Tufts Clinical and Translational Science Institute

Version LTS 12.4.7

Upgrade Date: 08/11/2022

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Overview

Tufts CTSI recently upgraded REDCap to version **12.4.7** The new REDCap features are summarized below. If you have questions about these features, please email informatics@tuftsctsi.org:

- Calendar Module & Sync
- Survey UI Tweaks Integration
- Survey Start Time

- Dynamic Min/Max Range
- @FORCE-MINMAX
- External Module (EM) Activation Process
- …and many more!

Calendar Module

- The Calendar application can be used as a project calendar within a project to help organize your schedule and keep track of any upcoming events. It will allow you to add or modify calendar events and then view them either in a daily, weekly, or monthly format. To add a new note or calendar event to any day, click **+New** at the top of that day's box to begin entering the information.

- For the longitudinal studies you can activate a **scheduling module** in **Designer** and set a participant-specific schedule based on the Events schedule setup and their enrollment date. The aggregation of schedules will be available to you on the calendar.

- If you are managing multiple studies and participate in other non-study related projects, a new feature **Calendar Sync** will improve your ability to see a comprehensive list of events for a time period of your choice and anticipate conflicts.

New Feature: Calendar Sync

Users may sync their REDCap project calendar or perform a one-time import of their project calendar events to external calendar applications such as **Google Calendar, Outlook, Office 365, Zoho, Apple Calendar**, or any application that supports iCal or ICS files. Users may choose one of two options - to sync or import their project calendar events to an external calendar application.

*The **Sync Calendar to External Application** button can be found above the calendar which can be accessed under the **Applications** pane in REDCap*

Applications [−]

📅 Calendar

| Day | Week | Month | Agenda |

🔄📅 Sync Calendar to External Application

◀◀ August ▾ 8 ▾ 2022 ▾ ▶▶   🖨 Print Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
+ New 7	+ New 8	+ New 9	+ New 10	+ New 11	+ New 12	+ New 13
		☆ 1 (Enrollment)	☆ 1 (Dose 1)		☆ 1 (Visit 1)	

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New Feature: Calendar Sync

Live Calendar Feed: A unique web address will be displayed in a dialog box on the Calendar page, in which the URL represents a real-time live feed of the REDCap project calendar. Users can copy and past this URL into their preferred external calendar application. This will subscribe them to the REDCap project Calendar.

> **📶 Live calendar feed: Add calendar from URL/Internet**
>
> The web address below represents a real-time live feed of your REDCap project calendar. **Copy the URL to paste it as the calendar URL in your calendar application** using the option "Add calendar from URL/Internet". This will subscribe your external application to the REDCap project calendar. Notice: Different calendar applications have different refresh rates. So if new events are added to the calendar in REDCap, they may not immediately appear in the external application but will appear after the next refresh interval, which might be some time later that day or the next day (depending on the calendar application). Additionally, this calendar feed represents a <u>one-way feed</u>. This means that while changes made to the calendar in REDCap will automatically show up in the external calendar application, you will not be able to modify them in the external calendar application because they will be read-only.
>
> `https://collaborate-test.tuftsctsi.org/redcap/surveys/index.php?__calendar=bkmEsoeo2NNNXBJVct4NxobSi7E`
>
> 📋 Copy URL to clipboard

*Note: The URL provided in the link is **specific to your account and project**.*

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New Feature: Calendar Sync

One Time Import: Download and open the calendar ICS file below to import REDCap calendar events manually into the calendar application on your computer, or upload the file to a **web-based** calendar service.

📥 **One-time import: Download ICS file**

Download and open the calendar ICS file below to import your REDCap calendar events manually into your calendar application on your computer, or upload the file to a web-based calendar service. Notice: This is not a live feed but a one-time import. Thus, any new events added to your REDCap calendar in the future will not be automatically added to your external calendar application. Additionally, please note that if you download and import the ICS file more than one time, it may create duplicate events in your calendar application.

