

Scientific Computing, Research Data Services



<https://redcap.mountsinai.org>

redcap-support@mssm.edu

Who We Are:

Scientific Computing, Research Data Services

Patricia Kovatch Senior Associate Dean for Scientific Computing and Data Science, Associate Professor Genetics and Genomic Sciences, Associate Professor Pharmacological Sciences

Ranjini Kottaiyan Research Engagement and Finance Director

Joseph Nahmias IT Director, Scientific Computing

John Meola Systems Administrator

Catherine McCaffrey Project Manager

Harry Wong Development Manager

Scott Robertson REDCap Administrator

Priscilla Acquaye REDCap Administrator

Scientific Computing and Data Science Mission

To enable and accelerate biomedical discovery through collaborative research using high performance computing, biomedical informatics and data science

We aim for our biomedical informatics ecosystem to be:

- **More accessible** to stakeholders, ensuring broad, user-friendly, integrated access to diverse data sources while maintaining robust, secure, bi-directional information flow between research programs and point-of-care information systems through a flexible infrastructure
- **More actionable**, to enable innovative applications of translational bioinformatics research and data-driven medicine

...not just for the ecosystem at Sinai, but also for national research projects we lead and participate in

Our guiding principle for data, from NIH's Big Data to Knowledge (BD2K) Initiative:

- **FAIR: Findable, Accessible, Interoperable and Reusable (and Reproducible)**

Scientific Computing and Data Science

Research partnership and engagement

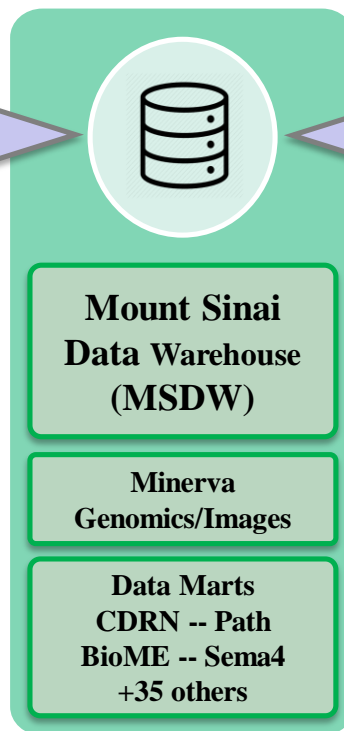
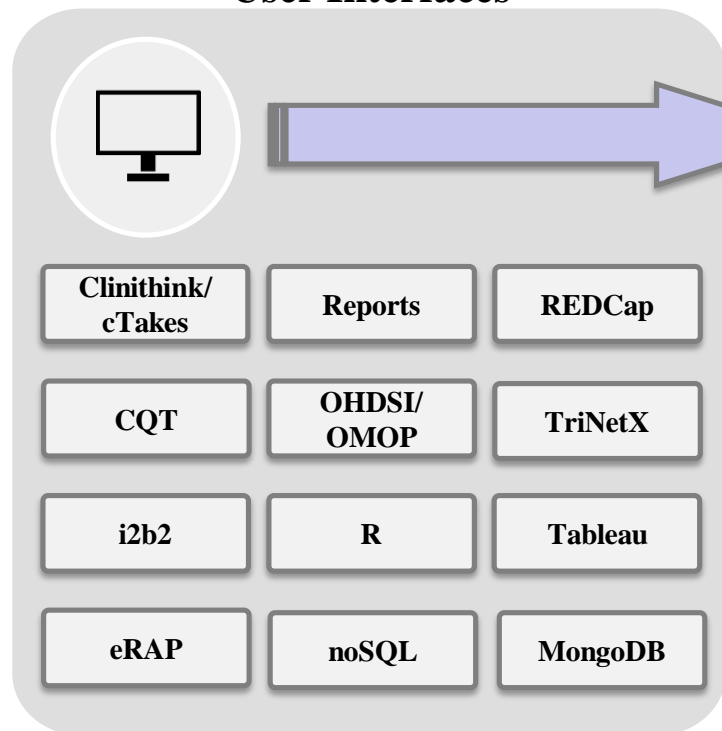
- We partner on >\$100 million/year in research projects through
 - Minerva supercomputer
 - Mount Sinai Data Warehouse and data science
 - Research Data Services including electronic data capture systems
- We have enabled over **800 publications** since 2012 and serve as PI for **\$15 million** in funding
- Our group is sustainable through
 - Facilities and Administration (F&A) from NIH grants (two-thirds)
 - Chargeback to you (one-third)



