

Guía rápida para el uso de Redcap

1

Solicitar creación de usuario

Solicita la creación de tú usuario de Redcap al siguiente correo: ingeniero2.uie@foscal.com.co**

Crea tu contraseña

2

- Una vez hayas recibido el correo indicando tu usuario, deberás asignar tu contraseña.
- Crea una contraseña con mínimo 9 caracteres, que contenga al menos 1 letra mayúscula, 1 letra minúscula y 1 número.



Set Your Password

Your password has not been set yet or has been reset. You will need to set your password here to whatever value you wish. Please enter your desired password below and click the 'Submit' button. Once your password has been set, you may use it with your username whenever you log in to REDCap. Please make sure that you write down or remember your new password for future use. **The new password entered must be AT LEAST 9 CHARACTERS IN LENGTH and must consist of AT LEAST one lower-case letter, one upper-case letter, and one number.**

Username:

Password:

Re-type password:

3

Conoce la plataforma

Una vez hayas ingresado al programa, en la interfaz de inicio verás una barra de tareas en la parte superior, aquí encontrarás la opción de **Training Videos** los cuales te explicaran el funcionamiento de la plataforma.

REDCap Home My Projects + New Project Help & FAQ **Training Videos** Send-It Messenger

Logged in as **andrea_riano** My Profile Log out

Welcome to REDCap!

REDCap is a secure web platform for building and managing online databases and surveys. REDCap's streamlined process for rapidly creating and designing projects offers a vast array of tools that can be tailored to virtually any data collection strategy.

REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.

Learn more about REDCap by watching a [brief summary video \(4 min\)](#). If you would like to view other quick video tutorials of REDCap in action and an overview of its features, please see the [Training Resources](#) page.

NOTICE: If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board.

If you require assistance or have any questions about REDCap, please contact [REDCap Administrator](#).

REDCap Features

Build online surveys and databases quickly and securely in your browser - Create and design your project using a secure login from any device. No extra software required. Access from anywhere, at any time.

Fast and flexible - Go from project creation to starting data collection in less than one day. Customizations and changes are possible any time, even after data collection has begun.

Advanced instrument design features - Auto-validation, calculated fields, file uploading, branching/skip logic, and survey stop actions.

e-Consent - Perform informed consent electronically for participants via survey.

Diverse and flexible survey distribution options - Use a list of email addresses or phone numbers for your survey respondents and automatically contact them with personalized messages, and track who has responded. Or create a simple link for an anonymous survey for mass email mailings, to post on a website, or print on a flyer.

REDCap Mobile App - Collect data offline using an app on a mobile device when there is no WiFi or cellular connection, and then later sync data back to the server.

Funciones Básicas

4

Creación de un nuevo proyecto

- En la barra de herramientas superior encontrarás un botón llamado **New Project**
- Escribe el nombre del proyecto y el proposito de este
- Puedes iniciar un proyecto desde cero o usar una plantilla en la opción **Use a template**
- Despues de definir los items anteriores dale clic en el boton azul llamado **Send Request**

REDCap® Home My Projects **New Project** Help & FAQ Training Videos Send-It Messenger Logged in as andrea_riano My Profile Log out

+ Create a new REDCap Project

You may begin the creation of a new REDCap project on your own by completing the form below and clicking the Create Project button at the bottom. **Your project will not be created immediately**, but your request will be quickly reviewed by a REDCap administrator, after which you will be notified via email when the project has been created.

Project title: Metabolic syndrome
Title to be displayed on project webpage

Purpose of this project: Practice / Just for fun
How will it be used?

Project notes (optional):
Comments describing the project's use or purpose that are displayed on the My Projects page.

Start project from scratch or begin with a template?

- ☒ Create an empty project (blank slate)
- ☐ Upload a REDCap project XML file (CDISC ODM format) (?)
- ☐ Use a template (choose one below) → **Plantilla**

★ Choose a project template [comes pre-filled with fields, forms, surveys, and other settings]

Select template	Template title (sorted by title)	Template description
	Basic Demography	Contains a single data collection instrument to capture basic demographic information.
	Classic Database	Contains six data entry forms, including forms for demography and baseline data, three monthly data forms and concludes with a completion data form.
	Field Embedding Example Project	Contains a single data collection instrument to demonstrate the Field Embedding feature.
	Human Cancer Tissue Biobank	Contains five data entry forms for collecting and tracking information for cancer tissue.
	Longitudinal Database (1 arm)	Contains nine data entry forms (beginning with a demography form) for collecting data longitudinally over many months/years.

Send Request **Cancel**

Configuración del proyecto

- Una vez creado el proyecto se abre una interfaz llamada **Project SetUp**, aquí encontraremos una lista de verificación de pasos para ayudarte a construir tu proyecto.
- Los pasos se pueden completar en cualquier orden y no todos los pasos son obligatorios.
- Observa que el estado del proyecto es **Development**, esto significa que el proyecto está siendo construido y los cambios que hagamos se mostrarán inmediatamente.

