REDCAP TRAINING – OVERVIEW AND BASIC FUNCTIONS

University of Helsinki Data Support

HELSINGIN YLIOPISTO
HELSINGFORS UNIVERSITET
UNIVERSITY OF HELSINKI

REDCAP TRAINING
WELCOME!

- We start at 14.00 pm

- During the webinar you can ask questions or write comments in the chat.
- You can also ask questions by microphone.
- Otherwise keep your microphone muted
- You can also contact the hosts using private chat messages

CONTENT OF THE TRAINING

- In this training we will go through the **basic functions** of REDCap:
- How to create a data collection template for your research project
- How to create a survey
- How to test your project
- Capturing data
- How to grant user rights to your REDCap project
- Exporting data to other programs (Excel, R…)

REDCAP AT THE UNIVERSITY OF HELSINKI

REDCAP TEAM AT THE UNIVERSITY

Library: Iina Hepolehto, Tuija Korhonen, Katri Larmo, Marja Moisio

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Send your questions about data management to:
datasupport@helsinki.fi

HOW AND WHY REDCAP?

- REDCap (Research Electronic Data Capture) is a secure tool for creating surveys and databases and for collecting data. Developed at Vanderbilt University (Nashville, Tennessee)
- Especially suited for collecting sensitive and personal data.
- Anyone with Univ of Helsinki credentials can access and use REDCap.
- Double authentication – either with Microsoft/Google Authenticator or with a code sent to your email.
- Address: https://redcap.helsinki.fi/

WHERE’S THE DATA LOCATED?

- The University of Helsinki's REDCap is installed on the University’s own servers.
- Data that is collected in REDCap is stored on the University’s own servers.

THE MAIN STAGES OF USING REDCAP

- Plan how you will collect data

  What? Why? Who? When? How?
- In test stage in REDCap create and test your database or survey thoroughly
  - In test stage/phase you have to thoroughly test all your form, variables, project settings (email, timeframe etc) so that you don’t have to make any changes during data collection (production stage).
- In the production stage you collect and review data.
- The analysis stage takes place outside of REDCap. You can export data directly from REDCap into Excel, R, Stata, SAS, SPSS and also into PDFs if needed

DATA PROTECTION

- REDCap is originally created for American universities where all research that contains personal data has to receive ethical approval from an institutional review board. This demand is on REDCap's login page and unfortunately we cannot change this text to correspond to the requirements at the University of Helsinki.

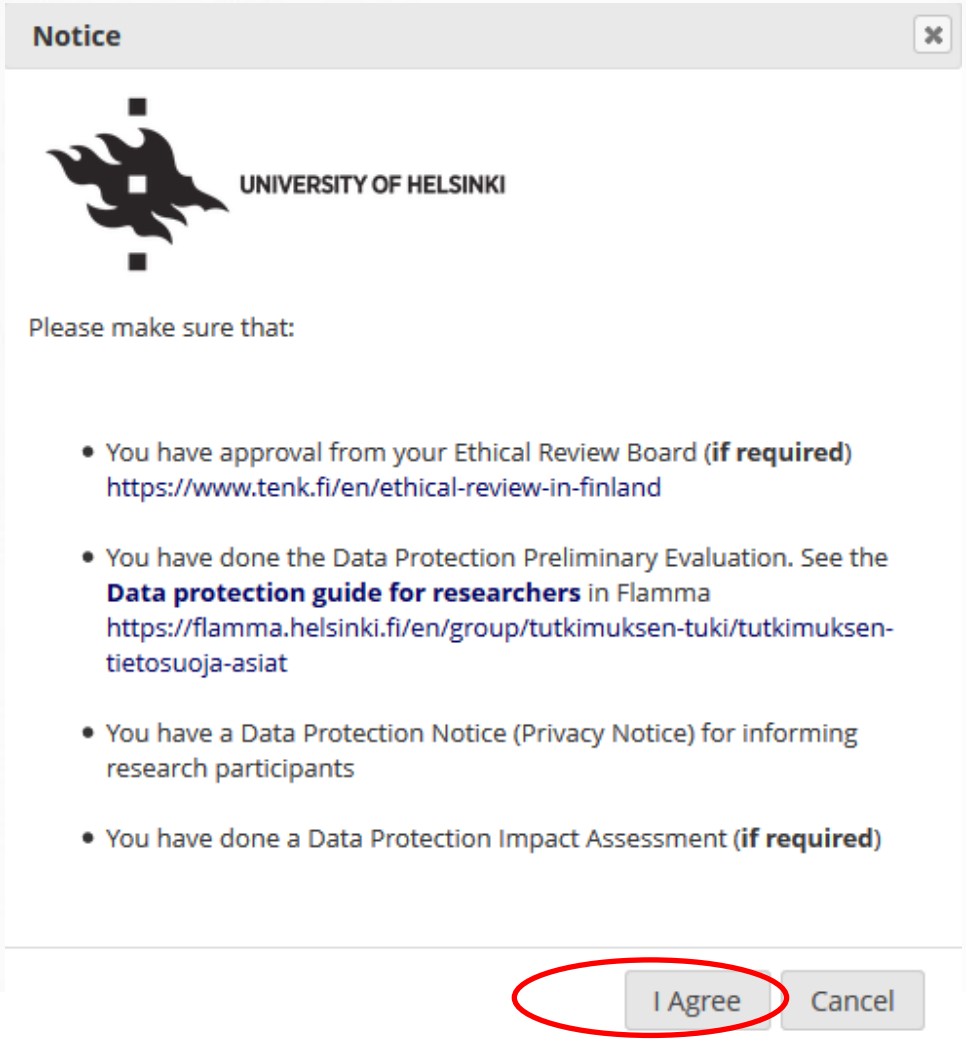
Instead we have the following text when you create a project:

- Please make sure that:
- You have approval from your Ethical Review Board (**if required**)
- https://www.tenk.fi/en/ethical-review-in-finland
- You have done the Data Protection Preliminary Evaluation. See the **Data protection guide for researchers** in Flamma https://flamma.helsinki.fi/en/group/tutkimuksen-tuki/tutkimuksen-tietosuoja-asiat
  - You have done a Data Protection Impact Assessment (**if required**)
- You have a Data Protection Notice (Privacy Notice) for informing research participants

When you move your project to production we have the same text and an additional sentence:

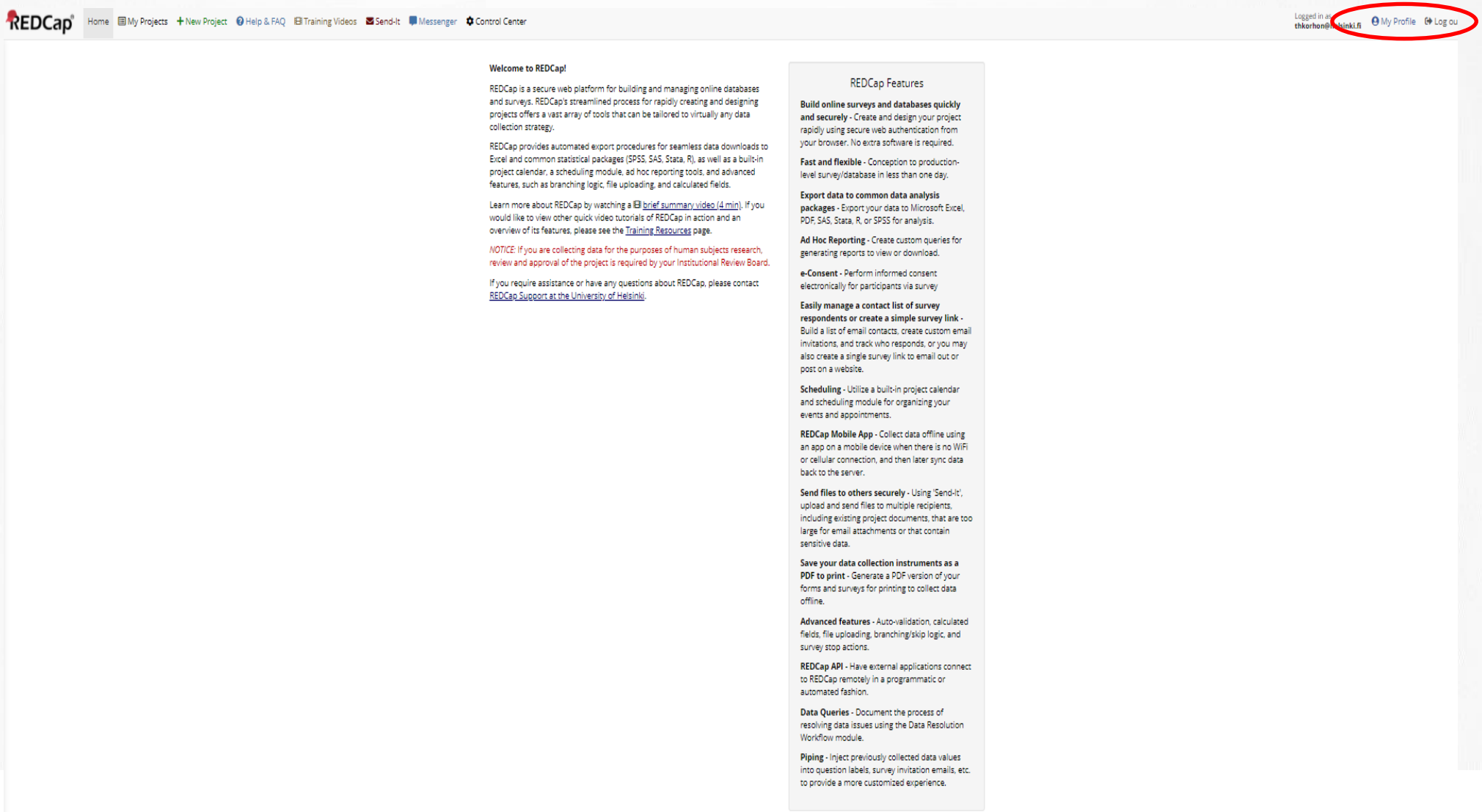
- You have thoroughly tested all forms, variables and project settings (emailings, scheduling, etc) so that no more changes are required

POP UP TEXT WHEN YOU START CREATING YOUR PROJECT



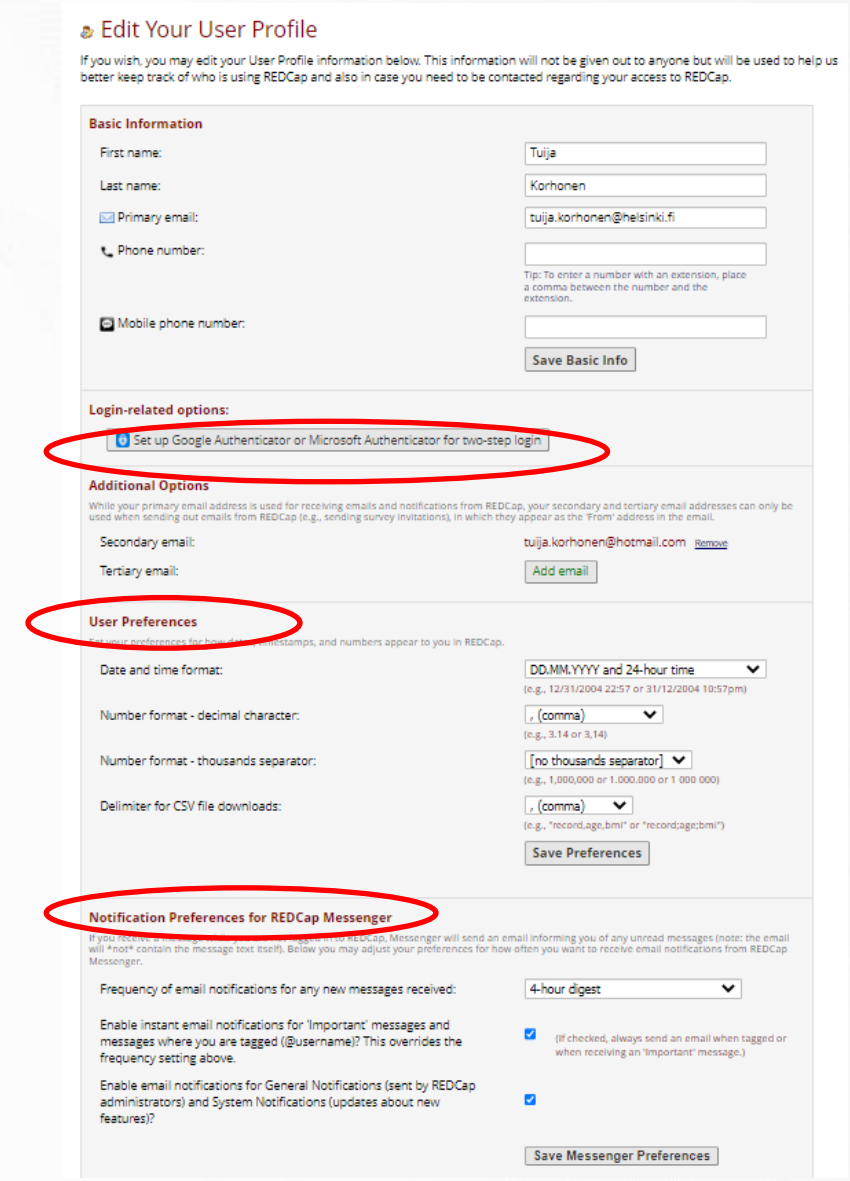
FRONT PAGE AND YOUR PROFILE

THE FRONT PAGE OF REDCAP AFTER LOGGING IN AND PROFILE



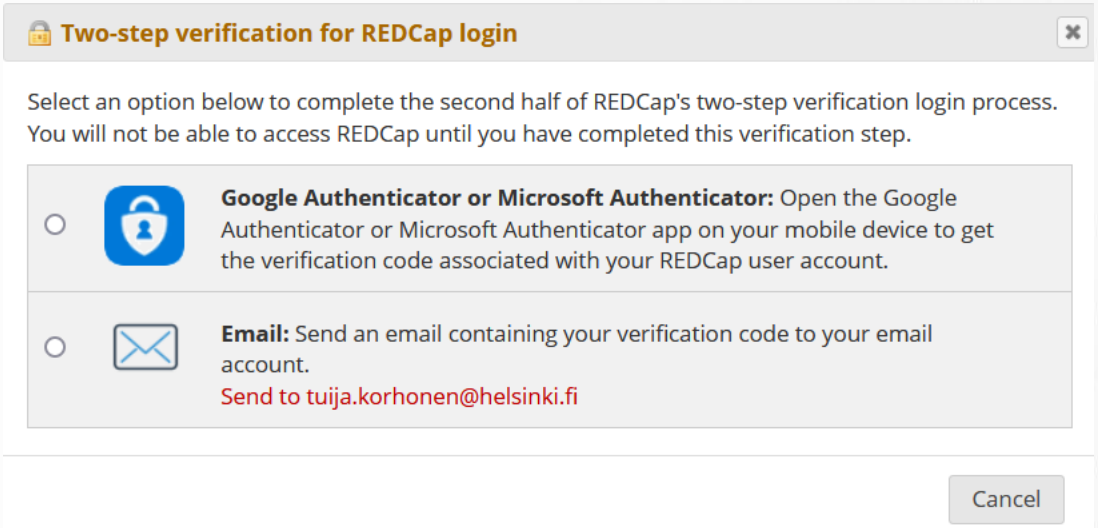
EDITING YOUR PROFILE

- Set up Google/Microsoft authenticator for two-step verification
- You can add extra emails
- User preferences: Setting up time and date format
- User preferences: Setting up number format: decimals, how to separate thousands
- Notification preferences

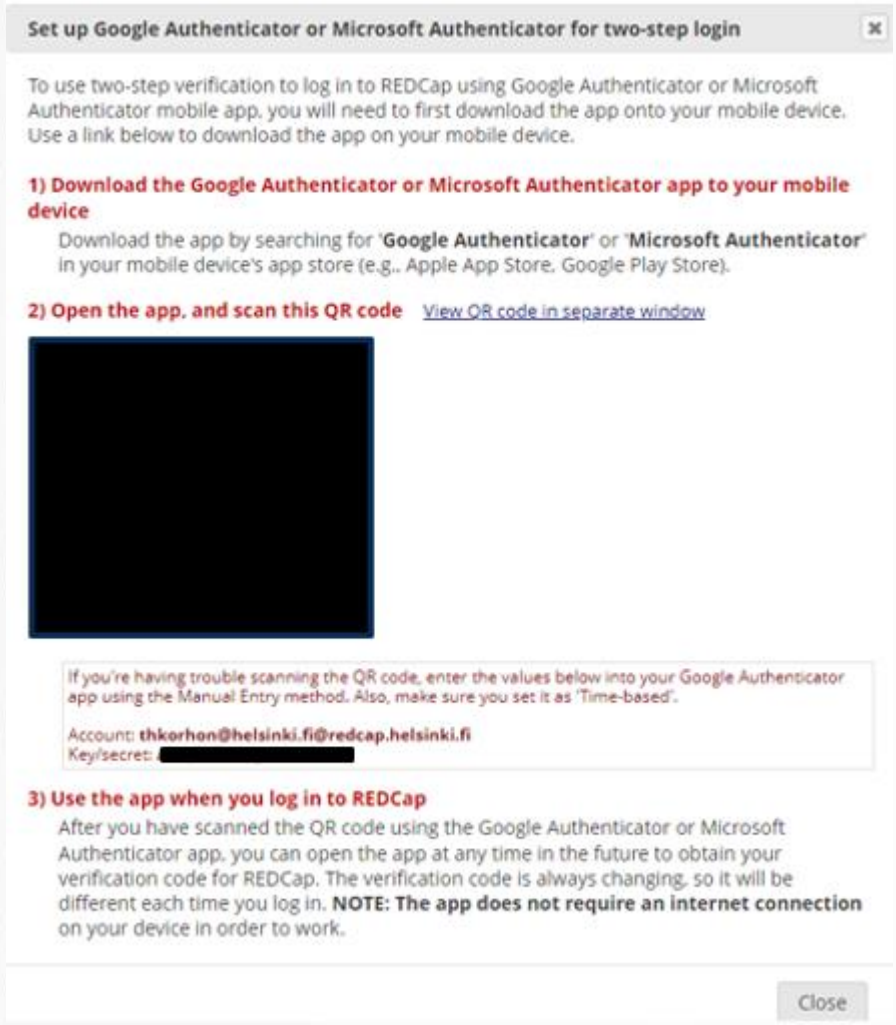


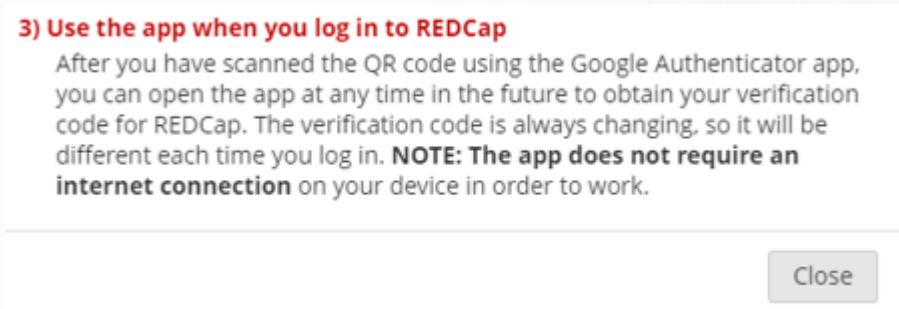
TWO-STEP VERIFICATION

- You can set up Google/Microsoft authenticator app for two-step verification > you get the verification code on your app
- Verification can be sent to your email as well > you have two minutes to enter the code



GOOGLE/MICROSOFT AUTHENTICATOR

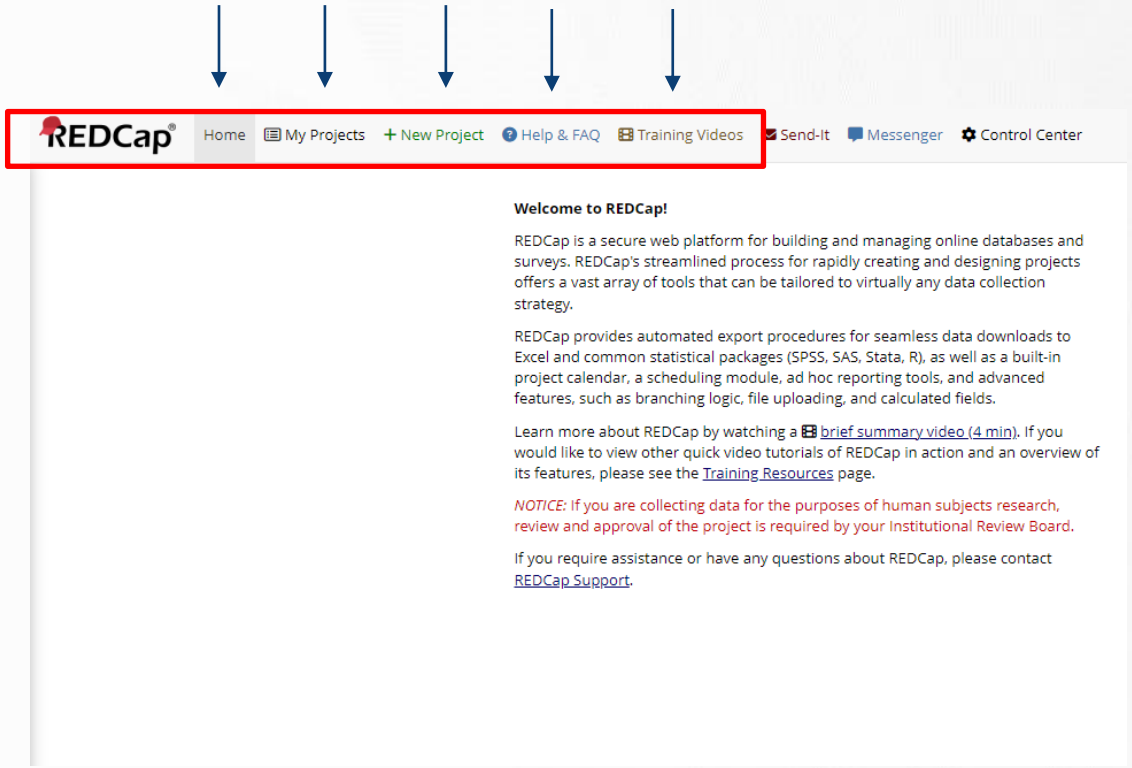




NAVIGATING REDCAP

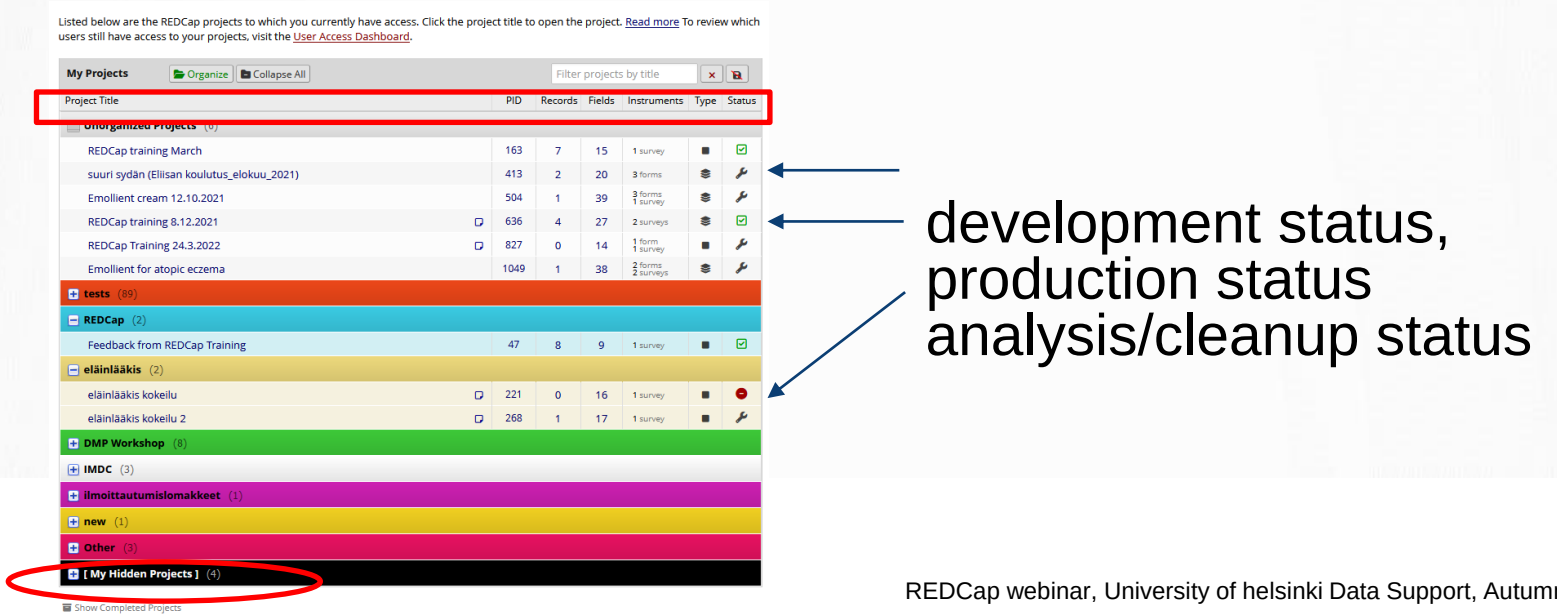
NAVIGATION

- **Home**: the front page of REDCap
- You can see all your projects in '**My projects**'
  - You also see all projects into which you have been granted access.
- Start creating a new project in: '**New project**'
- **Help and FAQ**
- **Training videos** created by Vanderbilt University



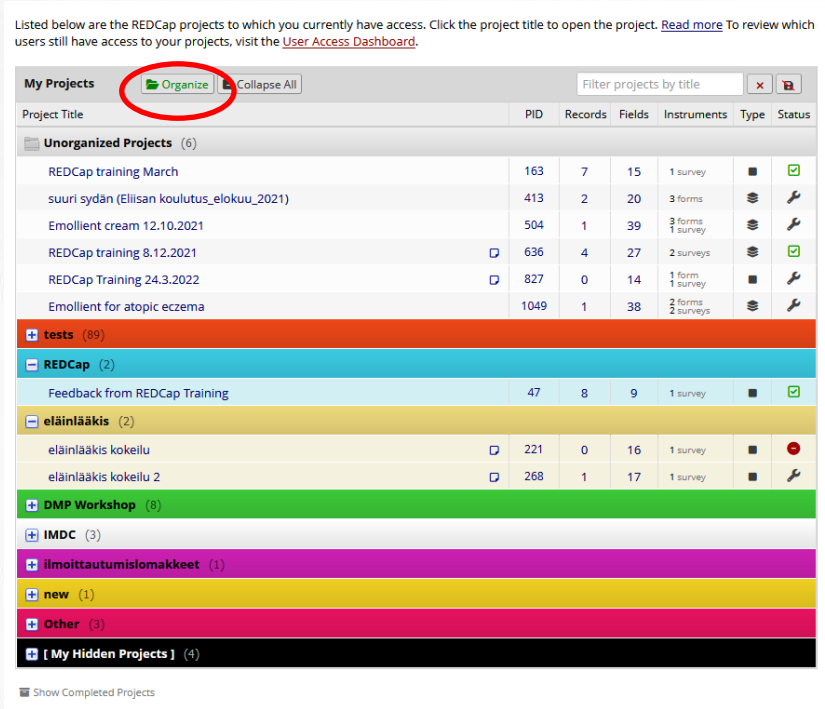
MY PROJECTS

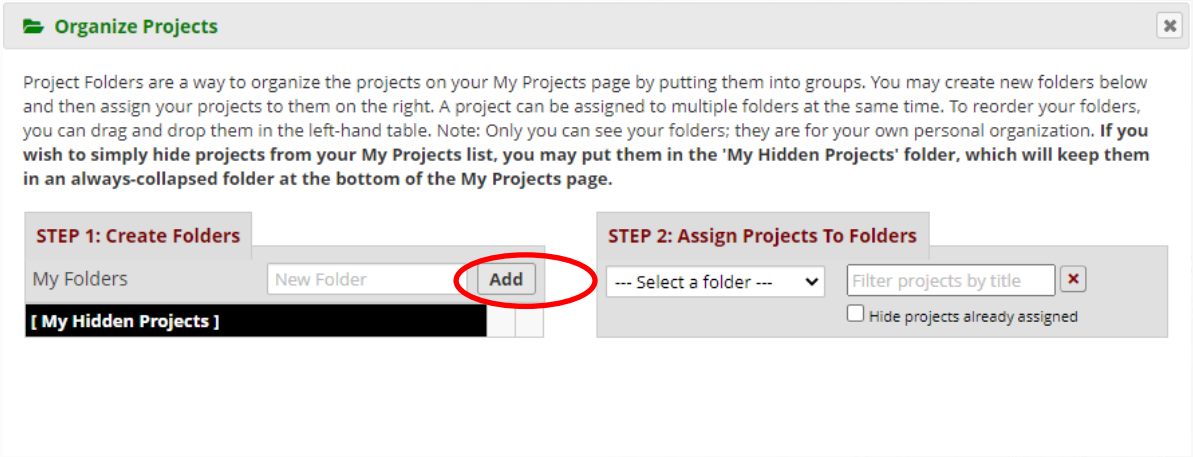
- You can see all your projects in '**My Projects**'
- You also see all projects into which you have been granted access.
- You can **organize** your projects into folders.
- You can place projects in the folder 'My Hidden Projects' to hide them from view.
- Here you see the **title** of your project, **how many records** there are, **how many fields** there are, what is your **instrument** and what is the **type** and the **status** of your project.



MY PROJECTS: FOLDERS

- You can organize your projects into folders.
- Click ‘Organize’
- Give the folder a name and click ‘Add’

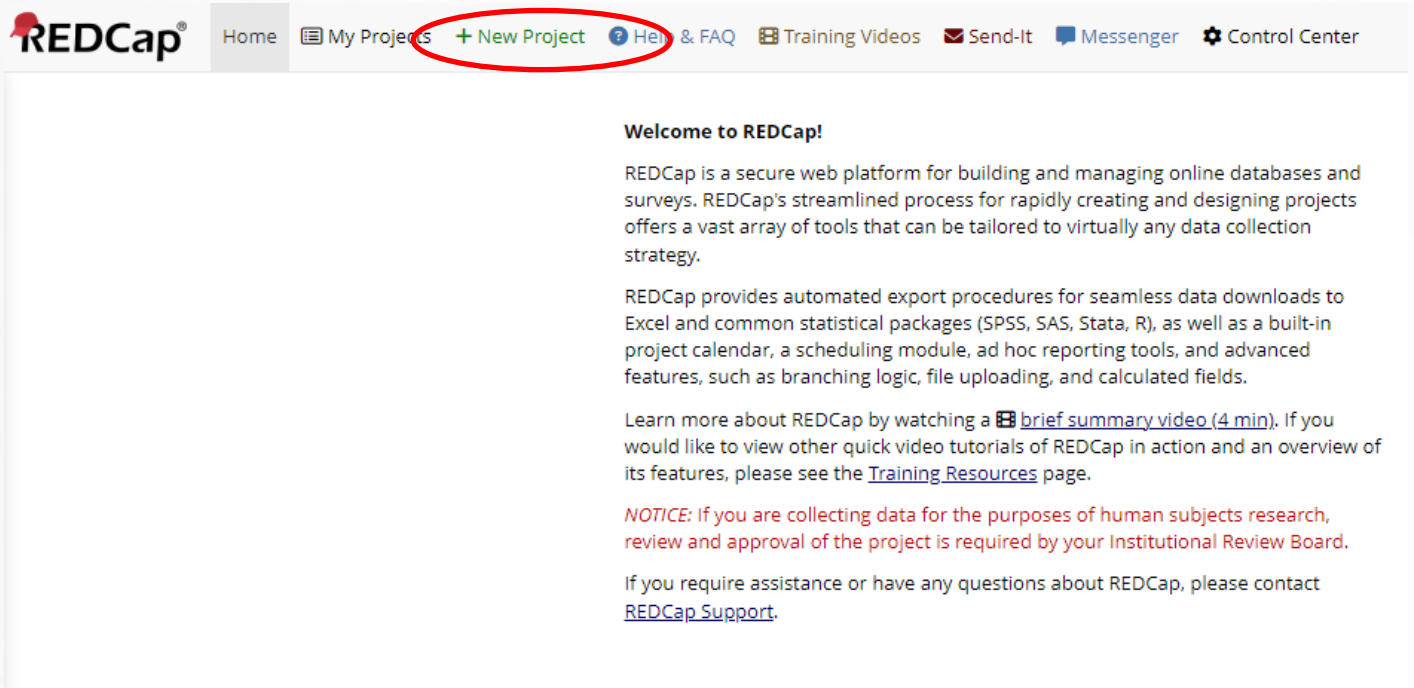




STARTING A PROJECT

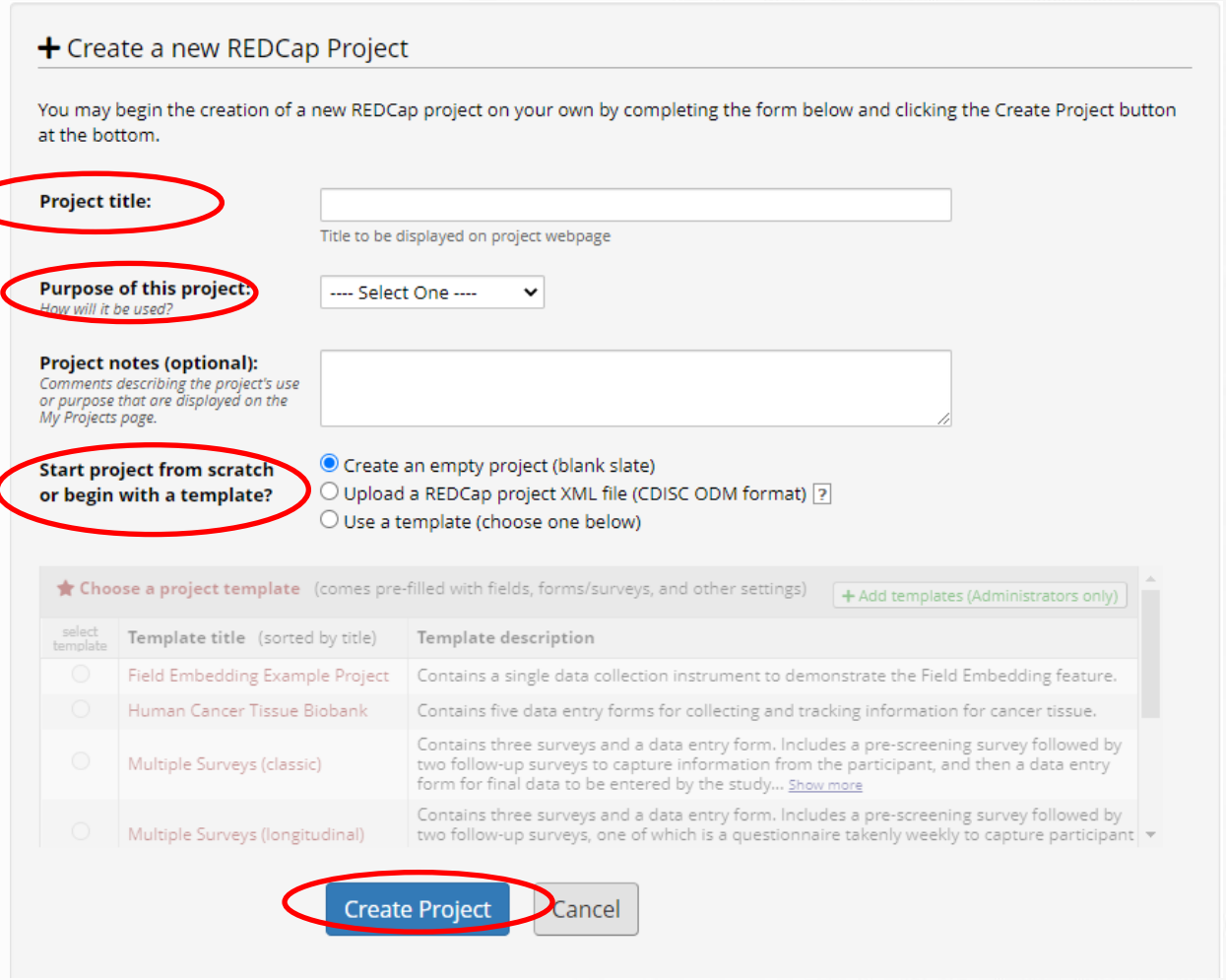
STARTING A PROJECT

- Click **'New Project'**

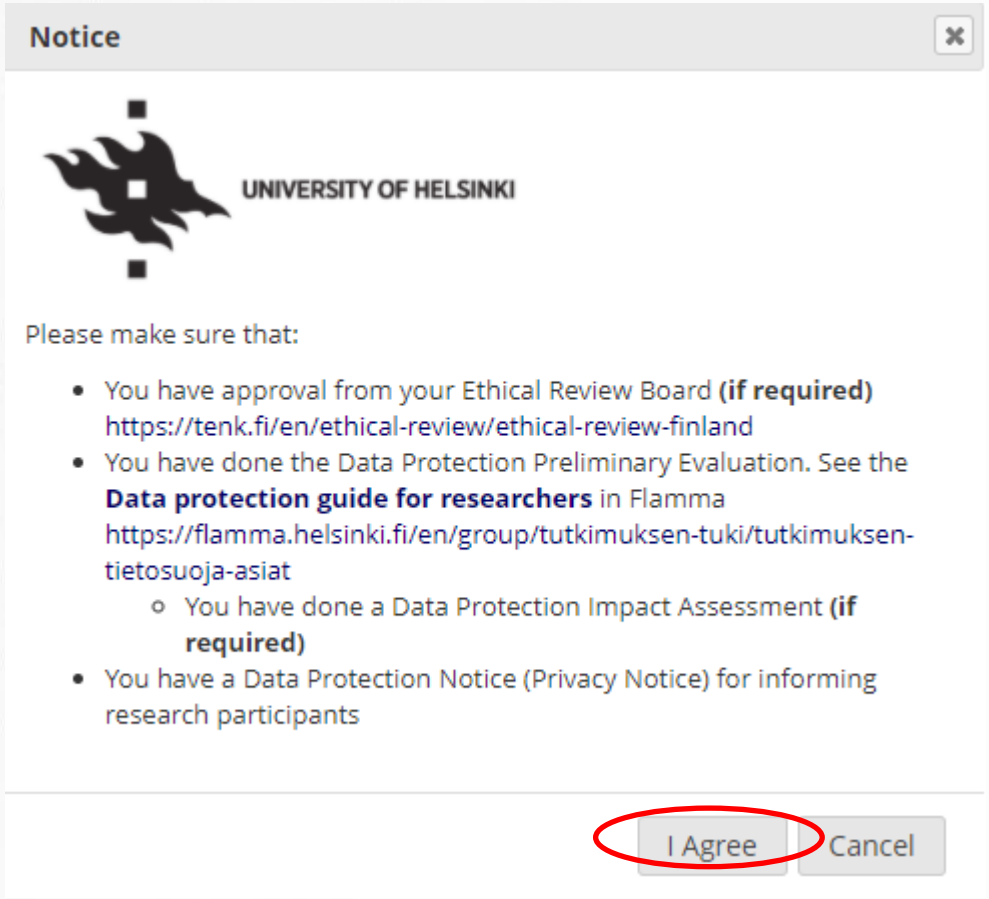


STARTING A PROJECT

- Add a **title** to your project
- Choose the **Purpose** of the project
- Choose whether you start your project from scratch or use templates
- Finally: click ’Create Project’

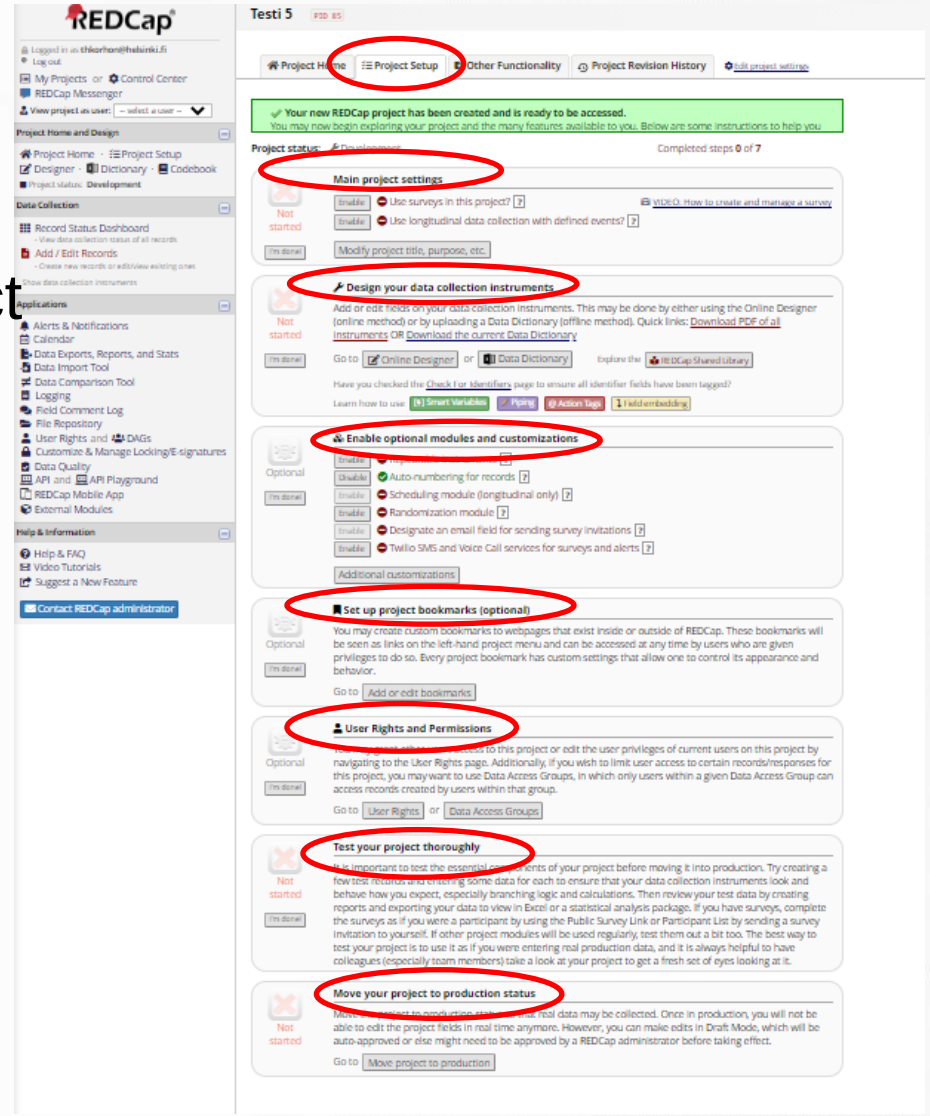


THE FIRST POP UP WINDOW BEFORE YOUR PROJECT IS CREATED



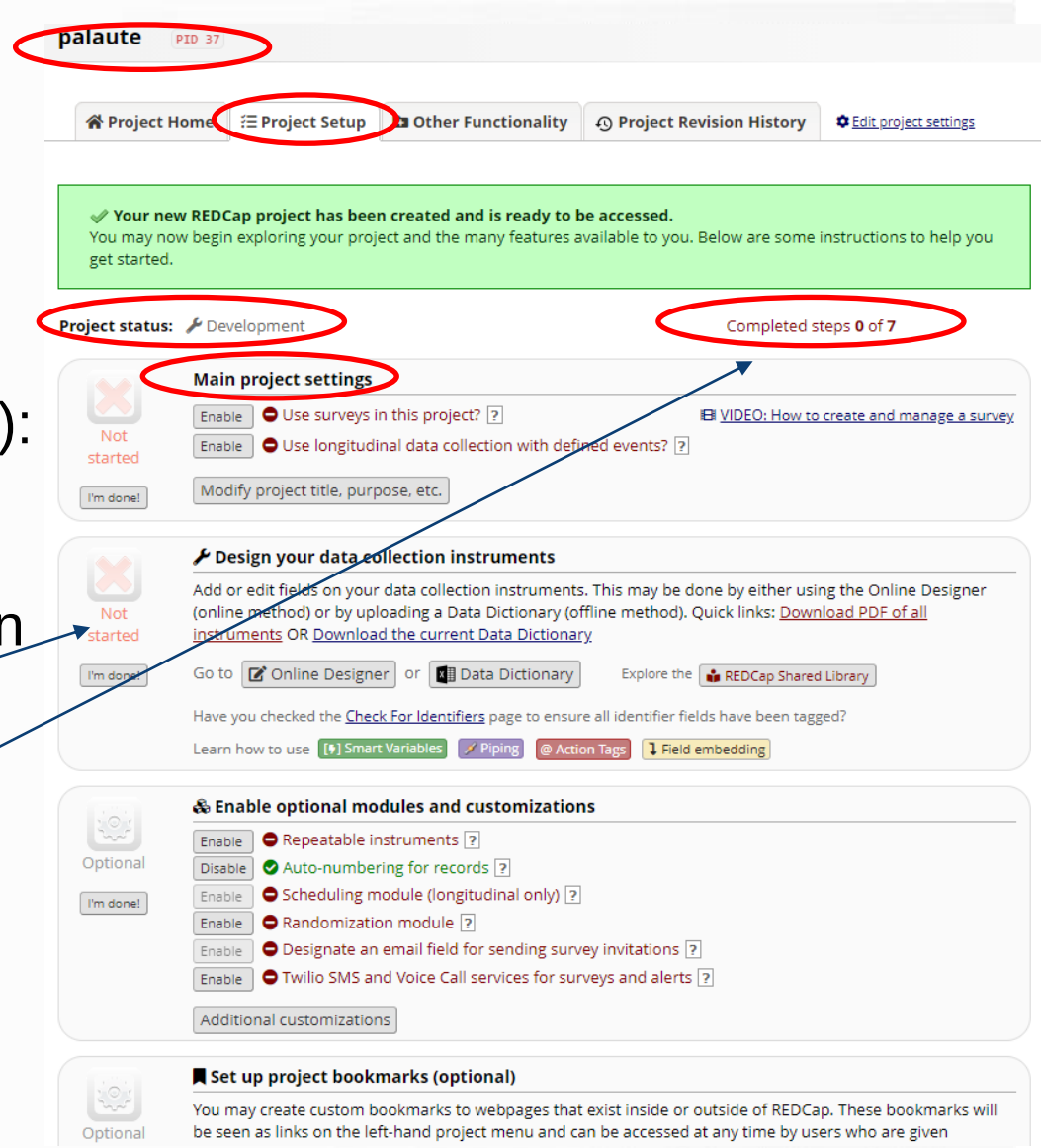
PROJECT SETUP: A CHECKLIST FOR YOUR PROJECT

