



# Data Exports, Reports and Stats



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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”




# DATA REPORTS, EXPORTS, AND STATS


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](#)













 Create New Report

 My Reports & Exports

 PDF & Other 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 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.

### My Reports & Exports

	Report name	View/Export Options	Management Options	Report ID  (auto-generated)
A	All data (all records and fields)	 View Report  Export Data  Stats & Charts		
B	Selected instruments (all records)	 Make custom selections		
1	patients over 50 years old	 View Report  Export Data  Stats & Charts	 Edit  Copy  Delete	4190
	 Create New Report			



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# ▶ CREATE NEW REPORT TAB


“Study ID” is default first field in a new report.

+ Create New Report My Reports & Exports Additional export options

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.


**Name of Report:**

**STEP 1**

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

☒ **All users**    – OR –    ☐ **Custom user access** (Choose specific users, roles, or data access groups who will have access)

**STEP 2**

 **Fields to include in report**

Add all fields from selected instrument:


Field 1	<input type="text" value="record_id 'Study ID'"/> <input type="button" value="v"/> <input type="button" value="AB()"/>	Instrument: Basic Demography Form	<input type="button" value="x"/>
Field 2	<input type="text" value="Type variable name or field label"/> <input type="button" value="v"/>		




# ▶ CREATE NEW REPORT TAB

Select all users or custom access.

## STEP 1

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

☒ **All users** – OR – ☐ **Custom user access** (Choose specific users, roles, or data access groups who will have access)

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

☐ **All users** – OR – ☒ **Custom user access** (Users in ANY groups selected below will have access)

Selected users

harrispa (Paul Harris)  
minorbl (Brenda Minor)  
site\_admin (Joe User)

OR

Selected user roles

Data Entry Person  
PI  
Project Coordinator

OR

Selected DAGs

Duke  
Harvard  
Vanderbilt

To select multiple items in the list(s), hold Ctrl/Command while clicking the items.

View a list of users who will have access to this report based on the selections above: [View user access list](#)



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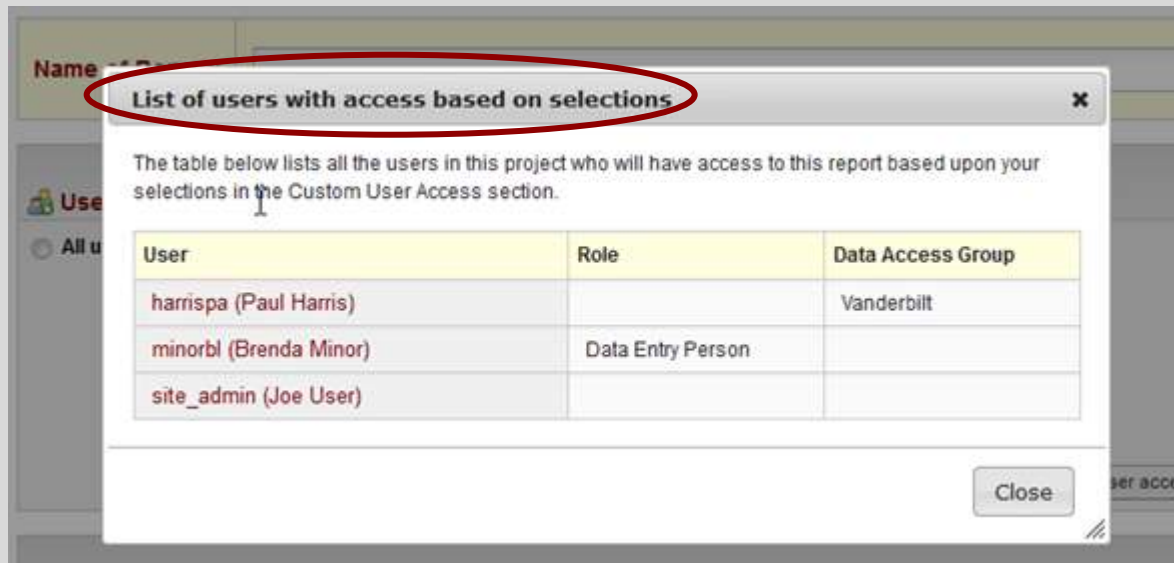


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 **REDCap**  
Research Electronic Data Capture

# ▶ CREATE NEW REPORT TAB

Show custom access users.



