

File Repository Guidance Document

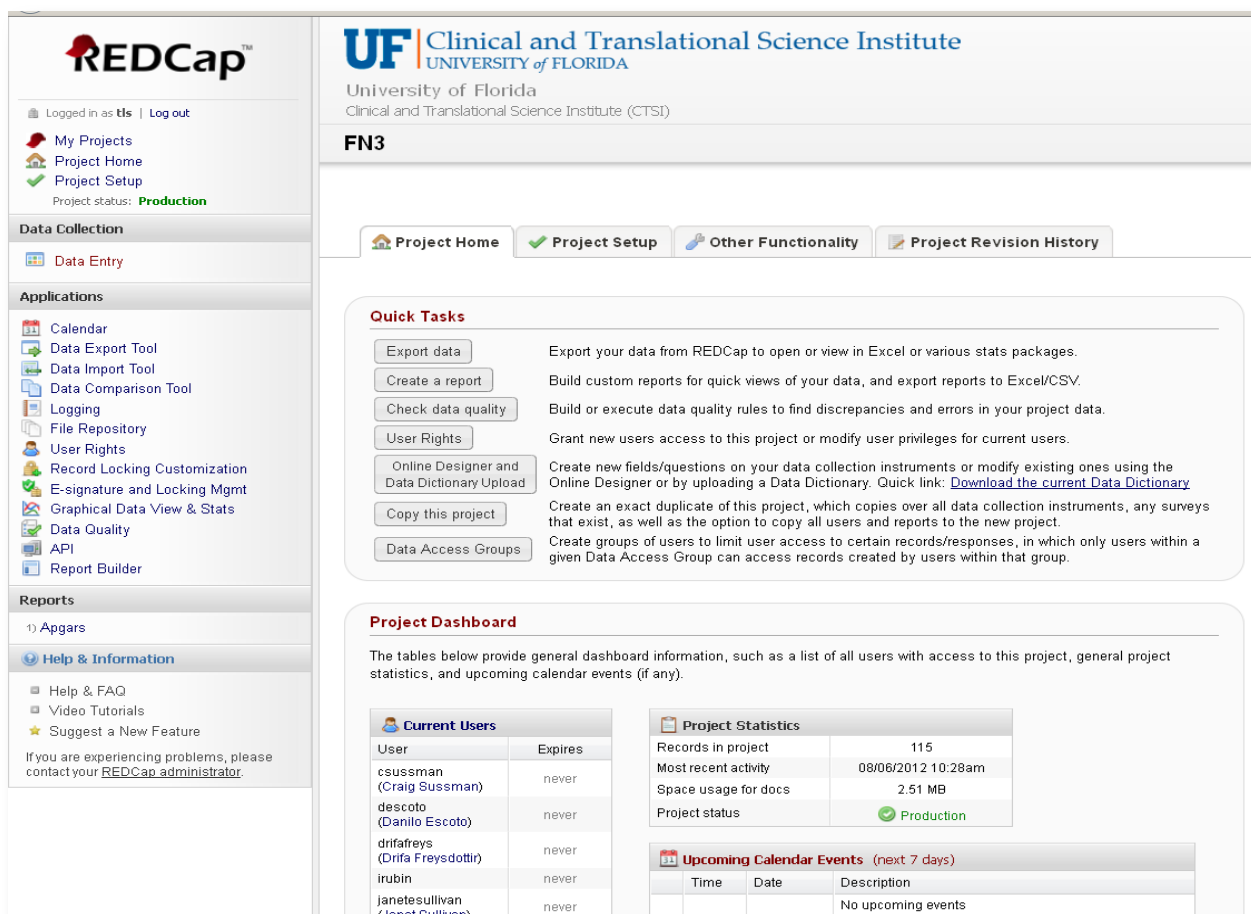
This application may be used for storing and retrieving files and documents used for this project, such as a blank copy of your consent forms or data entry guides. You may also upload files here to save for retrieval later, or you may download previously uploaded files.