REDcap

Logged in as andrea_riano | Log out

My Projects
REDCap Messenger

Project Home and Design

Project Home · Project Setup
Designer · Dictionary · Codebook
Project status: Development

Data Collection

Record Status Dashboard
View data collection status of all records
Add / Edit Records
Create new records or edit/view existing ones
Show data collection instruments

Applications

Alerts & Notifications
Calendar
Data Exports, Reports, and Stats
Data Import Tool
Data Comparison Tool
Logging
Field Comment Log
File Repository
User Rights and DAGs
Data Quality
REDCap Mobile App

Help & Information

Help & FAQ
Video Tutorials
Suggest a New Feature

Metabolic syndrome PID 59

Project Home · **Project Setup** · Other Functionality · Project Revision History

Project status: **Development** Completed steps 0 of 7

Main project settings

Not started

Enable Use surveys in this project? [?] VIDEO: How to create and manage a survey
Enable Use longitudinal data collection with defined events? [?]
I'm done! Modify project title, purpose, etc.

Design your data collection instruments

Not started

Add or edit fields on your data collection instruments. This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method). Quick links: [Download PDF of all instruments](#) OR [Download the current Data Dictionary](#)
I'm done! Go to [Online Designer](#) or [Data Dictionary](#) Explore the [REDCap Shared Library](#)

Have you checked the [Check For Identifiers](#) page to ensure all identifier fields have been tagged?
Learn how to use [Smart Variables](#) [Piping](#) [Action Tags](#) [Field embedding](#)

Enable optional modules and customizations

Optional

I'm done! Enable Repeatable instruments [?] Disable Auto-numbering for records [?] Enable Scheduling module (longitudinal only) [?] Enable Randomization module [?] Enable Designate an email field for sending survey invitations [?] Enable Twilio SMS and Voice Call services for surveys and alerts [?]
Additional customizations

- Cuando estés listo para comenzar a recopilar datos reales, el proyecto debe pasar de **Development** a **Production**, esta opción la encontrarás desplazándote hacia abajo en la interfaz hasta encontrar la última opción.



Move your project to production status

Move the project to production status so that real data may be collected. Once in production, you will not be able to edit the project fields in real time anymore. However, you can make edits in Draft Mode, which will be auto-approved or else might need to be approved by a REDCap administrator before taking effect.

Go to [Move project to production](#)

Diseña tus instrumentos de recolección de datos

- Los instrumentos de recolección de datos son páginas web que se usan para la entrada de datos.
- Los instrumentos se construyen utilizando el **Online Designer** o el **Data Dictionary**.
- Dale clic a **Online Designer** para empezar a crear la estructura de los instrumentos que utilizaremos para capturar, almacenar datos y observar cómo se mostrarán.



Design your data collection instruments

Add or edit fields on your data collection instruments. This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method). Quick links: [Download PDF of all instruments](#) OR [Download the current Data Dictionary](#)

I'm done!

Go to [Online Designer](#) or [Data Dictionary](#)

Explore the [REDCap Shared Library](#)

Have you checked the [Check For Identifiers](#) page to ensure all identifier fields have been tagged?

Learn how to use [Smart Variables](#) [Piping](#) [Action Tags](#) [Field embedding](#)

- Para personalizar un instrumento iniciaremos cambiándole el nombre de acuerdo con el grupo de datos o información que vamos a recolectar. Para esto buscaremos en la interfaz un campo llamado **My first instrument**, aquí nos dirigiremos a la columna derecha llamada **instruments actions**, le daremos clic sobre el botón **choose action** y posteriormente escogeremos la opción **Rename**.
- Recuerda que las preguntas creadas aquí se utilizarán más adelante para la entrada de datos, REDCap llama a estas preguntas campos.
- El nombre de la variable es la palabra clave de la etiqueta del campo, este nombre se usa para almacenar y analizar datos, por lo que debe ser breve y descriptivo Ej. **Información personal**

REDCap

Logged in as **andrea_riano** | Log out

My Projects
REDCap Messenger

Project Home and Design

Project Home · Project Setup
Designer · Dictionary · Codebook
Project status: **Development**

Data Collection

Record Status Dashboard
- View data collection status of all records
Add / Edit Records
- Create new records or edit/view existing ones
Show data collection instruments

Applications

Alerts & Notifications
Calendar
Data Exports, Reports, and Stats
Data Import Tool
Data Comparison Tool
Logging
Field Comment Log
File Repository
User Rights and DAGs
Data Quality
REDCap Mobile App

Metabolic syndrome PID 59

Project Home Project Setup Online Designer **Data Dictionary** Codebook

Create snapshot of instruments
Last snapshot: never ?
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.