📥 **Download ICS file**

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*Note: As stated in the above image - this is a **one time import.** Any new events added to the calendar in the future will not be automatically added to the external calendar application.*

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New Feature: Survey UI Tweaks Integration

If you used **Survey UI Tweaks** external module, you now are able to see its features integrated into REDCap core application. Some of these options can now be found within the **Survey Settings** option in the online designer, as well as in a new feature "survey start time" and associated smart variables.

↔ **Width of survey on page**
Set a custom width as a percentage of the webpage that the survey will take up.

Fixed width (default) ⌄

Note: The percentage page width settings are fully dependent on the participant's screen size. This setting will not be applied when viewing the survey on mobile devices.

*This option allows users to set a custom width of the survey displayed on the page between **50% and 100%**. The default value for the setting is "Fixed width (default)"*

* **For 'Required' fields, display the red 'must provide value' text on the survey page?**

Yes ⌄

If 'No', then it will NOT display the following text beneath all 'Required' fields: * must provide value

*The **For 'Required' fields** feature now has a new option "Display only the red asterisk". This provides an additional option rather than having to choose between the binary options to hide or not hide the text.*

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New Feature: Survey UI Tweaks Integration

Display the font resize options at the top of the survey page — Yes

*This new option allows users to display or hide the **font resize icons** at the top of the survey page. By default, it is set to display the font resize options.*

Show or hide the Submit buttons
Show or hide the Submit buttons displayed at the bottom of every survey page (including the 'Next Page' and 'Previous Page' buttons).
Always display the Submit buttons
Hiding the Submit buttons can be useful if you are not using the survey for data collection but for instructional purposes or other similar use cases.

*Allows users to **hide the submit** buttons displayed at the bottom of every survey page*

Customize the text of the Submit buttons
Provide alternative text for the 'Submit', 'Next Page', and 'Previous Page' buttons displayed at the bottom of every survey page.
Any alternative text provided for the submit buttons will override their default text below:
<< Previous Page :   << Previous Page
Next Page >> :   Next Page >>
Submit :   Submit

*This new setting allows users to provide alternative text for the **'Submit', 'Next Page', and 'Previous Page'** buttons displayed at the bottom of every survey page.*

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New Feature: Instrument-level Export Rights

Users may now specify instrument-level permissions regarding a user's data export rights on the **User Rights** page in a project.
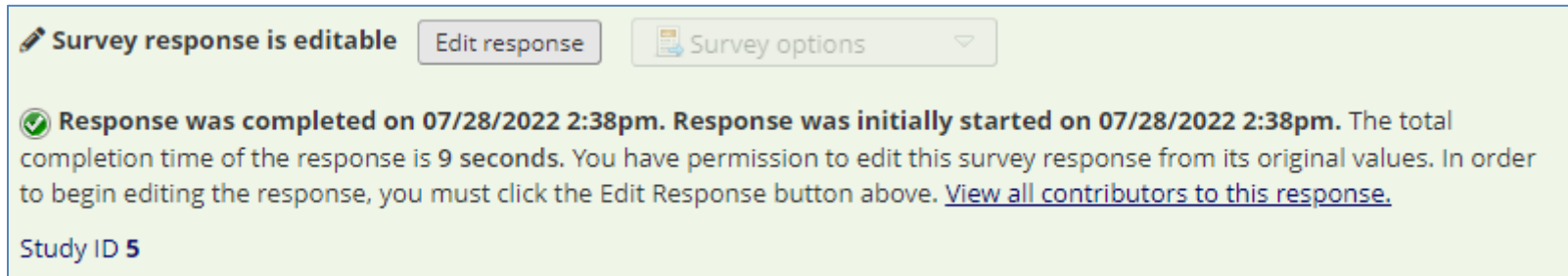
Privileges for Viewing and Exporting Data

Data Viewing Rights pertain to a user's ability to view or edit data on pages in the project (e.g., data entry forms, reports). Users with 'No Access' Data Viewing Rights for a given instrument will not be able to view that instrument for any record, nor will they be able to view fields from that instrument on a report. Data Export Rights pertain to a user's ability to export data from the project, whether through the Data Exports page, API, Mobile App, or in PDFs of instruments containing record data. Note: Data Viewing Rights and Data Export Rights are completely separate and do not impact one another.

