

# Entry to Sub Registry Project (Sub Registry PIs Only)

Log on to REDCap at  
redcap.vanderbilt.edu

If not landed already, go to the  
'My Projects' page

Click on the *Toxic SubRegistries* Project  
(ONLY Appears for  
formal Sub Registry PIs)

REDCap Home **My Projects** Help & FAQ Training Videos Send-It Logged in as My Profile Log o

**REDCap Downtime:** The REDCap server will be down for maintenance from 8:00-9:00 AM CDT on Sunday (April 9th). Please be advised that REDCap projects, surveys, and API will not be available during that time. Our apologies for any inconvenience.

Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#)  
To review which users still have access to your projects, visit the [User Access Dashboard](#).

**My Projects** Organize Filter projects by title

Project Title	Records	Fields	Instrument	Type	Status
Toxic SubRegistries	30	1,681	7 surveys		
Toxic Core Registry	1,698	804	4 forms		

The projects listed below are public and are accessible by anyone. No authentication (i.e. username/password) is required to access them directly.

**Public Projects**

- Conditional Knockout Mouse Study
- Example Survey
- Human Cancer Tissue Biobank example
- Project Tracking Example
- REDCap Demo Database

# Entry to Sub Registry Project (*ADMIN View*)

Toxic Sub Registry Project  
Landing Page (ADMIN View)

Individual Sub Registry PIs see a  
Reduced Menu

The screenshot shows the REDCap interface for the ToxIC SubRegistries project. The left sidebar contains navigation options: 'My Projects', 'Project Home', 'Project Setup', and 'Data Collection'. The 'Data Collection' section is expanded, showing 'Manage Survey Participants', 'Record Status Dashboard', and 'Add / Edit Records'. Below this is a 'Directory' of subregistries, including 'Pediatric Opioid & Marijuana SubRegistry', 'North American Snakebite Registry', 'Natural Toxins: Plant & Mushroom SubRegistry', 'Sodium Bicarbonate for Sodium Channel Blocker', 'Lipid Emulsion Therapy SubRegistry', and 'Extracorporeal Therapies (ECT) SubRegistry'. The 'Applications' section lists various tools like 'Calendar', 'Data Exports, Reports, and Stats', 'Data Import Tool', 'Data Comparison Tool', 'Logging', 'Field Comment Log', 'File Repository', 'User Rights and DAGs', 'Record Locking Customization', 'E-signature and Locking Mgmt', 'Data Quality', and 'API and API Playground'. The main content area is titled 'Toxic SubRegistries' and includes navigation tabs for 'Project Home', 'Project Setup', and 'Other Functionality'. It features a 'Quick Tasks' section with buttons for 'Codebook', 'Manage Survey Participants', 'Export data', 'Create a report', 'Check data quality', 'User Rights', 'Online Designer and Data Dictionary Upload', and 'Data Access Groups'. The 'Project Dashboard' section provides general information and includes a table for 'Current Users' and a 'Project Statistics' section.

**REDCap™**

Logged in as [redacted]  
Log out

My Projects  
Project Home  
Project Setup  
Project status: **Production**

**Data Collection**

- Manage Survey Participants
- Record Status Dashboard
- Add / Edit Records

Hide data collection instruments ▾

**Directory**

- Pediatric Opioid & Marijuana SubRegistry
- North American Snakebite Registry
- Natural Toxins: Plant & Mushroom SubRegistry
- Sodium Bicarbonate for Sodium Channel Blocker
- Lipid Emulsion Therapy SubRegistry
- Extracorporeal Therapies (ECT) SubRegistry

**Applications**

- Calendar
- Data Exports, Reports, and Stats
- Data Import Tool
- Data Comparison Tool
- Logging
- Field Comment Log
- File Repository
- User Rights and DAGs
- Record Locking Customization
- E-signature and Locking Mgmt
- Data Quality
- API and API Playground

**Toxic SubRegistries**

Project Home | Project Setup | Other Functionality

**Quick Tasks**

- Codebook
- Manage Survey Participants
- Export data
- Create a report
- Check data quality
- User Rights
- Online Designer and Data Dictionary Upload
- Data Access Groups

**Project Dashboard**

The tables below provide general dashboard information, such as general project statistics, and upcoming calendar events (if any).