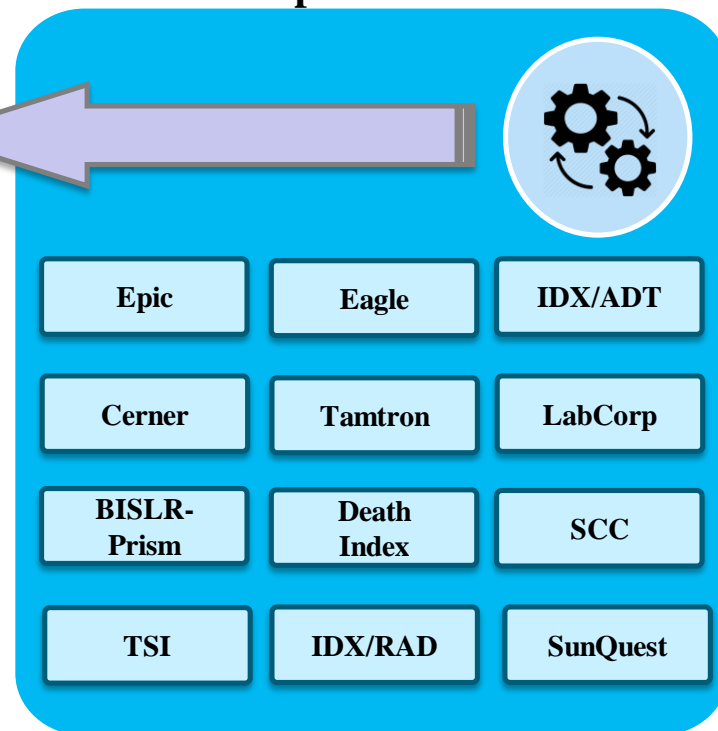
Minerva supercomputer

Clinical Research Data Ecosystem

User Interfaces



Input Sources



Regulatory and Compliance Framework: HIPAA; IRB approved yearly

Finance and Compliance: charge back rates approved yearly

Network and Security IT: audits approved yearly

New REDCap Polices: External Collaborators

- As required by Compliance, read and write access for external collaborators to REDCap databases must be requested by the Mount Sinai PI (or delegate) through SailPoint. All external collaborators with read and write access will need an active Mount Sinai account to utilize the Mount Sinai VPN to continue access to REDCap. As with all external accounts at Mount Sinai, the Mount Sinai PI will need to regularly renew these accounts through SailPoint. All REDCap external accounts will be removed on **September 30th, 2020**.
- **An external collaborator is anyone who does not have a Mount Sinai network ID. Sample external collaborator username, “firstname.lastname” vs Mount Sinai network username, “lastnf01”.**
- Please note: If you are external to Mount Sinai and need read/write access, please speak with your Mount Sinai PI. External collaborators cannot request their own access.

New REDCap Polices: Support Fee




- **We will be billing for REDCap on a Per Project/Database Basis:** The cost is \$100 per "production" project/database per year. This fee is essential to the sustainability of REDCap. REDCap can still be utilized for "free" - by leaving your project in "development" or to copy your database and leave the new copy in "development".
- Production projects/databases that have not paid the \$100/project/database/year by **September 30, 2020 will be locked**. To pay for your project/database, issue a fund transfer in the amount of \$100 per database for 2020 to the HPC fund account 0204-2991 (RDS- Research Data Services). Include in the reason to transfer: REDCap database-2020-PI name/ project name- and project ID (found in the URL in the address bar while in your project i.e. "https://redcap.mountsinai.org/redcap/redcap_v9.0.27/ProjectSetup/index.php?pid=9569").

What's Next for REDCap 2020/2021:

- Clinical Data Pull (CDP) feature for
 - Import clinical data into REDCap from Epic.
 - Data from Epic will be fetched immediately, in real-time, on a data entry form.
 - adjudication process whereby REDCap users can approve all incoming data from Epic before it is officially saved in the record. The CDP feature can only be enabled by a REDCap administrator.
- The five types of Epic data currently supported for import into REDCap:
 - Basic Demographics
 - Condition/Problem list
 - Medications
 - Vital signs
 - Laboratory (limited to lab results where LOINC code is stored in the Epic database)



What's Next for REDCap 2020/2021:

- New Hardware and Infrastructure 
 - Increased performance
 - Greater options for data recovery
- Send Alerts & Notifications (formerly Email Alerts) via Twilio 
 - Send emails to multiple recipients triggered on conditional logic
- Exploring and Deploying External Modules. External Modules being incorporated into REDCap 
- Virtual REDCap Office Hours
 - No appointment is required
 - Every Wednesday 4-5PM

Join Zoom Meeting:

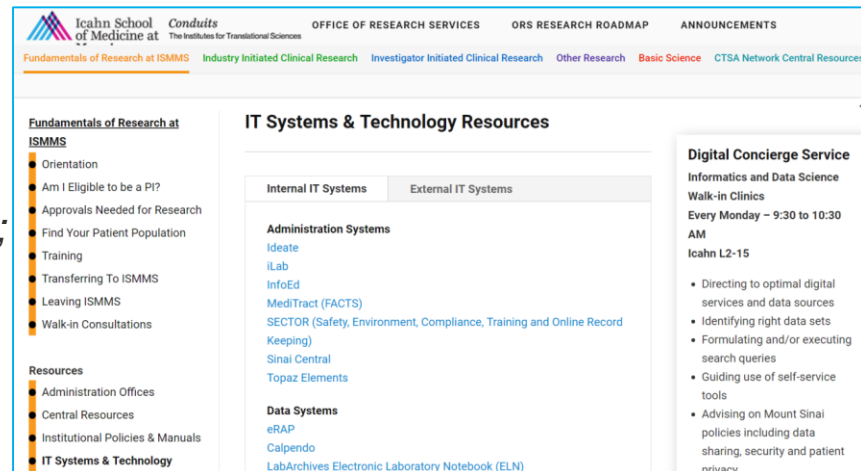
<https://mountsinai.zoom.us/j/3808189652>

Meeting ID: 380 818 9652

Use your computer/device for audio or call:
1-646-876-9923

Digital Concierge Service

- Pooling resources from:
*CRIO Office; Office of Research Services (ORS);
Scientific Computing; CTSA;
Levy Library ASC-IT; Research Academic IT*
- Guiding use of self-service tools
- Directing to optimal digital services and data sources
- Identifying right data sets
- Formulating and/or executing search queries
- Advising on Mount Sinai policies including data sharing, security and patient privacy
- Posting de-identified counts for the most common queries
- Aggregating feedback and questions from research community
- Providing informatics support for grant submissions



What This Presentation Will Cover:

- ▶ Getting a REDCap Account and Logging In
- ▶ Creating New Projects
- ▶ Project Setup part 1
 - Enabling Surveys
- ▶ Surveys vs Data Entry Forms
- ▶ Project Setup part 2
 - Online Designer/Data Dictionary
- ▶ Data Exports
- ▶ Data Import Tool
- ▶ Project Setup part 3
 - User Rights and Permissions
 - Moving a Project from Development to Production

Getting a REDCap Account/Logging In:

- ▶ Mount Sinai faculty, students and staff can log into REDCap here: <https://redcap.mountsinai.org> with their regular Mount Sinai username and password.
- ▶ For users without Mount Sinai credentials, the PI or their delegate must request Mount Sinai credentials via SailPoint, <https://sailpoint.mountsinai.org/>
- ▶ Either way, new users will be presented with a registration form. After the form is submitted, they will receive an email to verify their email address. Once verified, they can be added to your projects.

Getting a REDCap Account/Logging In (cont.):

From: redcapadmin@mssm.edu [mailto:redcapadmin@email.edu]

Sent: Thursday, August 09, 2018 10:15 AM

To: User, Test

Subject: REDCap access granted

[This message was automatically generated by REDCap]

A REDCap account has been created for you in which your REDCap username is "**test.user**". Click the link below to set your new password and log in.

After logging in, please make sure to set up your password recovery question, which will allow you to use the 'Forgot your password?' link on the login page without the need to contact the REDCap Administrator. You will be prompted to set your recovery question on the My Projects page, but you can also set it on your 'My Profile' page under 'Login-related options'.

[Set your new REDCap password](#)



Set Your Password

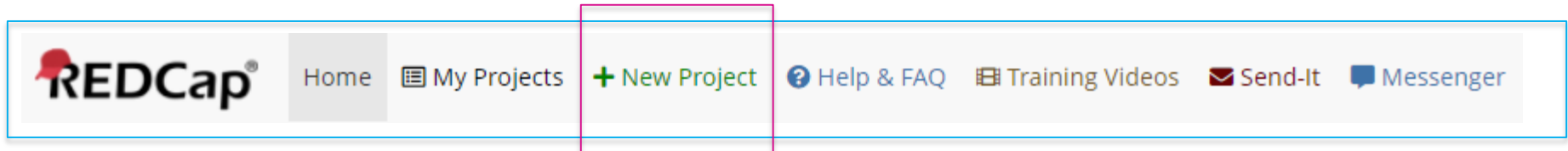
Your password has not been set yet or has been reset. You will need to set your password here to whatever value you wish. Please enter your desired password below and click the 'Submit' button. Once your password has been set, you may use it with your username whenever you log in to REDCap. Please make sure that you write down or remember your new password for future use. **The new password entered must be AT LEAST 9 CHARACTERS IN LENGTH and must consist of AT LEAST one lower-case letter, one upper-case letter, and one number.**

Username:	test.user
Password:	<input type="password"/>
Re-type password:	<input type="password"/>

Submit

Creating New Projects:

- ▶ When you first log into REDCap you will be on the Home tab. There is helpful information and links to training materials.
- ▶ You can access your existing projects that you have created or have been added to as a user by clicking the My Projects button.
- ▶ You can create a project by clicking the New Project button.



Creating New Projects (cont.):

- ▶ When you create a new project, you will give it a name and add some basic information for the REDCap Consortium.

You may begin the creation of a new REDCap project on your own by completing the form below and clicking the Create Project button at the bottom.

