

Log into REDCap (<http://redcap.ucsfopenresearch.org/>) with your username and Create a new Longitudinal Database REDCap Project >

Data Collection

Scheduling
- Generate schedules for the calendar using your defined events

Data Collection Instruments:
Demographics
Data1

Project title: 202arsLongitudinal
Title to be displayed on project webpage

Purpose of this project: Practice / Just for fun

Main project settings

Complete! Disable Use longitudinal data collection with repeating forms? [?](#)
 Enable Use surveys in this project? [?](#) [VIDEO: How to create and manage a survey](#)

Enable optional modules and customizations

Optional Enable Scheduling module (longitudinal only) [?](#)
 Enable Auto-numbering for records [?](#)
 Enable Randomization module [?](#)
 Enable Designate an email field to use for invitations to survey participants [?](#)

Once you have at least two Data Collection Instruments, go to the Project Tab and click the Define My Events button. We'll designate instruments for my events in the next step.

Define your events and designate instruments for them

Create events for re-using data collection instruments and/or set up scheduling.

In progress

Go to **Define My Events** or Designate Instruments for My Events

On the Define My Events Tab, use the Add new event button to create at least two new events.

	Event #	Days Offset	Offset Range Min / Max	Event Name
	1	0	-0/+0	Enrolled
	2	7	-2/+2	Dose 1
	3	14	-0/+0	Follow Up
<input type="button" value="Add new event"/>		<input type="text"/> Days	<input type="text"/> -0 <input type="text"/> +0	<input type="text"/>
		Convert from other units		Descriptive name for this event

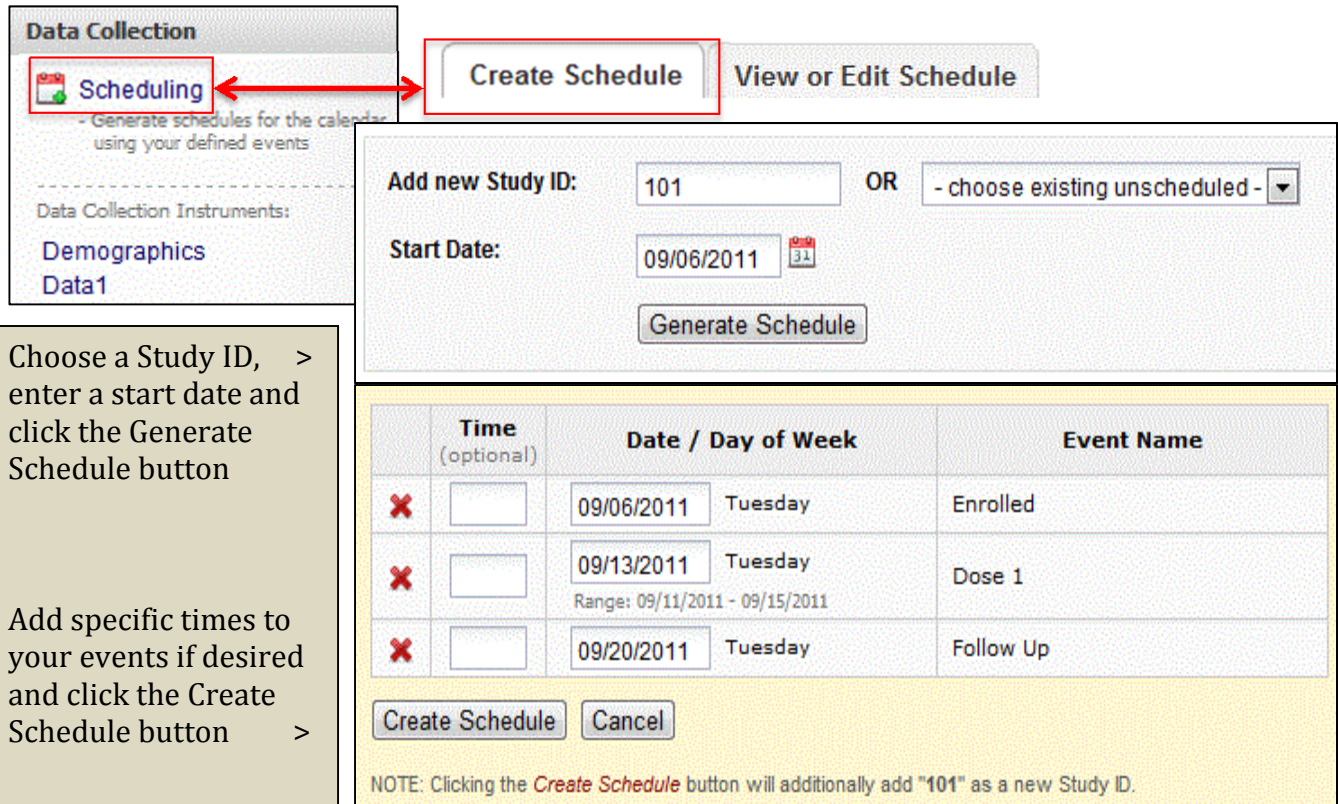
This is just an example. Whether you're in class or building a schedule for a real study, you will have complete control over what events are on what days.

