

Introduction to REDCap Base Project Design



Kyle Jones, MS
Clinical and Translational Sciences Institute

What to Expect Today

1. Introduction
2. Background on REDCap
3. REDCap at MSU Features
4. Getting around REDCap
5. Building a Form
6. Data Entry
7. Questions

Expected Audience

- People who are interested in using REDCap at MSU
- People with no or limited experience with building projects or entering data in REDCap
- People with experience in a different data collection and management system for research (Qualtrics, Access, Google Forms, etc.)
- If you already have experience with REDCap, you are welcome to join but you may benefit less

What we won't cover

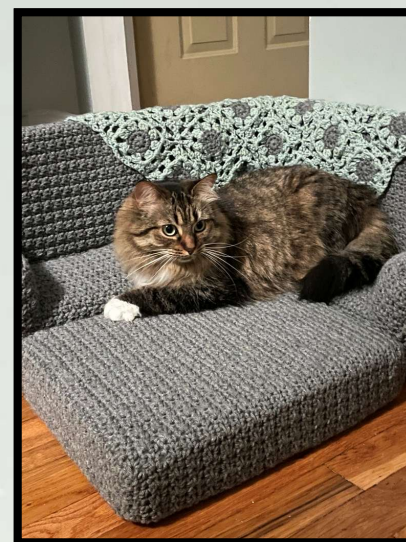
- REDCap surveys (participant entering data on their device)
- REDCap logic for alerts, reports, form display logic, survey queues
- Action Tags for customizing field functionality
- User Rights and Data Access Groups
- Longitudinal Projects
- Everything I don't mention



1. Introduction

About me

- Working with MSU CTSI (and REDCap) since 2016
- Earned an MS in Biostatistics from MSU
- Love trivia



About BRIC and CTSI

- Assist researchers across the colleges with development, management, and implementation of clinical research
- Collaborative relationships starts from the pre-award stage, through the data collection period and continues through the analysis and presentation of findings

Plan / Propose

Budgeting Services
Letters of Support
Process Navigation
Recruitment Planning

Setup

Custom Development
Data Integrations
REDCap Training
Study Setup
Study Start-Up Planning

Manage

Clinical Research Coordination
Data Collection
Email and SMS Notifications
Research Facilities and Resources
ResearchMatch

Closeout

Data Sharing



2. Background on REDCap

2. Background on REDCap

- Developed at Vanderbilt University Medical Center beginning in 2004
- Hosted by CTSI at MSU
- Used by over 7,500 institutions across the world
- Has been cited 42,000 times in journal articles



2. Background on REDCap



- Browser-based data collection and survey distribution tool
- Simple interface for users to design, create, and maintain projects
 - No database or programming knowledge required
- Direct export to many popular programs (Excel, SPSS, SAS, R, STATA)
- [More secure](#) than Excel or Access
- Built by clinical researchers for clinical research
 - “A clinical research database first and a survey tool second” – Bas De Veer, lead REDCap administrator at the UW Institute of Translational Health Sciences

3. REDCap at MSU features

Base

- Create and design projects
- Form modification after project starts
- Email survey distribution
- e-Consent
- Data quality processes
- Custom reporting
- File storage

Premium

- Text based alerts and invitations
- API functions
- Mobile app (offline data capture)
- Access to the BRIC library of custom modules
- External collaborators
- Customize and add features with BRIC developers

Request Access Today!

- Fill out our contact form to start the process

 MICHIGAN STATE UNIVERSITY

CLINICAL AND TRANSLATIONAL SCIENCES INSTITUTE

AAA

Contact Us

Want to know more about how CTSI can help you?
Please tell us a bit more information so we can connect you with the right person.
You can expect to hear back from us within three business days.