Data Collection Instruments

Add new instrument:

- Create a new instrument from scratch
- Import a new instrument from the official REDCap Shared Library ?
- Upload instrument ZIP file from another project/user or external libraries ?

Automated Survey Invitation options:

- Upload or download Auto Invitations
- Re-evaluate Auto Invitations

Instrument name	Fields	View PDF	Instrument actions
My First Instrument	1		Choose action Rename Copy Delete Download instrument ZIP

- Casi cualquier tipo de datos se pueden recopilar en REDCap, el desafío es explorar qué tipos de campos y otras opciones funcionan mejor para sus necesidades. Prueba diferentes tipos de preguntas en el modo de **Development**.

Controla el acceso al proyecto

Usar la opción **User rights and permissions** nos permite controlar estrictamente el acceso de los usuarios, REDCap brinda la posibilidad de definir exactamente lo que puede hacer cada usuario.

User Rights and Permissions

Optional
I'm done!

You may grant other users access to this project or edit the user privileges of current users on this project by navigating to the User Rights page. Additionally, if you wish to limit user access to certain records/responses for this project, you may want to use Data Access Groups, in which only users within a given Data Access Group can access records created by users within that group.

Go to **User Rights** or Data Access Groups

- Busca la opción **User Rights and permissions** y dale clic en el botón **User Rights**
- En la interfaz emergente encontrarás la opción de agregar otro usuario para colaborar con la construcción de tu proyecto, ubícate en el campo llamado **Add new users**, escribe el usuario del nuevo colaborador y luego dale clic en el botón **Add with custom rights**.

Metabolic syndrome PID: 59

Project Home | Project Setup | **User Rights** | Data Access Groups

This page may be used for granting users access to this project and for managing the user privileges of those users. You may also create roles to which you may assign users (optional). User roles are useful when you will have several users with the same privileges because they allow you to easily add many users to a role in a much faster manner than setting their user privileges individually. Roles are also a nice way to categorize users within a project. In the box below you may add/assign users or create new roles, and the table at the bottom allows you to make modifications to any existing user or role in the project, as well as view a glimpse of their user privileges.

Add new users: Give them custom user rights or assign them to a role.

Add with custom rights

Assign to role

Create new roles: Add new user roles to which users may be assigned.

Create role
(e.g., Project Manager, Data Entry Person)

Role name (click role name to edit role)	Username or users assigned to a role (click username to edit or assign to role)	Expiration (click expiration to edit)	Project Design and Setup	User Rights	Data Access Groups	Data Export Tool	Reports & Report Builder	Graphical Data View & Stats	Calendar	Data Import Tool
	andrea_riano (Andrea Karin Riaño)	never	☒	☒	☒	Full Data Set	☒	☒	☒	☒

- En la nueva interfaz encontrarás diferentes opciones para configurar el acceso del usuario colaborador.
- En la columna de la izquierda encontrarás los diferentes permisos que se pueden otorgar y un calendario para definir la fecha de expiración del acceso.
- En la columna de la derecha se definirá el tipo de acceso: Sin acceso (**no Access**), solo versión de lectura (**Read only**) o Para visualizar y editar (**View and edit**)
- Una vez configurados los permisos dale clic en **Add User**

Adding new user "catalina_caceres"

You may set the rights for the user below by checking the boxes next to the application tools to which you wish to grant them access. You may also grant them or deny them access to individual data collection instruments, if so desired. To save your selections, click the "Add user" button at the bottom of the page.

Basic Rights

Expiration Date: 12-01-2022 (M-D-Y)

Highest level privileges:

- Project Design and Setup ☒
- User Rights ☒
- Data Access Groups ☐

Privileges for data exports (including PDFs and API exports), reports, and stats:

- Data Exports: ☐ No Access, ☒ De-identified*, ☐ Remove all tagged identifier fields, ☐ Full Data Set
- Add/Edit/Organize Reports ☒
- Stats & Charts ☒
- Other privileges: ☒
- Calendar ☒

Data Viewing Rights

The data viewing rights *only* pertain to a user's ability to view or edit data on a web page in REDCap (e.g., data entry forms, reports). If a user has "no Access" to an instrument below, they will not be able to view the data entry form for any record, nor will they be able to view fields from that instrument on a report. Note: This privilege has no effect on data imports or data exports.

	No Access	Read Only	View & Edit
Personal Information	☐	☐	☒
Consent Data	☐	☒	☐
Lab Data	☐	☒	☐
Study visit	☒	☐	☐

New User Notification

☒ Notify user of their project access via email?

