Scheduling Module

The scheduling module can generate schedules for your project calendar that are auto-generated from project-defined events (e.g., visits, time-points). Scheduling is only available for projects using longitudinal data collection.

The calendar feature of REDCap allows you to keep track of events related to your project/study, with the option of associating each event with a record. In the above example, three of the events are attached to specific records, while the Design Meeting is not. Various viewing modes are available for the calendar, and you may print the calendar as well.

Another feature of the Calendar module is the Scheduling module, which is available for longitudinal studies only. The Scheduling module can be seen by enabling both the "Use longitudinal data collection with repeating forms?" option and the "Scheduling module (longitudinal only)" option.

Once both of those options are enabled, a new "Scheduling" tool will appear in the left-side menu. Assuming that you have already set up your Events with the correct "days offset" specifications (see the Longitudinal studies section), adding new Record IDs will automatically generate a schedule to add to the calendar with all events accordingly booked for that record. You may also generate a schedule for the remaining events on any existing record.