First Name:
* must provide value

Last Name:
* must provide value

If applicable, MSU College and Department / Unit

Email:
* must provide value

Phone:



4. Getting around REDCap

Navigating REDCap


[Home](#)
[My Projects](#)
[Help & FAQ](#)
[Training Videos](#)
[Send-It](#)

Logged in as **base_project_demo**
[Profile](#)
[Log out](#)

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](#)
[Collapse All](#)

Filter projects by title

Project Title	PID	Records	Fields	Instruments	Type	Status
Introduction to REDCap Base Projects	545	0	2	1 form	■	🔧

REDCap 14.6.10 - © 2024 Vanderbilt University

Navigating REDCap



Logged in as **base_project_demo**
[Log out](#)

[My Projects](#)
[Contact REDCap administrator](#)

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

[Project Dashboards](#)
[Alerts & Notifications](#)
[Multi-Language Management](#)
[Calendar](#)
[Data Exports, Reports, and Stats](#)
[Data Import Tool](#)
[Logging](#)
[Field Comment Log](#)
[File Repository](#)
[User Rights and DAGs](#)
[Data Quality](#)

MICHIGAN STATE UNIVERSITY
 Michigan State University
 Biomedical Research Informatics Core

Introduction to REDCap Base Projects PID 545

[Project Home](#)
[Project Setup](#)
[Other Functionality](#)
[Project Revision History](#)

The tables below provide general dashboard information, such as a list of all users with access to this project, general project statistics, and upcoming calendar events (if any).

Current Users (2)

User	Expires
base_project_demo (Base Demo)	never

Project Statistics

Records in project	1
Most recent activity	10/08/2024 12:17pm
Space usage for docs	0.00 MB

Upcoming Calendar Events (next 7 days)

Time	Date	Description
		No upcoming events



5. Building a form

Building a Form

Generalized Anxiety Disorder 7 Item (GAD 7) Scale

Editing existing Record ID 1.

Record ID1

Over the last 2 weeks, how often have you been bothered by the following problems?

	Not at all sure	Several days	Over half the days	Nearly every day	
1. Feeling nervous, anxious, or on edge	☐	☐	☐	☐	reset
2. Not being able to stop or control worrying	☐	☐	☐	☐	reset
3. Worrying too much about different things	☐	☐	☐	☐	reset
4. Trouble relaxing	☐	☐	☐	☐	reset
5. Being so restless that it's hard to sit still	☐	☐	☐	☐	reset
6. Becoming easily annoyed or irritable	☐	☐	☐	☐	reset
7. Feeling afraid as if something awful might happen	☐	☐	☐	☐	reset

Not difficult at all

Somewhat difficult

Very difficult

Extremely difficult

If you checked off any problems, how difficult have these made it for you to do your work, take care of things at home, or get along with other people?

☐ ☐ | ☐ | ☐ | reset |

Form Status

Complete?

Incomplete

Save & Exit Form

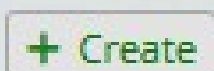
Save & Stay

- Cancel -

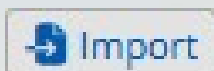
Adding Data Collection Instruments

- There are 4 options for adding Data Collection Instruments to your project:

Today's
focus



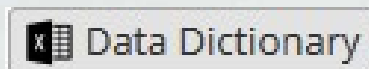
an instrument from scratch



an instrument from the REDCap Instrument Library



an instrument ZIP file from another project



Advanced users can edit the Data Dictionary as a CSV file and import new forms

Adding an Instrument



Logged in as **base_project_demo**
[Log out](#)

[My Projects](#)
[Contact REDCap administrator](#)

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

[Project Dashboards](#)
[Alerts & Notifications](#)
[Multi-Language Management](#)
[Calendar](#)
[Data Exports, Reports, and Stats](#)
[Data Import Tool](#)
[Logging](#)
[Field Comment Log](#)
[File Repository](#)
[User Rights and DAGs](#)
[Data Quality](#)

MICHIGAN STATE UNIVERSITY
 Michigan State University
 Biomedical Research Informatics Core

Introduction to REDCap Base Projects PID 545

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

[VIDEO: How to use this page \(6:33\)](#)
[Create snapshot of instruments](#)
 Last snapshot: never [?](#)

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

[+ 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	1		Choose action

Add fields to your instrument



Logged in as **base_project_demo**
[Log out](#)

[My Projects](#)
[Contact REDCap administrator](#)

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

[Project Dashboards](#)
[Alerts & Notifications](#)
[Multi-Language Management](#)
[Calendar](#)
[Data Exports, Reports, and Stats](#)
[Data Import Tool](#)
[Logging](#)
[Field Comment Log](#)
[File Repository](#)
[User Rights and DAGs](#)
[Data Quality](#)

Modules [Manage](#) [View Logs](#)

MICHIGAN STATE UNIVERSITY
 Michigan State University
 Biomedical Research Informatics Core

Introduction to REDCap Base Projects PID 545

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

[VIDEO: How to use this page \(5:22\)](#) [Create snapshot of instruments](#) Last snapshot: never ?

