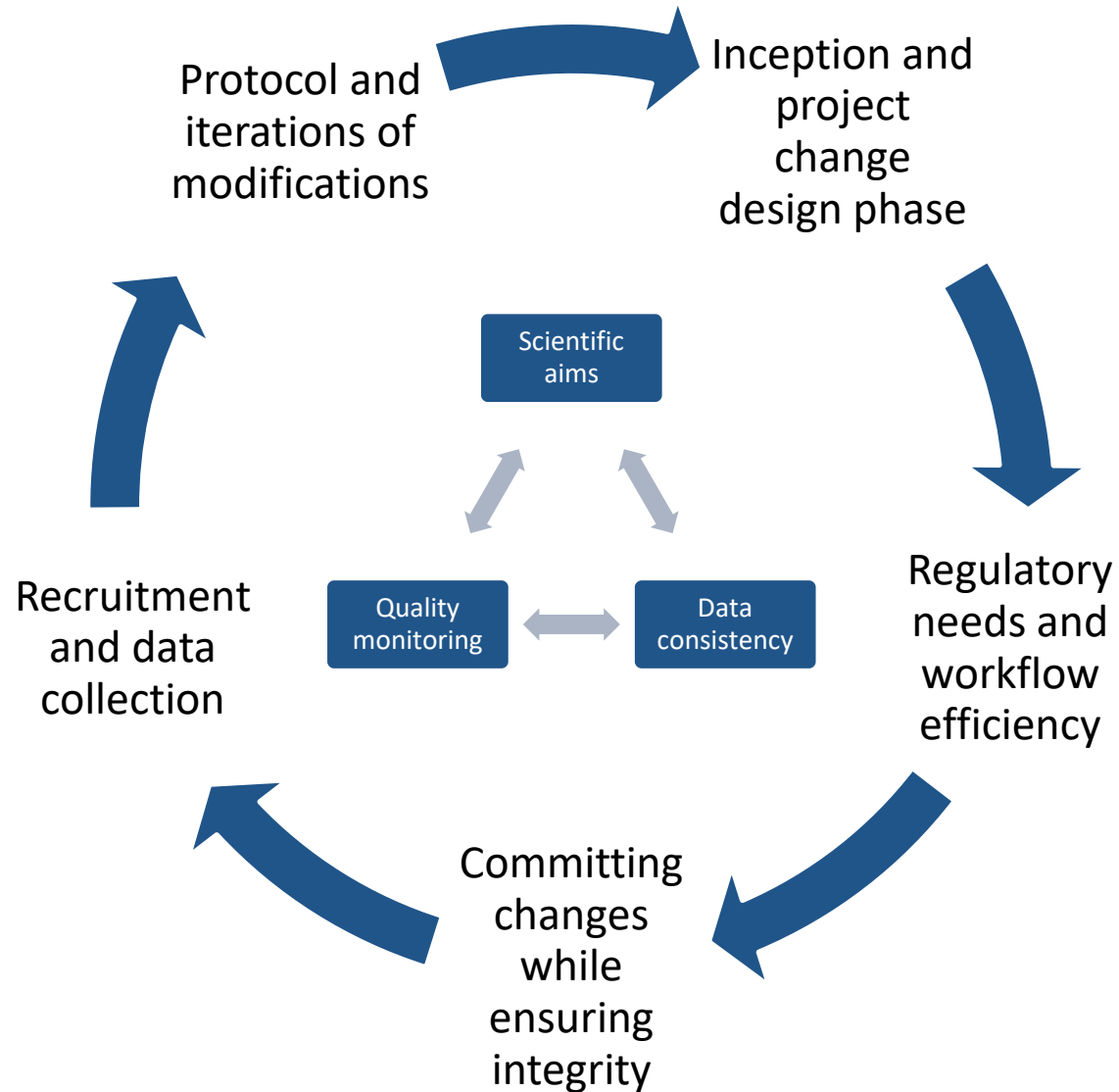




National Institute of
Diabetes and Digestive
and Kidney Diseases



Research Electronic Data Capture

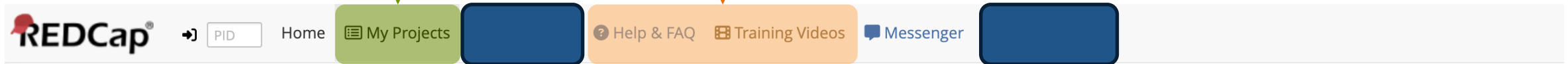


REDCap is an effective tool for building data quality, data collection efficiency, and regulatory compliance directly into research workflow.