- This page appears after you have created your project and it works as a **checklist** for your project
- Main project settings
- Design your data collection instruments
- Enable optional modules and customization
- Set up project bookmarks
- User rights and permissions
- Test your project thoroughly
- Move your project to production status



SETTING UP YOUR PROJECT

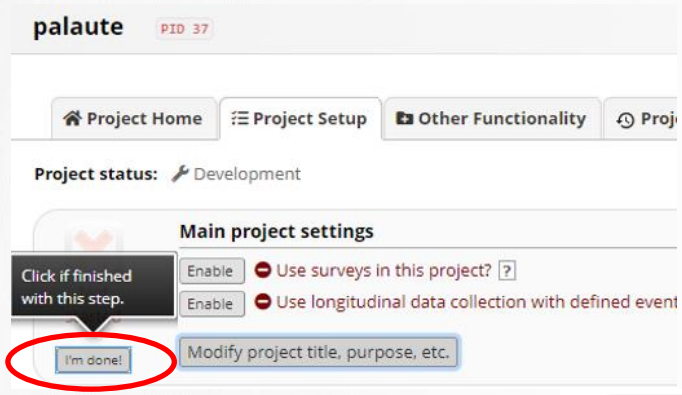
- Title and ID
- The **settings** for your project (main project settings): survey, longitudinal data collection; modifying the title of your project…
- The **status** of your project: Development/Production
- **Not started/I'm done**
  - Click when you are finished with that step:
- You can see how many steps you have completed

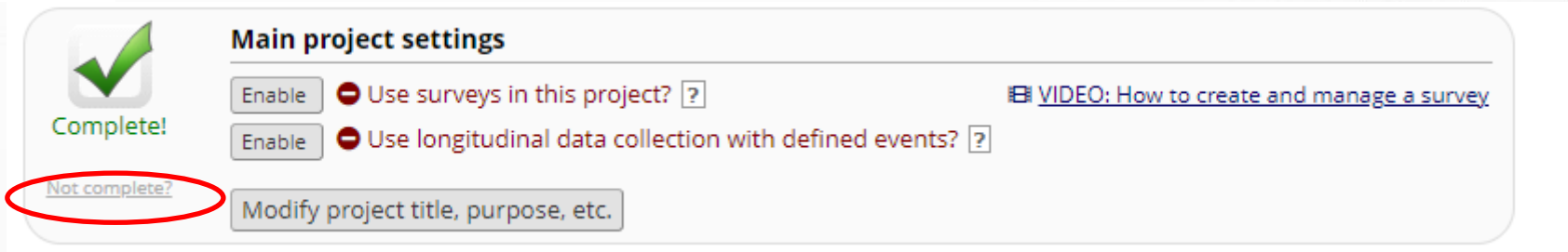


PROJECT SETUP: YOUR CHECKLIST FOR YOUR PROJECT

Not started/I'm done

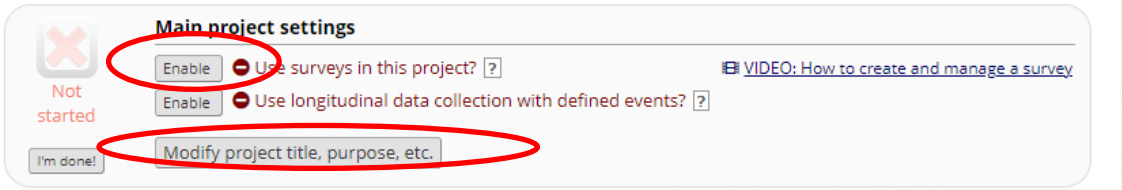
- Click when you are finished with that step > now it's **Complete**!
- You can also undo it, if you are not finished with that step



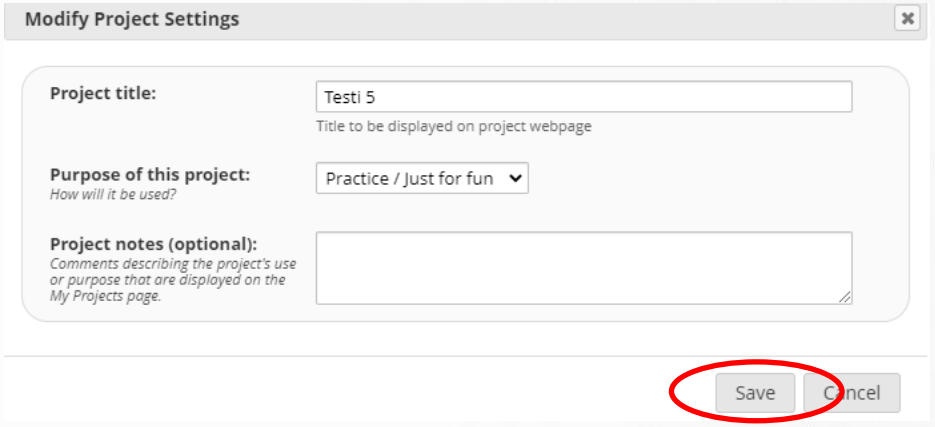


PROJECT SETUP : MAIN PROJECT SETTINGS

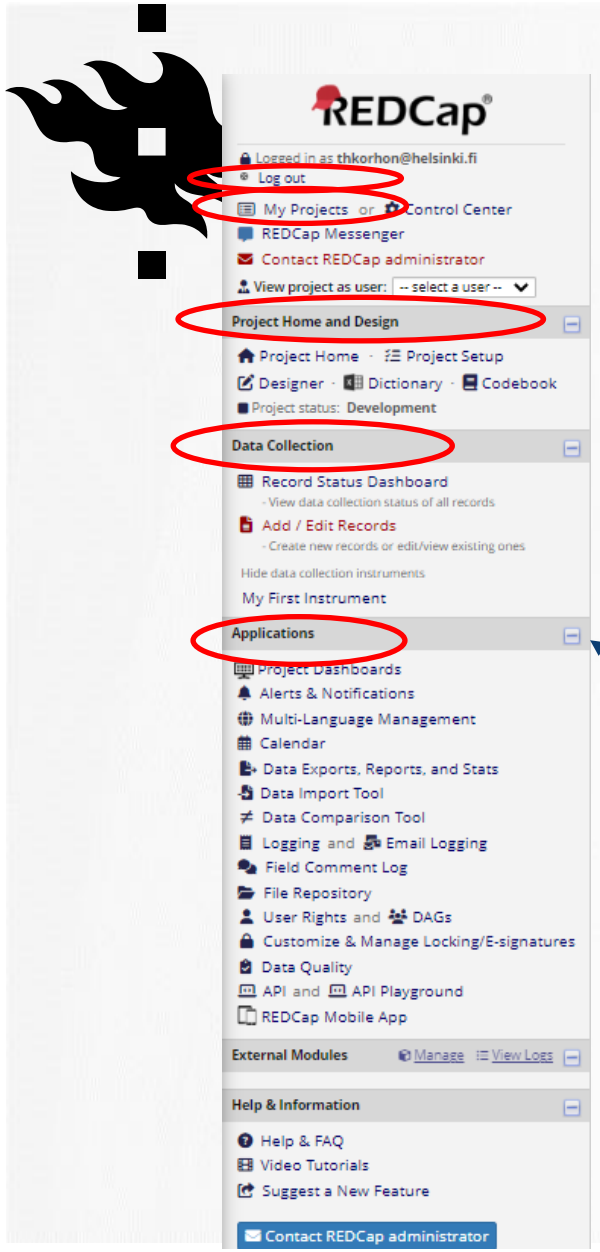
- Here you **enable surveys** if you are creating a survey!
- You can also modify your project's title and purpose here.



- Project title, purpose etc. was done at the beginning of creating the project but can be changed.

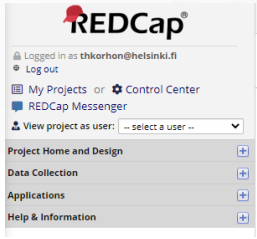


NAVIGATION: WHEN IN YOUR PROJECT



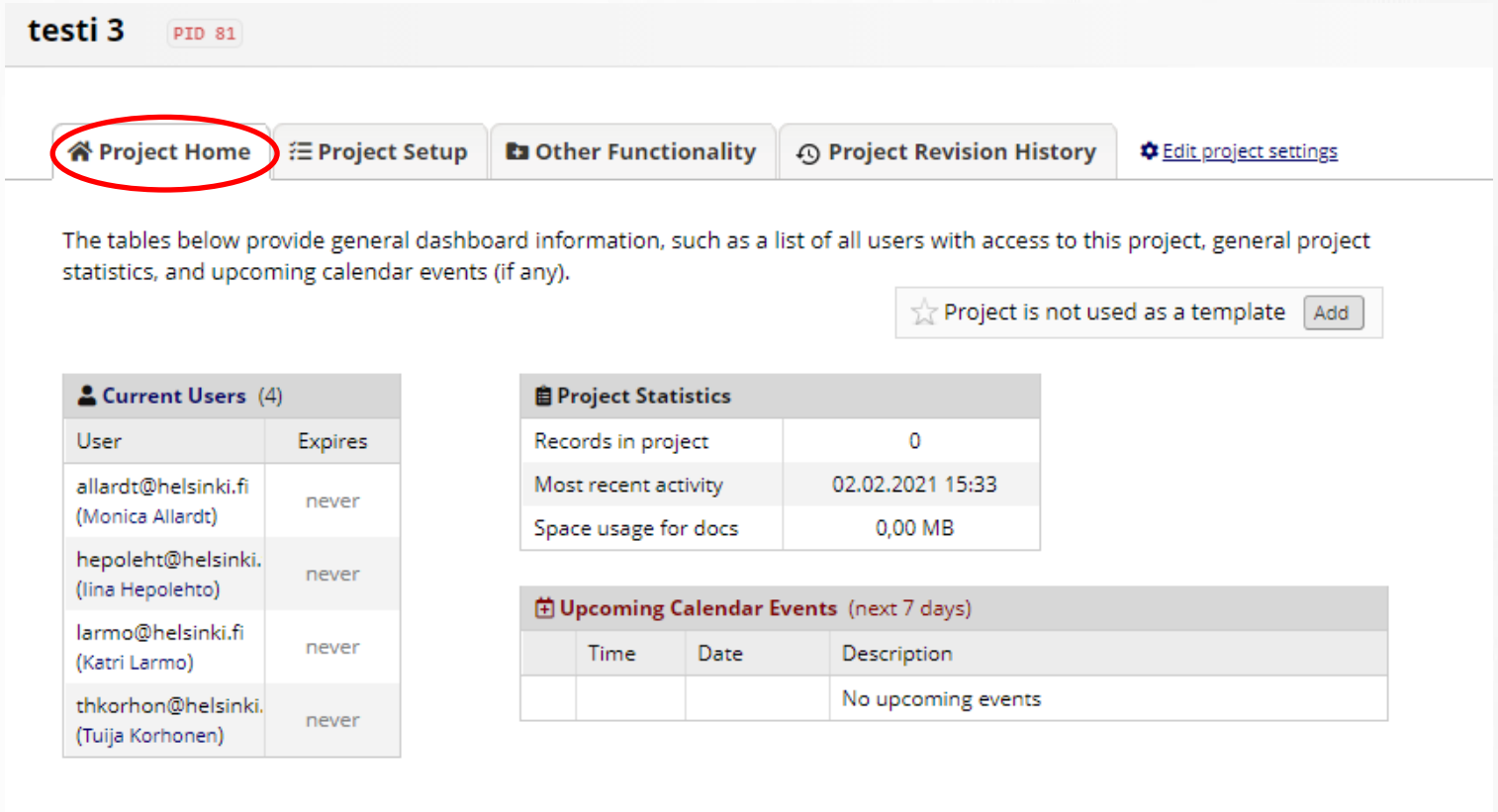
- On the left panel there's a navigation menu which appears when you are inside a project.
- From there you can log out or access all your projects from '**My Projects**'
- **Project Home and Design**: this is where you can access your Project Statistics and can start creating your project
- In **Data Collection** you can view the data collection status of all records and you can also add new records or edit existing ones
- In **Applications** you can give user rights to your project, see the logging information, export data, translate the interface, create a calendar…

- You can hide the menu from view by clicking on the minus sign

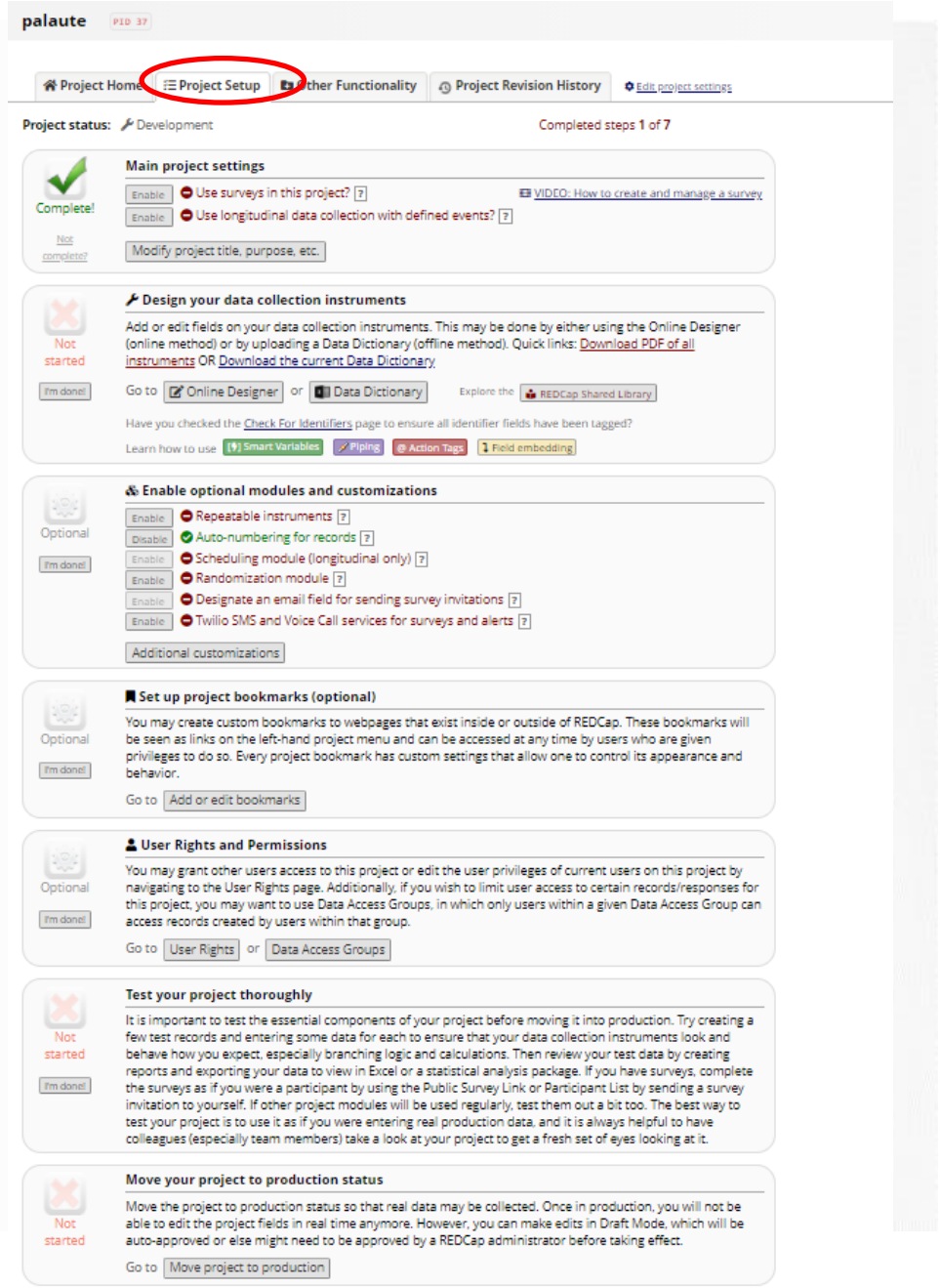


PROJECT HOME

- Dashboard of a project
  - Users
  - Statistics
  - Calendar Events

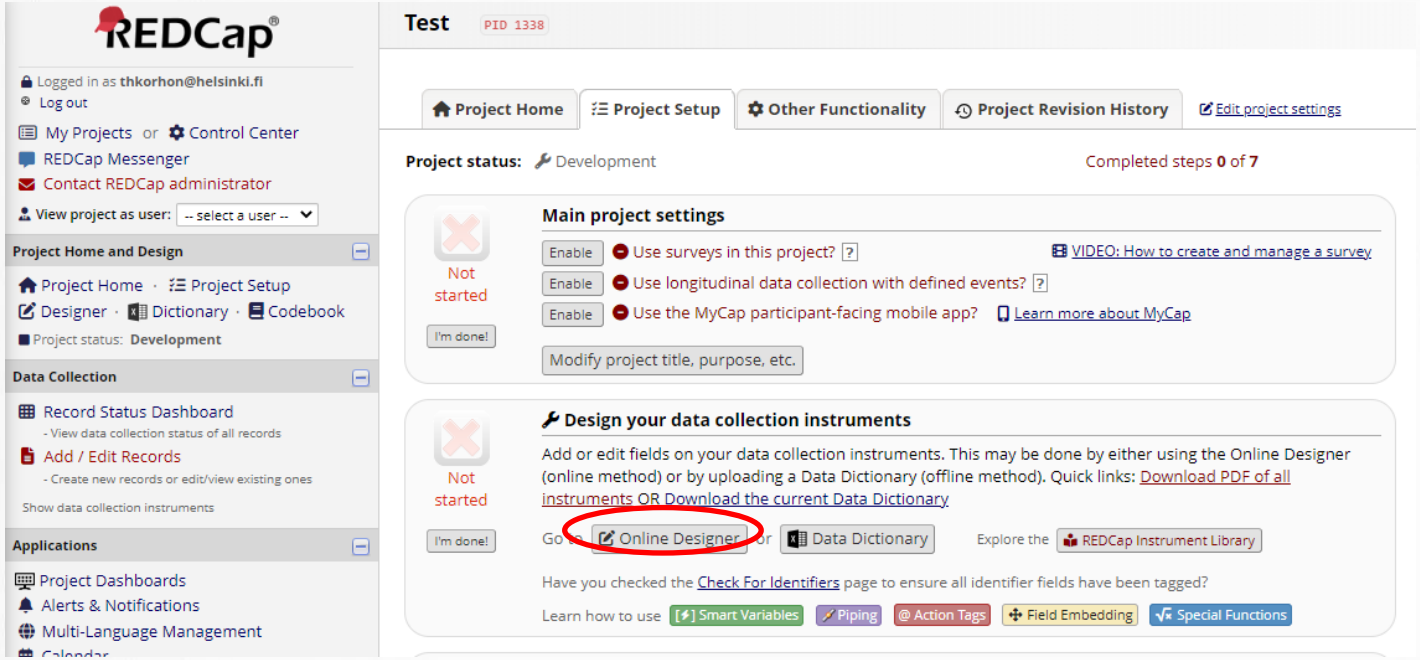


PROJECT SETUP



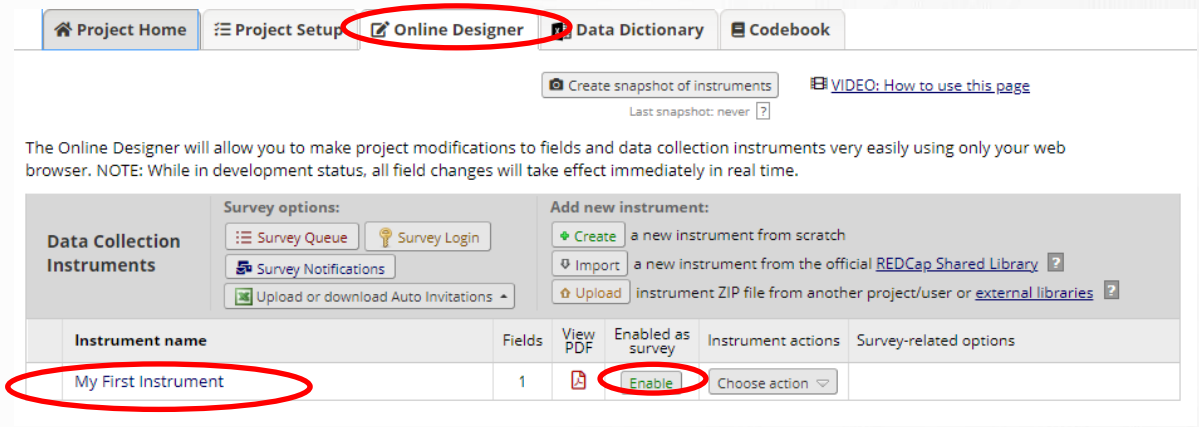
PROJECT SETUP: DESIGN YOUR DATA COLLECTION INSTRUMENTS

- Click on the **'Online Designer'** tool to start designing your data collection instrument

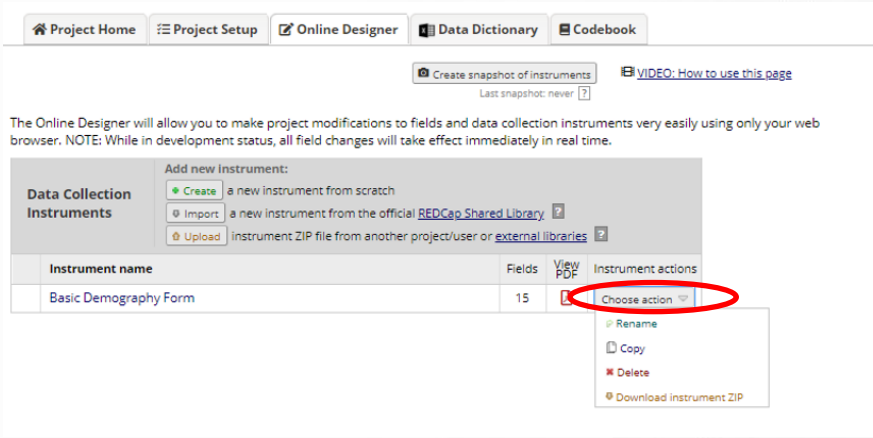


ONLINE DESIGNER

- Your **data collection instrument,** default name is ’My First Instrument’
- If you want to use surveys click ’Enable’ > you are directed to ’set up my survey’ page



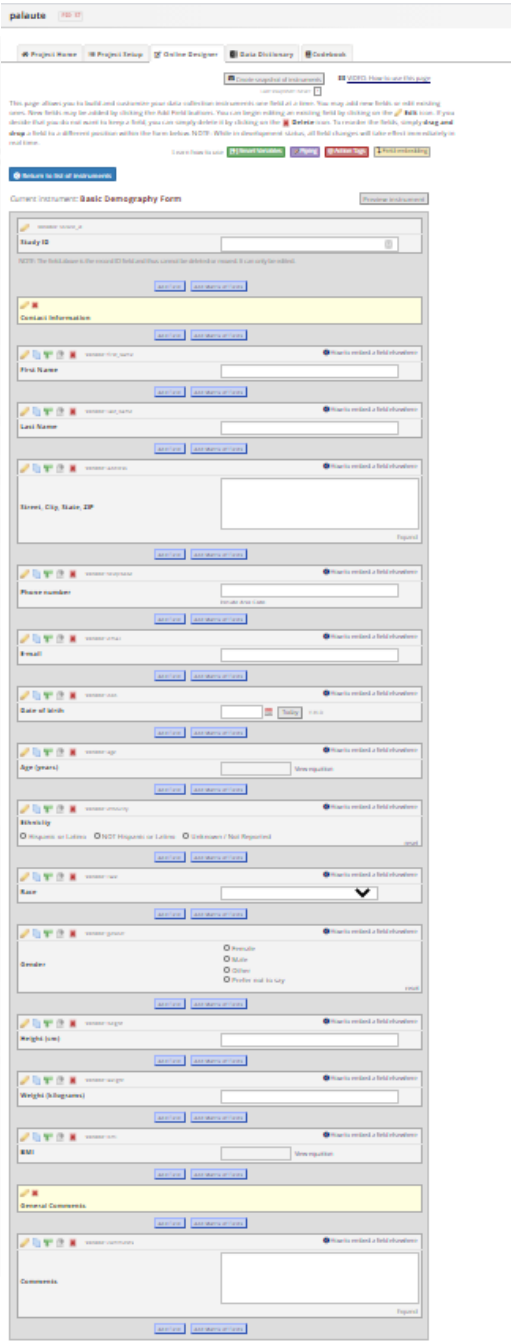
- You can edit the instrument’s name, you can copy or delete it as well



PROJECT SETUP: ONLINE DESIGNER

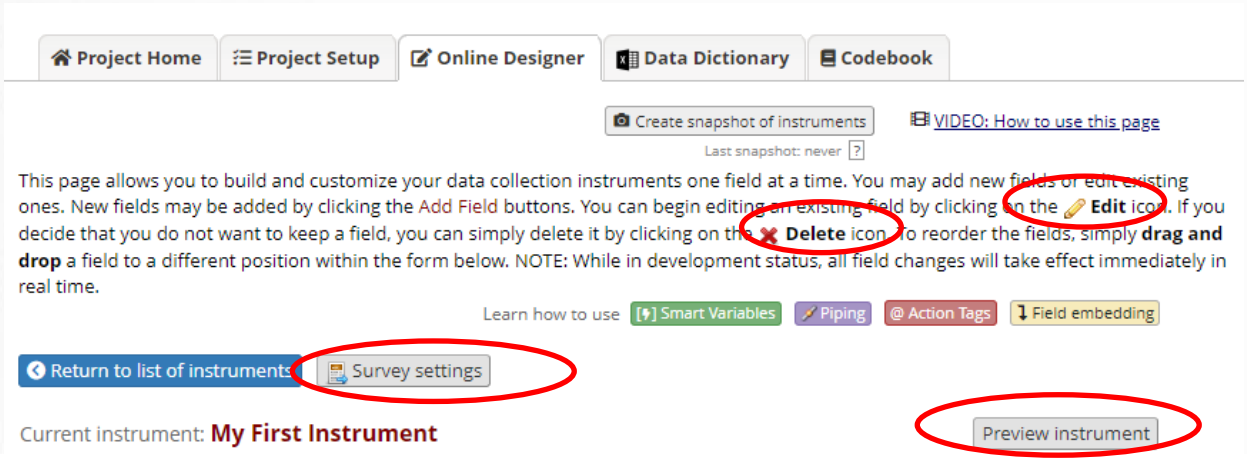
PROJECT SETUP: ONLINE DESIGNER

- In Online Designer you create your Data Collection Instrument
- This part of setting up your project takes time and often demands repeated testing!
- Start by adding **fields** to your instrument
- You need to define all the **variables**
- **Values and their codes** (1=Male, 2=Female, 3=Other, 4=No_Answer)
- **Validation** checks (height between100-300cm)
- Check **identifiers**



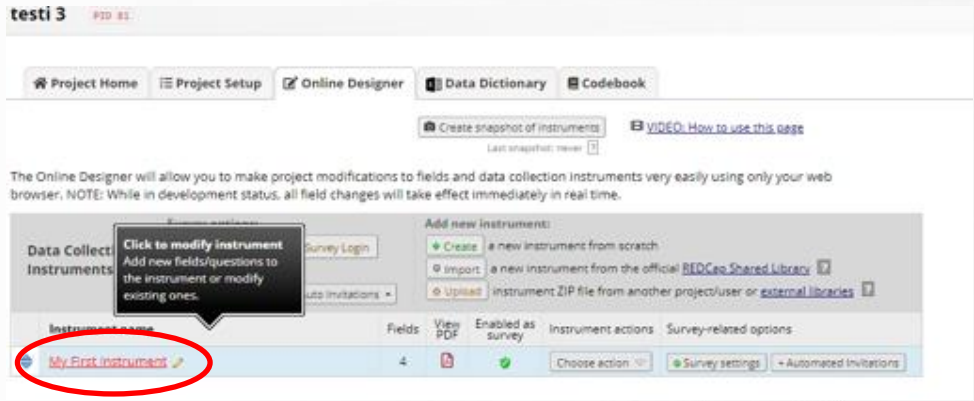
ONLINE DESIGNER FOR YOUR PROJECT

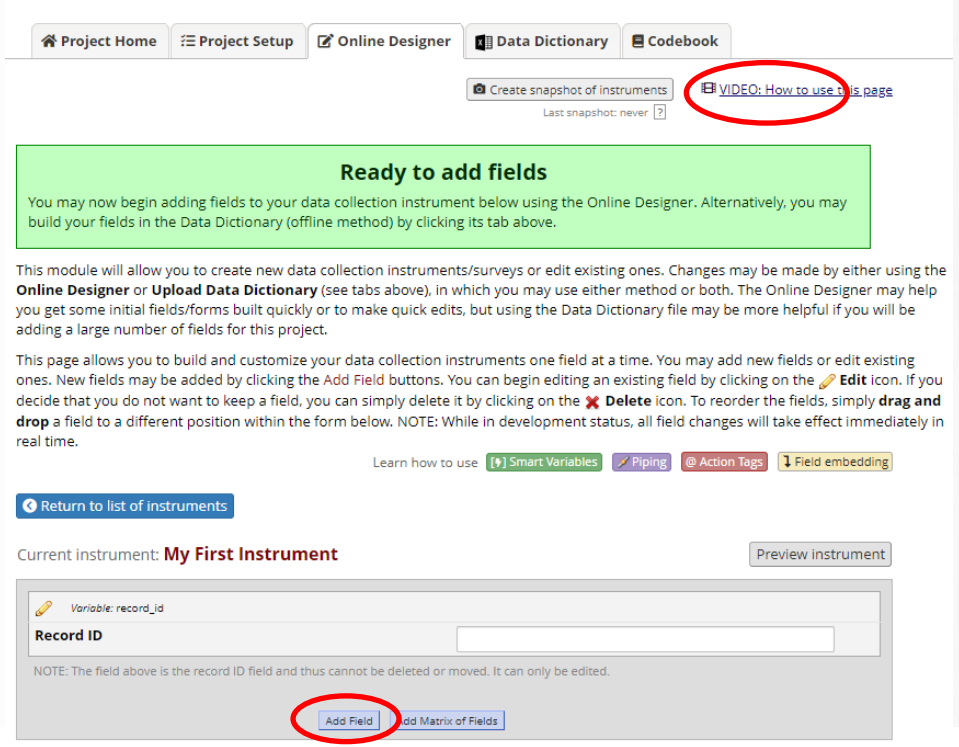
- Explanations of the icons and instructions on the top of the page
- You can go to survey settings as well from here, if you have enabled surveys in your project
- You can preview your instrument



PROJECT SETUP: ONLINE DESIGNER

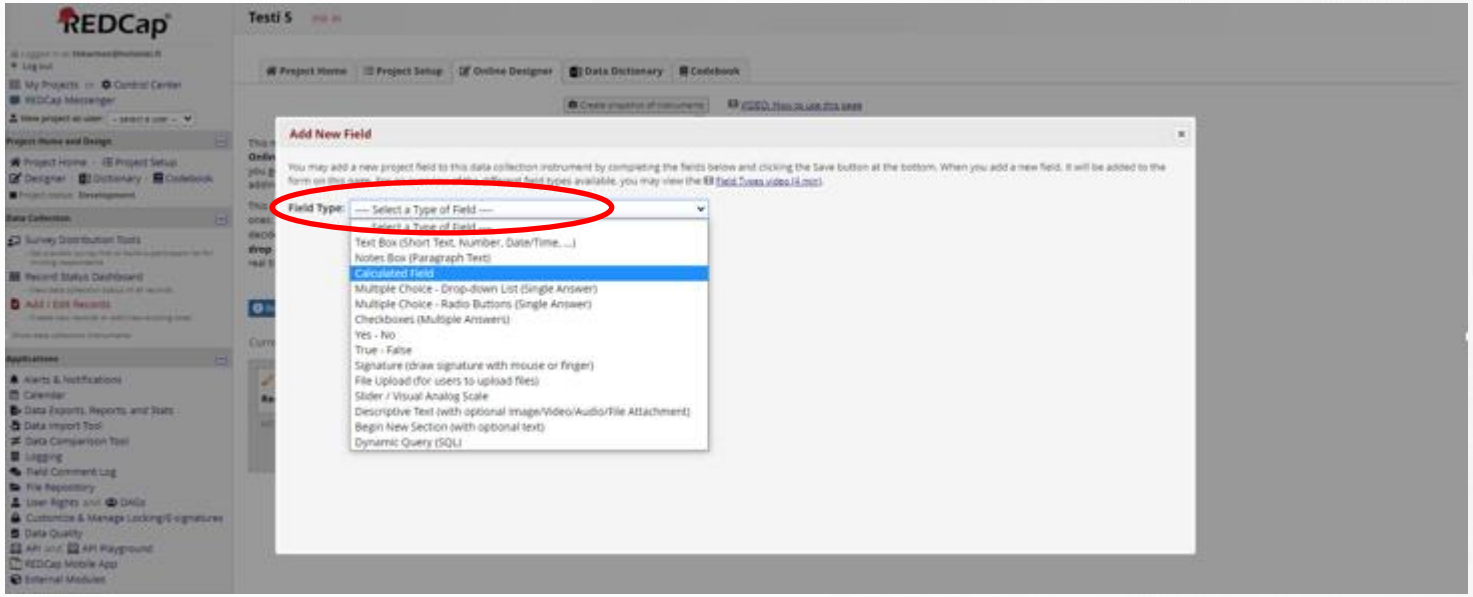
- Click on your instrument's name to start creating your instrument
- Click 'Add Field' to start adding fields to your instrument
- Video on how to use this





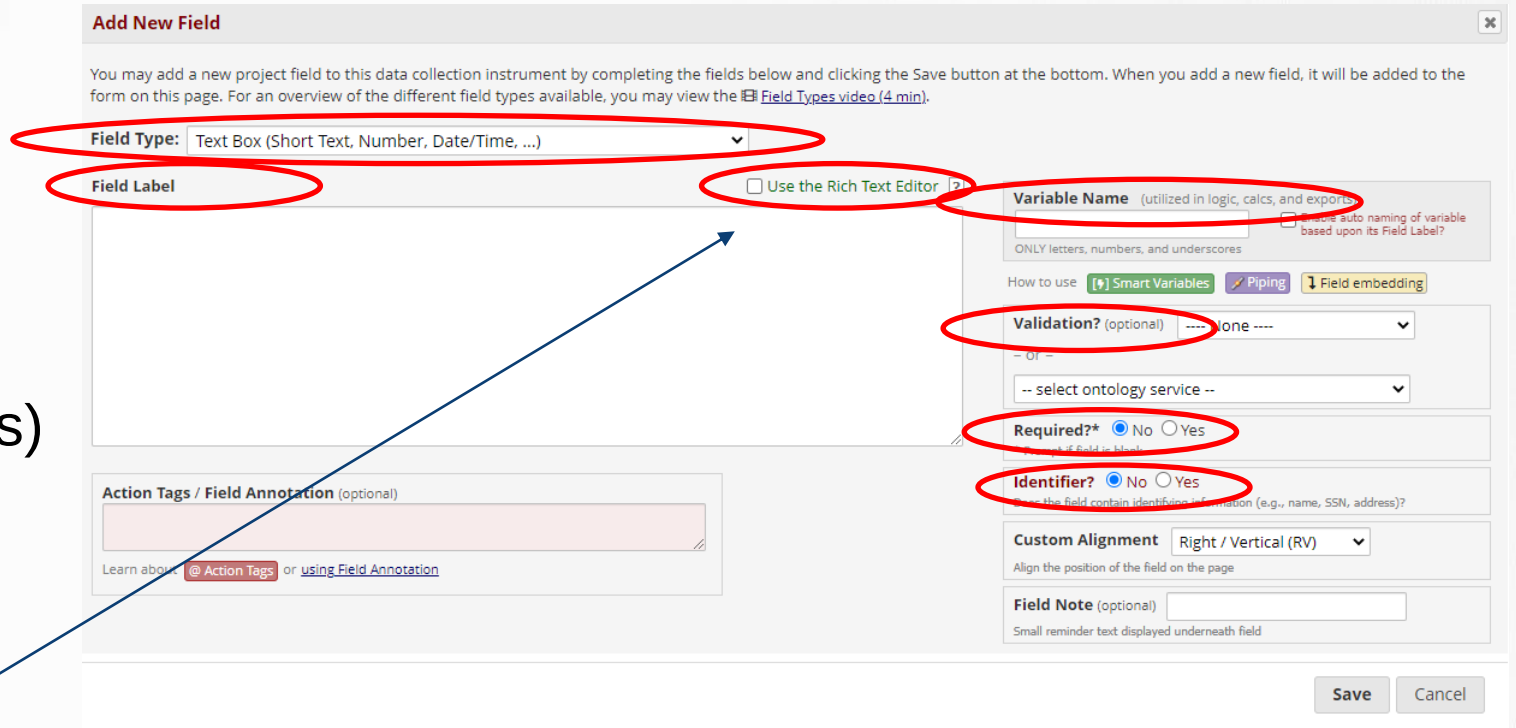
PROJECT SETUP: ONLINE DESIGNER

- After you have clicked ’Add Field’:
- Choose field type from the dropdown list

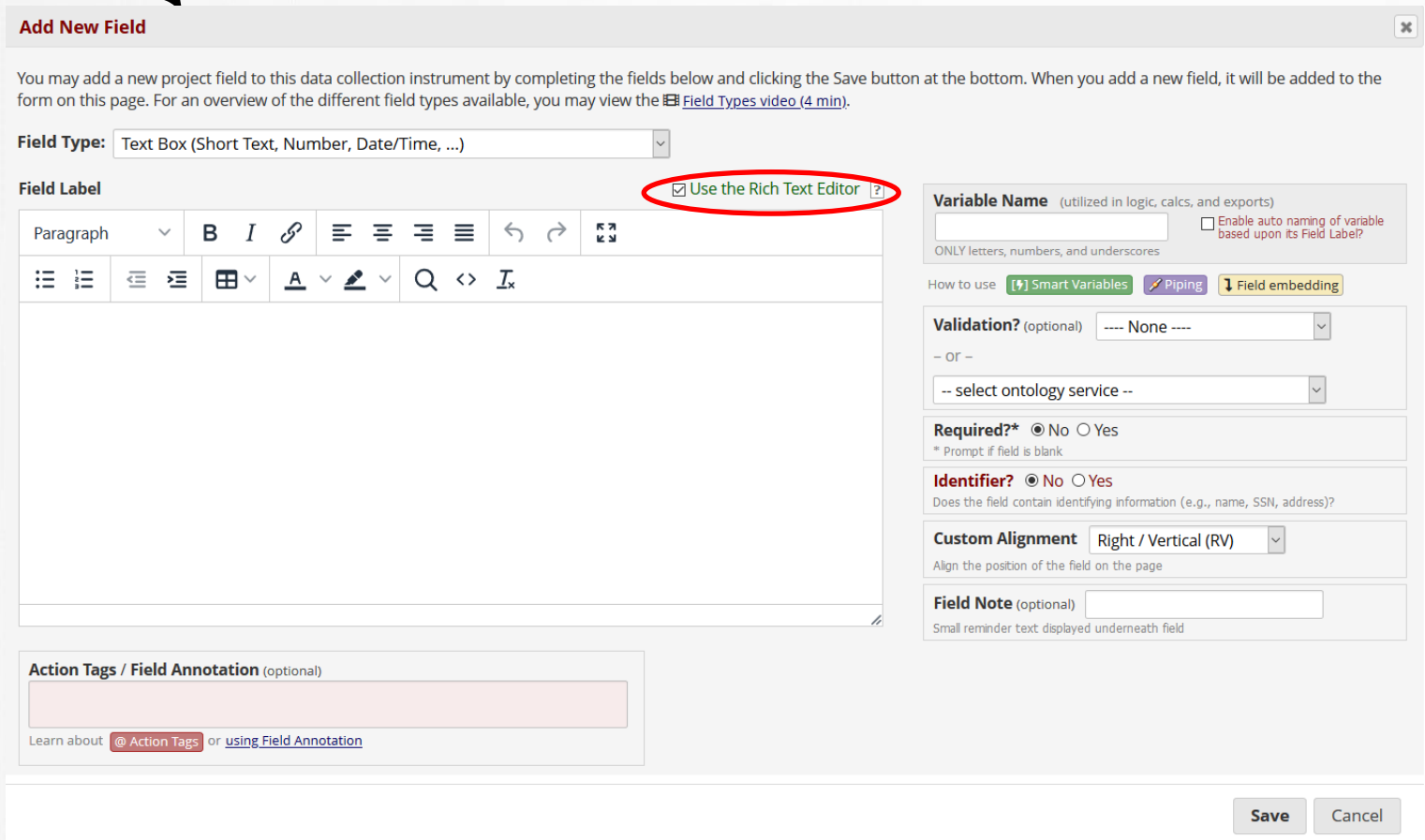


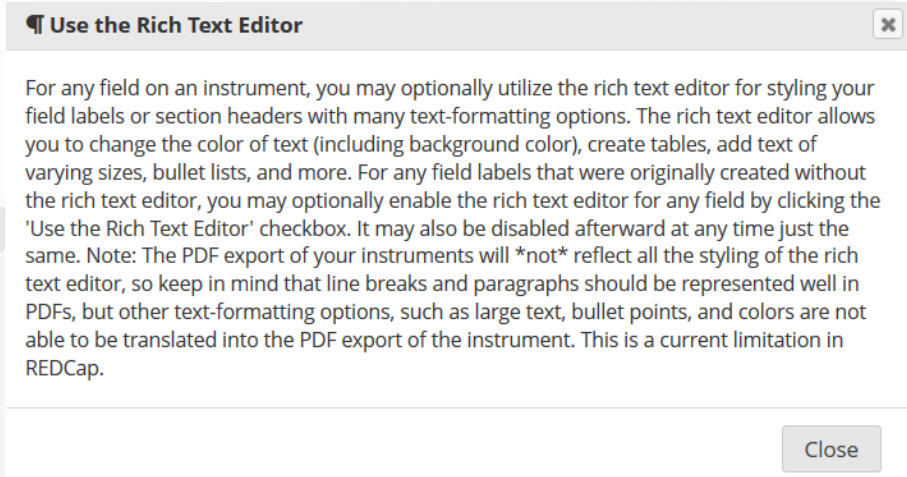
PROJECT SETUP: ONLINE DESIGNER

- **Field type**: choose from dropdown list
- **Field Label,** here you put your question
- **Variable name**: you can name it yourself or use auto naming (you can't use å,ä,ö or special characters)
- **Validation** (optional)
- Is this a **required field**?
- Is this an **identifier**?
- You get more text formating options when you click 'Use the **Rich Text Editor**'



