## REDCap – How to create a new project using a Data Dictionary from another project

To create a project using a Data Dictionary from another REDCap project:

• Create the shell of a Project by entering and selecting the appropriate information then click "Save & Proceed." Note: Be sure to select "Create an empty project (blank slate) " for the Start Project question.

Brief Description  What is the purpose of this project? Select  What is the purpose of this project? Select  Are you working with external collaborators who need access to this project? (please note that you can import/export data we REDCap so external collaborators may not need direct access to REDCap) Select	Project Title				
Brief Description         Image: Select					
What is the purpose of this project?         Select         Itart project from scratch or begin with a template?         Use a template (choose one below)         Itart project (blank slate)    Are you working with external collaborators who need access to this project? (please note that you can import/export data with REDCap so external collaborators may not need direct access to REDCap)           Select	Brief Description				
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	Save & Proceed Of Canc	el & Choose a different REDCap			

• From the Project Setup tab, click on the Data Dictionary.

🏫 Proj	ect Home	🗊 Project Setup	🎤 Other Functionality	Project Revision History	
Project status: Project status					
	Des	ign your data colle	ection instruments		
Not starte	Add Desig ed eithe <u>curre</u>	or edit fields on your da gner (online method) o r method or both. Quicl ent Data Dictionary	ata collection instruments. This r by uploading a Data Dictiona k links: <u>Download PDF of all d</u>	a may be done by either using the Online ary (offline method), in which you may use ata collection instruments OR <u>Download the</u>	
I'm done!	Go to	Online Designer	r of 🔳 Data Dictionary		
	You i Have	may also browse for pre you checked the <u>Chec</u>	e-built data collection instrume <u>ck For Identifiers</u> page to ensu	ents in the <b>REDCap Shared Library</b> re all identifier fields have been tagged?	

• Once on the Data Dictionary tab, select "Choose File" and then select the Data Dictionary from your saved files. *Note: Please be sure the Data Dicitonary is saved in a .csv format prior to upload.* 

	Project Setup	🛃 Online Designer	📑 Data Dictionary	
				VIDEO: How to use this page
Th eif Or m	nis module will allow you ther using the <b>Online D</b> e nline Designer may hel nay be more helpful if yo	u to create new data collec esigner or Upload Data Di p you get some initial fields ou will be adding a large nu	tion instruments/surveys / ictionary (see tabs above a/forms built quickly or to r imber of fields for this proj	or edit existing ones. Changes may be made by ), in which you may use either method or both. The nake quick edits, but using the Data Dictionary file ect.
Th of yc	his module may be used fline method called the ou may construct your p	d for making changes to the Data Dictionary. The Data f project fields and afterward (	Project, such as adding a Dictionary is a specifically upload the file here to cor	new fields or modifying existing fields, by using an r formatted CSV (comma delimited) file within which nmit the changes to your project.
CI bu er	lick the 'Browse' or 'Cho utton. Once your file has nsure that all the format	ose File' button below to se s been uploaded, changes tting in your Data Dictionary	elect the file on your comp will NOT immediately be / is correct before official (	uter, and upload it by clicking the 'Upload File' made but will be displayed and checked for errors to :hanges are made to the project.
Ne If y de al	<b>Need some help?</b> If you wish to view an example of how your Data Dictionary may be formatted, you may download the <u>Data Dictionary</u> <u>demonstration file</u> , or you may view the <u>Data Dictionary Tutorial Video (10 min)</u> . For help setting up your Data Dictionary, you may also see the instructions listed on the <u>Help &amp; FAQ</u> .			
St	teps for making project 1.) <u>Download the curre</u> 2.) Edit the Data Dictio 3.) Upload the Data Di 4.) The changes will b	t changes: ant Data Dictionary Inary (see the <u>Help &amp; FAQ</u> f ictionary using the form bel ie made to the project after	ʻor help) ow the Data Dictionary has b	een checked for errors
	Upload your Data	Dictionary file (CSV file validation values for date a	format only) nd datetime fields: MM/	DD/YYYY or YYYY-MM-DD ▼
	Choose File Dat	a Diction 1 test.csv		

• Review the notification box for any warnings or errors. Once these are addressed, click "Commit Changes" to complete the upload process.

	Project Setup	🛃 Online Designer	📑 Data Dictionary	
This module will allow you to create new data collection instruments/surveys or edit existing ones. Changes may be made by either using the <b>Online Designer</b> or <b>Upload Data Dictionary</b> (see tabs above), in which you may use either method or both. The Online Designer may help you get some initial fields/forms built quickly or to make quick edits, but using the Data Dictionary file may be more helpful if you will be adding a large number of fields for this project.				
٢	<ul> <li>Your document was uploaded successfully and awaits your confirmation below.</li> <li>No errors or warnings were found in the document.</li> <li>The uploaded data dictionary contains 10 fields, which will replace the 1 fields that currently exist in the project (excluding 'Form Status' fields, which are automatically generated by REDCap).</li> </ul>			
	Are you ready to co (Click the button belo Commit Changes	ommit the changes to th ow to submit the changes	ne project from the up s.)	loaded Data Dictionary?

- A successful message will display if the commitment was successful.
- Return to the Project Setup tab to continue creating or editing the project.