

Data Export

REDCap allows for data to be exported in a variety of formats to expedite data processing and analysis. Data can be exported for the entire project or for selected instrument(s). Data export features are accessible through the **Data Exports, Reports, and Stats** application located in the left-hand menu.

Procedures for Creating Project-level Data Exports

1. Navigate to the project.
2. Click the **Data Exports, Reports, and Stats** application link.
3. Under the **All Data** section, click the 'Export Data' button (Figure 1).
4. In the Exporting 'All data (all records and fields)' pop up, set the appropriate deidentification options and select the desired file format (Figure 2).
5. Select 'Export Data' and then save the file.

Figure 1

My Reports & Exports options with 'Export Data' highlighted.

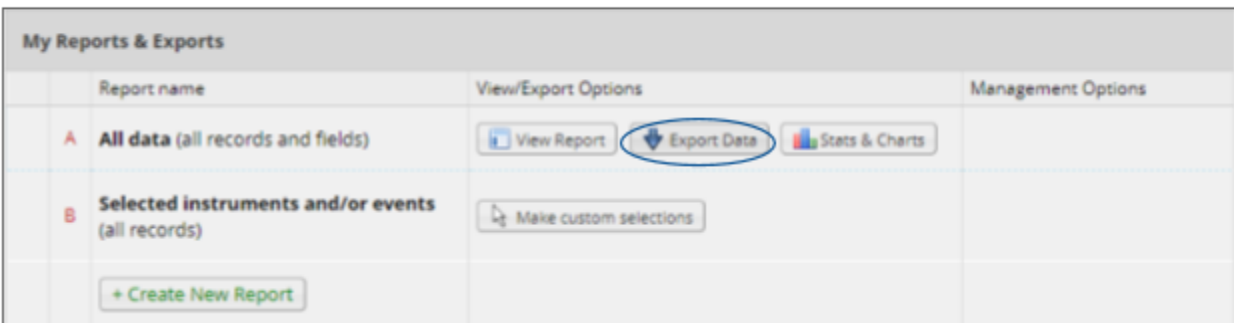


Figure 2
Exporting "All data (all records and fields)" with De-identification options explanations.

Exporting "All data (all records and fields)"

Select your export settings, which includes the export format (Excel/CSV, SAS, SPSS, R, Stata) and if you wish 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
- CDISC ODM (XML)

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. **Given that you have limited export rights, you may NOT modify the options below, except the Date fields option.**

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?](#)
- Also shift all survey completion timestamps by value between 0 and 364 days (shifted amount determined by algorithm for each record)

Additional export options

- Export survey identifier field and survey timestamp field(s)?

Known Identifiers:

- Remove all tagged Identifier fields
- Hash the Record ID field (converts record name to an unrecognizable value)

Choosing to 'Remove all tagged identifiers' will only de-identify fields that have been explicitly marked as identifiers during the project design phase

Free-form text:

- Remove unvalidated Text fields (i.e. text fields other than dates, numbers, or integer)
- Remove Notes/Essay box fields

Choosing to 'Remove unvalidated text fields' will strip all free-text from the project except for the text fields that have explicitly been defined during the project design phase as date, numeric, or integer

Procedures for Creating Instrument-specific Data Exports

1. Navigate to the project.
2. Click the Data Exports, Reports, and Stats application link.
3. Under the Selected Instruments section, select the 'Make custom selections' button (Figure 3).
4. Click on the text label for each instrument to be included in the export and then click the 'Export data' button (Figure 4).
5. In the Exporting 'Selected instruments (all records)' pop up, set the appropriate deidentification options and select the desired file format (Figure 5).
6. Select 'Export Data' and then save the file

Figure 3

My Reports & Exports options with 'Make custom selections' highlighted.