RICH TEXT EDITOR

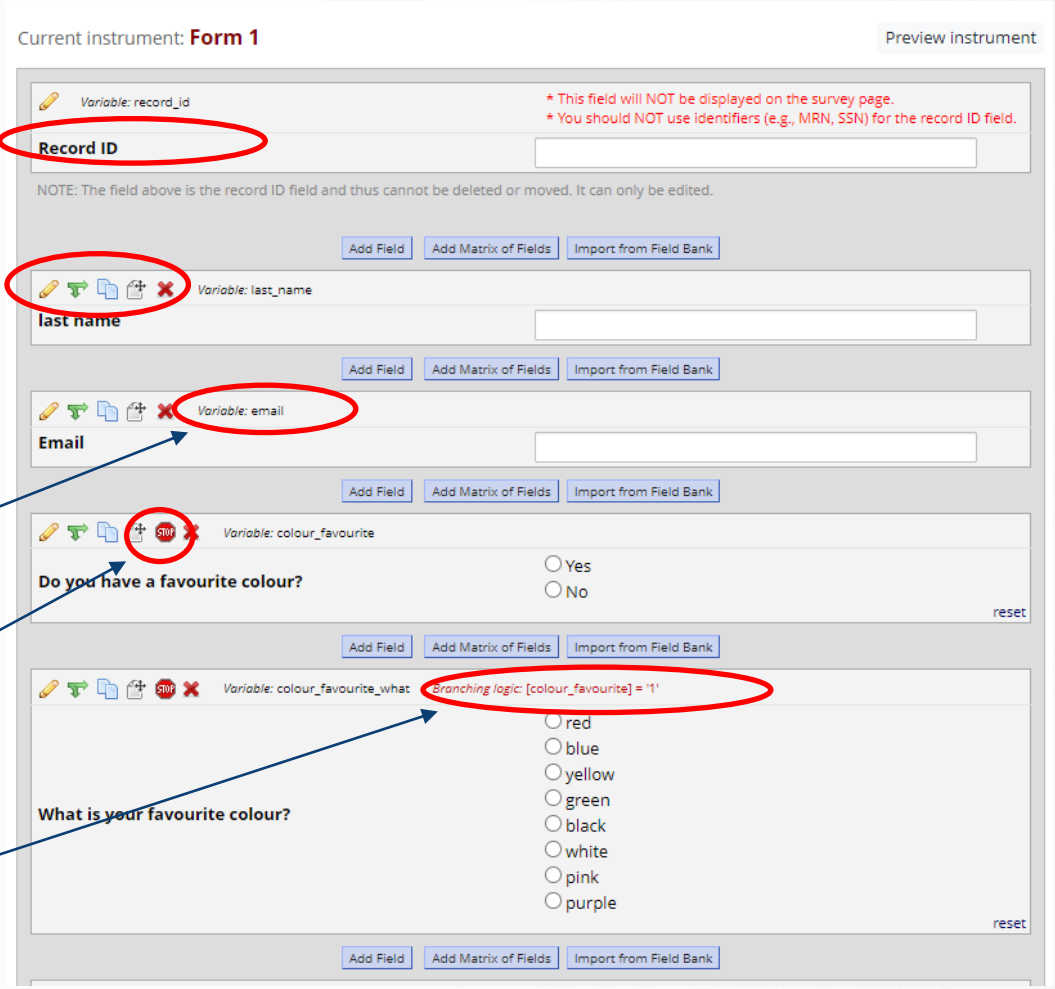




FIELDS IN YOUR DATA COLLECTION INSTRUMENT

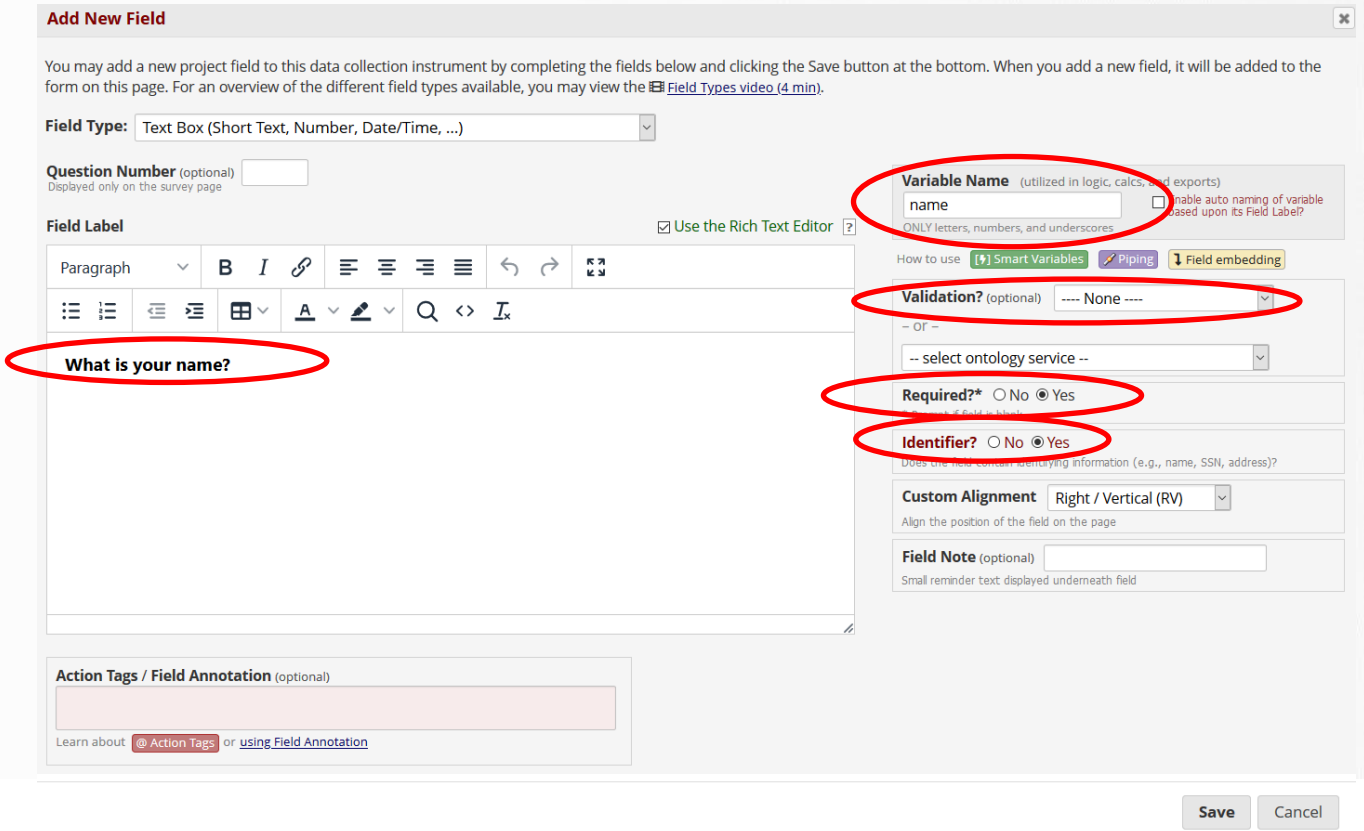
DATA COLLECTION INSTRUMENT

- **Record ID** is added automatically and cannot be changed
- **Icons** and what they do: edit; create branching logic; copy; move; delete
- The **variable** name is visible here
- For some fields you can have **stop actions**: certain answers exclude the participant from answering the survey
- On this field there is **branching logic**



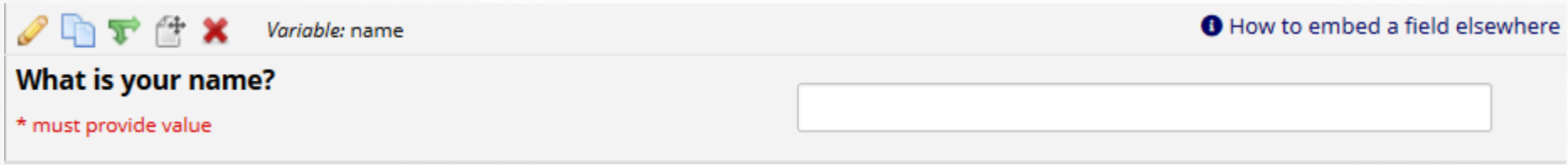
PROJECT SETUP: ONLINE DESIGNER

- Field type: **Text Box** (Short Text, Number, Date/Time…)
- This is field type is for short questions: names, dates…
- Question in the **Field Label**: What is your name?
- Name for the **variable**
- Names can’t be **validated**
- In this case the field is **required**
- Names are **identifiers**

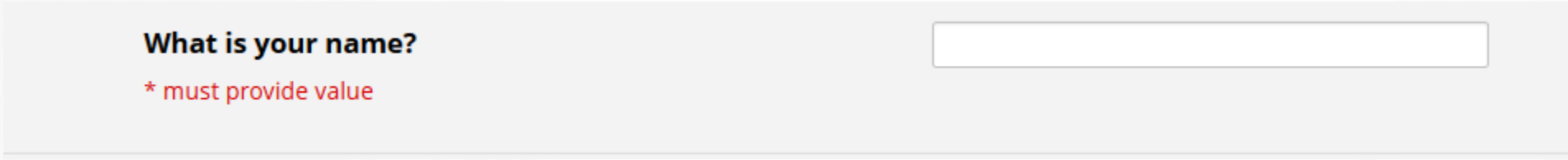


PROJECT SETUP: ONLINE DESIGNER

- Field type: **Text Box** (Short Text, Number, Date/Time…)

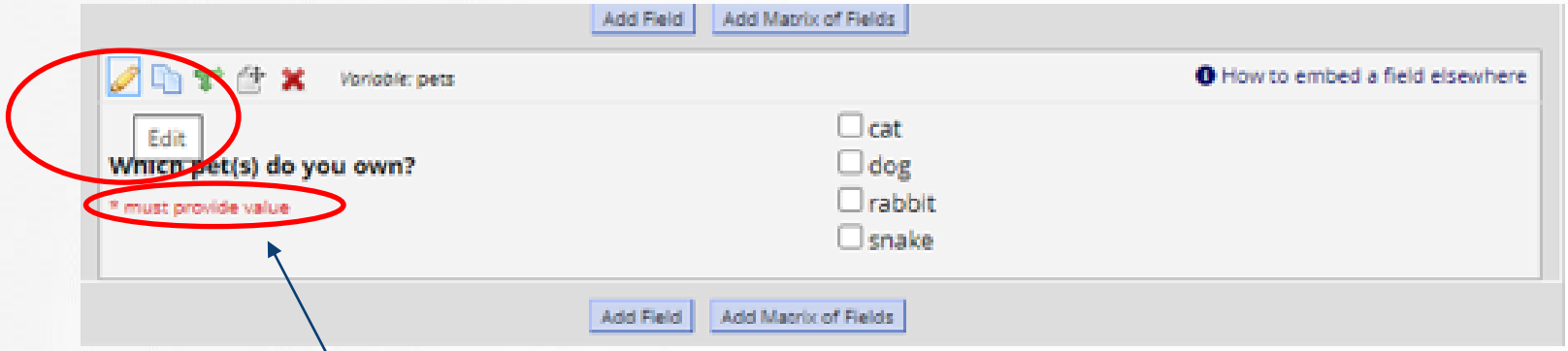


- This is how this field appears to the survey participants:



PROJECT SETUP: ONLINE DESIGNER

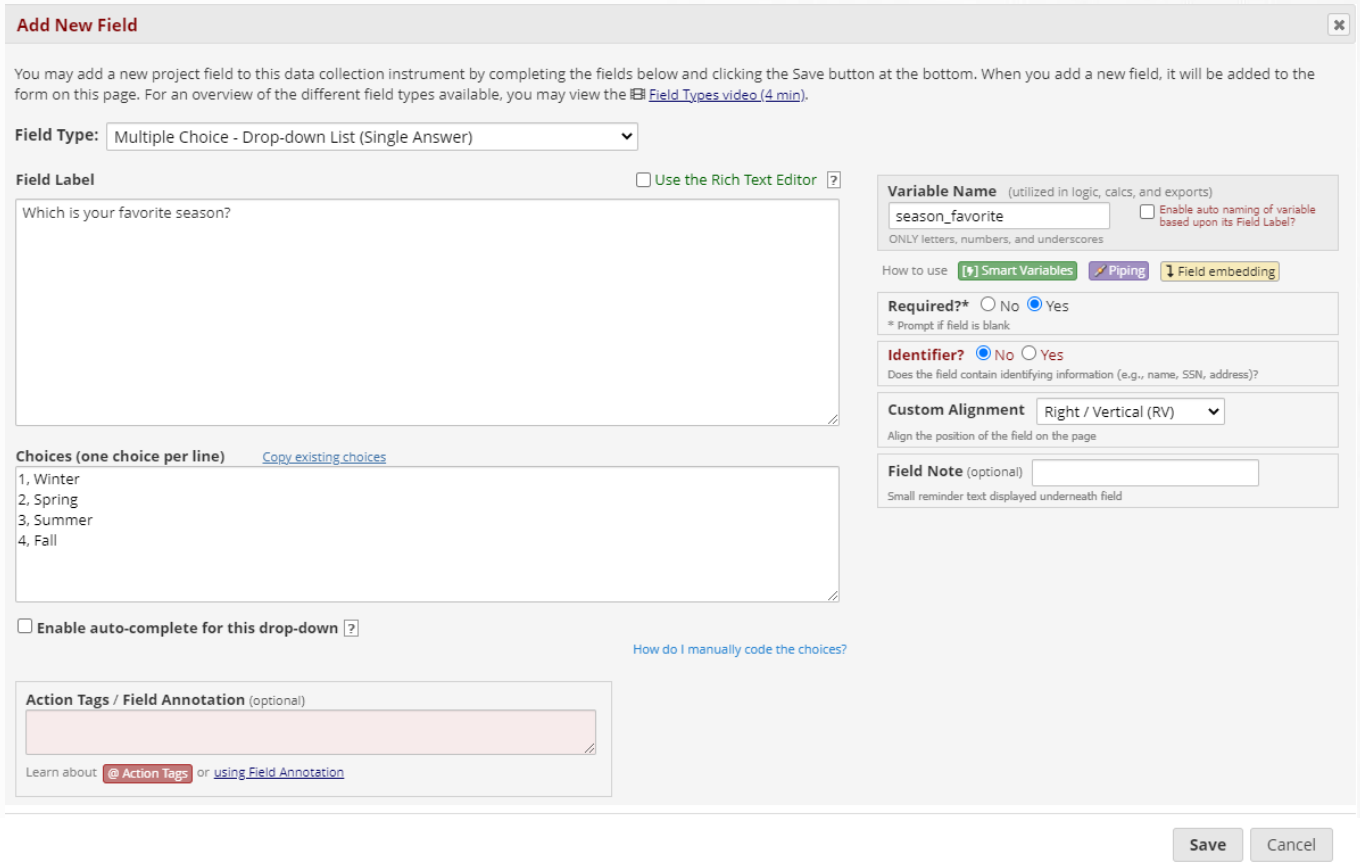
- Field type: **multiple choice – Drop down list** (Single Answer)
- When your mouse hovers over an icon you see what you can do with that tool



- You can edit, copy, move, delete the field or add branching logic to it.
- This is a **required** field in this project

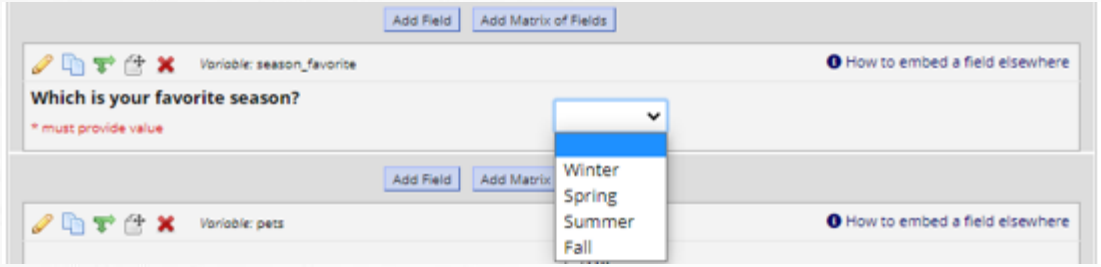
PROJECT SETUP: ONLINE DESIGNER

- Field type: **Multiple choice – Drop down list** (Single Answer)

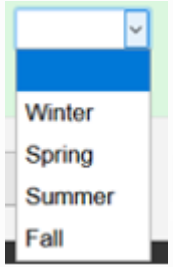


PROJECT SETUP: ONLINE DESIGNER

- Field type: **Multiple choice – Drop down list** (Single Answer)

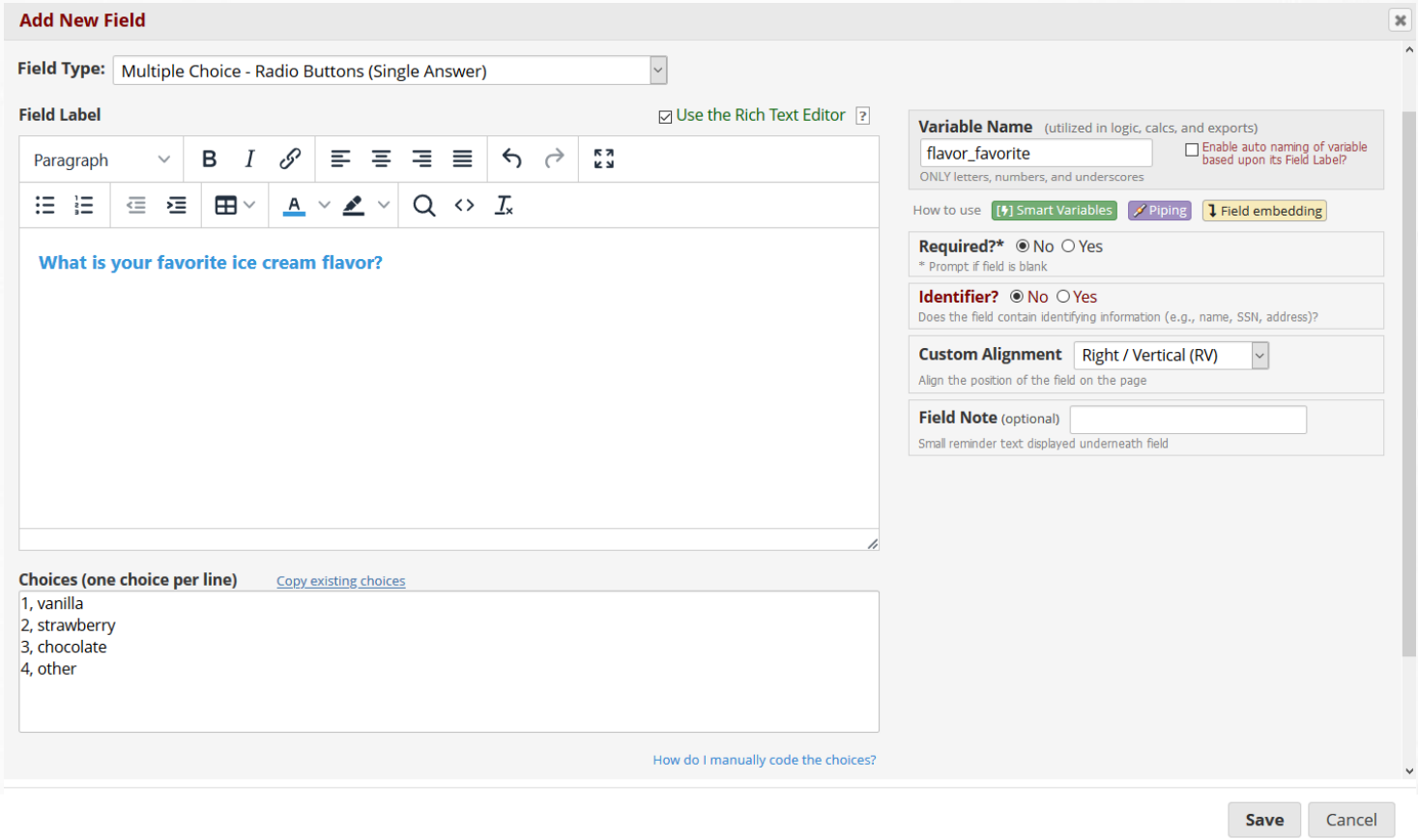


- This is how the field appears to survey participants:



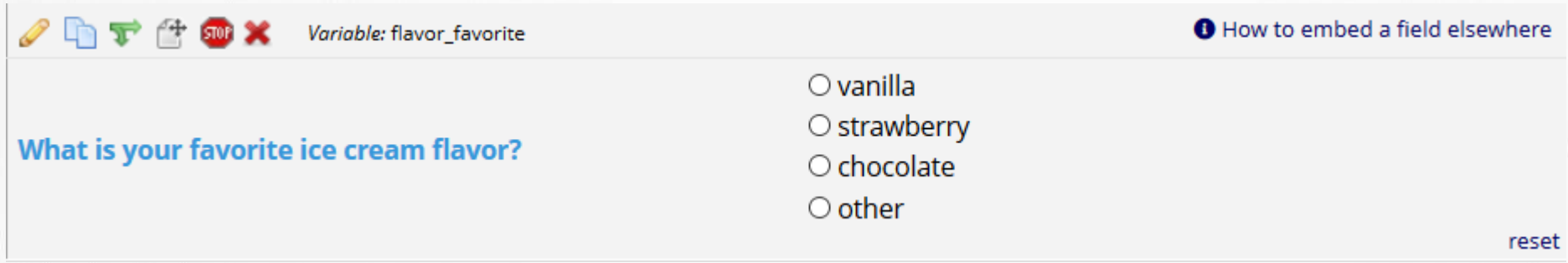
PROJECT SETUP: ONLINE DESIGNER

- Field type: **Multiple choice – Radio Buttons** (Single Answer)

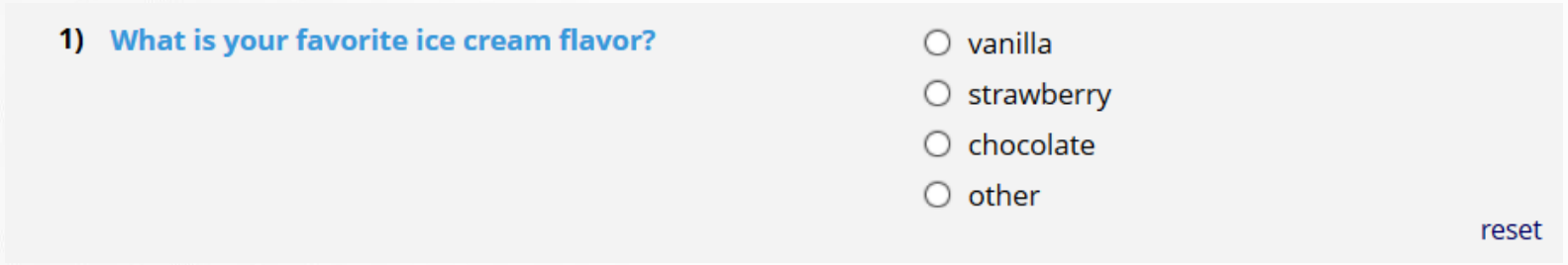


PROJECT SETUP: ONLINE DESIGNER

- Field type: **Multiple choice – Radio Buttons** (Single Answer)

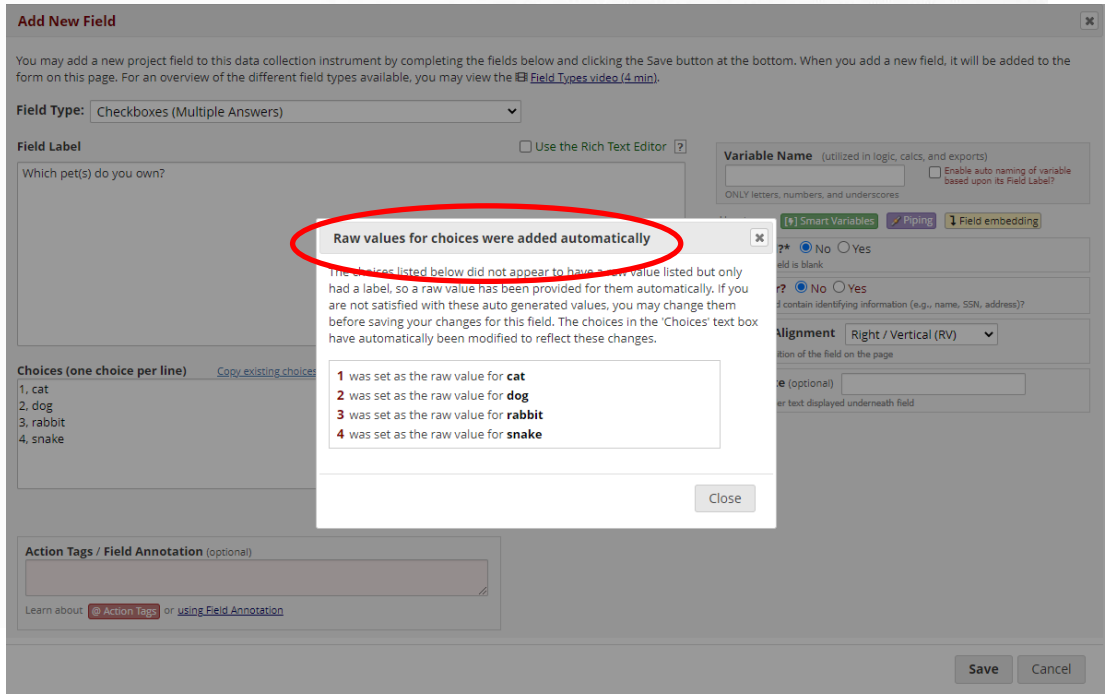


- This is how the field appears to the survey participants:

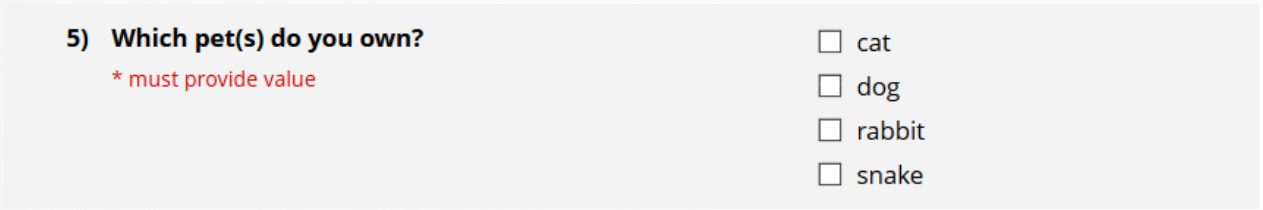


PROJECT SETUP: ONLINE DESIGNER

- Field type: **checkboxes** (multiple answers)
- Survey participants can check more than one box
- When you have added your choices and start modifying another box, system adds raw values for choices automatically

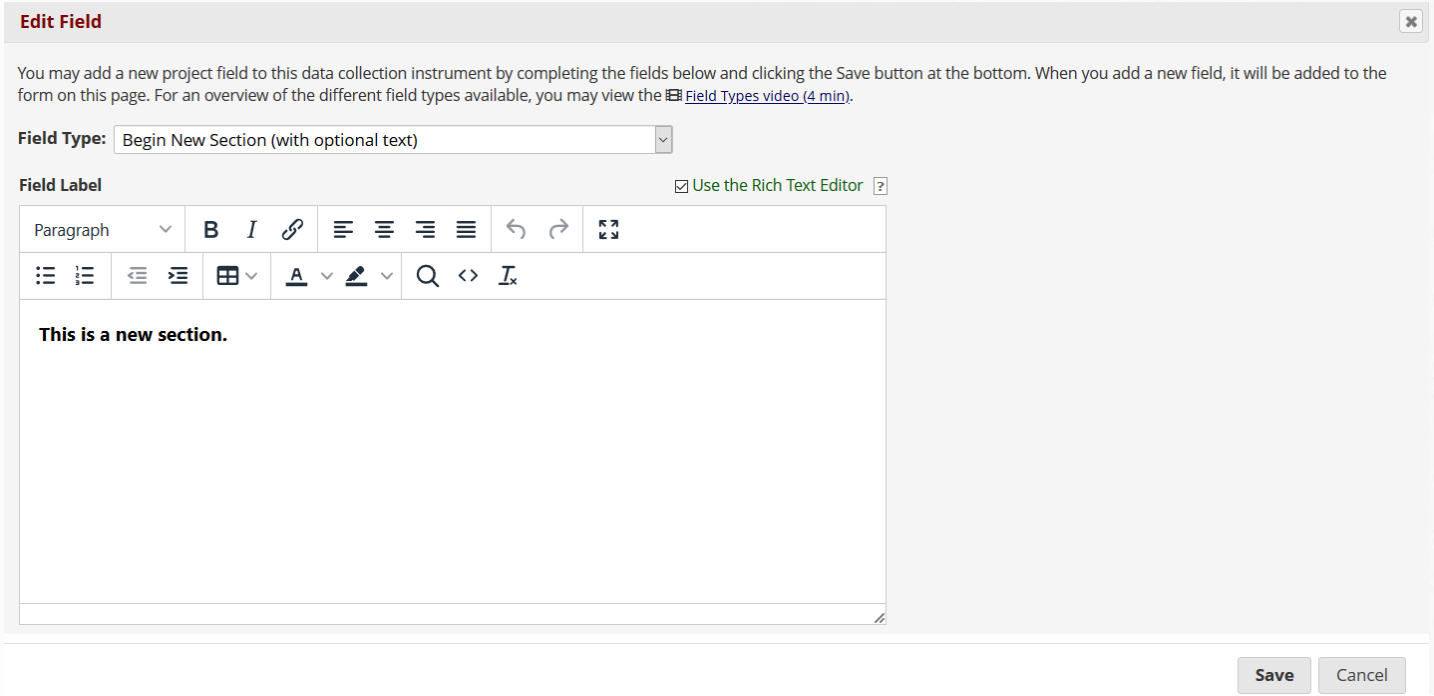


- This is how the field appears to the participants:



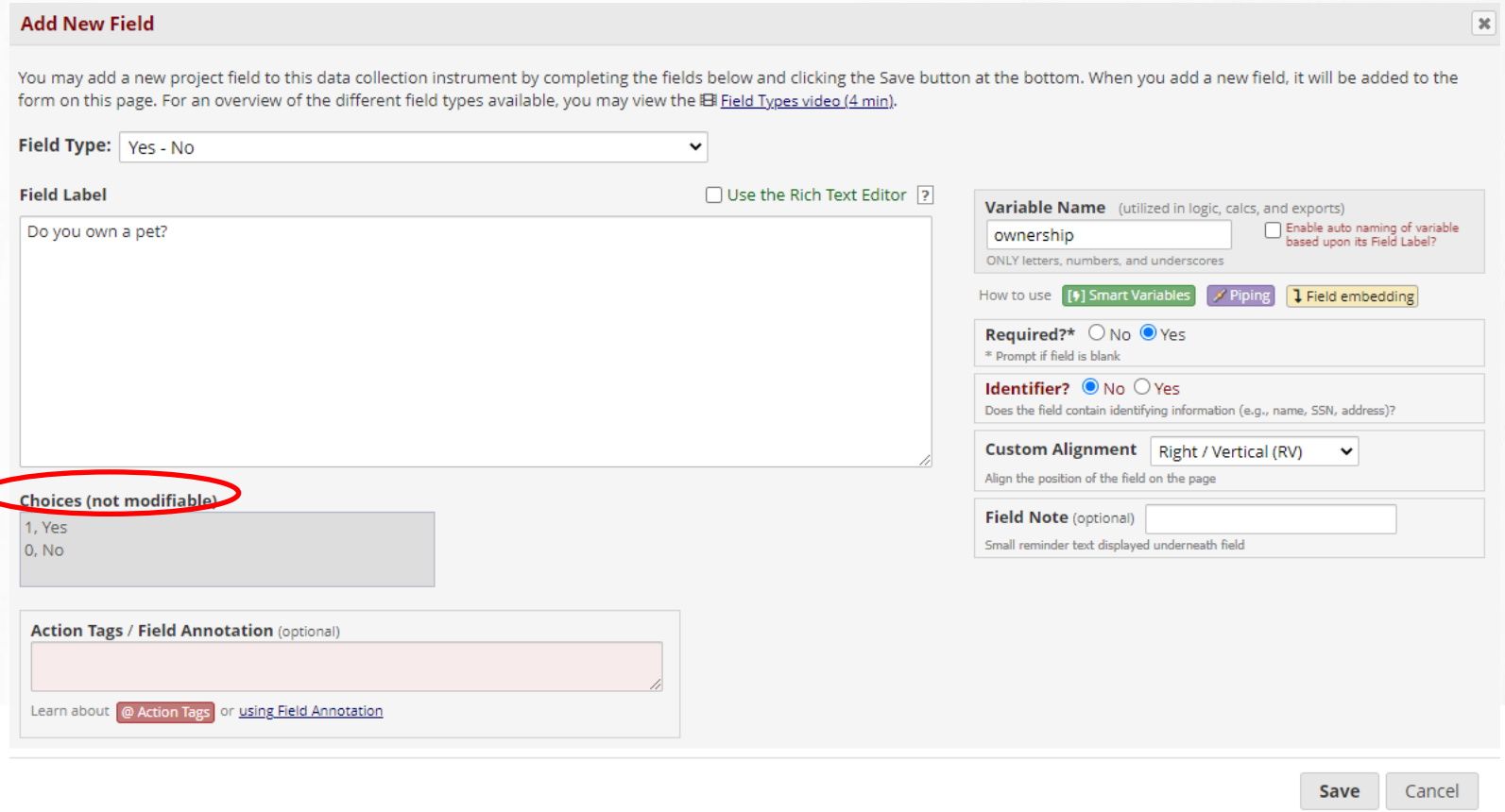
PROJECT SETUP: ONLINE DESIGNER

- Field type: **Begin New Section** (with optional text)
- Cannot be the last field



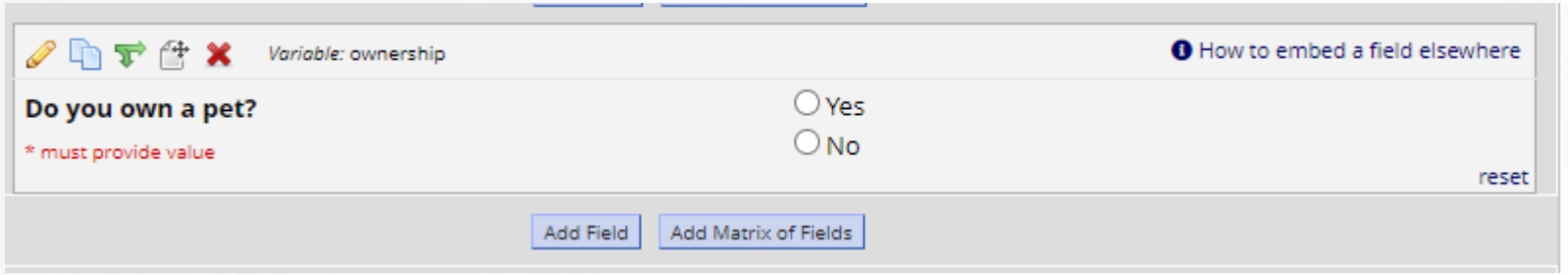
PROJECT SETUP: ONLINE DESIGNER

- Field type: **Yes - No** and Field type: **True - False**

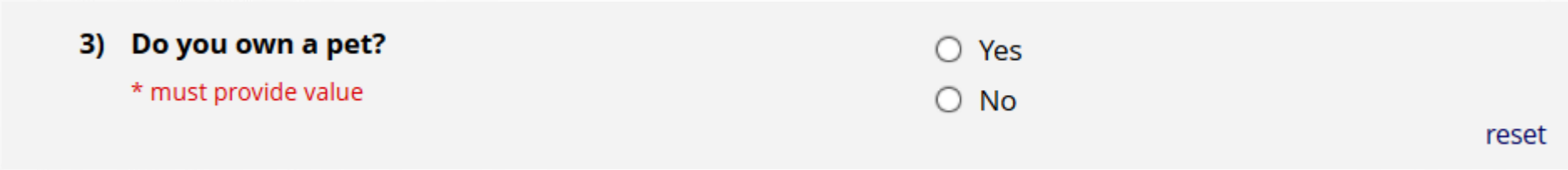


PROJECT SETUP: ONLINE DESIGNER

- Field type: **Yes – No**

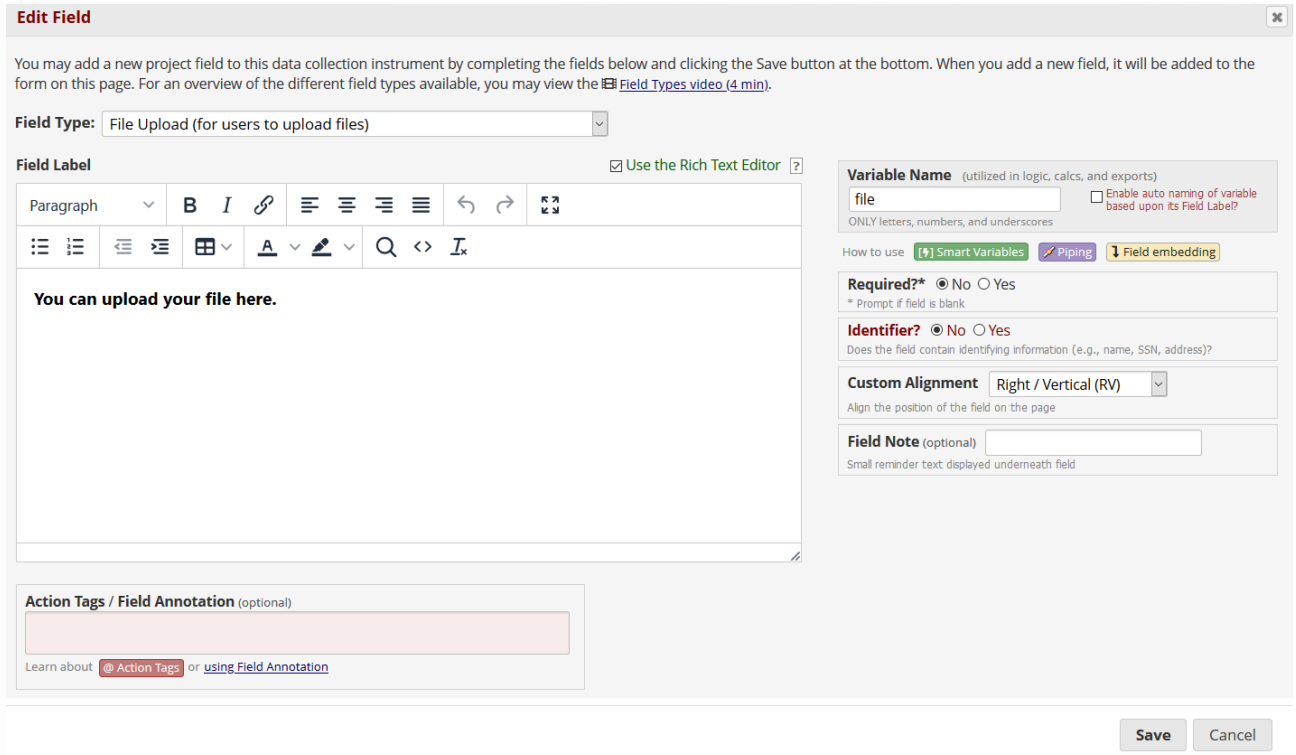


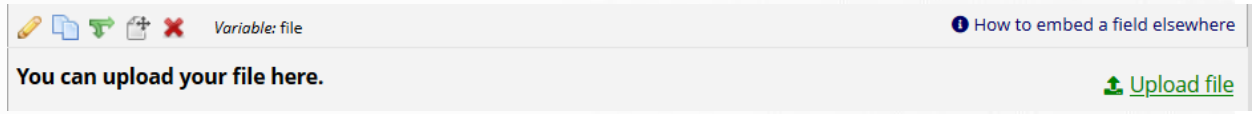
- This is how the field appears to the survey participants:



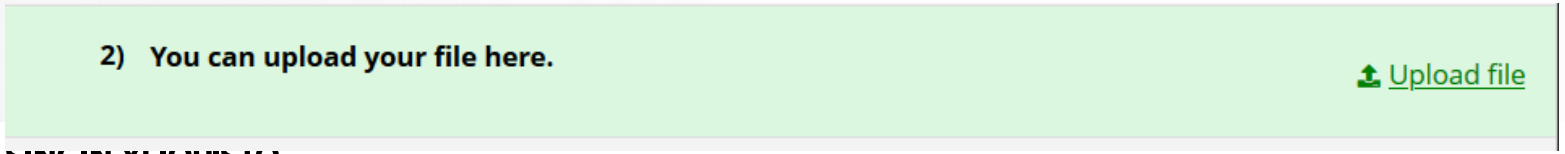
PROJECT SETUP: ONLINE DESIGNER

- Field type: **File Upload**
- Survey participants can upload files



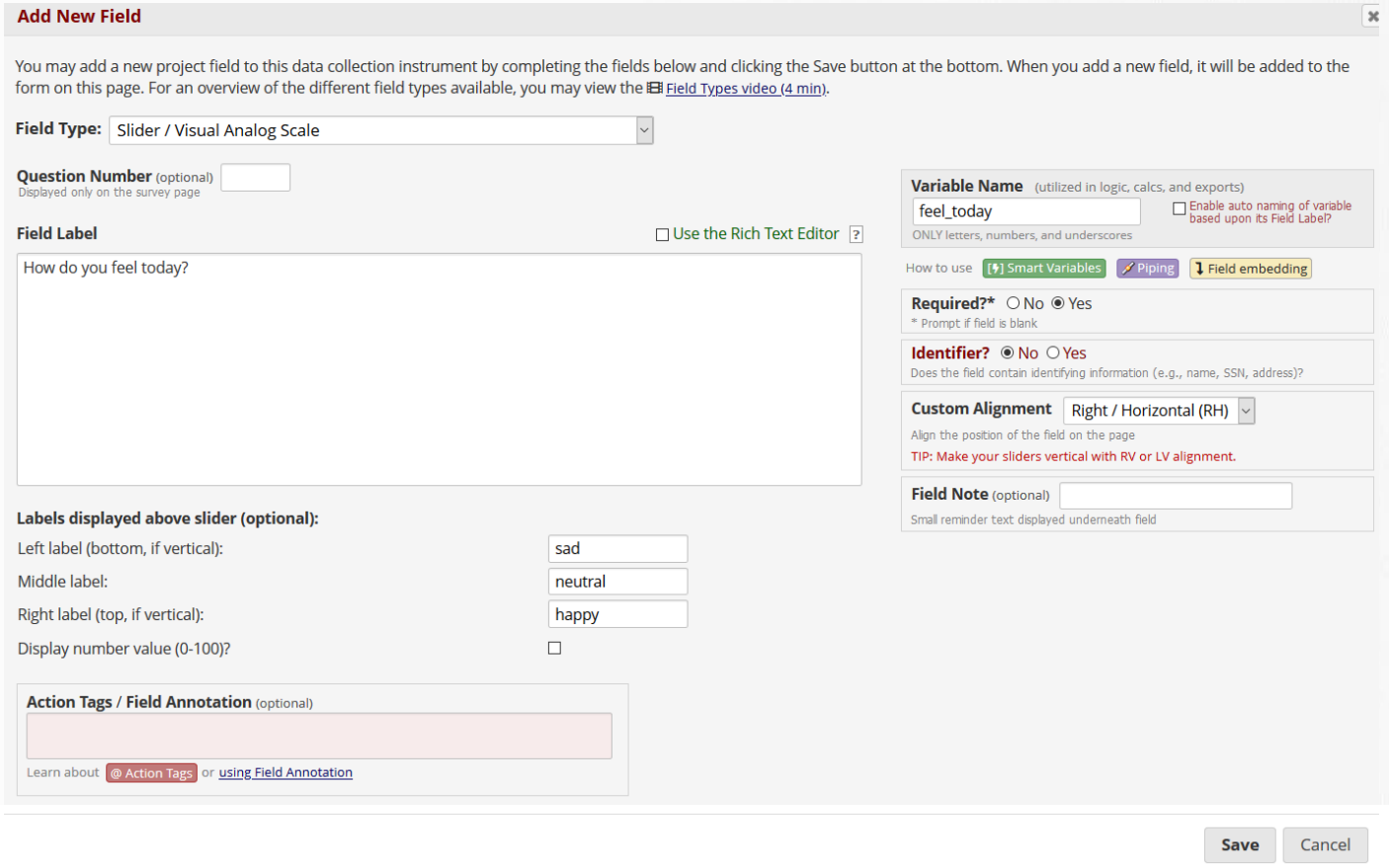


- This is how the field appears to the survey participants:



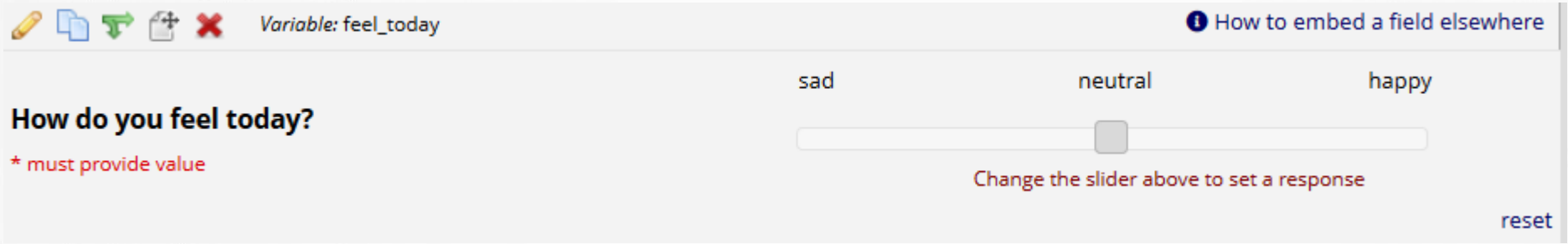
PROJECT SETUP: ONLINE DESIGNER

- Field type: **Slider** / Visual Analog Scale

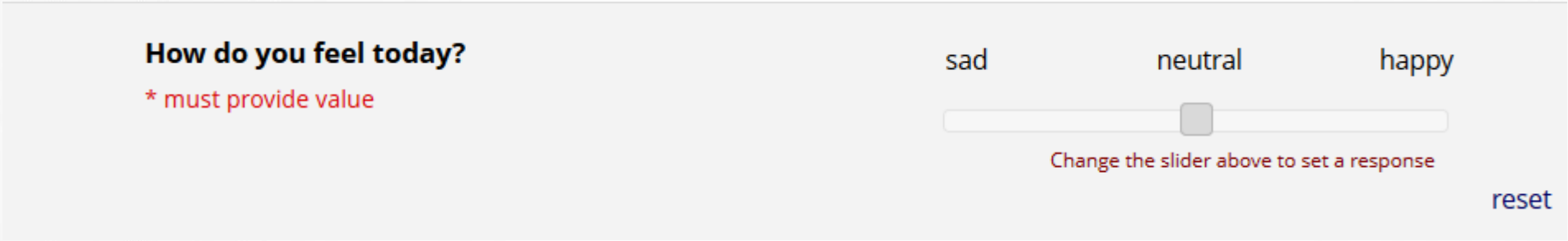


PROJECT SETUP: ONLINE DESIGNER

- Field type: **Slider** / Visual Analog Scale

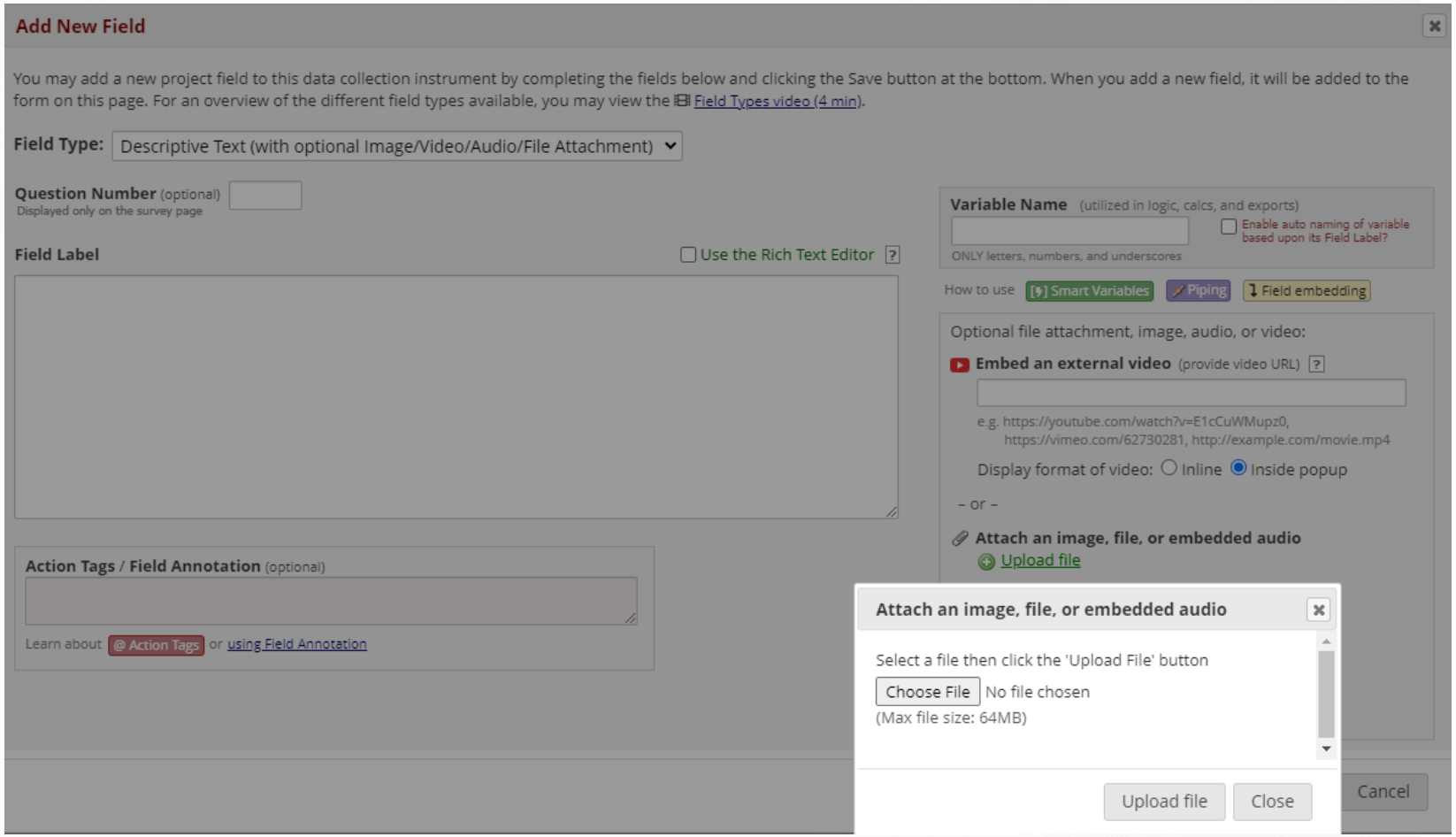


- This is how the respondents see this:



PROJECT SETUP: ONLINE DESIGNER

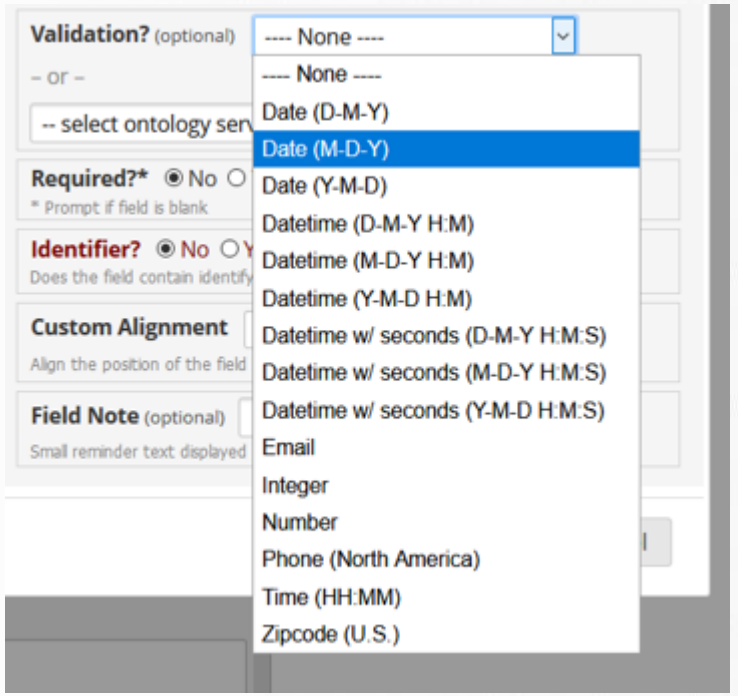
- You can attach images, audio or video to your instrument



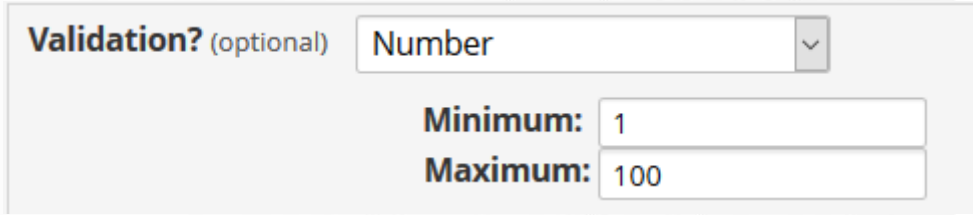
VALIDATION OF FIELDS

PROJECT SETUP:
ONLINE DESIGNER: VALIDATION

- **Validation** of fields from the drop down list
- Determines in what format the survey participants can give their answers.
- Date, email, integer, number, phone (North America), Time, Zipcode (U.S)

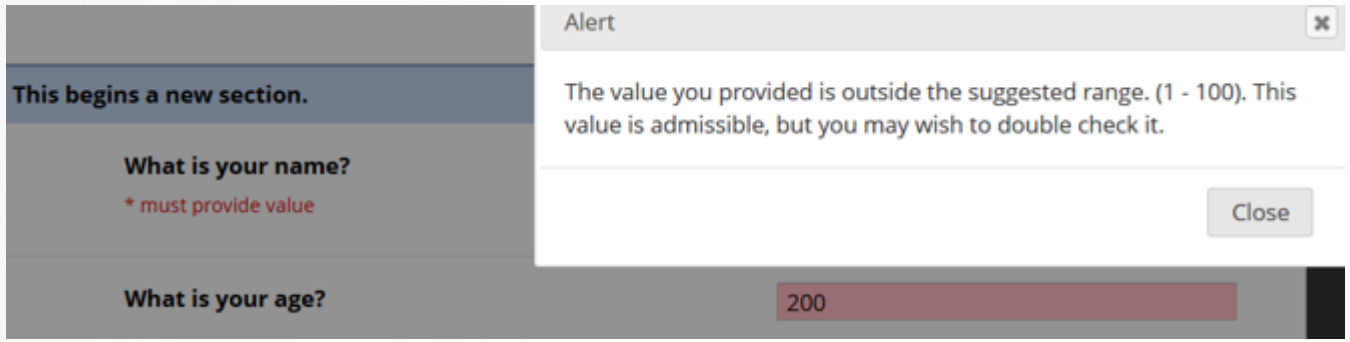


PROJECT SETUP:
ONLINE DESIGNER: VALIDATION



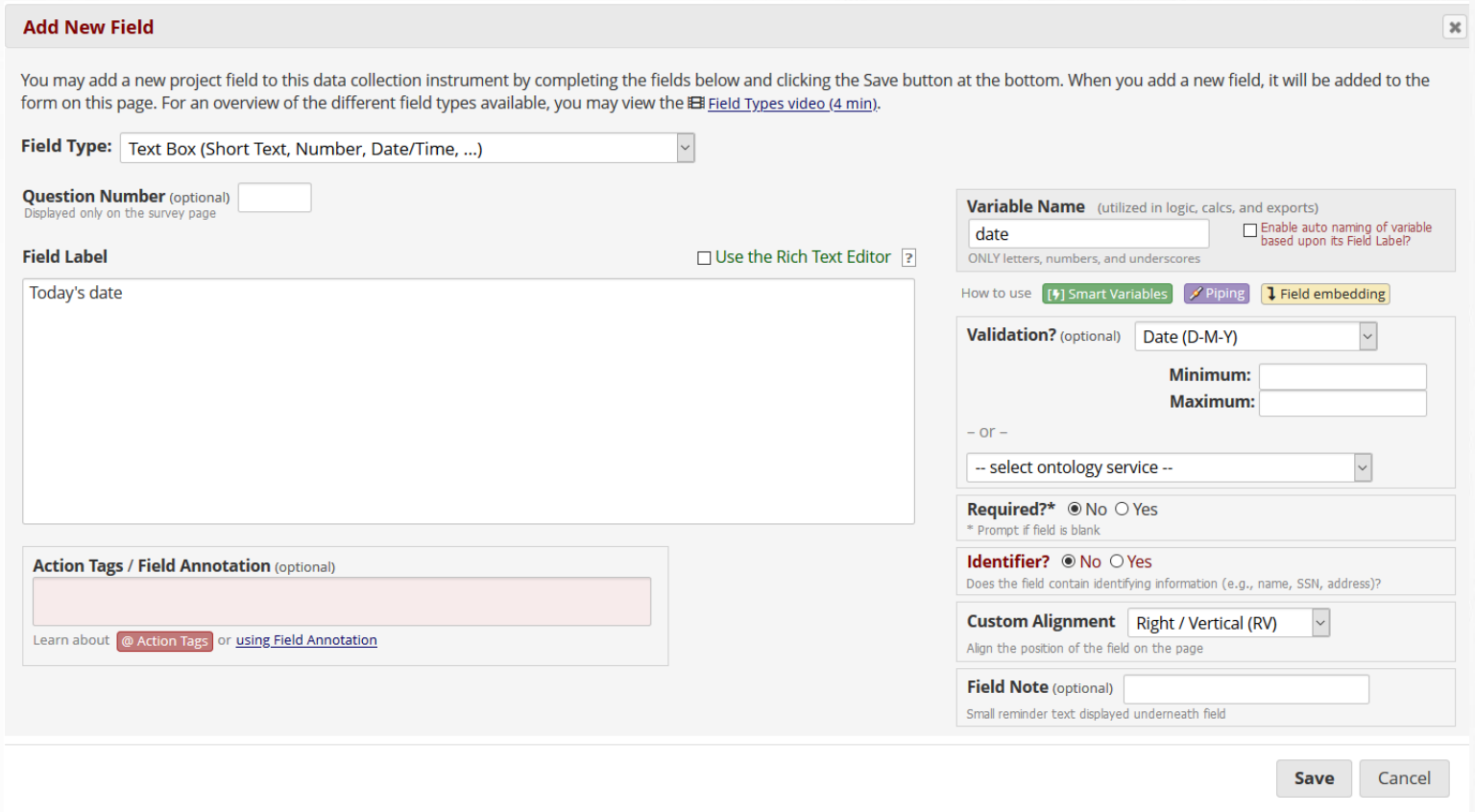
- **Validation** of fields
- With dates, integers, numbers and time you can choose **minimum and maximum** values.

- Survey participants will see a notification if their answer is outside the range.



PROJECT SETUP:
ONLINE DESIGNER: VALIDATION

- **Validation** of dates
- The format of the date can be validated



PROJECT SETUP:
ONLINE DESIGNER: VALIDATION

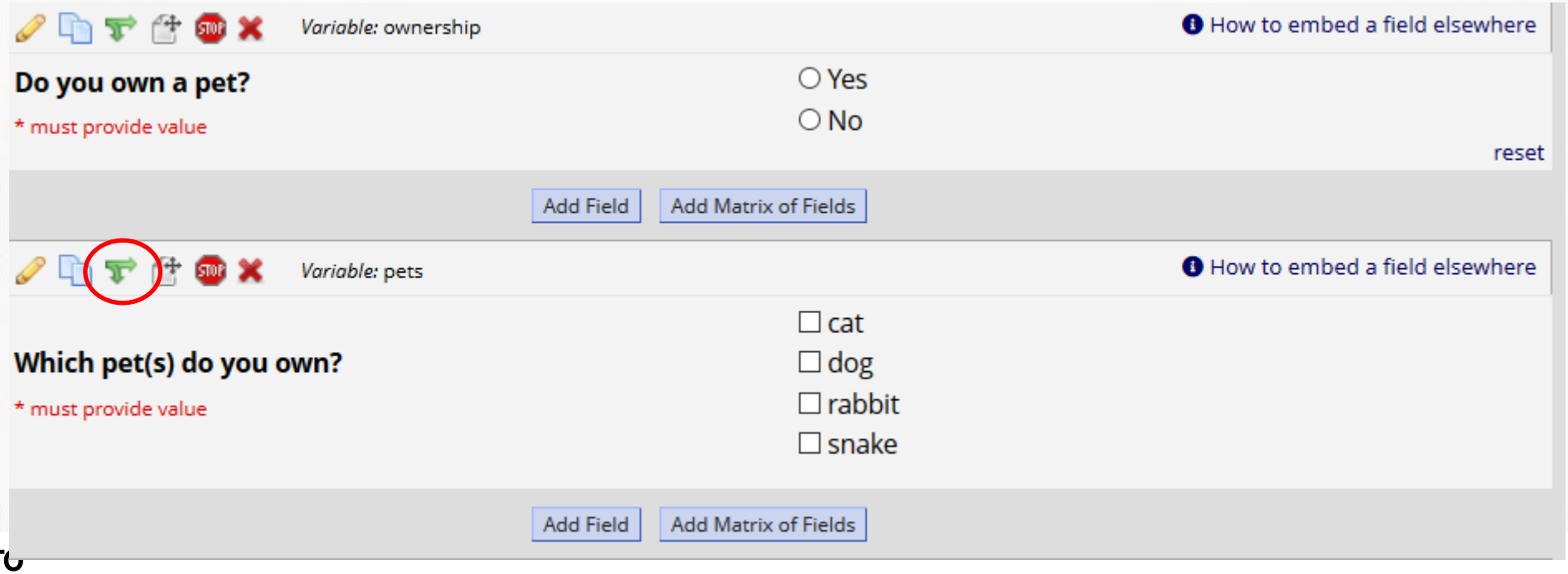
- **Validation** of dates

- The survey participants can click on the calendar or on today

BRANCHING LOGIC

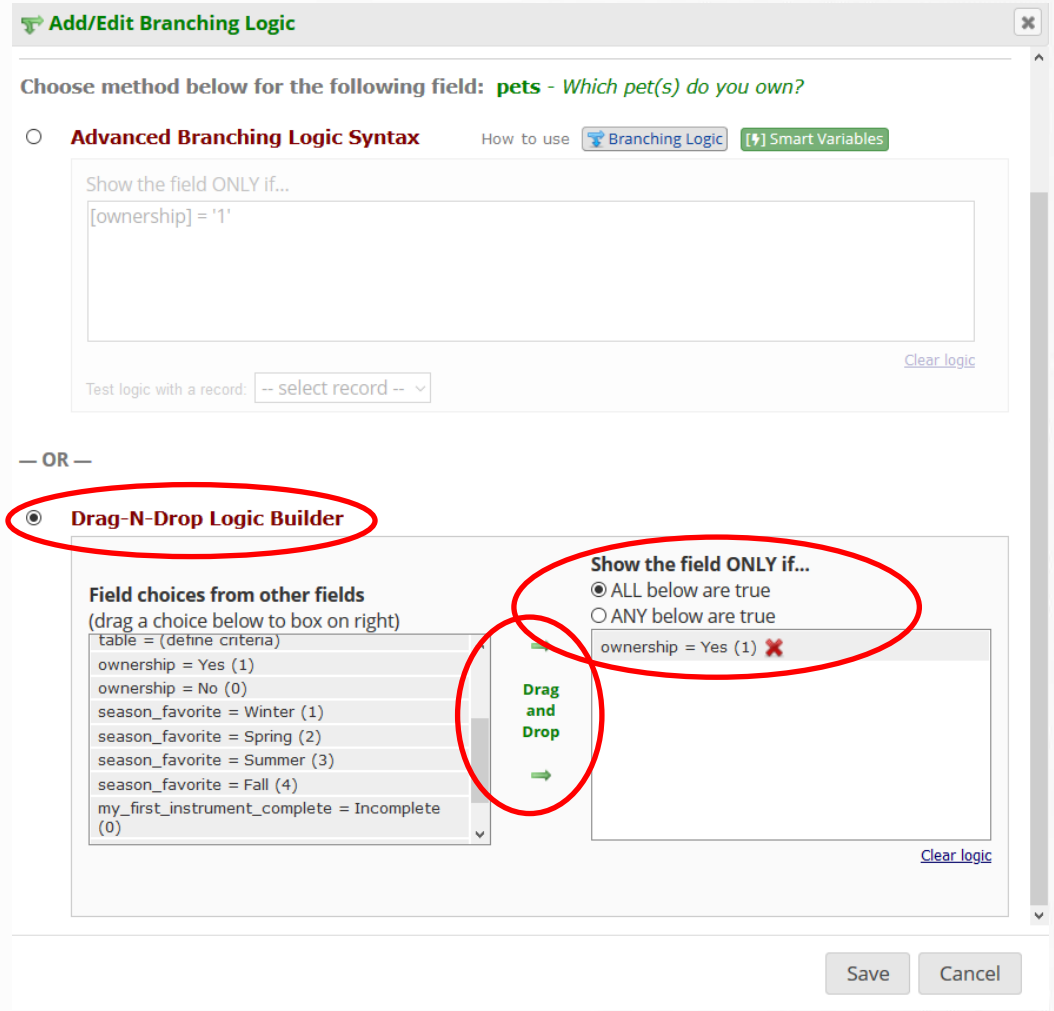
BRANCHING LOGIC

- Determines what question the survey participant will see next
- First you have to create the question which you want to ask as a follow-up question
- Click on the green arrows to create branching logic

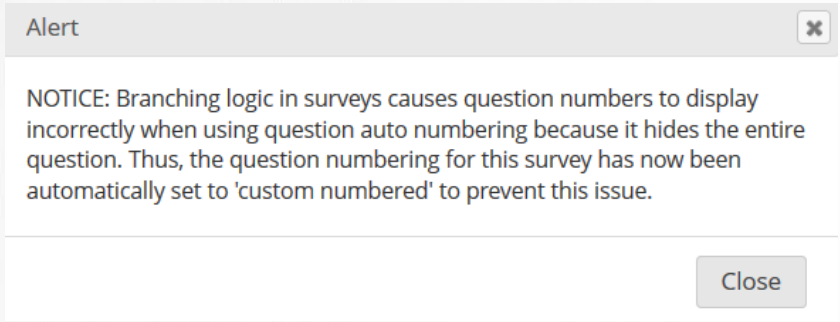


BRANCHING LOGIC

- You can use Drag-N-Drop for this or the Advanced Branching Logic Syntax

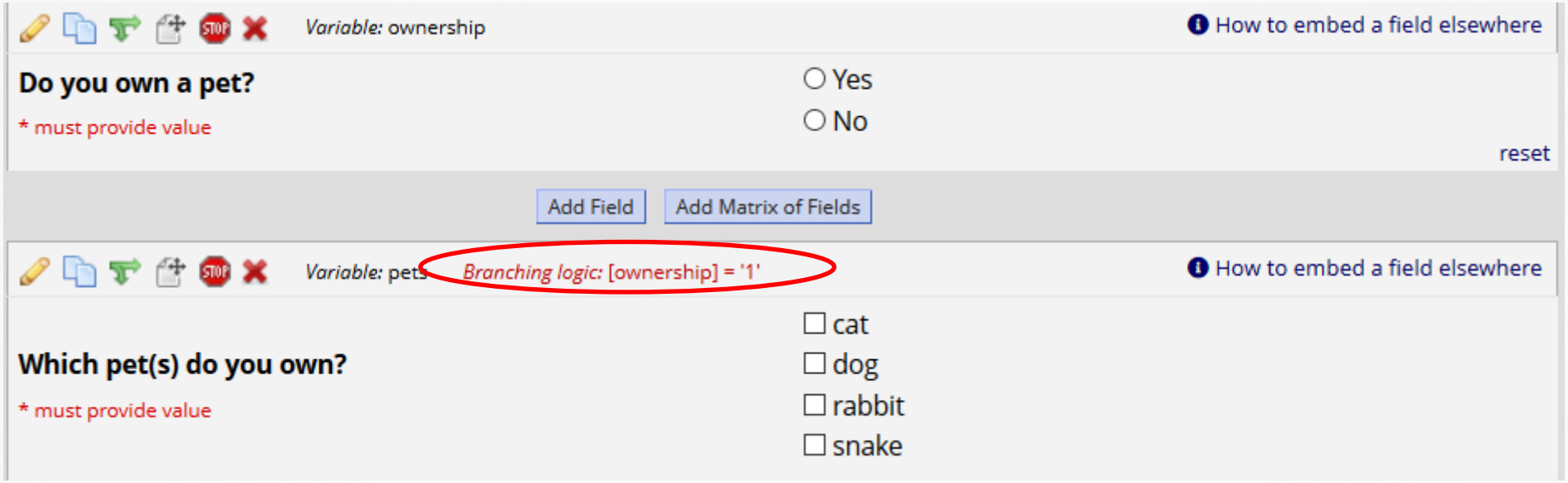


- Branching logic affects question numbers:



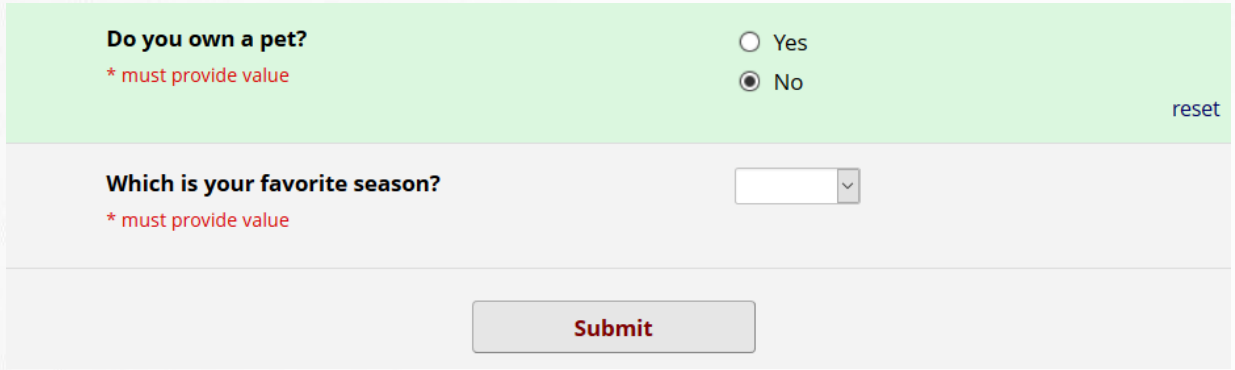
BRANCHING LOGIC

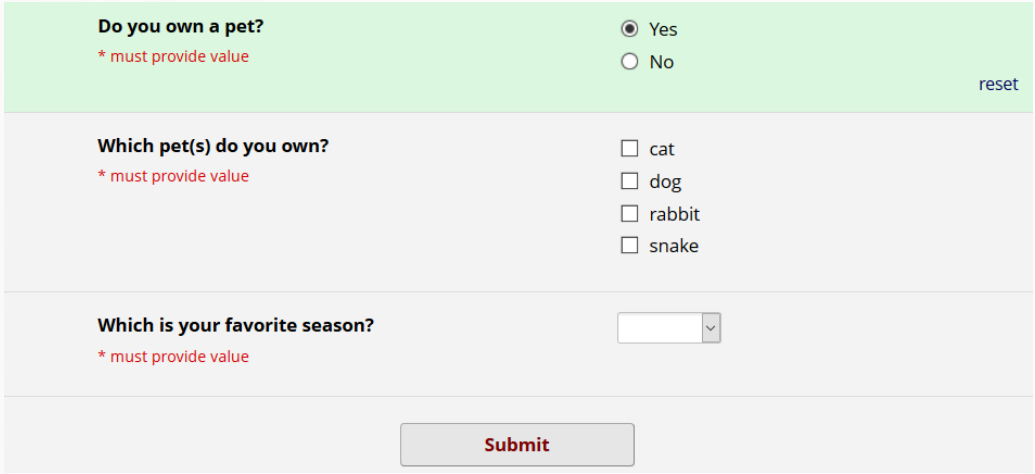
An example of how branching logic is used:



BRANCHING LOGIC

- This is how the survey participants see this:
  when they choose **No**, there is no follow-up question

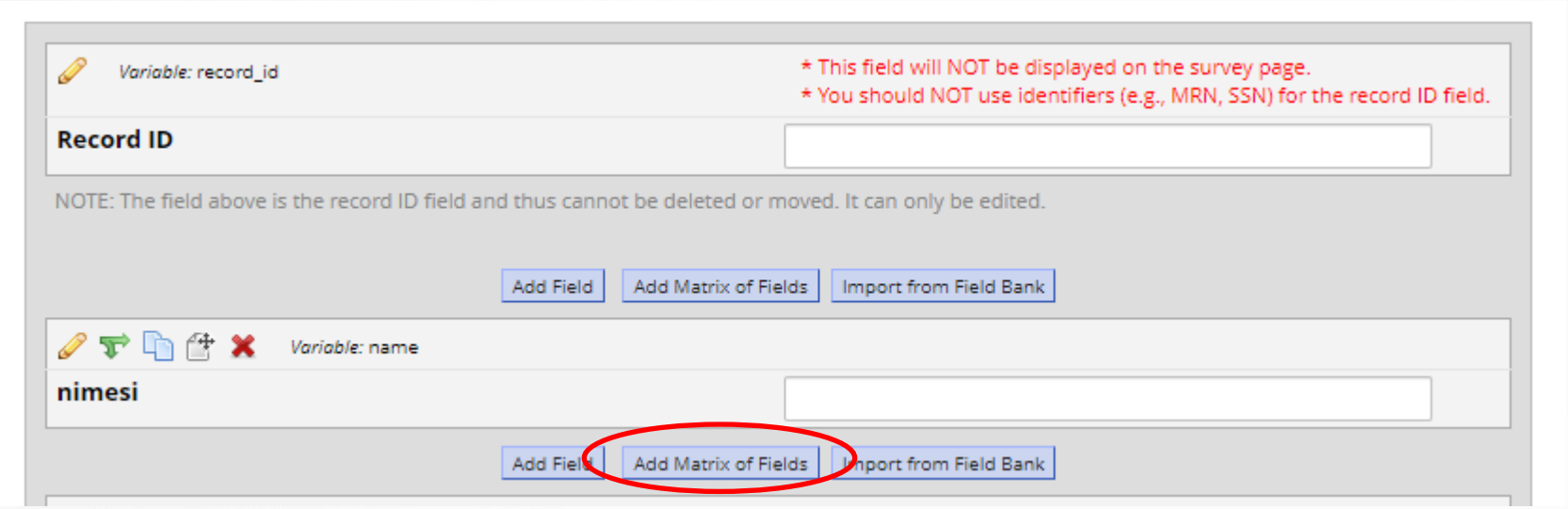




MATRIX OF FIELDS

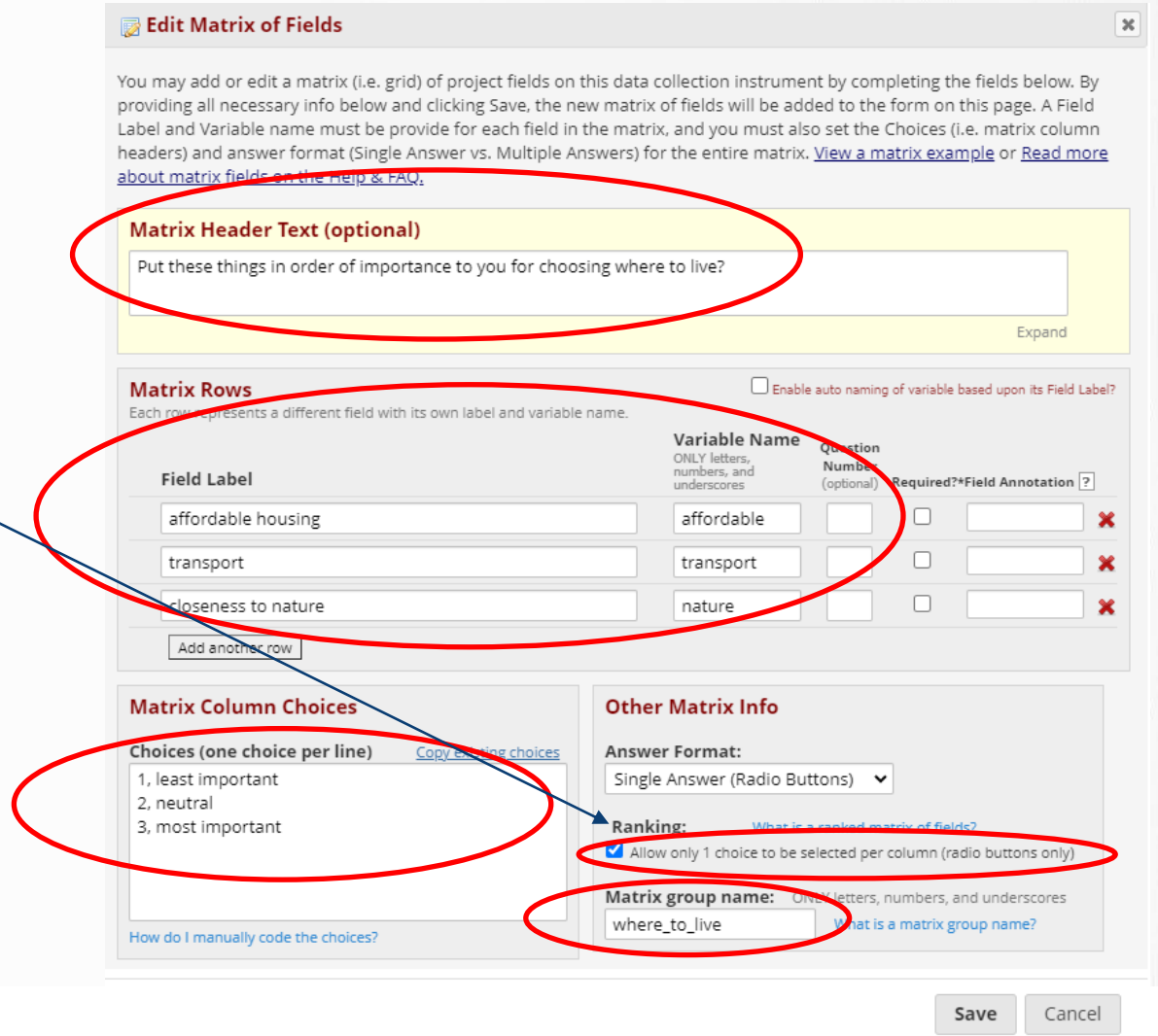
PROJECT SETUP:
ONLINE DESIGNER: ADD MATRIX OF FIELDS

- You can have a matrix of fields in your instrument:

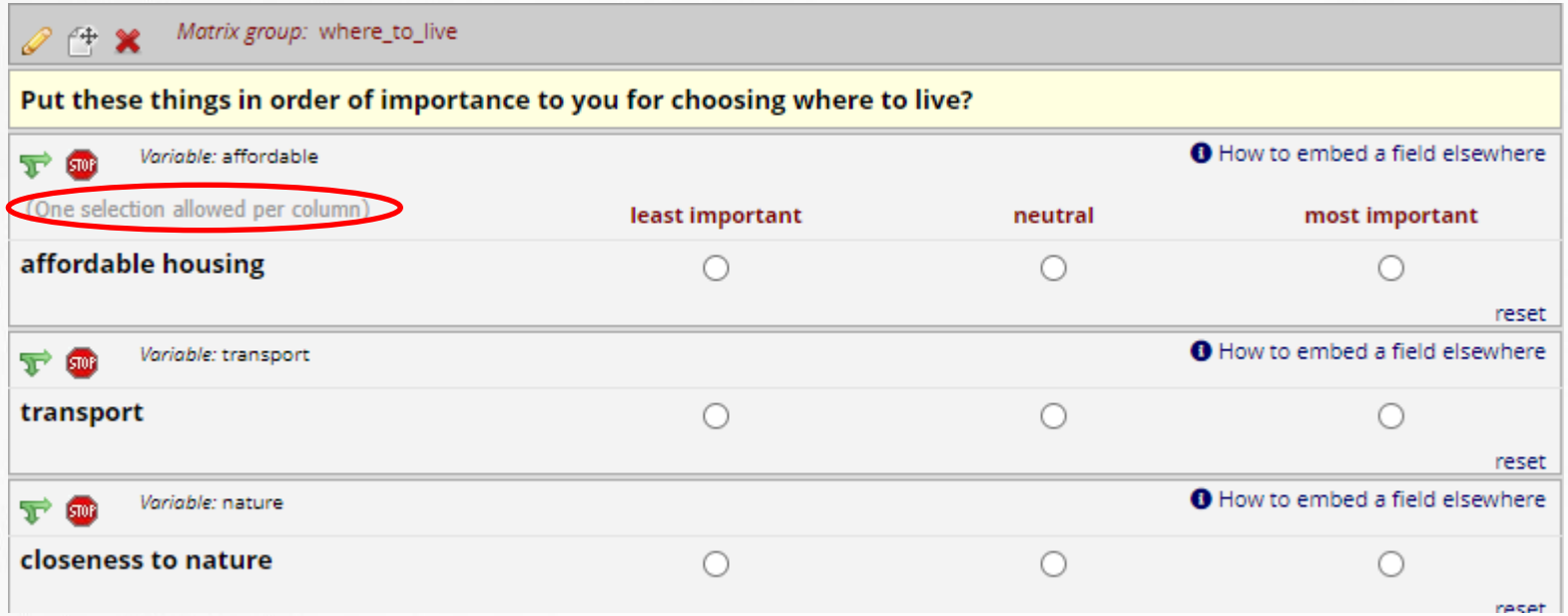


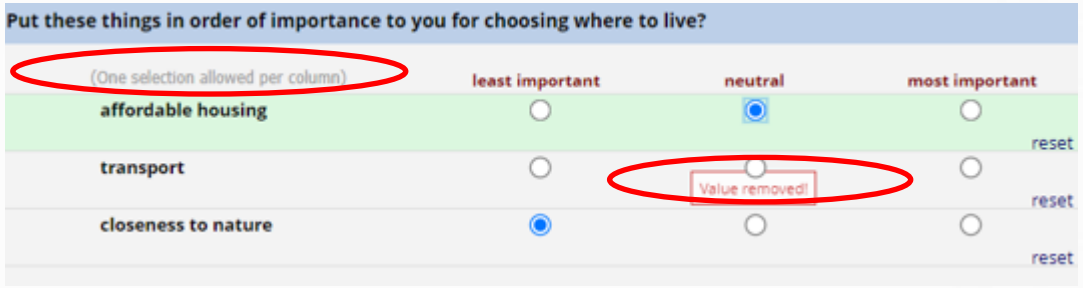
PROJECT SETUP: ONLINE DESIGNER: ADD MATRIX OF FIELDS

- Matrix header text is optional
- Give the fields a label and a variable name
- Add the choices
- Decide whether you can have more than one selection per column
- Give your matrix a group name



PROJECT SETUP:
ONLINE DESIGNER: ADD MATRIX OF FIELDS

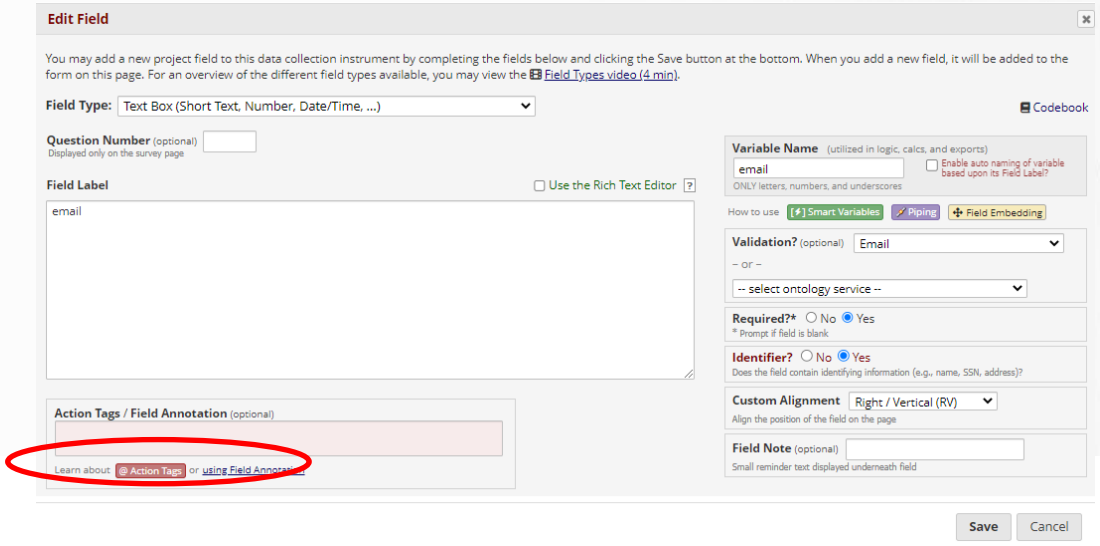




ACTION TAGS

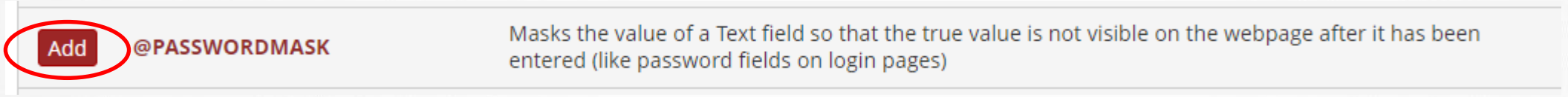
PROJECT SETUP:
ONLINE DESIGNER: ACTION TAGS

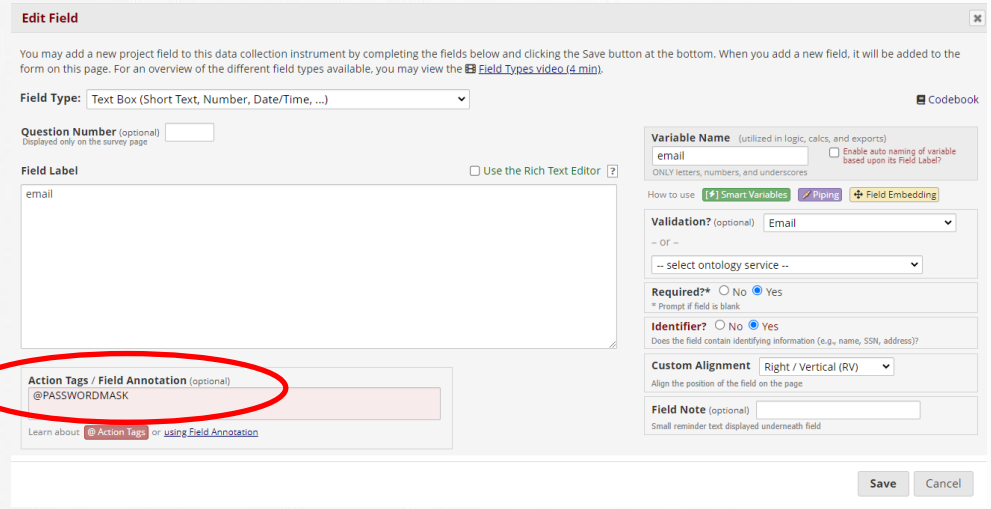
- Action Tags special terms that begin with the '@' sign that can be placed inside a field's Field Annotation when adding or editing a field.
- Each action tag has a corresponding action that is performed for the field when displayed on data entry forms and survey pages.
- You can use as many as you 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.



