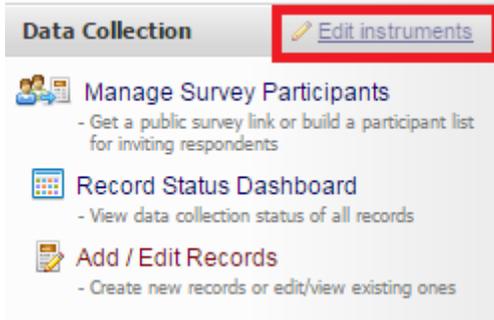


REDCap – Edit a field

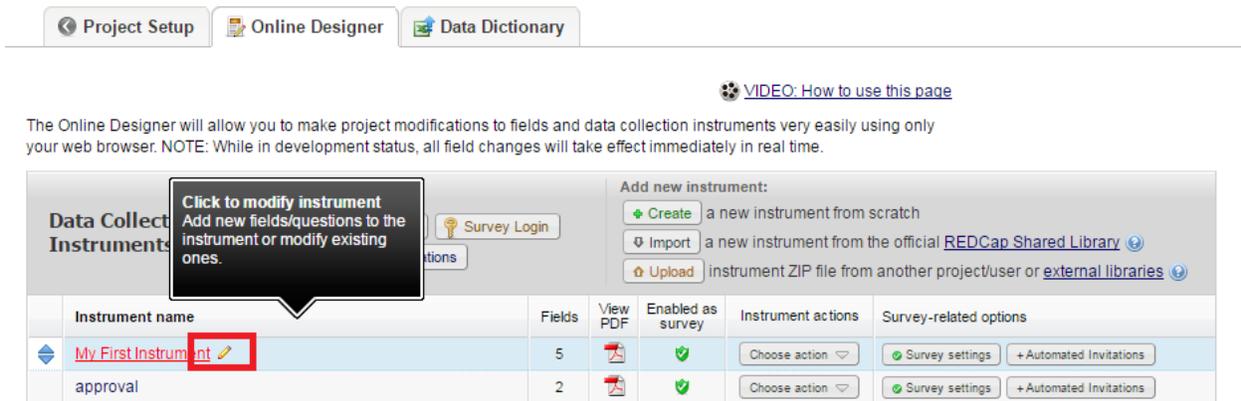
- If the project is in development mode, please follow the steps below.
- If the project is in production mode, please refer to the *Making Changes while in Production Guide*.

Step 1:

- Click on Edit Instruments



- Select the instrument to edit and then click on the pencil icon



- Select the pencil icon on the field you would like to edit.



- The field will open in edit mode where the question and any details may be edited. Make the necessary changes and click save.

Edit Field ✕

You may add a new project field to this data collection instrument by completing the fields below and clicking the Save button at the bottom. When you add a new field, it will be added to the form on this page. For an overview of the different field types available, you may view the [Field Types video \(4 min\)](#).

Field Type: Text Box (Short Text, Number, Date/Time, ...) ▼

Question Number (optional)
Displayed only on the survey page

Field Label

Did the student pass the test?

Action Tags / Field Annotation (optional)

Learn about [@ Action Tags](#) or [using Field Annotation](#)

Variable Name (utilized in logic, calcs, and exports)

pass

Enable auto naming of variable based upon its Field Label?

ONLY letters, numbers, and underscores

How to use Smart Variables Piping

Validation? (optional) ---- None ---- ▼

– OR –

Enable searching within a biomedical ontology ?

-- choose ontology to search --

Required?* No Yes
* Prompt if field is blank

Identifier? No Yes
Does the field contain identifying information (e.g., name, SSN, address)?

Custom Alignment Right / Vertical (RV) ▼
Align the position of the field on the page

Field Note (optional)
Small reminder text displayed underneath field

Save
Cancel

- The pop-up box will close and return to the list of fields for the instrument.

✎ 📄 ↩ + ✖

Variable: pass

Did the student pass the test?

Add Field
Add Matrix of Fields