Use the MyCap participant-facing mobile app? [Learn more about MyCap](#)

## Classic Data Entry

A classic or traditional project is used for basic data collection. All data will be entered directly into REDCap by users who log in to REDCap to access the project and perform data entry, or through data import. Data collection instruments are created as basic forms.

With this type of project, Surveys are not enabled in the project. Longitudinal data collection is also not enabled.

## Survey

Enabling Surveys in your REDCap project allows a form to be enabled as a survey and completed by survey respondents who do. Not need to log in to REDCap. Data can still be entered manually by REDCap users who are logged in and doing data entry.

After enabling surveys in your project from the Project Setup page, you will see a new menu item for Survey Distribution tools.

## Longitudinal

Enabling longitudinal data collection in your REDCap project allows any form or survey to be reused multiple times throughout the project. This eliminates the need to recreate the same form for individual time points. Instead, the form is created once and then assigned to various time points, called 'Events' throughout the project.

The longitudinal module should be used for very structured studies which do not last indefinitely. Clinical trials are an example of this project type.

# Designing Forms & Surveys

## Online Designer



- Wizard type instrument design interface
- Very forgiving tool
- Great way to learn and experiment

## REDCap Shared Library



- Library of validated instruments
- Curated by Vanderbilt University
- Quick way to load a validated instrument

## ZIP Files



- Import individual instruments from other projects
- Great for re-using instruments between projects

## Data Dictionary



- Advanced feature that can define all your instruments at once
- CSV file that you customize outside of REDCap

### Data Collection Instruments

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

**Form options:**  
Form Display Logic ▾  
PDF Snapshots

Instrument name	Fields	View PDF	Instrument actions
Form 1	19		Choose action ▾

# Create an Instrument with the Online Designer

- If you created a new blank project, you will see Form 1 already created with a field for Record ID.
- You can rename the form using the 'Choose action' menu.
- Click on the name 'Form 1' to edit your new form.
- Add a new form or edit with the green + Create button.
- Rename, copy, delete, or download an instrument ZIP file from the 'Choose action' menu
- There is no limit on the number of forms you can create in a project.

**Data Collection Instruments**

**Form options:**

- Form Display Logic ▾
- PDF Snapshots

**+ Create** a new instrument from scratch

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

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

Instrument name	Fields	View PDF	Instrument actions
Form 1	19		Choose action ▾
Form 2	0		<ul style="list-style-type: none"><li> Rename</li><li> Copy</li><li> Delete</li><li> Download instrument ZIP</li></ul>

# Online Designer Basics

## Instruments (Forms & Surveys)

- Create, Import, Upload
  - Rename, Copy, Delete, Download instrument ZIP
  - No limit on the number of forms in a project
- 

## Variables in REDCap Projects are called 'Fields'

- Each instrument must have at least one field within it
  - Fields can be edited, moved or deleted in the Online Designer
- 

## Field limits

- There is no real technical limit to how many fields you can have in an instrument, but best practice is no more than 1,000 fields per instrument – consider splitting up large instruments.
- 

## Survey versus Form

- Each instrument starts as a Form and can be enabled as a Survey
- Any enabled Survey can still be filled out as a Form

# Using the REDCap Online Designer


Open a form using the Online Designer to add variables or 'fields' to your instruments and to edit fields.



Always leave Record ID as the first field in your first instrument. Although you can rename this field, you must not move it. Record ID is what ties all your instruments together for each individual record.

Current instrument: **Form 1** Preview instrument

---







 Field Name: [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](#) [Import from Field Bank](#)

---







      Field Name: [name1](#)

**First Name**

\* must provide value

[Add Field](#) [Add Matrix of Fields](#) [Import from Field Bank](#)

---

      Field Name: [lname](#)

**Last name**

\* must provide value

Last name

[Add Field](#) [Add Matrix of Fields](#) [Import from Field Bank](#)



# Variable/Field Creation

## Each field must have these values:

- Field type
- Field name
- Field label (optional in some cases)

## Some fields have conditional values:

- Validation
- Minimum
- Maximum
- Ontology lookup

## Fields can also have optional values:

- Required
- Identifier
- Custom alignment
- Field note
- Field annotation
- Action tags

**Edit Field**

You may add a new project field to this data collection instrument by completing the fields below and clicking the Save button at the bottom. When you add a new field, it will be added to the form on this page. For an overview of the different field types available, you may view the [Field Types video \(4 min\)](#).