PROJECT SETUP:
ONLINE DESIGNER: ACTION TAGS

- You can use action tag for masking email

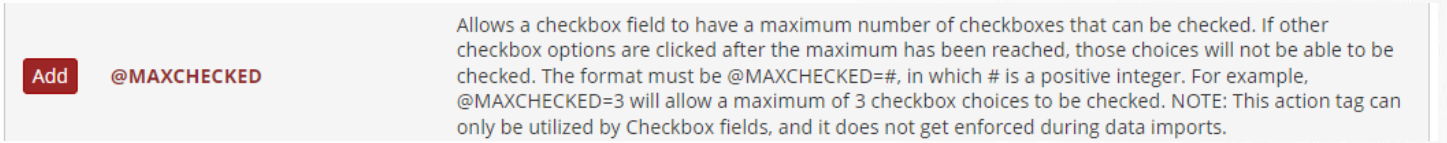


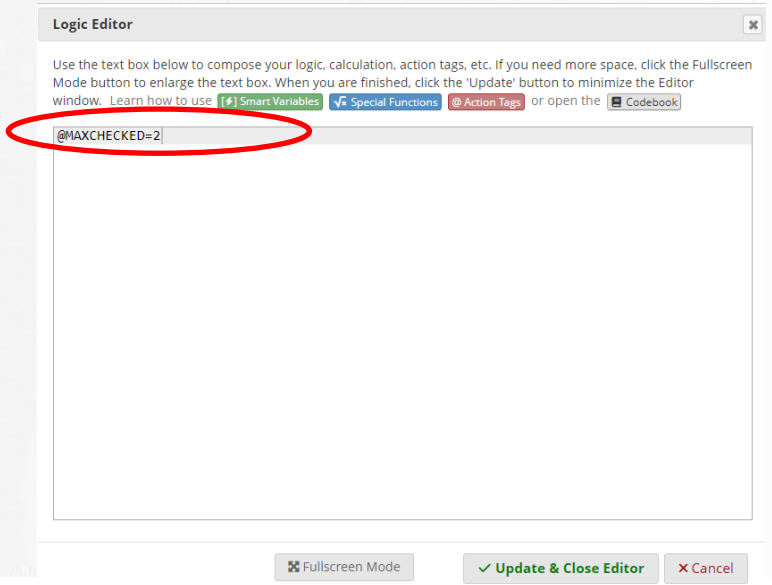


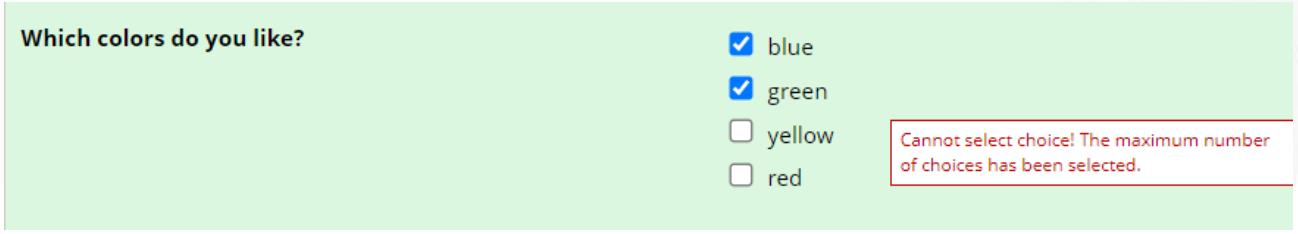
- This is what it looks like in a survey:

PROJECT SETUP:
ONLINE DESIGNER: ACTION TAGS

- Action Tag for maximum number of checked boxes: @MAXCHECKED
- Determine what is the maximum number of boxes the survey participant can check, in this example it is 2:



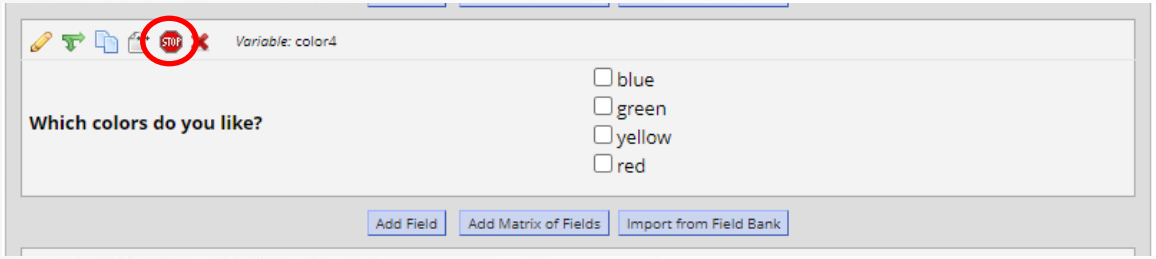




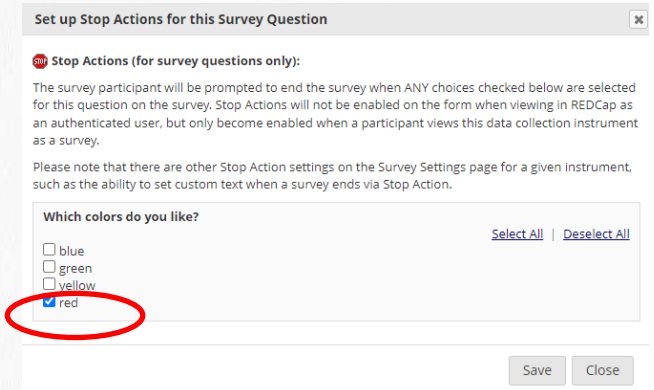
STOP ACTION

PROJECT SETUP:
ONLINE DESIGNER: STOP ACTION

- You can have a stop action when the survey participant answers in the certain way:



- Choose what triggers the stop action:

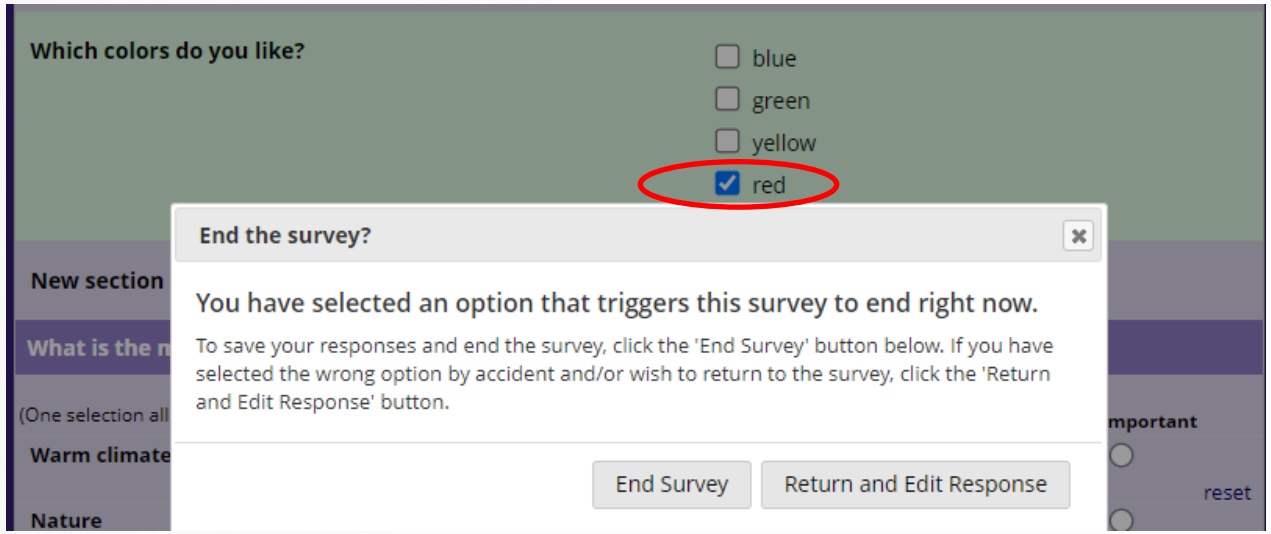


PROJECT SETUP:
ONLINE DESIGNER: STOP ACTION

- Stop action is now used in this field:

PROJECT SETUP:
ONLINE DESIGNER: STOP ACTION

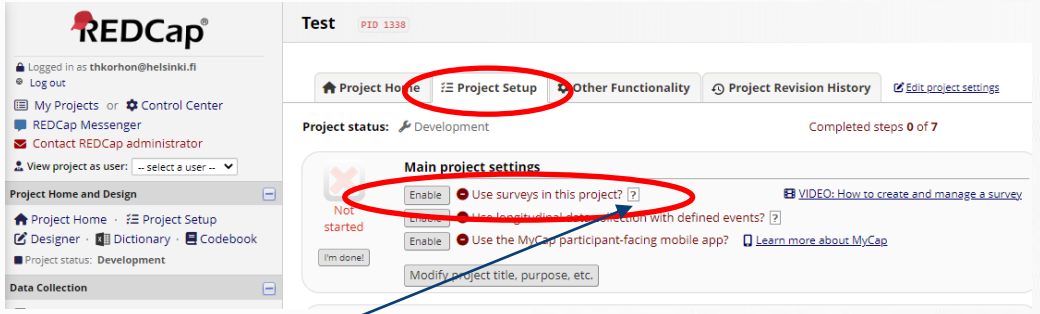
- Survey participants see this prompt when stop action is triggered:

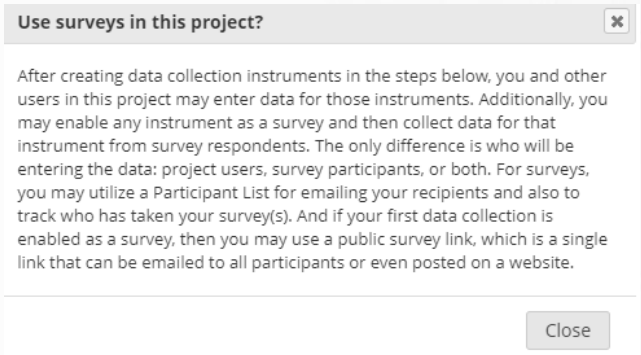


SETTING UP A SURVEY

ENABLE SURVEYS IN MAIN PROJECT SETTINGS

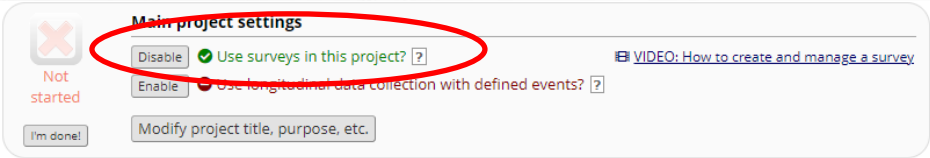
- **Enable surveys** in Project Setup tab in the Main project settings if you are creating a survey!





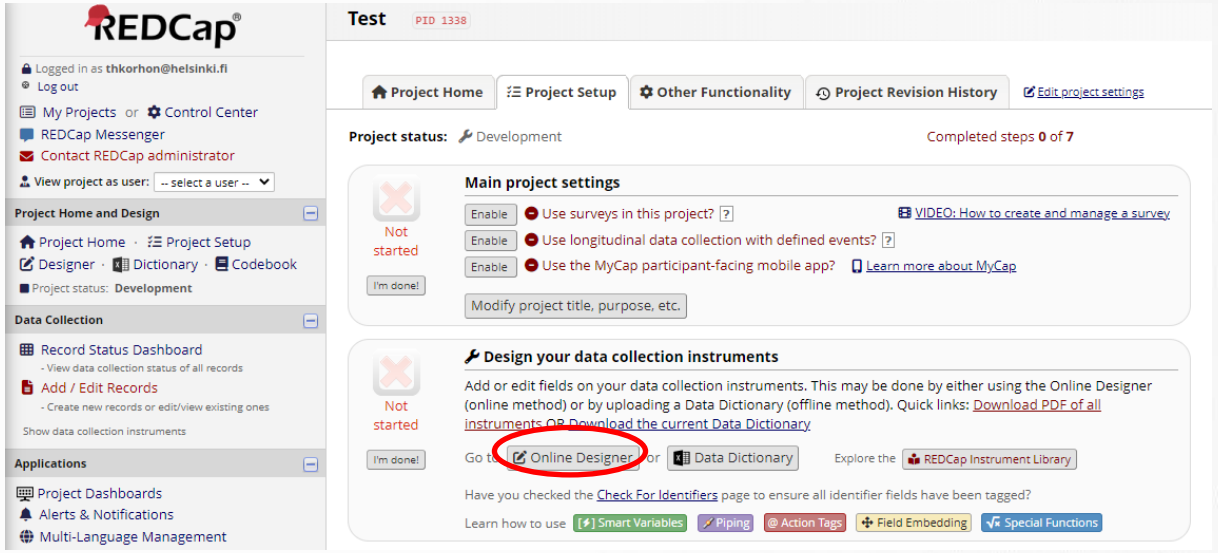
- By clicking on the question mark you can learn more about this function

- Now surveys are enabled:

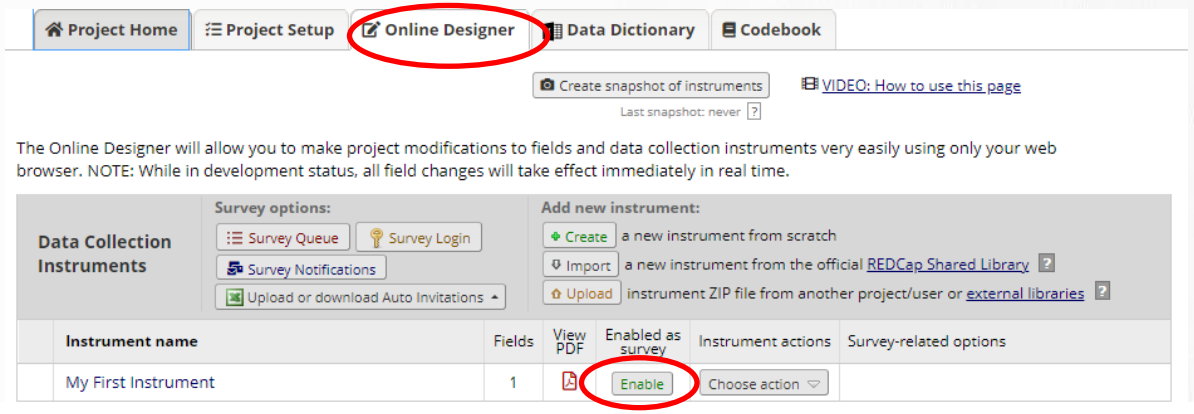


SET UP MY SURVEY

- If you want to use surveys click ’**Enable**’ in Online Designer as well > you are directed to ’set up my survey’ page

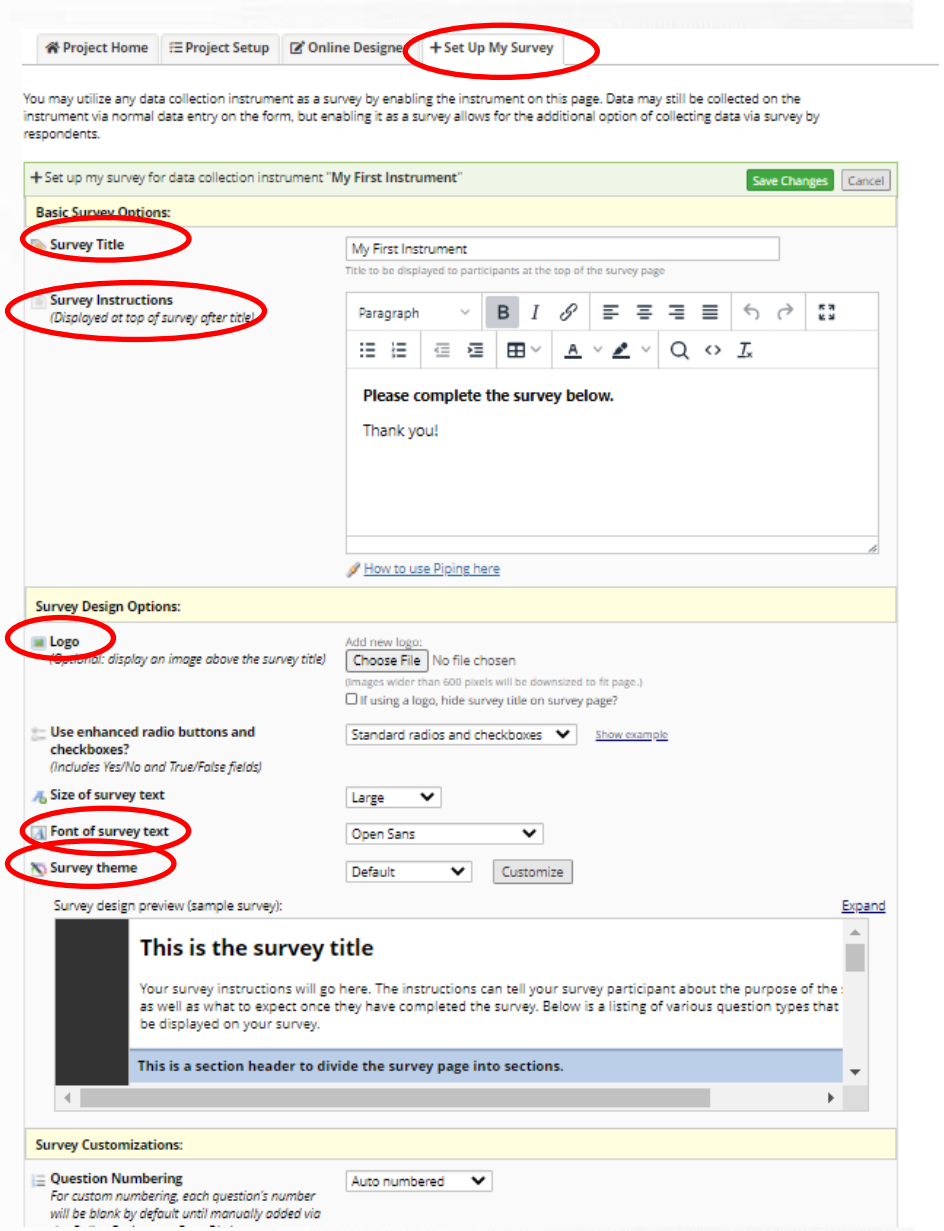


- **NOTE**: You don’t see ’Enable’ here, if you haven’t enabled surveys in the project setup page.



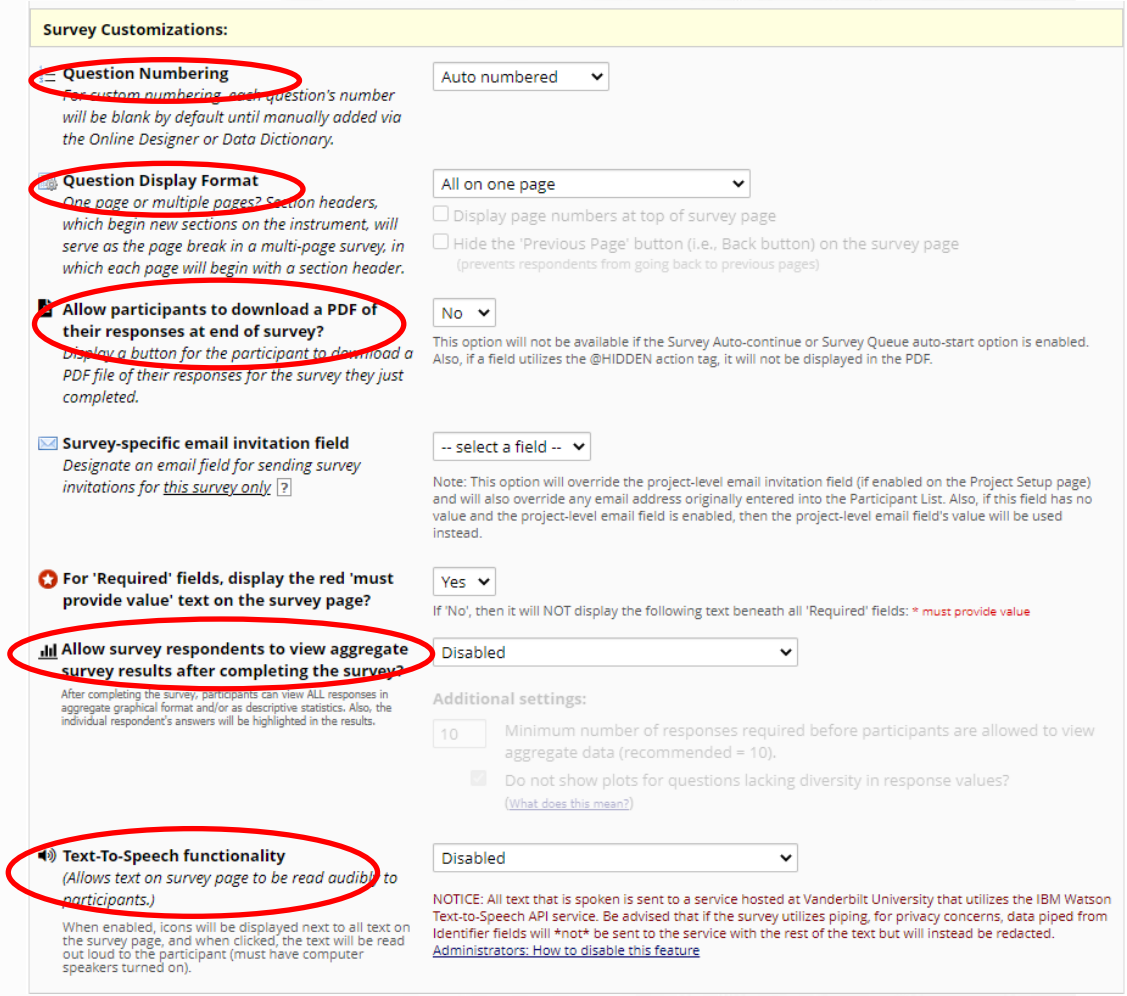
SET UP MY SURVEY

- When you click ’enable’ in Online Designer you are directed to **survey settings**
- Here you set up the design and customize your survey
- Survey title and instructions for your participants.
- You can add a logo to your survey and there are different font and color options (Survey theme)



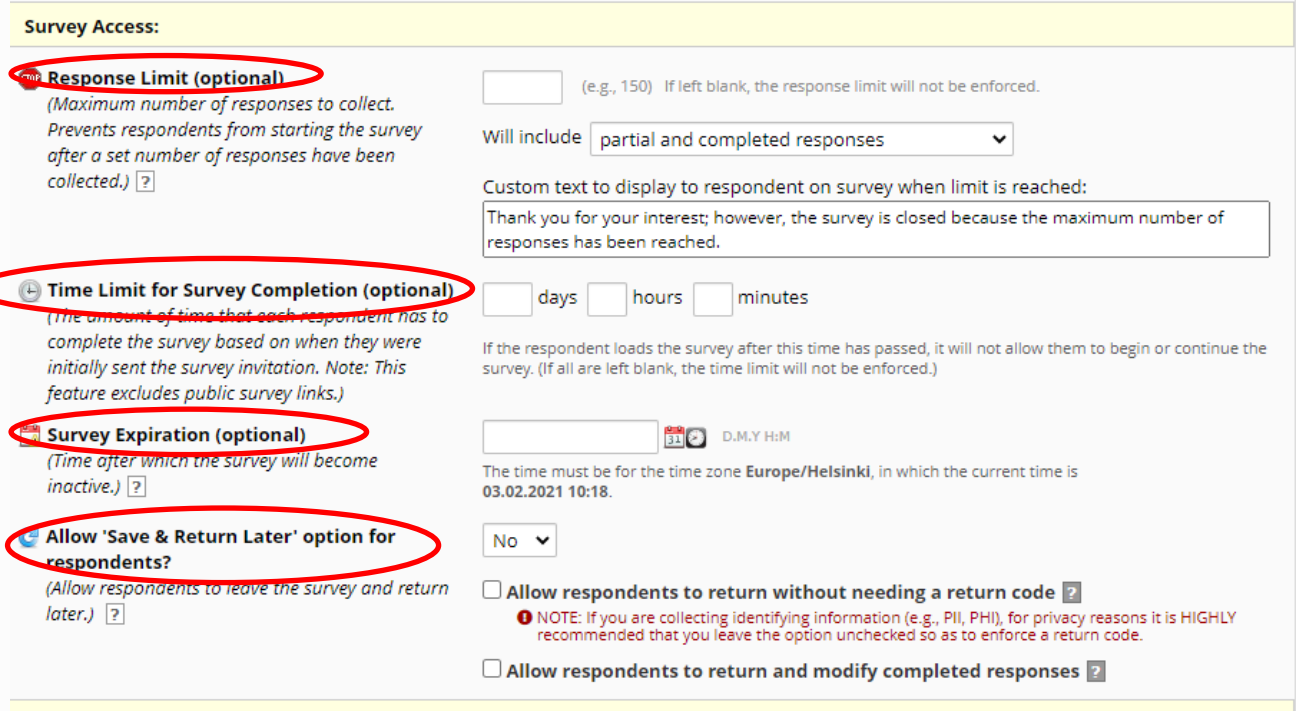
SET UP MY SURVEY: SURVEY CUSTOMIZATIONS

- Question numbering can be automatic or customized
- You can have your survey on one page or one section per page
- You choose whether the participants can download a pdf of their answers
- You choose whether you allow participants to see aggregated survey results
- There's also Text-to-Speech functionality (doesn't work with Finnish or Swedish)



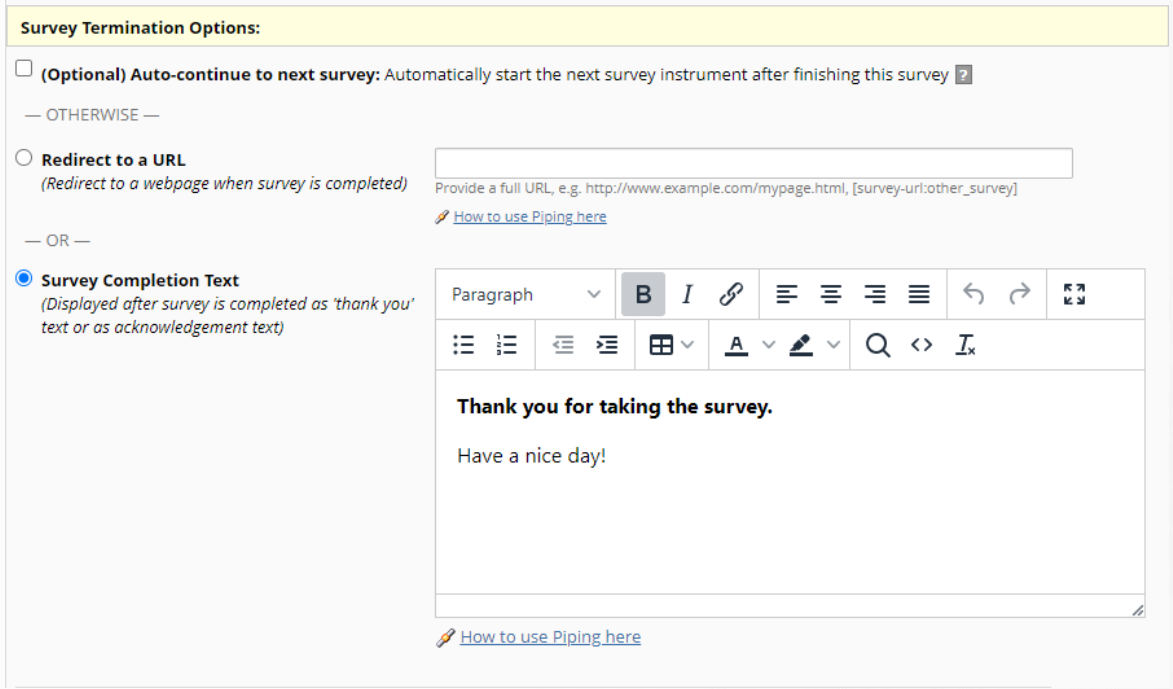
SET UP MY SURVEY: SURVEY ACCESS

- Decide how many responses you will collect
- You can have a time limit for survey completion
- You can set an expiration date
- You can allow a save and return option for respondents



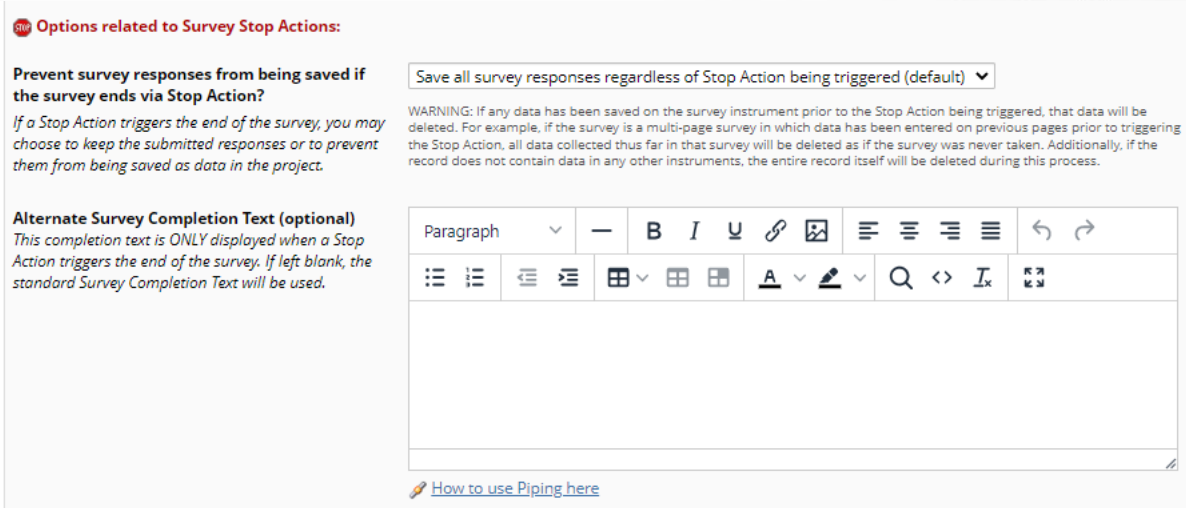
SET UP MY SURVEY: SURVEY TERMINATION OPTIONS

- Compose a survey completion text
- Redirecting to next survey if applicable



SET UP MY SURVEY: STOP ACTIONS

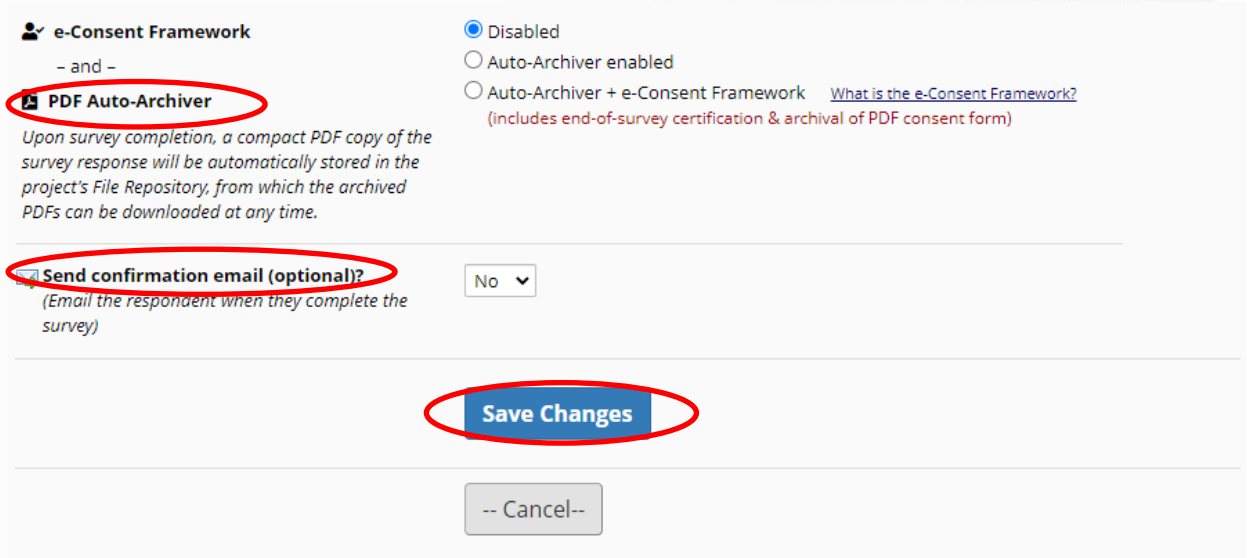
- you can use **Stop actions** in your survey: survey is terminated if a participant gives a certain kind of answer
- You determine the stop actions in the Online Designer where you design your data collection instrument
- Compose a survey completion text when the stop action has been triggered



SET UP MY SURVEY: SURVEY TERMINATION OPTIONS

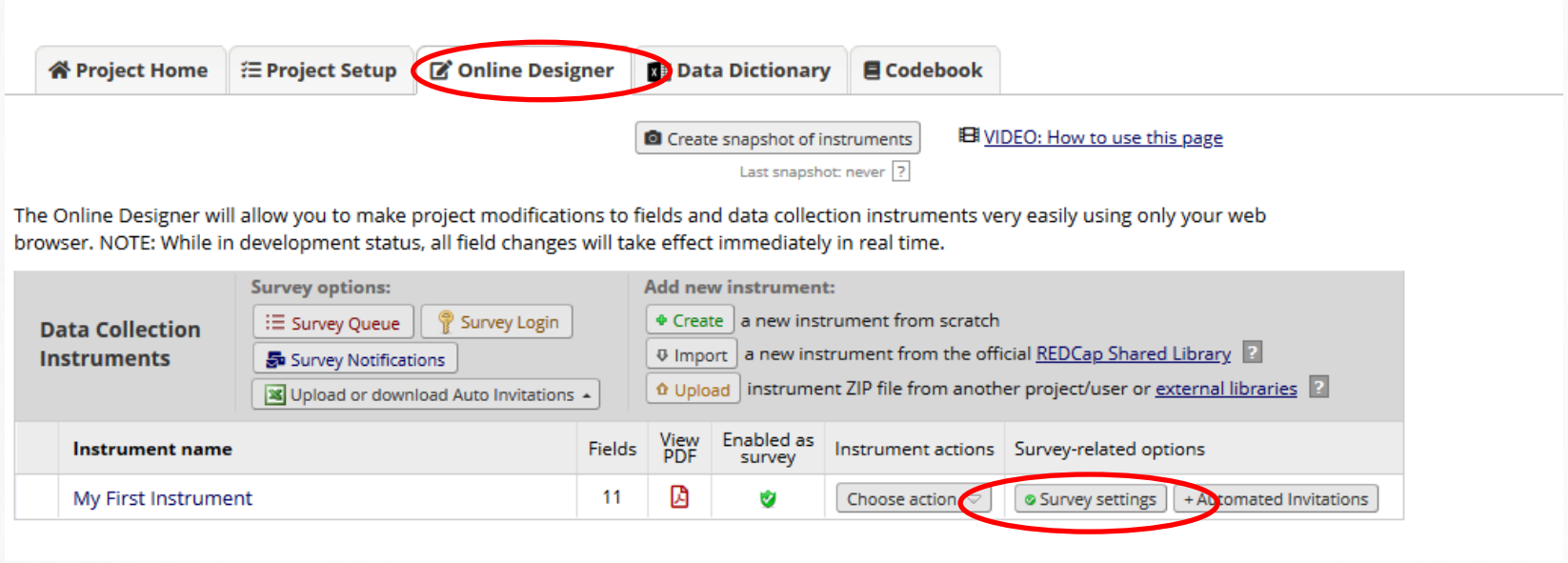
- You can archive a PDF of the responses to your project's archive
- You can send a confirmation email after completing the survey

- REMEMBER TO SAVE CHANGES!



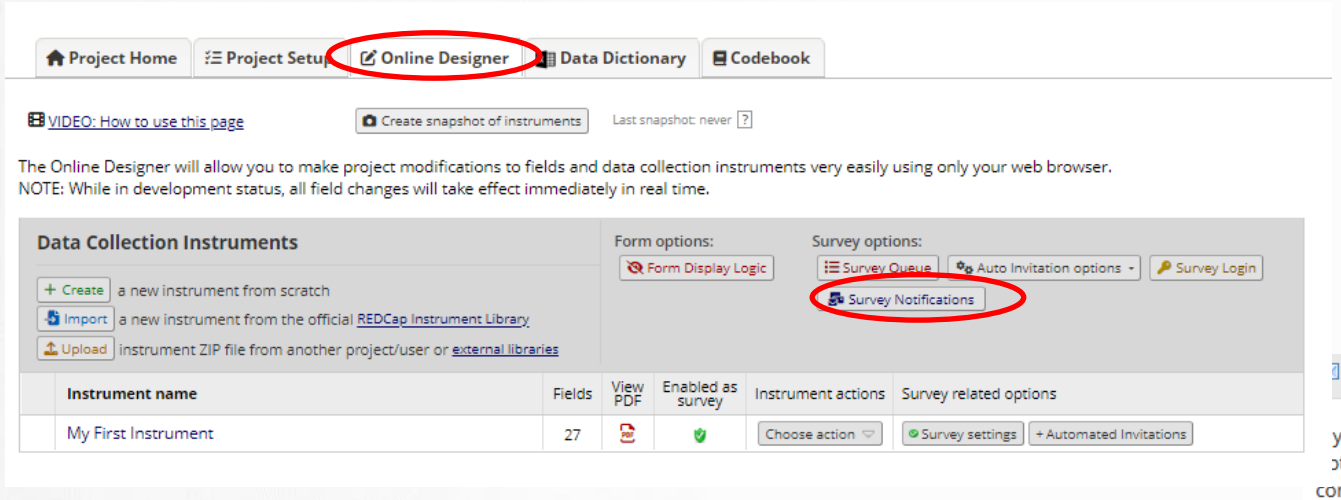
MODIFYING SURVEY SETTINGS

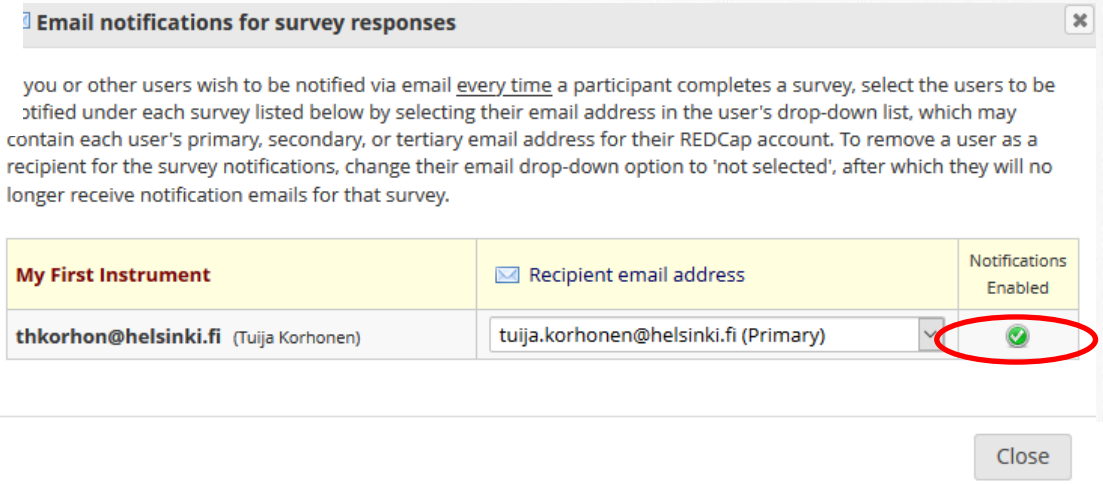
- You can return to modifying your survey settings: Online Designer: Survey Settings
- Even in production status you can modify survey settings in real time



SURVEY SETTINGS

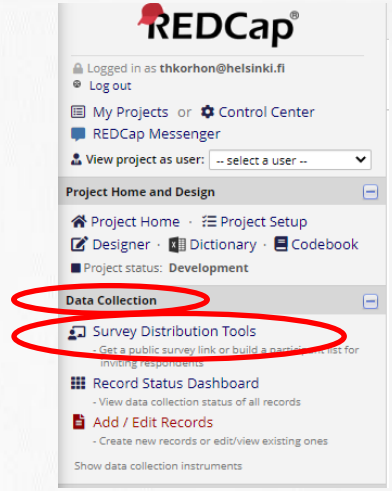
- Do you want to receive an email when someone completes a survey?
- Set it up in Online Designer: Survey Notifications





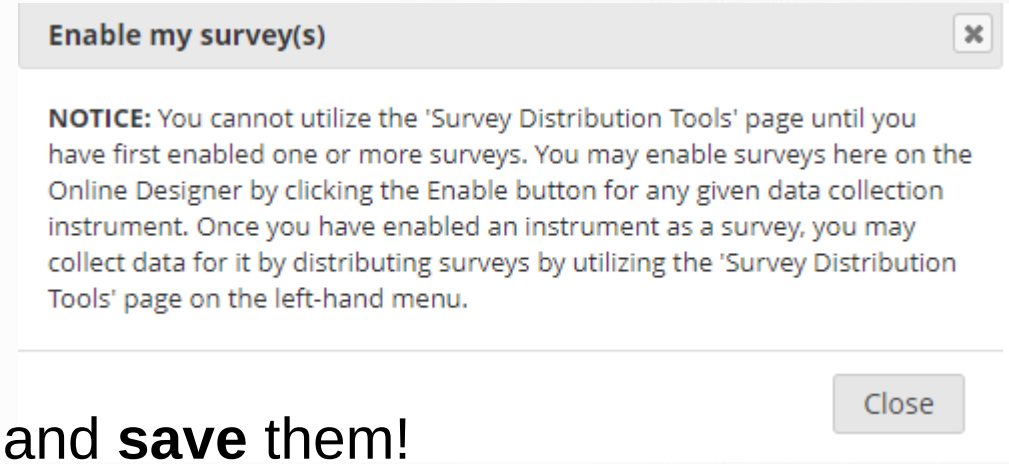
DISTRIBUTING YOUR SURVEY

SURVEY DISTRIBUTION TOOLS



- You don’t see **Survey Distribution Tools** at all in the left hand panel if you haven’t enabled surveys in your project.