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 use the **+** icon to **drag and drop** a field to a different position within the form below (you may also click this icon to see extended move options). Checking the checkbox in the right upper corner of each field will add the field to the multi-field selection, allowing you to quickly modify several fields at once. **NOTE:** While in development status, all field changes will take effect immediately in real time.

[Return to list of instruments](#) [Previous instrument](#)

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

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

⚠ Your project is still in development mode!

This project is still in development mode.

Collecting live study data while in this mode is not recommended.

Please review the Production Mode Checklist below to avoid making unintended changes to your project.

Note: Some features in the Training Videos and F.A.Q. below are not available in a base REDCap project.

[Production Mode Checklist](#)

[F.A.Q.](#) [Training Videos](#)

💡 Learn how to use...

[Smart Variables](#) [Piping](#)

[Action Tags](#) [Field Embedding](#)

[Special Functions](#)

Add fields to your instrument

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

---- 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)

☐ Use the Rich Text Editor ?

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](#)
[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

Save

Cancel

Variable Names

- Will stay the same for the life of the project
- Used in logic, calculations, and exports
- Should be limited to 26 characters or fewer
- Be consistent!

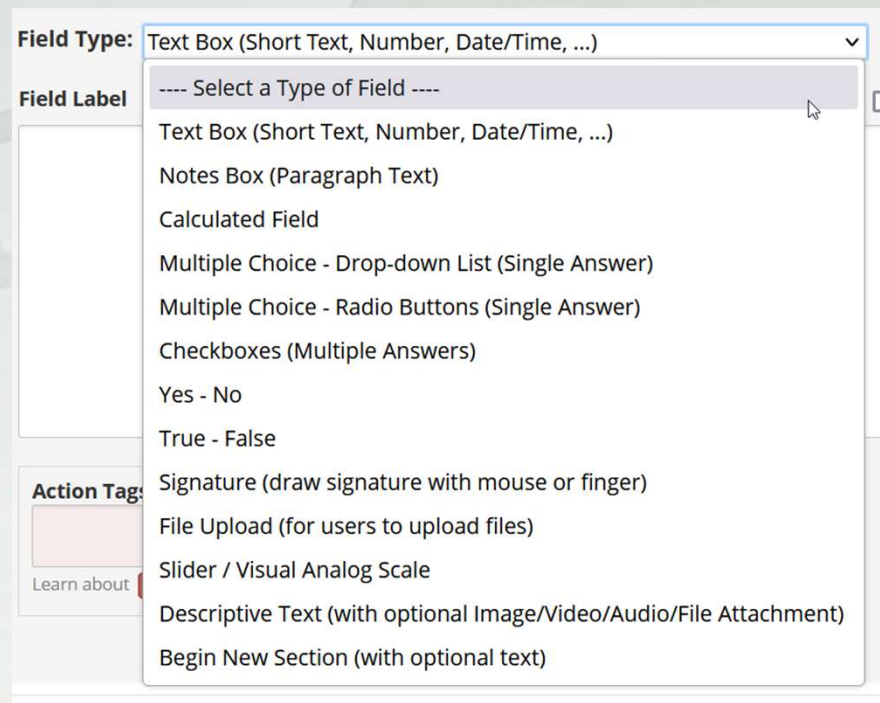
Variable Name (utilized in logic, calcs, and exports)

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

ONLY letters, numbers, and underscores

Field types

- Common field types for include:
 - Text box
 - Notes box
 - Multiple Choice
 - Single-Answer (True or False, Yes or No)
 - Checkboxes



The screenshot shows a form builder interface with the following elements:

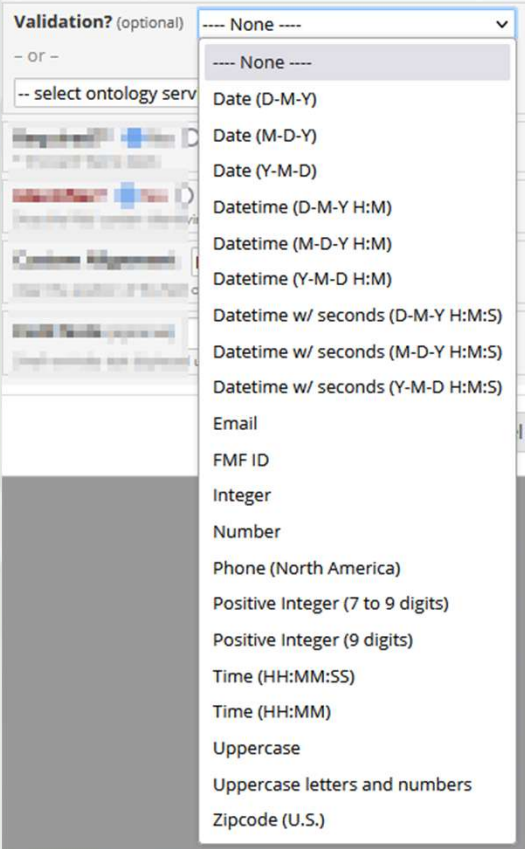
- Field Type:** A dropdown menu currently showing "Text Box (Short Text, Number, Date/Time, ...)".
- Field Label:** A text input field with the placeholder text "---- Select a Type of Field ----".
- Action Tag:** A red button labeled "Learn about".

The dropdown menu for "Field Type" is open, displaying the following options:

- 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)

Text Box

- Text Box fields can be used any time a user enters data
- Adding validation to a Text Box field will require the user to follow the validation rules
 - Only numbers between 8 – 15
 - Dates before January 1st, 2000
 - Phone numbers



The screenshot shows a form builder interface. On the left, there are several text input fields with labels like 'Name', 'Email', 'Phone', 'Address', and 'City'. A dropdown menu is open next to the 'Validation?' label, showing a list of validation rules. The list includes 'None', various date and datetime formats, email, FMF ID, integer, number, phone (North America), positive integers, times, uppercase, and zipcodes.

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

-- select ontology serv

- None ----
- Date (D-M-Y)
- Date (M-D-Y)
- Date (Y-M-D)
- Datetime (D-M-Y H:M)
- Datetime (M-D-Y H:M)
- Datetime (Y-M-D H:M)
- Datetime w/ seconds (D-M-Y H:M:S)
- Datetime w/ seconds (M-D-Y H:M:S)
- Datetime w/ seconds (Y-M-D H:M:S)
- Email
- FMF ID
- Integer
- Number
- Phone (North America)
- Positive Integer (7 to 9 digits)
- Positive Integer (9 digits)
- Time (HH:MM:SS)
- Time (HH:MM)
- Uppercase
- Uppercase letters and numbers
- Zipcode (U.S.)

Validation

Enter your favorite number!



Enter your favorite number!



Alert



This value you provided is not a number. Please try again.

Close

Enter your favorite number!



Notes box

- Similar to Text Boxes, and are great for large amounts of text
- No validation
- A good use could be for internal project notes or a feedback area
- Unnecessary use can lead to more difficult data management and analysis

This is a Text Box!



This is a Notes Box!



Expand

Multiple Choice

- Come in a few different types, but are very similar

REDCap is awesome

- ☐ True
☐ False

reset

Could you imagine a world without REDCap?

- ☐ Yes
☐ No

reset

Where do you like to use REDCap?

- ☐ In a House
☐ With a mouse
☐ Here or There
☐ Anywhere

Radio Buttons and Dropdowns

- Define your response options one line at a time
 - REDCap will automatically “code” your responses as numbers
 - You can also manually code the choices

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

McDonald's
Burger King
Wendy's
Taco Bell

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

Raw values for choices were added automatically

The choices listed below did not appear to have a raw value listed but only had a label, so a raw value has been provided for them automatically. If you are not satisfied with these auto generated values, you may change them before saving your changes for this field. The choices in the 'Choices' text box have automatically been modified to reflect these changes.

