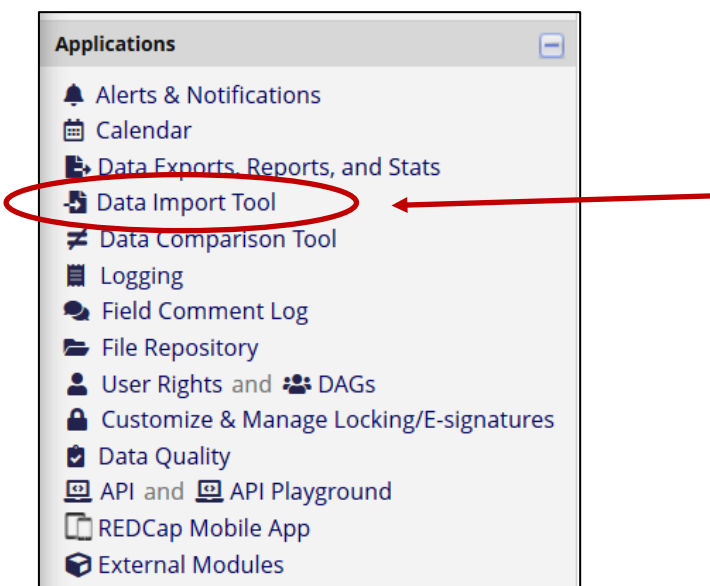


Frequently Asked Question (FAQ) Library

How do I import data into my REDCap project?

You can import data by following the instructions on the Data Import Tool page.

1. Open the '**Data Import Tool**' page by clicking the link on the left navigation menu.



2. Follow the instructions to download the Data Import Template.

Instructions:

1.) Click the link below to download your data import template as a CSV (comma delimited) file. Save it locally to your computer and then open it to begin filling it with the data you wish to import.

[Download your Data Import Template \(with records in rows\)](#)
OR
[Download your Data Import Template \(with records in columns\)](#)

3. In each column of the Data Import Template, place the data for each record that you wish to import. Once all your data has been added, save the file.

	A	B	C	D	E	F	G
		redcap_event_		screening			test_form_
1	record_id	name	age	_sex	race	test_date1	complete
2	5	event_1_arm_1	50	2	5	3/18/2020	2

Frequently Asked Question (FAQ) Library

a) Pro Tips:

- i. Do not change the Variables/Field Names in the file or an error may occur.
- ii. All multiple-choice fields (e.g., dropdown, radio) must have the raw coded value (not the choice label) entered in the cells or it cannot be processed. These can be found in the Codebook which is found on the “Project Home” page under “Quick Tasks.”
- iii. Empty rows or columns in the file can be safely deleted before importing the file. Doing this reduces the upload processing time, especially for large projects.
- iv. If you have a large dataset, you may need to break the data into segments. If staging, first confirm each record has a unique record identifier so that no records will be overwritten.


4. Click the **‘Browse’** or **‘Choose File’** button to select the file on your computer and click on **‘Upload File’**.

Record format: The file to be uploaded has its records stored as separate Rows ▼

Format for date and datetime values: MM/DD/YYYY or YYYY-MM-DD ▼

Allow blank values to overwrite existing saved values? No, ignore blank values in the file (default) ▼


Name the imported records automatically (force record auto-numbering) No, use the record name provided ▼

 **Upload your CSV file:**

Browse... test import.csv

Upload File

5. Once your file has been uploaded, the data will NOT immediately import into the project. Data will be displayed, and an error check will run to ensure that data is in the correct format.

 **Your document was uploaded successfully and is ready for review.**
You are now required to view the Data Display Table below to approve all the data before it is officially imported into the project. Follow the instructions below.

Instructions for Data Review

The data you uploaded from the file is displayed in the Data Display Table below. Please inspect it carefully to ensure that it is all correct. After reviewing it, **click the 'Import Data' button at the bottom of this page** to import this data into the project.