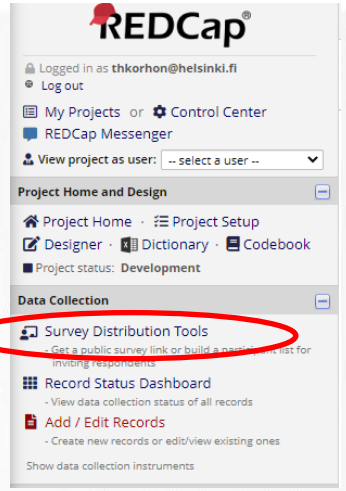
- If you haven’t enabled surveys for your project in the Online designer, you see this text when you click survey distribution tools (it’s not enough to enable surveys in the project setup phase)

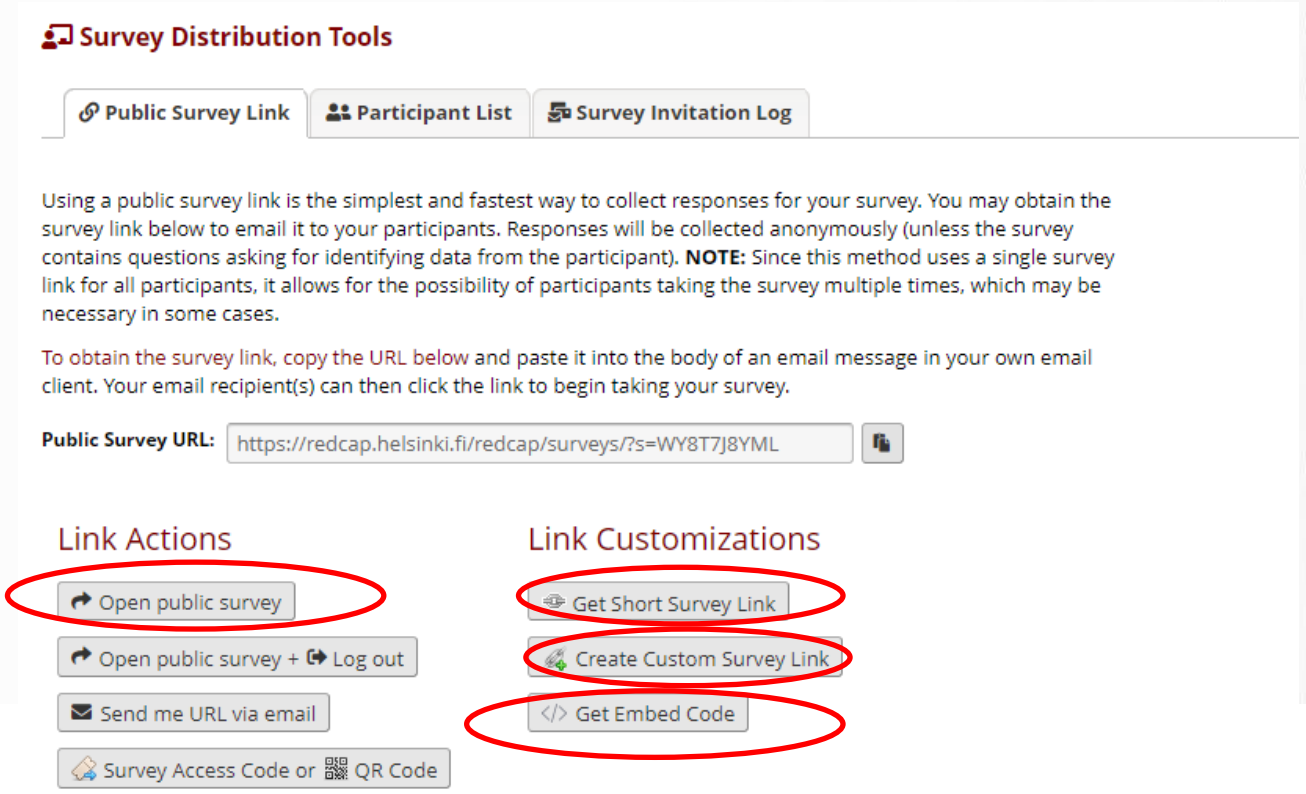


- Remember to set up your survey settings and **save** them!

SURVEY DISTRIBUTION TOOLS: PUBLIC SURVEY LINK

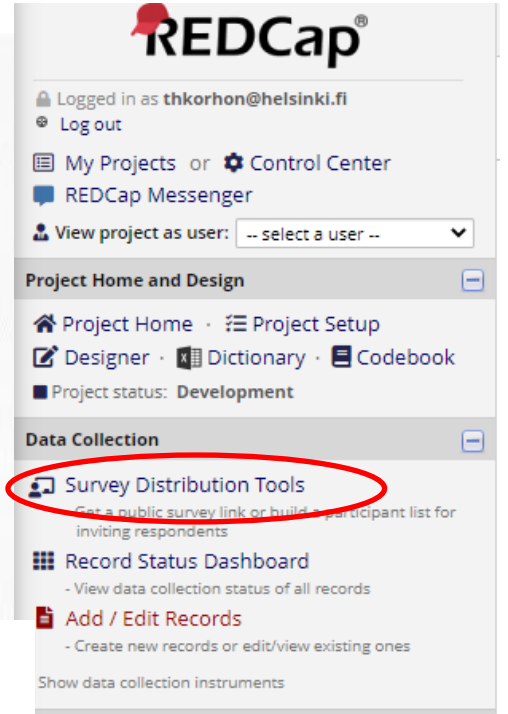
- **Open Public Survey** link: you can view your survey form
- You can create a short survey link or Custom Survey Link
- Link can also be embedded

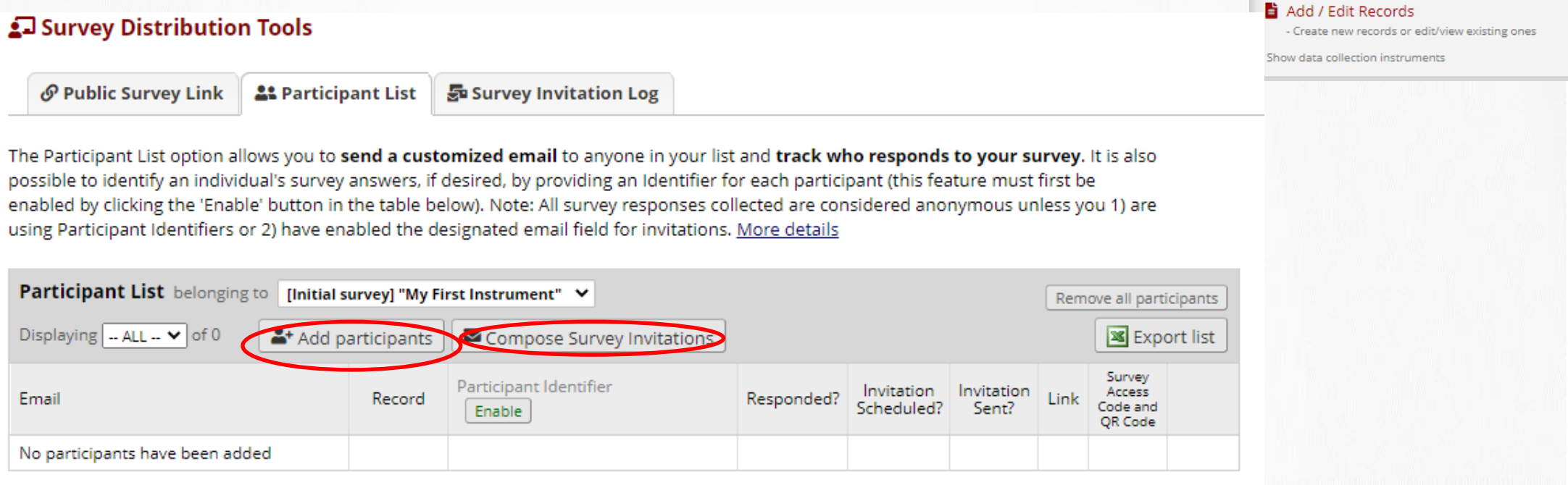




SURVEY DISTRIBUTION TOOLS: PARTICIPANT LIST

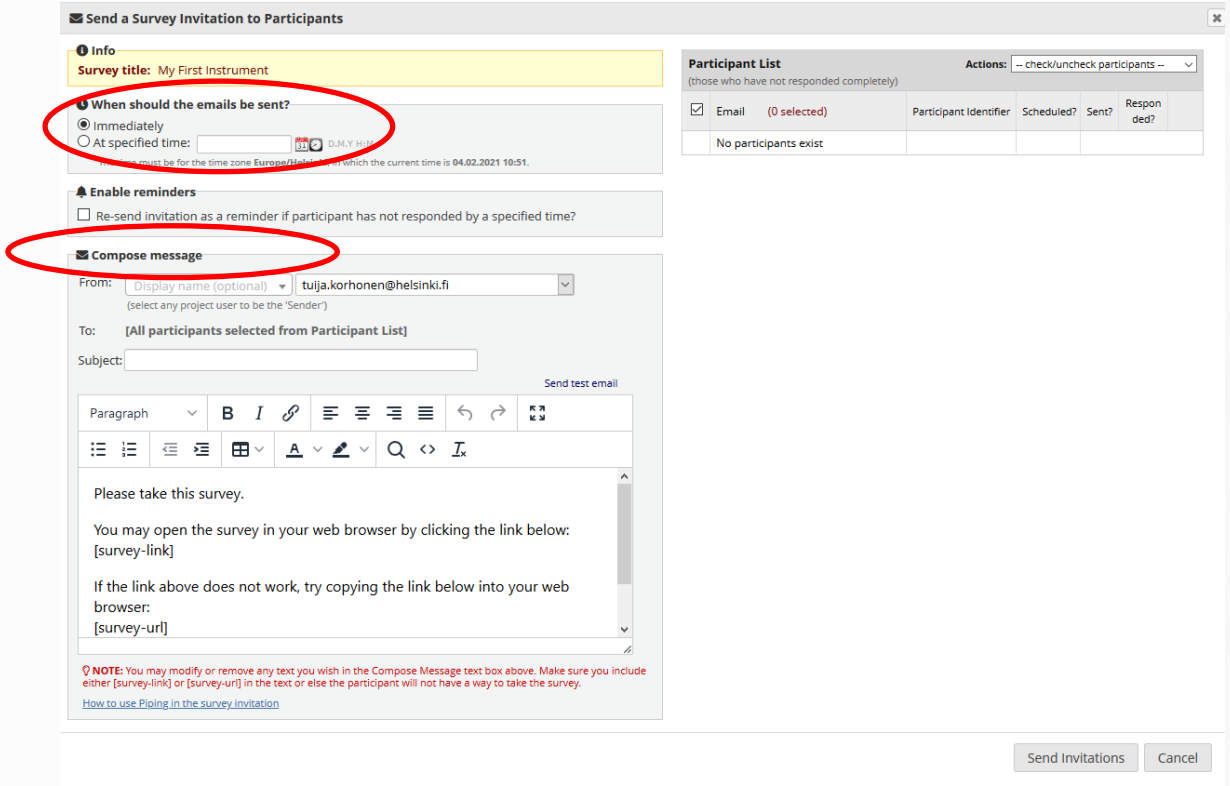
- You can add and track that the survey participants have answered the survey
- Here you can compose your survey invitations





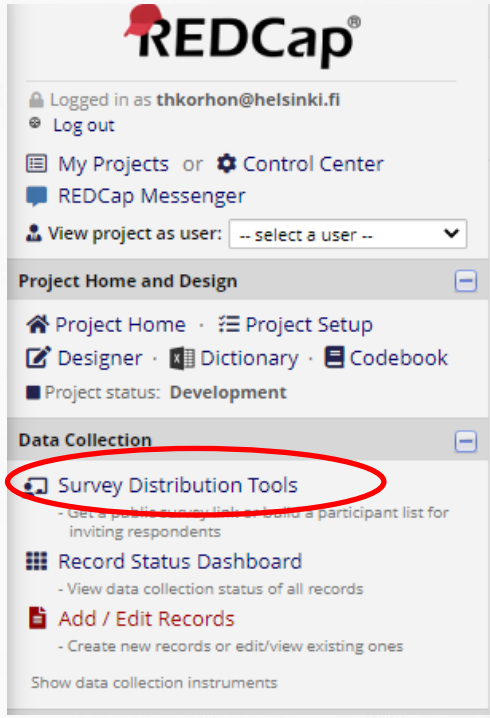
SURVEY DISTRIBUTION TOOLS: COMPOSE SURVEY INVITATIONS

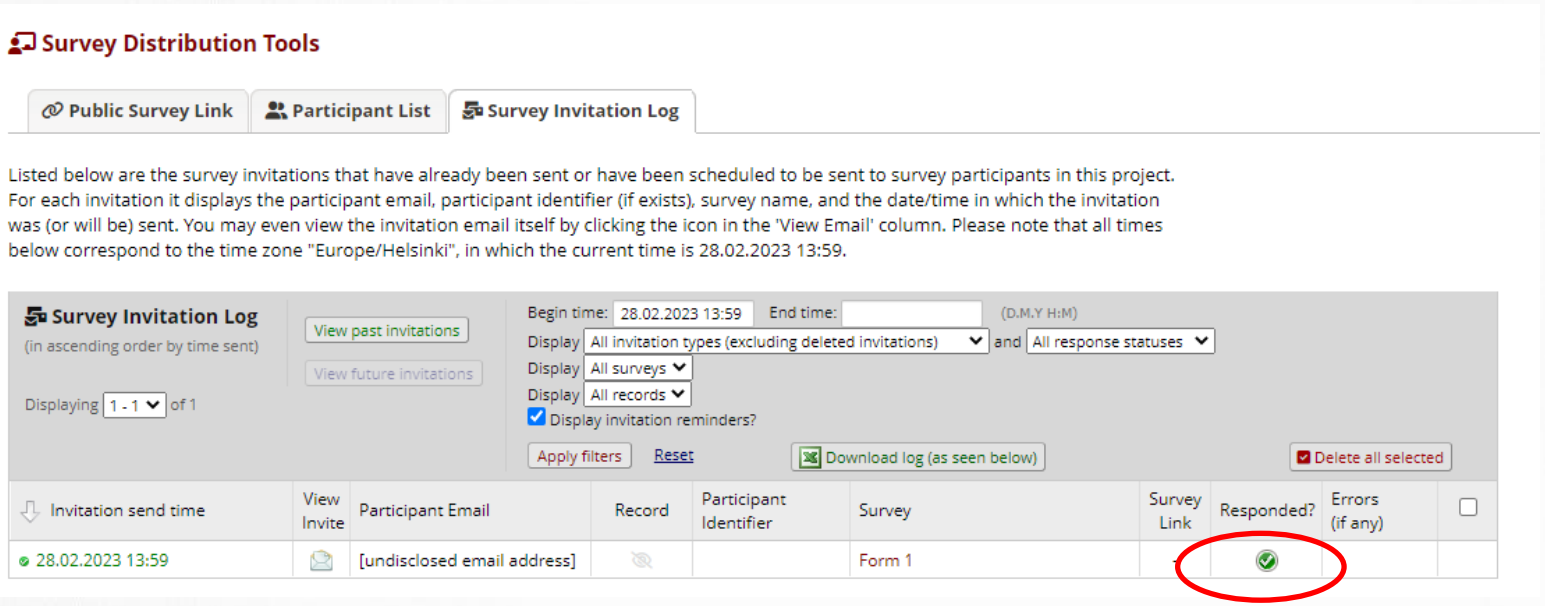
- Determine the time when the email is sent
- Compose your survey invitation



SURVEY DISTRIBUTION TOOLS: SURVEY INVITATION LOG

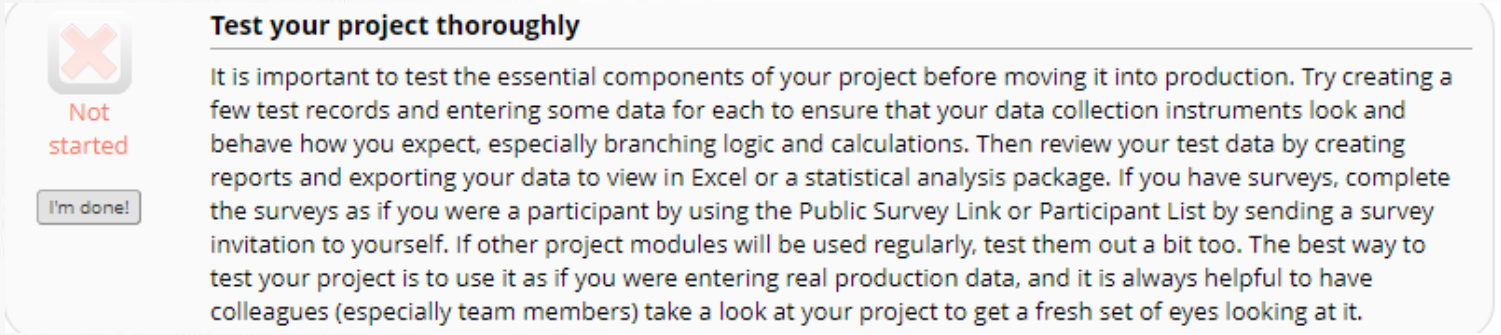
- Here you can follow the sent invitations and whether there are responses

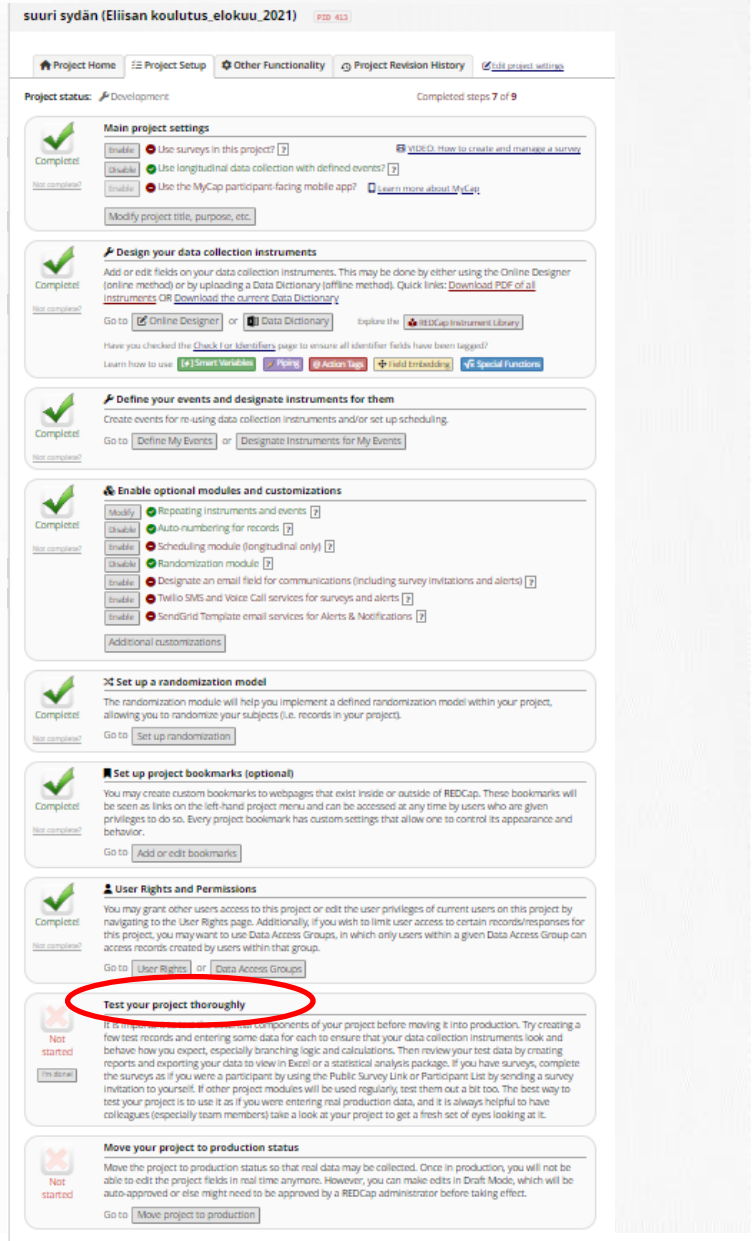




MOVING TO PRODUCTION

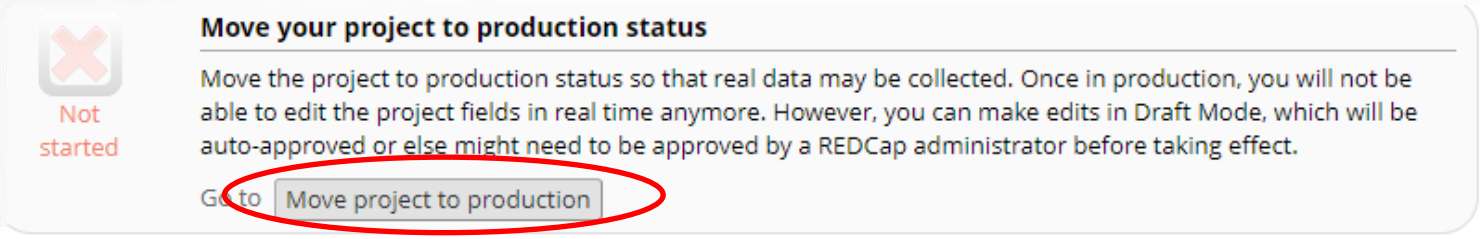
- **Test your project thoroughly** before moving to production stage





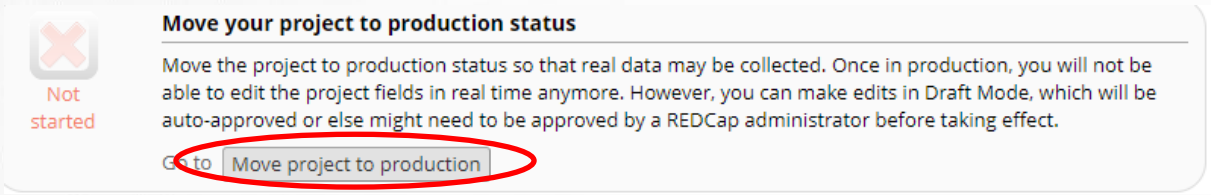
PRODUCTION STATUS

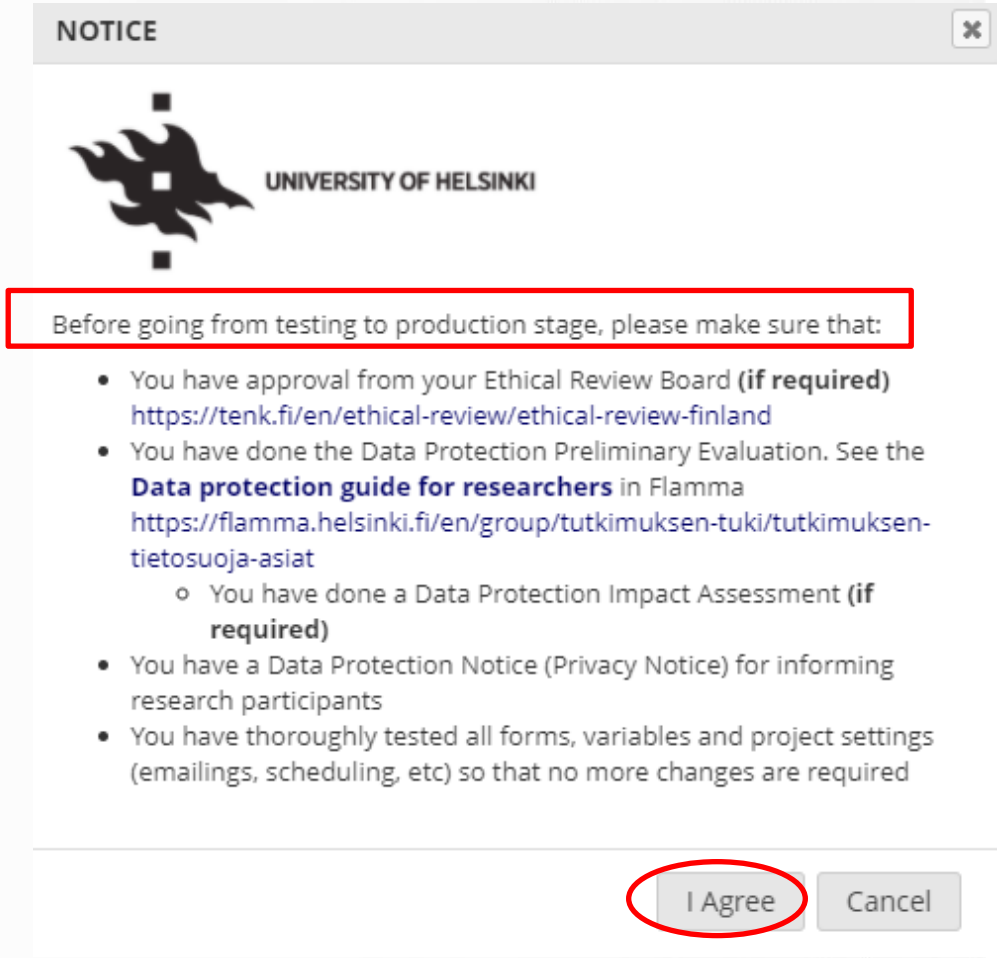
- If you need to make changes after your project is in production status, changes need to be made in draft mode and can be either auto-approved or need to be approved by a REDCap admin.



PRODUCTION STATUS

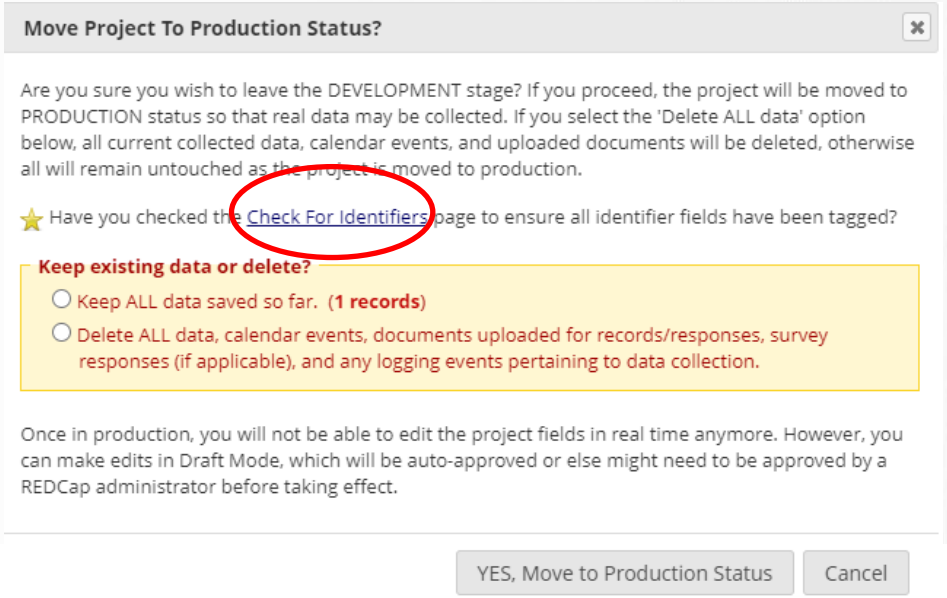
- You will need to click ’**I Agree**’ in the pop up text when you want to move it to procudtion.
- And again you are reminded about testing.





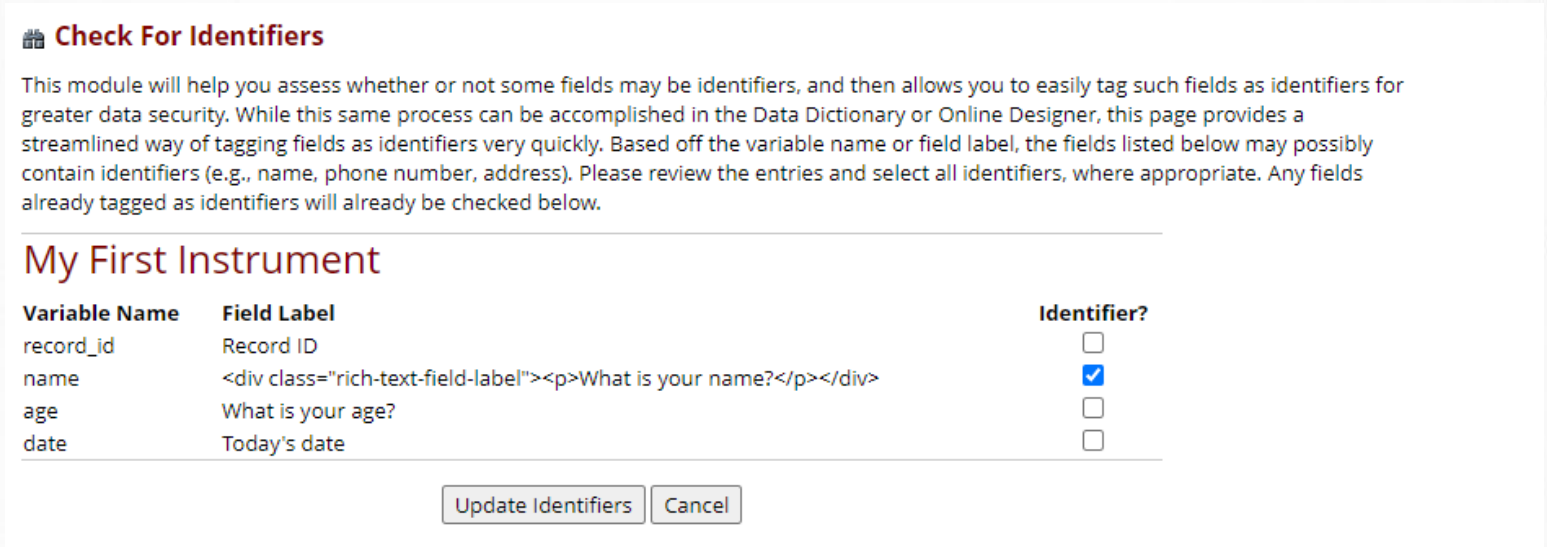
PRODUCTION STATUS

- You can start collecting real data
- Choose whether you want to keep data that has been saved or whether it can be deleted
- Make sure you have tagged **identifiers!** > data can be deidentified when moved outside REDCap



PRODUCTION STATUS

- Make sure you have tagged identifiers! > data can be deidentified when moved outside REDCap
- When moving to production status, you can check for identifiers



Check For Identifiers

This module will help you assess whether or not some fields may be identifiers, and then allows you to easily tag such fields as identifiers for greater data security. While this same process can be accomplished in the Data Dictionary or Online Designer, this page provides a streamlined way of tagging fields as identifiers very quickly. Based off the variable name or field label, the fields listed below may possibly contain identifiers (e.g., name, phone number, address). Please review the entries and select all identifiers, where appropriate. Any fields already tagged as identifiers will already be checked below.

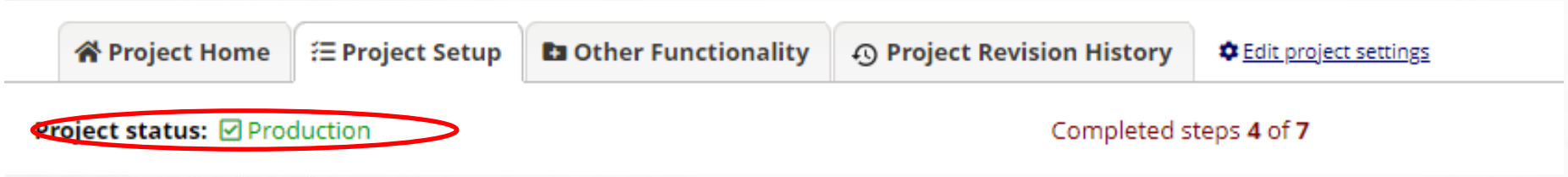
My First Instrument

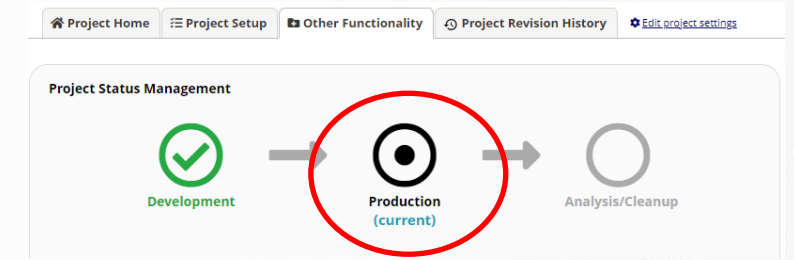
Variable Name	Field Label	Identifier?
record_id	Record ID	☐
name	What is your name?	☑
age	What is your age?	☐
date	Today's date	☐

Update Identifiers | Cancel

PRODUCTION STATUS

- You can see the status of your project in many places

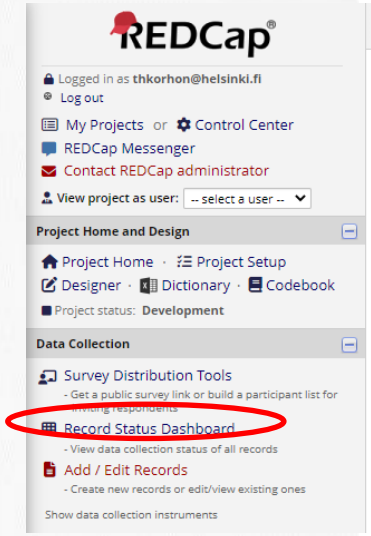




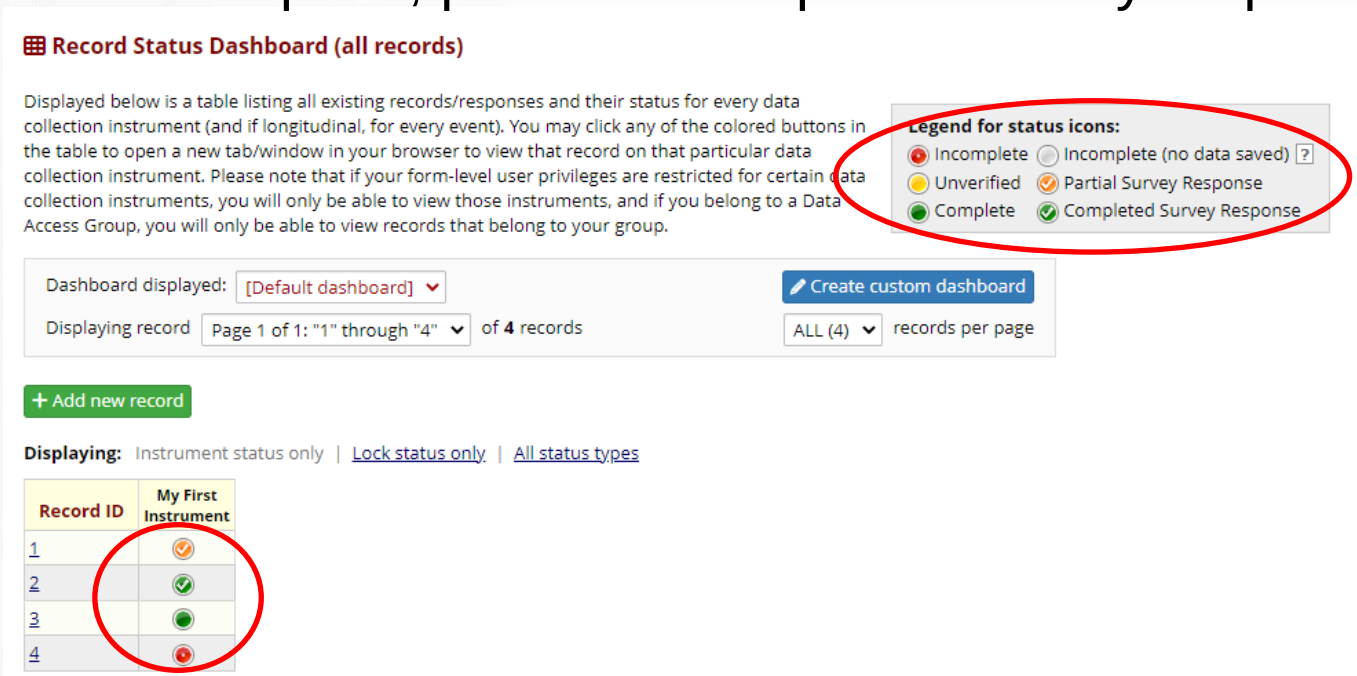
DATA COLLECTION: ADDING AND EDITING RECORDS

HELSINGIN YLIOPISTO
HELSINGFORS UNIVERSITET
UNIVERSITY OF HELSINKI

DATA COLLECTION: RECORD STATUS DASHBOARD

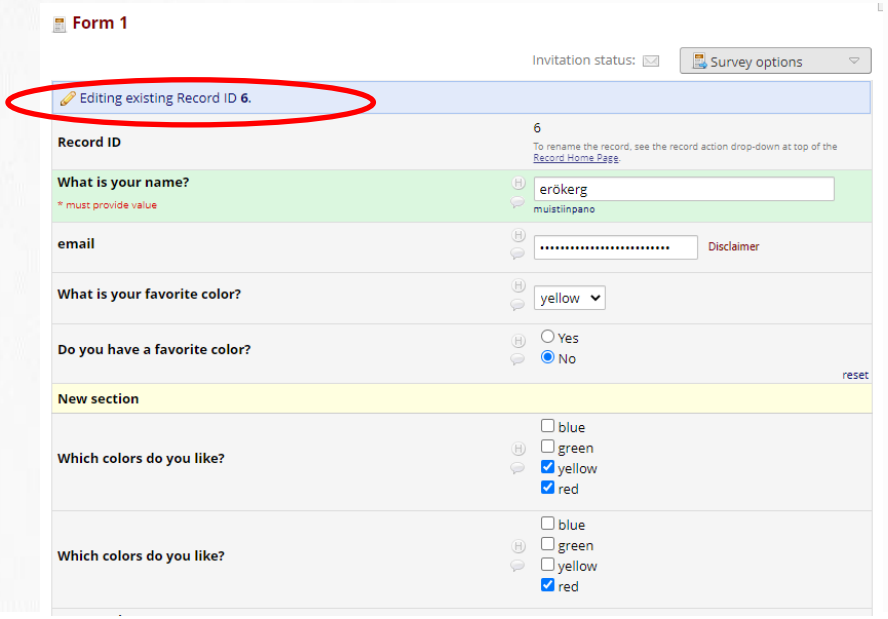


- In record status dashboard you can see the status of the records
- The icons indicate what is the status of the record:
  is it complete, incomplete or unverified;
  whether it is incomplete, partial or completed survey response:



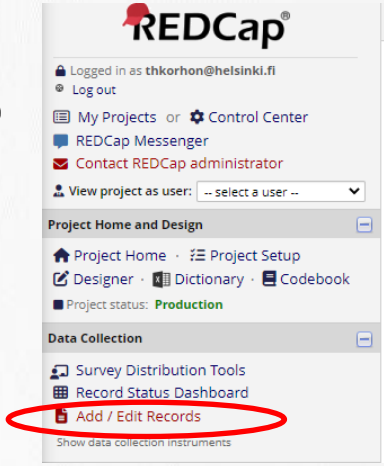
DATA COLLECTION: RECORD STATUS DASHBOARD

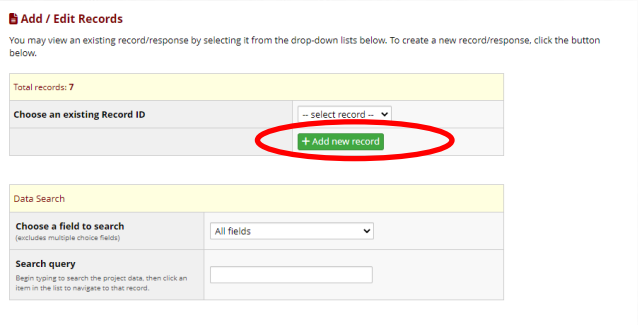
- You can edit the record by clicking on the icon:



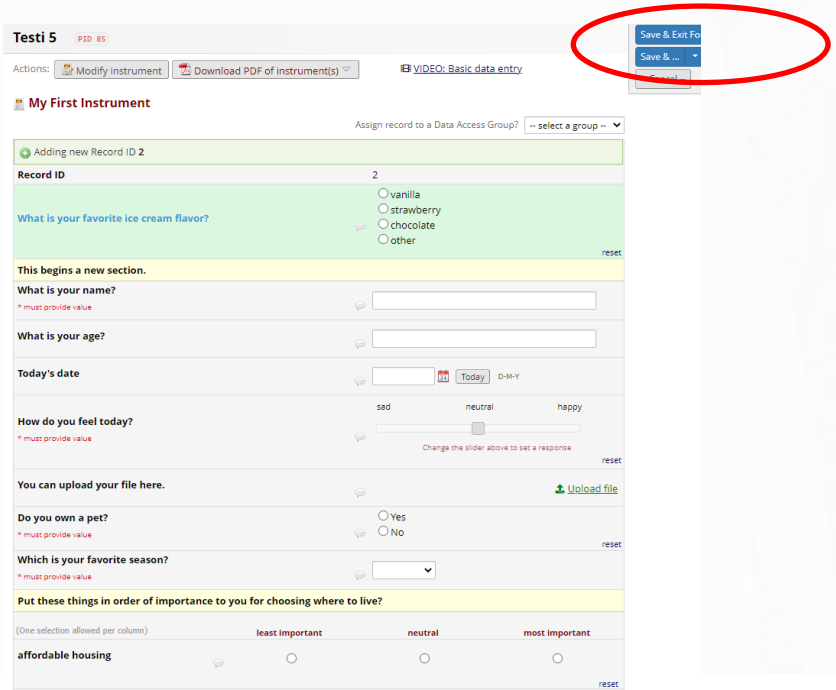
DATA COLLECTION: ADD / EDIT RECORDS INSIDE REDCAP

- You can add records inside REDCap: click ’Add new record’:





- And start filling in the fields, remember to save!:



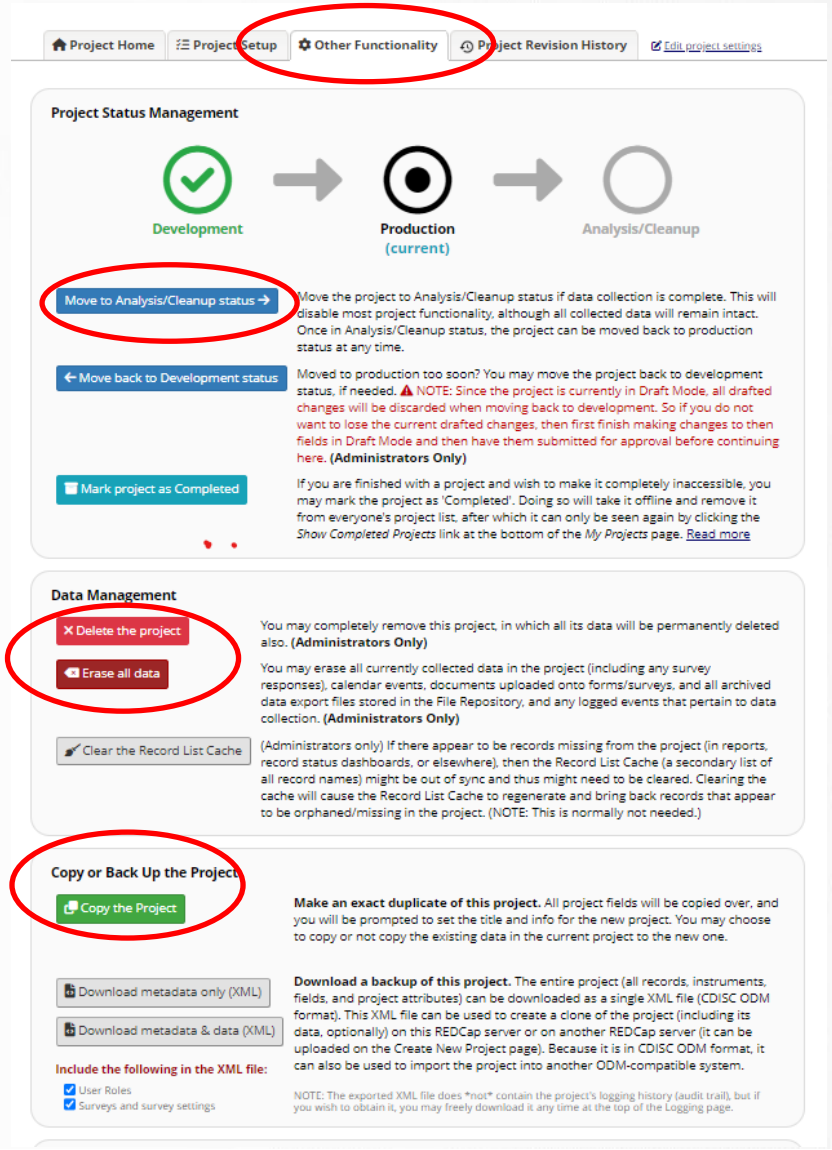
OTHER FUNCTIONALITY

OTHER FUNCTIONALITY

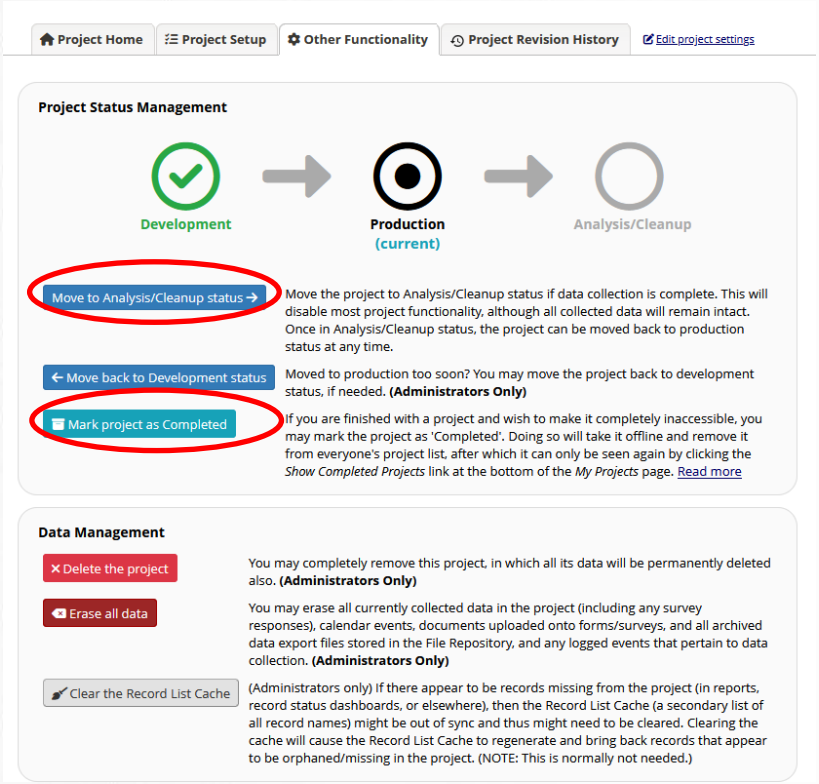
- **Project Status management**:
  You can move your projecto to analysis/cleanup status

- In **Data management**:
  - **Request to delete** the project (including the data)
  - **Request to erase** all data currently collected

- **Copying the project** or downloading a backup

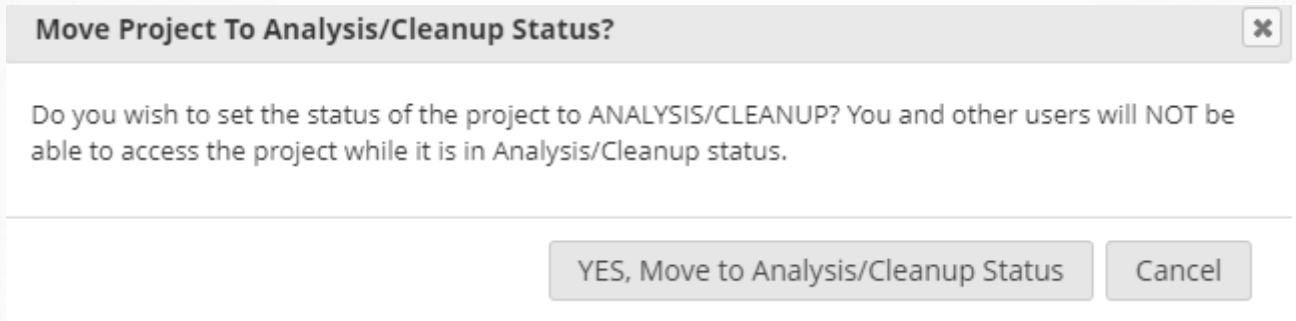


ANALYSIS/CLEANUP STATUS

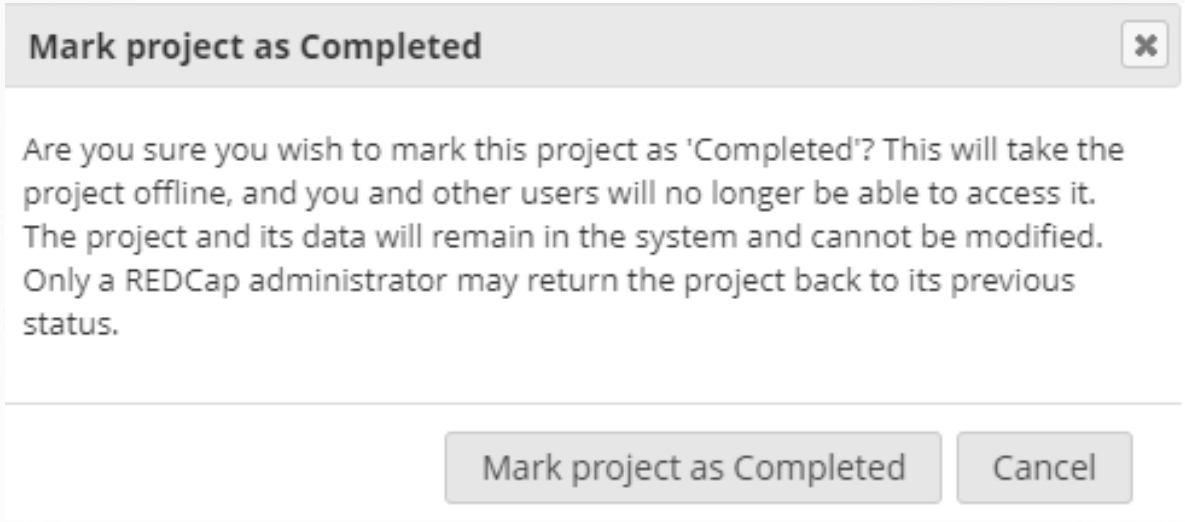


- Move the project to Analysis/Cleanup status if data collection is complete. This will disable most project functionality, although all collected data will remain intact.
- Once in Analysis/Cleanup status, the project can be moved back to Production status at any time.
- In Analysis/Cleanup status many features are disabled, such as surveys, Alerts & Notifications, Automated Survey Invitations, and other features typically used during data collection. Also, no new records can be created while in this status.
- You can also mark your project as completed. Marking a project completed moves it offline.