Project title:
Title to be displayed on project webpage

Purpose of this project:
How will it be used?

Name of P.I. (if applicable):
First name MI Last name

Email of P.I. (if applicable)

Name of P.I. as cited in publications (if applicable): (e.g., Harris PA)

IRB number (if applicable):

Please specify:

- ☐ Basic or bench research
- ☐ Clinical research study or trial
- ☐ Translational research 1 (applying discoveries to the development of trials and studies in humans)
- ☐ Translational research 2 (enhancing adoption of research findings and best practices into the community)
- ☐ Behavioral or psychosocial research study
- ☐ Epidemiology
- ☐ Repository (developing a data or specimen repository for future use by investigators)
- ☐ Other

Assign project to a Project Folder? ☐

Project notes (optional):
Comments describing the project's use or purpose that are displayed on the My Projects page.

Creating New Projects (cont.):

- You can also use templates to prepopulate your project with common Surveys and Data Entry Forms.

★ **Choose a project template** (comes pre-filled with fields, forms/surveys, and other settings) [+ Add templates \(Administrators only\)](#)


select template	Template title (sorted by title)	Template description
<input type="radio"/>	Basic Demography	Contains a single data collection instrument to capture basic demographic information.
<input type="radio"/>	Classic Database	Contains six data entry forms, including forms for demography and baseline data, three monthly data forms, and concludes with a completion data form.
<input type="radio"/>	Longitudinal Database (1 arm)	Contains nine data entry forms (beginning with a demography form) for collecting data longitudinally over eight different events.
<input type="radio"/>	Longitudinal Database (2 arms)	Contains nine data entry forms (beginning with a demography form) for collecting data on two different arms (Drug A and Drug B) with each arm containing eight different events.

Create ProjectCancel

Project Setup part 1

Using Surveys

- On the **Project Setup** tab you can enable the use of surveys in your project or enable many other REDCap data collection tools.



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? [?](#)


[Modify project title, purpose, etc.](#)


In progress
[I'm done!](#)

Define your events and surveys

Create events for re-using data

Go to [Define My Events](#)


Optional
[I'm done!](#)

Enable optional modules and customizations

[Enable](#) ☐ Repeatable instruments [?](#)

[Disable](#) ☒ Auto-numbering for records [?](#)

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

[Enable](#) ☐ Randomization module [?](#)

[Enable](#) ☐ Designate an email field for sending survey invitations [?](#)

[Additional customizations](#)

Settings displayed to Administrators only:

[Enable](#) ☐ Twilio SMS and Voice Call services for surveys [?](#)

Surveys vs Data Entry Forms:

- **Surveys** are meant to be completed by participants. Participants may be emailed a link, find a link posted online or be handed a tablet by the project team.

Survey

Please complete the survey below.

Thank you!

Do you want to participate in our survey?

☒ Yes
 ☐ No

First Name

Scott

Last Name

Testman

Date of Birth?


08-01-2018 MM-DD-YY

Email Address

scott.test@mssm.edu

* must provide value

Please watch this video.

 Watch video

Based on the video, please rate the statements below:

	Good	Fair	Not Good	
Video Quality	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	reset
Video Length	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	reset
Video Volume	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	reset

Submit

Only Data Collection

Surveys vs Data Entry Forms (cont.):

- **Data Entry Forms** are meant to be completed by project team members who have REDCap logins.

REDCap
user controls

Data Collection

- Survey Distribution Tools**
- Get a public survey link or build a participant list for inviting respondents
- 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](#)

Collection Instruments:
[My First Instrument](#)
[My Second Instrument](#)

Lock all instruments

Applications

- Alerts & Notifications
- Calendar
- Data Exports, Reports, and Stats
- Data Import Tool
- Data Comparison Tool
- Logging
- Field Comment Log
- File Repository
- User Rights and DAGs
- Customize & Manage Locking/E-signatures
- Data Quality
- API and API Playground
- REDCap Mobile App
- External Modules

Invitation status: Survey options

Editing existing Record ID 1

Record ID 1
To rename the record, see the record action drop-down at top of the [Record Home Page](#).

Do you want to participate in our survey? ☒ Yes ☐ No [reset](#)

First Name

Last Name

Date of Birth? M-D-Y

Email Address
* must provide value

Please watch this video.

Watch video

Based on the video, please rate the statements below:

	Good	Fair	Not Good
Video Quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Video Length	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>


[reset](#)

Data
Collection

Project Setup part 2

Online Designer/Data Dictionary:

- ▶ You will spend most of your development time building data collection instruments using the **Online Designer** or, for advanced users, the **Data Dictionary**.






Not
started




I'm done!

Design your data collection instruments & enable your surveys

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

Go to  Online Designer or  Data Dictionary Explore the  REDCap Shared 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



Online Designer

or



Data Dictionary

Explore the



REDCap Shared Library

Have you checked the [Check For Identifiers](#) page to ensure all identifier fields have been tagged?