Add user **Cancel**

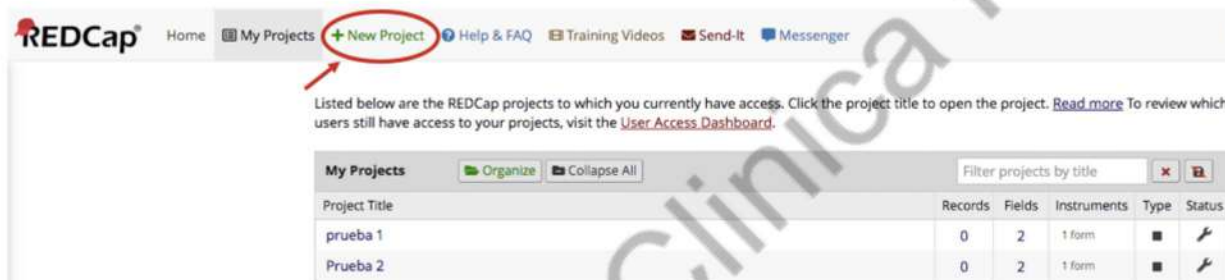
¿Cómo crear un proyecto? Guía paso a paso



1

Diseña tu proyecto

Para diseñar un nuevo proyecto debes dar click el ícono **+ New Project** en la barra superior.



2

Completa los datos básicos de tu proyecto:

- Nombre
- Propósito del proyecto*
 - **Practice/Just for Fun:** Para practicar la creación de un proyecto.
 - **Operational Support:** Para realizar seguimiento de los procesos de información específicos.
 - **Research:** Proyectos aprobados.
 - **Quality:** Proyectos que ayuden con los objetivos y la mejora del rendimiento.
 - **Other:** Se debe especificar el propósito.
- Tipo de proyecto:
 - Crear un proyecto en blanco: Te recomendamos esta opción para crear tu primer proyecto y familiarizarte con la plataforma.
 - Subir un proyecto REDCap: Cuando tienes algún proyecto que ya está realizado y lo quieres subir en tu cuenta (Ejm. Encuesta realizada en otro hospital y la vas a aplicar en el tuyo).
 - Usar una plantilla: La plataforma tiene encuestas ya diseñadas que las puedes utilizar.

+ Create a new REDCap Project

You may begin the creation of a new REDCap project on your own by completing the form below and clicking the Create Project button at the bottom. **Your project will not be created immediately**, but your request will be quickly reviewed by a REDCap administrator, after which you will be notified via email when the project has been created.

Project title: 1. Nombre del proyecto
Title to be displayed on project webpage

Purpose of this project: ---- Select One ---- 2. Propósito del proyecto*
How will it be used?

Project notes (optional):
Comments describing the project's use or purpose that are displayed on the My Projects page.

Start project from scratch or begin with a template?

☒ Create an empty project (blank slate) 3. Crear un proyecto en blanco

☐ Upload a REDCap project XML file (CDISC ODM format) [?](#)

☐ Use a template (choose one below)

★ Choose a project template (comes pre-filled with fields, forms/surveys, and other settings)

Select template	Template title (sorted by title)	Template description
☐	Basic Demography	Contains a single data collection instrument to capture basic demographic information.
☐	Classic Database	Contains six data entry forms, including forms for demography and baseline data, three monthly data forms, and concludes with a completion data form.
☐	Field Embedding Example Project	Contains a single data collection instrument to demonstrate the Field Embedding feature.
☐	Human Cancer Tissue Biobank	Contains five data entry forms for collecting and tracking information for cancer tissue.
☐	Longitudinal Database (1 arm)	Contains nine data entry forms (beginning with a demography form) for collecting data

4. Send Request Cancel

3 Define el tipo de proyecto que vas a hacer

En “Main project settings” debes escoger el tipo de proyecto que vas a realizar: Encuestas (estudios de diseño transversal) o recopilación de datos longitudinales. Puedes marcar las dos opciones si es necesario. Luego dale Click al ítem **I'm done!** para marcar ese paso cómo realizado.

1. Main project settings

☒ **Enable** ☒ **Enable**

☒ Use surveys in this project? [?](#) [VIDEO: How to create and manage a survey](#)

☒ Use longitudinal data collection with defined events? [?](#)

2. I'm done! Modify project title, purpose, etc.

4 Crea tu cuestionario

En “Design your data collection instrument” vas a darle Click al ítem **Online Designer** para crear tu cuestionario.



Not started

I'm done!

Design your data collection instruments & enable your surveys

Add or edit fields on your data collection instruments (survey and forms). This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method). You may then enable your instruments to be used as surveys in the Online Designer. Quick links: [Download PDF of all instruments](#) OR [Download the current Data Dictionary](#)

Go to [Online Designer](#) or [Data Dictionary](#) Explore the [REDCap Shared Library](#)

Have you checked the [Check For Identifiers](#) page to ensure all identifier fields have been tagged?

Learn how to use [Smart Variables](#) [Piping](#) [Action Tags](#) [Field embedding](#)

5

Personaliza tu cuestionario

En esta interfaz se mostrarán todos los formularios relacionados al proyecto. De manera predeterminada ya está creado el primer formulario al cual puedes cambiarle el nombre, copiarlo o eliminarlo. También puedes añadir otros formularios.