**List of users with access based on selections**

The table below lists all the users in this project who will have access to this report based upon your selections in the Custom User Access section.


User	Role	Data Access Group
harrispa (Paul Harris)		Vanderbilt
minorbl (Brenda Minor)	Data Entry Person	
site_admin (Joe User)		

Close

# ▶ CREATE NEW REPORT TAB

Select fields.

**STEP 2**

 **Fields to include** -- select a field --

**Field 1**


**Field 2**

**Additional fields**

☐ Include the Data Access Group

☐ Include the survey instrument

**STEP 3**

 **Filters (optional)**

**Basic Demography Form**

- 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**

- survey\_complete "Complete?"

Type variable name or field label

Add all fields from selected instrument: -- choose instrument --

Instrument: Basic Demography Form

Operator / Value


[How to use filters and AND/OR logic](#)








# ▶ CREATE NEW REPORT TAB

Select instrument.


**STEP 2**

 **Fields to include in report** Add all fields from selected instrument.

Field 1	record_id "Study ID" 		Instrument: Basic Demography	
Field 2	Type variable name or field label			

 — choose instrument —  
Basic Demography Form  
Survey

Additional fields to include in report.

 **Additional fields to include in report (optional)**

☐ Include the Data Access Group name for each record (if record is in a group)?

☐ Include the survey identifier field and survey timestamp field(s)?





# CREATE NEW REPORT TAB

Use filters and advanced logic.

**Filters (optional)**

**Filter 1** sex "Gender" **Operator / Value** = Male

**AND**

**Filter 2** age "Age (years)" **Operator / Value** >= 30

**AND**

**Filter 3** age "Age (years)" **Operator / Value** <= 50

**AND**

**Filter 4** Type variable name or field label **Operator / Value** =

Switch format: [Use advanced logic](#)



# ▶ CREATE NEW REPORT TAB

Choice of advanced logic cannot be reversed.



(\*If you go back to original format, you lose your filters.)

# ▶ CREATE NEW REPORT TAB

View of advanced logic (similar to branching logic advanced logic).

**Filters (optional)**

Advanced filter logic: (e.g., [age] > 30 and [gender] = "1") [How do I use special functions?](#)

**([race] = "4" OR [race] = "2") AND ([age] > 34) AND ([sex] = "0")**

Switch format: [Use simple logic \(choose fields from list\)](#)

Filter by event (for longitudinal studies).

**Additional Filters (optional)** (Records belonging only to ALL groups selected below will appear in the report)

Filter by record(s): 3, 6, 9, 12, 17-1

**Filter by event(s):** Event 1 (Arm 1: Arm 1), Event 1a (Arm 1: Arm 1), Event 2 (Arm 1: Arm 1), Event 2a (Arm 1: Arm 1), Event 3 (Arm 1: Arm 1)

Filter by DAG(s): Duke, Harvard, Site A, Site B, Vanderbilt









To select multiple items in the list(s), hold Ctrl/Command while clicking the items.

# ▶ CREATE NEW REPORT TAB

Three sort options.

**STEP 4**

**2. Order the Results (optional)**

<b>First by</b>	record_id "Study ID" 		Ascending order 
<b>Then by</b>	Type variable name or field label 		Ascending order 
<b>Then by</b>	Type variable name or field label 		Ascending order 



# ▶ MY REPORTS & EXPORTS TAB

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

 [VIDEO: How to use 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 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.

### My Reports & Exports

	Report name	View/Export Options	Management Options	Report ID  (auto-generated)
A	<b>All data</b> (all records and fields)	<a href="#">View Report</a> <a href="#">Export Data</a> <a href="#">Stats &amp; Charts</a>		
B	<b>Selected instruments and/or events</b> (all records)	<a href="#">Make custom selections</a>		
	<a href="#">+ Create New Report</a>			



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# ▶ MY REPORTS & EXPORTS TAB

All data or selected instruments.

