REDCap
Research Electronic Data Capture

Transcript of: Applications Overview

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Audio is in normal text below. Timestamps are in bold to assist in finding specific topics.

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REDCap is a dynamic product that frequently introduces new features and functionality to assist in data management. Data management tools are listed in the Applications section of a project menu. More information can be found in the detailed instructions available for most of the applications. Keep in mind that access is different for each user and each project. You may see applications in one project that you don't have access to in another.

The applications are most commonly used to manage user rights and perform searches. Data exports and imports are also popular. These four applications will now be briefly illustrated.

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The User Rights page contains information about the current users of your project. Another REDCap user can be granted access to your project by entering their username on the User Rights page. The access levels for data collection instruments and applications can then be set. Once added, the user will be able to access your project from the list on their My Projects tab.

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The Report Builder is the search engine of a REDCap project. This is the tool to use when you want to view multiple records worth of data without exporting it. Reports search the project in real time and display the desired data in spreadsheet format. Variables are listed in columns, and individual records are displayed in rows. Your saved reports are displayed on the menu as links, which can be clicked at any time to run a current report on your saved variables.

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Remember that saving a report is saving the combination of variables you query. The actual records found by a report are not saved each time. But, after running a report, a copy of the data on screen can be downloaded manually.

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The Data Export Tool is another way to get data out of your project. Exports are a snapshot of your current dataset, saved as a file that can be downloaded and used externally. Exports are usually performed to re-format data for analysis, such as statistical analysis or generating charts and graphs. But exports are also a great way to concisely review data from multiple records. Remember, exporting does not remove or modify the data in your project. It only makes a copy of it in a new format and saves that file.

Exports can be defined to include only specific fields. The first step is to choose what fields should go into the file. REDCap will then put the corresponding data from every record into the export file. After selecting the fields to include in the export, the desired file format can be chosen. This is where you decide the software package for which you want this export's files to be formatted. Several common statistical package formats are supported.

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Lastly, the Data Import Tool is a quick and easy way to enter lots of data into your project all at once. It allows you to import data for multiple fields over multiple records. This is particularly useful if you have existing data in a spreadsheet or other database and now want to transfer it into REDCap. The data import template file should be used as a guide. In this file, you can see the required column headers. These correspond to the variable names from the project's data dictionary. Each record should be listed in an individual row underneath. Importing can be used to modify existing data or add entirely new data and records to a project. Once a file is uploaded, REDCap will show a summary of the data that is about to be imported, giving you once last chance to double-check the data. After importing, the data will be accessible in the project just as if it had been entered manually.