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:** <http://www.ctsi.ufl.edu/research/research-support/redcap/> 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.



The screenshot shows the REDCap interface for project FN3. The left sidebar contains navigation links for My Projects, Project Home, Project Setup, Data Collection, Data Entry, Applications, Reports, and Help & Information. The main content area displays the project name FN3 and a navigation bar with Project Home, Project Setup, Other Functionality, and Project Revision History. Below this is a Quick Tasks section with buttons for Export data, Create a report, Check data quality, User Rights, Online Designer and Data Dictionary Upload, Copy this project, and Data Access Groups. The Project Dashboard section provides general information about the project, including a list of current users and project statistics.

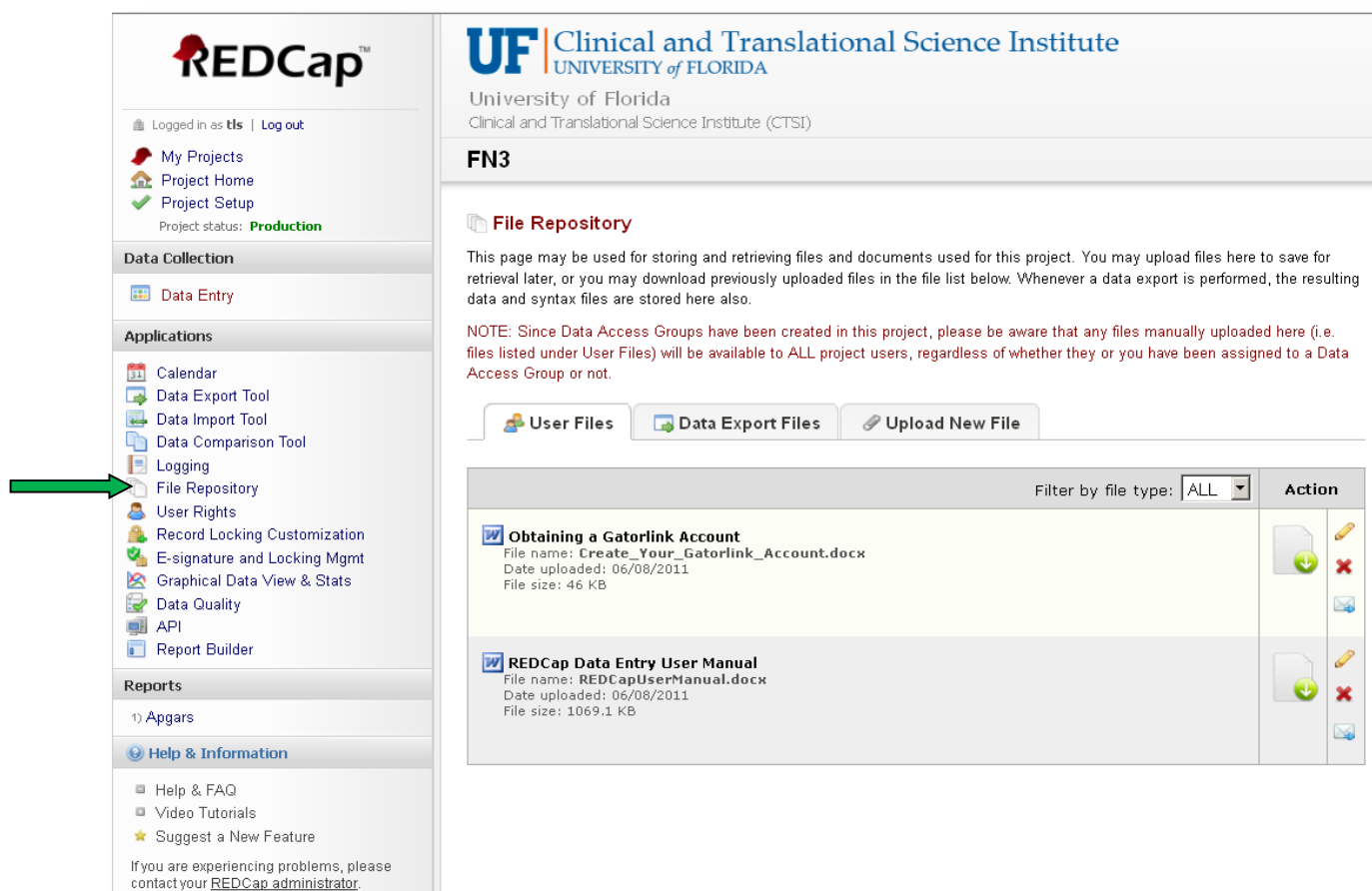
Current Users	
User	Expires
csussman (Craig Sussman)	never
descoto (Danilo Escoto)	never
drifafreys (Drifa Freysdottir)	never
irubin	never
janetesullivan (Janet Sullivan)	never