[Project Home](#)
[Project Setup](#)
[Online Designer](#)
[Data Dictionary](#)
[Codebook](#)

[Create snapshot of instruments](#)
[VIDEO: How to use this page](#)

Last snapshot never

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.

Data Collection Instruments

Add new instrument:

- [Create](#) a new instrument from scratch
- [Import](#) a new instrument from the official [REDCap Shared Library](#)
- [Upload](#) instrument ZIP file from another project/user or [external libraries](#)

Survey options:

- [Survey Queue](#)
- [Survey Login](#)
- [Survey Notifications](#)

Automated Survey Invitation options:

- [Upload or download Auto Invitations](#)
- [Re-evaluate Auto Invitations](#)

Instrument name	Fields	View PDF	Enabled as survey	Instrument actions	Survey-related options
My First Instrument	1	View PDF	Enable	Choose action Rename Copy Delete Download instrument ZIP	1. Cambiar el nombre del formulario 2. Editar formulario

6

Escribe tus preguntas.

- Puedes utilizar la opción **Add field** para crear preguntas tipo opción múltiple, texto, número, fecha, hora, Si/No, entre muchas otras opciones.
- La opción **Add Matrix of fields** permite mostrar un grupo de variables con las mismas opciones de respuestas (opción múltiple) en un área compacta.
- Para aprender más sobre las opciones de preguntas puedes ver este video: [Link](#)

Nota: La variable "Record ID" no se puede modificar.

Current instrument: **Variables sociodemográficas**

Preview instrument

Variable: record_id

Record ID

NOTE: The field above is the record ID field and thus cannot be deleted or moved. It can only be edited.

Add Field **Add Matrix of Fields**

Text Box (Short Text, Number, Date/Time, ...)
Notes Box (Paragraph Text)
Calculated Field
Multiple Choice - Drop-down List (Single Answer)
Multiple Choice - Radio Buttons (Single Answer)
Checkboxes (Multiple Answers)
Yes - No
True - False
Signature (draw signature with mouse or finger)
File Upload (for users to upload files)
Slider / Visual Analog Scale
Descriptive Text (with optional Image/Video/Audio/File Attachment)
Begin New Section (with optional text)

¿Con qué frecuencia consumen los siguientes alimentos?

	Una vez al día	Dos veces al día	< 1 vez al día	> 2 veces al día	
Harinas * must provide value	☐	☐	☐	☐	
Azúcares * must provide value	☐	☐	☐	☐	reset
Proteína * must provide value	☐	☐	☐	☐	reset
Vegetales * must provide value	☐	☐	☐	☐	reset

7 Personaliza las preguntas

Cada tipo de pregunta tiene opciones de personalización diferentes. En la imagen se muestran los pasos más importantes para la creación de las preguntas.

Add New 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 \(5 min\)](#).

Field Type: Text Box (Short Text, Number, Date/Time, ...) **1. Tipo de pregunta**

Field Label: Edad **2. Pregunta**

Variable Name: edad **3. Nombre de pregunta para la base de datos**

Validation? (optional) Number
Minimum: 18
Maximum: 99 **4. Opciones de respuesta**
5. Intervalo de respuesta

Required? * No ☒ Yes **6. ¿Pregunta obligatoria?**

Identifier? * No ☒ Yes **7. ¿Pregunta de identificación?**

Custom Alignment: Right / Vertical (RV)

Field Note: (optional)

8. Personalizar las preguntas

Aquí está la explicación de las opciones. Ej:

- @MAXCHECKED=2 → Elegir máximo 2 respuestas
- @RANDOMORDER → Aleatorizar las opciones de respuesta

Save **Cancel**

Field Types:
Date (D-M-Y)
Date (M-D-Y)
Date (Y-M-D)
Datetime (D-M-Y H:M)
Datetime (M-D-Y H:M)
Datetime (Y-M-D H:M)
Datetime w/ seconds (D-M-Y H:M:S)
Datetime w/ seconds (M-D-Y H:M:S)
Datetime w/ seconds (Y-M-D H:M:S)
Email
Integer
Number
Phone (North America)
Time (H:MM)
Zipcode (U.S.)

Add New 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: **Multiple Choice - Drop-down List (Single Answer)**

Field Label: **Escolaridad**

☒ Use the Rich Text Editor ?

Opciones de texto:
Fuente, color, etc

Variable Name: **escolaridad**

Required? ☐ No ☒ Yes

Identifier? ☒ No ☐ Yes

Custom Alignment: **Right / Vertical (RV)**

Field Note (optional): **Nivel de escolaridad más alto**

Text de ayuda
Ej: Marque todas las que apliquen

Choices (one choice per line):

- 1, Primaria
- 2, Bachiller
- 3, Universidad
- 4, Postgrado

Identificador de respuesta (para la base de datos),
Respuesta (Como aparece en la encuesta)

Enable auto-complete for this drop-down ?

