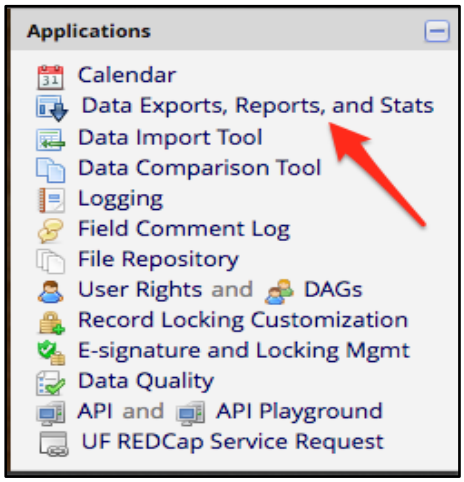
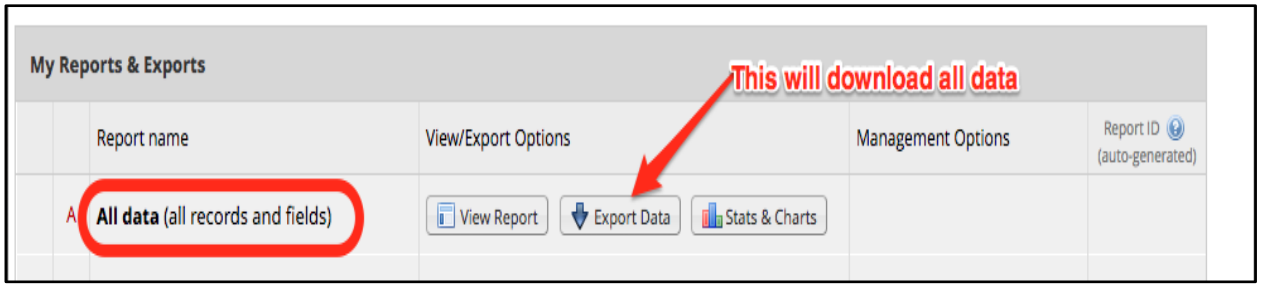
Exporting Data from REDCap – How-To Guide

This module allows you to easily export all your project's data to Microsoft Excel, SAS, Stata, R, or SPSS for analysis (if you have such user rights privileges). Once you click on Export Data, REDCap will take you to a screen in which you specify the exported data format (Excel, SAS, Stata, SPSS or R).

1) Under the Applications menu, click on *Data Exports, Reports, and Stats* (if you do not see this option, you do not have the User Right to download data)

