

Glossary of Definitions(trial)

Add/Edit Records: This module allows researcher to an existing record/response by selecting it from the drop-down lists or create a new record/response.

Alerts & Notifications: Allows you to create and send customized email notifications to your participants.

Action Tags: It is used to customize and provide additional functionality to a field within an instrument by placing a '@' in the field annotation when adding or editing a field.

Arms: It allows multiple events to be grouped together.

Automated Invitations: It is used to send invitations automatically to the participants.

Calendar: It can be used alongside longitudinal surveys to add or modify events.

Codebook: The Codebook is a read-only version of the Data Dictionary for the project. This document allows users to quickly view and follow the variable name, field label, branching logic, and field.

Data Access Groups: This field can be found under the User Rights section. It is used to control the view and access of data for the users within the database.

Data Comparison Tool: This tool allows making comparison between two records in the project and displays the differences in a tabular format.

Data Dictionary: A Data dictionary is a CSV file containing the structure of your form.

Data Export Tool: Allows data from an instrument to be exported to a file format as per user's choice.

Data Import Tool: Allows users to import data collected from previous research/survey and inculcate the same into the ongoing survey/research project.

Data Quality: It allows user too check discrepancies within the collected data in a project.

Designer: It is also known as the Online Designer. Within a project; instruments, forms, survey queue's, notification, ASI's, and settings can be managed in this section. Online Designer

Events: It allows multiple instruments to be grouped together to allow repetitions when used in a longitudinal survey.

External Modules: They are individual packages of software that can help customize and enhance the REDCap's projects behavior and appearance.

Field: A field is the section in which a user fills in the data that is requested.

Field Comment Log: It is used to add a comment with regards to fields in the instrument within the project.

Field Embedding: Field embedding helps customize the layout of the instrument by repositioning the fields based on logic.

File Repository: The file repository consists of all the data exports that have been performed on your data set. Additionally, the user can export their project to an XML file, create user files and upload a new file.

Forms: A form is used to enter records/data by the user of the project.

Help & FAQ: A page consisting of general FAQ's and point of contact in case help is needed.

Home: It is the first field present on the menu bar. The home icon takes you to the the main dashboard/ homepage of the REDCap application. This page provides information about REDCap and its features.

Instruments: It is a form or a survey created to collect data.

Invite Participants: Researchers can send an invitation to the users to take participate in a survey.

Logging: Logging consists of a list of all the changes that were made to the project.

My Projects: This page lists the REDCap projects that is created by a user. You can organize your projects in this page.

New Project: Allows creation of new project.

Project Dashboard: It is a dashboard that displays the existing records and status of the instruments within that project.

Project Home: This page provides general dashboard information, such as a list of all users with access to this project, general project statistics, and upcoming calendar events.

Project Revision History: This page lists information about major changes and revisions that were made to the project.

Project Role: Project Role consists of categories of different roles which are undertaken by users who work on a clinical research project collaboratively.

Project Setup: This page consists of multiple settings that can be enabled/disabled for a project.

Record: A record is a set of information that is filled by the user in a form.

Record id: A unique key that can identify each record in the database.

Record Status Dashboard: Allows the user to see the existing records/responses and their status for every data collection instrument

Send it: Send-It allows the user to upload data on a server and allow multiple users to download the same.

Smart Variables: They are dynamic variables that can be used for piping, branching and conditional logic in a field within an instrument.

Survey Distribution Tools: It consists of three tabs; Public Survey Link, Participant List, and Survey Invitation Log that helps user to distribute the survey.

Survey Invitation Log: This page lists the survey invitations that have already been sent or have been scheduled to be sent to survey participants within a project.

Survey Login: This compels the participant to log in before completing the survey.

Survey Notifications: It is used to notify the researcher when a participant completes the survey.

Survey Queue: It displays a list of surveys to a participant and the surveys are sequenced in this section.

Training Videos: Showcases basic training videos on how to use REDCap.

Variable Name: It is also known as a field name and it is unique to each field that is created. This is defined in the online designer tab when a new field is being created within a form/survey. Variable names can be piped into other fields to enhance the survey and its user experience.