**Field Type:** Text Box (Short Text, Number, Date/Time, ...)

**Field Label:** First Name  Use the Rich Text Editor

**Variable Name:** name1  Enable auto naming of variable based upon its Field Label?  
ONLY letters, numbers, and underscores

How to use: [Smart Variables](#) [Piping](#) [Field Embedding](#)

**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

# Creating Fields in REDCap

1. Click on 'Add Field' to add a new field
2. Select the type of field from the Field Type drop-down
3. Fill out required field values
4. Add optional field values such as validation, required or identifier
5. Add conditional values required by different field types

A screenshot of the "Add New Field" dialog box in REDCap. The dialog has a title bar with "Add New Field" and a close button. Below the title bar is a paragraph of instructions: "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..." followed by a link to "Field Types video (4 min)".  
The main area is divided into several sections:  
1. "Field Type:" with a dropdown menu. The menu is open, showing options: "Text Box (Short Text, Number, Date/Time, ...)" (selected with a checkmark), "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)", and "Dynamic Query (SQL)".  
2. "Field Label:" with an empty text input field.  
3. "Action Tag:" with an empty text input field and a link to "Learn about @ Action Tags or using Field Annotation".  
4. "Variable Name:" with a text input field and a checkbox "Enable auto naming of variable based upon its Field Label?". Below this is the text "ONLY letters, numbers, and underscores".  
5. "How to use:" with three buttons: "Smart Variables", "Piping", and "Field Embedding".  
6. "Validation? (optional):" with a dropdown menu set to "None". Below it is the text "- or -" and another dropdown menu set to "-- select ontology service --".  
7. "Required?\*" with radio buttons for "No" (selected) and "Yes". Below it is the text "\* Prompt if field is blank".  
8. "Identifier?" with radio buttons for "No" (selected) and "Yes". Below it is the text "Does the field contain Identifying Information (e.g., name, SSN, address)?".  
9. "Custom Alignment:" with a dropdown menu set to "Right / Vertical (RV)". Below it is the text "Align the position of the field on the page".  
10. "Field Note (optional):" with a text input field and the text "Small reminder text displayed underneath field".  
At the bottom right of the dialog are "Save" and "Cancel" buttons.

# Editing Fields



- Use the pencil icon to edit fields
- The green arrows allow you to edit branching logic
- The black and white squares icon allows you to copy fields
- The multi-directional blue button is used to move fields
- To delete a field, click on the trash can icon
- Brackets allow you to enter a custom survey question number



- Quickly select multiple fields and update them all at the same time by checking the Quick-modify box to the right.
- Available actions include: copy, move, delete, tagging as required or identifier, updating branching logic, or field alignment settings.

# Types of REDCap Fields

## Unstructured field types

- Free text box
    - Can be validated as date, number, etc.
  - Notes box for comments
- 

## Display field types

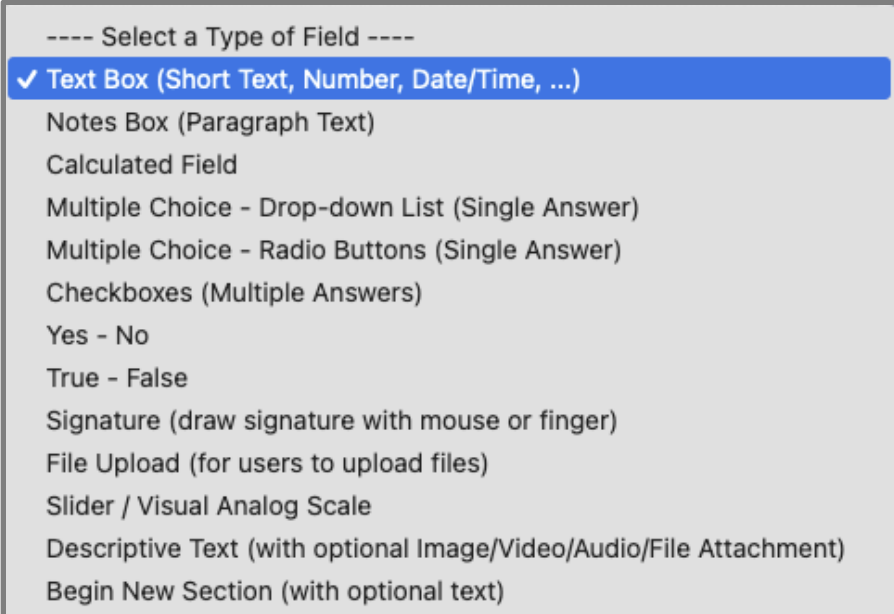
- Plain text, HTML, pictures
  - Audio and video files
  - Files for download
  - Begin new section
- 

