

National Exercise Clinical Trials Network (NExTNet)

REDCap User Manual

This manual is for new and current users of the NExTNet REDCap project. If you do not have a user ID and password or are having issues logging in to the project, please contact Jenny Martz at jlmartz@uab.edu.

OVERVIEW

Background and General Information

In the following sections are instructions for accessing and updating your institution record and creating or updating study/protocol records. There are essentially two databases within the NExTNet REDCap project, created by using two separate types of records: **Institution Records** and **Study/Protocol Records**. **Study data should not be entered in an institution record, and institution data should not be entered in a study record. There is a separate process for each that is covered in this manual.**

The NExTNet databases were created in REDCap – Research Electronic Data Capture. REDCap may be used in most browsers on PC and Mac, including Internet Explorer, Chrome, and Safari. Javascript will need to be enabled.

If you have not logged into the NExTNet project previously, the data for your institution was either imported from an Excel spreadsheet completed by you, or entered by an administrator based on information you provided. **It is important that you verify your information and update incorrect or missing data.** No study data has been entered for you, you will be responsible for creating your own study/protocol records.

The link to the project is https://dmsrv.dom.uab.edu/redcap_v5.11.3/ProjectSetup/index.php?pid=66

NExTNet Institution Records

Database of Key Personnel, Interests, and Capacities at each Institution

Accessing Institutional Records (first time user)

Log in to Redcap using the project link

https://dmsrv.dom.uab.edu/redcap_v5.11.3/ProjectSetup/index.php?pid=66. If you do not have a username and password or you have lost or forgotten them, please contact Jenny Martz jlmartz@uab.edu.

Once logged in, click on “**Institution List**” under **Reports** on the left navigation menu. If you don’t see a left side navigation menu, check the bottom of your screen for a scroll bar and scroll over to view it.

The screenshot shows the REDCap interface for the University of Alabama at Birmingham, Department of Medicine. The left sidebar contains the navigation menu, with 'Institution List' highlighted under the 'Reports' section. The main content area displays the 'NExTNet' project dashboard. The dashboard includes a 'Quick Tasks' section with links to Codebook, Export data, Create a report, Check data quality, User Rights, and Online Designer and Data Dictionary Upload. Below this is the 'Project Dashboard' section, which provides general dashboard information. It includes a 'Current Users' table, 'Project Statistics', and 'Upcoming Calendar Events'.

Current Users

User	Expires
abbiesmith@unc.edu (Abbie Smith-Ryan)	never
abchapm@emory.edu (Ariene Chapman)	never
aet74@cornell.edu (Anna Thalacker-Mer	never
aferrando@uams.edu (Amy Ferrando)	never
alw2v@virginia.edu (Arthur Weltman)	never
apleone@bidmc.harv	never
(Alvaro Pascual-Leon	never
aryan@grecc.umaryl	never
(Alice Ryan)	never
bdolezal@mednet.ur	

Project Statistics

Records in project	89
Most recent activity	07/14/2015 1:41pm
Space usage for docs	3.02 MB
Project status	Production

Upcoming Calendar Events (next 7 days)

Time	Date	Description
		No upcoming events

The Institution List report, will give you an overview of all institution records within the project and the record ID assigned to each one. Once you find your institution click on your record ID and it will take you to your Event Grid.

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Data Exports, Reports, and Stats [VIDEO: How to use Data Exports, Reports, and Stats](#)

[Create New Report](#) [My Reports & Exports](#) [PDF & Other Export Options](#) [View Report: Institution List](#)

Number of results returned: **64**
Total number of records queried: 74
(*records = total available data across all designated events)

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

Institution List

Record ID (record_id)	Event Name (redcap_event_name)	Institution Name (institution_name)
1	Institution Record	Arizona State University
2	Institution Record	Ball State University
3	Institution Record	Beth Israel Deaconess Medical Center
4	Institution Record	Boston University
68	Institution Record	Case Western Reserve University
6	Institution Record	Children's National Medical Center
7	Institution Record	Colorado State University
8	Institution Record	Columbia University
9	Institution Record	Cornell Medical College
70	Institution Record	Cornell University
10	Institution Record	Duke University
11	Institution Record	East Carolina University
12	Institution Record	Emory University
13	Institution Record	Harvard Medical School
14	Institution Record	Johns Hopkins University
15	Institution Record	Mayo Clinic School of Medicine - Rochester
16	Institution Record	Medical University of South Carolina
17	Institution Record	Medical University of South Carolina
18	Institution Record	New York University Medical Center
19	Institution Record	Northwestern University
20	Institution Record	Oregon Health & Science University
21	Institution Record	Pennington Biomedical Research Center
63	Institution Record	Purdue University
22	Institution Record	Texas A&M University
23	Institution Record	The Ohio State University
24	Institution Record	The Rockefeller University
25	Institution Record	Tufts University
26	Institution Record	University of Alabama at Birmingham
29	Institution Record	University of Arkansas for Medical Sciences
30	Institution Record	University of California - Davis

Institution List Report

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Event Grid

The grid below displays the form-by-form progress of data entered into the project for one particular Record ID for all defined events. You may click on the colored buttons to access that form for that event. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.

Legend for status icons:
● Incomplete
● Incomplete (no data saved) (?)
● Unverified
● Complete

Record ID 7

Data Collection Instrument	Institution Record (1)	Study Record (2)
Institution	●	●
Cardiopulmonary Testing	●	●
Neuromuscular Testing	●	●
Body Composition Testing	●	●
Metabolite Testing	●	●
Exercise Training Capacity	●	●
Resistance Training Equipment	●	●
Endurance Training Equipment	●	●
Ancillary Services	●	●
Institution - Study Name - PI	●	●
Demographics	●	●
Exercise Training Data	●	●
Cardiopulmonary Data	●	●
Body Composition Data	●	●
Energy Expenditure Data	●	●
Metabolic Data	●	●
Vascular Data	●	●
Strength and Physical Function	●	●
Quality of Life&Psych	●	●
Sample Types Available	●	●

Event Grid

Updating Records

The Event Grid gives an overview of the record and all data collection instruments. You will see two columns – “Institution Record” and “Study Record”. **Only data collection instruments under “Institution Record” should be used for an institution record and only data collection instruments under “Study Record” should be used for a study record. A record should NOT contain both institution and study data. It should be one or the other.**

Event Grid **Institution Record**

The grid below displays the form-by-form progress of data collection into the project for one particular Record ID for all defined data collection instruments. You may click on the colored buttons to access that form for that instrument. If you wish, you may modify the events below by navigating to the [My Events](#) page.

