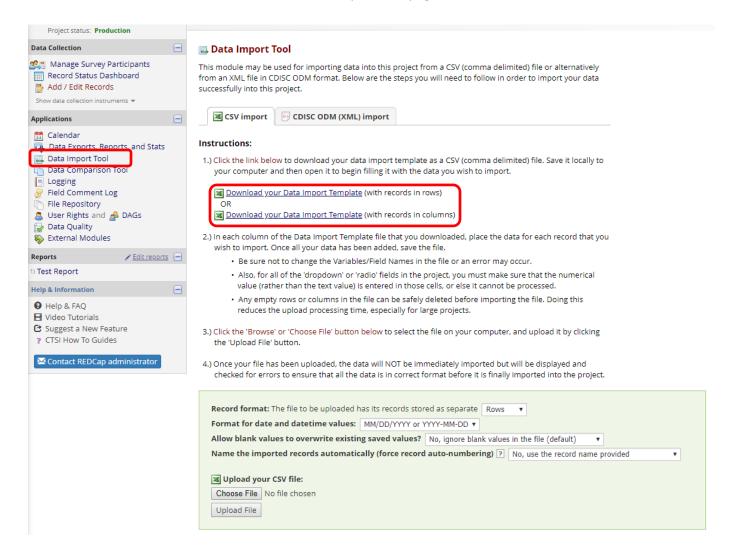
## REDCap - How to import data from an Excel file

- Create the project and fields/questions within REDCap.
  - Note: Before importing real data, move the project to PRODUCTION status.
- Once the project is in Production, navigate to the Data Import Tool.
- Please review the detailed instructions on the Data Import Tool page.



- Download the Data Import Template.
- Save the Data Import Template locally to your computer. Begin completing the template with the data to be imported.
  - Note: Each record will need a RECORD ID before the data can be imported.
  - Save the file in the .CSV (comma delimited) format.

To follow is an example:

	Α	В	С	D	Е	F	G	Н	I I	J
1	record_id	date	report	receive_time	dispatch_time	enroute_time	onscene_time	incident_close	disposition	location
2	1abc	1/5/2015	Emergency	1/5/2015 9:39	9:40:00 AM	9:49:00 AM	9:52:00 AM	10:00:00 AM	No treatment, No Transport	2
3	2abc	1/19/2015	Non-Emergency	1/19/2015 12:07	12:08:00 PM	12:12:00 PM	12:18:53 PM	12:43:24 PM	No treatment, No Transport	2
4	3abc	2/1/2015	Emergency	2/1/2015 11:57	11:57:00 AM	12:00:00 PM	12:04:00 PM	12:45:00 PM	No treatment, No Transport	2
5	4abc	2/5/2015	Emergency	2/5/2015 12:42	12:42:30 PM	12:46:00 PM	12:48:00 PM	1:15:15 PM	No treatment, No Transport	2
6	5	2/9/2015	Emergency	2/9/2015 9:16	9:16:30 AM	9:24:00 AM	9:28:00 AM	10:49:42 AM	No treatment, No Transport	2
7	6	2/9/2015	Non-Emergency	2/9/2015 9:16	9:16:30 AM	9:24:00 AM	9:28:00 AM	10:49:42 AM	No treatment, No Transport	2
8	7	2/18/2015	Emergency	2/18/2015 16:53	4:55:00 PM	5:08:00 PM	5:10:00 PM	5:46:00 PM	No treatment, No Transport	2
9	8	2/19/2015	Emergency	2/19/2015 20:40	8:40:00 PM	8:55:38 PM	8:57:41 PM	9:14:57 PM	No treatment, No Transport	2
10	9	2/23/2015	Non-Emergency	2/23/2015 18:19	6:20:00 PM	6:27:00 PM	6:30:00 PM	6:46:00 PM	No treatment, No Transport	2
11	10	2/24/2015	Non-Emergency	2/24/2015 8:15	8:16:00 AM	8:22:00 AM	8:26:00 AM	9:00:00 AM	No treatment, No Transport	2

- Once the data is ready to be imported, navigate back to the Data Import Tool. Click on 'Choose File.'
  - o Select the file then and select Upload File.
- Review the import for any errors.



DATA DISPLAY TABLE											
record_id	date	report	receive_time	dispatch_time	enroute_time	onscene_time	incident_close	disposition	location		
1abc (new record)	1/5/2015	Emergency	1/5/2015 9:39	9:40:00 AM	9:49:00 AM	9:52:00 AM	10:00:00 AM	No treatment, No Transport	2		
								No			

When you have finished reviewing, click on 'Import Data.'

Do you wish to import the new data (displayed above) into the project?
(Click the button below to import the data.)
Import Data

## **Best Practices when importing:**

- o When importing date fields, ensure all dates for the variable are in the same format.
- o Text can only be imported into Text Box (Short Text) or Notes Box (Paragraph Text) fields.
- When importing multiple choice (Single Answer radio button or dropdown), ensure the raw value that
  correlates to the appropriate text selection is in the field associated with the variable name. You cannot
  import the text (label) values into multiple choice fields.