## Special & calculated field types

- Signature
- File. upload
- Calculated field

## Structured field types

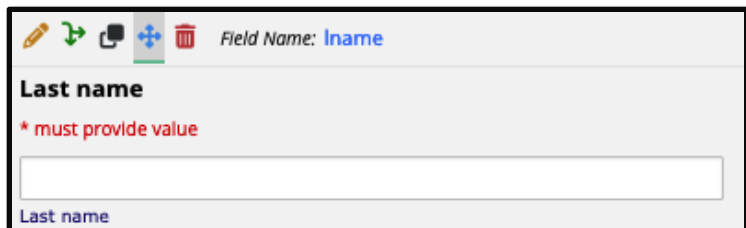
- Limited set of answers
- Pre-defined
- Single selection: radio buttons, drop-down list, slider
- Multiple selections - checkboxes



----- 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)

# Unstructured Field Types



A screenshot of a form field for 'Last name'. The field name is 'lname'. The form includes a toolbar with icons for edit, undo, redo, copy, paste, and delete. The label 'Last name' is displayed above the input field, and a red asterisk indicates that a value must be provided. The input field is empty, and the label 'Last name' is also present below the field.



A screenshot of a form field for 'Comments'. The field name is 'comments'. The form includes a toolbar with icons for edit, undo, redo, copy, paste, and delete. The label 'Comments:' is displayed above the input field. The input field is empty and has a larger height than the text box above.

## Text box

- Free text
- Validation
  - Date, number, email, phone number etc.
  - Minimum & Maximum for numbers
- Bio-medical ontologies (look-up tables)
  - Over 400 different ontologies available
  - Examples: ICD-10, LOINC, RxNORM

## Notes box

- Use for larger text, paragraphs
  - Clinical notes
  - Comments on surveys
  - Descriptions

# Structured Field Types

The screenshot displays three examples of structured fields in a form editor. Each field has a header with icons for editing, undo, redo, and deleting, followed by the field name.

- Field Name: choice1**: A drop-down menu with a downward arrow.
- Field Name: choice2**: Radio buttons for three choices: Choice 1, Choice 2, and Choice 3.
- Field Name: choice3**: Checkboxes for three choices: Choice 1, Choice 2, and Choice 3.

Each field example includes an "Add Field" button at the bottom right.

## Single answer

- Drop down
- Radio button
- Pre-set choices:
  - Yes/No
  - True/False

## Slider


The screenshot shows a slider field with the label "Use the slider to choose:". The scale ranges from 0 to 10, with a current value of 5. A red text prompt below the slider reads "Change the slider above to set a response".

- Default scale 0 to 100 but adjustable to any scale

## Multiple answer

- Checkboxes
  - Acts as multiple fields, one for each choice
  - Stored differently than single answer
  - Different branching logic syntax

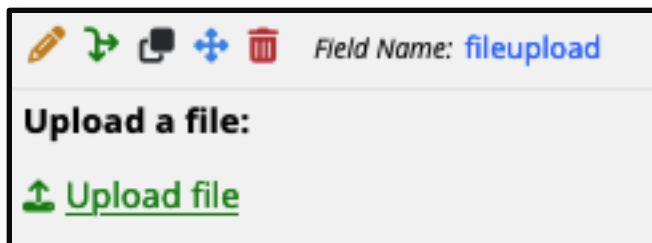
# Special Field Types



Field Name: `sign`

**Sign below:**

[Add signature](#)



