

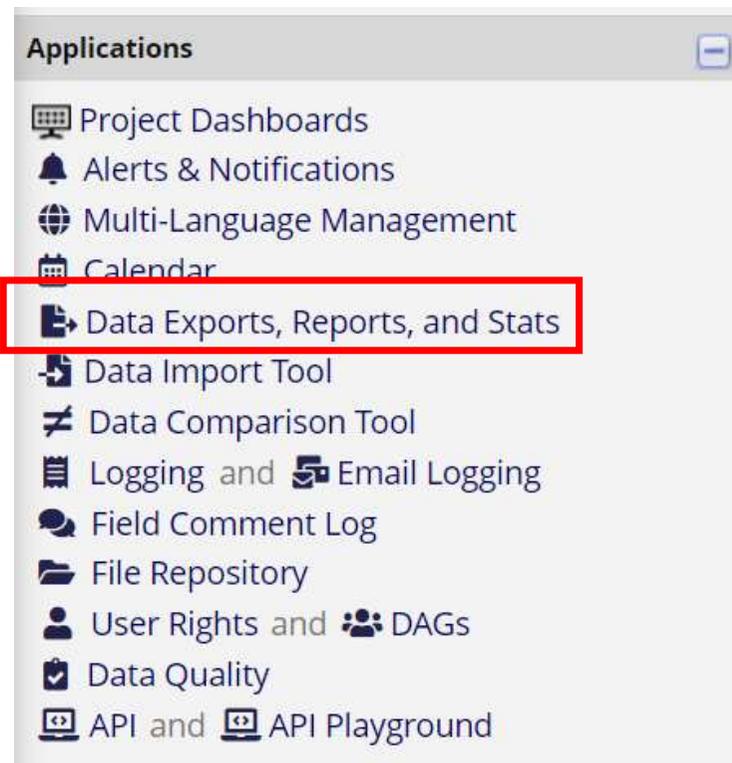


Redcap: exporting data

Exporting data



- To export your data, click on “Data exports, Reports and Stats”





Exporting data

- You can export All data or data from a particular Report. In this window, you will only see the reports you have access to.

My Reports & Exports						
	Report name	View/Export Options	Management Options	Report ID (auto-generated)	Unique report name (auto-generated)	
A	All data (all records and fields)	View Report Export Data Stats & Charts				
B	Selected instruments and/or events (all records)	Make custom selections				
1	Individual	View Report Export Data Stats & Charts	Edit Copy Delete	5	R-55JJ9RJYX	
2	CUMH	View Report Export Data Stats & Charts	Edit Copy Delete	13	R-186PANFNJN	
3	MPSS	View Report Export Data Stats & Charts	Edit Copy Delete	30	R-976P9TMR9M	
4	TippUH	View Report Export Data Stats & Charts	Edit Copy Delete	15	R-939L8C4NMJ	
5	UHK	View Report Export Data Stats & Charts	Edit Copy Delete	16	R-653EHC9Y3W	
6	Ireland South Group	View Report Export Data Stats & Charts	Edit Copy Delete	17	R-3767FFYNN3	
7	Ireland East	View Report Export Data Stats & Charts	Edit Copy Delete	21	R-449E7LKRCL	
8	Dublin Midlands	View Report Export Data Stats & Charts	Edit Copy Delete	22	R-562HRCLCJD	
9	RCSI Hospital	View Report Export Data Stats & Charts	Edit Copy Delete	26	R-1644JNL8MX	
10	Saolta	View Report Export Data Stats & Charts	Edit Copy Delete	31	R-192R9MDCWTW	
11	UMHL	View Report Export Data Stats & Charts	Edit Copy Delete	27	R-224KLEYLMA	
12	Monthly Figures - CUMH	View Report Export Data Stats & Charts	Edit Copy Delete	32	R-443WYL389R	
	+ Create New Report					



Exporting data

- You can download your data in different formats, select the one that works for you and follow the instructions.

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.

Known Identifiers:

- Remove All 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?](#)

[Deselect all options](#)

Advanced data formatting options

Export blank values for gray Form Status?

All Form Status fields with a gray status icon can be exported either as a blank value or as "0" (Incomplete). Hint: Blank values are recommended if the data will be imported back into REDCap, in which this preserves the gray status icons for all the imported records.

Export gray Form Status fields with value of "0" ▾

Set CSV delimiter character

Set the delimiter used to separate values in the CSV data file (only valid for CSV Raw Data and CSV Labels export formats):

, (comma) - default ▾

Force all numbers into a specified decimal format?

You may choose to force all data values containing a decimal to have a specified decimal character (comma or period/full stop). This will be applied to all calculations and number-validated text values in the export file.

Use fields' native decimal format (default) ▾

NOTE: Your data formatting selections above will be remembered in the future and will be pre-selected upon your next export.

Export Data **Cancel**