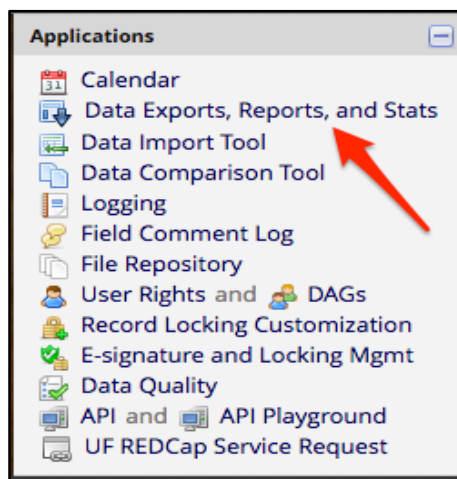


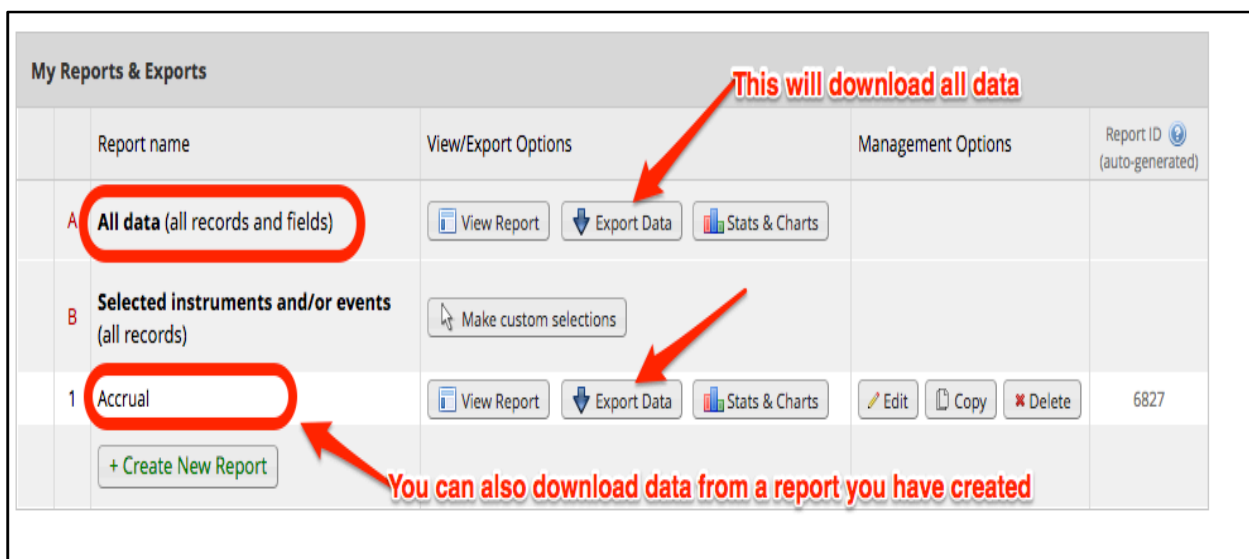
Exporting Data from REDCap – How-To Guide

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. 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.

- 1) Under the Applications menu, click on Data Exports, Reports, and Stats



- 2) Click on “Export Data,” either in the *All data (all records and fields)* row or the row next to your report name.



- 3) Choose the format for the data export (Excel, SPSS, SAS, R STATA or CDISC ODM (XML))
- 4) (Optional) To de-identify the data (i.e., if you have “full data set” export privileges but need to give a de-identified dataset to your statistician) click on the “Remove all tagged identifier fields” option. If your project uses the subjects’ MRN as the Record ID, also click on the “Hash the Record ID field.”
- 5) Click on “Export Data.”

Exporting "All data (all records and fields)"

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.

Known Identifiers:

- Remove all tagged Identifier fields (tagged in Data Dictionary)
- Hash the Record ID field (converts record IDs 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?](#)

[Deselect all options](#)

Export Data

If using Excel, click on the data file to download the data.