Record ID

Data Collection Instrument	Institution Record (1)	Study Record (2)
Institution	☒	
Cardiopulmonary Testing	☒	
Neuromuscular Testing	☒	
Body Composition Testing	☒	
Metabolite Testing	☒	
Exercise Training Capacity	☒	
Resistance Training Equipment	☒	
Endurance Training Equipment	☒	
Ancillary Services	☒	
Institution - Study Name - PI		☐
Demographics		☐
Exercise Training Data		☐
Cardiopulmonary Data		☐
Body Composition Data		☐
Energy Expenditure Data		☐
Metabolic Data		☐
Vascular Data		☐
Strength and Physical Function		☐
Quality of Life&Psych		☐
Sample Types Available		☐

Event Grid **Study Record**

The grid below displays the form-by-form progress of data collection into the project for one particular Record ID for all defined data collection instruments. You may click on the colored buttons to access that form for that instrument. If you wish, you may modify the events below by navigating to the [My Events](#) page.

Record ID 73

Data Collection Instrument	Institution Record (1)	Study Record (2)
Institution	☐	
Cardiopulmonary Testing	☐	
Neuromuscular Testing	☐	
Body Composition Testing	☐	
Metabolite Testing	☐	
Exercise Training Capacity	☐	
Resistance Training Equipment	☐	
Endurance Training Equipment	☐	
Ancillary Services	☐	
Institution - Study Name - PI		☒
Demographics		☒
Exercise Training Data		☒
Cardiopulmonary Data		☐
Body Composition Data		☐
Energy Expenditure Data		☐
Metabolic Data		☐
Vascular Data		☐
Strength and Physical Function		☐
Quality of Life&Psych		☐
Sample Types Available		☐

Event Grid **INCORRECT RECORD ENTRY**

The grid below displays the form-by-form progress of data collection into the project for one particular Record ID for all defined data collection instruments. You may click on the colored buttons to access that form for that instrument. If you wish, you may modify the events below by navigating to the [My Events](#) page.

Record ID

Data Collection Instrument	Institution Record (1)	Study Record (2)
Institution	☒	
Cardiopulmonary Testing	☒	
Neuromuscular Testing	☒	
Body Composition Testing	☒	
Metabolite Testing	☒	
Exercise Training Capacity	☒	
Resistance Training Equipment	☒	
Endurance Training Equipment	☒	
Ancillary Services	☒	
Institution - Study Name - PI		☒
Demographics		☒
Exercise Training Data		☒
Cardiopulmonary Data		☒
Body Composition Data		☒
Energy Expenditure Data		☒
Metabolic Data		☒
Vascular Data		☒
Strength and Physical Function		☒
Quality of Life&Psych		☒
Sample Types Available		☒

To review and update your institution's information from the Event Grid screen, click on the first radio button in the "Institution Record" column labeled "Institution".

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Event Grid

The grid below displays the form-by-form progress of data entered into the project for one particular Record ID for all defined events. You may click on the colored buttons to access that form for that event. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.

Record ID 7

Data Collection Instrument	Institution Record (1)	Study Record (2)
Institution	☒	☐
Cardiopulmonary Testing	☒	☐
Neuromuscular Testing	☒	☐
Body Composition Testing	☒	☐
Metabolite Testing	☒	☐
Exercise Training Capacity	☒	☐
Resistance Training Equipment	☒	☐
Endurance Training Equipment	☒	☐
Ancillary Services	☒	☐
Institution - Study Name - PI	☐	☒
Demographics	☐	☒
Exercise Training Data	☐	☒
Cardiopulmonary Data	☐	☒
Body Composition Data	☐	☒
Energy Expenditure Data	☐	☒
Metabolic Data	☐	☒
Vascular Data	☐	☒
Strength and Physical Function	☐	☒
Quality of Life&Psych	☐	☒
Sample Types Available	☐	☒

Legend for status icons:
☒ Incomplete ☐ Incomplete (no data saved) ☐ Unverified ☒ Complete

Complete all fields in the institution instrument and at the bottom you will have the following options from the "Complete?" dropdown list: Incomplete, Unverified and Complete. Make the appropriate selection and then you can choose one of the following save options.

1. Save Record – Save the information on the current form and go back to Event Grid.
2. Save and Continue – Save the information on the current form.
3. Save and go to Next Form – Save information on the current form and move to next form. (choose this option if updating for the first time)

Form Status

Complete?

When you reach the last instrument in the institution record, “Ancillary Services”, you will only have options 1 and 2 (below). Choose option 1 to **Save Record** and you will be taken back to the Event Grid screen.

Form Status	
Complete?	☐ Incomplete ▼
	Save Record
	Save and Continue
	-- Cancel --

Your institution record is now complete and should look like the event grid on page 5 above with all radio buttons in the “Institution Record” column colored green or “Complete”. **There should be no colors in the “Study Record” column as those instruments should not be used in institution records.**

The color of the data collection instrument radio button tells you the status of each instrument. If you are unable to complete all instruments during one session you can quickly identify later which are not complete by using the Event Grid screen. Click on those specific radio buttons to access and complete the needed information (see example below).

