

Custom Record Auto-Numbering External Module User Guide

Background: Normal REDCap behavior dictates that having auto-numbering enabled in a project makes the first record created have a record ID of 1, the second record created have an ID of 2, the third record created have a record ID of 3, and so on. If the project is using DAGs (Data Entry Groups), having auto-numbering enabled will automatically have its record name prepended with the Group ID (DAG ID) number and a dash/hyphen. For example, the first three records IDs created for DAG ID 98 will get automatically named 98-1, 98-2, and 98-3.

Description: This module allows users to create a custom record auto-numbering schema for their REDCap project, such as having the first record ID created start at 1000 or 001 instead of 1, append all record IDs with a prefix (ABC-1, ABC-2, ABC-3, etc.), or having the DAG name appear in the record ID (UF-1, UF-2, UF-3) instead of the DAG ID (98-1, 98-2, 98-3, etc.) when utilizing DAGs in a project.

Limitations:

- The custom record auto-numbering system only applies to records *created* by a logged-in user, i.e. not via a public survey or API/CSV data import.
- The module works best when enabled and configured *before* the first record has been created in the project, especially when using options 1, 2 or 3 listed below.
- This module will *not* automatically convert existing records to the project's newly defined record ID schema; it only applies to *new* records that are created, by a logged-in user, once the module is enabled.

The Custom Record Auto-Numbering options available in this module are:

- 1) Integer increment from a specified start value
- 2) Padded integer increment with prefix
- 3) Increment within DAG using part of the DAG name
- 4) Date/time in selected format
- 5) Unix timestamp (16 digits)

Integer increment from a specified start value

- This option allows users to specify the first numerical record ID. Subsequent record IDs will increment from this project-wide (even for users in a DAG).
- This is useful when you want your first record ID to start with any integer besides 1, including padding the 1 to become 001.

Padded integer increment with prefix

- This option allows users to specify a prefix to the project's record IDs and configure the padding length, prepending the ID with zeros to achieve the desired length. Subsequent record IDs will increment from this project-wide (even for users in a DAG).

- This is useful when you need to create study-specific record IDs, such as ABC-001, ABC-002, ABC-003, etc.

Increment within DAG using part of the DAG name

- This option lets users create a DAG-specific prefix to the record IDs in the project, when DAGs are used in a project. This option gives users the ability to use 1-5 characters from the beginning or the end of the DAG as part of the record ID.
- This is useful when you need to create DAG-specific record IDs, such as UFL-1, UFL-2, UW-1, UW-2, USF-1, USF-2, etc.
- Useful tip: if you want the prefixed DAG ID to be “UFL” you can name the DAG “University of Florida UFL” and specify you want the last 3 letters of the DAG name to be used in the prefix.

Date/time in selected format

- This option will create a record ID based upon the date and time a record was created.
- Note: Since dates are PHI, do not use this option if all data is supposed to be de-identified.

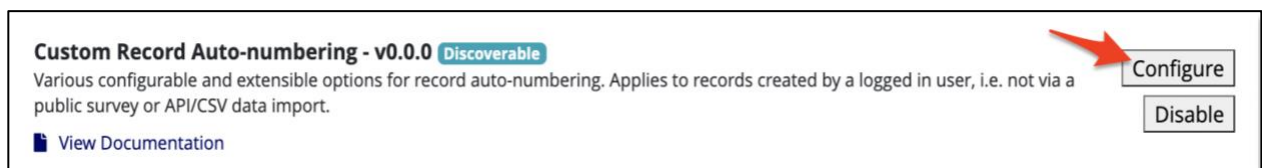
Unix timestamp (16 digits)

- This option will create a record ID based upon a Unix timestamp. A Unix timestamp is the number of seconds since January 1st, 1970 (UCT).
- See: <https://www.unixtimestamp.com/> for more information about Unix timestamps.

Module Configuration

Once the module has been enabled in your project, go to the *External Modules* page (under Applications) to configure the module.

