

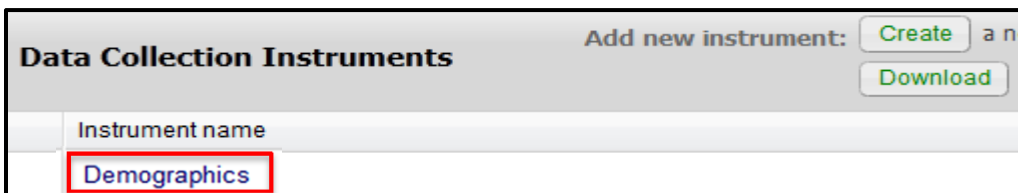
Log into REDCap (<http://redcap.ucsfopenresearch.org/>) with your username and password.
Create a new Data Entry Form/Classic REDCap Project >

select template	Template title (sorted by title)	Template description
<input checked="" type="radio"/>	Basic Demography	Contains a single data collection instrument to capture basic demographic information.

Your new project will have a default Demographics form listed under Data Collection. Click Edit instruments >

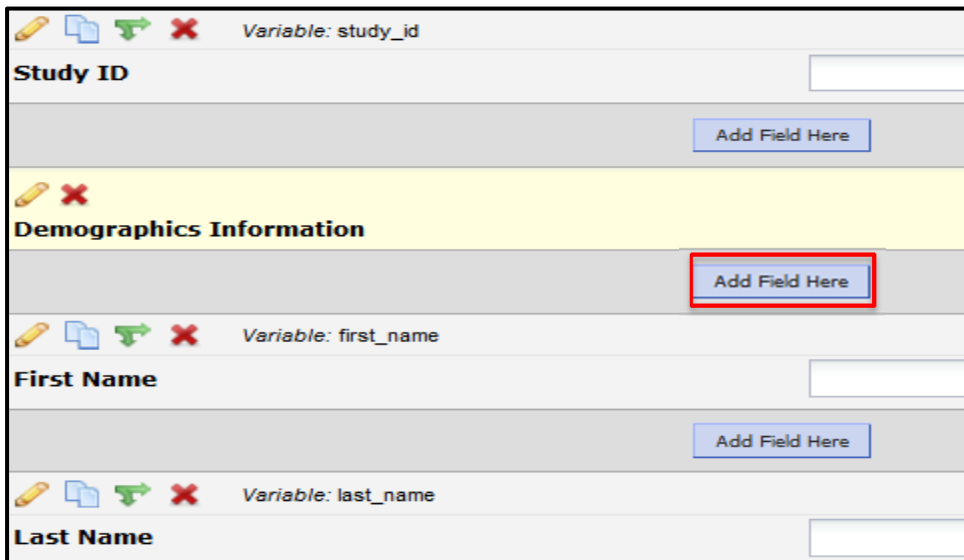


On the Online Designer tab, Click the Demographics link under Data Collection Instruments.



Clicking on an instrument name from this screen will open the edit mode of your instrument (the Online Designer)

Once on the Online Designer page, you can create/edit your forms.



We are going to add two new Fields/Questions one at a time.

Click the blue Add Field Here button in between "Demographics Information" and "Frist Name".

The Add New Field window will open, this where you will create your new question.

Field Type: Multiple Choice - Radio Buttons (Only One Answer)

Field Label
My Health is?

Choices (one choice per line)

10, Poor
25, Good
50, Excellent

Variable Name
health
ONLY letters

Identifiers
Does the field have an identifier?

Custom
Align the padding

Fill out your Add New Field form like this.

< Notice the Variable Name "health"

Don't forget to Save when you are done

< Notice the values assigned to the choices (and the commas)

Click the Add Field Here button under your new field/question. This will be a calculated field to tally the "My health is" score.

[health]
is the variable name
from the last field/
question >

Field Type: Calculated Field

Field Label
Health Score

Calculation Equation [How do I format the equation?](#)
sum([health])

Now you are ready to test out your new calculated field. Go back to Data Collection on the very left of the screen and click on the Demographics form.

Enter any number in Study ID,
press the Enter key

Data Collection [Edit instruments](#)

Demographics

Enter a new or existing Study ID

1

Your Health Score will now tally based on your radio button choice. You can add another radio button field/question (variable name "health2") and have both tally in Health Score. Use the formula $sum([health]+[health2])$ in your calculated field.

My Health is?

Poor
 Good
 Excellent

Health Score 50

Have Support Information Available

Consulting & Data Extract Services its-arssupport@ucsf.edu

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

For a REDCap account: https://ucsf.service-now.com/ess/order_accounts.do

ITS Help Desk: 415-514-4100