## Custom Record IDs

Did you know that you can pull in additional field values to display next to the record ID? When viewing the record ID in the Record Status Dashboard, text can appear beside the record ID. This is particularly helpful if your REDCap project is set to auto-number records (i.e., auto-assign the record ID value) as it provides additional information to help you easily identify the record.

*For example, you can set a custom record label to pull in the participant's name.*

| Record ID | Demographics |
|-----------|--------------|
| 1 | 🟢 |
| 2 | 🟢 |
| 3 | 🟢 |
| 4 | 🟢 |

*Record Status Dashboard Before*

| Record ID | Demographics |
|-----------|--------------|
| 1 Doe, Jane | 🟢 |
| 2 Doe, John | 🟢 |
| 3 Smith, John | 🟢 |
| 4 Smtih, Jane | 🟢 |

*Record Status Dashboard After*

## Setting up a Custom Record Label

Navigate to the Project Setup tab and scroll down to *"Enable optional modules and customizations."* Click on the button at the bottom of this section that reads, *"Additional customizations."*

This will open a window where you can make several customizations to your project. The first option is for setting a custom record label. Check the box next to the header, and type in the variable name in brackets for the field you would like to set as the custom label. Also, you can pull in more than one variable. For example, if you have two separate fields for name (one for first name and one for last name), you can pull in each variable separated by a space [last_name] [first_name] or a comma [last_name],[first_name].

☑ 🏷 **Set a Custom Record Label**
You may append other data and/or static text to any record name (e.g., Study ID) as the record is displayed on your data collection instruments, such as inside the drop-down lists when choosing a record and at the top of the page after being selected. Simply provide the text you wish to display below, and place any variable names inside square brackets [ ], after which the data collected for those variables for that record will replace the variable in the text.

Custom Record Label: [last_name], [first_name]

Example: if ([last_name], [first_name]) where entered, then for record '102' it would display '102 (Doe, Jon)'.

# UPCOMING EVENTS

## BASIC CLASSES:

Thursday, October 31st, *9 - 10:30am*
Thursday, November 21st, *2 - 3:30pm*
Thursday, December 5th, *2 - 3:30pm*
*Please complete a Service Request Form to register for REDCap classes*

## OFFICE HOURS:

| Bailey Power Plant, CTSI Offices, 4th floor | Meads Hall, CTSI Suite, 1st Floor |
|---|---|
| *8am – 11am* | *1:30pm – 4:30pm* |
| Thursday, October 10th | Wednesday, October 23rd |
| Thursday, November 14th | Wednesday, November 27th |

*No appointment necessary*