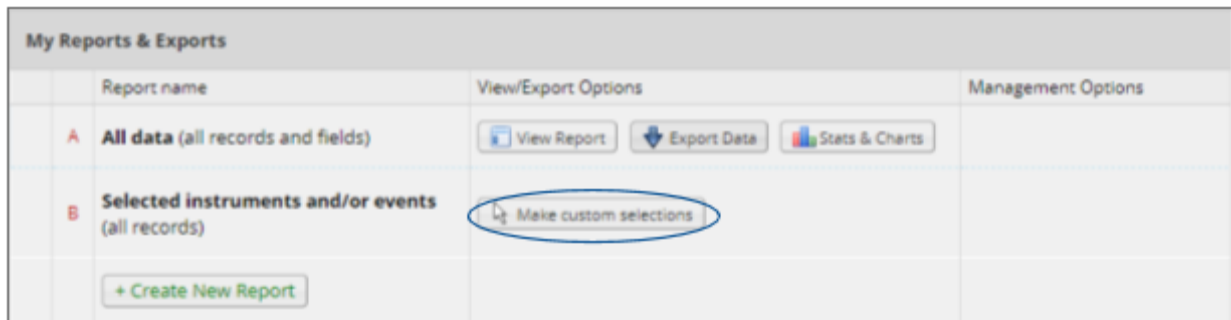


Figure 4

Selected instruments and/or events with export data highlighted

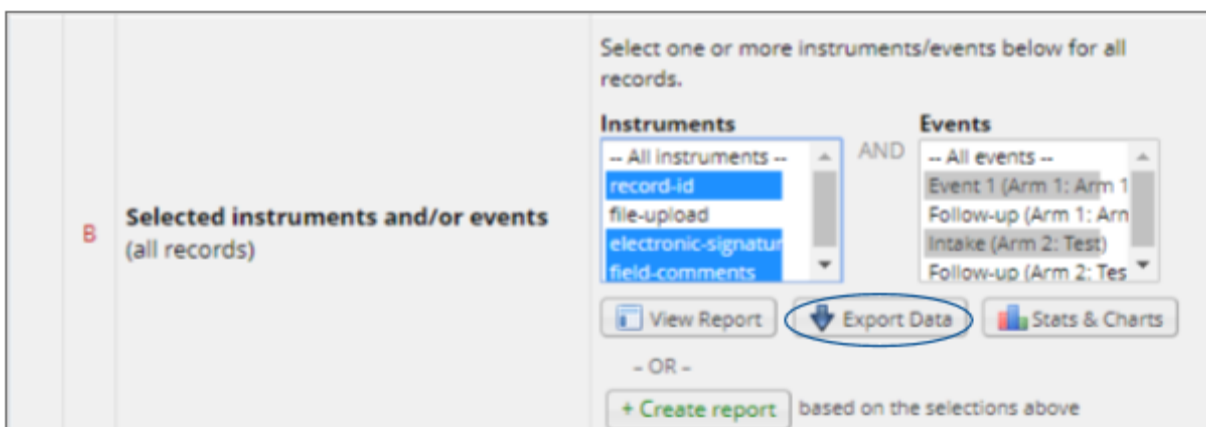


Figure 5

Exporting “Selected instruments &/or events(all records)” with De-identification options explanations.

The screenshot shows the 'Exporting "Selected instruments and/or events(all records)"' dialog box. It is divided into several sections:

- Choose export format:** A list of export formats including CSV / Microsoft Excel (raw data), CSV / Microsoft Excel (labels), SPSS Statistical Software, SAS Statistical Software, R Statistical Software, Stata Statistical Software, and CDISC ODM (XML).
- De-identification options (optional):** A section with a sub-header explaining that options allow limiting sensitive information. It includes:
 - 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) [View date shifting?](#)
 - Also shift all survey completion timestamps by value between 0 and 364 days (shifted amount determined by algorithm for each record)
- Additional export options:**
 - Export survey identifier field and survey timestamp field(s)?

Two callout boxes provide further explanation:

- Known Identifiers:**
 - Remove all tagged Identifier fields: Choosing to 'Remove all tagged identifiers' will only de-identify fields that have been explicitly marked as identifiers during the project design phase
 - 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.): Choosing to 'Remove unvalidated text fields' will strip all free-text from the project except for the text fields that have explicitly been defined during the project design phase as date, numeric, or integer
 - Remove Notes/Essay box fields