Logged in as jlc22 | Log out

My Projects

Project Home

Project Setup

Project status: **Production**

Data Collection

Record Status Dashboard

Add / Edit Records

Record ID 3 [Select other record](#)

Applications

Calendar

Data Exports, Reports, and Stats

Data Import Tool

Data Comparison Tool

Logging

Field Comment Log

File Repository

User Rights

Data Quality

Reports [Edit reports](#)

1) Institution List

Help & Information

Help & FAQ

Video Tutorials

Suggest a New Feature

If you are experiencing problems, please contact your [REDCap administrator](#).

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Event Grid

The grid below displays the form-by-form progress of data entered into the project for one particular Record ID for all defined events. You may click on the colored buttons to access that form for that event. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.

Legend for status icons:

- ☒ Incomplete
- ☐ Incomplete (no data saved) ?
- ☐ Unverified
- ☒ Complete

Record ID 3

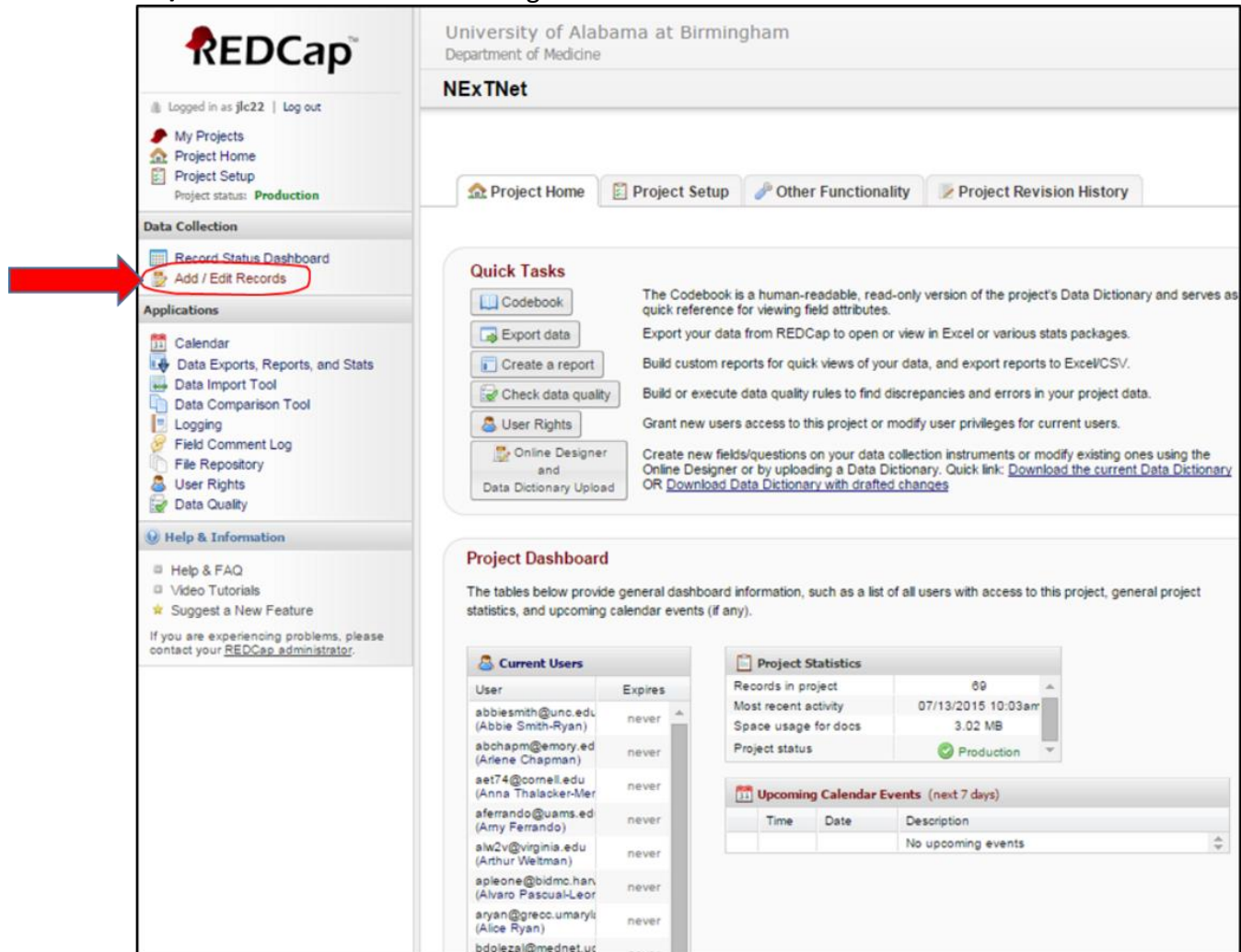
Data Collection Instrument	Institution Record (1)	Study Record (2)
Institution	☒	
Cardiopulmonary Testing	☒	
Neuromuscular Testing	☒	
Body Composition Testing	☒	
Metabolite Testing	☒	
Exercise Training Capacity	☒	
Resistance Training Equipment	☒	
Endurance Training Equipment	☒	
Ancillary Services	☐	
Institution - Study Name - PI		☐
Demographics		☐
Exercise Training Data		☐
Cardiopulmonary Data		☐
Body Composition Data		☐
Energy Expenditure Data		☐
Metabolic Data		☐
Vascular Data		☐
Strength and Physical Function		☐
Quality of Life&Psych		☐
Sample Types Available		☐

Forms with incomplete status. Click on radio buttons to edit information and then save as complete.

Searching Records

In addition to using the Institution List report to find institution records, you can also search institution records in the following way:

Click on **"Add/Edit Records"** in the left navigation menu under the Data Collection section.



The screenshot displays the REDCap NExTNet interface for the University of Alabama at Birmingham, Department of Medicine. The left navigation menu is visible, with the 'Data Collection' section expanded. A red arrow points to the 'Add / Edit Records' option, which is highlighted with a red box. Other options in the menu include 'Record Status Dashboard', 'Applications', and 'Help & Information'. The main content area shows the 'Quick Tasks' section with links to 'Codebook', 'Export data', 'Create a report', 'Check data quality', 'User Rights', 'Online Designer and Data Dictionary Upload', and 'Project Dashboard'. The 'Project Dashboard' section provides general information about the project, including a list of current users and project statistics.