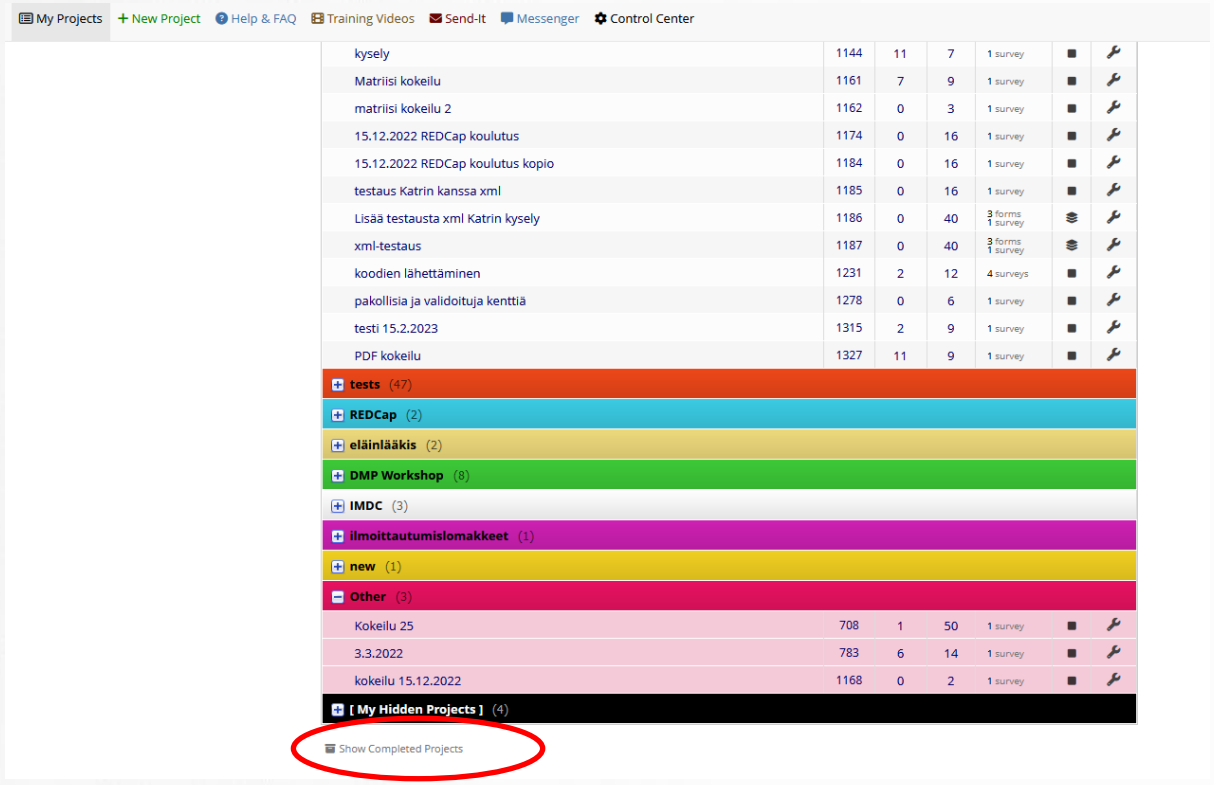
OTHER FUNCTIONALITY: MOVE PROJECT TO ANALYSIS/ CLEANUP STATUS



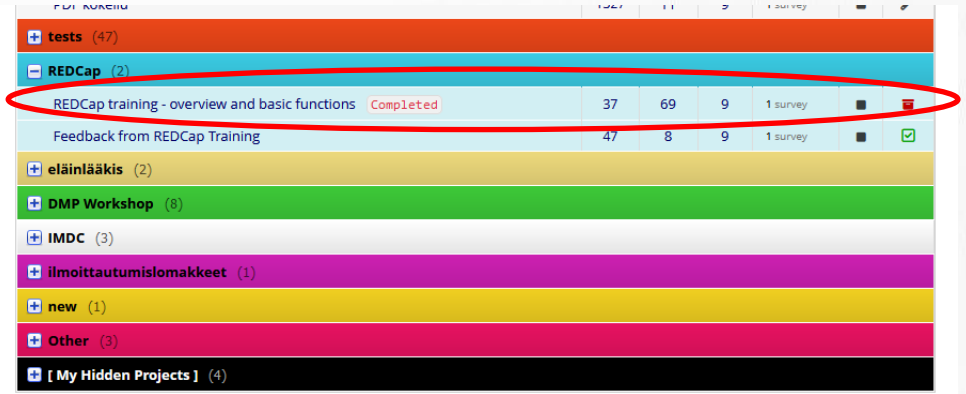
OTHER FUNCTIONALITY: MARK PROJECT AS COMPLETED



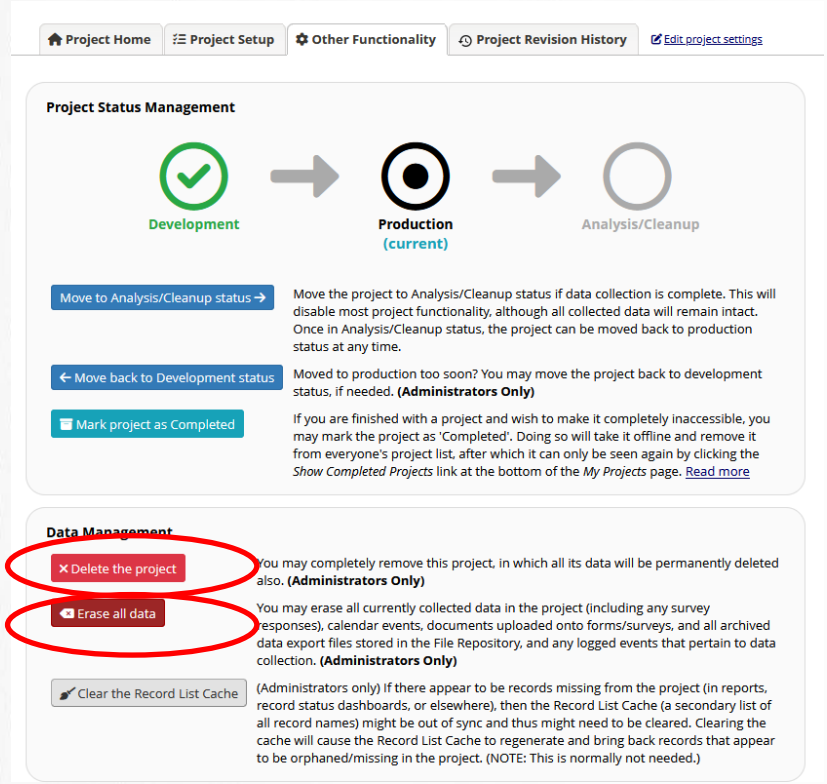
COMPLETED PROJECT



- When the project is marked completed, it is hidden from everyone's project list. You can see it only by clicking on 'Show Completed Projects'



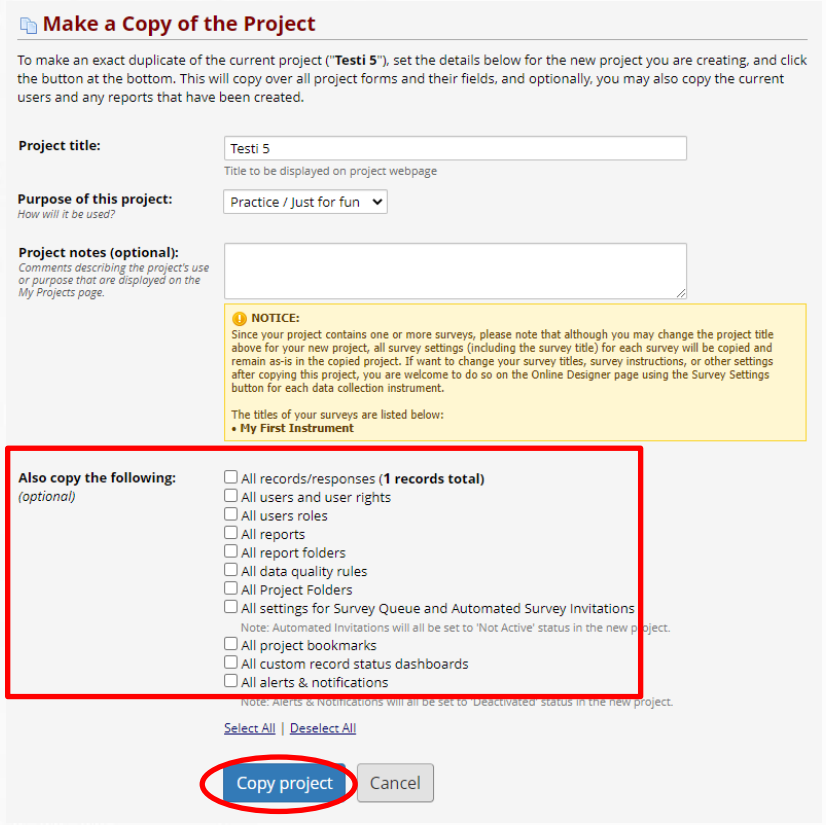
DELETING PROJECT AND ITS DATA



- Only admins can delete projects, but you can request your project to be deleted.
- You can also request all the data to be erased
- (this screenshot is from an admin)

OTHER FUNCTIONALITY: MAKE A COPY OF THE PROJECT

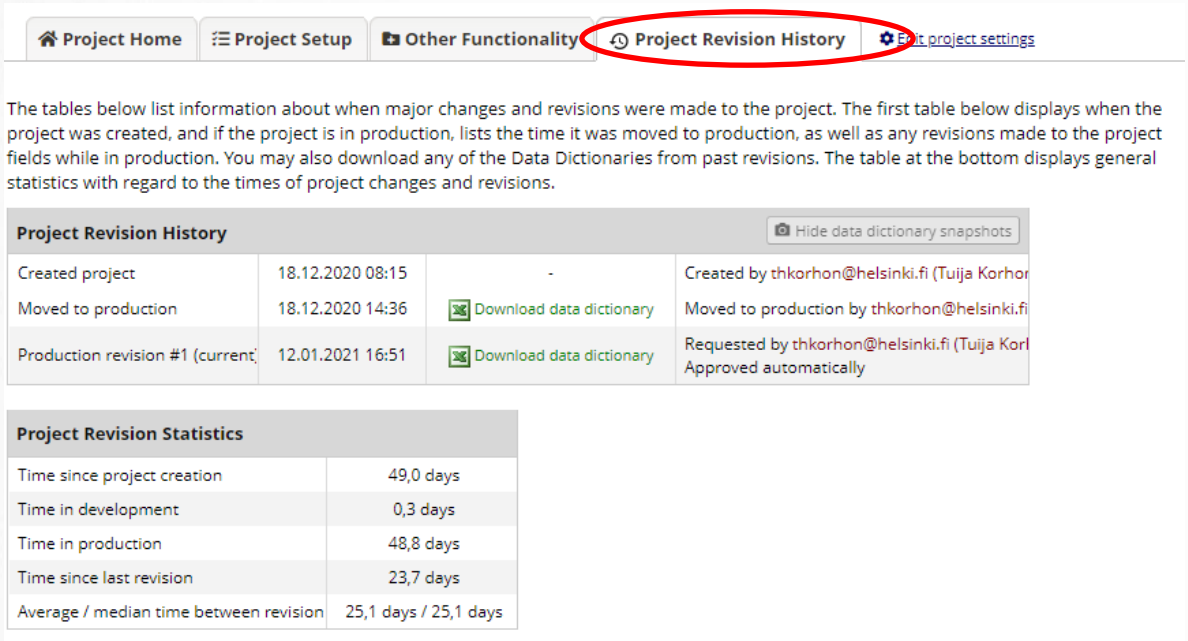
- You can make a copy of your project
- You can also copy the current users and records in the project (these are optional)



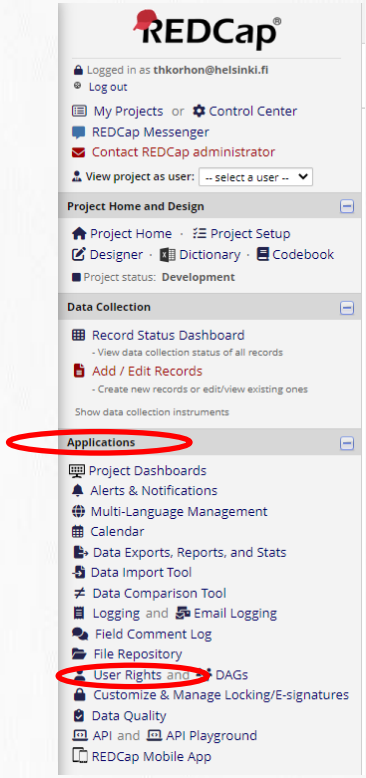
PROJECT REVISION HISTORY

PROJECT REVISION HISTORY

- Here you can see when the project was created, when it was moved to production and whether there have revisions since it was moved to production



APPLICATIONS: USER RIGHTS AND DATA ACCESS GROUPS



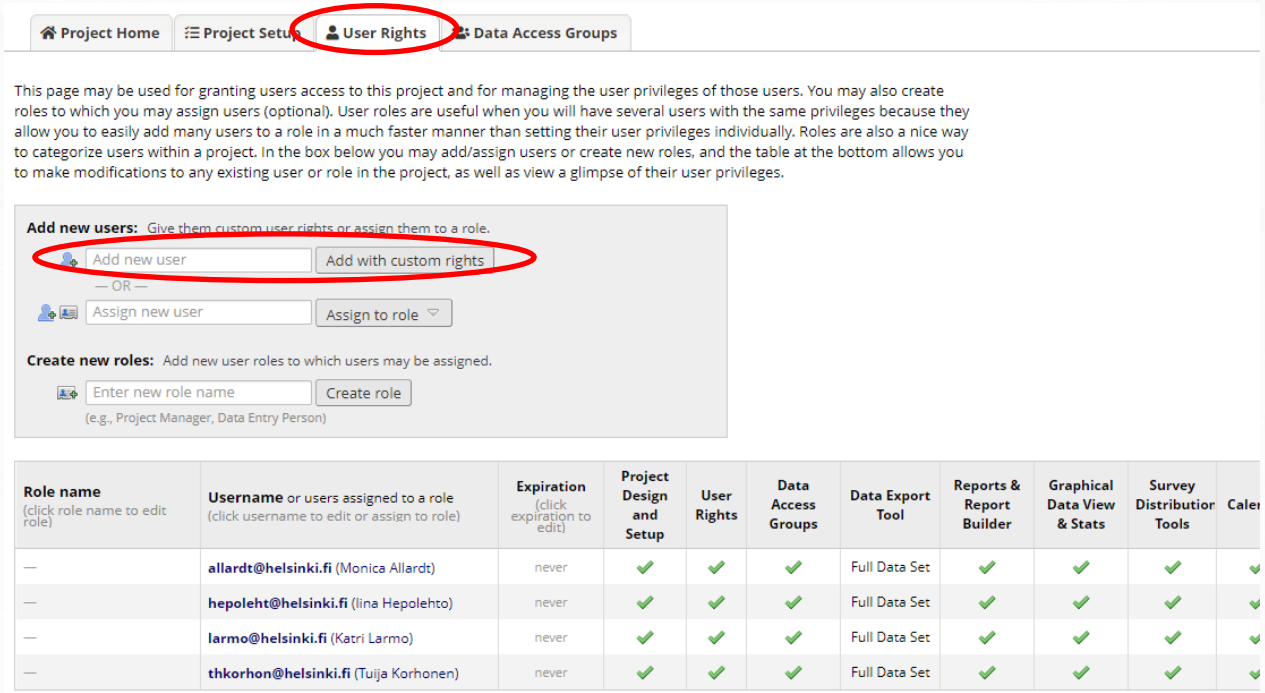
VARIOUS USER RIGHTS FOR DIFFERENT USERS AND GROUPS

- With "User Rights" you can grant different access rights to the project, e.g. in order to protect sensitive data
- The ´Logging' function is an action log that allows you to inspect who has done what
- With Data Access Groups (DAGs) you can define which group can access what data --> this is especially suitable for larger research groups and joint projects of research groups

- Participants/study subjects receive link to the survey. No need for any rights to the REDCap system.

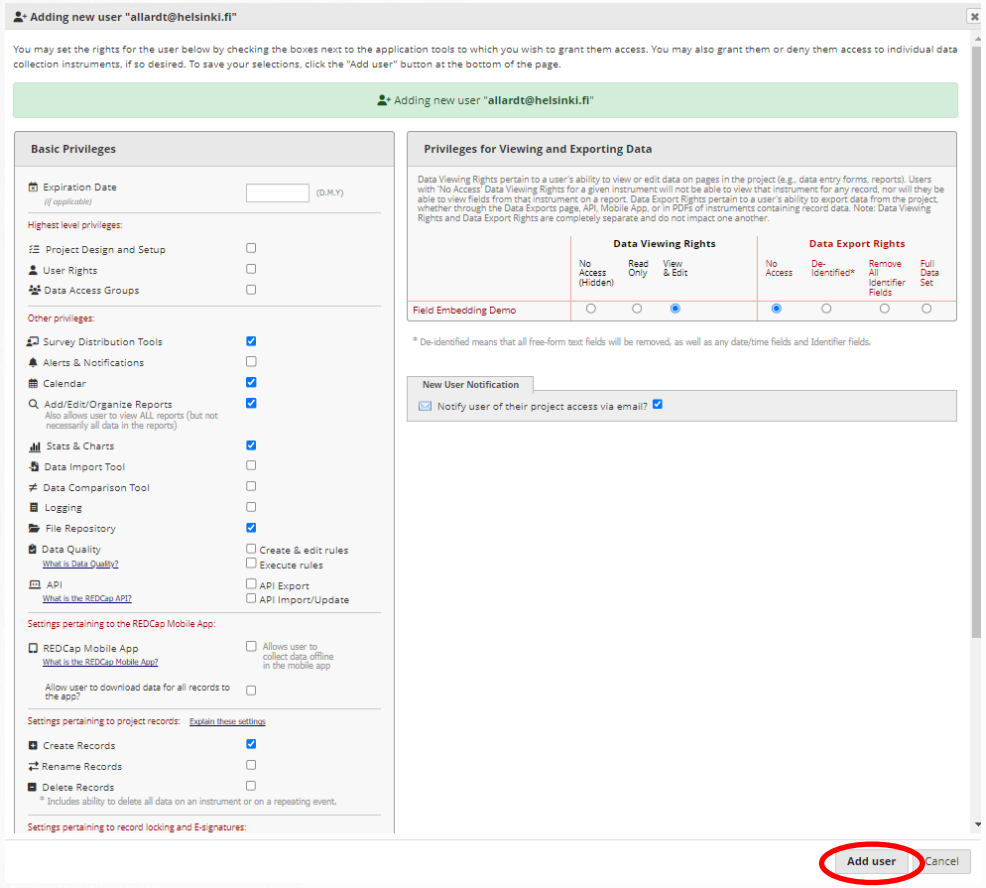
USER RIGHTS

- You can only give rights to people who already have an account in UH's REDCap
- Start by writing the name and choose the correct one from the list



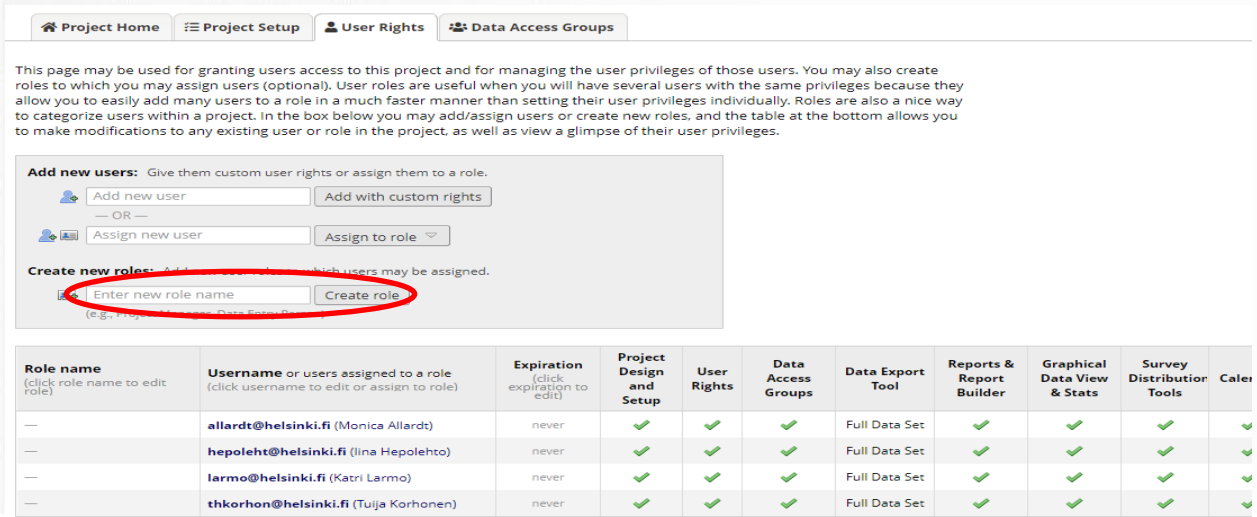
USER RIGHTS

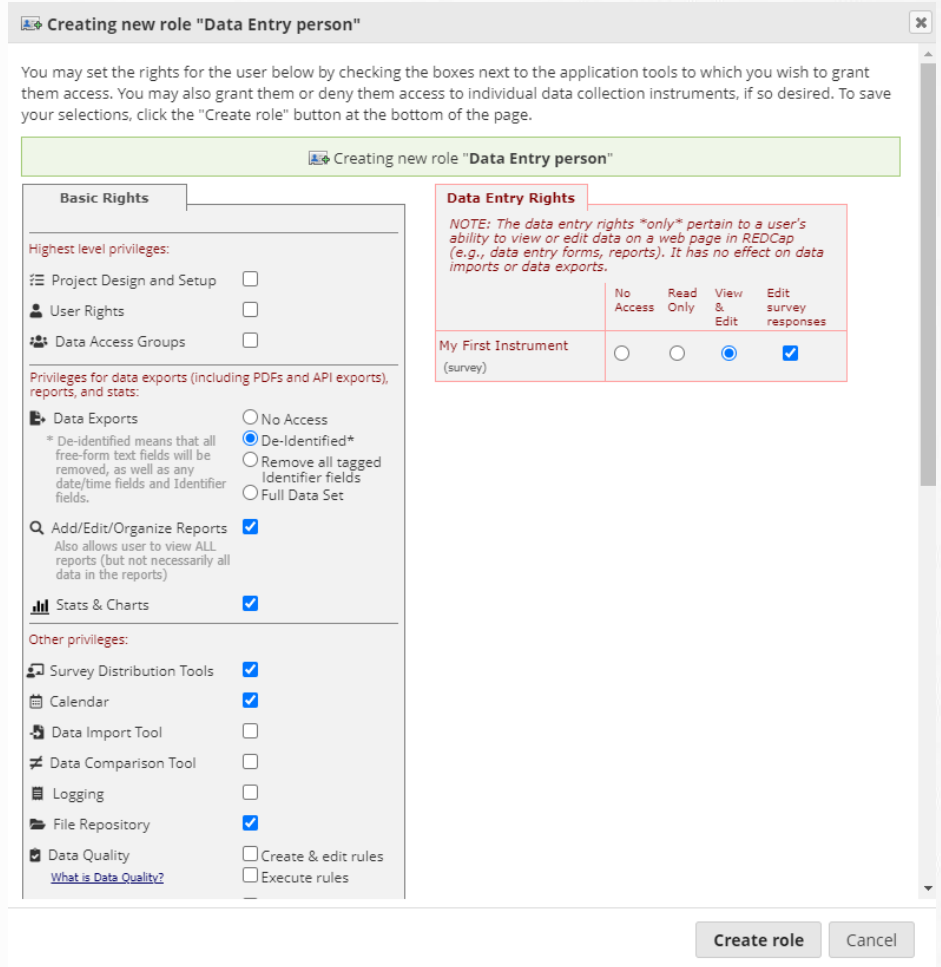
- Determine what level of rights you give to the person



USER RIGHTS: CREATE NEW ROLES

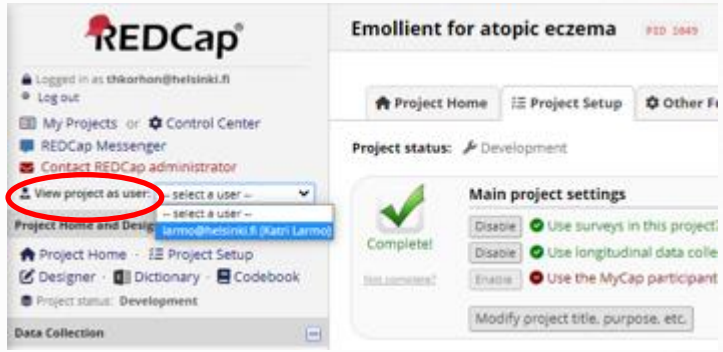
- You can create roles, then it's faster to give rights: you just assign person to a role
- Possible roles:
  data entry person, coordinator, administrator, researcher, data manager, monitor…





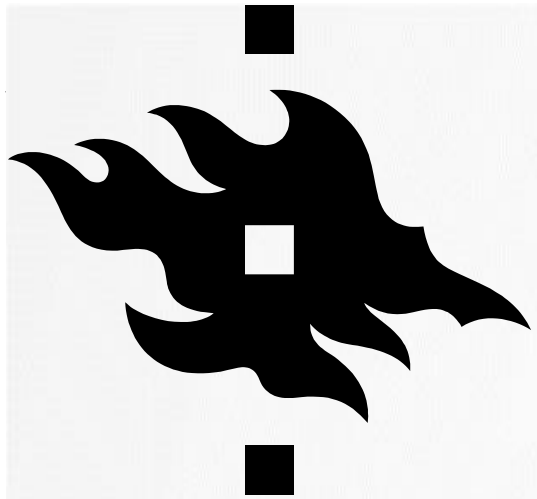
VARIOUS USER RIGHTS FOR DIFFERENT USERS

- You can view how different users can view your project



GRANTING USER RIGHTS FOR RESEARCHERS OUTSIDE UNIV OF HELSINKI

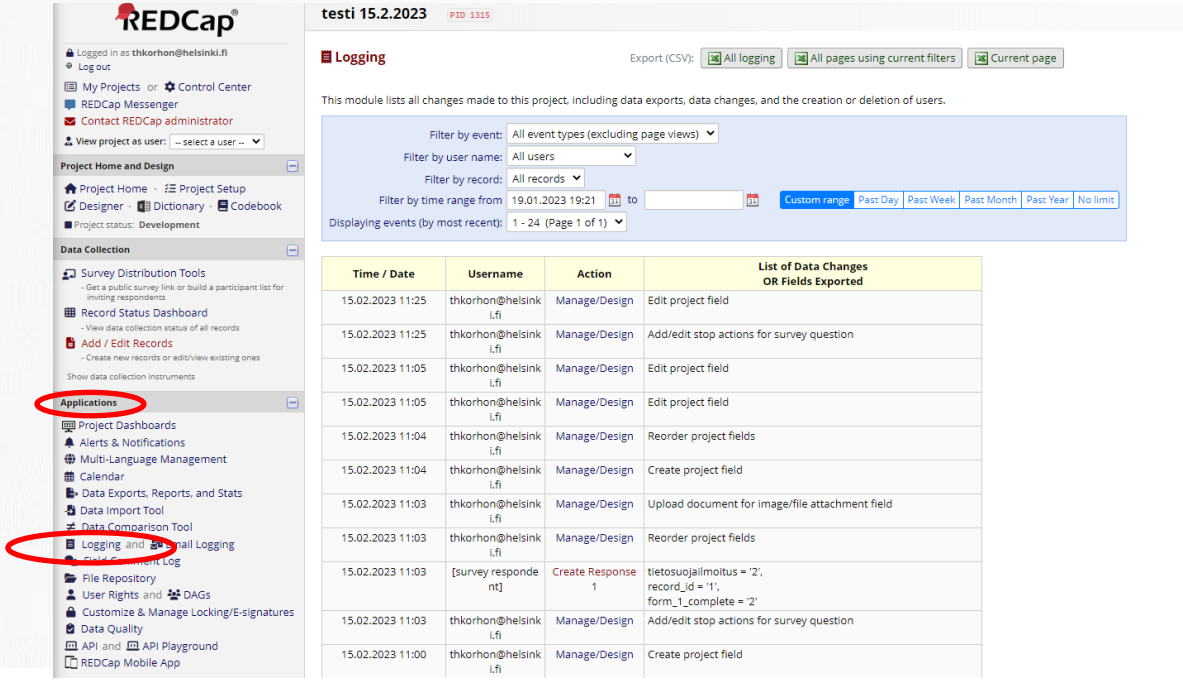
- Our license allows only for users who have a user account at the University of Helsinki (also HUS is excluded – HUS has their own REDCap)
- Researchers or research personnel can apply for access rights to the Univ of Helsinki IT system: https://helpdesk.it.helsinki.fi/en/instructions/logging-and-connections/user-account/applying-access-rights



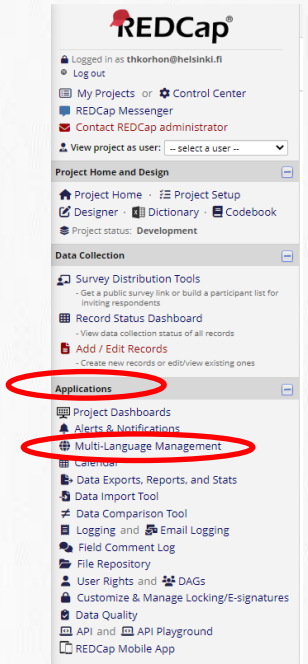
APPLICATIONS: LOGGING

APPLICATIONS: PROJECT LOGGING HISTORY

- In Logging you see everything that has happened in your project:

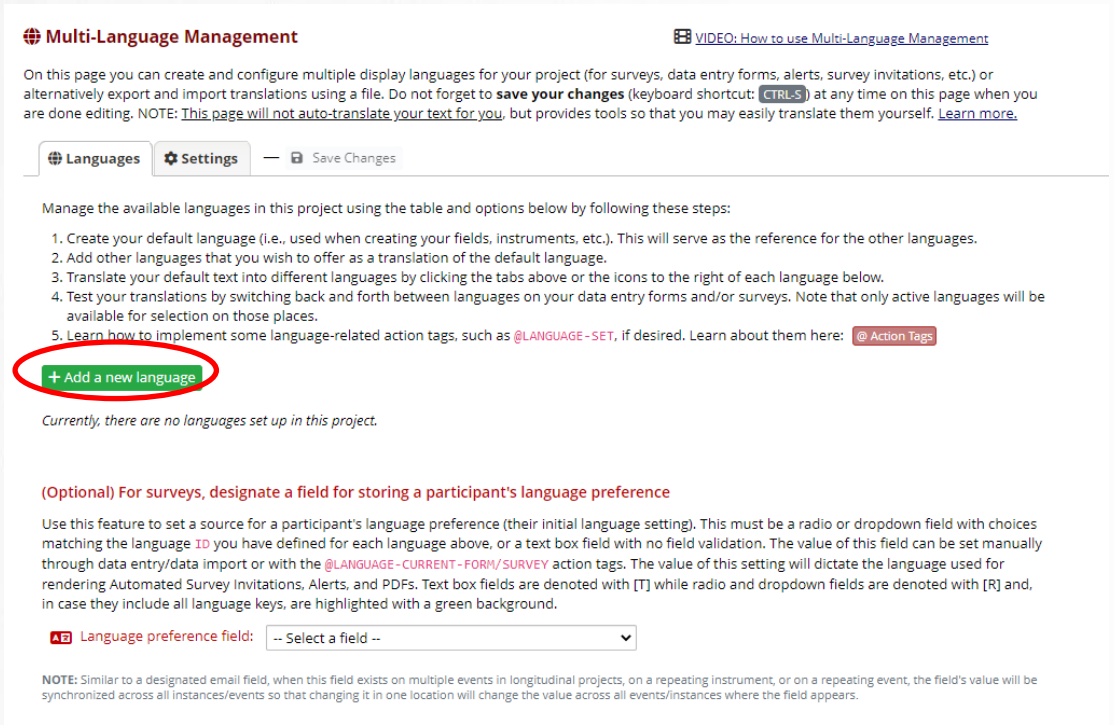


APPLICATIONS: MULTI-LANGUAGE MANAGEMENT



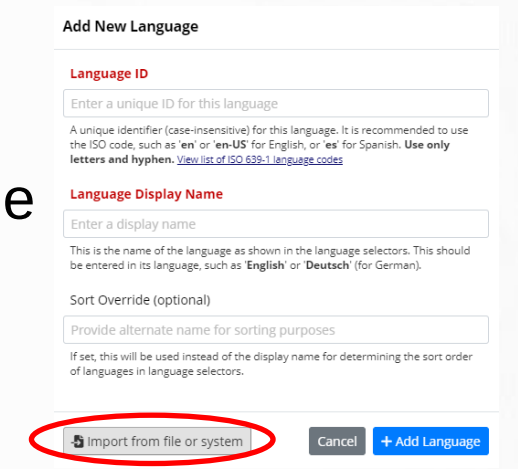
MULTI-LANGUAGE MANAGEMENT

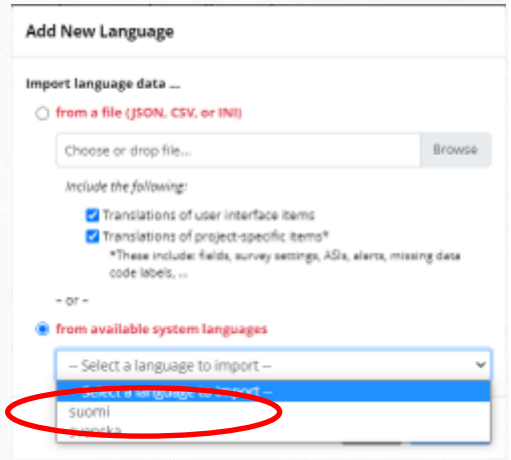
- You can start translating the interface by clicking on ’Add a new language’:

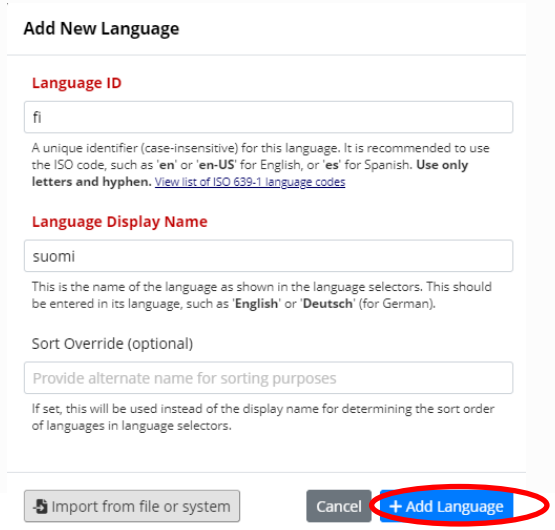


MULTI-LANGUAGE MANAGEMENT

- You can start translating from scratch,
  just give the language an ID and the display name
- Or you can import the language from system,
  if the language is available:
  Click ’Import from file or system’,
  then choose ’suomi’:
- Click on ’Add Language:

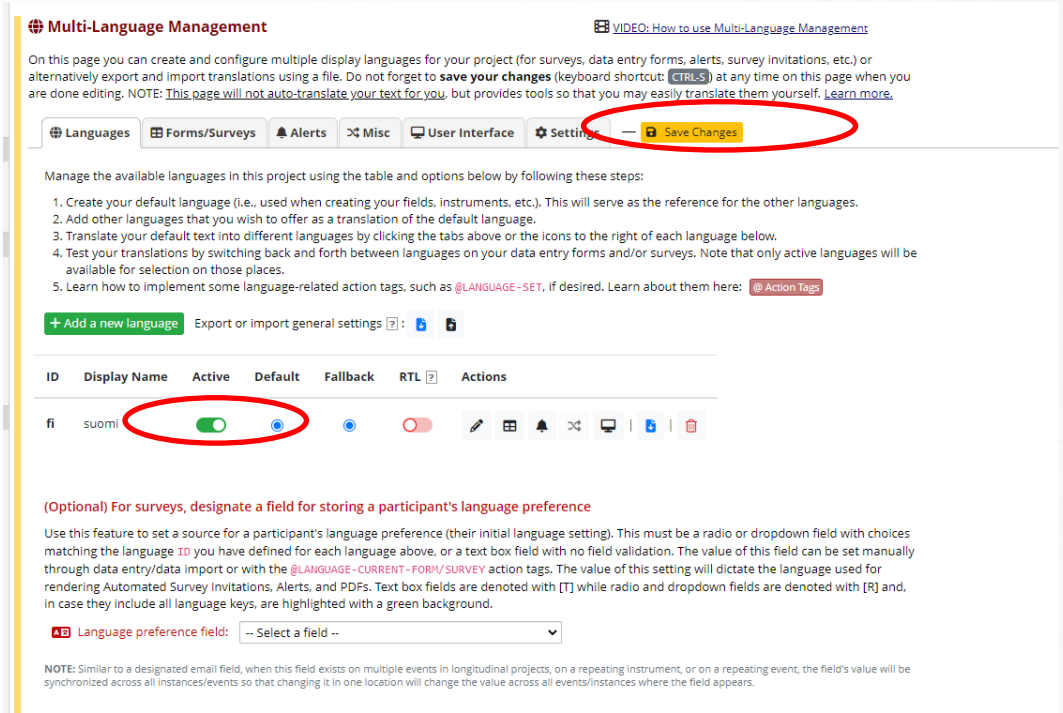






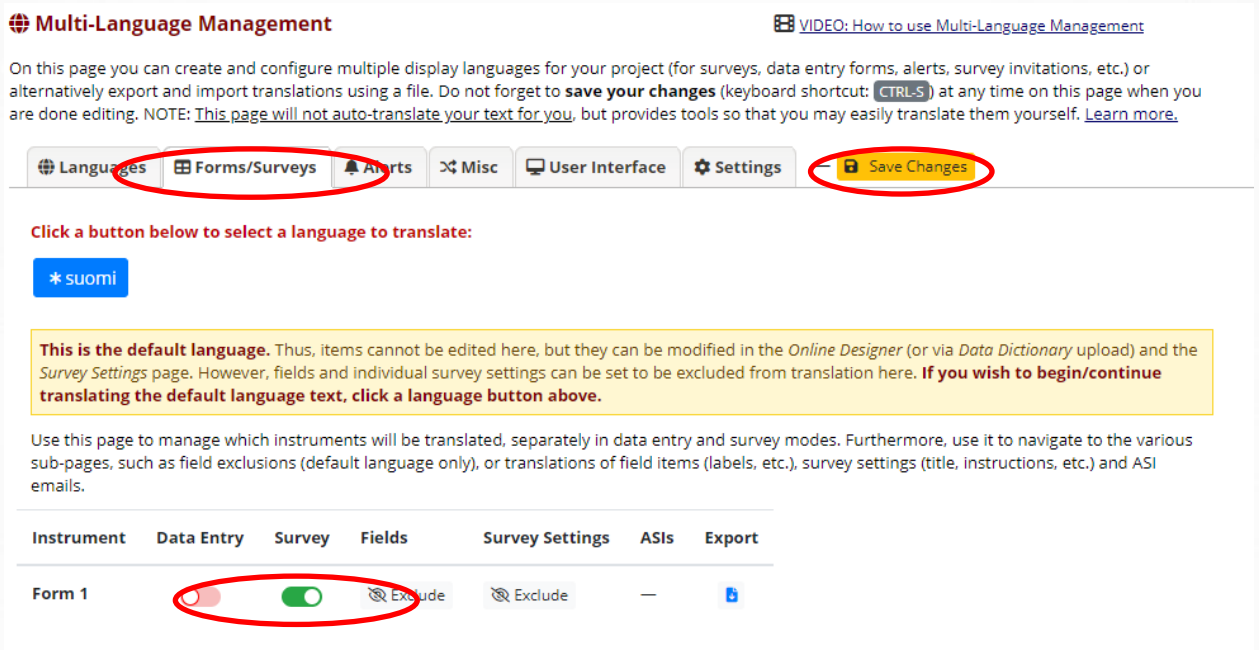
MULTI-LANGUAGE MANAGEMENT

- You have to make the language active:
- Remember to save changes!