Project Statistics	
Records in project	115
Most recent activity	08/06/2012 10:28am
Space usage for docs	2.51 MB
Project status	Production

Upcoming Calendar Events (next 7 days)		
Time	Date	Description
No upcoming events		

- 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.



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

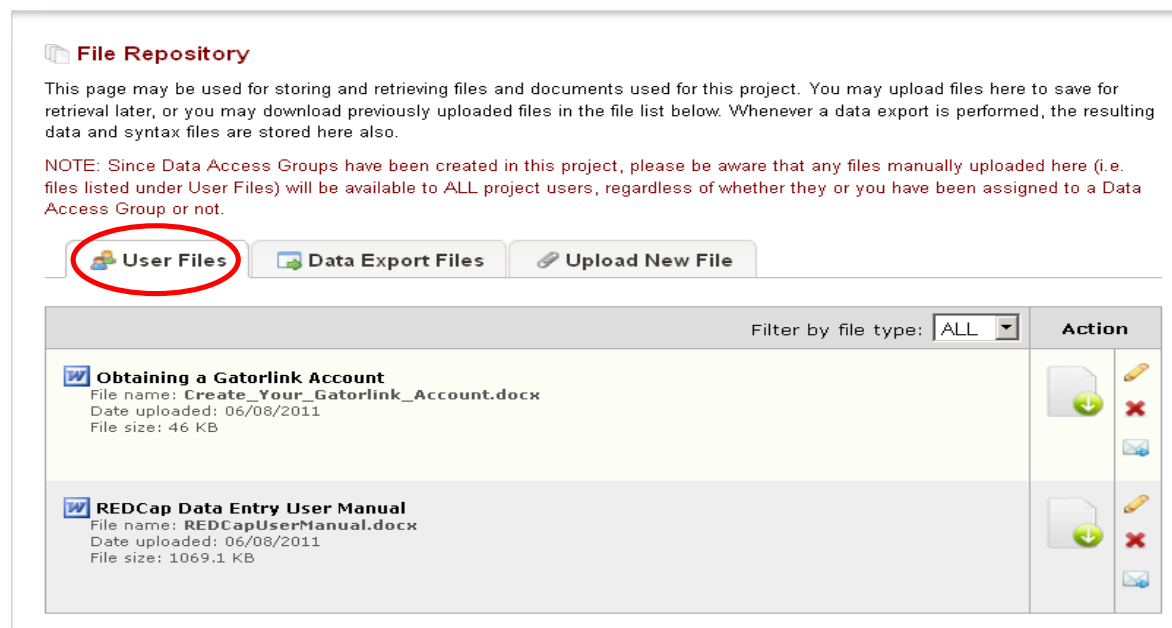


Figure 4. Location of Data Export files

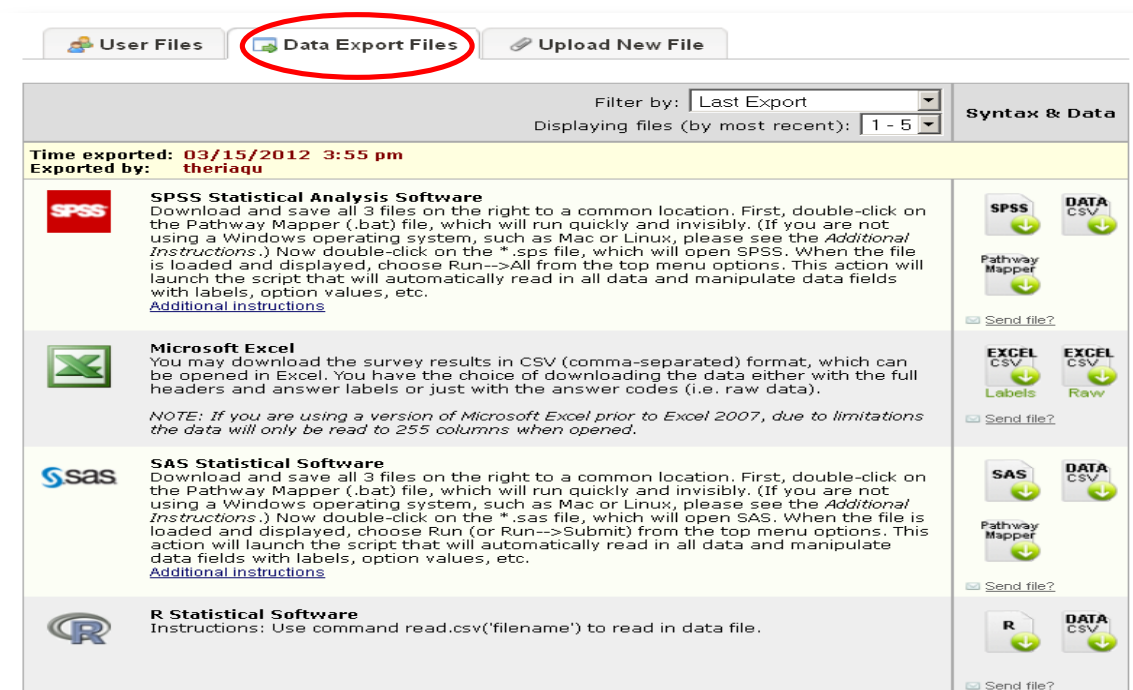
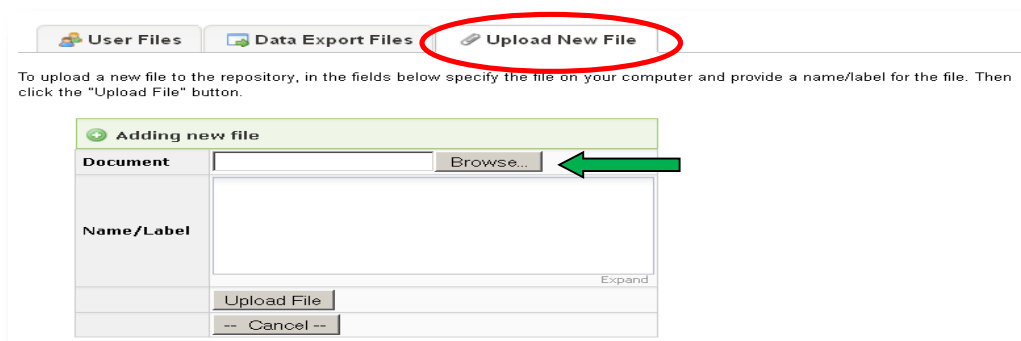
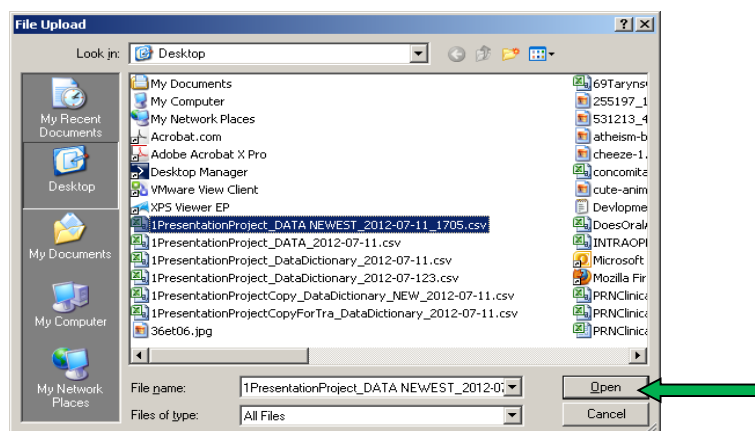


