

## REDCap – How to import data from an Excel file

- Create the project and fields/questions within REDCap.
  - Note: Before importing real data, move the project to PRODUCTION status.
- Once the project is in Production, navigate to the *Data Import Tool*.
- Please review the detailed instructions on the Data Import Tool page.

Project status: **Production**

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### Data Import Tool

This module may be used for importing data into this project from a CSV (comma delimited) file or alternatively from an XML file in CDISC ODM format. Below are the steps you will need to follow in order to import your data successfully into this project.

CSV import  CDISC ODM (XML) import

**Instructions:**

- 1.) Click the link below to download your data import template as a CSV (comma delimited) file. Save it locally to your computer and then open it to begin filling it with the data you wish to import.
  - [Download your Data Import Template \(with records in rows\)](#)
  - OR
  - [Download your Data Import Template \(with records in columns\)](#)
- 2.) In each column of the Data Import Template file that you downloaded, place the data for each record that you wish to import. Once all your data has been added, save the file.
  - Be sure not to change the Variables/Field Names in the file or an error may occur.
  - Also, for all of the 'dropdown' or 'radio' fields in the project, you must make sure that the numerical value (rather than the text value) is entered in those cells, or else it cannot be processed.
  - Any empty rows or columns in the file can be safely deleted before importing the file. Doing this reduces the upload processing time, especially for large projects.
- 3.) Click the 'Browse' or 'Choose File' button below to select the file on your computer, and upload it by clicking the 'Upload File' button.
- 4.) Once your file has been uploaded, the data will NOT be immediately imported but will be displayed and checked for errors to ensure that all the data is in correct format before it is finally imported into the project.

**Record format:** The file to be uploaded has its records stored as separate

**Format for date and datetime values:**

**Allow blank values to overwrite existing saved values?**

**Name the imported records automatically (force record auto-numbering) ?**

Upload your CSV file:

No file chosen

- Download the Data Import Template.
- Save the Data Import Template locally to your computer. Begin completing the template with the data to be imported.
  - Note: Each record will need a RECORD ID before the data can be imported.
  - Save the file in the **.CSV (comma delimited)** format.

To follow is an example:

	A	B	C	D	E	F	G	H	I	J
1	record_id	date	report	receive_time	dispatch_time	enroute_time	onscene_time	incident_close	disposition	location
2	1abc	1/5/2015	Emergency	1/5/2015 9:39	9:40:00 AM	9:49:00 AM	9:52:00 AM	10:00:00 AM	No treatment, No Transport	2
3	2abc	1/19/2015	Non-Emergency	1/19/2015 12:07	12:08:00 PM	12:12:00 PM	12:18:53 PM	12:43:24 PM	No treatment, No Transport	2
4	3abc	2/1/2015	Emergency	2/1/2015 11:57	11:57:00 AM	12:00:00 PM	12:04:00 PM	12:45:00 PM	No treatment, No Transport	2
5	4abc	2/5/2015	Emergency	2/5/2015 12:42	12:42:30 PM	12:46:00 PM	12:48:00 PM	1:15:15 PM	No treatment, No Transport	2
6	5	2/9/2015	Emergency	2/9/2015 9:16	9:16:30 AM	9:24:00 AM	9:28:00 AM	10:49:42 AM	No treatment, No Transport	2
7	6	2/9/2015	Non-Emergency	2/9/2015 9:16	9:16:30 AM	9:24:00 AM	9:28:00 AM	10:49:42 AM	No treatment, No Transport	2
8	7	2/18/2015	Emergency	2/18/2015 16:53	4:55:00 PM	5:08:00 PM	5:10:00 PM	5:46:00 PM	No treatment, No Transport	2
9	8	2/19/2015	Emergency	2/19/2015 20:40	8:40:00 PM	8:55:38 PM	8:57:41 PM	9:14:57 PM	No treatment, No Transport	2
10	9	2/23/2015	Non-Emergency	2/23/2015 18:19	6:20:00 PM	6:27:00 PM	6:30:00 PM	6:46:00 PM	No treatment, No Transport	2
11	10	2/24/2015	Non-Emergency	2/24/2015 8:15	8:16:00 AM	8:22:00 AM	8:26:00 AM	9:00:00 AM	No treatment, No Transport	2

- Once the data is ready to be imported, navigate back to the *Data Import Tool*. Click on 'Choose File.'
  - Select the file then and select Upload File.
- Review the import for any errors.

✔ Your document was uploaded successfully and is ready for review. You are now required to view the Data Display Table below to approve all the data before it is officially imported into the project. Follow the instructions below.

**Instructions for Data Review**

The data you uploaded from the file is displayed in the Data Display Table below. Please inspect it carefully to ensure that it is all correct. After reviewing it, click the 'Import Data' button at the bottom of this page to import this data into the project.

**KEY for Data Display Table below**

- Black text = New Data
- Gray text = Existing data (will not change)
- (Red text) = Data that will be overwritten
- Red box = error
- Orange box = warning

DATA DISPLAY TABLE									
record_id	date	report	receive_time	dispatch_time	enroute_time	onscene_time	incident_close	disposition	location
<b>1abc</b> (new record)	1/5/2015	Emergency	1/5/2015 9:39	9:40:00 AM	9:49:00 AM	9:52:00 AM	10:00:00 AM	No treatment, No Transport	2
								No	

- When you have finished reviewing, click on 'Import Data.'

Do you wish to import the new data (displayed above) into the project?  
(Click the button below to import the data.)

**Best Practices when importing:**

- When importing date fields, ensure all dates for the variable are in the same format.
- Text can only be imported into Text Box (Short Text) or Notes Box (Paragraph Text) fields.
- When importing multiple choice (Single Answer radio button or dropdown), ensure the **raw value** that correlates to the appropriate text selection is in the field associated with the variable name. You cannot import the text (label) values into multiple choice fields.