Action Tags / Field Annotation (optional): **@RANDOMORDER**

8

Preguntas tipo Matriz

Para las preguntas tipo matriz, aparecerá de esta manera:

Add Matrix of Fields

Matrix Header Text (optional): **¿Con qué frecuencia consumen los siguientes alimentos?**

1. Pregunta

Matrix Rows:

Field Label	Variable Name	Required?	Field Annotation
Harinas	alim_harina	☒	
Azúcares	alim_azuc	☒	
Proteína	alim_prot	☒	
Verduras	alim_veget	☒	

2. Añadir otra fila

3. Nombre variable (base de datos)

Matrix Column Choices:

- 0, Una vez al día
- 1, Dos veces al día
- 3, < 1 vez al día
- 4, > 2 veces al día

Other Matrix Info:

Answer Format: **Single Answer (Radio Buttons)**

4. Única respuesta/Múltiple

Matrix group name: **alim_matrix**

5. Nombre de la matriz

Save Cancel

9 Opciones de preguntas

Estas son otras opciones de preguntas que puedes probar para tu formulario

Begin New Section (with optional text)

Esta opción sirve para separar las preguntas y tener mayor orden

Signature (draw signature with mouse or finger)

Text Box (Short Text, Number, Date/Time, ...)

Yes - No

Slider / Visual Analog Scale

10 Preguntas condicionadas a la respuesta

En la edición de las preguntas, se pueden personalizar las “**rut**as” que debe tomar la encuesta según las respuestas, a esto se le llama “**Condiciones**” y se ponen en la opción “**Branching Logic**”.

Ejm: Si la persona responde la pregunta 4 con un **SI**, se activará la pregunta 5 para que le aparezca, pero si por el contrario respondió con un **NO**, la pregunta 5 no aparecerá.

Branching Logic

Add/Edit Branching Logic

Choose method below for the following field: **gusta - Cuánto te gusta el azúcar?**

Advanced Branching Logic Syntax

Show the field ONLY if...

obesid = 1

Test logic with a record: [Select record]

OR

Drag-N-Drop Logic Builder

Field choices from other fields (drag a choice below to box on right)

alm_veget = > 2 veces al día (4)

posicion = (define criteria)

obesid = Yes (1)

obesid = No (0)

variables_sociodemograficas_completa = Incomplete (0)

variables_sociodemograficas_completa = Unverified (1)

variables_sociodemograficas_completa =

Show the field ONLY if...

ALL below are true

ANY below are true

obesid = Yes (1)

Si responde que tiene obesidad, le aparece la pregunta ¿Cuánto te gusta el azúcar?

11

Preguntas condicionadas a la respuesta

Esta opción también funciona para que al tener una respuesta marcada como “otra”, se abra la siguiente pregunta “¿Cuál?”. En este caso se debe crear la pregunta “¿Cuál?”, se da click en Branching logic, del cuadro de la izquierda se elige la opción que se debe responder para que aparezca la pregunta y se arrastra al cuadro de la derecha.

The screenshot displays the logic builder interface for a survey. At the top, a question is shown: "¿Cuál de los siguientes es tu dulce favorito?" with radio button options: "Chocolatina", "Gomas", "Helados", and "Otra". The "Otra" option is selected. Below this, there are buttons for "Add Field" and "Add Matrix of Fields". A second question, "¿Cuál?", is shown below, with a red circle and arrow highlighting the "Branching logic" icon. Below the questions is the "Drag-N-Drop Logic Builder" section. It contains two main areas: "Field choices from other fields" on the left and "Show the field ONLY if..." on the right. The left area lists various conditions, including "dulce_fav = Chocolatina (1)", "dulce_fav = Gomas (2)", "dulce_fav = Helados (3)", and "dulce_fav = Otra (4)". The right area shows a logic rule: "Show the field ONLY if..." with the option "ALL below are true" selected, and a single condition "dulce_fav = Otra (4)" is listed. A "Clear logic" link is at the bottom right of the logic builder.

12

Verifica que tu cuestionario esté listo

Cuando ya está listo el cuestionario, se debe probar y verificar que todo esté correcto. Esto se puede realizar haciendo click en **Add/Edit Records** (Aquí puedes modificar el instrumento directamente si ves algún error) o usando el **Public Survey Link**.

- **Add/Edit Records:**

REDCap

Logged in as catalina_caceres
Log out

My Projects
REDCap Messenger

Project Home and Design

Project Home · Project Setup
Designer · Dictionary · Codebook
Project status: Development

Data Collection

Survey Distribution Tools
Get a public survey link or build a participant list for inviting respondents

Record Status Dashboard
View data collection status of all records
Add / Edit Records → 1.
Choose record to edit or add new existing ones
Show data collection instruments

Applications

Alerts & Notifications
Calendar
Data Exports, Reports, and Stats
Data Import Tool
Data Comparison Tool

prueba 1 P10 57

Add / Edit Records

You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/respo below.