REDCap – A first look

Projects you can access will be listed here

Learning Resources



NIDDK RedCap Production Version 14.5.25

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
Unorganized Projects (35)								
New REDCap Project Request Form			352	12	22	1 survey		
Systematic Literature Review - Bone in CGL			445	86	218	4 forms		
ValPro 2023			448	19	54	1 form 3 surveys		
ValProT 2023			449	3	119	6 forms		

REDCap

For real data –
Project status
should say
“**Production**”!!!

Learning
resources

REDCap

Logged in as 76370212 | Log out

My Projects or Control Center

Contact REDCap administrator

View project as user: -- select a user --

Enter PID to go to project

Project Home and Design

Project Home · Project Setup

Designer · Dictionary · Codebook

Project status: **Development**

Data Collection

Survey Distribution Tools

Record Status Dashboard

Add / Edit Records

Show data collection instruments

Applications

Project Dashboards

Alerts & Notifications

Multi-Language Management

Calendar

Data Exports, Reports, and Stats

Data Import Tool

Data Comparison Tool

Logging and Email Logging

Field Comment Log

File Repository

User Rights and DAGs

Customize & Manage Locking

Data Quality

API and API Playground

REDCap Mobile App

External Modules

Manage View Logs

Help & Information

Help & FAQ

Video Tutorials

Learn Advanced Design Features

Suggest a New Feature

Contact REDCap administrator

testing project PID 518

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

Use surveys in this project?

Use longitudinal data collection with defined events?

Use the MyCap participant-facing mobile app?

Modify project title, purpose, etc.

Design your data collection instruments & enable your surveys

Not started

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

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

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

Repeating instruments

Auto-numbering for records

Scheduling module (longitudinal only)

Randomization module

Designate an email field for communications (including survey invitations and alerts)

Mosio SMS services for surveys and alerts

SendGrid Template email services for Alerts & Notifications

Additional customizations

Set up project bookmarks (optional)

Optional

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

Content

Project metadata

Maintaining Data Quality

Data Dictionary:

- Defines content and allows versioning

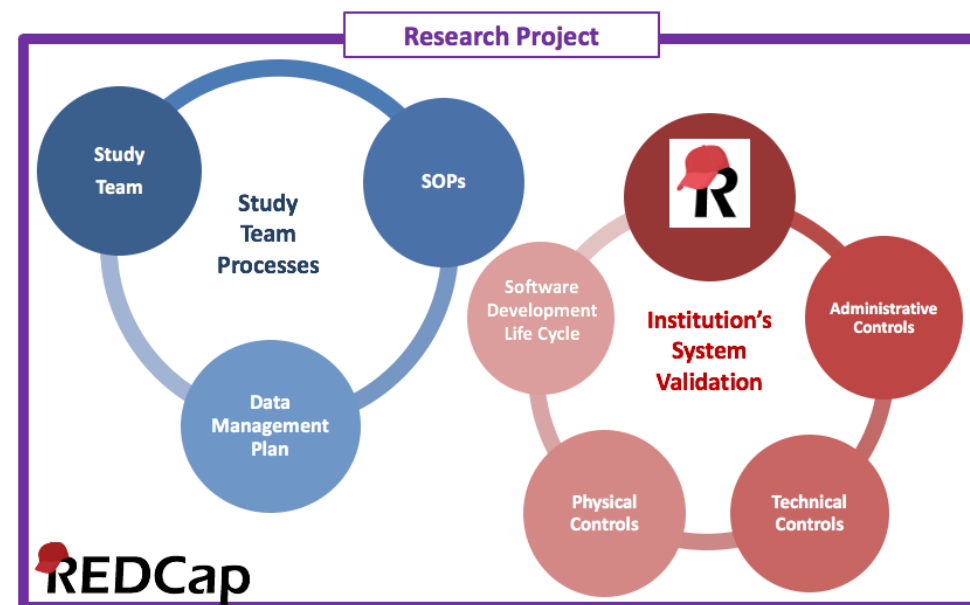
SOPs and Training

- REDCap trainings and troubleshooting support
- Recorded resources and documentation
- Study-specific SOPs and trainings