User	Expires
[redacted]	never
[redacted]	never
[redacted]	never
[redacted]	never

**Project Statistics**

- Records in project
- Most recent activity
- Space usage for docs

**Upcoming Calendar**

Time	Date

# Sub Registry Project (*Sub Reg PI View\**): Reduced Menu

Individual Sub Registry PIs see a Reduced Menu

*Data Collection Instruments: Directory (ALL Sub Reg PIs)*

*Data Collection Instruments: Single Select Sub Registry Form Example: Pediatric Opioid & Marijuana Sub Registry*

# Applications Reduced

\*Gray areas indicate items not present in SubReg PI View

The screenshot shows the REDCap interface for the 'ToxIC SubRegistries' project. The left sidebar contains a menu with the following items: 'My Projects', 'Project Home', 'Project Setup', 'Data Collection', 'Record Status Dashboard', 'Add / Edit Records', 'Directory', 'Pediatric Opioid & Marijuana SubRegistry', 'Applications', 'Calendar', 'Data Exports, Reports, and Stats', 'Field Comment Log', and 'File Repository'. The 'Data Collection' and 'Applications' sections are partially grayed out. The main content area shows 'Quick Tasks' and 'Project Dashboard' sections. The 'Quick Tasks' section includes links for Codebook, Manage Survey Participants, Export data, Create a report, Check data quality, User Rights, Online Designer and Data Dictionary Upload, and Data Access Groups. The 'Project Dashboard' section includes a table for 'Current Users' and a 'Project Statistics' section.

User	Expires
	never
	never
	never
	never

Time	Date

# Sub Registry Project: Finding Your Cases

*Record Status Dashboard*

Click to see listing w/  
radio button indicators for all  
Sub Registry cases entered

Per REDCap Listed By:  
*Count# (Patient code: #####)*

Auto Sorted by Order of Entry

**REDCap™**

Logged in as [redacted]  
Log out

My Projects  
Project Home  
Project Setup  
Project status: **Production**

**Data Collection**

- Record Status Dashboard
- Add / Edit Records

Hide data collection instruments ▾  
Directory  
Pediatric Opioid & Marijuana SubRegistry

**Applications**

- Calendar
- Data Exports, Reports, and Stats
- Field Comment Log
- File Repository

**Toxic SubRegistries**

Project Home Project Setup

**Quick Tasks**

- Codebook: The Codebook is a human-readable, read-and serves as a quick reference for viewing
- Manage Survey Participants: Invite participants to complete your survey participant list for batch notification.
- Export data: Export your data from REDCap to open or
- Create a report: Build custom reports for quick views of yo
- Check data quality: Build or execute data quality rules to find
- User Rights: Grant new users access to this project or r
- Online Designer and Data Dictionary Upload: Create new fields/questions on your data ones using the Online Designer or by uplo [the current Data Dictionary](#)
- Data Access Groups: Create groups of users to limit user access users within a given Data Access Group ca group.

**Project Dashboard**

The tables below provide general dashboard information, such as general project statistics, and upcoming calendar events (if any).

**Current Users (12)**

User	Expires
[redacted]	never
[redacted]	never
[redacted]	never
[redacted]	never

**Project Statistics**

- Records in project
- Most recent activity
- Space usage for docs

**Upcoming Calendar**

Time	Date

# Sub Registry Project: *ADMIN Dashboard*

Toxic Sub Registry Record Status Dashboard (ADMIN View)

All Data Instruments (Sub Registries) Listed (ADMIN)

All Cases w/ Any Sub Registry Entry Listed (ADMIN & Sub Reg PIs)

Patient Code = Link to Core Registry Data\*

**Record Status Dashboard (all records)**

Displayed below is a table listing all existing records/responses and their status for every data collection instrument (and if longitudinal, for every event). You may click any of the colored buttons in the table to open a new tab/window in your browser to view that record on that particular data collection instrument. Please note that if your form-level user privileges are restricted for certain data collection instruments, you will only be able to view those instruments, and if you belong to a Data Access Group, you will only be able to view records that belong to your group.

