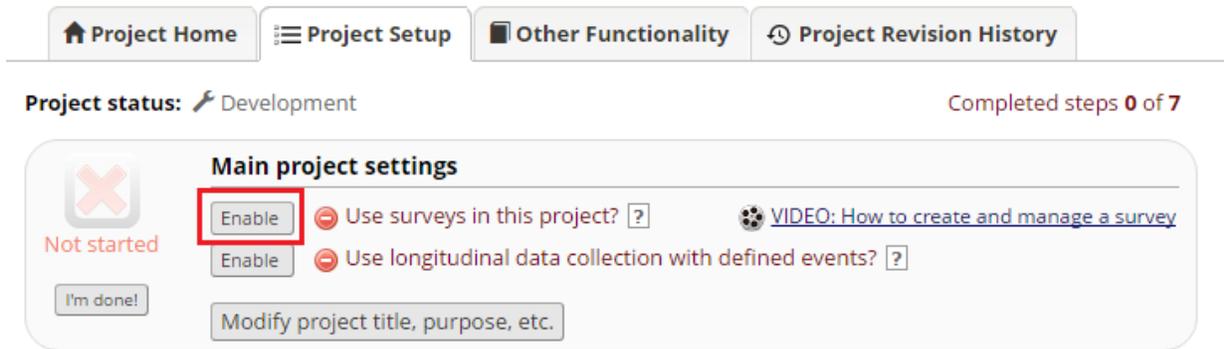


## REDCap – Enable an Instrument as a Survey

- Step 1: On the Project Setup page and under “Main project settings,” select the Enable button next to “Use surveys in this project?”



The screenshot shows the REDCap Project Setup page. At the top, there are navigation tabs: Project Home, Project Setup (selected), Other Functionality, and Project Revision History. Below the tabs, the project status is 'Development' and 'Completed steps 0 of 7'. The 'Main project settings' section is highlighted with a red border. It contains a 'Not started' indicator, an 'I'm done!' button, and a 'Modify project title, purpose, etc.' button. The 'Enable' button for 'Use surveys in this project?' is highlighted with a red box. Other options include 'Use longitudinal data collection with defined events?' and a video link 'VIDEO: How to create and manage a survey'.

- Step 2: Create your data collection instrument. Once you have created your instrument, go to the Online Designer and select the Enable button next to your instrument name, under the “Enabled a survey” column header.

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.



The screenshot shows the REDCap Data Collection Instruments page. It features a 'Survey options' section with 'Survey Queue', 'Survey Login', and 'Survey Notifications' buttons. The 'Add new instrument:' section includes 'Create', 'Import', and 'Upload' buttons. Below is a table of instruments:

Instrument name	Fields	View PDF	Enabled a survey	Instrument actions	Survey-related options
My First Instrument	4		<b>Enable</b>	Choose action ▾	
survey 2	1		Enable	Choose action ▾	

- This will bring you into the Survey Settings, where you can give your survey a title, add survey instructions, edit the survey design options, and add other survey customizations.

You may utilize any data collection instrument as a survey by enabling the instrument on this page. Data may still be collected on the instrument via normal data entry on the form, but enabling it as a survey allows for the additional option of collecting data via survey by respondents.

Set up my survey for data collection instrument "Demographics" Cancel

**Basic Survey Options:**

**Survey Title**   
Title to be displayed to participants at the top of the survey page

**Survey Instructions**  
*(Displayed at top of survey after title)*

**Please complete the survey below.**  
Thank you!



[How to use Piping here](#)

**Survey Design Options:**

**Logo**  
*(Optional: display an image above the survey title)*

Add new logo:  
 No file chosen  
(Images wider than 600 pixels will be downsized to fit page.)

If using a logo, hide survey title on survey page?

- When you are finished editing your survey settings, scroll down to the bottom of the page and select "Save Changes." Your instrument is now enabled as a survey.

**Send confirmation email (optional)?**  
*(Email the respondent when they complete the survey)*