	Data Viewing Rights				Data Export Rights			
	No Access (Hidden)	Read Only	View & Edit	Edit survey responses	No Access	De-Identified*	Remove All Identifier Fields	Full Data Set
Basic Demography Form (survey)	○	○	●	☑	○	○	○	●
First Instrument (survey)	○	○	●	☐	○	○	○	●

*A user may be given **"No Access", "De-Identified", "Remove All Identifier Fields", or "Full Data Set"** data export rights for <u>each</u> data collection instruments.*

__Please note__, to be able to successfully implement "Remove All Identifiers" option, the fields __must__ be marked as "identifier" in the Designer->Add/Edit field.

New Feature: Survey Start Time

REDCap now collects when participants begin a survey (i.e., the initial time the survey page is opened). Going forward, any responses collected **(partial or completed)** will have their **start time** displayed at the top of the data entry form when viewing the response.

Note: If the start time is a blank value, it implies that the response began while on an earlier version of REDCap when start times were not yet being collected.

Survey Start Time: Smart Variables

New **Smart Variables** have been added for Survey Start times:

- **[survey-time-started:instrument]**
  - The date and time on which the specified survey instrument was started for the current record/event.
- **[survey-date-started:instrument]**
  - The date on which the specified survey instrument was started for the current record/event.
- **[survey-time-completed:instrument]**
  - The date and time on which the specified survey instrument was completed for the current record/event.
- **[survey-date-completed:instrument]**
  - The date on which the specified survey instrument was completed for the current record/event.
- **[survey-duration:instrument:units]**
  - The amount of time **that has elapsed** since the survey was started (returned in the time units specified, defaults to 's'), and represents the difference between the survey start time and either its 1) completion time (if completed) or 2) the current time (if not completed)
- **[survey-duration-completed:instrument:units]**
  - The total time it took to complete the survey (returned in the time units specified, defaults to 's'), and represents the difference between the survey's start time and completion time.

New Feature: Survey Auto-Continue Logic

When enabling **Survey Auto-Continue** on the **Survey Settings** page for a survey, users may now optionally specify **conditional logic** to determine whether or not the auto-continue should be applied. As such, REDCap will auto-continue to the next survey **_only if_** the conditional logic is TRUE **_or if_** the logic textbox has been left blank.

☑ **Auto-continue to the next survey?** Automatically start the next survey instrument after finishing this survey ⛶

(Optional) Conditional logic for Survey Auto-Continue:
Auto-continue to the next survey ONLY if the conditional logic below is *TRUE* or if the textbox has been left blank.

e.g., [age] > 30 and [sex] = "1"   How to use this

*This new option can be used as a simpler alternative to the **Survey Queue**, which can require more complex instrument-event level configurations for longitudinal projects.*

New Feature: Dynamic Min/Max Range

"Date" Field Validation now allows to use **"today"** and **"now"** as the min or max in addition to using the exact values as the minimum or maximum range of Text box type fields (e.g., "2021-12-07") to set dynamic range limits, so that the <u>current</u> date or time is used when it matters.

You can also pipe a value from another field(s) as another validation option.
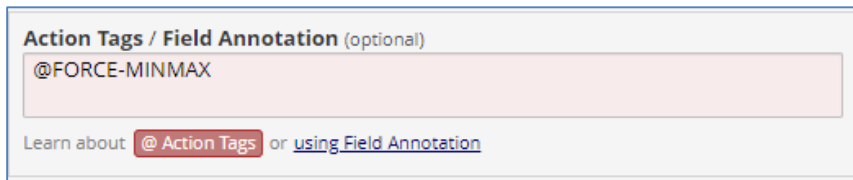
"Today" and *"Now"* can be used to prevent a date/time field from having a value in the past or in the future.