1) Click on Configure:



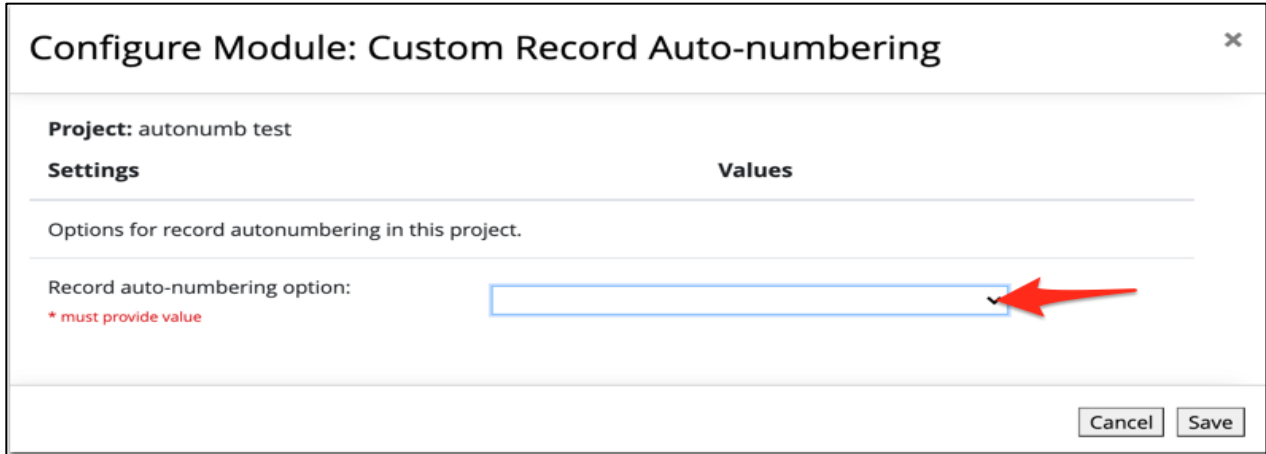
Custom Record Auto-numbering - v0.0.0 Discoverable

Various configurable and extensible options for record auto-numbering. Applies to records created by a logged in user, i.e. not via a public survey or API/CSV data import.

[View Documentation](#)

Configure Disable

2) Select the Record auto-numbering option you want to use from the dropdown list:

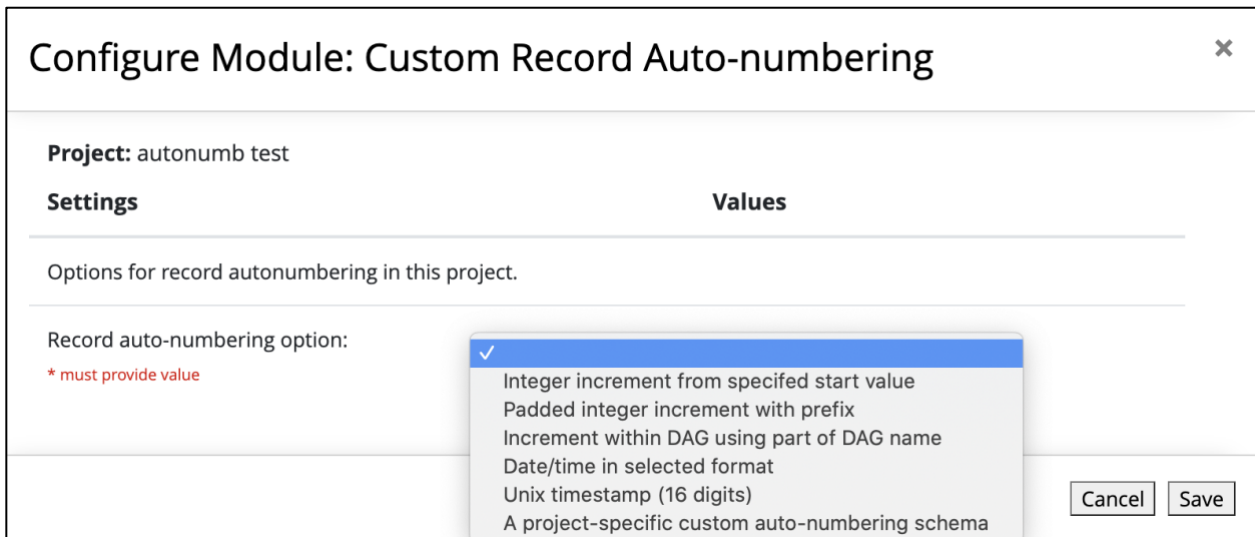


Configure Module: Custom Record Auto-numbering [X]

Project: autonumb test

Settings	Values
Options for record autonumbering in this project.	
Record auto-numbering option: <small>* must provide value</small>	<input type="text"/>

[Cancel] [Save]



Configure Module: Custom Record Auto-numbering [X]

Project: autonumb test

Settings	Values
Options for record autonumbering in this project.	
Record auto-numbering option: <small>* must provide value</small>	<ul style="list-style-type: none">Integer increment from specified start valuePadded integer increment with prefixIncrement within DAG using part of DAG nameDate/time in selected formatUnix timestamp (16 digits)A project-specific custom auto-numbering schema

[Cancel] [Save]

3) Configure your settings based upon the option you chose.

Example 1: Integer increment from a specified start value: having the first record ID start with 1000.

Configure Module: Custom Record Auto-numbering ✕

Project: autonumb test

Settings	Values
Options for record autonumbering in this project.	
Record auto-numbering option: <small>* must provide value</small>	Integer increment from specified start ▼
Specify the first record id. Subsequent ids will increment from this project-wide (even for users in a DAG): <small>* must provide value</small>	1000

Cancel Save

The first record saved in the project will be given the record ID of 1000:

Editing existing Study ID **1000**

Event Name: **Baseline survey**

Study ID	1000 <small>To rename the record, see the record action drop-down at top of the Record Home Page.</small>
Visit date	2021-03-12 Today Y-M-D

The second record saved in the project will be given the record ID of 1001, and so on...

Editing existing Study ID **1001**

Event Name: **Baseline survey**

Study ID	1001 <small>To rename the record, see the record action drop-down at top of the Record Home Page.</small>
Visit date	2021-03-12 Today Y-M-D

Example 2: Padded Integer increment with prefix: specify a prefix to the project’s record IDs and configure the padding (in zeros) length.

Configure Module: Custom Record Auto-numbering

Project: autonumb test

Settings	Values
Options for record auto-numbering in this project.	
Record auto-numbering option: <small>* must provide value</small>	Padded integer increment with prefix
Specify a fixed prefix (can be blank):	ABC
Padding (with zeros) length: <small>* must provide value</small>	2 digits 01 - 99, 100, 101, ...

Cancel Save

The first record saved in the project will be given the record ID of ABC (prefix entered above) with a 1 or 01 or 001, depending on the amount of padding you chose.

Study ID	ABC01 <small>To rename the record, see the record action drop-down at top of the Record Home Page.</small>
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The second record saved in the project will be given the record ID of ABC (prefix entered above) with a 2 or 02 or 002, depending on the amount of padding you chose.

Study ID	ABC02 <small>To rename the record, see the record action drop-down at top of the Record Home Page.</small>
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You can also specify other characters, such as a dash, to appear before the record number by specifying the prefix to be “ABC-“

Study ID	ABC-01 <small>To rename the record, see the record action drop-down at top of the Record Home Page.</small>
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Study ID	ABC-02 <small>To rename the record, see the record action drop-down at top of the Record Home Page.</small>
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Example 3: Increment within DAG using part of the DAG name: specify a DAG prefix to the project's record IDs and configure the padding (in zeros) length.

Configure Module: Custom Record Auto-numbering [X]

Project: autonumb test

Settings	Values
Options for record autonumbering in this project.	
Record auto-numbering option: <small>* must provide value</small>	Increment within DAG using part of D/ ▼
Specify the characters to extract from DAG full name: <small>* must provide value</small>	First two characters →
Specify the character(s) to use as separator between DAG part and incrementing part (e.g. "-"; can be blank):	- →
Specify the length of the incrementing part (will begin at 1 and be left-padded with zeros, overflows to additional digits): <small>* must provide value</small>	1 digit 1 - 9, 10, 11, ... →
Examples: DAG names: "Royal Children's RCH", "Children's Hospital Westmead CHW" Settings: Last 3 chars; - separator; 3 incrementing digits Auto-numbering: RCH-001, RCH-002, ...; CHW-001, CHW-002, ... DAG names: "11 RCH", "12 CHW" Settings: First 2 chars; no separator; 4 incrementing digits Auto-numbering: 110001, 110002, ...; 120001, 120002, ...	
[Cancel] [Save]	

This option can only be used if Data Access Groups are used in a project.

First, specify the characters to extract from the full DAG name listed on the Data Access groups page:

Data Access Groups
Miami
UF
UW

Record auto-numbering option: <small>* must provide value</small>	Increment within DAG using part of DAG <input type="text"/>
Specify the characters to extract from DAG full name: <small>* must provide value</small>	<ul style="list-style-type: none">First character✓ First two charactersFirst three charactersFirst four charactersFirst five charactersLast characterLast two charactersLast three charactersLast four charactersLast five charactersUse Group IDUse DAG unique name
Specify the character(s) to use as separator between DAG part and incrementing part (e.g. "-"; can be blank):	<input type="text"/>
Specify the length of the incrementing part (will begin at 1 and be left-padded with zeros, overflows to additional digits): <small>* must provide value</small>	<input type="text"/>

Note: If you want the DAG name for UF to be “UF,” either name the DAG “UF” (and chose *First 2 characters*) or add “UF” at the end of the DAG name, i.e., “University of Florida - UF” and chose *Last two characters*. Also, make sure two DAG names will not have the same first or last characters.

Second, specify the character(s) to use as separator between DAG part and incrementing part (e.g. "-").

Third, specify the length of the incrementing part (will begin at 1 and be left-padded with zeros).

In the example below, there is a DAG named “UW.” The character separator is “-” and the padding is set to one digit. This is the third record created in this DAG, hence the record ID of UW-3.

Study ID	UW-3 <small>To rename the record, see the record action drop-down at top of the Record Home Page.</small>
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Example 4: *Date/time in selected format*: this will create record IDs based upon the date and time the record was initially saved.

Configure Module: Custom Record Auto-numbering ✕

Project: autonumb test

Settings	Values
Options for record auto-numbering in this project.	
Record auto-numbering option: <small>* must provide value</small>	Date/time in selected format ▼
Specify the required datetime format using a PHP datetime format string (e.g. "Y-m-d H:i:s"; "YmdHis") : <small>* must provide value</small>	Y-m-d H:i:s

Cancel Save

For this record, the study ID is the date and time the record was first saved in Y-M-D HH:MM:SS format:

Study ID	2021-03-19 11:39:10 <small>To rename the record, see the record action drop-down at top of the Record Home Page.</small>
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Note: Dates are PHI so do not use this option if you are not allowed to collect PHI in a project.

Example 5: *Unix timestamp (16 digits)*: this will create record IDs based upon the date and time the record was initially saved, but in Unix form.

Configure Module: Custom Record Auto-numbering

Project: autonumb test

Settings	Values
Options for record autonumbering in this project.	
Record auto-numbering option:	Unix timestamp (16 digits)

* must provide value

Cancel Save

The Unix time stamp is a way to track time as a running total of seconds. This count starts at the Unix Epoch on January 1st, 1970 at UTC. Therefore, the Unix time stamp is merely the number of seconds between a particular date and the Unix Epoch. As this is UTC time, this number is not sensitive to the time zone of the server or the client. This is very useful to computer systems for tracking and sorting dated information in dynamic and distributed applications both online and client side.

Study ID	1616168397160841 <small>To rename the record, see the record action drop-down at top of the Record Home Page.</small>
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When you enter “1616168397160841” into the Unix time conversion application, you can determine that the record below was created on Friday, March 19th, 2021 at 11:39:57 (see below).

Enter a Timestamp

1616168397160841

Supports Unix timestamps in seconds, milliseconds, microseconds and nanoseconds.

Convert →

Format	Microseconds (1/1,000,000 second)
GMT	Fri Mar 19 2021 15:39:57 GMT+0000
Your Time Zone	Fri Mar 19 2021 11:39:57 GMT-0400 (Eastern Daylight Time)
Relative	an hour ago