Data Quality Rules + Data Resolution Workflow

- Recurring quality checks
- Real-time execution
- Regular pre-auditing of collected data

Study + System = Part 11 Compliance



Project setup foundations

- Choosing the right structure:
 - Surveys
 - Longitudinal
 - Cross-sectional
 - Randomization
 - Recurring data collection



Not started

I'm done!

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](#)

Modify project title, purpose, etc.

Data Collection Instrument	Screening (1)	Baseline (2)	Follow-up 1 (3)	Follow-up 2 (4)	Follow-up 3 (5)	End of Study (6)	Regulatory (7)	Miscellaneous (8)
Consent Tracking	✓							
Demographics		✓						
Diet Habit Survey		✓	✓	✓	✓	✓		
Adverse Events							✓	
Events Reporting							✓	
Visit Log							✓	
Study Disposition							✓	
Notes								✓



Optional

I'm done!

Enable optional modules and customizations

Modify

Repeating instruments and events [?](#)

Disable

Auto-numbering for records [?](#)

Disable

Scheduling module (longitudinal only) [?](#)

Disable

Randomization module [?](#)

Jargon note: Forms are called “Instruments” in REDCap terminology.

Consistent Data Collection

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](#).

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

Field Label ☐ Use the Rich Text Editor ?

E-mail

Variable Name (utilized in logic, calcs, and exports)
email
ONLY letters, numbers, and underscores

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

Validation? (optional) Email
- 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

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

Action Tags / Field Annotation (optional)

Save **Cancel**

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: ae_notify - *****NOTIFY PI IMMEDIATELY***** D...

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

Show the field ONLY if...

[ae_grade] = '3' or [ae_grade] = '4' or [ae_grade] = '5'

[Clear logic](#)

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

— OR —

☒ **Drag-N-Drop Logic Builder**

Displaying field choices for the following data collection instrument:
Ocd Ae Form

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

ae_experience = Yes (1)
ae_experience = No (0)
ae_desc = (define criteria)
ae_term = (define criteria)
ae_date_onset = (define criteria)
ae_date_team_aware = (define criteria)
ae_grade = Grade 1, Mild; asymptomatic or mild symptoms; clinical or... (1)
ae_grade = Grade 2, Moderate; minimal, local

Show the field ONLY if...
☐ ALL below are true
☒ ANY below are true

ae_grade = Grade 3, Severe or medically significant but not immediat... (3) ✗
ae_grade = Grade 4, Life-threatening consequences; urgent interventi... (4) ✗
ae_grade = Grade 5, Death (5) ✗

[Clear logic](#)

Save **Cancel**

Date of Birth
* must provide value

Email
* must provide value
not a valid entry for this field

Randomization Number
* must provide value

Patient Last Name
* must provide value

Patient Last Name
* must provide value

Patient First Name
* must provide value

Alert
This field must be a valid email address (like joe@user.com). Please re-enter it now.
Close





eCRFs:

- Required fields
- Validations
- Branching Logic

Building data quality checks at point of entry to enforce collection of specific data types and formats

Data Quality Rules

Regular data quality monitoring is made easy, quick, and customizable by REDCap with interactive resolution steps

Data Resolution Dashboard						
		Filters: <div>Open / unresolved issues (3) <input type="button" value="v"/></div> <div>All fields and rules <input type="button" value="v"/></div> <div>User assigned (all users) or not assigned <input type="button" value="v"/></div>				
<div><div> Export</div></div>						
Click button to view data query	Record	Data Quality rule and/or Field	User Assigned	Days Open	First Update	Last Update
<div><div> 1 comment</div></div>	1	Field: age (Age (years))	-	0	76370212 (06-27-2025 12:27pm): "calculation and value do not match, erroneous formula"	[same as first update]
<div><div> 1 comment</div></div>	1	Field: first_name (First Name)	-	0	76370212 (06-27-2025 12:26pm): "required and blank, why?"	[same as first update]
<div><div> 1 comment</div></div>	1	Field: last_name (Last Name)	-	0	76370212 (06-27-2025 12:28pm): "required but missing"	[same as first update]

Processing Complete!