- 1** was set as the raw value for **McDonald's**
- 2** was set as the raw value for **Burger King**
- 3** was set as the raw value for **Wendy's**
- 4** was set as the raw value for **Taco Bell**

Close

Manually coding choices

Choices (one choice per line)

 Use the Choices Editor

 Copy existing choices

1, Yes
0, No

Choices (one choice per line)

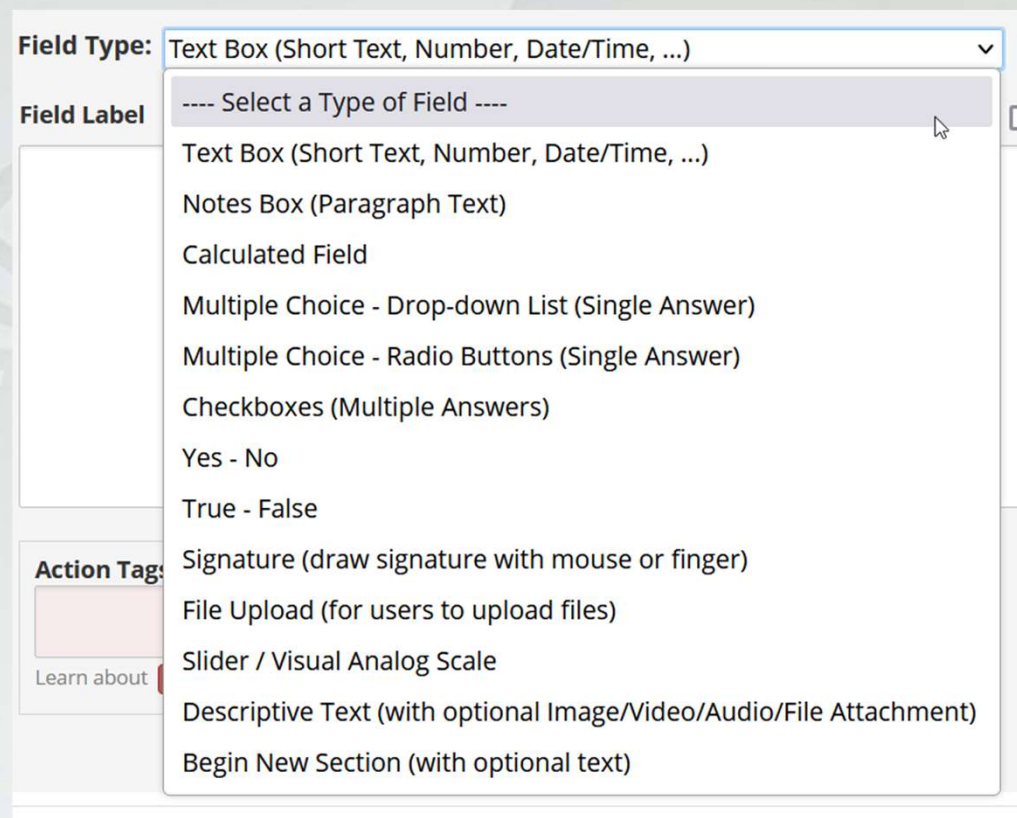
 Use the Choices Editor

 Copy existing choices

1, Yes
2, No

Other Field Types

- Calculated Fields
- Signature
- File Upload
- Descriptive Text
- And More!



The screenshot shows a form builder interface with a dropdown menu open for the 'Field Type' field. The dropdown lists various field types, including '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)', and 'Begin New Section (with optional text)'. The 'Field Label' field is empty, and the 'Action Tag' field is also empty. A 'Learn about' link is visible at the bottom of the form.

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

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

Action Tag:

Learn about

Calculated Field

Height



72

inches

Weight



180

lbs

This calculated field will display the subject's BMI



24.4

[View equation](#)

Signature

Please digitally sign this form



 [Add signature](#)

Add signature

Please digitally sign this form



Save signature

[reset](#)

Please digitally sign this form



REDCap 4 ever

[signature_2024-07-17_0950.png \(0.01 MB\)](#)

 Remove signature or  Send-It

File Upload

- Could be used to upload scanned documents, sound recordings, or photos
- Limited in size (50 MB per file)

Photo of Subject



 [Upload file](#)

