<u>REDCap – Edit a field</u>

- If the project is in development mode, please follow the steps below.
- If the project is in production mode, please refer to the 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

| (| 🕽 Project Setup 🛛 💂 Online Designer 🛛 📝 Data Dictio | onary | | | | | | | |
|--|---|--------|--|----------------------|--------------------|---|--|--|--|
| VIDEO: How to use this page | | | | | | | | | |
| The Online Designer will allow you to make project modifications to fields and data collection instruments very easily using only your web browser. NOTE: While in development status, all field changes will take effect immediately in real time. | | | | | | | | | |
| Click to modify instrument Add new fields/questions to the Instrument ones | | | | | | | | | |
| | | | • Upload instrument ZIP file from another project/user or external libraries | | | | | | |
| | Instrument name | Fields | View PDF | Enabled as survey | Instrument actions | Survey-related options | | | |
| ۲ | My First Instrum nt 🖉 | 5 | 7 | ۷ | Choose action 🤝 | Survey settings + Automated Invitations | | | |
| | approval | 2 | 7 | ۷ | Choose action 🗢 | Survey settings +Automated Invitations | | | |

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

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|--------------------------------|--------------------------------|--|
| Did the student pass the test? | | |
| | Add Field Add Matrix of Fields | |

• 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 | 3 | | | | | | |
|---|--|--|--|--|--|--|--|
| You may add a new project field to this data collection instrument by completing the fields below and clicking the 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 section instrument <u>Field Types video (4 min)</u> . Field Type: Text Box (Short Text, Number, Date/Time,) | | | | | | | |
| Question Number (optional) Displayed only on the survey page | Variable Name (utilized in logic, calcs, and exports) | | | | | | |
| Field Label | ONLY letters numbers and underscores Field Label? | | | | | | |
| Did the student pass the test? | How to use [9] Smart Variables / Piping | | | | | | |
| | Validation? (optional) None V | | | | | | |
| | - or - | | | | | | |
| | Enable searching within a biomedical ontology ? | | | | | | |
| Action Tags / Field Annotation (optional) | choose ontology to search 🔻 | | | | | | |
| Learn about @ Action Tags or <u>using Field Annotation</u> | 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 | | | | | | |
| | | | | | | | |
| | Carell arreindes text discloued understable field | | | | | | |
| | omaii reminder text displayed underneath heid | | | | | | |

Save Cancel

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

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|--------------------------------|--------------------------------|--|
| Did the student pass the test? | | |
| | Add Field Add Matrix of Fields | |