Field Name: `fileupload`

**Upload a file:**

[Upload file](#)

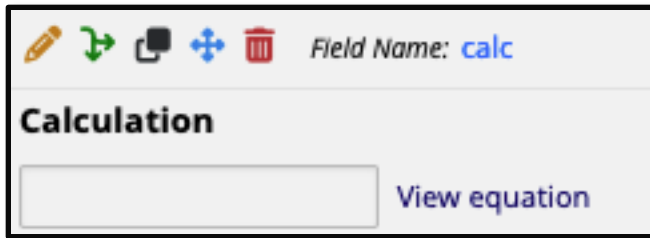
## Signature

- Allows people to “sign” a document online
- Captures a small PNG file
- Works on both computers and mobile devices
- Useful for e-consent

## File upload

- Most commonly used file types allowed
- REDCap stores the file with the record
- 100 MB limit per upload
- Useful for uploading:
  - Photos
  - Consent documents
  - Scanned documentation

# Calculated Field Type



## Calculations

- Result must be a number or empty value
- Limited to fields within one project
- Similar syntax as branching logic
- Special functions can be used in calculations such as:
  - Datediff()
  - Sum()
  - Mean()
  - Many more...
- Used for:
  - Scoring tools
  - Simple calculations (like BMI)
- Always test your calculations with test records before moving to production to make sure they are working!



# Display Field Types



## Descriptive

- Text – use rich text editor, or HTML
- Add video/audio files
  - Hosted outside of REDCap (YouTube, Vimeo)
  - Inline display or popup
- Picture or logo display
- File sharing (100 MB size limit)

## Begin new section

- Used to separate blocks of fields
- Can be used in surveys to create separate pages
- Can add text to new section to use as a section header

# Matrix Fields

Add Matrix of Fields

## Matrix of Fields

- Groups a set of related fields together
  - Radio buttons
    - Ranking is optional – one choice per column
  - Checkboxes
- Columns show choice options
  - All choice options must be the same for each field
- Rows are questions/individual fields

Rank your favorite type of pet				
	Favorite	Second favorite	Third favorite	Least favorite
<b>Cats</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Dogs</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Birds</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Review – What are the general **Types of Fields** available in REDCap?

# Branching Logic



## Branching logic is the art of showing or hiding fields

- Setup true/false logic statements
- If the statement evaluates to true the field will show
- If the statement is false, the field will not be shown
- Click on the green arrows in the Online Designer to setup branching logic on a field

---

## Project limited

- Use project field values that have already been entered in the project for your logic statements
- Use values in other forms or events, but not other projects

# Setting up Branching Logic

## Two methods:

### Drag-n-Drop Logic Builder:

- Select fields and logic from a dropdown menu
- No knowledge of syntax or programming needed
- Start with this method to learn how to craft logic statements

**Drag-N-Drop Logic Builder**

Displaying field choices for the following data collection instrument:  
Form 1

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

- record\_id = (define criteria)
- name1 = (define criteria)
- comments = (define criteria)
- address1 = (define criteria)
- zip1 = (define criteria)
- cat = Favorite (1)
- cat = Second favorite (2)
- cat = Third favorite (3)

→ Drag and Drop →

Show the field ONLY if...

ALL below are true  
 ANY below are true

Clear logic

### Advanced Syntax Method:

- Uses the Logic Editor for directly typing in syntax logic statements
- More complex statements can be created
- Advanced knowledge of REDCap syntax logic needed

**Advanced Branching Logic Syntax**

How to use [Branching Logic](#) [Smart Variables](#) [Special Functions](#)