KEY for Data Display Table below

Black text = New Data
Gray text = Existing data (will not change)
(Red text) = Data that will be overwritten
Red box = error
Orange box = warning

DATA DISPLAY TABLE

record_id	redcap_event_name	age	screening_sex	race	test_date1	test_form_complete
5 <small>(new record)</small>	event_1_arm_1	50	2	5	2020-03-18	2

Do you wish to import the new data (displayed above) into the project?
(Click the button below to import the data.)







Import Data Cancel

Frequently Asked Question (FAQ) Library



6. After you confirm that the data are correct, click the **'Import Data Button'** to complete the process.

Project Specific Considerations:

- a) **Longitudinal project** – For longitudinal data, the correct event needs to be identified for each piece of data. Defined events must exist in the project prior to data import. The data import template includes a column title “*redcap_event_name*.” The event name for each row of data must be specified here or it will display an error. Event names can be found on the **'Define My Events'** page, accessible through the **'Project Setup'** page. Event names are auto-generated and visible in the column titled “Unique event name.”

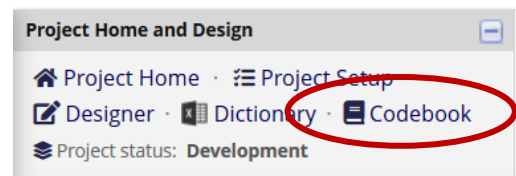
	Event #	Days Offset	Offset Range Min / Max	Event Name	Custom Event Label (optional)	Unique event name (auto-generated)
 	1	1	-0/+0	Event 1		event_1_arm_1
 	2	2	-0/+0	Event 2		event_2_arm_1
 	3	3	-0/+0	Event3		event3_arm_1

- b) **Data Access Group** – If your project has Data Access Groups and you are not in a group, you may assign records to groups by utilizing the '*redcap_data_access_group*' field in your Data Import Template, in which you will provide a unique group name for each record. A list of the unique names for each Data Access Group are listed on the **'Data Access Groups'** page.

Data Access Groups	Users in group	Number of records in group	Unique group name (auto-generated)	Group ID number	Delete group?
test1		1	test1	2292	
test2		1	test2	2293	

	A	B	C	D	E	F	G	H
		redcap_event_name	redcap_data_access_group	age	screening_sex	race	test_date1	test_form_complete
1	record_id							
2	2292-1	event_1_arm_1	test1	50	2	5	3/18/2020	2

- c) **Repeating Instruments** – When importing data to repeating instruments, you will need to include '*redcap_repeat_instrument*' and '*redcap_repeat_instance*' fields in your data import file. The name of the repeat instrument can be found in the codebook.



Frequently Asked Question (FAQ) Library

#	Variable / Field Name	Field Label <i>Field Note</i>
Instrument: Test form (test_form)		
1	record_id	Record ID

- i. To identify the repeat instance number, you can look it up in the record home page. In the example below, the next instance number for test_form is 2.

Repeating Instruments

	A	B	C	D	E	F	G	H	I
1	record_id	redcap_event_name	redcap_repeat_instrument	redcap_repeat_instance	age	screening_sex	race	test_date1	test_form_complete
2	1	event_1_arm_1	test_form	2	50	2	5	3/18/2020	2

- ii. Include the 'redcap_repeat_instrument' and 'redcap_repeat_instance' fields in your data import file.

- d) Importing data to checkbox field** - For checkbox fields, each option is an individual field. For example, if you have a checkbox field with the field name test and the choices for the checkbox fields are 1, Red |2, Blue |3, Black, the field name of your checkbox fields will be test__1, test__2 and test__3. You can look up the field names of the checkbox options in the codebook. When you import data to a checkbox field, you will need to import data to each option and in the above case, test__1, test__2 and test__3.

Field names of checkbox options in the codebook:

16	test	Test	checkbox
			1 test__1 Red
			2 test__2 Blue
			3 test__3 Black

To import data for Test=Red

	A	B	C	D	E
1	record_id	redcap_event_name	test__1	test__2	test__3
2	5	event_1_arm_1	1	0	0