Photo of Subject

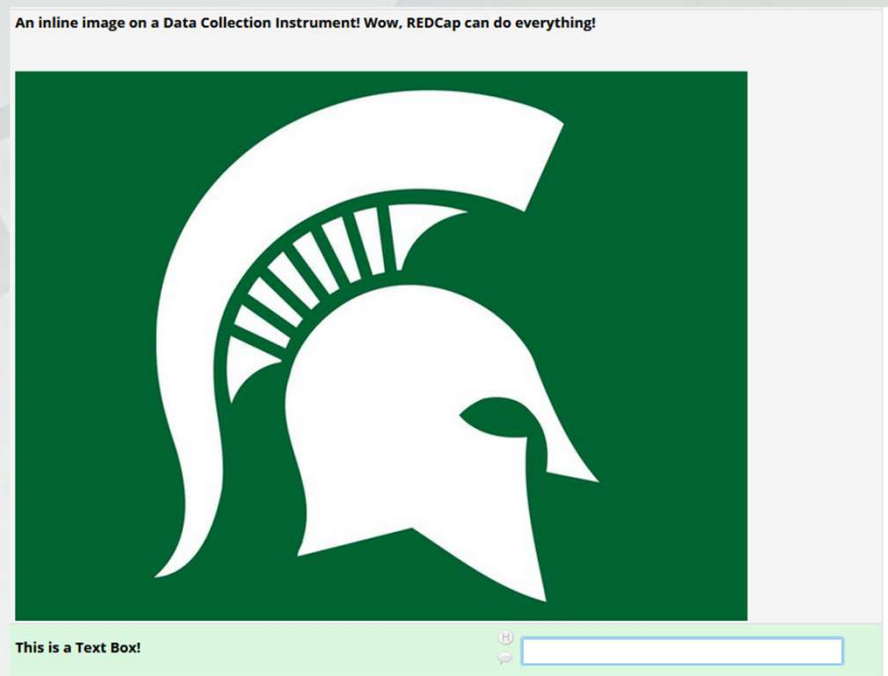


[Image.jpg \(0.32 MB\)](#)

 [Upload new version](#) or  [Remove file](#) or  [Send-It](#)

Descriptive Text

- Do not allow for data entry
- Can be used to give instructions, embed media (video, website, etc), host attachments
- Has access to the Rich Text editor (easily customize your forms with HTML)



Descriptive Text

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

Data Entry Form

Editing existing Record ID 1.

Record ID	1
Feel free to click this inconspicuous link View media	
Form Status	
Complete?	Incomplete
Lock this instrument? If locked, no user will be able to modify this instrument for this record until someone with Instrument Level Lock/Unlock privileges unlocks it. ☐ Lock	
Save & Exit Form Save & Stay - 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.	

Additional Attributes

- Make a field Required
- Mark fields as Identifiers
- Add Field Notes to assist with Data Entry
- Use Action Tags to customize data entry (@TODAY for dates)

This field is required, has been marked as an identifier, has custom alignment, and a Field Note!

* must provide value

☐ The choices ☐ have been ☐ realigned

Field Notes can help remind you!



reset

Matrices of Fields

- Multiple choice or checkbox fields grouped together with shared answer choices

Rate the following from 1 to 10:										
	1	2	3	4	5	6	7	8	9	10
The Weather Today		☒	☐	☐	☐	☐	☐	☐	☐	☐
reset										
Sparty		☐	☐	☐	☐	☐	☐	☐	☐	☐
reset										
The Dairy Store		☐	☐	☐	☐	☐	☐	☐	☐	☐
reset										



Repeat the process until all fields are created!

Then customize your data entry with tools such as branching logic

Branching Logic

- Allows you to “hide” fields you do want the user to answer
- Logic is evaluated based off values for other fields

 Editing existing Record ID 1.

Record ID	1
Have you used REDCap before?	☐ Yes ☐ No
Form Status	
Complete?	☐ Incomplete
Lock this instrument? If locked, no user will be able to modify this instrument for this record until someone with Instrument Level Lock/Unlock privileges unlocks it.	☐  Lock

Branching Logic

- Drag and drop

Introduction to REDCap Base Projects

PID 545

Project Home

Project Setup

Online Designer

Data Dictionary

Codebook

VIDEO: How to use this page (5:22)

Create snapshot of instruments

Last snapshot: never ?

