REDCap Data Import - Not Using Repeatable Instruments/Forms

REDCap contains several modules to enhance electronic data capture, one being the Data Import Tool. This REDCap application can be used to easily import bulk data into any REDCap project.

- Any data in an Excel file stored in rows and columns can be imported to REDCap. Examples would be DXA data, NDS nutrition data, Polysomnography data, or MRI data.
- Make sure the form for the data being imported already exists in REDCap. Try to create the form with the fields in the same order as they are in the import file which will help with preparing the file for importing.
- The import file will eventually need to be in a .CSV format. Make sure you are working with a .CSV or with something that can be easily converted to a CSV later (like an Excel document)
- Make sure the first column of the import file contains the Record IDs or Subject IDs for your REDCap project.
  - TIP: If your Record IDs or Subject IDs in your REDCap project contain leading zeroes (0s), make sure that the IDs in your import file also contain those leading zeroes.
    - If your REDCap project is longitudinal, insert a new column after the Record IDs or Subject IDs column with the column heading called *redcap_event_name*. Populate the *redcap_event_name* column with the appropriate event name pertaining to that row of data.
  - TIP: The names of the events in a longitudinal REDCap project can be found by clicking on the **Define My Events** button on the **Project Setup** tab.
- Add a new column as the last column in the import file with the column heading *form_name* complete where *form_name* is the internal name of the form as it appears either in the data dictionary or in the Codebook.
  - For example, if there is a form called *Laboratory Tracking* in the REDCap project, the internal form name is *laboratory_tracking* and the column heading is called *laboratory_tracking_complete*.
  - This column of data represents the **Form Status** in REDCap for the row of data being imported. Use the following codes to represent the status of your data.
- A value of 0 = Incomplete (The status icon is red)
- A value of 1 = Unverified (The status icon is yellow)
- A value of 2 = Complete (The status icon is green)
- It's important to make sure the column headings in the import file are renamed to the field names of the REDCap form to which the data is being imported. To do this, download the *Data Import Template* from the REDCap project.

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- ▪ Under **Applications**, click on **Data Import Tool** then click on Download your Data Import Template (with records in rows)
- ▪ Open the template and find the fields for which the data will be imported. Change the column headings in the import file to the field names from the REDCap form.
- Convert your document to a .CSV now if it is not already in that format.
- To import the data, under **Applications**, click on **Data Import Tool**, click on the **Browse** button to find the import file then click the **Upload File** button.
  - ▪ If there are errors such as mismatched data types or incorrect column heading names, fix them and import the file again until the data is imported successfully.

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