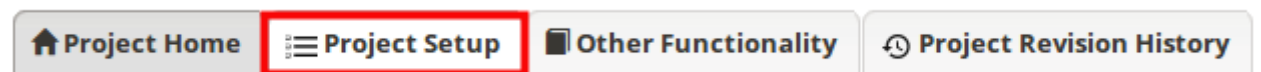


Create Instruments

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.

- Go to **Project Setup**



- Click on **Download the current Data Dictionary**

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


You may also browse for pre-built data collection instruments in the REDCap Shared Library

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

- The dictionary will now download as a .csv file. Here you can format the dictionary in excel.
 - Once completed save the file as a .csv and go back to the **Project Setup** page.

	A	B	C	D	E	F	G	H	I
1	Variable / Field Name	Form Name	Section Header	Field Type	Field Label	Choices, Calculations, OR Slider Labels	Field Note	Text Validation Type OR Show Slider Number	Text Validati
2	record_id	my_first_instrument		text	Record ID				
3	email	my_first_instrument	Begin New Section	text	Email			email	
4	text_box	my_first_instrument		text	Text Box				
5	note_box	my_first_instrument	Begin New Section	notes	Note Box				
6	height	my_first_instrument		text	Height (cm)			number	
7	weight	my_first_instrument		text	Weight (kg)			number	
8	calculated_field	my_first_instrument		calc	Calculated Field (BMI)	[weight]*10000/([height]*[height])			
9	drop_down	my_first_instrument		dropdown	Drop Down	1, option 1 2, option 2 3, option 3 4, option 4 5, option 5			
10	radio_button	my_first_instrument		radio	Radio Button	1, option 1 2, option 2 3, option 3 4, option 4 5, option 5			
11	checkbox_box	my_first_instrument		checkbox	Check Box	1, option 1 2, option 2 3, option 3 4, option 4 5, option 5			
12	yes_no	my_first_instrument		yesno	Yes no				
13	true_false	my_first_instrument		truefalse	True False				
14	signature	my_first_instrument		file	Signature			signature	
15	file_upload	my_first_instrument		file	File Upload			signature	
16	slider	my_first_instrument		slider	Slider	0 50 100		number	
17									
18									
19									

- Now click on **Data Dictionary**.



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](#)

You may also browse for pre-built data collection instruments in the [REDCap Shared Library](#)

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

- Click **Browse** and select the document you saved earlier. Then click **Upload File**.

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

Upload your Data Dictionary file (CSV file format only)

Format for min/max validation values for date and datetime fields:

[Browse...](#) No file selected.

[Upload File](#)

- Now click on **Commit Changes** (circled in red below) and the changes will be made to your project.

Are you ready to commit the changes to the project from the uploaded Data Dictionary?

(Click the button below to submit the changes.)

[Commit Changes](#) [Cancel](#)

Validation

Make sure you select the correct date and datetime fields in the dropdown before you upload your file

Upload your Data Dictionary file (CSV file format only)

Format for min/max validation values for date and datetime fields: DD/MM/YYYY or YYYY-MM-DD

No file selected.

Warnings

If there are any errors when you upload your .csv you will receive a list of warnings and where they are locked in the dictionary

Your document was uploaded successfully and awaits your confirmation below.

- You are now required to review any warnings below and then click the button at the bottom of the page to officially commit the field changes to the project. Follow the instructions below.
- The uploaded data dictionary **contains 16 fields**, which will replace the 15 fields that currently exist in the project (excluding 'Form Status' fields, which are automatically generated by REDCap).

Allowable warnings found in your Data Dictionary:

Variables/field names must consist of ONLY lower-case letters, numbers, and underscores.

Email_2 (A4) was replaced with **email_2**