Data Exports, Reports and Stats

THE UNIVERSITY OF CHICAGO MEDICINE & BIOLOGICAL SCIENCES

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Main Features and Functionality

- Reports can be viewed online, exported, or shown as stats and charts
- Drag-n-drop re-ordering of report variable fields
- Customized user access of reports
- Run report on all data or selected instruments
- Choice of export format
- Advanced logic (and, or) and filtering (=, not=, <, <=, >, >=, contains)
- Additional filtering by event and Data Access Group (DAG)
- De-identified export with “Remove all tagged identifier fields”
Click on “Reports, Exports, and Stats” link under Applications. Watch the VIDEO to familiarize yourself with this module.

Data Exports, Reports, and Stats

VIDEO: How to use Data Exports, Reports, and Stats

This module allows you to easily view reports of your data, inspect plots and descriptive statistics of your data, as well as export your data to Microsoft Excel, SAS, Stata, R, or SPSS for analysis (if you have such privileges). If you wish to export your *entire* data set or view it as a report, then Report A is the best and quickest way. However, if you want to view or export data from only specific instruments (or events) on the fly, then Report B is the best choice. You may also create your own custom reports below (if you have such privileges) in which you can filter the report to specific fields, records, or events using a vast array of filtering tools to make sure you get the exact data you want. Once you have created a report, you may view it as a webpage, export it out of REDCap in a specified format (Excel, SAS, Stata, SPSS, R), or view the plots and descriptive statistics for that report.
“Study ID” is default first field in a new report.

**Create New Report Tab**

You may create a new report by selecting the fields/variables below that you want to include in the report. You may add as many fields to your report as you wish, and you can choose which users may view this report. You will also need to provide a name for your report, which will then be displayed on the project's left-hand menu for anyone to whom you have given access. You can filter the results returned in the report in a variety of ways, including using complex AND/OR logic. When you are finished, click the Save Report button at the bottom. The new report will then be added to your list of reports, after which you may immediately begin viewing them or exporting them.

**STEP 1**

**User Access:** Choose who can view this report
- All users
- Custom user access (Choose specific users, roles, or data access groups who will have access)

**STEP 2**

**Fields to include in report**

- **Field 1:** record_id "Study ID"
- **Field 2:** Type variable name or field label

Instrument: Basic Demography Form

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**The University of Chicago Medicine & Biological Sciences**

**REDCap**
Research Electronic Data Capture
Select all users or custom access.

**User Access:** Choose who can view this report

- All users
- Custom user access (Choose specific users, roles, or data access groups who will have access)
Show custom access users.
CREATE NEW REPORT TAB

Select fields.

Fields to include:
- record_id "Study ID"
- first_name "First Name"
- last_name "Last Name"
- address "Street, City, State, ZIP"
- telephone "Phone number"
- email "E-mail"
- dob "Date of birth"
- age "Age (years)"
- ethnicity "Ethnicity"
- race "Race"
- sex "Gender"
- height "Height (cm)"
- weight "Weight (kilograms)"
- bmi "BMI"
- comments "Comments"
- demographics_complete "Complete?"
- survey_complete "Complete?"

Operator / Value

Step 2:
- Additional fields
  - Include the Data Active
  - Include the survey

Step 3:
- Filters (optional)
Select instrument.

Additional fields to include in report.
Use filters and advanced logic.
Choice of advanced logic cannot be reversed.

(*If you go back to original format, you lose your filters.*)
View of advanced logic (similar to branching logic advanced logic).

- **Advanced filter logic**: 
  ```
  ([race] = "4" OR [race] = "2") AND ([age] > 34) AND ([sex] = "0")
  ```

Filter by event (for longitudinal studies).
Three sort options.
This tab will allow you to run full or partial data exports, create reports and export those reports. A Stats & Charts view is also available.

