

# **File Repository Guidance Document**

This application may be used for storing and retrieving files and documents used for this project, such as a blank copy of your consent forms or data entry guides. You may also upload files here to save for retrieval later, or you may download previously uploaded files. Whenever a data export is performed, the resulting data and syntax files are stored here also.

## Accessing the Repository:

- 1. Log on to REDCap at: <u>http://www.ctsi.ufl.edu/research/research-support/redcap/</u> using your Gatorlink username and password.
- 2. Select the project for which you will be entering data. From the REDCap Home Screen select the My Projects tab to see a list of projects you are authorized to access. REDCap will work in any modern browser. Click on the link to the database for which you will be entering data. The screen will then display database information about current users and other database statistics (see Figure 1).

Figure 1. The default REDCap project screen.

REDCap™	University of Flori Clinical and Translational	da	ational Science	e Institute	
My Projects     Project Home	FN3				
<ul> <li>Project Setup</li> <li>Project status: Production</li> </ul>					
ata Collection	noject Home	🛷 Project Setup	🥜 Other Functionali	ity 📄 Project Revis	ion History
💷 Data Entry	In Project Home	V Project Setup	J- Other Functional	Ity Project Revis	sion History
pplications					
👖 Calendar	Quick Tasks				
Data Export Tool	Export data	Export your data f	rom REDCap to open or viev	v in Excel or various stats	packages.
Data Import Tool Data Comparison Tool	Create a report	Build custom repo	rts for quick views of your da	ata, and export reports to I	Excel/CSV.
	Check data quality	Build or execute d	ata quality rules to find disc	repancies and errors in vo	ur project data.
File Repository	User Rights	)	ccess to this project or mod		
💲 User Rights					
Record Locking Customization	Online Designer an Data Dictionary Uplo		questions on your data colle r by unloading a Data Diction		y existing ones using the I the current Data Dictionary
Normal States and Locking Mgmt States States & S			, , , , , , , , , , , , , , , , , , ,		
Data Quality	Copy this project         Create an exact duplicate of this project, which copies over all data collection instruments, any surveys that exist, as well as the option to copy all users and reports to the new project.           Data Access Groups         Create groups of users to limit user access to certain records/responses, in which only users within a given Data Access Group.				
API					
Report Builder		given Data Access	s Gloup can access records	created by users within th	iat group.
Reports					
1) Apgars	Project Dashboard	1			
Help & Information		de general dashboard in ng calendar events (if ar	formation, such as a list of a w).	all users with access to thi	s project, general project
Help & FAQ		3	,,		
<ul> <li>Video Tutorials</li> <li>Suggest a New Feature</li> </ul>	🚨 Current Users	👃 Current Users			
If you are experiencing problems, please	User	Expires	ecords in project	115	
contact your <u>REDCap administrator</u> .	csussman	never	lost recent activity	08/06/2012 10:28am	
	(Craig Sussman) descoto	S	pace usage for docs	2.51 MB	
	(Danilo Escoto)	never P	roject status	Production	
	drifafreys (Drifa Freysdottir)	never	🗓 Upcoming Calendar Ever	nts (next 7 days)	
	irubin	never	Time Date (	Description	
	janetesullivan	never		No upcoming events	



3. Next, in the left-hand column, click on the **File Repository** (green arrow) link in the under "Applications" to access previously stored files or to add additional files. This will take you to the File Repository screen (Figure 2) where you can look at previously deposited files, upload new files or when a data export is performed, the resulting data and syntax files are stored here as well.

Figure 2. The default 'User Files' REDCap File Repository screen.

REDCap	UF Clinical and Translational Science Institute			
	University of Florida			
Logged in as tis   Log out	Clinical and Translational Science Institute (CTSI)			
My Projects Project Home	FN3			
Project Setup     Project status: Production	The Repository			
Data Collection	This page may be used for storing and retrieving files and documents used for this project. You may upload files here to save for			
🎫 Data Entry	retrieval later, or you may download previously uploaded files in the file list below. Whenever a data export is performed, the resulting data and syntax files are stored here also.			
Applications	NOTE: Since Data Access Groups have been created in this project, please be aware that any files manually uploaded here (i.e.			
🛅 Calendar ⋥ Data Export Tool 📮 Data Import Tool	files listed under User Files) will be available to ALL project users, regardless of whether they or you have been assigned to a Data Access Group or not.			
Data Import foor Data Comparison Tool	🝰 User Files 🛛 🗔 Data Export Files 🖉 Upload New File			
Logging				
File Repository User Rights	Filter by file type: ALL 🗾 Action			
<ul> <li>Over Rights</li> <li>Record Locking Customization</li> <li>E-signature and Locking Mgmt</li> <li>Graphical Data View &amp; Stats</li> <li>Data Quality</li> <li>API</li> </ul>	Image: Create_Your_Gatorlink_Account.docx         Date uploaded: 06/08/2011         File size: 46 KB			
Report Builder	🕅 REDCap Data Entry User Manual 🥒 🥔			
Reports	File name: REDCapUserManual.docx Date uploaded: 06/08/2011			
1) Apgars	Date uploaded: 06/08/2011 File size: 1069.1 KB			
left & Information				
<ul> <li>Help &amp; FAQ</li> <li>Video Tutorials</li> <li>Suggest a New Feature</li> </ul>				
If you are experiencing problems, please contact your REDCap administrator.				

Note: In the example above, there are already two Word documents stored in the repository. Normally, this screen would be blank if this is the first time you have accessed this application or have not exported any data.