Dashboard displayed: [Default dashboard] [Create custom dashboard](#)

Displaying record Page 1 of 1: "2" through "38" of 30 records ALL (30) records per page

Displaying: Instrument status only | Lock status only | All status types

**Legend for status icons:**

- Incomplete (red circle)
- Unverified (yellow circle)
- Complete (green circle)
- Incomplete (grey circle)
- Partial Survey (orange circle)
- Completed Survey (green circle)

Record ID	Directory	Pediatric Opioid & Marijuana SubRegistry	North American Snakebite Registry	Natural Toxins: Plant & Mushroom SubRegistry	Sodium Bicarbonate for Sodium Channel Blocker	Lipid Emulsion Therapy SubRegistry	Extracorporeal Therapies (ECT) SubRegistry
2 (Patient code: JB 602)	✓	○	○	○	○	✓	○
3 (Patient code: usc 571)	✓	○	○	○	○	✓	○
6 (Patient code: BT012817s1)	✓	○	✓	○	○	○	○
8 (Patient code: BOS-2017-1)	✓	○	○	○	✓	○	○
9 (Patient code: T012217s1)	✓	○	✓	○	○	○	○
10 (Patient code: HSC001)	✓	✓	○	○	○	○	○
11 (Patient code: HSC002)	✓	✓	○	○	○	○	○
12 (Patient code: HSC003)	✓	✓	○	○	○	○	○
13 (Patient code: ecu20170210wjmb)	✓	○	○	○	○	○	○
14 (Patient code: gs6692)	✓	○	✓	○	○	○	○
17 (Patient code: SH17042)	✓	○	✓	○	○	○	○
18 (Patient code: BT021717s1)	✓	○	✓	○	○	○	○
19 (Patient code: T022817s1)	✓	○	✓	○	○	○	○
21 (Patient code: BOS-2015-121)	✓	○	○	○	✓	○	○
22 (Patient code: IP-3-17-7)	✓	○	○	○	○	✓	○
24 (Patient code: T032717s1)	✓	○	✓	○	○	○	○
25 (Patient code: t032717s1)	✓	○	○	○	○	○	○
26 (Patient code: BT032517s1)	✓	○	○	○	○	○	○
27 (Patient code: t032717s1)	✓	○	✓	○	○	○	○
28 (Patient code: T031717s1)	✓	○	✓	○	○	○	○
29 (Patient code: usc 389)	✓	○	○	○	✓	○	○
30 (Patient code: gs6866)	✓	○	○	○	○	○	○
31 (Patient code: 22779226)	✓	○	○	○	○	○	○
32 (Patient code: 22779226)	✓	○	○	○	○	○	○
33 (Patient code: 22779226)	✓	○	○	○	○	○	○
34 (Patient code: KRTHJ34M)	✓	○	○	○	○	○	○
35 (Patient code: KRTHJ34M)	✓	○	○	○	○	○	○

\* See later slide regarding created indicator variables

# Sub Registry Project: *SubReg PI Dashboard*

Toxic Sub Registry *Record Status Dashboard* (Sub Registry PI View)

Example: *Pediatric Opioid & Marijuana Sub Registry*

SINGLE Specific Sub Registry *Data Instrument Listed* (Sub Registry PI View)

All Cases w/ Any Sub Registry Entry Still Listed (SUB REG PIs)

However, ONLY able to Export or View Data in your Sub Registry

**Toxic Sub Registries**

**Record Status Dashboard (all records)**

Dashboard displayed: [Default dashboard]

Displaying record Page 1 of 1: "2" through "38" of 30 records 50 records per page