Execute rules:

All

All except A&B

Clear

Apply to:

All records

All data access groups

Rule #	Rule Name	Rule Logic (Show discrepancy only if...)	Real-time execution <input type="checkbox"/>	Total Discrepancies
A	Blank values*	-		2,621 export view
B	Blank values* (required fields only)	-		685 export view
C	Field validation errors (incorrect data type)	-		2 export view
D	Field validation errors (out of range)	-		1 export view
E	Outliers for numerical fields (numbers, integers, sliders, calc fields)**	-		0
F	Hidden fields that contain values***	-		2 export view
G	Multiple choice fields with invalid values	-		0
H	Incorrect values for calculated fields	-		0
I	Fields containing "missing data codes"	-		1 export view
<div>Add</div>	<div></div>	<div></div>	<div><input type="checkbox"/></div>	

Enter descriptive name for new rule
(e.g., Participants below age 18)


Enter logic for new rule
(e.g., [age] < 18)
[How do I use special functions?](#)

Execute in real time on data entry forms ☐

Access Controls and Traceability




- Project permissions:
 - Robust permissions structures (blinding, renumeration, specialized roles, scientific bias reduction)
 - Data Access Groups (multi-site studies)
- Audit trails:
 - Logs
 - Data History
 - Comments/Data Resolution Workflow (21 CFR Part 11)
 - e-Signature (21 CFR Part 11)

 **E-signed by thejas2** (Sai Theja) on 07/18/2025 2:49pm



 **Instrument locked by thejas2** (Sai Theja) on 07/18/2025 2:49pm


The instrument 'Survey' has been locked for record '1'. If you have instrument-level locking/unlocking privileges, you may unlock this instrument at the bottom of the page.

Logging

Export (CSV):  All logging  All pages using current filters  Current page

This module lists all changes made to this project, including data exports, data changes, and the creation or deletion of users.

Filter by event: All event types (excluding page views) ▼
Filter by user name: All users ▼
Filter by record: All records ▼
Filter by time range from: 06-20-2025 12:22 to  
Displaying events (by most recent): 1 - 28 (Page 1 of 1) ▼
[Custom range](#) [Past Day](#) [Past Week](#) [Past Month](#) [Past Year](#) [No limit](#)

 By default, only the logged events from the **past week** are displayed below, but you may change the time range filter above.

Time / Date	Username	Action	List of Data Changes OR Fields Exported
06-27-2025 12:17pm	76370212	Manage/Design	Execute data quality rule: Rule I (Fields containing "missing data codes")
06-27-2025 12:17pm	76370212	Manage/Design	Execute data quality rule: Rule H (Incorrect values for calculated fields)
06-27-2025 12:17pm	76370212	Manage/Design	Execute data quality rule: Rule G (Multiple choice fields with invalid values)
06-27-2025 12:17pm	76370212	Manage/Design	Execute data quality rule: Rule F (Hidden fields that contain values ***)
06-27-2025 12:17pm	76370212	Manage/Design	Execute data quality rule: Rule E (Outliers for numerical fields (numbers, integers, sliders, calc fi
06-27-2025 12:17pm	76370212	Manage/Design	Execute data quality rule: Rule D (Field validation errors (out of range))
06-27-2025 12:17pm	76370212	Manage/Design	Execute data quality rule: Rule C (Field validation errors (incorrect data type))
06-27-2025 12:17pm	76370212	Manage/Design	Execute data quality rule: Rule B (Blank values* (required fields only))
06-27-2025 12:17pm	76370212	Manage/Design	Execute data quality rule: Rule A (Blank values*)
06-27-2025 12:17pm	76370212	Manage/Design	Edit project field
06-27-2025 12:16pm	76370212	Create record 1	dob = '2005-06-27', age = '20', gender = '1', demographics_complete = '2', record_id = '1'

Data Collection Practices

