REDCap – How to import documents from the REDCap Shared Library (Adaptive Instruments)

- Click on the Project Setup tab and select 'Online Designer.'

- Select 'Import' under 'Add new instrument.'

- Enter keywords into the search box then click on 'Search the library.'

- Select the correct form from the list then click on 'Import into my REDCap project.'

- Read the Shared Content Agreement then at the bottom, click on the 'I agree with the terms of use' and click 'I Agree.'

- Review the REDCap Notice that no changes can be made to the document. You can adjust the name of the document for your project. Click on 'Add.'

- You should receive an import successful notice. Click on 'Return to Previous Page' to return to the Online Designer.

- Once you have returned to the Online Designer, you should see the imported instrument in the list.

- The Adaptive Scoring instruments are imported as surveys and cannot be edited. To open this document for data entry, locate the patient and click on their form. In the right corner, click on Survey Options then click on Open Survey.

- The Open Survey will open the form in the Survey Format where the data entry may begin.