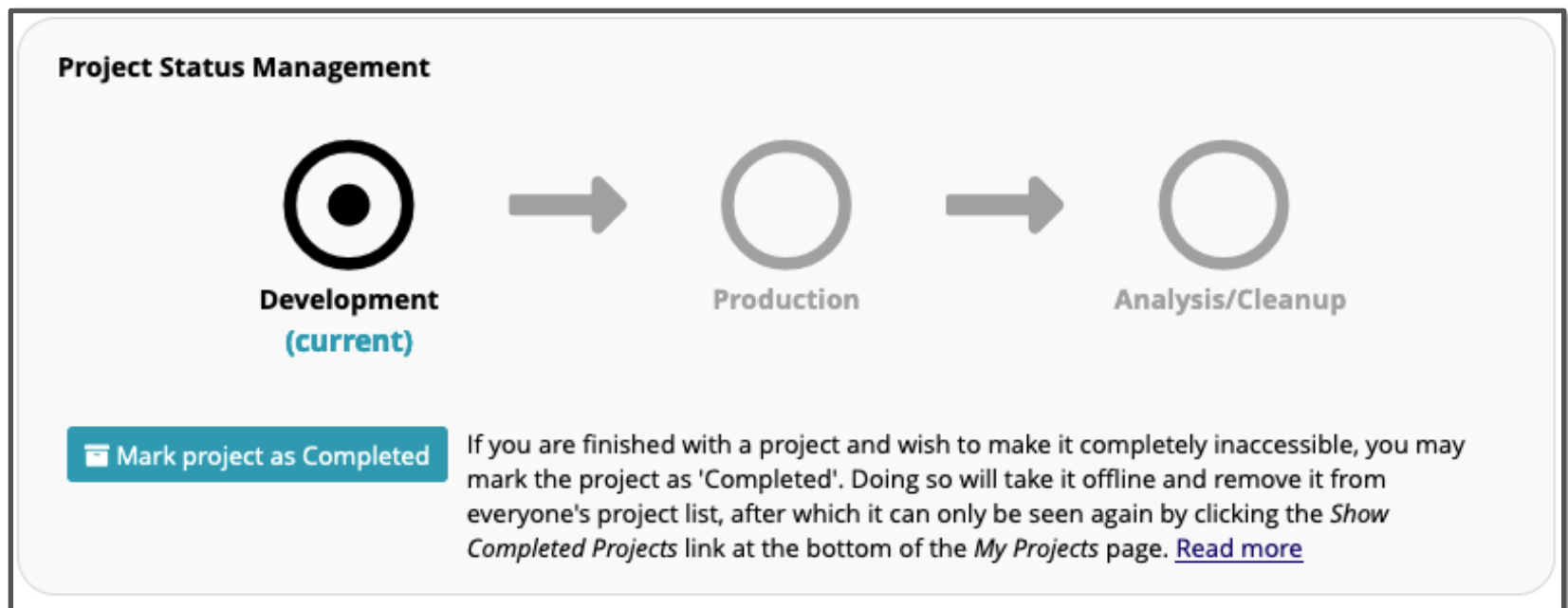
Show the field ONLY if...

Clear logic

Test logic with a record: -- select a record --

# Moving to Production

- Be sure to test every aspect of your project in Development mode – the initial project status when creating a REDCap project.
- After thorough testing, move your project to Production by clicking the button on the bottom of the Project Setup Page.
- This will keep your data safe from accidental deletion.
- You can choose to delete your test data or save it before moving to Production



# Approval Process

## Draft Mode

- Once you move your project to Production status, your data is protected.
- You must click on Enter Draft Mode from the Online Designer to make any changes to your instruments.
- Once you submit your changes, REDCap will identify if any data loss might be caused by the changes.

## Change approval

- Changes are automatic if data will not be affected.
- Changes that may result in data loss will be routed to REDCap administrators for review.
- An administrator will either approve the changes or reach out to discuss your changes within 1 to 3 business days.

---


Since this project is currently in **PRODUCTION**, changes will not be made in real time. [Tell me more](#)

Submit Changes for Review

Fields to be added: **0** / Total resulting field count: **9**

Fields to be deleted: **0** / Existing field count: **9**

[Remove all drafted changes](#)