Current Users

User	Expires
abbiesmith@unc.edu (Abbie Smith-Ryan)	never
abchapm@emory.edu (Arlene Chapman)	never
aet74@cornell.edu (Anna Thalacker-Mer	never
aferrando@uams.edu (Amy Ferrando)	never
alw2v@virginia.edu (Arthur Weltman)	never
apleone@bidmc.har (Alvaro Pascual-Leor	never
aryan@grecc.umaryl (Alice Ryan)	never
bdolezal@mednet.uc	never

Project Statistics

Records in project	89
Most recent activity	07/13/2015 10:03am
Space usage for docs	3.02 MB
Project status	Production

Upcoming Calendar Events (next 7 days)

Time	Date	Description
No upcoming events		

If you know the Record ID number, choose that number from the “**Choose an existing Record ID**” drop down box to be taken to the Event Grid screen for that record.

If you do not know your Record ID number use the “**Choose a field to search**” drop down box and choose “**institution_name**” (**Institution Name**). Start typing the institution name in the **Search query** box and choose from the resulting list. This will take you to the first data collection instrument for that record instead of the Event Grid screen.

The screenshot shows the REDCap NExTNet interface for the University of Alabama at Birmingham, Department of Medicine. The left sidebar contains navigation links for My Projects, Data Collection, Applications, and Reports. The main content area is titled 'NExTNet' and includes an 'Add / Edit Records' section. Below this, there is a 'Data Search' section with a dropdown for 'Choose a field to search' set to 'institution_name (Institution Name)'. The 'Search query' box contains the text 'univers', and a list of suggestions is shown, including 'Arizona State University', 'Ball State University', 'Boston University', 'Case Western Reserve University', 'Colorado State University', 'Columbia University', 'Cornell University', 'Duke University', 'East Carolina University', 'Emory University', 'Johns Hopkins University', 'Medical University of South Carolina', and 'Medical University of South Florida'.

Summary of data collection instruments to be used for Institution Records

1. **Institution** – Contact information and areas of research.
2. **Cardiopulmonary Testing** – Information on equipment for cardiopulmonary function testing and indirect calorimetry.
3. **Neuromuscular Testing** – Information on equipment for tests of strength, power, muscle fatigue, balance, gait, and electromyography.
4. **Body Composition Testing** – Information on body composition testing equipment.
5. **Metabolite Testing** – Information on blood metabolite testing equipment.
6. **Exercise Training Capacity** – Information on exercise training facilities and trainers.
7. **Resistance Training Equipment** – Information on resistance training equipment.
8. **Endurance Training Equipment** – Information on endurance training equipment.
9. **Ancillary Services** – Descriptions of ancillary services available.

NExTNet Study Records

Resource and Data Sharing Database

The intent of this second database is to foster the sharing of existing data and resources which may be used in collaborative efforts for preliminary data, joint manuscripts, etc. Users will enter aggregate data for each protocol or study separately.

To do this you will need to add a new record. Do not create a study/protocol within your institution record by using the instruments in the “Study Record” column. Study Records should be created separately from Institution Records.

Event Grid Institution Record

The grid below displays the form-by-form progress of data into the project for one particular Record ID for all defined events. You may click on the colored buttons to access that form for that Record ID. If you wish, you may modify the events below by navigating to the [My Events](#) page.

Record ID

Data Collection Instrument	Institution Record (1)	Study Record (2)
Institution	☒	
Cardiopulmonary Testing	☒	
Neuromuscular Testing	☒	
Body Composition Testing	☒	
Metabolite Testing	☒	
Exercise Training Capacity	☒	
Resistance Training Equipment	☒	
Endurance Training Equipment	☒	
Ancillary Services	☒	
Institution - Study Name - PI		☐
Demographics		☐
Exercise Training Data		☐
Cardiopulmonary Data		☐
Body Composition Data		☐
Energy Expenditure Data		☐
Metabolic Data		☐
Vascular Data		☐
Strength and Physical Function		☐
Quality of Life&Psych		☐
Sample Types Available		☐

Event Grid Study Record

The grid below displays the form-by-form progress of data into the project for one particular Record ID for all defined events. You may click on the colored buttons to access that form for that Record ID. If you wish, you may modify the events below by navigating to the [My Events](#) page.

Record ID 73

Data Collection Instrument	Institution Record (1)	Study Record (2)	in
Institution	☐		
Cardiopulmonary Testing	☐		
Neuromuscular Testing	☐		
Body Composition Testing	☐		
Metabolite Testing	☐		
Exercise Training Capacity	☐		
Resistance Training Equipment	☐		
Endurance Training Equipment	☐		
Ancillary Services	☐		
Institution - Study Name - PI		☒	
Demographics		☒	
Exercise Training Data		☒	
Cardiopulmonary Data		☐	
Body Composition Data		☐	
Energy Expenditure Data		☐	
Metabolic Data		☐	
Vascular Data		☐	
Strength and Physical Function		☐	
Quality of Life&Psych		☐	
Sample Types Available		☐	

Event Grid INCORRECT RECORD ENTRY

The grid below displays the form-by-form progress of data into the project for one particular Record ID for all defined events. You may click on the colored buttons to access that form for that Record ID. If you wish, you may modify the events below by navigating to the [My Events](#) page.

Record ID

Data Collection Instrument	Institution Record (1)	Study Record (2)
Institution	☒	
Cardiopulmonary Testing	☒	
Neuromuscular Testing	☒	
Body Composition Testing	☒	
Metabolite Testing	☒	
Exercise Training Capacity	☒	
Resistance Training Equipment	☒	
Endurance Training Equipment	☒	
Ancillary Services	☒	
Institution - Study Name - PI		☒
Demographics		☒
Exercise Training Data		☒
Cardiopulmonary Data		☒
Body Composition Data		☒
Energy Expenditure Data		☒
Metabolic Data		☒
Vascular Data		☒
Strength and Physical Function		☒
Quality of Life&Psych		☒
Sample Types Available		☒

Creating a Study Record

To create a study record click on **“Add/Edit Records”** in the left navigation menu under the Data Collection section.