Learn how to use



Smart Variables



Piping



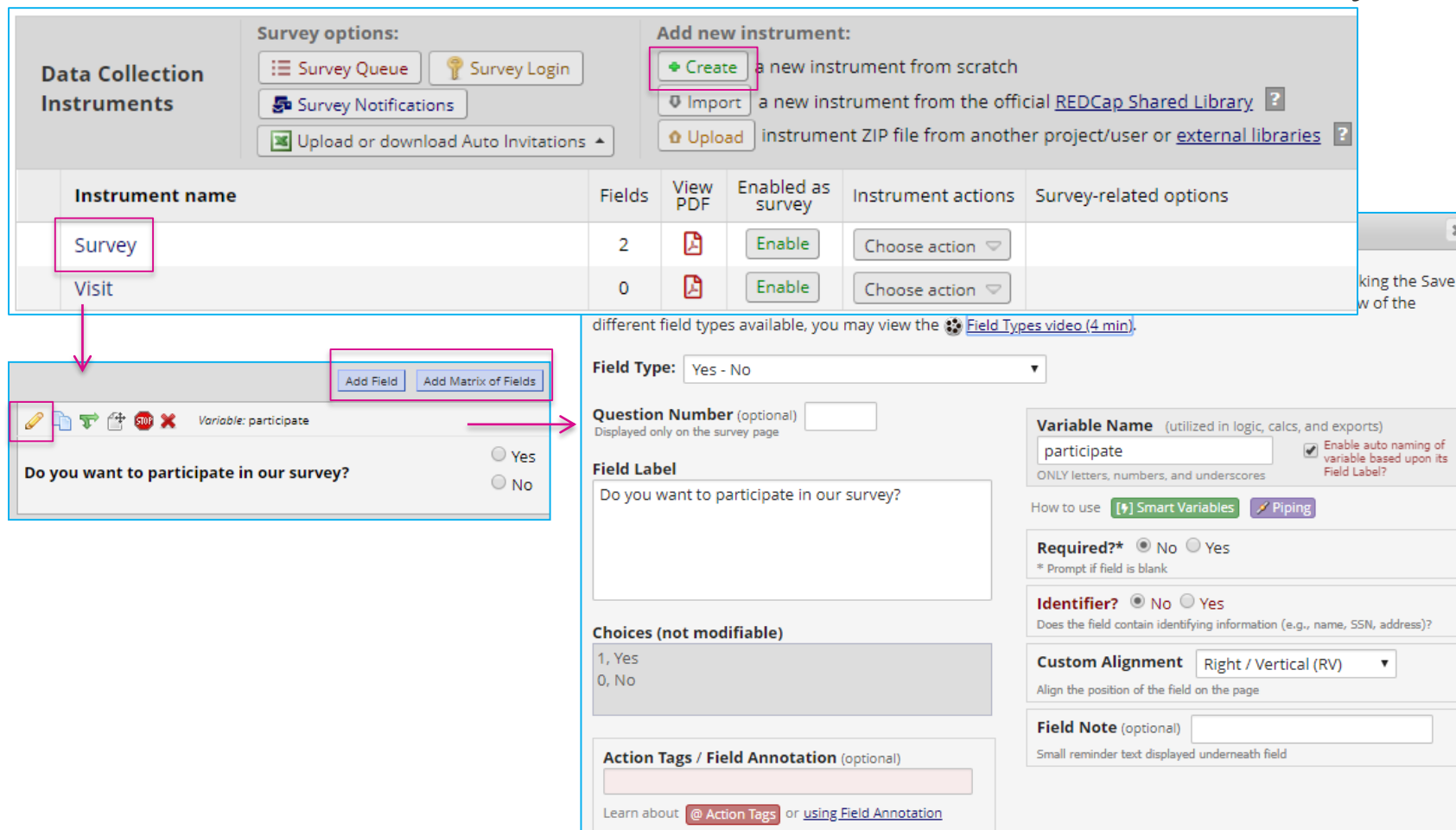
@ Action Tags



Project Setup part 2

Online Designer/Data Dictionary (cont.):

- The **Online Designer** will add individual data collection fields to individual data collection instruments one by one.



The screenshot illustrates the REDCap Online Designer interface. At the top, the 'Data Collection Instruments' section shows a table with two instruments: 'Survey' and 'Visit'. The 'Survey' instrument is highlighted with a red box. Below this, the 'Add new instrument:' section shows a 'Create' button (highlighted with a red box) for adding a new instrument from scratch. The 'Add Field' button (highlighted with a red box) is used to add a new field to an existing instrument. The 'Add Field' dialog box is shown, with the 'Field Type' set to 'Yes - No' and the 'Variable Name' set to 'participate'. The 'Question Number' is optional, and the 'Field Label' is 'Do you want to participate in our survey?'. The 'Choices (not modifiable)' section shows '1, Yes' and '0, No'. The 'Action Tags / Field Annotation' section is optional. The 'Variable Name' section shows 'participate' and the 'Enable auto naming of variable based upon its Field Label?' checkbox is checked. The 'Required?' section shows 'No' selected. The 'Identifier?' section shows 'No' selected. The 'Custom Alignment' section shows 'Right / Vertical (RV)' selected. The 'Field Note' section is optional.