# **Definitions:**

**User Files**: Contains the files, such as a copy of the IRB consent form or data entry guidelines, which were uploaded by any of the users to the project via the Upload New File tab (see Figure 3).

Data Export Files: Contains all the data export and syntax files, which are automatically stored in this area (see Figure 4).

Upload New File: Location where you upload a new file to the repository.



#### Figure 3. Location of User files

This page may be used for storing and retrieving files are		, , , , , , , , , , , , , , , , , , ,	
retrieval later, or you may download previously uploaded data and syntax files are stored here also.	i files in the file list below. Wh	ienever a data export is performe:	1, the resulting
NOTE: Since Data Access Groups have been created i files listed under User Files) will be available to ALL pro Access Group or not.			
👍 User Files 🛛 🗔 Data Export Files	🖉 Upload New File		
		Filter by file type: ALL 🔻	Action
		-liter by file type: [ALL 🛅	Action
Obtaining a Gatorlink Account File name: Create_Your_Gatorlink_Account.de Date uploaded: 06/08/2011 File size: 46 KB	ocx		<b>N</b>
<b>REDCap Data Entry User Manual</b> File name: <b>REDCapUserManual.docx</b> Date uploaded: 06/08/2011 File size: 1069.1 KB			

# Figure 4. Location of Data Export files

	Filter by: Last Export Displaying files (by most recent): 1 - 5 •	Syntax & Data
me expo ported b	rted: 03/15/2012 3:55 pm y: theriaqu	
SPSS <sup>-</sup>	SPSS Statistical Analysis Software Download and save all 3 files on the right to a common location. First, double-click on the Pathway Mapper (.bat) file, which will run quickly and invisibly. (If you are not using a Windows operating system, such as Mac or Linux, please see the Additional Instructions.) Now double-click on the *.sps file, which will open SPSS. When the file is loaded and displayed, choose Run>All from the top menu options. This action will launch the script that will automatically read in all data and manipulate data fields with labels, option values, etc. Additional instructions	SPSS DATA CSV
×	Microsoft Excel You may download the survey results in CSV (comma-separated) format, which can be opened in Excel. You have the choice of downloading the data either with the full headers and answer labels or just with the answer codes (i.e. raw data). NOTE: If you are using a version of Microsoft Excel prior to Excel 2007, due to limitations the data will only be read to 255 columns when opened.	EXCEL CSV Labels Send file?
sas.	SAS Statistical Software Download and save all 3 files on the right to a common location. First, double-click on the Pathway Mapper (.bat) file, which will run quickly and invisibly. (If you are not using a Windows operating system, such as Mac or Linux, please see the Additional Instructions.) Now double-click on the ".sas file, which will open SAS. When the file is loaded and displayed, choose Run (or Run>Submit) from the top menu options. This action will launch the script that will automatically read in all data and manipulate data fields with labels, option values, etc. Additional instructions	SAS Pathway Mapper Send file?
R	R Statistical Software Instructions: Use command read.csv('filename') to read in data file.	

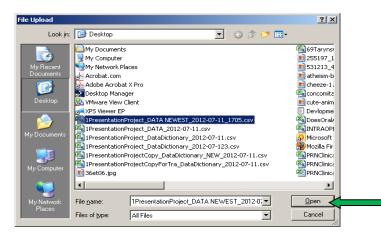


Figure 5: The default 'Upload New File' REDCap screen.

💰 User Fi	s 🛛 🗔 Data Export Files 🖉 Upload New File
To upload a new fi click the "Upload	to the repository, in the fields below specify the file on your computer and provide a name/label for the file. Then " button.
💿 Add	g new file
Docume	Browse
Name/L	el Expand
	Upload File

### Steps to upload a new document:

- 1) Click on the [Browse] button (see green arrow above)
- 2) Find the file you want to upload on your computer and click on the [Open] button



3) Give the uploaded file a name/label and click on [Upload File] button

Adding ne	ew file	
Document	C:Documents and Settin Browse	
(	Blank Informed Consent Form	
Name/Label		
		Expand
	Upload File	
	Cancel	



4) The file will now appear under the User Files tab.

🧬 User Files 🛛 📮 Data Export Files 🔹 🖉 Upload New File				uploa
	Filter by file	Actio		file
Blank Informed Consent Form File name: 1PresentationProject_DATA_NEWEST_2012-07-11_1705.c Date uploaded: 08/09/2012 File size: 13.2 KB	sv		<ul><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li></ul> <li></li>	I
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REDCap Data Entry User Manual File name: REDCapUserManual.docx Date uploaded: 06/08/2011 File size: 1069.1 KB		J	<ul><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li></ul>	I

NOTE: Since Data Access Groups have been created in this project, please be aware that any files manually uploaded here (i.e. files listed under User Files) will be available to ALL project users, regardless of whether they or you have been assigned to a Data Access Group or not.

# Managing Files in the Repository:

C	file successfully added		
🝰 User Files 🛛 📮 Data Export Files	🖉 Upload New File		
	Filter by file	e type: ALL 💌 Action	> Opens file
Blank Informed Consent Form File name: 1PresentationProject_DATA_NEW Date uploaded: 08/09/2012 File size: 13.2 KB	EST_2012-07-11_1705.csv		Allows for editing of file name or to delete file
Obtaining a Gatorlink Account File name: Create_Your_Gatorlink_Account.d Date uploaded: 06/08/2011 File size: 46 KB	0CX		>Deletes file
REDCap Data Entry User Manual File name: REDCapUserManual.docx Date uploaded: 06/08/2011 File size: 1069.1 KB			Securely emails the file