REDCap Data Import Guide

Overview

In a REDCap project, RCG will create a Participant Information instrument. This instrument is designed to use participant data from the Clinical Database. Use this process to import the participant data from the Clinical Database into REDCap. Additional study specific instructions may be given.

RCG will give specific access to necessary reports for this process.

Extracting the Report from the Clinical Database

Go to **Access Study Data** and select your study name. Under reports, select **REDCap Participant Import**. Click **Extract Report** at the bottom of the page.

Preparing the Report for REDCap Upload

Open the Clinical Database file. This can be found at the top of your Downloads folder when sorted by date. Delete the top 9 rows in the Clinical Database file. Save it as a csv for upload.

Data Import Tool Settings

Go to the study project in REDCap (edc.pbrc.edu). Click the **Data Import Tool** on the left sidebar (if you do not have access, contact RCG). Ensure that the upload settings are as shown at the bottom of the page. Select the saved csv file. Click the **Upload File** button.

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⇥ Data Import Tool

This module may be used for importing data into this project from a CSV (comma delimited) file or alternatively from an XML file in CDISC ODM format. Below are the steps you will need to follow in order to import your data successfully into this project.

> ⚠ **NOTICE:** This project is currently in Development status. **Real data should NOT be entered** until the project has been moved to Production status.

| 🗷 CSV import | 🗷 CDISC ODM (XML) import |

Instructions:

1.) Click the link below to download your data import template as a CSV (comma delimited) file. Save it locally to your computer and then open it to begin filling it with the data you wish to import.

   🗷 Download your Data Import Template (with records in rows)
   OR
   🗷 Download your Data Import Template (with records in columns)

2.) In each column of the Data Import Template file that you downloaded, place the data for each record that you wish to import. Once all your data has been added, save the file.

- Be sure not to change the Variables/Field Names in the file or an error may occur.
- All multiple choice fields (e.g., dropdown, radio) must have the raw coded value (rather than the choice label) entered in those cells, or else it cannot be processed. These can be found in the Codebook.
- Any empty rows or columns in the file can be safely deleted before importing the file. Doing this reduces the upload processing time, especially for large projects.

3.) Click the 'Browse' or 'Choose File' button below to select the file on your computer, and upload it by clicking the 'Upload File' button.

4.) Once your file has been uploaded, the data will NOT be immediately imported but will be displayed and checked for errors to ensure that all the data is in correct format before it is finally imported into the project.

> ⓘ **How to import records for events:**
> In order to import records for longitudinal projects such as this one, you must use the '**redcap_event_name**' field in your data import file, in which you will provide a **unique event name** for each record. This will tell it which event that the data belongs to for that record. A list of all the unique names are listed on the Define My Events page. If the 'redcap_event_name' field is not specified for every record being imported, it will display an error.

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]

Uploading and Reviewing Data

The next screen will show any possible errors within the data. There should not be any at this stage of the project because all this data has been previously reviewed. Click the **Import Data** button at the bottom of the screen.

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🔁 Data Import Tool

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 |

✅ **Your document was uploaded successfully and is ready for review.**
You are now required to view the Data Display Table below to approve all the data before it is officially imported into the project.
Follow the instructions below.

Instructions for Data Review

The data you uploaded from the file is displayed in the Data Display Table below. Please inspect it carefully to ensure that it is all correct. After reviewing it, **click the 'Import Data' button at the bottom of this page** to import this data into the project.

KEY for Data Display Table below
Black text = New Data
Gray text = Existing data (will not change)
(Red text) = Data that will be overwritten
Red box = error
Orange box = warning

DATA DISPLAY TABLE										
record_id	redcap_event_name	subjectid	acrostic	firstname	middleinitial	lastname	dob	gender	bmicategory	participant_information_complete
A00-07-7028 (new record)	o_arm_1	A00-07-7028	VALLE	Leslie	A	Valentine	1990-01-30	F	Obese	2

Do you wish to import the new data (displayed above) into the project?
(Click the button below to import the data.)

| Import Data | Cancel

A success message will appear after hitting **Import Data** again.

✅ **Import Successful!** **1** record was created or modified during the import.

The data you uploaded from the file was successfully imported into the project. If you wish to import more data, you may use the box above to select another file on your computer.