The screenshot shows the REDCap interface for the University of Alabama at Birmingham, Department of Medicine, NExTNet project. The left navigation menu is expanded, and the 'Add / Edit Records' option under the 'Data Collection' section is highlighted with a red circle and a red arrow. The main content area displays the 'Quick Tasks' section with links to Codebook, Export data, Create a report, Check data quality, User Rights, and Online Designer. Below this is the 'Project Dashboard' showing 'Current Users' and 'Project Statistics'.

Then select **“Add new record”**.

The screenshot shows the 'Add / Edit Records' page in the REDCap interface. The left navigation menu is expanded, and the 'Add / Edit Records' option is highlighted. The main content area displays the 'Add / Edit Records' section with a 'Total records: 69' indicator. Below this is a 'Choose an existing Record ID' dropdown menu and a red circle around the 'Add new record' button. The 'Data Search' section is also visible, showing a 'Choose a field to search' dropdown and a 'Search query' input field.

This will take you to the Event Grid screen for your new record. You will utilize data collection instruments in the “Study Record” column beginning with “Institution – Study Name – PI” (below). **You will not use any of the data collection instruments located in the “Institution Record” column.** Click the radio button next to “Institution – Study Name – PI” in the Study Record column to begin entering data.

Logged in as jlc22 | Log out

- My Projects
- Project Home
- Project Setup

Project status: **Production**

Data Collection

- Record Status Dashboard
- Add / Edit Records

Record ID 74 [Select other record](#)

Applications

- Calendar
- Data Exports, Reports, and Stats
- Data Import Tool
- Data Comparison Tool
- Logging
- Field Comment Log
- File Repository
- User Rights
- Data Quality

Reports [Edit reports](#)

1) Institution List

Help & Information

- Help & FAQ
- Video Tutorials
- Suggest a New Feature

If you are experiencing problems, please contact your [REDCap administrator](#).

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Event Grid

"74" is a new Record ID. You will need to click any of the gray buttons below to create a record for this Record ID and begin entering data for it.

The grid below displays the form-by-form progress of data entered into the project for one particular Record ID for all defined events. You may click on the colored buttons to access that form for that event. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.

Legend for status icons:

- Incomplete
- Incomplete (no data saved) ?
- Unverified
- Complete

NEW Record ID 74

Data Collection Instrument	Institution Record (1)	Study Record (2)
Institution	☐	
Cardiopulmonary Testing	☐	
Neuromuscular Testing	☐	
Body Composition Testing	☐	
Metabolite Testing	☐	
Exercise Training Capacity	☐	
Resistance Training Equipment	☐	
Endurance Training Equipment	☐	
Ancillary Services	☐	
Institution - Study Name - PI		☐
Demographics		☐
Exercise Training Data		☐
Cardiopulmonary Data		☐
Body Composition Data		☐
Energy Expenditure Data		☐
Metabolic Data		☐
Vascular Data		☐
Strength and Physical Function		☐
Quality of Life&Psych		☐
Sample Types Available		☐

Start here

A form will open allowing you to select your institution from a drop down box. Enter a Principal Investigator name and a Study/Protocol Name (the study/protocol name must be unique).

The screenshot displays the REDCap NExTNet interface for the University of Alabama at Birmingham, Department of Medicine. The user is logged in as jlc22. The interface shows the 'Institution - Study Name - PI' form for Record ID 72. The form includes fields for Institution, Principal Investigator, and Study/Protocol Name, all marked as required. The 'Form Status' section shows 'Complete?' with a dropdown set to 'Incomplete'. Action buttons include 'Save Record', 'Save and Continue', 'Save and go to Next Form', and 'Cancel'.

Choose complete from the drop down box and click **“Save and go to Next Form”** to complete the rest of the instruments for the study record (listed below).

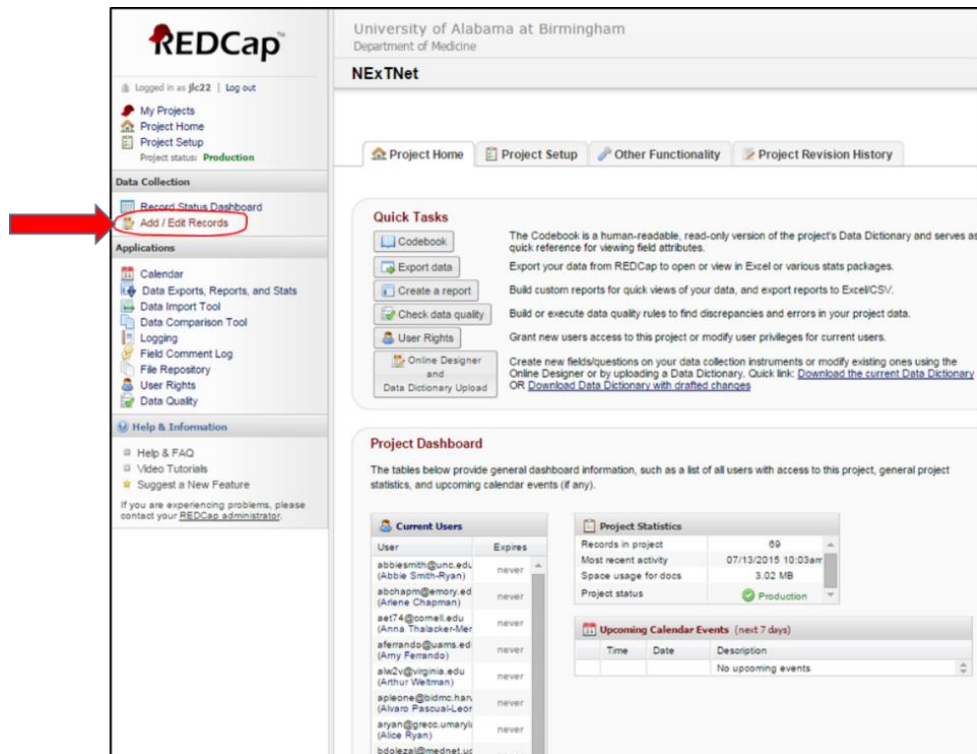
1. **Demographics** – General information related to the study population.
2. **Exercise Training Data** – Information defining the exercise prescription.
3. **Cardiopulmonary Data** – Defines the cardiopulmonary data collected and time point(s) of collection.
4. **Body Composition Data** – Defines the body composition data collected and time point(s) of collection.
5. **Energy Expenditure Data** – Defines the energy expenditure data collected and time point(s) of collection.
6. **Metabolic Data** – Defines the metabolic data collected and time point(s) of collection.
7. **Vascular Data** – Defines the vascular data collected and time point(s) of collection.
8. **Strength and Physical Function** – Defines the performance test results collected and time point(s) of collection.
9. **Quality of Life and Psych** – Defines the quality of life and psychometric data collected and time point(s) of collection.
10. **Biological Specimens** – Information related to the types of biological samples collected and the time points of collection.

