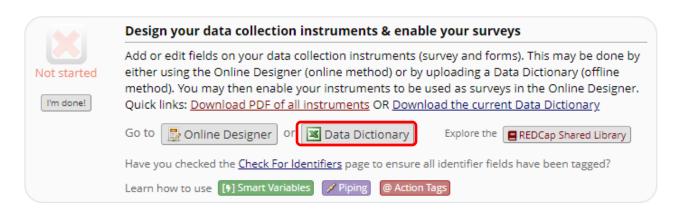
REDCap - How to Download the Data Dictionary

Navigate to the Project Setup tab, click on the Data Dictionary.



• Once on the Data Dictionary tab, select 'Download the current Data Dictionary.'



★ VIDEO: How to use this page

Output

Description:

Output

This module will allow you to create new data collection instruments/surveys or edit existing ones. Changes may be made by either using the **Online Designer** or **Upload Data Dictionary** (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.

This module may be used for making changes to the project, such as adding new fields or modifying existing fields, by using an offline method called the Data Dictionary. The Data Dictionary is a specifically formatted CSV (comma delimited) file within which you may construct your project fields and afterward upload the file here to commit the changes to your project.

Click the 'Browse' or 'Choose File' button below to select the file on your computer, and upload it by clicking the 'Upload File' button. Once your file has been uploaded, changes will NOT immediately be made but will be displayed and checked for errors to ensure that all the formatting in your Data Dictionary is correct before official changes are made to the project. **Snapshot note:** A snapshot of your project's current Data Dictionary will be created automatically during the Data Dictionary upload process before committing the new Data Dictionary. The snapshot can later be accessed and downloaded from the Project Revision History page.

Need some help?

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 & FAQ</u>.

Steps for making project changes:

- 1.) Download the current Data Dictionary
- 2.) Edit the Data Dictionary (see the Help & FAQ for help)
- 3.) Upload the Data Dictionary using the form below
- 4.) The changes will be made to the project after the Data Dictionary has been checked for errors

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The file will download in a .csv format.