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 use the  icon to **drag and drop** a field to a different position within the form below (you may also click this icon to see extended move options). Checking the checkbox in the right upper corner of each field will add the field to the multi-field selection, allowing you to quickly modify several fields at once. **NOTE:** While in development status, all field changes will take effect immediately in real time.

Return to list of instruments

<< Previous instrument

Next instrument >>

Current instrument: **My First Instrument**

Preview instrument

Add Field

Add Matrix of Fields

Import from Field Bank

Field Name: redcap_before

Have you used REDCap before?

Yes

No

reset

Add Field

Add Matrix of Fields

Import from Field Bank

Add Field

Add Matrix of Fields

Import from Field Bank

Field Name: redcap_years

For how many years have you used REDCap?

Validation type: None

Add Field

Add Matrix of Fields

Import from Field Bank

Your project is still in development mode!

This project is still in development mode.

Collecting live study data while in this mode is not recommended.

Please review the **Production Mode Checklist** below to avoid making unintended changes to your project.

Note:

Some features in the Training Videos and F.A.Q. below are not available in a base REDCap project.

Production Mode Checklist

F.A.Q.

Training Videos

Learn how to use...

Smart Variables

Piping

Action Tags

Field Embedding

Special Functions

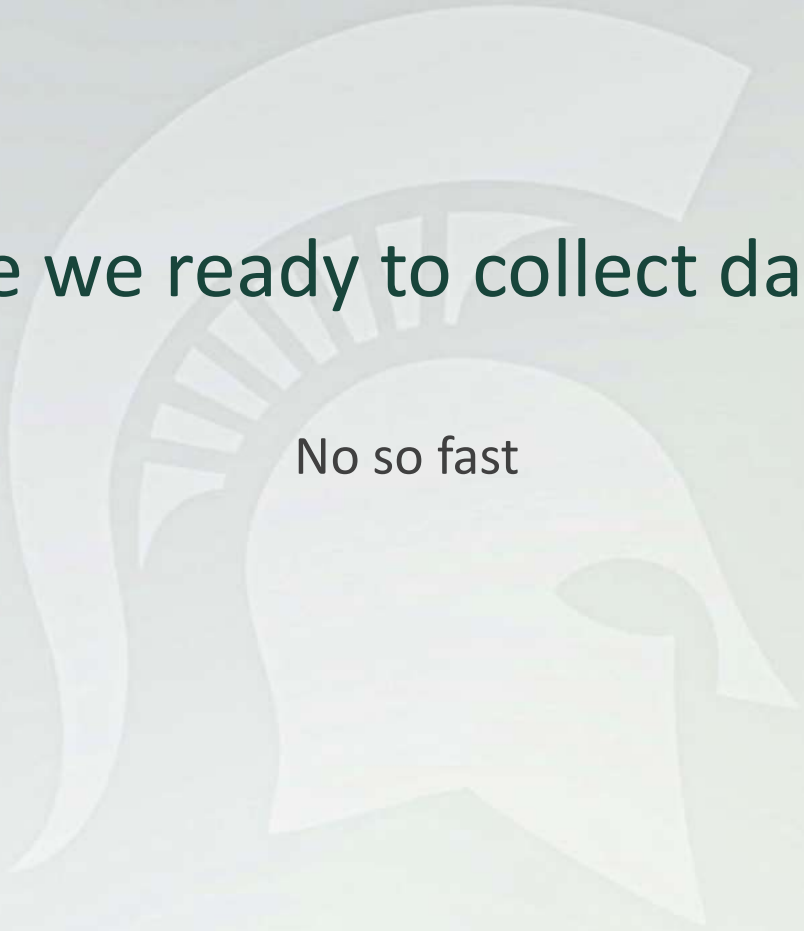
How to embed a field elsewhere

Learn how to customize your instrument or survey by using **Field Embedding**.

How to modify multiple fields together

To copy, move, or delete multiple fields at the same time, hold the Ctrl or Cmd key on your keyboard and click the field to reveal the **Quick-modify field(s)** feature.

Show: ☐ Overlaid ☒ On Side



Are we ready to collect data?

No so fast

Development mode and production checklist

💡 Your project is still in development mode!

Collecting live study data while in this mode is not recommended.

Please review the Production Mode Checklist below to avoid making unintended changes to your project.

Note: Some features in the Training Videos and F.A.Q. below are not available in a base REDCap project.