Editing Study Records

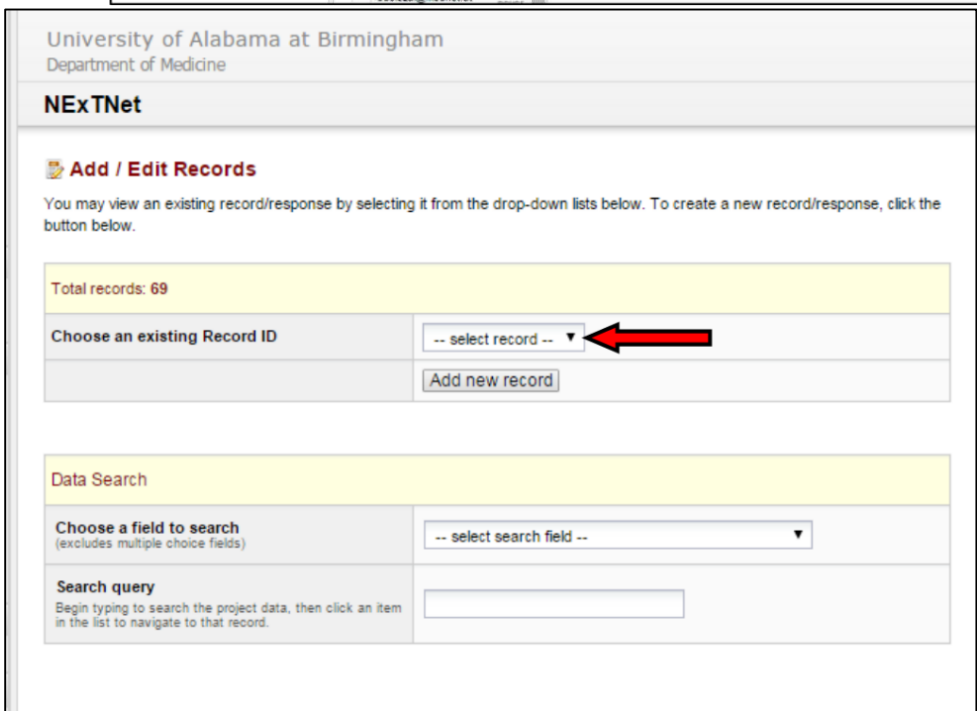
To edit an existing study/protocol record first choose one of the following ways to find the study record.

If you know your Record ID:

Click on **"Add/Edit Records"** in the left navigation menu under the Data Collection section. Then choose your Record ID number from the **"Choose an existing Record ID"** drop down box to be taken to the Event Grid for that record.



The screenshot shows the REDCap interface for the University of Alabama at Birmingham, Department of Medicine, NExTNet. The left navigation menu is expanded, and the 'Add / Edit Records' option under the 'Data Collection' section is highlighted with a red arrow. The main content area shows the 'Project Dashboard' with various quick tasks and project statistics.



The screenshot shows the 'Add / Edit Records' page in REDCap. The page title is 'Add / Edit Records'. Below the title, there is a message: 'You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, click the button below.' The page is divided into two main sections: 'Total records: 69' and 'Data Search'. In the 'Total records: 69' section, there is a dropdown menu labeled 'Choose an existing Record ID' with the text '-- select record --' and a red arrow pointing to it. Below this dropdown is a button labeled 'Add new record'. In the 'Data Search' section, there is a dropdown menu labeled 'Choose a field to search (excludes multiple choice fields)' with the text '-- select search field --'. Below this dropdown is a text input field labeled 'Search query' with the instruction 'Begin typing to search the project data, then click an item in the list to navigate to that record.'

If you do not know your Record ID:

OPTION 1:

Click on **“Study List”** under **Reports** on the left navigation menu. If you don’t see a left side navigation menu, check the bottom of your screen for a scroll bar and scroll over to view it.

The screenshot shows the REDCap NExTNet interface for the University of Alabama at Birmingham. The left navigation menu is visible, with the 'Reports' section expanded. A red arrow points to the 'Study List' option under 'Reports'. The main content area displays the 'Project Dashboard' with sections for 'Quick Tasks' and 'Project Statistics'.

The Study List report gives an overview of all study records and the record ID assigned to each one. Once you find the study you are looking for click on the record ID to be taken to the Event Grid for that study.

The screenshot shows the 'Study List' report in the REDCap NExTNet interface. The left navigation menu is visible, with the 'Study List' option under 'Reports' highlighted. A red arrow points to the 'Record ID' column header in the table. The table lists study records with columns for Record ID, Event Name, Institution, Principal Investigator, and Study/Protocol Name.