## Data Exports, Reports, and Stats

🎥 [VIDEO: How to use 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 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.

### My Reports & Exports

	Report name	View/Export Options	Management Options	Report ID  (auto-generated)
A	All data (all records and fields)	<a href="#">View Report</a> <a href="#">Export Data</a> <a href="#">Stats &amp; Charts</a>		
B	Selected instruments and/or events (all records)	<a href="#">Make custom selections</a>		
	<a href="#">+ Create New Report</a>			



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 **REDCap**  
Research Electronic Data Capture

# ▶ MY REPORTS & EXPORTS TAB

Select instrument to export.

**My Reports & Exports**

Report name	View/Export Options	Management Options
<b>A All data (all records and fields)</b>	<a href="#">View Report</a> <a href="#">Export Data</a> <a href="#">Stats &amp; Charts</a>	
<b>B Selected instruments (all records)</b>	<p>Select one or more instruments below for all records.</p> <p><b>Instruments</b></p> <ul style="list-style-type: none"><li>-- All instruments --</li><li><b>Demographics</b></li><li>Day 3</li><li>Other</li></ul> <p><a href="#">View Report</a> <a href="#">Export Data</a> <a href="#">Stats &amp; Charts</a></p> <p>To select multiple items in the list(s), hold Ctrl/Command while clicking the items.</p>	
1 Males age 30-50	<a href="#">View Report</a> <a href="#">Export Data</a> <a href="#">Stats &amp; Charts</a>	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>
2 Vanderbilt Hispanic or Asian	<a href="#">View Report</a> <a href="#">Export Data</a> <a href="#">Stats &amp; Charts</a>	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>

[+ Create New Report](#)





# ▶ MY REPORTS & EXPORTS TAB

Select export format and optional de-identification options.

Exporting "All data (all records and fields)"

Select your export settings, which includes the export format (Excel/CSV, SAS, SPSS, R, Stata) and whether or not to perform de-identification on the data set.

**Choose export format**

- ☐ CSV / Microsoft Excel (raw data)
- ☐ CSV / Microsoft Excel (labels)
- ☐ SPSS Statistical Software
- ☐ SAS Statistical Software
- ☐ R Statistical Software
- ☐ STATA Statistical Software

**De-identification options (optional)**

The options below allow you to limit the amount of sensitive information that you are exporting out of the project. Check all that apply.

**Known Identifiers:**

- ☐ Remove all tagged identifier fields (tagged in Data Dictionary)
- ☐ Hash the Record ID field (converts record name to an unrecognizable value)

**Free-form text:**

- ☐ Remove unvalidated Text fields (i.e. Text fields other than dates, numbers, etc.)
- ☐ Remove Notes/Essay box fields

**Date and datetime fields:**

- ☐ Remove all date and datetime fields
- OR —
- ☐ Shift all dates by value between 0 and 364 days (shifted amount determined by algorithm for each record) [What is date shifting?](#)

[Deselect all options](#)

**Additional export options**

- ☒ Export Data Access Group name for each record (if record is in a group)?

**Export Data** **Cancel**





# VIEW REPORTS

Results are paged by 100 records (just like the dashboard).

[+ Create New Report](#) [My Reports & Exports](#) [Additional export options](#) [View Report: All data \(all records and fields\)](#)

**Number of results returned: 255**  
Total number of records queried: 255

[Stats & Charts](#) [Export Report](#) [Print Page](#)

**All data (all records and fields)**

Displaying records "1" through "100" of 255 results returned [Enable floating table headers](#)

Study ID (study_id)	Data Access Group (redcap_data_access_group)	Age (years) (age)	Gender (sex)	Race (race)	Death at any time up to NDI (death)	Death in Hospital (hospdead)	Days from Study Entry to Discharge (slos)	Days of Follow-Up (d_time)	DZ Group (dzgroup)	DZ Class (dzclass)	Number of Comorbidities (num_co)	Years of Education (edu)	Income (income)
1		62.84998	Male (1)	Other (3)	No (0)	No (0)	5	2029	Lung Cancer (6)	Cancer (3)	0	11	11-25k (1)
2	Duke	42.25897	Female (0)	Hispanic (4)	Yes (1)	No (0)	8	370	Colon Cancer (5)	Cancer (3)	0	11	25-50k (2)



# DE-IDENTIFIED OPTION

Set this User Right for any users that should only have export access to fields not marked as identifier fields.