Data Collection Instruments

Survey options:

- Survey Queue
- Survey Login
- Survey Notifications
- Upload or download Auto Invitations

Add new instrument:

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

Instrument name	Fields	View PDF	Enabled as survey	Instrument actions	Survey-related options
Survey	2		Enable	Choose action	
Visit	0		Enable	Choose action	

Add Field **Add Matrix of Fields**

Variable: participate

Do you want to participate in our survey? ☐ Yes ☐ No

Field Type: Yes - No

Question Number (optional)

Displayed only on the survey page

Field Label

Do you want to participate in our survey?

Choices (not modifiable)

1, Yes
0, No

Action Tags / Field Annotation (optional)

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

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

participate ☒ Enable auto naming of variable based upon its Field Label?

ONLY letters, numbers, and underscores

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

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


Project Setup part 2

Online Designer/Data Dictionary (cont.):

- The **Data Dictionary** will add multiple data collection fields to multiple data collection instruments all at once. Data Dictionaries can be created offline, saved and uploaded later.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Variable / Field Name	Form Name	Section Header	Field Type	Field Label	Choices	Field Note	Text Valid	Identifier	Branching	Required	Matrix Group	Field Annotation
2	record_id	survey		text	Record ID								@HIDDEN-SURVEY
3	participate	survey		yesno	Thank you war								
4	thank_you_and_have	survey		descriptive	Thank you a					[participate] = '0'			
5	first_name	survey		text	First Name				y	[participate] = '1'			
6	last_name	survey		text	Last Name				y	[participate] = '1'			
7	dob	survey		text	Date of Birth			date_mdy	y	[participate] = '1'			@HIDEBUTTON
8	email	survey		text	Email Address			email	y	[participate] = '1'			
9	video	survey		descriptive	Please wat					[participate] = '1'			
10	video_quality	survey	Based on the vi	radio	Video Qual					[participate] = '1'		video	
11	video_length	survey		radio	Video Leng					[participate] = '1'		video	
12	video_volume	survey		radio	Video Volu					[participate] = '1'		video	
13	video_score	survey		calc	Video Score								@HIDDEN-SURVEY
14	pipe	visit		descriptive	<font								
15	date_of_visit	visit		text	Date of Visit								
16	height	visit		text	Height								
17	weight	visit		text	Weight								
18	bmi	visit		calc	BMI								
19	group	visit		dropdown	Group								
20	category	visit		radio	Category								
21	condition	visit		checkbox	Condition								
22	signature	visit		file	Signature								
23	upload_file	visit		file	Upload File								
24	are_they_cool	visit		slider	Cool?								

Steps for making project changes:

- 1.) [Download the current Data Dictionary](#) 
- 2.) Edit the Data Dictionary (see the [Help & FAQ](#) for help)
- 3.) Upload the Data Dictionary using the form below
- 4.) The changes will be made to the project after the Data Dictionary has been checked for errors

