

LOGIN OG OVERBLIK

- Login side
- Profiloplysninger
- Overblik og navigation
- Adgang til hjælp
- REDCap projekt status

The login page

The screenshot shows the REDCap login page in a web browser. The browser's address bar is circled in blue and contains the URL <https://open.rsyd.dk/redcap/>. A blue arrow points from the text 'REDCaps Produktionsserver (HTTPS)' to this address bar. The page features the REDCap logo at the top, followed by a 'Log In' section. Below the logo, there is a message: 'Please log in with your user name and password. If you are having trouble logging in, please contact [Lars Soegaard](mailto:lars.soegaard@rsyd.dk) (lars.soegaard@rsyd.dk).' The login form includes fields for 'Username:' and 'Password:', a 'Log In' button, and a link for 'Forgot your password?'. A blue arrow points from the text 'Tvunget passwordskit hver 3. mnd. Profil låses ved 3 fejlslagne logins' to the password field. Below the login form, there is a 'Welcome to REDCap!' section and a 'REDCap Features' box with several bullet points.

REDCaps
Produktionsserver
(HTTPS)

REDCap™

Log In

Please log in with your user name and password. If you are having trouble logging in, please contact [Lars Soegaard](mailto:lars.soegaard@rsyd.dk) (lars.soegaard@rsyd.dk).

Username:

Password:

Log In [Forgot your password?](#)

Welcome to REDCap!

REDCap is a secure, web-based application for building and managing online surveys and databases. Using REDCap's stream-lined process for rapidly developing projects, you may create and design projects using 1) the online method from your web browser using the Online Designer; and/or 2) the offline method by constructing a 'data dictionary' template file in Microsoft Excel, which can be later uploaded into REDCap. Both surveys and databases (or a mixture of the two) can be built using these methods.

REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.

REDCap Features

- Build online surveys and databases quickly and securely** - Create and design your project rapidly using secure web authentication from your browser. No extra software is required.
- Fast and flexible** - Conception to production-level survey/database in less than one day.
- Export data to common data analysis packages** - Export your data to Microsoft Excel, PDF, SAS, Stata, R, or SPSS for analysis.
- Ad Hoc Reporting** - Create custom queries for generating reports to view or download.
- Scheduling** - Utilize a built-in project calendar and

REDCap Home

The screenshot shows the REDCap Home page. At the top right, the user is logged in as 'tutorial_user' with links for 'My Profile' and 'Log out'. The REDCap logo is on the left. A navigation bar contains 'Home', 'My Projects', 'Training Resources', 'Help & FAQ', and 'Send-It'. Below the navigation bar, there is a 'Welcome to REDCap!' section and a 'REDCap Features' section. Annotations with blue arrows point from text labels to the 'Help & FAQ' link and the 'My Profile' link.

tutorial_user | My Profile | Log out

REDCap™

Access to video tutorials and help

Profile information

Home My Projects Training Resources Help & FAQ Send-It

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Navigation

Genveje

Dataindsamling

REDCap moduler

Hjælp

The screenshot shows the REDCap interface for a project named 'Tutorial_project'. The browser address bar indicates the URL: https://open.rsyd.dk/redcap/redcap_v5.5.8/index.php?pid=79. The interface is divided into several sections:

- Header:** 'Tutorial_project' title and navigation tabs: 'Project Home', 'Project Setup', 'Other Functionality', and 'Project Revision History'.
- Left Sidebar:** Contains the REDCap logo, user information ('Logged in as tutorial_user | Log out'), and a list of navigation links: 'My Projects', 'Project Home', 'Project Setup', 'Data Collection', 'Record Status Dashboard', 'Add / Edit Records', 'Data Collection Instruments', 'Applications', and 'Help & Information'.
- Main Content Area:**
 - Quick Tasks:** A list of tasks with descriptions: 'Export data', 'Create a report', 'Check data quality', 'User Rights', 'Online Designer and Data Dictionary Upload', and 'Data Access Groups'.
 - Project Dashboard:** A section providing general dashboard information, including a list of users with access to the project, general project statistics, and upcoming calendar events.

Current Users Table:


User	Expires
pbjensen (Peter Bjedstrup Jen)	never
tutorial_user (Peter Bjedstrup Jen)	never

Project Statistics Table:

Records in project	0
Most recent activity	11/04/2014 2:22pm
Space usage for docs	0 MB
Project status	Development

Upcoming Calendar Events Table:

Time	Date	Description
No upcoming events		

Project status:  Development

Completed steps 0 of 7



Not started

I'm done!

Main project settings

Enable

 Use longitudinal data collection with repeating forms? [?](#)

Enable

 Use surveys in this project? [?](#) [VIDEO: How to create and manage a survey](#)

Modify project title, purpose, etc.



In progress

I'm done!

Design your data collection instruments

Add or edit fields on your data collection instruments. This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method), in which you may use either method or both. Quick links: [Download PDF of all data collection instruments](#) OR [Download the current Data Dictionary](#)

Go to or You may also browse for pre-built data collection instruments in the Have you checked the [Check For Identifiers](#) page to ensure all identifier fields have been tagged?

Optional

I'm done!

Enable optional modules and customizations

Enable

 Auto-numbering for records [?](#)

Enable

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

Enable

 Randomization module [?](#)

Enable

 Designate an email field to use for invitations to survey participants [?](#)

Optional

I'm done!

Set up project bookmarks (optional)

You may create custom bookmarks to webpages that exist inside or outside of REDCap. These bookmarks will be seen as links on the left-hand project menu and can be accessed at any time by users who are given privileges to do so. Every project bookmark has custom settings that allow one to control its appearance and behavior.

Go to 

Optional

I'm done!

User Rights and Permissions

You may grant other users access to this project or edit the user privileges of current users on this project by navigating to the User Rights page. Additionally, if you wish to limit user access to certain records/responses for this project, you may want to use Data Access Groups, in which only users within a given Data Access Group can access records created by users within that group.

Go to or 

Test your project thoroughly

It is important to test the essential components of your project before moving it into production. Try creating a few test records and entering some data for each to ensure that your data collection instruments look and behave how

Project Setup

Project setup fanen giver adgang til en række funktioner og opsætninger opdelt i faser som et projekt ofte vil gennemløbe.

Øverst træffes nogle grundlæggende beslutninger om projektets karakter, og herefter følger design fasen

Nederst findes test fasen og adgangen til at løfte projektet i produktion

Design, Produktion & Draft

Et REDCap projekt kan befinde sig i 3 forskellige tilstande afhængigt af status for udvikling og indsamling af data. Alle ændringer i status skal foretages af datamanager

1. **DEVELOPMENT:** I denne fase udvikler forskergruppen databasen med opbygning af skemaer og opsætning af funktionalitet. Afslutningen på denne fase er en grundig test af alle skemaer og funktioner. Der må KUN indtastes FIKTIVE data på et projekt i Development
2. **PRODUKTION:** Når forsker og datamanager er enige om at projektet er klart løftes det i produktion. Dette rydder databasen for samtlige indtastede forsøgsdata. Funktionalitetsmæssigt er der ellers ingen forskel fra development. Projektet forbliver fysisk på den samme REDCap server
3. **DRAFT:** Opstår der et behov for at foretage ændringer i et projekt der er i produktion, kan projektet løftes ned i Draft mode. Her foretages ændringerne, og derefter løftes i produktion igen. Dette skal gøres med forsigtighed og foretages derfor kun af datamanager. Sørg i stedet for at teste grundigt i fase 1.