Displaying: Instrument status only | Lock status only | All status types

Record ID	Director	Pediatric Opioid & Marijuana SubRegistry
2 (Patient code: JB 602)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 (Patient code: usc 571)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6 (Patient code: BT022817s1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8 (Patient code: BOS-2017-1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9 (Patient code: T012217s1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10 (Patient code: HSC001)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11 (Patient code: HSC002)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12 (Patient code: HSC003)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
13 (Patient code: ecu20170210wjmb)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14 (Patient code: gs6692)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17 (Patient code: SH17042)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18 (Patient code: BT021717s1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19 (Patient code: T022817s1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21 (Patient code: BOS-2015-121)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
22 (Patient code: IP-3-17-7)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
24 (Patient code: T032717s1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25 (Patient code: t032717s1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
26 (Patient code: BT032517s1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
27 (Patient code: t032717s1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
28 (Patient code: T031717s1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
29 (Patient code: usc 389)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30 (Patient code: gs6866)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
31 (Patient code: 22779226)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
32 (Patient code: 22779226)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
33 (Patient code: 22779226)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
34 (Patient code: KRTHJ34M)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
35 (Patient code: KRTHJ34M)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# Sub Registry Project: Export Cases

View/Edit (appears as Add/Edit here ADMIN View)

Or,

*Record Status Dashboard*

Allow you to see individual sub registry case data by finding *Patient Code* on drop down listing or by clicking on case/radio button(*Easiest*)

*Data Exports, Reports & Stats*  
Allows you to view and/or export all your sub registry data and write specific reports\*

The screenshot shows the REDCap interface for a project named 'Toxic SubRegistries'. The user is logged in as an administrator. The sidebar on the left contains navigation links: 'My Projects', 'Project Home', 'Project Setup', 'Data Collection', and 'Applications'. The 'Data Collection' section is expanded, showing a list of data collection instruments. One instrument, 'Record Status Dashboard', is highlighted, and the 'Add / Edit Records' button is visible. The 'Applications' section is also expanded, showing 'Calendar' and 'Data Exports, Reports, and Stats'. The main content area on the right displays 'Quick Tasks' and 'Project Dashboard' sections. The 'Quick Tasks' section includes links for 'Codebook', 'Manage Survey Participants', 'Export data', 'Create a report', 'Check data quality', 'User Rights', 'Online Designer and Data Dictionary Upload', and 'Data Access Groups'. The 'Project Dashboard' section provides general project statistics and upcoming calendar events.

\*Recommended write a specific report to download ONLY your sub registry data collection form – unrestricted export or view attempts may crash your computer due to length of several other data registry forms. Also, this avoids empty case listings from other sub registries you lack privileges for (time/resource intensive).

# Sub Registry Project: Custom Reports (1)

*Data Exports, Reports & Stats*  
**Preferred**  
Use or Create Custom Reports  
specific for your sub registry.

*Data Exports, Reports & Stats*  
**Warning**  
Selecting 'All data' leads to  
REDCap attempt to download  
all cases in *SubRegistries Project*  
(e.g. all sub registry forms/  
cases). However, it will compile  
blanks for all cases outside of  
your sub registry (often lead to  
fail/lock up your computer)

Create your own  
Custom Report

**Toxic SubRegistries**

**Data Exports, Reports, and Stats**

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

This module allows you to easily view reports of your data to Microsoft Excel, SAS, Stata, R, or SPSS for view it as a report, then Report A is the best and instruments (or events) on the fly, then Report B such privileges) in which you can filter the report you get the exact data you want. Once you have format (Excel, SAS, Stata, SPSS, R), or view the plots and descriptive statistics for that report.

	Report name	View/Export Options	Management Options
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	PM_SubRegistry	<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>
2	PM_SubRegistry_MOPs	<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>
3	NA Bicarb Full Record Export	<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>
4	NASBR Full Record Export	<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>

[+ Create New Report](#)



# Sub Registry Project: Custom Reports (2)

*Data Exports, Reports & Stats*

ANY Report in the *SubRegistries Project* will Appear

However, if you are not included under *Custom Access* it will run w/ blanks


PM Created Reports w/ a “(copy)” in the name are back ups (PM access only)

See a Report you like – or longer Report to use as a template?  
Use Copy & Rename

Toxic PM in process writing reports for individual registries – Welcome to use these or create your own

## Toxic SubRegistries

### Data Exports, Reports, and Stats

 [VIDEO: How to use Data Exports, Reports, and Stats](#)


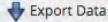
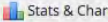
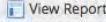
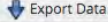
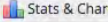


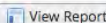




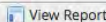
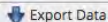
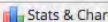