Record ID (record_id)	Event Name (redcap_event_name)	Institution (inst_inst)	Principal Investigator (inst_pi)	Study/Protocol Name (inst_study_name)
1	Study Record			
28	Study Record			
26	Study Record			
72	Study Record			
52	Study Record	Duke University (Duke University)	Bill K.	Test
10	Study Record	Duke University (Duke University)	William E. Kraus	STRIDE I
73	Study Record	Duke University (Duke University)	William Kraus	STRIDE II
55	Study Record	University of Alabama at Birmingham (University of Alabama at Birmingham)	Marcus Bamman	STRIVE II (SR01AG017896)
57	Study Record	University of Alabama at Birmingham (University of Alabama at Birmingham)	Marcus Bamman	STRIVE I (1R01AG017896)

OPTION 2:

Click on **"Add/Edit Records"** in the left navigation menu under the Data Collection section.

In the **"Choose a field to search"** drop down box start typing **"ini"**, then choose from the following options to search the database of study records.

1. **"init_inst (Institution)"** – To search all study records for a particular institution.
2. **"init_pi (Principal Investigator)"** – To search all study records for a particular PI.
3. **"init_study_name (Study/Protocol Name)"** – To search all study records for a particular study name.

Once you have chosen the field to search start typing either the Institution Name (1), the Principal Investigator Name (2) or the Study/Protocol Name (3) in the **Search query** box and choose from the resulting list.

This will take you to the first data collection instrument for that record instead of the Event Grid.

You can then click on Record ID ## in the left navigation menu to be taken to the Event Grid screen.

The screenshot shows the REDCap NExTNet interface for the University of Alabama at Birmingham, Department of Medicine. The left navigation menu includes sections for 'Data Collection' and 'Applications'. Under 'Data Collection', 'Record ID 72' is highlighted with a red arrow. The main content area shows the 'Institution - Study Name - PI' form for Record ID 72. The form includes fields for 'Institution', 'Principal Investigator', and 'Study/Protocol Name', all marked as required. The 'Form Status' is 'Incomplete'. Buttons for 'Save Record', 'Save and Continue', 'Save and go to Next Form', and 'Cancel' are visible. A 'Save Record' button is also present in the top right corner.

Once you have found the record, you can edit the data collection instruments by clicking on the radio buttons from the Event Grid. The color of the radio buttons indicate the status of each instrument. Click on each radio button to access and complete that instrument as needed.

Logged in as jlc22 | Log out

My Projects

Project Home

Project Setup

Project status: **Production**

Data Collection

Record Status Dashboard

Add / Edit Records

Record ID 72 [Select other record](#)

Applications

Calendar

Data Exports, Reports, and Stats

Data Import Tool

Data Comparison Tool

Logging

Field Comment Log

File Repository

User Rights

Data Quality

Reports [Edit reports](#)

1) Institution List

Help & Information

Help & FAQ

Video Tutorials

Suggest a New Feature

If you are experiencing problems, please contact your REDCap administrator.

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Event Grid

The grid below displays the form-by-form progress of data entered into the project for one particular Record ID for all defined events. You may click on the colored buttons to access that form for that event. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.

Legend for status icons:

- Incomplete
- Incomplete (no data saved) ?
- Unverified
- Complete

Record ID 72

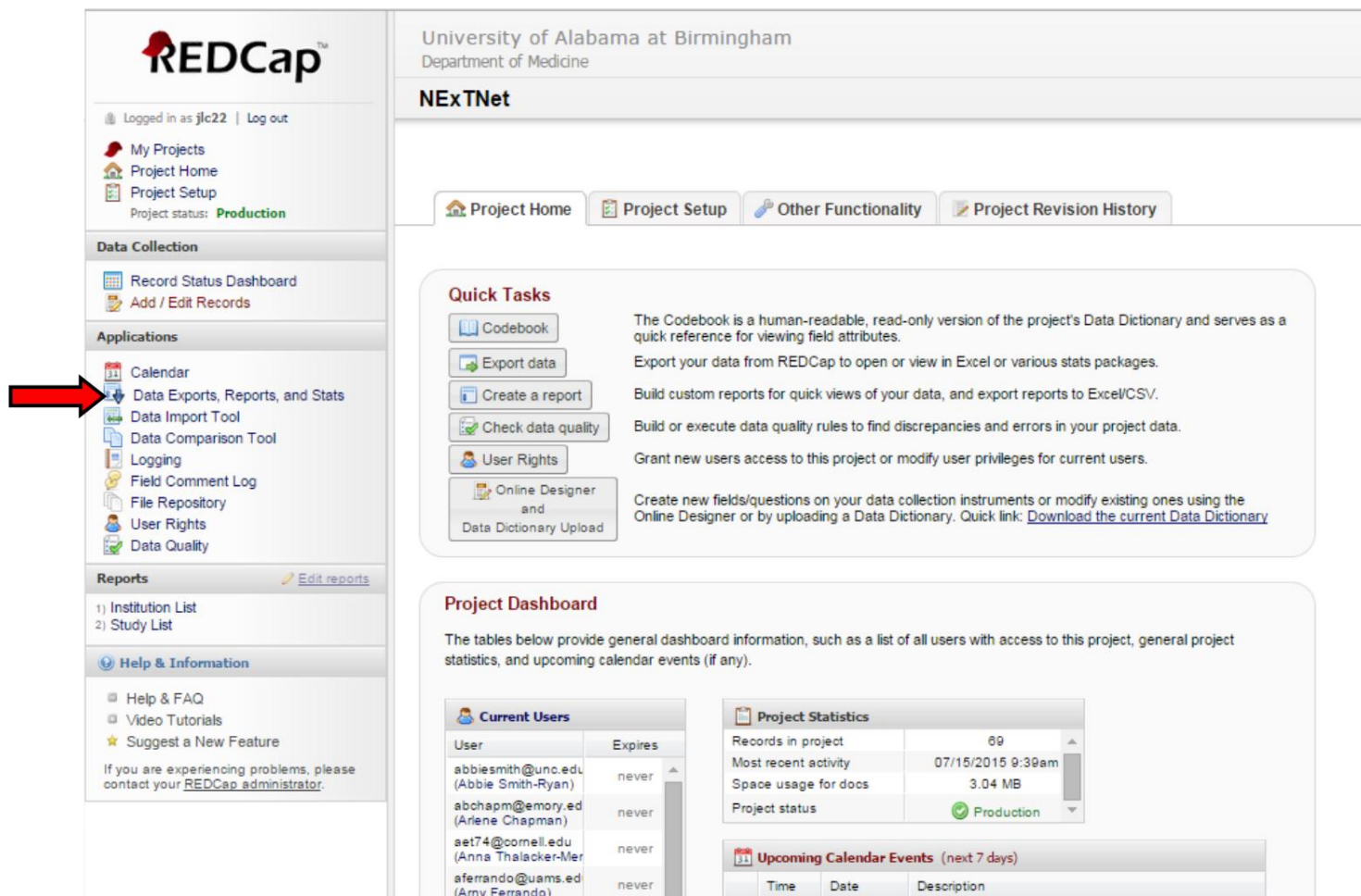
Data Collection Instrument	Institution Record (1)	Study Record (2)
Institution	●	
Cardiopulmonary Testing	●	
Neuromuscular Testing	●	
Body Composition Testing	●	
Metabolite Testing	●	
Exercise Training Capacity	●	
Resistance Training Equipment	●	
Endurance Training Equipment	●	
Ancillary Services	●	
Institution - Study Name - PI		●
Demographics		●
Exercise Training Data		●
Cardiopulmonary Data		●
Body Composition Data		●
Energy Expenditure Data		●
Metabolic Data		●
Vascular Data		●
Strength and Physical Function		●
Quality of Life&Psych		●
Sample Types Available		●

Use radio buttons to access and update instruments.

Analyzing Data

REDCap is primarily a data capture tool, and although reports may be created in REDCap, reporting is limited. Most users prefer to export the data to one of the many formats available. For this project, the Excel export option is recommended, although you may choose your preferred export format.

To export data to Excel or other formats, click on the **“Data Exports, Reports and Stats Tool”** in the left column under Applications, and complete the following steps.



The screenshot shows the REDCap interface for the University of Alabama at Birmingham, Department of Medicine, NExTNet project. The left sidebar contains the following sections:

- My Projects**
 - Project Home
 - Project Setup
 - Project status: **Production**
- Data Collection**
 - Record Status Dashboard
 - Add / Edit Records
- Applications**
 - Calendar
 - Data Exports, Reports, and Stats** (highlighted with a red arrow)
 - Data Import Tool
 - Data Comparison Tool
 - Logging
 - Field Comment Log
 - File Repository
 - User Rights
 - Data Quality
- Reports**
 - 1) Institution List
 - 2) Study List
- Help & Information**
 - Help & FAQ
 - Video Tutorials
 - Suggest a New Feature

The main content area displays the following sections:

- Navigation:** Project Home, Project Setup, Other Functionality, Project Revision History
- Quick Tasks:**
 - Codebook: The Codebook is a human-readable, read-only version of the project's Data Dictionary and serves as a quick reference for viewing field attributes.
 - Export data: Export your data from REDCap to open or view in Excel or various stats packages.
 - Create a report: Build custom reports for quick views of your data, and export reports to Excel/CSV.
 - Check data quality: Build or execute data quality rules to find discrepancies and errors in your project data.
 - User Rights: Grant new users access to this project or modify user privileges for current users.
 - Online Designer and Data Dictionary Upload: Create new fields/questions on your data collection instruments or modify existing ones using the Online Designer or by uploading a Data Dictionary. Quick link: [Download the current Data Dictionary](#)
- Project Dashboard:** The tables below provide general dashboard information, such as a list of all users with access to this project, general project statistics, and upcoming calendar events (if any).

Current Users Table:

User	Expires
abbiesmith@uab.edu (Abbie Smith-Ryan)	never
abochapm@emory.edu (Arlene Chapman)	never
aet74@comell.edu (Anna Thalacker-Mer)	never
aferrando@uams.edu (Amy Ferrando)	never

Project Statistics Table:

Records in project	89
Most recent activity	07/15/2015 9:39am
Space usage for docs	3.04 MB
Project status	✔ Production

Upcoming Calendar Events (next 7 days)

Time	Date	Description
------	------	-------------

1. To export all data, under **“All data”** click the Export Data button. This will export all data available in the project.

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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.

	Report name	View/Export Options	Management Options
A	All data (all records and fields)	View Report Export Data Stats & Charts	
B	Selected instruments and/or events (all records)	Make custom selections	
1	Protocol Search List	View Report Export Data Stats & Charts	Edit Copy Delete
2	Institution Registration Information	View Report Export Data Stats & Charts	Edit Copy Delete
3	Institution List	View Report Export Data Stats & Charts	Edit Copy Delete
4	Study List	View Report Export Data Stats & Charts	Edit Copy Delete

[+ Create New Report](#)

2. To select only certain instruments (forms) and fields to export click on the Make custom selections button under **“Selected instruments and/or events”** and then select the instruments and events you wish to export.

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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.

	Report name	View/Export Options	Management Options
A	All data (all records and fields)	View Report Export Data Stats & Charts	
B	Selected instruments and/or events (all records)	Make custom selections	
1	Protocol Search List	View Report Export Data Stats & Charts	Edit Copy Delete
2	Institution Registration Information	View Report Export Data Stats & Charts	Edit Copy Delete
3	Institution List	View Report Export Data Stats & Charts	Edit Copy Delete
4	Study List	View Report Export Data Stats & Charts	Edit Copy Delete

[+ Create New Report](#)

3. Once you have selected the fields you wish to export, click the Export Data button. After clicking submit you will see the different export options available.
4. Select one of the options. The Excel CSV labels option is recommended. This option exports the label name instead of the variable name.