

## Exporting Data from Illinois REDCap

During or at the end of the data collection process, it will be necessary to export data from a REDCap project for statistical analysis, reporting, or long-term storage. Whenever data is exported, we recommend following the “minimum necessary” standard to limit the amount of data that is downloaded and shared. In general, do not export data you do not need to export. Exported files should not be distributed or saved in unsecure locations.

There are several methods and formats for exporting data from REDCap. This document focuses on manual export from REDCap using the “Data Exports, Reports, and Stats” Application. Another method of exporting is through REDCap’s Application Programming Interface (API). For more information on general API use in REDCap, see our [API Document](#).

The structure and format of your export will vary depending on the features enabled in your REDCap project. For example, projects that utilize the longitudinal module or repeating instruments/events will export in a long format, meaning each row will represent a record-event. For more information on these features, see our [Longitudinal Data Collection](#) and [Repeating Data Collection](#) documents.

Depending on your user rights, access to various reporting and exporting features may be limited.

### Exporting Reports

Select “Data Exports, Reports, and Stats” from the “Applications” menu on the left-hand panel to access the “My Reports & Exports” tab.



1. From here, you can create, view, and export reports. The report module is a useful tool for filtering data down to the “minimum necessary” required for sharing with other users and exporting. There is also a “Stats & Charts” module here that can be used to view basic statistical information.

## Data Exports, Reports, and Stats

VIDEO: How to use Data Exports, Reports, and Stats

[+ Create New Report](#)
[My Reports & Exports](#)
[Other Export Options](#)

This module allows you to easily view reports of your data, inspect plots and descriptive statistics of your data, as well as export your data to Microsoft Excel, SAS, Stata, R, or SPSS for analysis (if you have such privileges). If you wish to export your \*entire\* data set or view it as a report, then Report A is the best and quickest way. However, if you want to view or export data from only specific instruments (or events) on the fly, then Report B is the best choice. You may also create your own custom reports below (if you have such privileges) in which you can filter the report to specific fields, records, or events using a vast array of filtering tools to make sure you get the exact data you want. Once you have created a report, you may view it as a webpage, export it out of REDCap in a specified format (Excel, SAS, Stata, SPSS, R), or view the plots and descriptive statistics for that report.








My Reports & Exports					
	Report name	View/Export Options	Management Options	Report ID (auto-generated)	Unique report name (auto-generated)
A	All data (all records and fields)	<a href="#">View Report</a> <a href="#">Export Data</a> <a href="#">Stats &amp; Charts</a>			
B	Selected instruments (all records)	<a href="#">Make custom selections</a>			
1	Example	<a href="#">View Report</a> <a href="#">Export Data</a> <a href="#">Stats &amp; Charts</a>	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>	15	R-174PD4XFJ
2	Example 2	<a href="#">View Report</a> <a href="#">Export Data</a> <a href="#">Stats &amp; Charts</a>	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>	16	R-116JRTRTCM
	<a href="#">+ Create New Report</a>				

- a. "A – All data (all records and fields)": Selecting "View Report" will generate a report with *all data* in the project. When viewing this report, you can filter by the record ID field, event (if the project is longitudinal), and Data Access Group (if the project contains DAGs and the user is not assigned to a DAG).
    - i. **Note:** If a project has a large number of fields and records, this report may be too large to load.
  - b. "B – Selected instruments (all records)": Selecting "Make custom selections" will allow you to generate a report of all records filtered by the instrument(s) and/or event(s) selected. If longitudinal data collection is enabled, this will say "Selected instruments and/or events (all records)". When viewing this report, you can also filter by record ID, event, and DAG.
  - c. "Create New Report": Brings you to the "+ Create New Report" tab where you can customize which fields and records are included in the report, the order in which data appears, and set user access to the report.
    - i. REDCap will save all reports made. You can view existing reports by pushing the "View Report" button next to each report's name.
2. The data you can export is determined by your instrument-level Data Export Rights. More information on setting up Data Export Rights can be found in our [User Rights and Roles](#) document. To export a report, select the "Export Data" button to open the export settings window. If you do not have Data Export Rights for any instrument in the project, the "Export Data" button will not be visible.