**Basic Rights**

Expiration Date  (M/D/Y)  
(if applicable)

---

Project Design and Setup ☐

Calendar ☒

Data Export Tool

\* De-identified means that all free-form text fields will be removed, as well as any date/time fields and Identifier fields.

☐ No Access

☒ De-identified\*

☒ Remove all tagged identifier fields

☐ Full Data Set



# ▶ USER ACCESS TO DATA

If user has no access to form, but report pulls fields from that form, results will be greyed out.

All data (all records and fields)

Enable floating table headers

Study ID (study_id)	Event Name (redcap_event_name)	Survey Identifier (redcap_survey_identifier)	Survey timestamp (demographics_timestamp)	Notes field here (notes_field_here)	Random date field (random_date_field)	Unvalidated Text Field (unvalidated_text_field)	Date of birth (date_of_birth)	First name (first_name)	Last name (last_name)	Ice cream (Choice = 'Chocolate') (ice_cream__1)	Ice cream (Choice = 'Vanilla') (ice_cream__2)	Ice cream (Choice = 'Strawberry') (ice_cream__3)	Ice cream (Choice = 'Missing (M)') (ice_cream__m)
3 (Rob)	Event 1 (Arm 1: Arm 1)		-	-	-	-	-	-	-	-	-	-	-
3 (Rob)	Event 2a (Arm 1: Arm 1)		-	-	-	-	-	-	-	-	-	-	-
3 (Rob)	Event 3 (Arm 1: Arm 1)		-	-	-	-	-	-	-	-	-	-	-



# STATS & CHARTS VIEW

View all data in “Stats & Charts” view.

Create New Report | My Reports & Exports | Additional export options | **Stats & Charts: All data (all records and fields)**

**Number of results returned: 255**  
Total number of records queried: 255

View Report | Export Report | Print Page

**All data (all records and fields)**

**DISPLAY OPTIONS**

Select a data collection instrument to view: Demographics

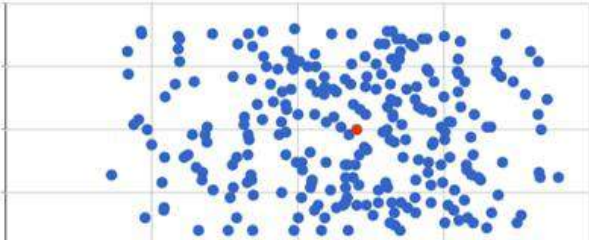
Optional: Select a record to overlay onto the plots below: -- select record --

Viewing options:

**Age (years)** [Refresh Plot](#)

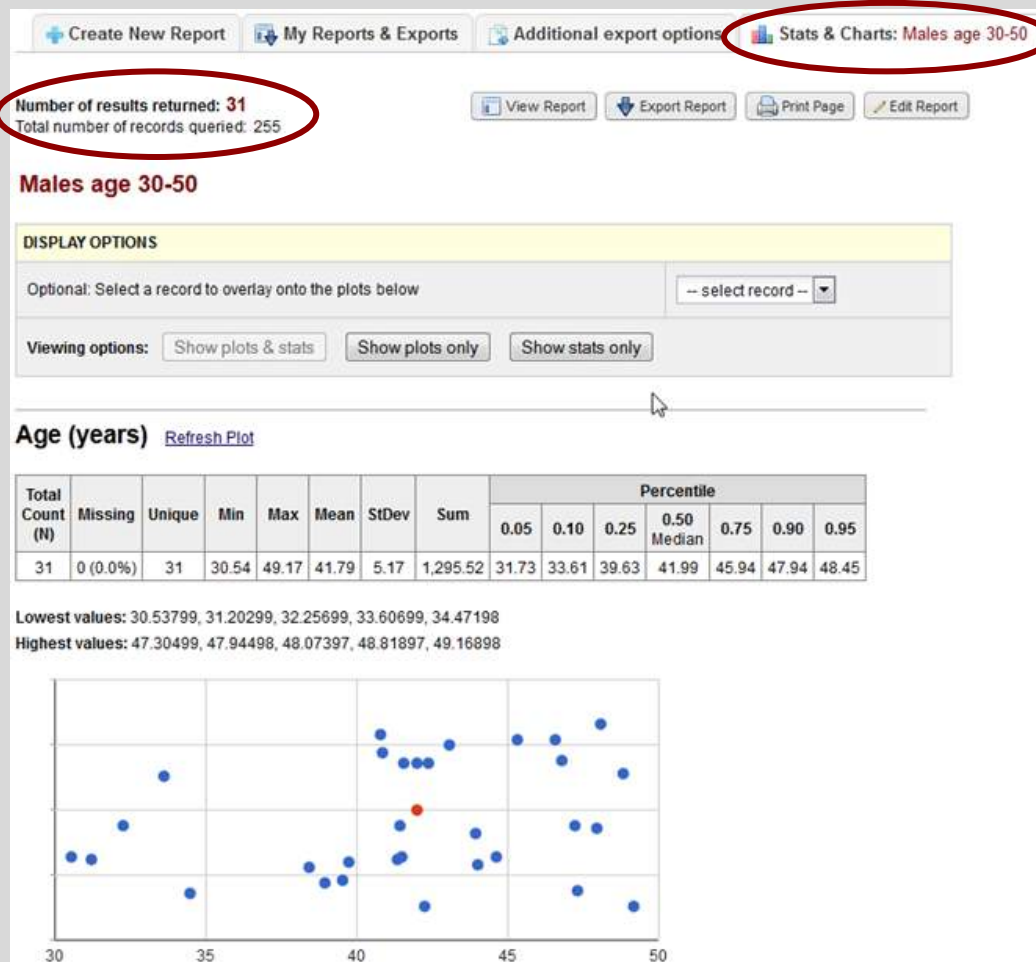
Total Count (N)	Missing	Unique	Min	Max	Mean	StDev	Sum	Percentile						
								0.05	0.10	0.25	0.50 Median	0.75	0.90	0.95
255	0 (0.0%)	253	18.12	94.55	58.77	17.55	14,985.29	27.17	33.24	47.20	60.07	72.17	79.98	85.16

Lowest values: 18.11899, 20.85399, 20.991, 21.922, 22.741  
Highest values: 91.25299, 91.43896, 91.61896, 92.64294, 94.55194



# STATS & CHARTS VIEW

View selective data in “Stats & Charts” view.




# ▶ ADDITIONAL EXPORT OPTIONS

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


[+ Create New Report](#) [My Reports & Exports](#) [PDF & Other Export Options](#)


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.*







# FILE REPOSITORY

All exports are stored in File Repository.

**File Repository**

This page may be used for storing and retrieving files and documents used for this project. You may upload files here to save for retrieval later, or you may download previously uploaded files in the file list below. Whenever a data export is performed, the resulting data and syntax files are stored here also.

NOTE: Since Data Access Groups have been created in this project, please be aware that any files manually uploaded here (i.e. files listed under User Files) will be available to ALL project users, regardless of whether they or you have been assigned to a Data Access Group or not.

User Files **Data Export Files** Upload New File

Filter by: Last Export  
Displaying files (by most recent): 1 - 2

Syntax & Data

Time exported: 07/17/2014 3:51pm  
Exported by: site\_admin

**SPSS Statistical Software**  
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. (If you are not using a Windows operating system, such as Mac or Linux, please see the *Additional Instructions*.) 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.  
[Additional instructions](#)

SPSS  
DATA CSV  
Pathway Mapper  
Send file?



# ▶ FOR FURTHER **HELP**

website

- <https://cri.uchicago.edu/redcap>

email

- [redcap@rt.cri.chicago.edu](mailto:redcap@rt.cri.chicago.edu)



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