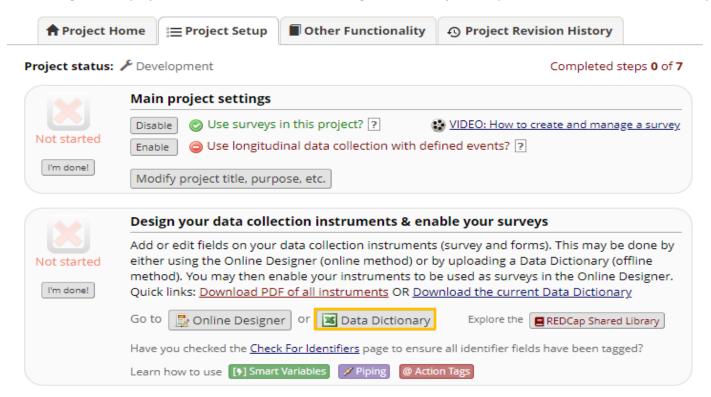
Step 1

Log into the project on the Internal database. Navigate to the Project Setup tab and select the Data Dictionary.



• Selecting the Data Dictionary will open a new tab. Please follow Step 1 within the image below to download the Data Dictionary. Save the file to your computer.



This module will allow you to create new data collection instruments/surveys or edit existing ones. Changes may be made by either using the **Online Designer** or **Upload Data Dictionary** (see tabs above), in which you may use either method or both. The Online Designer may help you get some initial fields/forms built quickly or to make quick edits, but using the Data Dictionary file may be more helpful if you will be adding a large number of fields for this project.

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.

Click the 'Browse' or 'Choose File' button below to select the file on your computer, and upload it by clicking the 'Upload File' button. Once your file has been uploaded, changes will NOT immediately be made but will be displayed and checked for errors to ensure that all the formatting in your Data Dictionary is correct before official changes are made to the project. **Snapshot note:** A snapshot of your project's current Data Dictionary will be created automatically during the Data Dictionary upload process before committing the new Data Dictionary. The snapshot can later be accessed and downloaded from the Project Revision History page.

Need some help?

If you wish to view an example of how your Data Dictionary may be formatted, you may download the <u>Data Dictionary</u> <u>demonstration file</u>, or you may view the <u>Data Dictionary Tutorial Video (10 min)</u>. For help setting up your Data Dictionary, you may also see the instructions listed on the <u>Help & FAQ</u>.

Steps for making project changes: 1.) Download the current Data Dictionary 🔀

Step 2

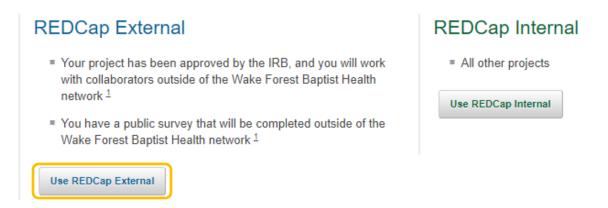
- While still in the project, navigate to the *My Projects* hyperlink on the left-hand side of the page. At this point, the user will need to create a new project on the External database.
- To create the project on the External database, click on the *My Projects* dropdown and then select *New Project*. Review the REDCap Usage Agreement and select 'I Agree' to continue. Select *REDCap External* Database.



Create a REDCap Project

Choose the right REDCap System

If you have any questions about which system to use, please visit our REDCap System Comparison page or email us.



Step 3

- The user will need to recreate the project on the External database by using the Data Dictionary from the Internal project.
- To begin this process, please enter the basic project information on the *Create a REDCap External Project* page.
 - o Note: for the question noted below, please choose: Create an empty project (blank slate)

Start project from scratch or begin with a template?

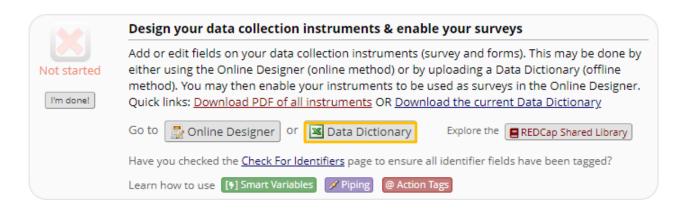
Use a template (choose one below)

Create an empty project (blank slate)

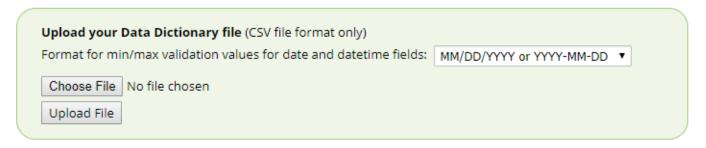
- o All other questions on this page should be answered as they relate to the project.
- Once all the required information has been entered, please choose **SAVE & PROCEED.**

Step 4

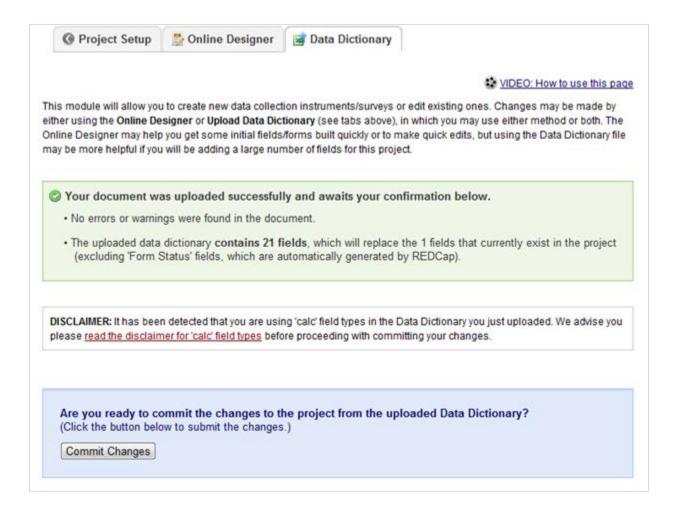
• The system will open the project to the *Project Setup* tab. Navigate to the *Design your data collection instruments & enable your surveys* section and select *Data Dictionary*.



• Selecting the Data Dictionary will open a new tab. Select *Choose File* to search for the Data Dictionary saved to your computer from Step 1. This step will import the Data Dictionary into the newly created external project.



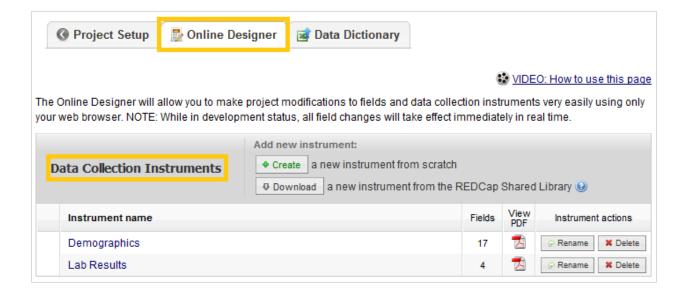
• The system will notify the user of a successful upload and then ask a confirmation question to ensure the user wants to commit to the changes.



Once the user commits the changes, the system will provide a successful change notification.



• Navigate to the *Online Designer* tab where the user can review the instruments created from the Data Dictionary upload. Please add or remove fields required for the project from within an instrument(s).



Step 5

• Please complete the remainder of the project setup from the *Project Setup* tab.