Project Setup **Define My Events** Designate Instruments for My Events

Use the check boxes to match events with Data Collection Instruments. Here Demographics is used at "Enrolment" but not for "Dose 1" or "Follow Up"

Data Collection Instrument	Events		
	Enrolled (1)	Dose 1 (2)	Follow Up (3)
Demographics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Match Collection Instruments to your Events and click the Save button. Now schedule the events. Click the Scheduling link under Data Collection on the very left of the screen.



Data Collection

Scheduling - Generate schedules for the calendar using your defined events

Data Collection Instruments:
Demographics
Data1

Create Schedule **View or Edit Schedule**

Add new Study ID: 101 OR - choose existing unscheduled -

Start Date: 09/06/2011

Generate Schedule

Time (optional)	Date / Day of Week	Event Name
X	09/06/2011 Tuesday	Enrolled
X	09/13/2011 Tuesday Range: 09/11/2011 - 09/15/2011	Dose 1
X	09/20/2011 Tuesday	Follow Up

Create Schedule **Cancel**

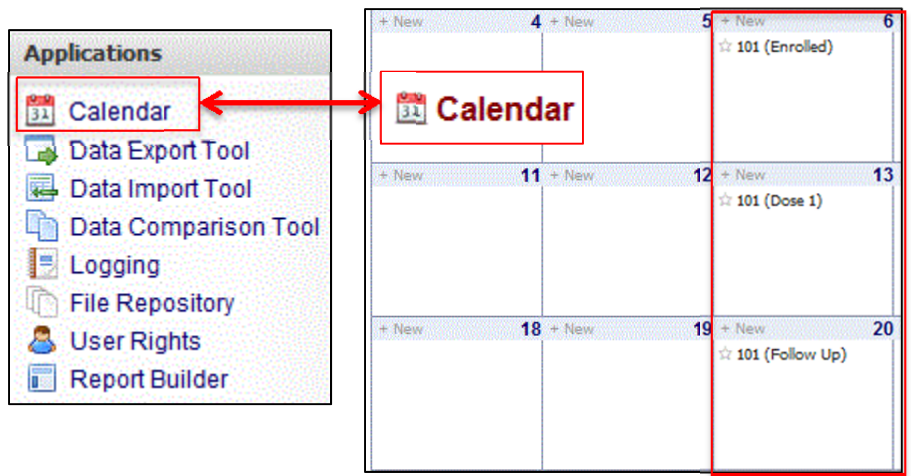
NOTE: Clicking the *Create Schedule* button will additionally add "101" as a new Study ID.

Choose a Study ID, > enter a start date and click the Generate Schedule button

Add specific times to your events if desired and click the Create Schedule button >

Click on the Calendar Application located on the very left of the REDCap home screen

Scheduled Events will appear on the calendar by Study ID and Event Name



Applications

Calendar

Data Export Tool
Data Import Tool
Data Comparison Tool
Logging
File Repository
User Rights
Report Builder

Calendar

+ New 4 + New 5 + New 6
☆ 101 (Enrolled)

+ New 11 + New 12 + New 13
☆ 101 (Dose 1)

+ New 18 + New 19 + New 20
☆ 101 (Follow Up)

Have Support Information Available

REDCap help its-arssupport@ucsf.edu

The 18 PHI Identifiers <http://www.research.ucsf.edu/chr/HIPAA/chrHIPAAphi.asp>

Request a REDCap account <http://tinyurl.com/yh5m6ka>

ITS Help Desk: 415-514-4100