New Action Tag: @FORCE-MINMAX

The action tag **@FORCE-MINMAX** can be used on textbox fields that have a min or max validation range defined (an Integer or a number) so that no one will be able to enter a value into the field **unless it is within the field's specified validation range.**

Without the action tag user will be informed that the data being entered is outside of allowable range, but user can proceed and enter it. Action tag ensures the data quality.
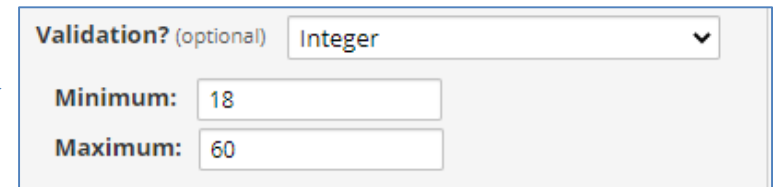
Action Tags / Field Annotation (optional)

@FORCE-MINMAX

Learn about [@ Action Tags] or using Field Annotation

Set the action tag in the field you want to enforce the min/max
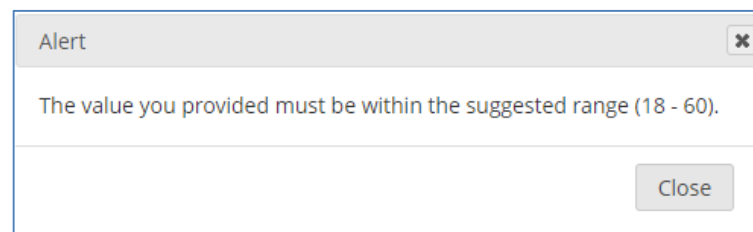
Validation? (optional)　Integer

Minimum: 18
Maximum: 60

Set your minimum and maximum values for the field

Alert　✖
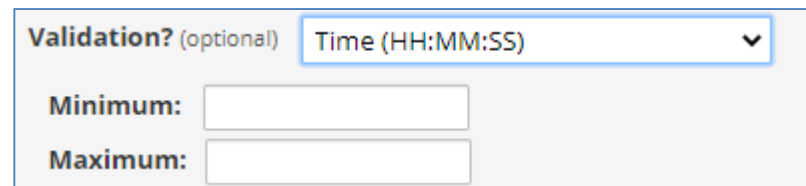
The value you provided must be within the suggested range (18 - 60).

Close

The action tag now works to enforce the min/max rule!

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New Field Validation: Time (HH:MM:SS)

This new validation forces users/participants to enter a time value that contains **the hour, minute and second components.** It also includes the usage of the **"Now" button and the timepicker popup widget** , , both of which are displayed next to the field on the survey page or data entry form.
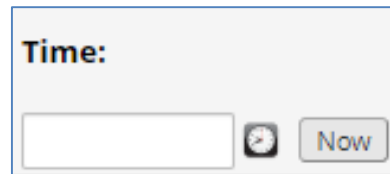

Set the action tag in the field you want to enforce the min/max

The "Now" button and time picker appear next to the field

New Navigation Option: Secure Send-It

Send-It is a **secure data transfer application** that allows you to upload a file **(up to 500 MB in size)** and then send an invitation to one or multiple recipients to download the file in a secure manner. Each recipient will receive an email containing a **unique download URL**, along with a second follow-up email with the password (for greater security) for downloading the file. The file is stored securely and then later removed from the server after the specified expiration date. Send-It is the perfect solution for anyone wanting to send files securely.
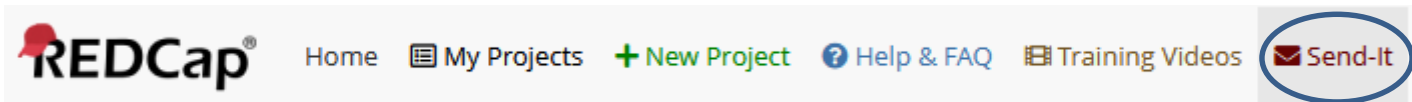
*A new option is now available in the top navigation ribbon of your REDCap homepage. Click **Send-it** to open the application.*

New Navigation Option: Secure Send-It

Fill out this form to specify to whom you wish to send the file, as well as other custom information and settings. Each email address you enter below will receive a message stating that a file is available for download. The email will include a unique link and password, which the recipient will use to navigate to the webpage for downloading the file to their computer.

New Navigation Option: Secure Send-It

Secure Send-It is also available from **File Repository** to securely share files saved during the project lifecycle.