 Create New Report

 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	Rep (auto)
A	All data (all records and fields)	 View Report  Export Data  Stats & Charts		
B	Selected instruments (all records)	 Make custom selections		
1	PM_SubRegistry	 View Report  Export Data  Stats & Charts	 Edit  Copy  Delete	
2	PM_SubRegistry_MOPs	 View Report  Export Data  Stats & Charts	 Edit  Copy  Delete	
3	NA Bicarb Full Record Export	 View Report  Export Data  Stats & Charts	 Edit  Copy  Delete	
4	NASBR Full Record Export	 View Report  Export Data  Stats & Charts	 Edit  Copy  Delete	
		 Create New Report		

# Sub Registry Project: Custom Reports (3)

## Custom User Reports

- Create from scratch OR Copy a Current Report, Rename, & Edit
- Select User Access (Tox SubReg Name) \*

## Select Fields

- **Warning:** Choosing 'All Fields' from an entire instrument at once may cause problems/slow
- **Recommend:** Create a short "check in" report to identify basic or simple components/content/case listings to run on regular basis. Create & use detail full export for longer term downloads (quarterly, annually).
- **Quick Add:** Generally faster / improved functionality for adding fields

## Filters

- Use to subset/stratify data (by fields to indicate subject, major branch question, date ranges) to improve performance

**ToxIC SubRegistries**

Data Exports, Reports, and Stats [VIDEO: How to use Data Exports, Reports, and Stats](#)

Create New Report My Reports & Exports Other Export Options

You may create a new report by selecting the fields/variables below that you want to include in the report as you wish, and you can choose which users may view this report. You will then be able to export the results returned in the report in a variety of ways, including using complex AND/OR logic. When you click the Report button at the bottom, the new report will then be added to your list of reports, after which you can view them or export them.

Name of Report:

STEP 1

User Access: Choose who sees this report on their left hand project menu ?

All users OR Custom user access (Users in ANY groups selected below will have access)

Selected users: adrienne\_davis (Adrienne Davis), amanda\_miller (Amanda Miller), jennifer\_rico (Jennifer Rico), joshua\_king (Joshua King)

Selected user roles: ToxIC SubReg PI NaBicarb, ToxIC SubReg PI NASBR, ToxIC SubReg PI Plants, ToxIC SubRegPI PEDMOPS

View a list of users who will have access to this report based on the selections above: [View user access list](#)

STEP 2

Fields to include in report [Quick Add](#) Add all fields from selected instrument: -- choose instrument

Field	Field Name	Instrument
Field 1	record_id "Record ID"	Directory
Field 2	subregistry "Which subregistry do you r"	Directory
Field 3	patient_id_pedmops "Patient Code"	Pediatric Opioid & Marijuana S...
Field 4	opiod_ext_op "Did this drug/exposure i"	Pediatric Opioid & Marijuana S...
Field 5	-- select a field --	

Additional fields to include in report (optional)

Include the survey identifier field and survey timestamp field(s)?

STEP 3

Filters (optional)

Filter 1: ped\_which "Which pediatric subregistry" Operator / Value: is checked Opioid

\*Remember only SubReg PIs have access to this Entire ToxIC SubRegistries Project

# Sub Registry Project: Core Data for Sub Registry Cases

- ❖ **Toxic Core Registry & Sub Registry Data Contained in Two REDCap Projects/Files**
  - ❖ Linked for Entry via Hyperlink
  - ❖ Linked for Data Management via 'Patient Code'
- ❖ **Toxic PM Sub Registry Indicator Field Created for EACH Sub Registry in Core Registry for QA & Data Handling**
- ❖ **Toxic Core Registry Data Posted/Updated by Quarter into 3<sup>rd</sup> Toxic Project for All Site Access**
  - ❖ Toxic Core Data Included EXCEPT Site Name, Hospital/Facility Name, Toxicologist Fields, Patient Code, Full Date/Time Entry
  - ❖ Created Year & Month Fields Added
  - ❖ Sub Registry Indicator Fields Added
    - ❖ Use to Select/Export Specific Sub Registry Core Data Only
- ❖ **Sub Registry PIs Able to Download and Merge by Patient Code**