**Exporting "Test"**

Select your export settings, which includes the export format (Excel/CSV, SAS, SPSS, R, Stata) and if you wish to perform de-identification on the data set.

**Choose export format**

-  CSV / Microsoft Excel (raw data)
-  CSV / Microsoft Excel (labels)
-  SPSS Statistical Software
-  SAS Statistical Software
-  R Statistical Software
-  Stata Statistical Software
-  CDISC ODM (XML)

**De-identification options (optional)**

The options below allow you to limit the amount of sensitive information that you are exporting out of the project. Check all that apply. **Given that you have limited export rights, you may NOT modify the options below, except the Date fields option.**

**Known Identifiers:**

- Remove All Identifier Fields (tagged in Data Dictionary)
- Hash the Record ID field (converts record name to an unrecognizable value)

**Free-form text:**

- Remove unvalidated Text fields (i.e. Text fields other than dates, numbers, etc.)
- Remove Notes/Essay box fields

**Date and datetime fields:**

- Remove all date and datetime fields
- OR —
- Shift all dates by value between 0 and 364 days (shifted amount determined by algorithm for each record)

What is date shifting?

- Also shift all survey completion timestamps by value between 0 and 364 days (shifted amount determined by algorithm for each record)

**Advanced data formatting options**

**Export blank values for gray Form Status?**  
All Form Status fields with a gray status icon can be exported either as a blank value or as "0" (Incomplete). Hint: Blank values are recommended if the data will be imported back into REDCap, in which this preserves the gray status icons for all the imported records.

Export gray Form Status fields with value of "0"

**Set CSV delimiter character**  
Set the delimiter used to separate values in the CSV data file (only valid for CSV Raw Data and CSV Labels export formats):

. (comma) - default

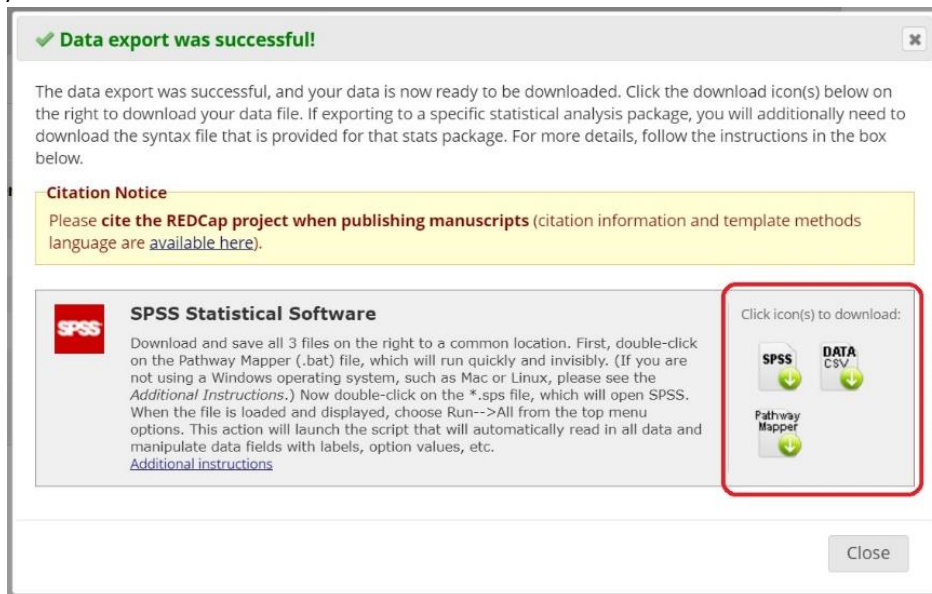
**Force all numbers into a specified decimal format?**  
You may choose to force all data values containing a decimal to have a specified decimal character (comma or period/full stop). This will be applied to all calculations and number-validated text values in the export file.

Use fields' native decimal format (default)

NOTE: Your data formatting selections above will be remembered in the future and will be pre-selected upon your next export.