External Modules (EM)

- **External Modules** are third-party programs that bring **additional functionality** to projects that may be outside the scope of the core REDCap application. Tufts CTSI is introducing **a new way to request** the External Modules to be activated for your project.

- **Only users** with the "Project Design and Setup" privileges can request a module to be activated. Check back from time to time for new EMs!

- In REDCap 12.4.7, the **External Modules** category has been moved into it's own position in the dashboard to the left. External Modules can now be found right above the **Help & Information** section.

Applications

- Project Dashboards
- Alerts & Notifications
- Multi-Language Management
- Calendar
- Data Exports, Reports, and Stats
- Field Comment Log
- File Repository

- iLEARN
- CECER - Comparative effectiveness research education
- Tips and Tricks
- Project Imformation management System (PIMS)

External Modules   Manage   View Logs
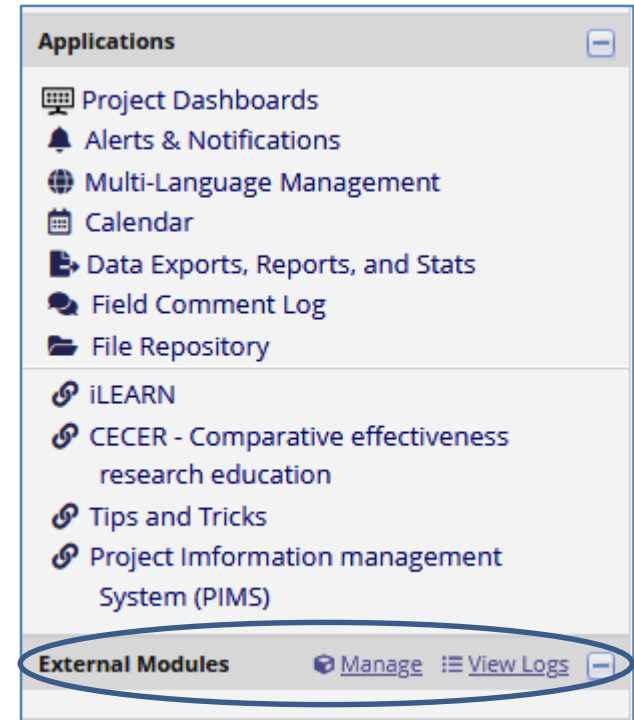
Click on the "Manage" button to be taken to the External Modules page.

External Module (EM) Activation Process

- Once you clicked on the "Manage" button you will land on the External Modules homepage. From there, you may click **View available modules** to search for a feature or a module that will work for your project. Once you find a module you would like to activate, click **Request Activation** to submit the request to an administrator.
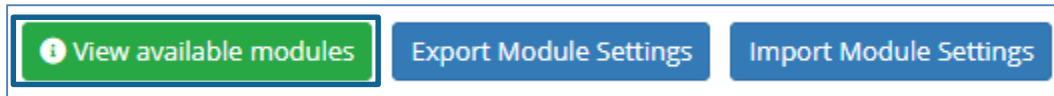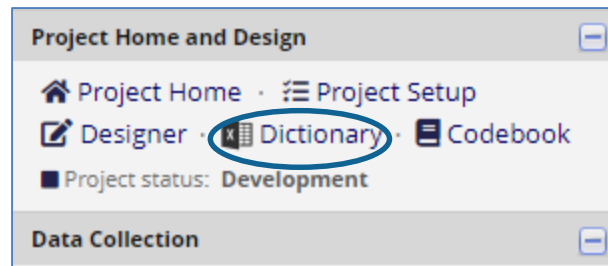

*Clicking the **Request Activation** button will allow you to request this module to be activated for your project.*

- Once a request is submitted, an administrator will review the request and reach out to the user to confirm the use of this and potentially other external modules to benefit the project.

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Best Practices: Back up your work

Keeping stable backups of your work is important. REDCap offers a few ways to backup your project. The **Data Dictionary** can be saved by downloading a **CSV version of all the instruments** and keeping it in your records. To backup, select the **Dictionary** option on the menu in the left-hand dashboard as shown below. Then proceed to click on the **Download the current Data Dictionary** button as highlighted below. This will download a copy into your designated project folder on your computer. It is recommended to do this before implementing a big change even if your project is still in the development phase.