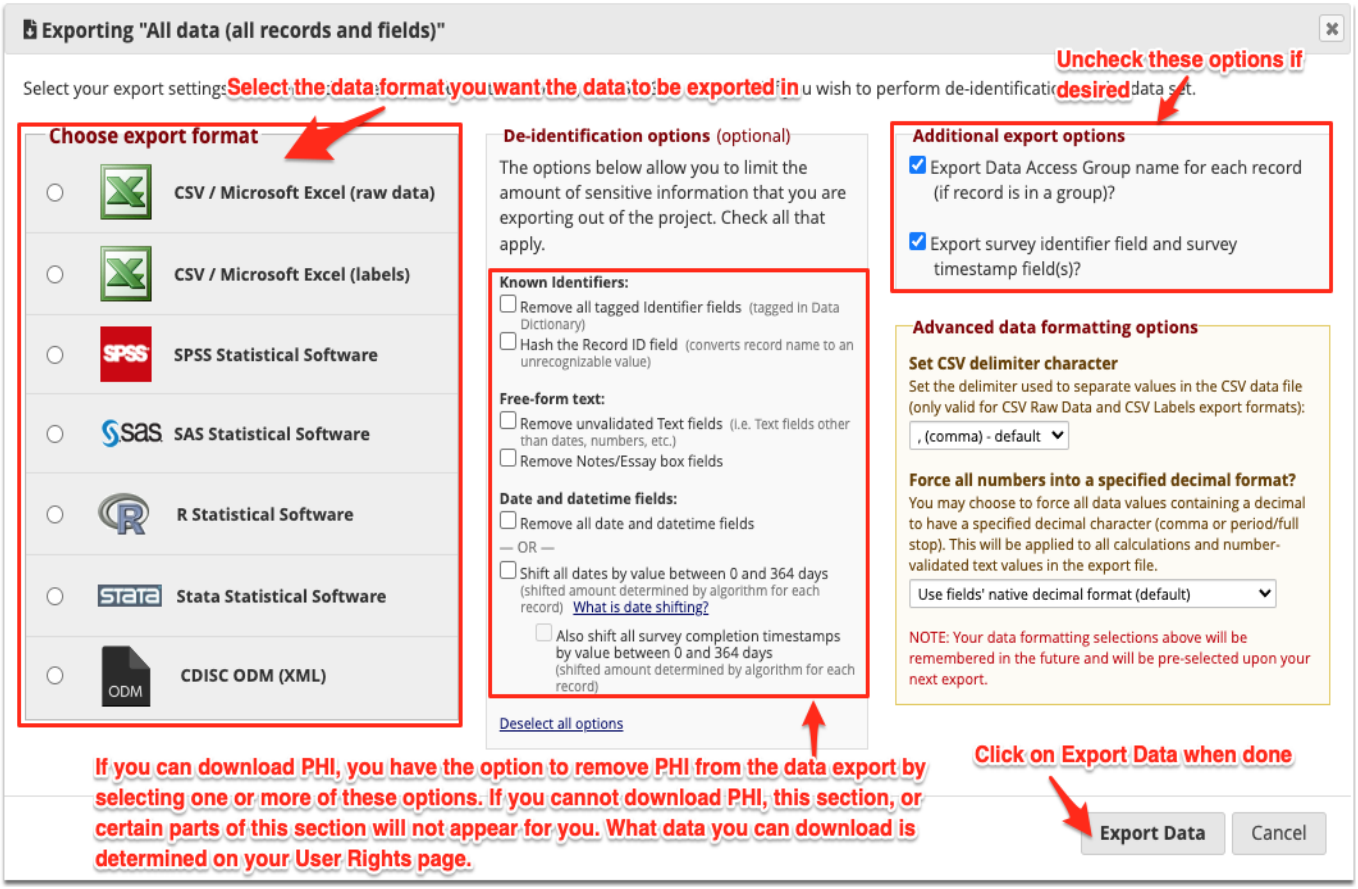


2) Click on "Export Data," for *All data (all records and fields)*

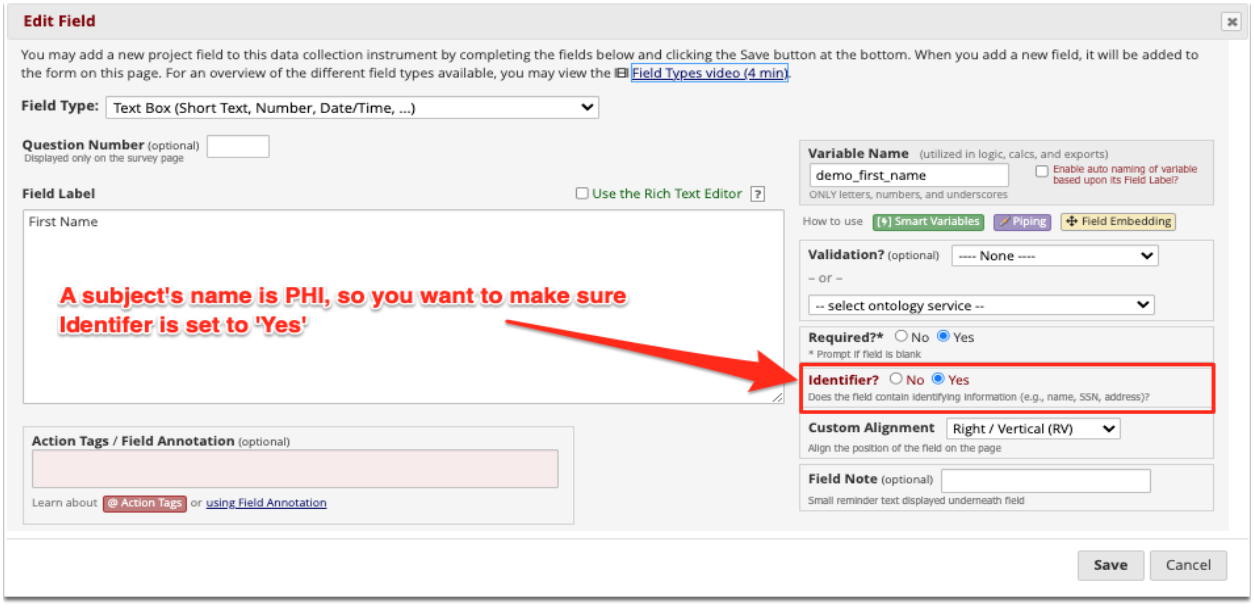


On the screen that pops up after clicking on Export Data (see next screen shot), you'll need to set the following options:

3) Choose the format for the data export (Excel, SPSS, SAS, R STATA or CDISC ODM (XML))
4) (Optional) To de-identify the data (i.e., if you have "full data set" export privileges but need to give a de-identified dataset to your statistician) click on the "Remove all tagged identifier fields" option. If your project uses the subjects' MRN as the Record ID, also click on the "Hash the Record ID field."
5) Click on "Export Data."



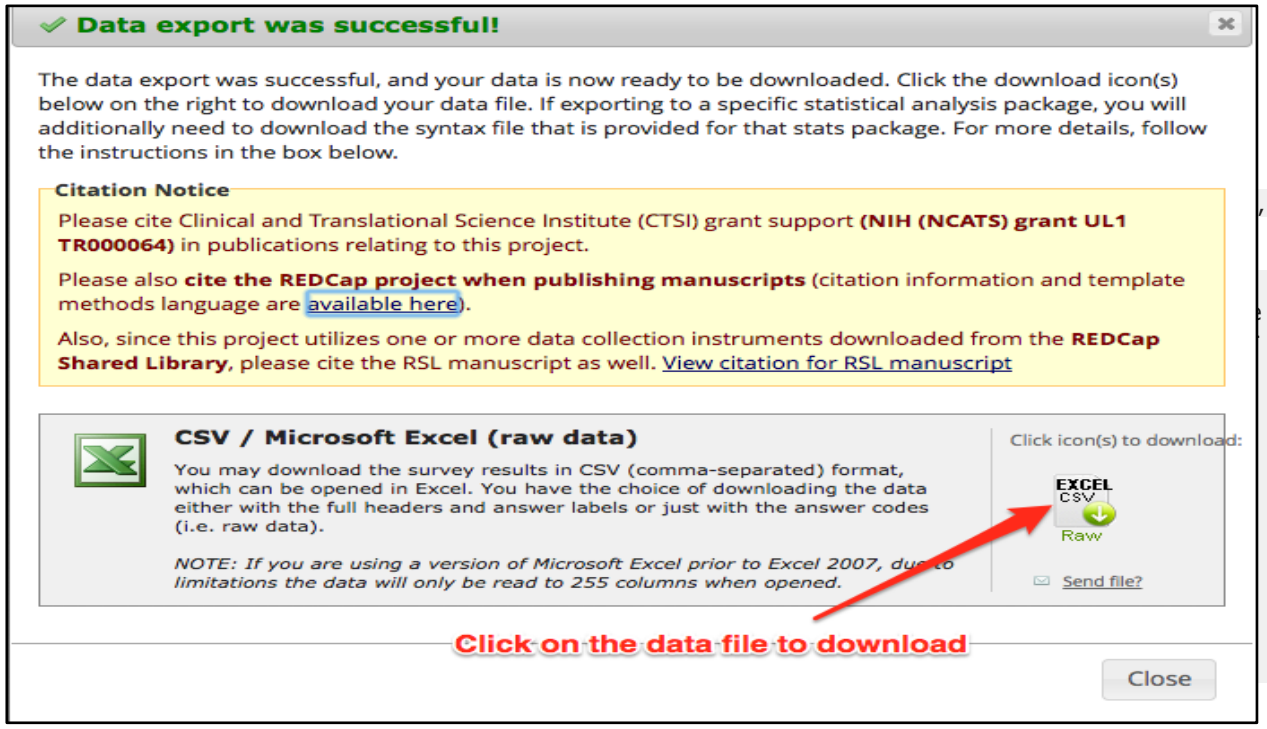
<u>Note</u>: REDCap only knows a field contains PHI if you mark it as an Identifier on the Online Designer page:



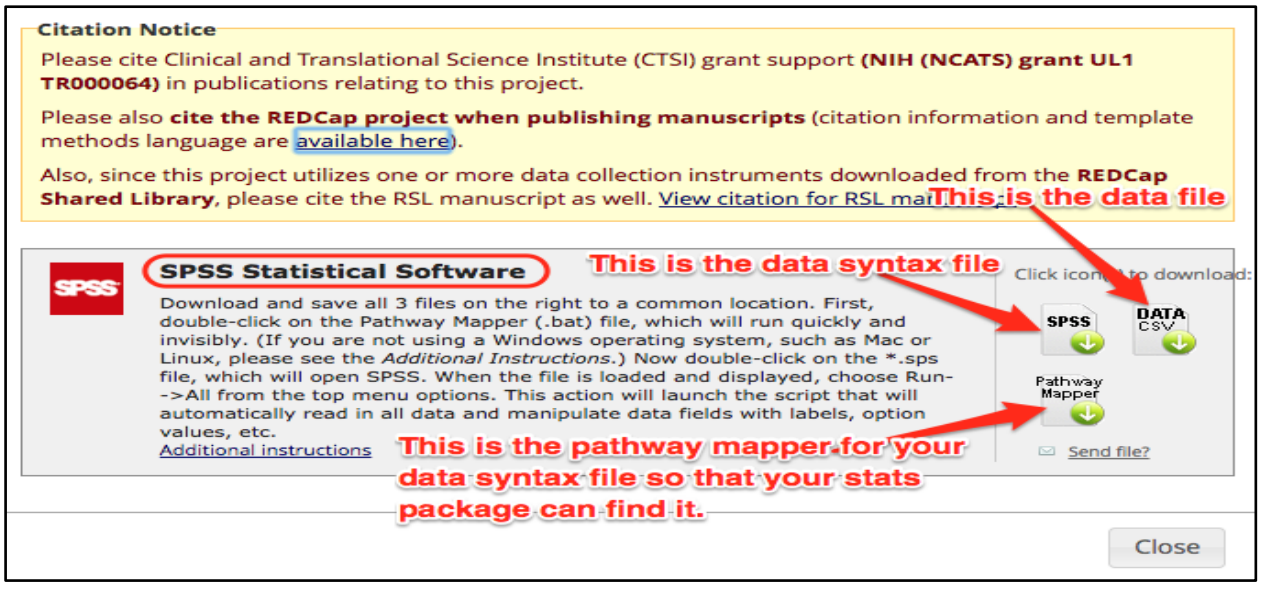
If you do **not** mark this "First Name" field as an Identifier, it will **not** get removed from the data export even if you select "Remove all tagged identifier fields." However, it would be removed from the data export if you selected "Remove unvalidated text fields" as this field contains no data validation (date/datetime, number, email, phone number, etc.)

The next section will show you examples of the export format screen you will see, depending on which export option you chose.

If using Excel, click on the data file to download the data.



If you're using a stats package to analyze the data, follow the steps below. This example is from an SPSS download, but it will be the same for any stats package that was selected.



Instructions for Windows Operating Systems:
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. 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.

SPSS, R and STATA Instructions for Non-Windows Operating Systems:
Because the Pathway Mapper (.bat) file will only work on Windows operating systems, additional steps are required to correctly map the path of the SPSS syntax file to the CSV data file. In order for SPSS to read the data file, you must manually provide SPSS with the full file path of the CSV file (after downloading it to your computer). Your folder path might look similar to this: /Users/YourName/Documents/

Once you have the folder location of the CSV file, double-click the syntax file to open it in SPSS. In the syntax editor in SPSS, enter the path onto the first line of the syntax code so that NAME is now set to the full path of the file on your computer. The first line of the SPSS syntax file will look as follows:
FILE HANDLE data1 NAME='DATA.CSV' LRECL=10000.

But after appending the folder path to the file name, it will look as follows (the added folder path is in red):
FILE HANDLE data1 NAME='/Users/YourName/Documents/DATA.CSV' LRECL=10000.

Your file name and folder path will look different from the example here. Once you have completed these steps, choose Run → All from the top menu options in SPSS to load the data.

SAS Instructions for Non-Windows Operating Systems
Because the Pathway Mapper (.bat) file will only work on Windows operating systems, additional steps are required to correctly map the path of the SAS syntax file to the CSV data file. In order for SAS to read the data file, you must manually provide SAS with the full file path of the CSV file (after downloading it to your computer). Your folder path might look similar to this: /Users/YourName/Documents/

Once you have the folder location of the CSV file, double-click the syntax file to open it in SAS. In the syntax editor in SAS, enter the path onto the first line of the syntax code so that NAME is now set to the full path of the file on your computer. The first line of the SAS syntax file will look as follows:
... infile 'DATA.CSV' delimiter = ',' MISSOVER DSD lrecl=32767 firstobs=1 ;

But after appending the folder path to the file name, it will look as follows (the added folder path is in red):
... infile '/Users/YourName/Documents/DATA.CSV' delimiter = ',' MISSOVER DSD lrecl=32767

firstobs=1 ;
Your file name and folder path will look different from the example here. Once you have completed these steps, choose Run (or Run→Submit) from the top menu options in SAS to load the data.

How to find the path to a file on Mac OS X 10.5

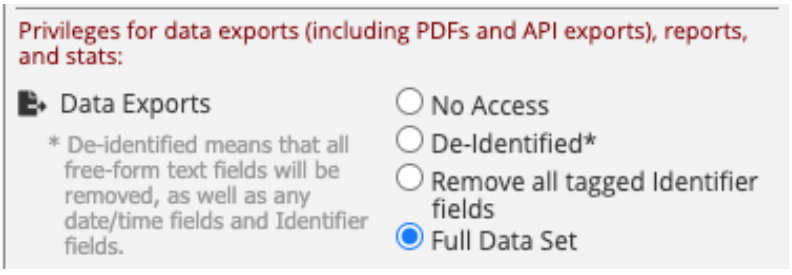
1. Click on the file or folder you want the path for
2. Click on 'Finder' in the menu bar
3. 'Services'
4. 'TextEdit'
5. 'New Window containing Selection'

A TextEdit window opens with the text (hyperlink) of the path, e.g. /Users/Jim/Music/file.mp3

Troubleshooting:

- If you find that your data is misaligned, there are probably commas in the data set. Because the data comes out in .CSV format (comma separated values), commas in the dataset will cause data to be misaligned. The stats package sees a comma in the data (usually in an open text field or notes field) and thinks the data after the comma should go into the next field, which then puts the data that should have been in the next field into the subsequent field. Open the data file and do a search and replace. Replace all commas with a pipe (|) and re-upload the data file into the stats package. Another option is to check "Remove unvalidated Text fields" (i.e. Text fields with no data validation) and "Remove Notes/Essay box fields" (under *De-identification options* on the Data Export page).

- If you notice that some data is not being exported that you believe should be exported, make sure you have the user rights to download that data. This is found under your user account on the *User Rights* page:



- It's also possible someone marked the fields as an 'Identifier' by mistake. For example, if you have the User Rights to download only "De-Identified" data or "Remove all tagged Identifier fields," and someone marked the field collecting the subject's race as an

Identifier, this racial data will not be exported for you unless someone modifies those fields to say they don't contain Identifiers.

- **I created a calculated field after I entered data on a form, and it doesn't look like calculated data is exporting. Why not?**
  If you add a calculated field where data already exist in a form, data must be re-saved for the calculation to be performed.
  Use the Data Quality rule H to find and fix all incorrect values for calculated fields in a project. This should make calculations added after data collection began to become exportable.

Please note that the REDCap Team does not have access to any statistical packages. If you need further assistance with loading your files into a stats package, ask a colleague who is familiar with the stats package you are using.