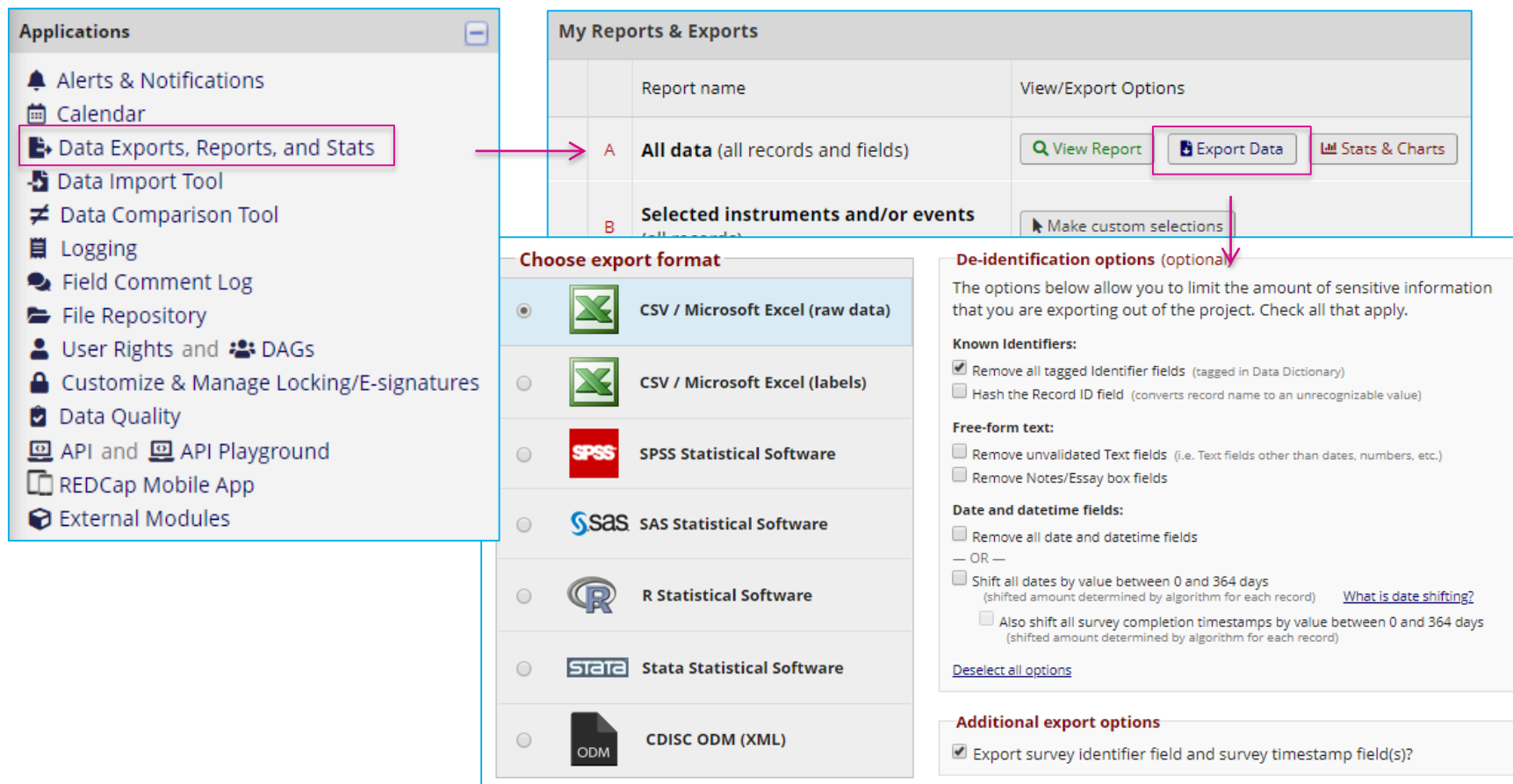
Upload your Data Dictionary file (CSV file format only)

Format for min/max validation values for date and datetime fields:

No file chosen

Data Exports

- **Data Exports** will output all of your collected data into a format of your choice.



The screenshot illustrates the REDCap Data Exports workflow. On the left, the 'Applications' sidebar highlights 'Data Exports, Reports, and Stats'. This leads to the 'My Reports & Exports' table, which lists available reports. A report named 'All data (all records and fields)' is selected, and the 'Export Data' button is highlighted. Below the table, the 'Choose export format' panel offers various output options, with 'CSV / Microsoft Excel (raw data)' selected. To the right, the 'De-identification options' panel allows users to limit sensitive information, with 'Remove all tagged Identifier fields' checked. The 'Additional export options' panel at the bottom shows 'Export survey identifier field and survey timestamp field(s)' checked.

Applications

- Alerts & Notifications
- Calendar
- Data Exports, Reports, and Stats**
- Data Import Tool
- Data Comparison Tool
- Logging
- Field Comment Log
- File Repository
- User Rights and DAGs
- Customize & Manage Locking/E-signatures
- Data Quality
- API and API Playground
- REDCap Mobile App
- External Modules

My Reports & Exports

	Report name	View/Export Options
A	All data (all records and fields)	View Report Export Data Stats & Charts
B	Selected instruments and/or events (all records)	Make custom selections

Choose export format

- ☒ CSV / Microsoft Excel (raw data)
- ☐ CSV / Microsoft Excel (labels)
- ☐ SPSS Statistical Software
- ☐ SAS Statistical Software
- ☐ R Statistical Software
- ☐ Stata Statistical Software
- ☐ CDISC ODM (XML)

De-identification options (optional)

The options below allow you to limit the amount of sensitive information that you are exporting out of the project. Check all that apply.

Known Identifiers:

- ☒ Remove all tagged Identifier fields (tagged in Data Dictionary)
- ☐ Hash the Record ID field (converts record name to an unrecognizable value)

Free-form text:

- ☐ Remove unvalidated Text fields (i.e. Text fields other than dates, numbers, etc.)
- ☐ Remove Notes/Essay box fields

Date and datetime fields:

- ☐ Remove all date and datetime fields
- OR —
- ☐ Shift all dates by value between 0 and 364 days (shifted amount determined by algorithm for each record) [What is date shifting?](#)
- ☐ Also shift all survey completion timestamps by value between 0 and 364 days (shifted amount determined by algorithm for each record)

[Deselect all options](#)

Additional export options

- ☒ Export survey identifier field and survey timestamp field(s)?

Data Import Tool


- The **Data Import Tool** will upload one or multiple data collection fields into one or multiple data collection instruments.

Record format: The file to be uploaded has its records stored as separate Rows ▼

Format for date and datetime values: MM/DD/YYYY or YYYY-MM-DD ▼

Allow blank values to overwrite existing saved values? No, ignore blank values in the file (default) ▼

Name the imported records automatically (force record auto-numbering) ? No, use the record name provided ▼

 **Upload your CSV file:**

Choose File No file chosen

Upload File

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	record_id	survey_timestamp	participant	first_name	last_name	dob	email	video_quality	video_length	video_volume	video_score	survey_code	date_of_visit	height	weight	bmi	group	category
2	1		1	Test	Testman1	8/1/2018	scott.robe	1	2	3	6	2	8/10/2018	72	150	20.34144	1	
3	2	8/10/2018 11:16	1	Scott	Testman2	8/1/2018	scott.robe	1	2	3	6	2	8/14/2018	58	200	41.79548	1	
4	3	8/10/2018 11:45	0									2	8/14/2018					
5	4		1	Test	Testman1	8/1/2018	scott.robe	1	2	3	6	2	8/10/2018	72	150	20.34144	1	
6	5	8/10/2018 11:16	1	Scott	Testman2	8/1/2018	scott.robe	1	2	3	6	2	8/14/2018	58	200	41.79548	1	
7	6	8/10/2018 11:45	0									2	8/14/2018					
8	7		1	Test	Testman1	8/1/2018	scott.robe	1	2	3	6	2	8/10/2018	72	150	20.34144	1	
9	8	8/10/2018 11:16	1	Scott	Testman2	8/1/2018	scott.robe	1	2	3	6	2	8/14/2018	58	200	41.79548	1	
10	9	8/10/2018 11:45	0									2	8/14/2018					
11	10		1	Test	Testman1	8/1/2018	scott.robe	1	2	3	6	2	8/10/2018	72	150	20.34144	1	
12																		

Project Setup part 3

User Rights and Permissions

- **User Right and Permissions** is where the access to data and tools can be granted or denied at the project level.

Basic Rights

Expiration Date

(if applicable)

(M/D/Y)

Highest level privileges:

Project Design and Setup

☒

User Rights

☒

Data Access Groups

☒

Privileges for data exports (including PDFs and API exports, reports, and stats:

Data Exports

☐ No Access
 ☐ De-Identified*
 ☐ Remove all tagged Identifier fields
 ☒ Full Data Set

* De-identified means that all free-form text fields will be removed, as well as any date/time fields and Identifier fields.

Add/Edit/Organize Reports

☒

Also allows user to view ALL reports (but not necessarily all data in the reports)

Stats & Charts

☒

Other privileges:

Survey Distribution Tools

☒

Calendar

☒

Data Import Tool

☒

Data Comparison Tool

☒

Data Entry Rights

NOTE: The data entry rights **only** pertain to a user's ability to view or edit data on a web page in REDCap (e.g., data entry forms, reports). It has no effect on data imports or data exports.

	No Access	Read Only	View & Edit	Edit survey responses
Pre-Screening Survey (survey)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Morale Questionnaire Week 1 (survey)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Completion Data				

Applications

Alerts & Notifications

Calendar

Data Exports, Reports, and Stats

Data Import Tool

Data Comparison Tool

Logging

Field Comment Log

File Repository

User Rights and

DAGs

Customize & Manage Locking/E-signatures

Data Quality

API and API Playground

REDCap Mobile App

External Modules

Scientific Computing, Research Data Services 2020

Project Setup part 3

Moving a Project from Development to Production

- Moving from Development to Production means a project is now collecting real and not test data. Edits and updates to the project that may result in data loss are automatically sent to REDCap Support for approval.



Not
started

Move your project to production status

Move the project to production status so that real data may be collected. Once in production, you will not be able to edit the project fields in real time anymore. However, you can make edits in Draft Mode, which will be auto-approved or else might need to be approved by a REDCap administrator before taking

Go to [Move project to production](#)

Move Project To Production Status?

Are you sure you wish to leave the DEVELOPMENT stage? If you proceed, the project will be moved to PRODUCTION status so that real data may be collected. If you select the 'Delete ALL data' option below, all current collected data, calendar events, and uploaded documents will be deleted, otherwise all will remain untouched as the project is moved to production.

★ Have you checked the [Check For Identifiers](#) page to ensure all identifier fields have been tagged?

Keep existing data or delete?

- ☐ Keep ALL data saved so far. (5 records)
- ☐ Delete ALL data, calendar events, documents uploaded for records/responses, survey responses (if applicable), and any logging events pertaining to data collection.

Once in production, you will not be able to edit the project fields in real time anymore. However, you can make edits in Draft Mode, which will be auto-approved or else might need to be approved by a REDCap administrator before taking effect.

YES, Move to Production Status

Cancel

Scientific Computing, Research Data Services



<https://redcap.mountsinai.org>

redcap-support@mssm.edu