Best Practices: Back up your work

It is possible to download a complete backup of the entire project by using the saving options found under the **Other Functionality** button in your **Project Setup** tab.

Download metadata only
saves a backup of the project, including any or all of the Alerts and Notifications, External modules configurations, Automated Notifications, etc. without any Record ID or data in it.
Download metadata & data
saves a full copy of the project.
New project can be then created from a backup.
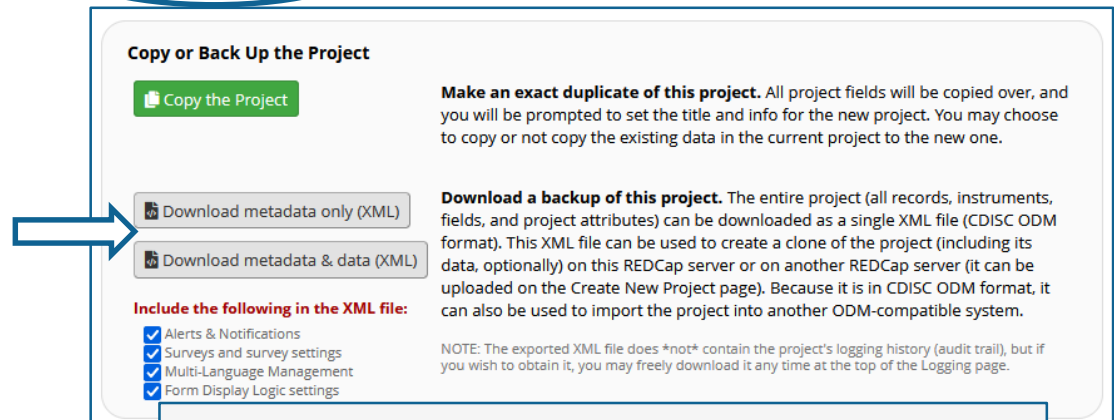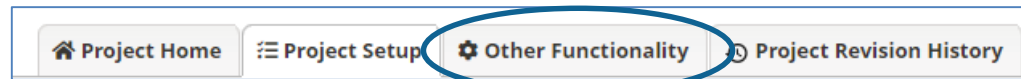
REDCap Drop-in Sessions

Interested in getting help with your REDCap projects? Tufts CTSI now offers free **REDCap Drop-In Sessions** on **Tuesdays from 10:00AM-noon**. Sessions are 30 minutes long and are available to all staff and faculty at Tufts CTSI partner and collaborator organizations.

Schedule a drop-in session to discuss any aspect of REDCap that requires expert advice, such as requesting a **feature demonstration**, making small **modifications** to a database, or discussing the pros and cons of different **database setups**. Drop-in sessions are private, so you can discuss real projects and data; they can be either one-on-one or include multiple members of your study team.

[Sign up for a Drop-in Session Here]

…and Many More Features!

- New field validation type: "Phone (UK)". This validation type supports phone numbers from the United Kingdom (e.g., +44 4911 123456).
- When scrolling down the page in the Online Designer when adding/editing fields, **an up-arrow image** will appear at the bottom right of the page that (when clicked) will quickly **scroll the page back up to the top**.
- The Multi-Language Management setup page now displays a download option for each instrument under the **Forms/Surveys** tab to allow users to export / import the translations for that single instrument **to another project** that has the same instrument with **the same fields and variable names.**
- In the "Compose Survey Invitations" dialog on the Participant List page, the Actions drop-down for the auto-selecting checkboxes for participants in the list now contains a new option: "Check Not Responded and Partial Response".
- Piping can now be performed inside of the value of the **@PLACEHOLDER** action tag – e.g., **@PLACEHOLDER="[first_name] [last_name]".**

To see the full release notes, please look at our website at

https://www.tuftsctsi.org/research-services/informatics/redcap-research-electronic-data-capture/

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Request a REDCap Account

To request a REDCap user account or receive other REDCap support, please follow the Request Services link located on our website at www.tuftsctsi.org and we will contact you within 48 hours.

Thank you!

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