NOTICE: This project is currently in Development status. Real data should NOT be entered until the project has been moved to Production status.

Total records: 0

Choose an existing Record ID

+ Add new record → 2.

Data Search

Choose a field to search (excludes multiple choice fields)

Search query
Begin typing to search the project data, then click an item in the list to navigate to that record.

prueba 1 P10 57

Action: **Modify instrument** Download PDF of instrument(s) VIDEO: Basic data entry

Variables sociodemográficas

Adding new Record ID 1

Record ID 1

Escolaridad

* must provide value

¿Con qué frecuencia consumen los siguientes alimentos?

	Una vez al día	Dos veces al día	< 1 vez al día	> 2 veces al día
Harinas * must provide value	☐	☐	☐	☐
Azúcares * must provide value	☐	☐	☐	☐
Proteína * must provide value	☐	☐	☐	☐
Vegetales * must provide value	☐	☐	☐	☐

Grupo de preguntas #2

Firma Add signature

Escribe aquí tu posición frente a la obesidad infantil

Tienes obesidad?
☐ Yes
☐ No

Cuánto te gusta el azúcar?
Poco Medio Mucho

¿Cuál de los siguientes es tu dulce favorito?
☐ Chocolatina ☐ Gomas ☐ Helados ☐ Otra

Form Status
Complete?

- **Public Survey Link:** Esta opción sólo se puede usar hasta que primero se haya habilitado la encuesta. Puedes habilitar las encuestas en el Diseñador en línea haciendo clic en el botón **Habilitar** para cualquier instrumento de recopilación de datos (Allí debes terminar de configurar tu encuesta):

Logged in as catalina_caceres
Log out

My Projects
REDCap Messenger

Project Home and Design
Project Home - Project Setup
Designer - Dictionary - Codebook
Project status: Development

Data Collection

Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. Users still have access to your projects, visit the [User Access Dashboard](#).

Project Title	Records	Fields
prueba 1	0	13
Prueba 2	0	2

Design your data collection instruments & enable your surveys

Add or edit fields on your data collection instruments (survey and forms). This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method). You may then enable your instruments to be used as surveys in the Online Designer. Quick links: [Download PDF of all instruments](#) OR [Download the current Data Dictionary](#)

Go to **Online Designer** or **Data Dictionary** Explore the [REDCap Shared Library](#)

Have you checked the [Check For Identifiers](#) page to ensure all identifier fields have been tagged?

Learn how to use: [Smart Variables](#) [Piping](#) [Action Tags](#) [Field embedding](#)

Data Collection Instruments

Add new instrument:
[Create](#) a new instrument from scratch
[Import](#) a new instrument from the official [REDCap Shared Library](#)
[Upload](#) instrument ZIP file from another project/user or [external libraries](#)

Survey options:
[Survey Queue](#) [Survey Login](#)
[Survey Notifications](#)

Automated Survey Invitation options:
[Upload or download Auto Invitations](#)
[Re-evaluate Auto Invitations](#)

Instrument name	Fields	View PDF	Enabled as survey	Instrument actions	Survey-related options
Variables sociodemográficas	12	View PDF	Enable	Choose action	

- Después de habilitar la encuesta sí puedes obtener el link con el que se compartirá tu encuesta. Puedes diligenciar unas encuestas de prueba, que luego se pueden borrar cuando pongas tu proyecto en producción.

prueba 1 (PTD 57)

Project Home - Project Setup - **Online Designer** - Data Dictionary - Codebook

Create snapshot of instruments | [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.

Data Collection Instruments

Add new instrument:
[Create](#) a new instrument from scratch
[Import](#) a new instrument from the official [REDCap Shared Library](#)
[Upload](#) instrument ZIP file from another project/user or [external libraries](#)

Survey options:
[Survey Queue](#) [Survey Login](#)
[Survey Notifications](#)

Automated Survey Invitation options:
[Upload or download Auto Invitations](#)
[Re-evaluate Auto Invitations](#)

Instrument name	Fields	View PDF	Enabled as survey	Instrument actions	Survey-related options
Variables sociodemográficas	12	View PDF	Enable	Choose action	Survey settings Automated invitations

Survey Distribution Tools

[Public Survey Link](#) [Participant List](#) [Survey Invitation Log](#)

Using a public survey link is the simplest and fastest way to collect responses for your survey. You may obtain the survey link below to email to your participants. Responses will be collected anonymously (unless the survey contains questions asking for identifying data from the participant). **NOTE:** Since this method uses a single survey link for all participants, it allows for the possibility of participants taking the survey multiple times, which may be necessary in some cases.