 [Production Mode Checklist](#) [? F.A.Q.](#) [📺 Training Videos](#)

Before going to Production Mode, BRIC advises that you thoroughly test your project by going through these steps:

- Create new records and confirm that the expected rules are followed for subject ids
- Enter data on each form and at least two events (if longitudinal)
- Confirm behaviors of branching logic (if applicable)
- Confirm calculated fields (if applicable)

Testing your project

- Avoid headaches and data management disasters down the line by thoroughly testing your project
- Pretend you are a project staff member entering data
- Try to break everything!
- Test out your validation rules, branching logic, and calculations
- Remember that it can be more difficult to find, spot, and fix errors when the project is in production



6. Data entry

Data Entry

- Entered by project staff via the data entry screen
- Entered by research participants via surveys
- Entered from a CSV via the data import tool

Every survey
begins as a form

Using the Data Entry Screen to add records

Add records to your project

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

Enter and save your data



Logged in as **base_project_demo**
[Log out](#)

My Projects
[Contact REDCap administrator](#)

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

Applications

- [Project Dashboards](#)
- [Alerts & Notifications](#)
- [Multi-Language Management](#)
- [Calendar](#)
- [Data Exports, Reports, and Stats](#)
- [Data Import Tool](#)
- [Logging](#)
- [Field Comment Log](#)
- [File Repository](#)
- [User Rights and DAGs](#)
- [Data Quality](#)

Modules [Manage](#) [View Logs](#)

- [Project Compare: Stop Logic](#)
- [Project Compare: Media](#)
- [Project Compare: Metadata](#)
- [Project Compare: Events](#)
- [Find Unicode Characters in Metadata](#)

MICHIGAN STATE UNIVERSITY
 Michigan State University
 Biomedical Research Informatics Core

Introduction to REDCap Base Projects PID 545

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](#)

Record ID 1

Data Collection Instrument	Status
Form 1	
My First Form	
Nacho Craving Index	

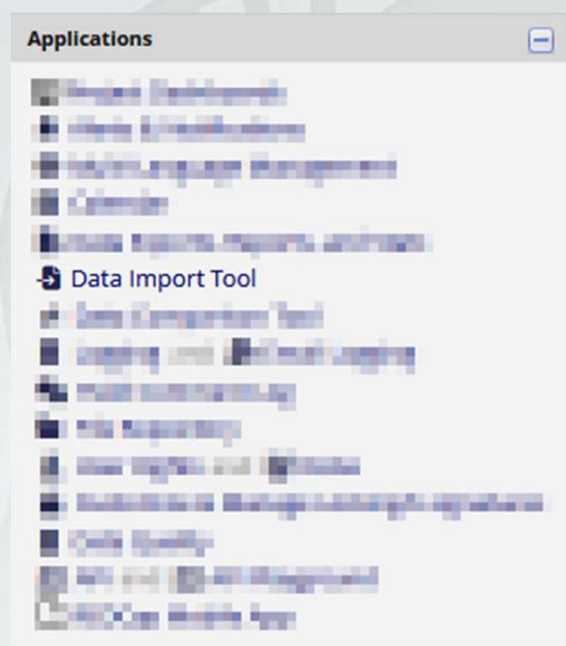
Legend for status icons:

-  Incomplete
-  Incomplete (no data saved) [?](#)
-  Unverified
-  Complete

Using Surveys to add records



Using the Data Import Tool to add records



Data Import Tool

- Follow the instructions on the Data Import Tool page
- A possible topic for a future training session

 Choose an import option

 Select your CSV data file

No file selected.

 Display the data comparison table?

 Auto-number/overwrite record IDs?

 Overwrite data with blank values?

 File format settings

CSV delimiter of data file:

Format for date/datetime values:

Records in file are formatted as

REDCap Support

- REDCap tutorial videos
- Additional Trainings from CTSI in the future
- External resources
 - [Vanderbilt's REDCap Training Materials Repository](#)
 - [UW Institute of Translational Health Sciences REDCap Training Series](#)
 - [UA Center for Biomedical Informatics & Biostatistics REDCap Video Tutorials](#)

Help & Information

- Help & FAQ
- Video Tutorials
- Suggest a New Feature

Contact REDCap administrator



Questions?