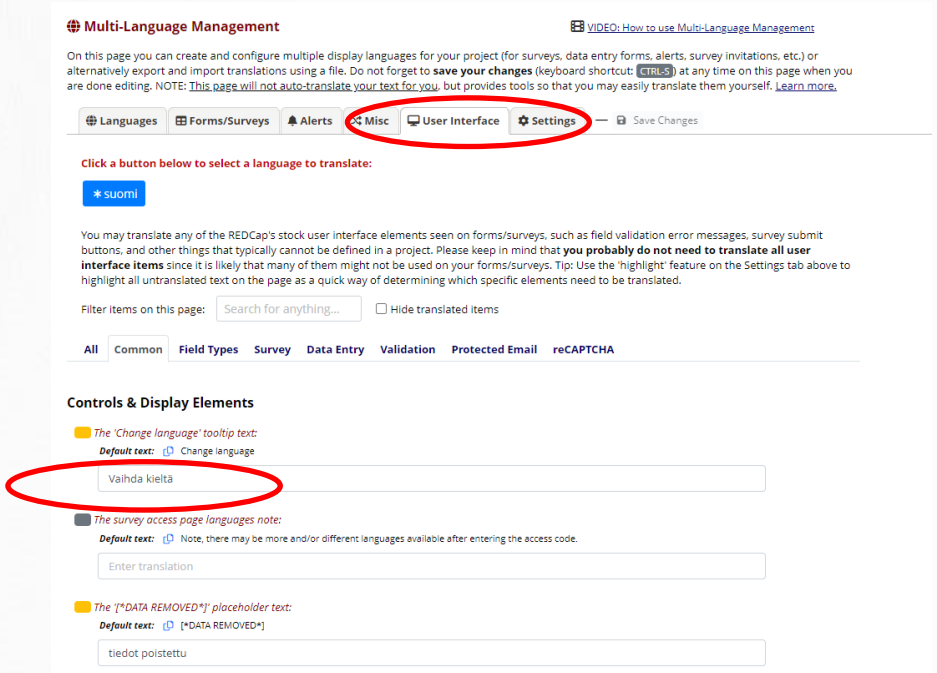
MULTI-LANGUAGE MANAGEMENT

- If you want the new language to be visible in your survey, you have to make it active in surveys as well:

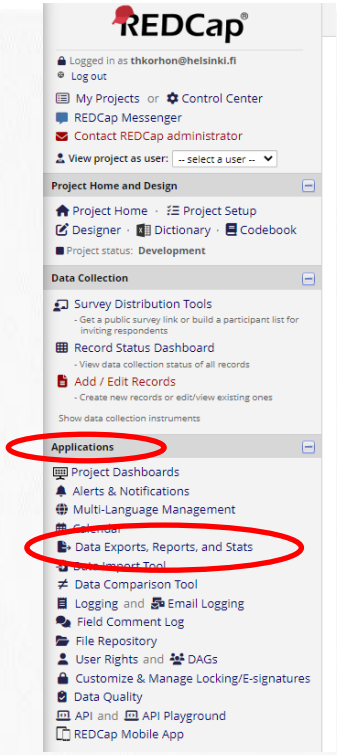


MULTI-LANGUAGE MANAGEMENT

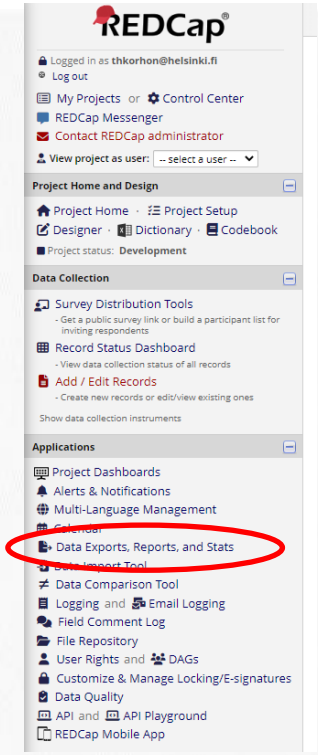
- Now you can either use the translation that you brought from the system or make changes to it in ’User Interface’:



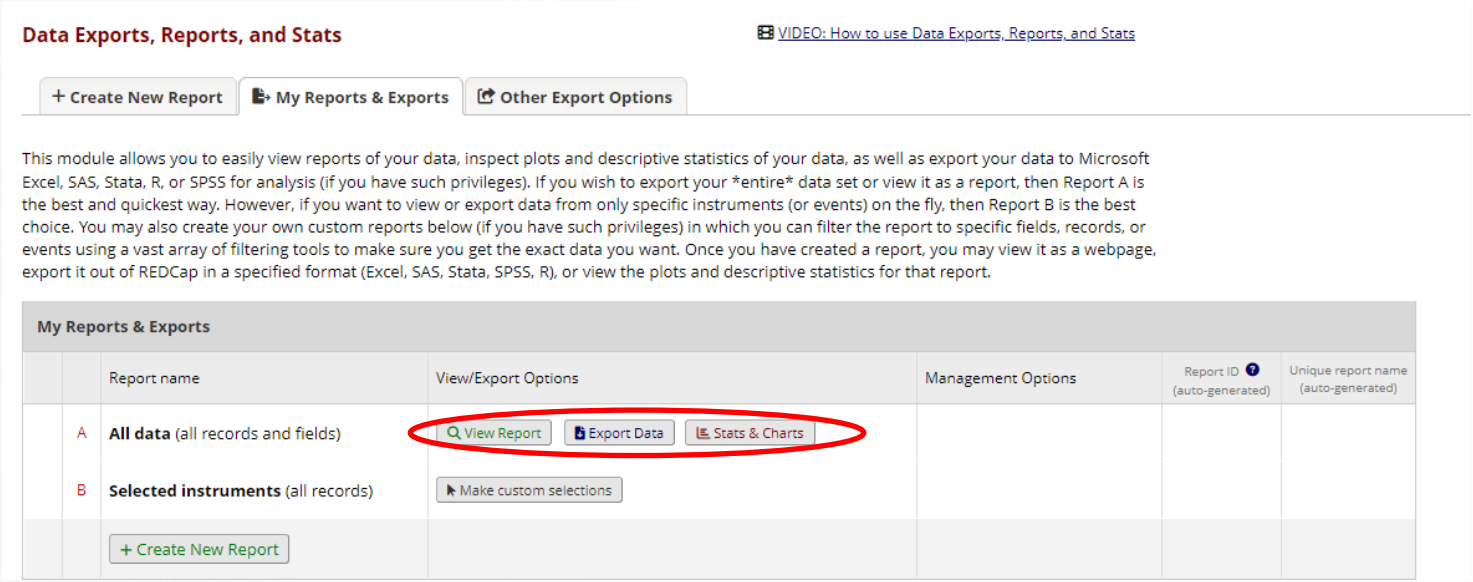
APPLICATIONS: EXPORTING DATA FROM REDCAP



DATA EXPORTS, REPORTS AND STATS



- In Data Exports, Reports and Stats you can export data to other programs or see the statistics of your project:



DATA EXPORTS, REPORTS AND STATS

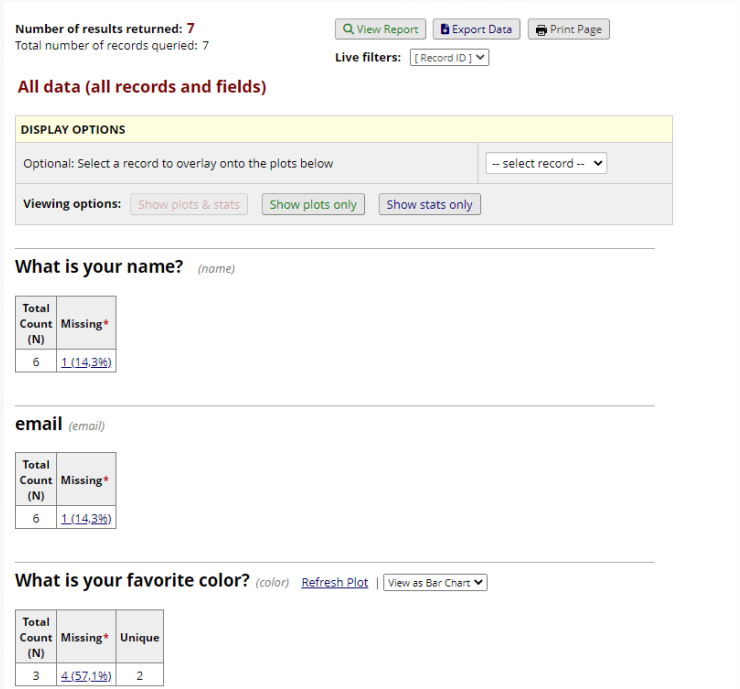
- View Report

All data (all records and fields)

Record ID (record_id)	Survey Identifier (redcap_survey_identifier)	Survey Timestamp (form_1_timestamp)	What is your name? (name)	email (email)	What is your favorite color? (color)	Do you have a favorite color? (color1)	What is your favorite color? (color2)	Which colors do you like?				W
								blue (color3___1)	green (color3___2)	yellow (color3___3)	red (color3___4)	bl (co
1		06-07-2021 14:02	TK	asdglkmasd@lksdfjaksdfj.fi	blue (1)	No (0)		Unchecked (0)	Unchecked (0)	Unchecked (0)	Checked (1)	Ur (0
2		[not completed]						Checked (1)	Unchecked (0)	Unchecked (0)	Unchecked (0)	Ch (1
3		06-07-2021 15:06	zdxvxzsdv	sdvsdgm@södlgasdgl.com				Checked (1)	Unchecked (0)	Unchecked (0)	Checked (1)	Ur (0
4		06-07-2021 15:07	dsfö	gadgkj@sdkgfjlak.fi				Unchecked (0)	Unchecked (0)	Unchecked (0)	Unchecked (0)	Ur (0
5		06-07-2021 15:08	dkfgjladfkg	dsgmsdg@ktjalk.fi		Yes (1)	red (3)	Unchecked (0)	Unchecked (0)	Unchecked (0)	Unchecked (0)	Ur (0
6			erökerg	tuija.korhonen@helsinki.fi	yellow (3)	No (0)		Unchecked (0)	Unchecked (0)	Checked (1)	Checked (1)	Ur (0
7		26-02-2023 20:02	Helena	tuija.korhonen@helsinki.fi	blue (1)	No (0)		Checked (1)	Checked (1)	Unchecked (0)	Unchecked (0)	Ch (1

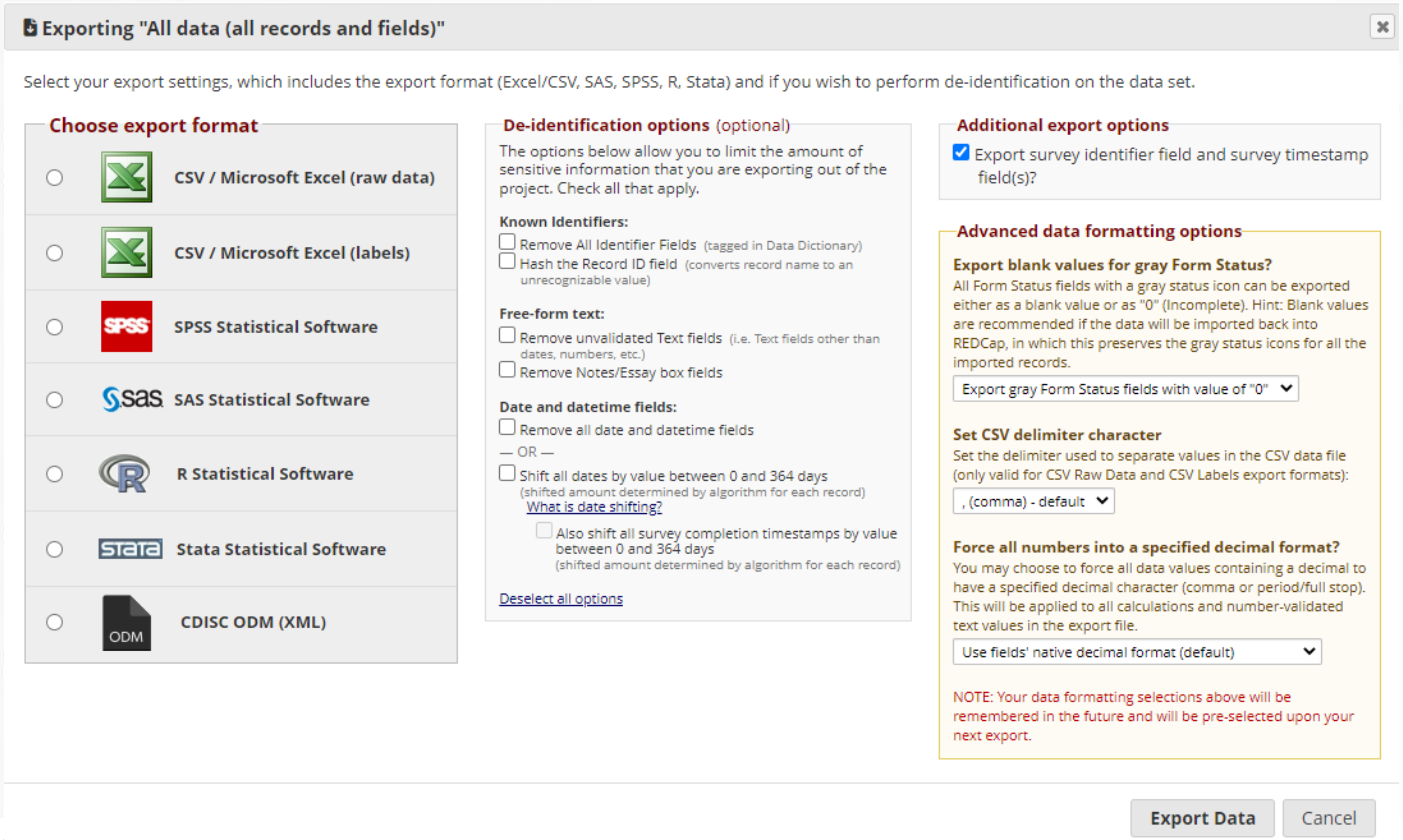
DATA EXPORTS, REPORTS AND STATS

- Stats and Charts:

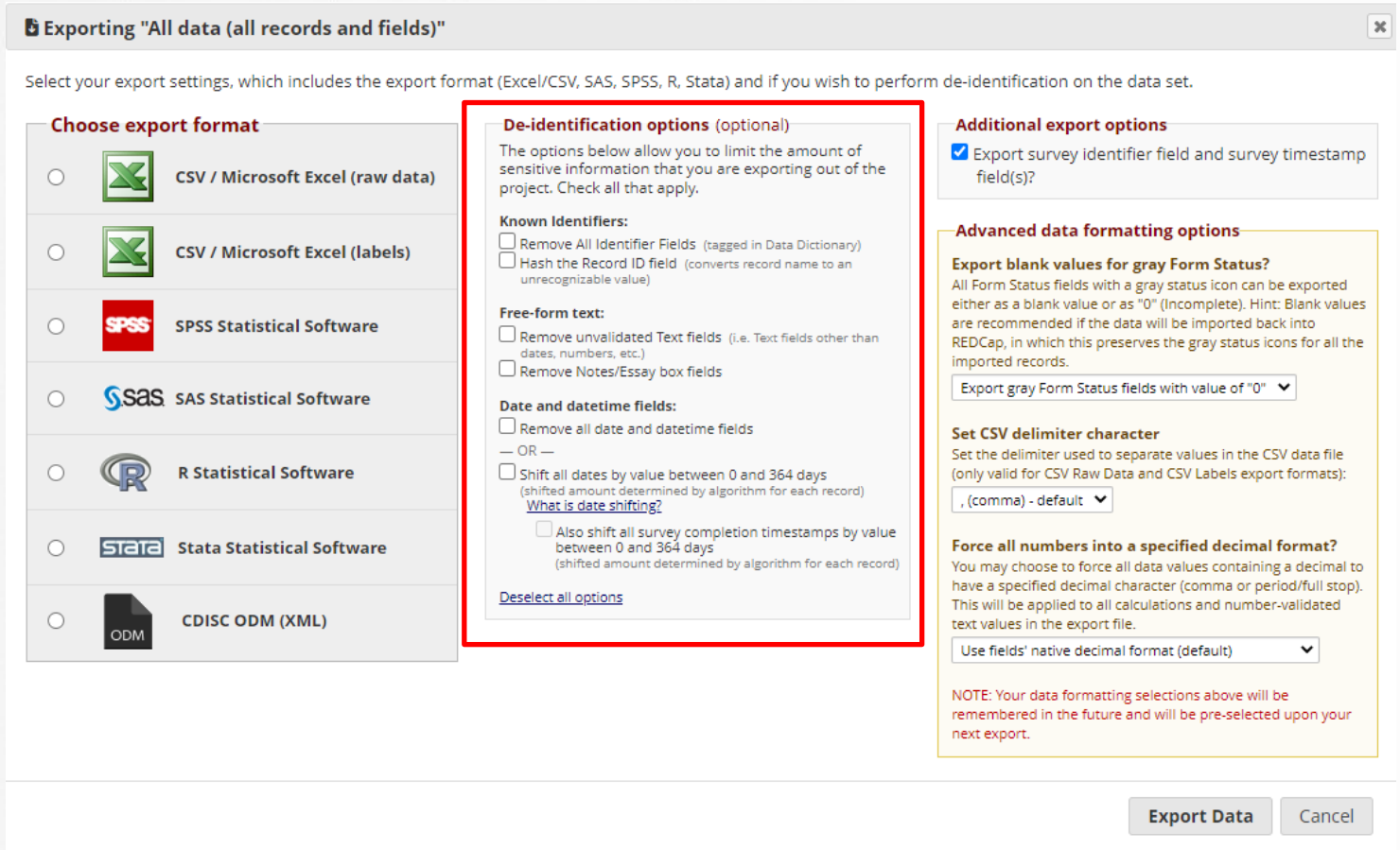


DATA EXPORTS, REPORTS AND STATS

- Export Data



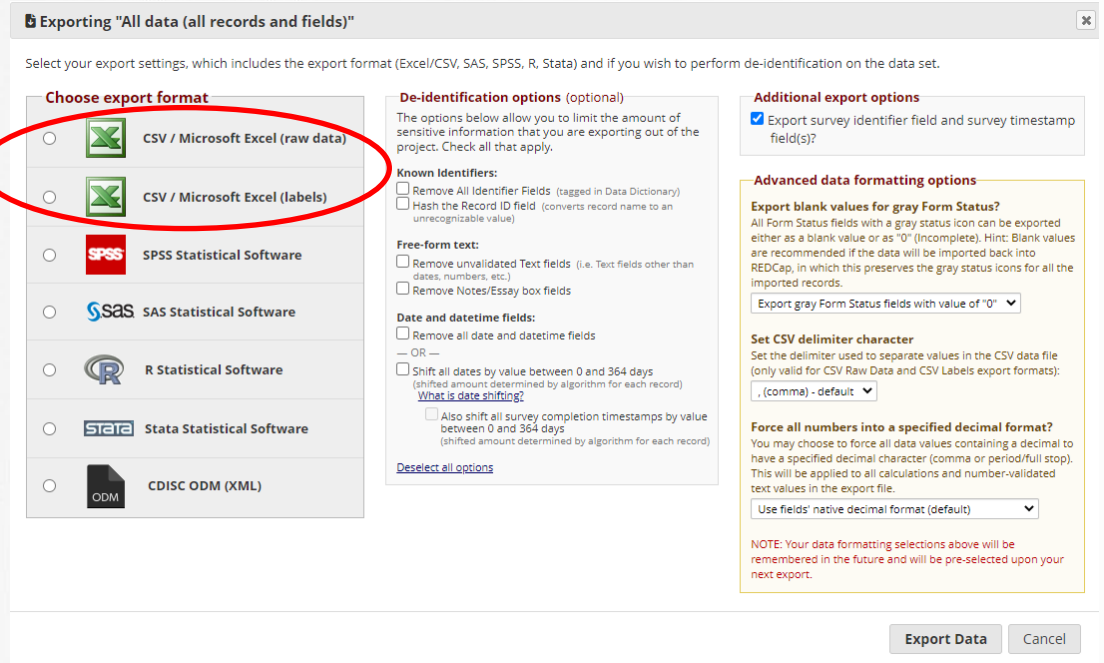
INSTEAD OF ANONYMISATION DATA IS DE-IDENTIFIED

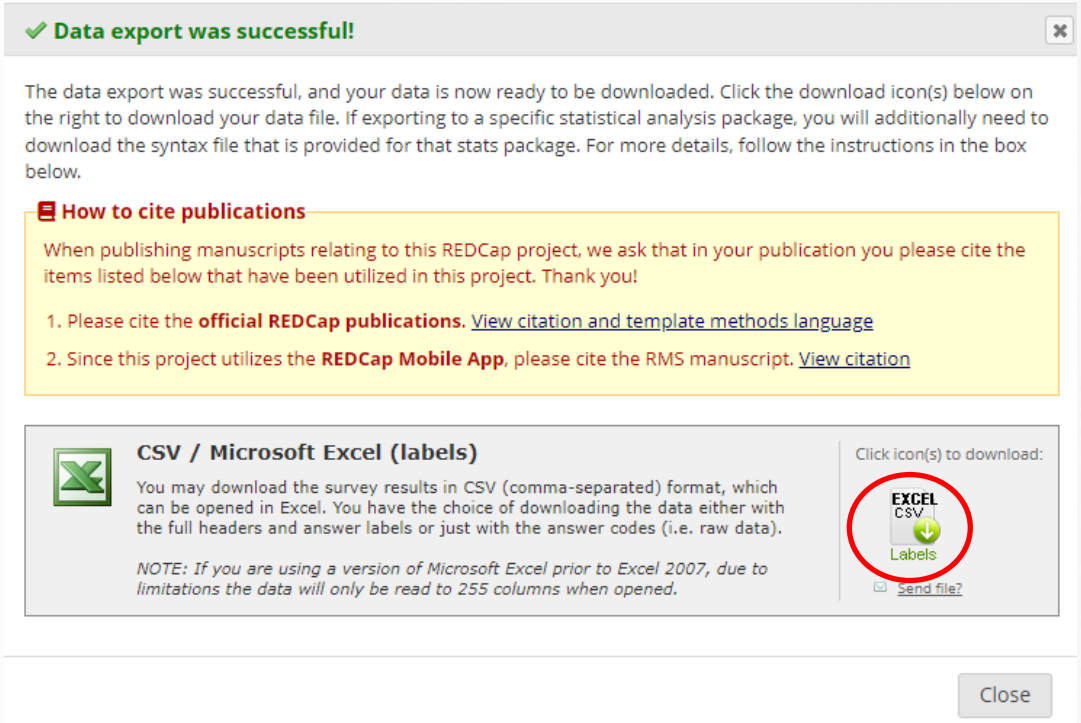


Data can be de-identified before exporting to statistical analysis programs

DATA EXPORTS, REPORTS AND STATS

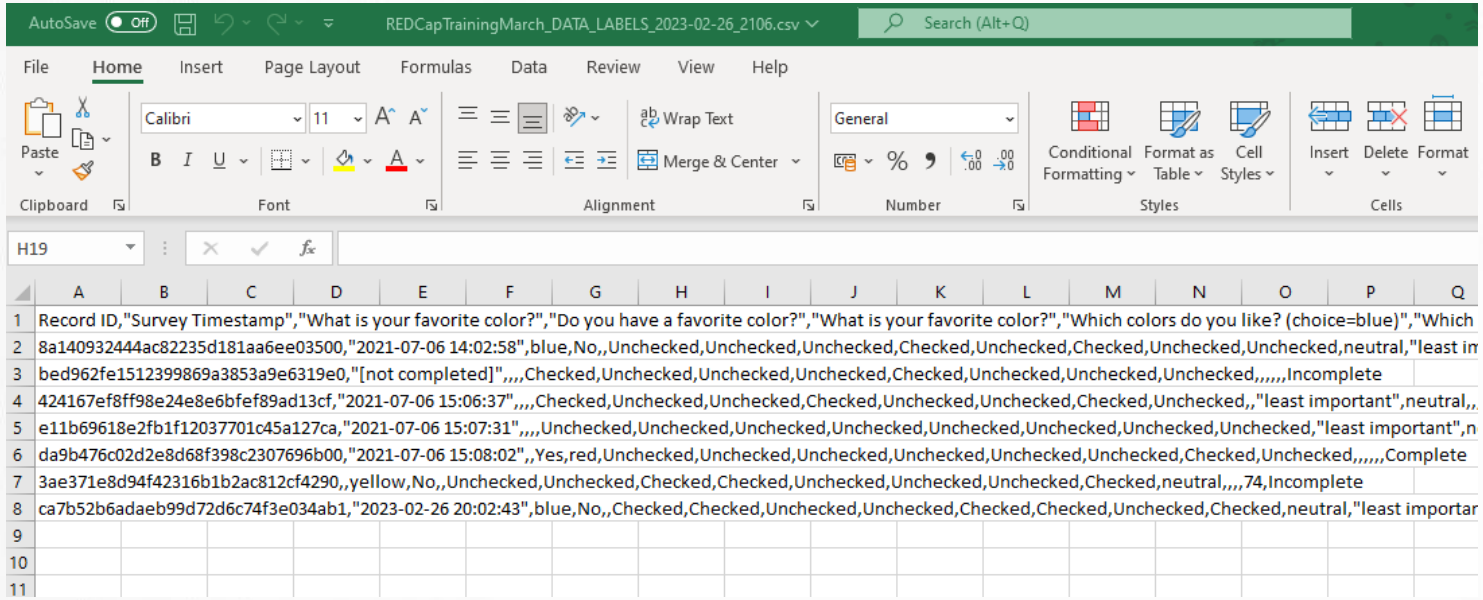
- Export Data into excel: choose whether you want to export raw data or with labels
- In the next window click the excel icon and the file is downloaded





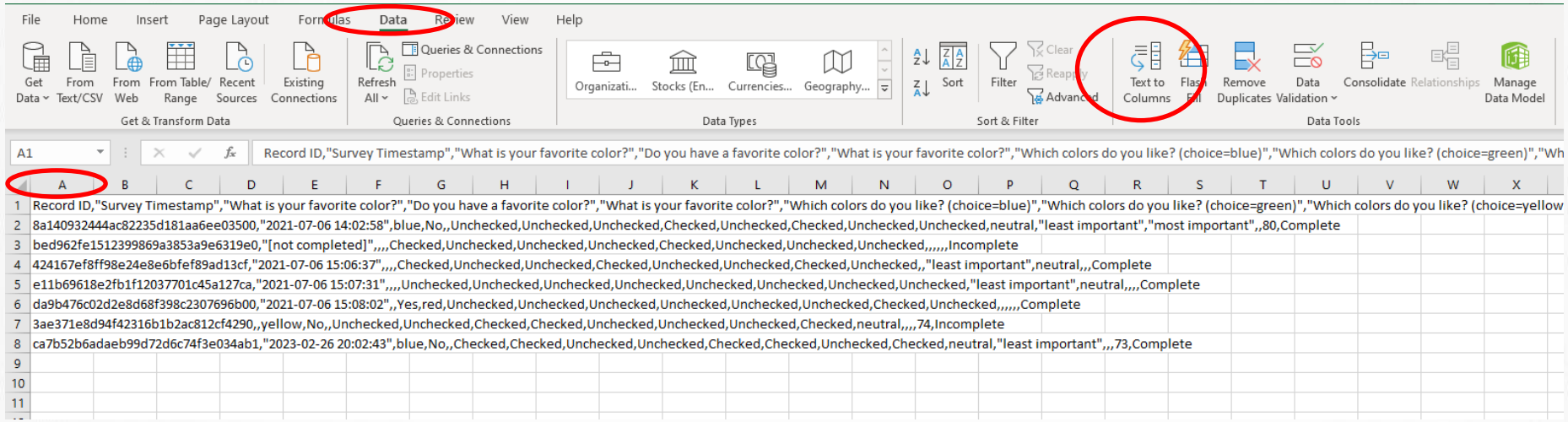
DATA EXPORTS, REPORTS AND STATS

- Export Data into excel
- Data is exported in csv format so all the data is in the first colum:



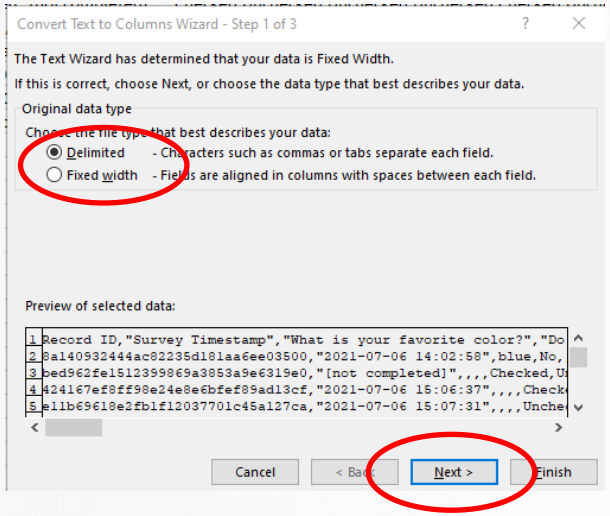
DATA EXPORTS, REPORTS AND STATS

- To make it more readeble choose the first column and then go to ’Data’ tab and click on ’Text to Columns’



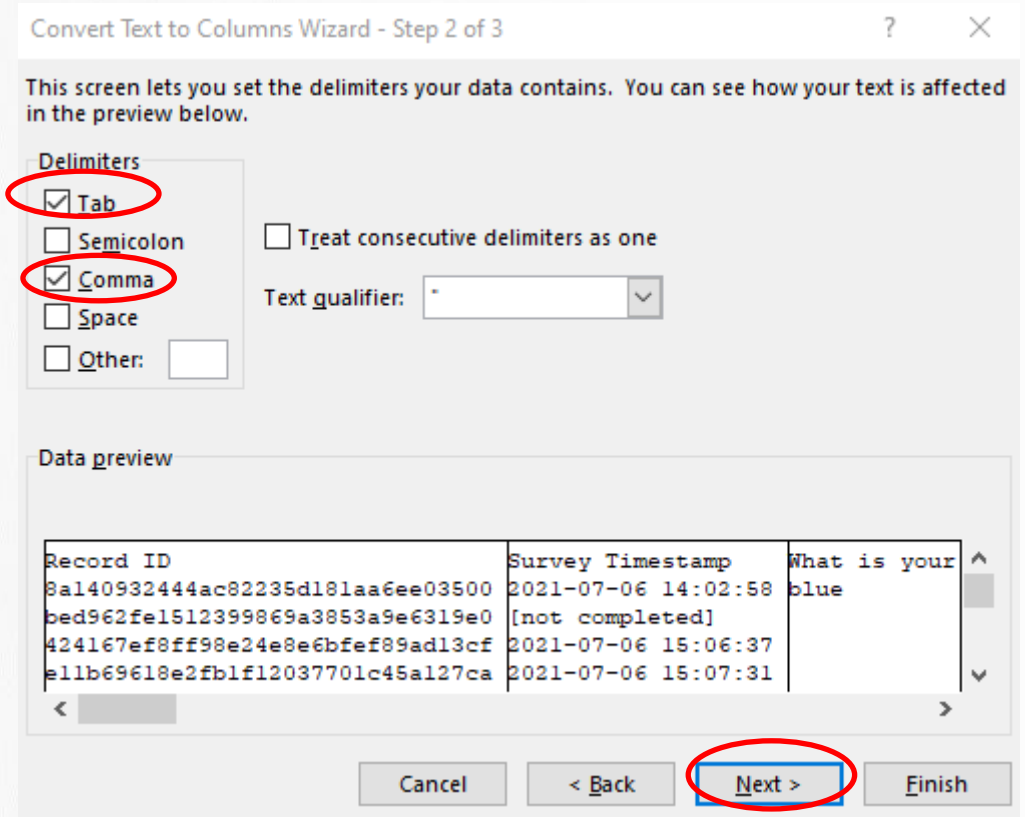
DATA EXPORTS, REPORTS AND STATS

- A pop up window opens, choose ’Delimited’ and then click ’Next’



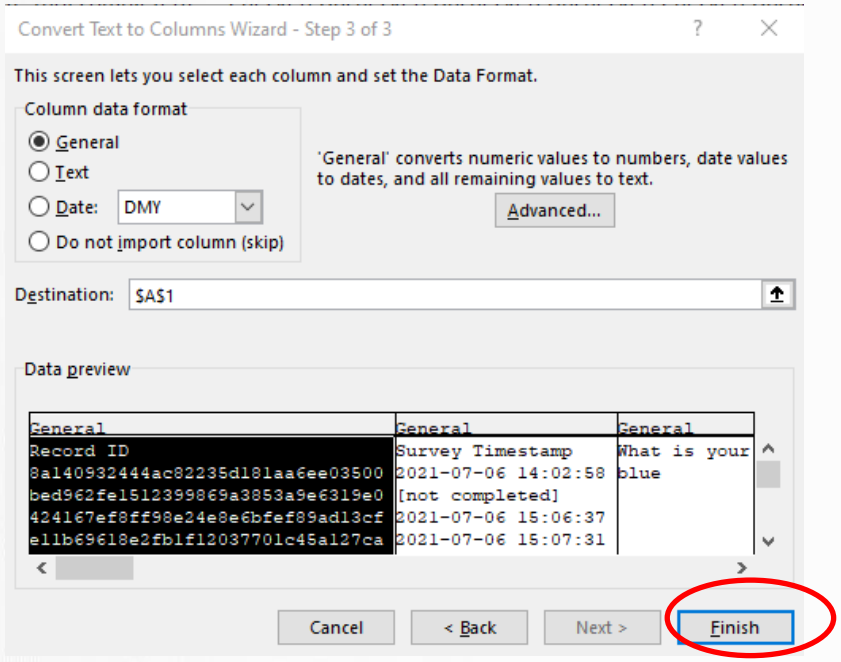
DATA EXPORTS, REPORTS AND STATS

- In the next window, choose ’Tab’ and ’Comma’ and then click ’Next’:



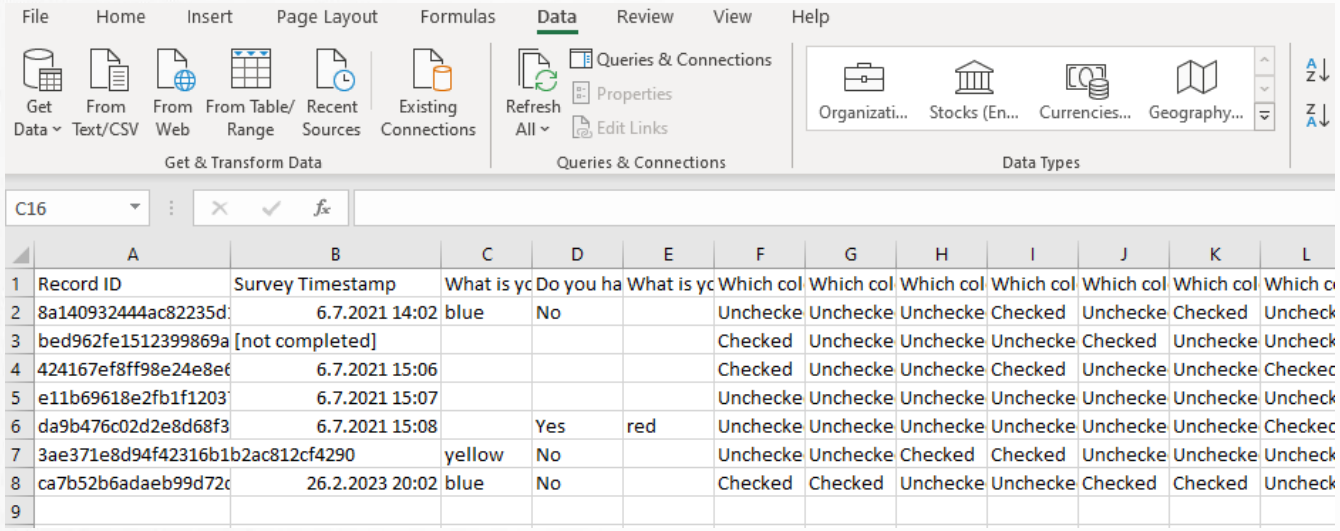
DATA EXPORTS, REPORTS AND STATS

- In the last window click ’Finish’:



DATA EXPORTS, REPORTS AND STATS

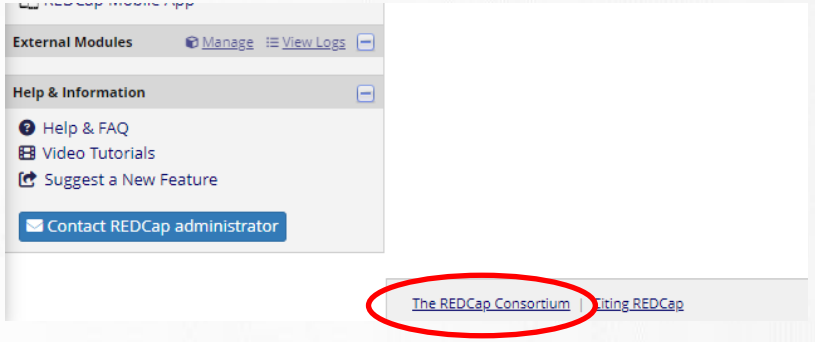
- Now the data is in separate columns:



	A	B	C	D	E	F	G	H	I	J	K	L
1	Record ID	Survey Timestamp	What is yc	Do you ha	What is yc	Which col	Which col	Which col	Which col	Which col	Which col	Which c
2	8a140932444ac82235d	6.7.2021 14:02	blue	No		Unchecke	Unchecke	Unchecke	Checked	Unchecke	Checked	Uncheck
3	bed962fe1512399869a	[not completed]				Checked	Unchecke	Unchecke	Unchecke	Checked	Unchecke	Uncheck
4	424167ef8ff98e24e8e6	6.7.2021 15:06				Checked	Unchecke	Unchecke	Checked	Unchecke	Unchecke	Checkec
5	e11b69618e2fb1f1203	6.7.2021 15:07				Unchecke	Unchecke	Unchecke	Unchecke	Unchecke	Unchecke	Uncheck
6	da9b476c02d2e8d68f3	6.7.2021 15:08		Yes	red	Unchecke	Unchecke	Unchecke	Unchecke	Unchecke	Unchecke	Checkec
7	3ae371e8d94f42316b1b	2ac812cf4290	yellow	No		Unchecke	Unchecke	Checked	Checked	Unchecke	Unchecke	Uncheck
8	ca7b52b6adaeb99d72c	26.2.2023 20:02	blue	No		Checked	Checked	Unchecke	Unchecke	Checked	Checked	Uncheck
9												

REDCAP CONSORTIUM

REDCAP CONSORTIUM

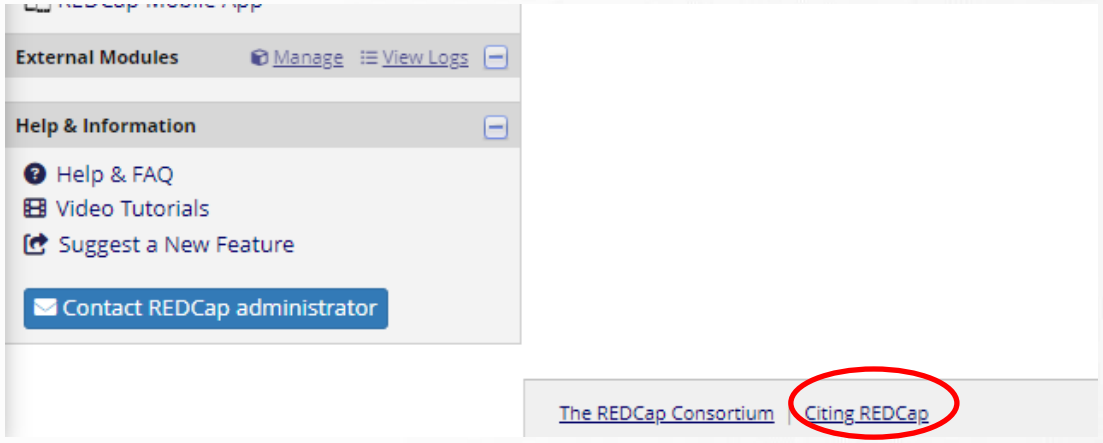


- Look which institutions have REDCap
- https://projectredcap.org/

CITING REDCAP

CITING REDCAP

- On the bottom of the page in your project there are instructions on how to cite REDCap
- https://projectredcap.org/resources/citations/



CITING REDCAP

- https://projectredcap.org/resources/citations/

Please cite the publications below in study manuscripts using REDCap for data collection and management. We recommend the following boilerplate language:

> Study data were collected and managed using REDCap electronic data capture tools hosted at [YOUR INSTITUTION].[1,2] REDCap (Research Electronic Data Capture) is a secure, web-based software platform designed to support data capture for research studies, providing 1) an intuitive interface for validated data capture; 2) audit trails for tracking data manipulation and export procedures; 3) automated export procedures for seamless data downloads to common statistical packages; and 4) procedures for data integration and interoperability with external sources.

[1]PA Harris, R Taylor, R Thielke, J Payne, N Gonzalez, JG. Conde, Research electronic data capture (REDCap) – **A metadata-driven methodology and workflow process for providing translational research informatics support**, *J Biomed Inform. 2009 Apr;42(2):377-81.*

[2]PA Harris, R Taylor, BL Minor, V Elliott, M Fernandez, L O'Neal, L McLeod, G Delacqua, F Delacqua, J Kirby, SN Duda, REDCap Consortium, **The REDCap consortium: Building an international community of software partners**, *J Biomed Inform. 2019 May 9 [doi: 10.1016/j.jbi.2019.103208]*

Link to articles:

- http://www.sciencedirect.com/science/article/pii/S1532046408001226
- https://www.sciencedirect.com/science/article/pii/S1532046419301261

THANK YOU!

Redcap-support@helsinki.fi