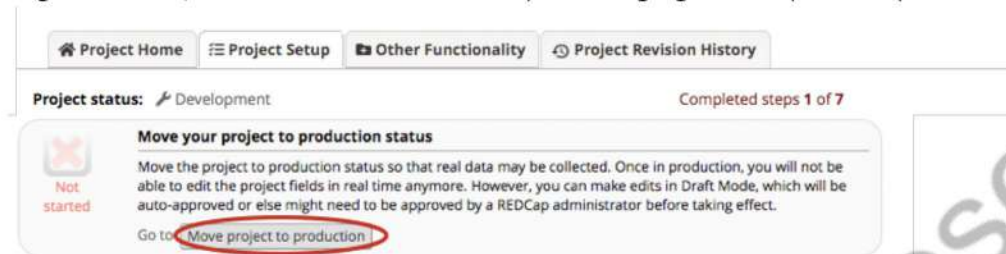
To obtain the survey link, copy the URL below and paste it into the body of an email message in your own email client. Your email recipient(s) can then click the link to begin taking your survey.

Public Survey URL: <https://foscailinternacional.com/redcap/surveys/?s=RHKHCCYR...>

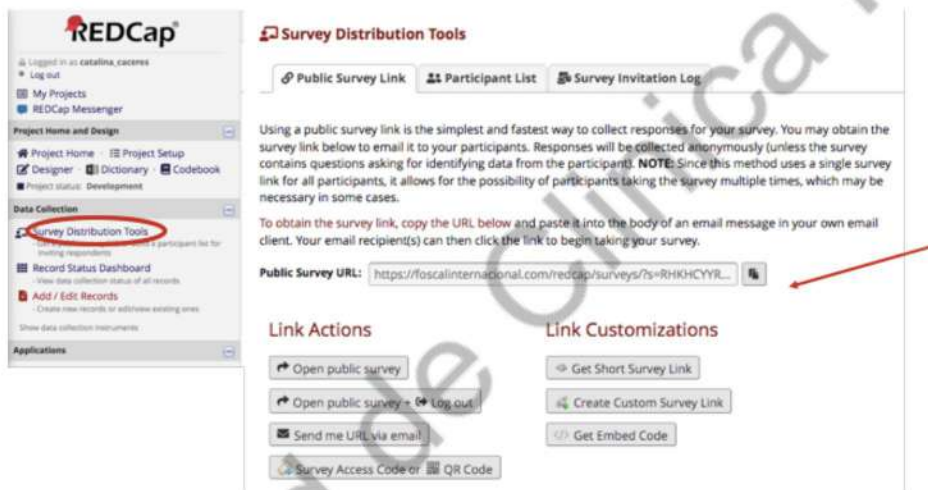
13

Recolección de datos

- Ahora vas a distribuir tu cuestionario para que el público empiece a responder. Para esto debes pasar tu proyecto a **modo de producción**. La idea es que en este punto ya no se hagan cambios, en caso de ser necesario se pueden agregar cosas pero no quitar.



- REDCap ofrece diferentes opciones para distribuir tu cuestionario.



14

Exporta tus proyectos

- Para exportar tus proyectos, busca el menú de la columna derecha y dale clic sobre la opción **Data export, reports and status**
- En la interfaz emergente encontrarás una opción llamada **Exporta data**, dale clic



- Posterior a esto, te mostrará las opciones en las que puedes descargar tu proyecto, selecciona el formato que más te convenga.

Exporting "All data (all records and fields)"

Select your export settings, which includes the export format (Excel/CSV, SAS, SPSS, R, Stata) and if you wish to perform de-identification on the data set.

Choose export format

☒  CSV / Microsoft Excel (raw data)

☐  CSV / Microsoft Excel (labels)

☐  SPSS Statistical Software

☐  SAS Statistical Software

☐  R Statistical Software

☐  Stata Statistical Software

☐  CDISC ODM (XML)

De-identification options (optional)

The options below allow you to limit the amount of sensitive information that you are exporting out of the project. Check all that apply.

Known Identifiers:

☐ Remove all tagged Identifier fields (tagged in Data Dictionary)

☐ Hash the Record ID field (converts record name to an unrecognizable value)

Free-form text:

☐ Remove unvalidated Text fields (i.e. Text fields other than dates, numbers, etc.)

☐ Remove Notes/Essay box fields

Date and datetime fields:

☐ Remove all date and datetime fields

OR

☐ Shift all dates by value between 0 and 364 days (shifted amount determined by algorithm for each record) [What is date shifting?](#)

[Deselect all options](#)

Advanced data formatting options

Set CSV delimiter character

Set the delimiter used to separate values in the CSV data file (only valid for CSV Raw Data and CSV Labels export formats):

, (comma) - default

Force all numbers into a specified decimal format?

You may choose to force all data values containing a decimal to have a specified decimal character (comma or period/full stop). This will be applied to all calculations and number-validated text values in the export file.

Use fields' native decimal format (default)

NOTE: Your data formatting selections above will be remembered in the future and will be pre-selected upon your next export.

Export Data

Cancel