- a. There are several export format options. Consult with a statistician or the Illinois REDCap team if you are unsure which export format is best suited for your research or operational needs. Two common ones are CSV/Microsoft Excel (raw data) and SPSS Statistical Software.
- b. De-identification options:
  - i. Depending on your instrument-level Data Export Rights, some fields may be automatically removed from the data you try to export and selecting any of the de-identification options below will be applied to all remaining fields in your resulting data export; or export options may be pre-selected for you.
  - ii. Known Identifier options:
    1. *Remove all tagged Identifier fields* – Checking this option will automatically remove any field that was marked as an “Identifier” on the “Check for Identifiers” page (while in development mode) or “Online Designer” page.
      - a. **If you must export and/or transfer data with identifiers**, please contact your unit’s IT professional(s) for assistance *prior to export/transfer* about secure data transfer options and local requirements. For more information, see our [Protecting High Risk Data](#) document.
    2. *Hash the Record ID field* – This will convert the record name (the first field in a project) to an unrecognizable value made of letters/numbers (e.g., b34b698cd49b8).
  - iii. Free-form text options:

1. *Remove unvalidated Text fields* – Removes any “Text Box (Short Text, Number, Date/Time, ...” fields that do not have validation. Validation can be added on the “Edit Field” screen in “Online Designer.”
  2. *Remove Notes/Essay box fields* – Removes any “Notes Box (Paragraph Text)” fields.
  - c. *Shift all dates by value between 0 and 364 days* – If dates must be included, consider **date shifting**. With date shifting, any date related to a record is shifted by a consistent length of time, thus preserving the interval between dates but masking the date itself. For example, if an individual had three sequential test dates on April 2, April 15 and April 26, when the dates are shifted, the test dates may appear as November 16, November 29, and December 10.
3. Once you select “Export Data”, a pop up saying “Data export was successful!” will appear. Depending on your data export format, you may need to download multiple files to convert your data to your preferred statistics package. Click the icon(s) presented to download the file(s).



- i. Note that even if you do not click the icon and download the file, selecting “Export Data” will automatically log the data export into the project logging records.
- b. REDCap automatically places backup copies of all exported files in the “File Repository.”

## Other Export Options


Other export options are listed in the “Other Export Options” tab. Clicking the icon next to the option you need will either trigger a pop up with further instructions or download the data file.

[+ Create New Report](#)
[My Reports & Exports](#)
[Other Export Options](#)

Below are some additional export options that are available for your project. Instructions for each type of export are provided. You may click the corresponding icon on the right to download the file for each.

**Export entire project as REDCap XML file (containing metadata & data)**

The entire project (all records, events, arms, instruments, fields, and project attributes) can be downloaded as a single XML file, which is in CDISC ODM format (ODM version 1.3.1). This XML file can be used to create a clone of the project (including its data, optionally) on this REDCap server or on another REDCap server (it can be uploaded on the Create New Project page). Because it is in CDISC ODM format, it can also be used to import the project into another ODM-compatible system.



Some of the export options included here are:

- *Export entire project as REDCap XML file (containing metadata & data)*: This option is for copying an entire REDCap project, whether to back it up or to transfer it to another REDCap instance. Selecting the icon will trigger a pop up with options specific for this type of export.
  - **Note:** REDCap at other institutions may or may not support various features available on the Illinois REDCap instance, which may affect project import.
  - **Note:** If you are transferring a REDCap project to another institution, you may need a Data Transfer Agreement. Contact the [Office of Technology Management](#) to see if you need such an agreement.
- *ZIP file of uploaded files (all records)*: Selecting the icon will download a single ZIP file containing all files uploaded to any “File Upload” fields or questions in all surveys and forms in the project, including signature fields.
- *PDF of data collection instruments containing saved data (all records)*: Selecting either icon (PDF or Compact PDF) will download data, including all section headers and descriptive fields, for all records into a single PDF. The compact version excludes any fields without data and unselected multiple choice questions. Fields with the @HIDDEN-PDF action tag will not appear.