Figure 5: The default 'Upload New File' REDCap screen.

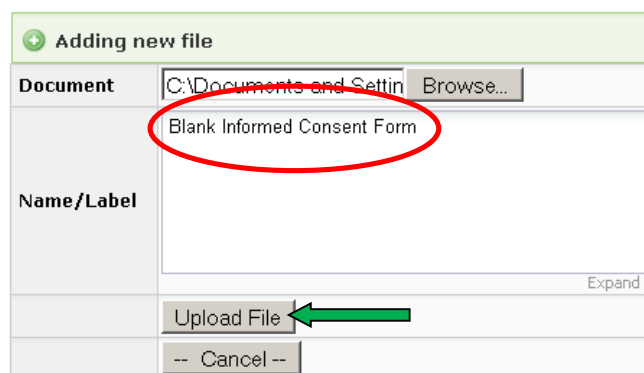


Steps to upload a new document:

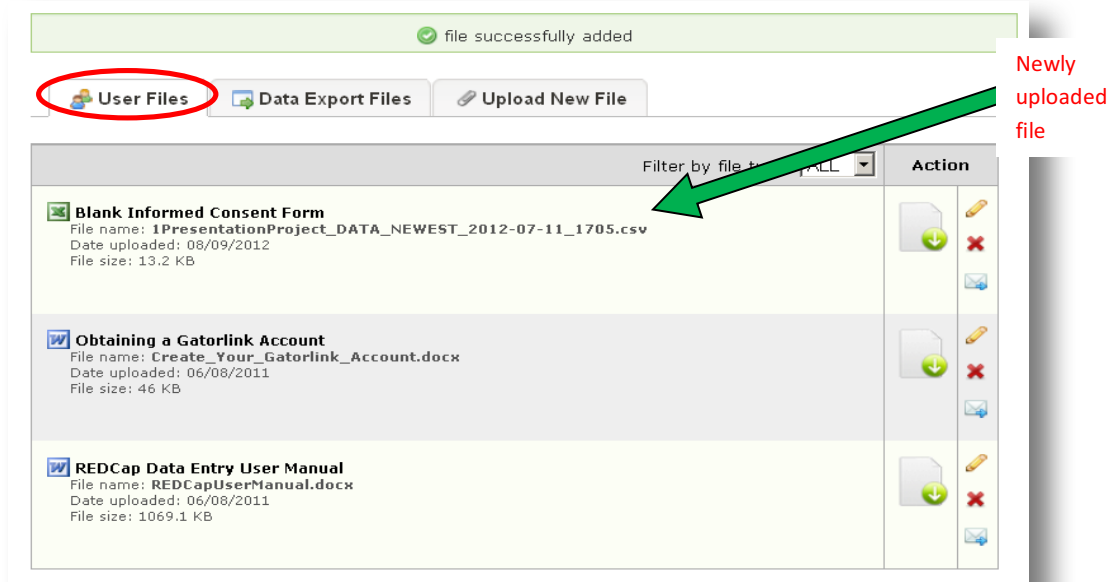
- 1) Click on the [Browse] button (see green arrow above)
- 2) Find the file you want to upload on your computer and click on the [Open] button



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



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



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:

