

How do I set up a custom record label?

A custom record label can help identify a record (e.g. the Add/Edit records or the Record Status Dashboard). The most common customization is to identify the person to whom the record belongs. For example, if you collect a person's name, the custom record label can be used to view the person's name. This will be visible next to the REDCap identifiers in the add/edit records, record status dashboard, and the form/survey.

To set a custom record label:

1. Open your project and go to the 'Project Setup' tab.



2. Under 'Enable Optional Modules and Customizations' click on 'Additional Customizations'.

Enable optional modules and customizations			
	Enable 🖨 Repeatable instruments ?		
In progres	^S Disable ♥ Auto-numbering for records ?		
I'm done!	Enable Scheduling module (longitudinal only) ?		
	Enable Randomization module ?		
	Enable Obsignate an email field for sending survey invitations ?		
- [Additional customizations		
	Settings displayed to Administrators only: Enable Tiwilio SMS and Voice Call services for surveys ?		

a. Under the option 'Set a Custom Record Label', check the box and add the variable name that you wish to see <u>in square brackets</u>. In the example below, the variable name **'fn'** captures the first name and the variable name **'ln'** captures the last name.

'ou may	use the options below to make customizations to the project. When done, click Save to save your changes.
	Set a Custom Record Label You may append other data and/or static text to any record name (e.g., Study ID) as the record is displayed on your data collection instruments, such as inside the drop-down lists when choosing a record and at the top of the page after being selected. Simply provide the text you wish to display below, and place any variable names inside square brackets [], after which the data collected for those variables for that record will replace the variable in the text.
	Custom Record Label: [fn] [ln]
	Example: if ([last_name], [first_name]) where entered, then for record '102' it would display '102 (Doe, Jon)'.

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3. In the example above, the standard REDCap record label would change as shown.

Before: Custom Record Label

Record ID	Registration Survey	Internal form	Follow- up Survey	Internal form 2	Final survey
<u>1</u>	\bigcirc				
2					
<u>3</u>	\bigcirc				
4	\bigcirc				\bigcirc
<u>5</u>	\bigcirc				
<u>6</u>					
Z	\bigcirc				
<u>8</u>	\bigcirc				
<u>9</u>	\bigotimes				
<u>10</u>	\bigcirc		\bigcirc		\bigcirc

After: Custom Record Label

Record ID	Registration Survey	Internal form	Follow- up Survey	Internal form 2	Final survey
1 Bonnie Plunkett	۲		\bigcirc		
2 Kelly Kapoor	0				
3 Christy Plunkett	۲				
4 Mindy Lahiri	۷			۲	۲
5 Sam Swarek	0				
<u>6</u> Jake Peralta	0	۲		۲	
7 Shawn Spencer	0				
8 Andy McNally	0		۲		
9 Gus Burton	0				
10 Danny Castellano	۲				\bigcirc

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