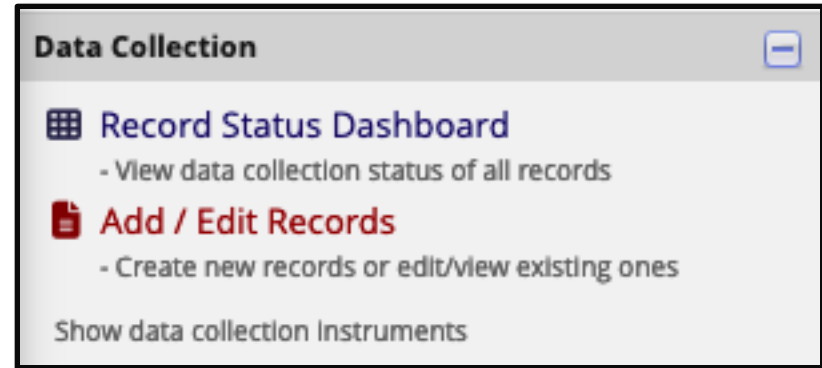
 [View detailed summary of all drafted changes](#)

# Basic Data Collection

Data Collection menu options are located on the left side menu in REDCap.

## Add / Edit Records

- Click + Add new record to create a new record
- Select an existing record to edit the record



## Data Search

- Choose a field to search
- Enter a search query

A screenshot of the 'Add / Edit Records' form in REDCap. The form has a title 'Add / Edit Records' and a subtitle 'You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response below.' Below the subtitle is a yellow bar with the text 'Total records: 307'. The form is divided into two main sections. The first section is titled 'Choose an existing Record ID' and contains a dropdown menu with the text '-- select record --' and a green button labeled '+ Add new record'. The second section is titled 'Data Search' and contains a dropdown menu labeled 'Choose a field to search (excludes multiple choice fields)' with the text 'All fields' and a search query input field. Below the search query input field is the text 'Begin typing to search the project data, then click an item in the list to navigate to that record.'

## Record Status Dashboard

- You can also add a new record from the Record Status Dashboard



# Record Status Dashboard

- View all your records in the Record Status Dashboard
- Legend shows current record status

Study ID	Baselined						
	Baseline	demo	Visit date	Medications	Field Type Demo	Nih Stroke Scale	Adverse Event
<a href="#">1</a> Parker, Peter							+
<a href="#">2</a> Octavius, Otto							+
<a href="#">3</a> Morales, Miles							+
<a href="#">4</a> Stacey, Gwen							

## Legend for status icons:

- Incomplete
- Unverified
- Complete
- Many statuses (mixed)
- Incomplete (no data saved) ?
- Partial Survey Response
- Completed Survey Response
- Many statuses (all same)

# User Rights

## Use the 'Users Rights' application to set up project user rights

- Add users to your project
- Anyone that has a user account in REDCap can be added
- Customize each user's rights
- Set up user 'Roles' for similar groups of users



---

### Form rights

- Hide forms completely, allow view-only or full access

---

### Application rights

- Give users only access to applications they need to do their job

---

### Data Export rights


- No access, de-identified, remove identifier fields, or full access to data set


# Basic Data Export


- You can export your entire data set in a few seconds from the Date Exports, Reports and Stats application.
- Multiple export formats are available.
- You can also create and save custom reports that display subsets of your data.
- These custom reports are exportable in the same way as the entire 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)

# Getting Help

Contact REDCap administrator

- REDCap has built in help on the Project Setup page and when building forms through Online Designer
- Click on the Contact REDCap administrator link at the top or bottom of the left menu to send a question
- Find more classes on the ITHS web page
- Information on our weekly office hours is located at the top of the My Projects page.



In progress

I'm done!

## Design your data collection instruments & enable your surveys

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

Go to [Online Designer](#) or [Data Dictionary](#) Explore the [REDCap Instrument 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](#) [Field Embedding](#) [Special Functions](#)

Thank You!

Questions?



# CONNECT WITH ITHS

[www.iths.org](http://www.iths.org)



@ITHS\_UW



/ithsuw



/InstituteofTranslationalHealthSciences

# Visit [ITHS.org](https://ITHS.org) to Become an ITHS Member

Join a unique catalyst that accelerates discoveries to practice.

## Access

*Members gain access the different research services, resources, and tools offered by ITHS, including the ITHS Research Navigator.*

---

## Education and Training

*Members can access a variety of workforce development and mentoring programs and apply for formal training programs.*

---

## Funding

*Members can apply for local and national pilot grants and other funding opportunities. ITHS also offers letters of support for grant submissions.*

---

## Collaboration

*Members can connect with collaborators across the CTSA consortium.*