### Data Exports, Reports, and Stats

- **Create New Report**
- **My Reports & Exports**
- **Additional export options**

This module allows you to easily view reports of your data, inspect plots and descriptive statistics of your data, as well as export your data to Microsoft Excel, SAS, Stata, R, or SPSS for analysis (if you have such privileges). If you wish to export your "entire" data set or view it as a report, then Report A is the best and quickest way. However, if you want to view or export data from only specific instruments (or events) on the fly, then Report B is the best choice. You may also create your own custom reports below (if you have such privileges) in which you can filter the report to specific items, records, or events using a vast array of filtering tools to make sure you get the exact data you want. Once you have created a report, you may view it as a webpage, export it out of REDCap in a specified format (Excel, SAS, Stata, SPSS, R), or view the plots and descriptive statistics for that report.

### My Reports & Exports

<table>
<thead>
<tr>
<th>Report name</th>
<th>View/Export Options</th>
<th>Management Options</th>
<th>Report ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>A  All data (all records and fields)</td>
<td></td>
<td></td>
<td>(auto-generated)</td>
</tr>
<tr>
<td>B  Selected instruments and/or events</td>
<td>Make custom selections</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(all records)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**+ Create New Report**
All data or selected instruments.

Data Exports, Reports, and Stats

This module allows you to easily view reports of your data, inspect plots and descriptive statistics of your data, as well as export your data to Microsoft Excel, SAS, Stata, R, or SPSS for analysis (if you have such privileges). If you wish to export your *entire* data set or view it as a report, then Report A is the best and quickest way. However, if you want to view or export data from only specific instruments (or events) on the fly, then Report B is the best choice. You may also create your own custom reports below (if you have such privileges) in which you can filter the report to specific fields, records, or events using a vast array of filtering tools to make sure you get the exact data you want. Once you have created a report, you may view it as a webpage, export it out of REDCap in a specified format (Excel, SAS, Stata, SPSS, R), or view the plots and descriptive statistics for that report.

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<td>![View Report] ![Export Data] ![Stats &amp; Charts]</td>
<td>![Make custom selections]</td>
<td></td>
</tr>
<tr>
<td><strong>Selected instruments and/or events (all records)</strong></td>
<td>![View Report] ![Export Data] ![Stats &amp; Charts]</td>
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<td></td>
</tr>
<tr>
<td>![Create New Report]</td>
<td></td>
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</table>
Select instrument to export.
Select export format and optional de-identification options.
Results are paged by 100 records (just like the dashboard).
Set this User Right for any users that should only have export access to fields not marked at identifier fields.
If user has no access to form, but report pulls fields from that form, results will be greyed out.
View all data in “Stats & Charts” view.
View selective data in “Stats & Charts” view.

Number of results returned: 31
Total number of records queried: 255
ADDITIONAL EXPORT OPTIONS

ZIP of all uploaded files or single PDF of all records.

Below are some additional export options that are available for your project. Instructions for each type of export are provided. You may click the corresponding icon on the right to download the file for each.

**ZIP file of uploaded files (all records)**
Uploaded files for all records in this project may be downloaded in a single ZIP file. This file contains any files uploaded for 'File Upload' fields/questions on a survey or data entry form. The ZIP file will contain a folder of all the files organized by record name and variable/field name and also contains an index.html file that serves as a table of contents for all the files. After downloading the ZIP file, extract all the files/folders to a directory on your local computer, after which you may double-click the index.html file inside to view a listing of the files using your web browser, or you may view the files directly by looking in the 'documents' folder. Click the icon to the right to begin downloading the ZIP file.

**Note:** If your project has a large amount of 'File Upload' fields/questions or records/responses, the resulting ZIP file may be very large in file size. Please be patient if the file takes time to download.

**PDF of data collection instruments containing saved data (all records)**
The data for all records in this project may be downloaded in a single PDF file. This file contains the actual page format as you would see it on the data entry page or survey and includes all data for all records for all data collection instruments. Click the icon to the right to begin downloading the file.

**Note:** If your project has a large amount of fields/questions or records/responses, the resulting PDF file may be very large both in file size and in page length. Please be patient if the file takes time to download.
All exports are stored in File Repository.
FOR FURTHER HELP

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