✔ Data export was successful!

The data export was successful, and your data is now ready to be downloaded. Click the download icon(s) below on the right to download your data file. If exporting to a specific statistical analysis package, you will additionally need to download the syntax file that is provided for that stats package. For more details, follow the instructions in the box below.

Citation Notice

Please cite Clinical and Translational Science Institute (CTSI) grant support (**NIH (NCATS) grant UL1 TR000064**) in publications relating to this project.

Please also **cite the REDCap project when publishing manuscripts** (citation information and template methods language are [available here](#)).

Also, since this project utilizes one or more data collection instruments downloaded from the **REDCap Shared Library**, please cite the RSL manuscript as well. [View citation for RSL manuscript](#)

CSV / Microsoft Excel (raw data)

You may download the survey results in CSV (comma-separated) format, which can be opened in Excel. You have the choice of downloading the data either with the full headers and answer labels or just with the answer codes (i.e. raw data).

NOTE: If you are using a version of Microsoft Excel prior to Excel 2007, due to limitations the data will only be read to 255 columns when opened.

Click icon(s) to download:

EXCEL CSV

Raw

Send file?

Click on the data file to download

Close

If you're using a stats package to analyze the data, follow the steps below.

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SPSS Statistical Software

Download and save all 3 files on the right to a common location. First, double-click on the Pathway Mapper (.bat) file, which will run quickly and invisibly. (If you are not using a Windows operating system, such as Mac or Linux, please see the *Additional Instructions*.) Now double-click on the *.sps file, which will open SPSS. When the file is loaded and displayed, choose Run->All from the top menu options. This action will launch the script that will automatically read in all data and manipulate data fields with labels, option values, etc.

[Additional instructions](#)

Click icon(s) to download:

SPSS

DATA CSV

Pathway Mapper

Send file?

This is the data syntax file

This is the pathway mapper for your data syntax file so that your stats package can find it.

Close

Instructions for Windows Operating Systems:

Download and save all 3 files on the right to a common location. First, double-click on the Pathway Mapper (.bat) file, which will run quickly and invisibly. Now double-click on the *.sps file, which will open SPSS. When the file is loaded and displayed, choose Run → All from the top menu options. This action will launch the script that will automatically read in all data and manipulate data fields with labels, option values, etc.

SPSS, R and STATA Instructions for Non-Windows Operating Systems:

Because the Pathway Mapper (.bat) file will only work on Windows operating systems, additional steps are required to correctly map the path of the SPSS syntax file to the CSV data file. In order for SPSS to read the data file, you must manually provide SPSS with the full file path of the CSV file (after downloading it to your computer). Your folder path might look similar to this: [/Users/YourName/Documents/](#)

Once you have the folder location of the CSV file, double-click the syntax file to open it in SPSS. In the syntax editor in SPSS, enter the path onto the first line of the syntax code so that NAME is now set to the full path of the file on your computer. The first line of the SPSS syntax file will look as follows:

```
FILE HANDLE data1 NAME='DATA.CSV' LRECL=10000.
```

But after appending the folder path to the file name, it will look as follows (the added folder path is in red):

```
FILE HANDLE data1 NAME='/Users/YourName/Documents/DATA.CSV' LRECL=10000.
```

Your file name and folder path will look different from the example here. Once you have completed these steps, choose Run → All from the top menu options in SPSS to load the data.

SAS Instructions for Non-Windows Operating Systems

Because the Pathway Mapper (.bat) file will only work on Windows operating systems, additional steps are required to correctly map the path of the SAS syntax file to the CSV data file. In order for SAS to read the data file, you must manually provide SAS with the full file path of the CSV file (after downloading it to your computer). Your folder path might look similar to this: [/Users/YourName/Documents/](#)

Once you have the folder location of the CSV file, double-click the syntax file to open it in SAS. In the syntax editor in SAS, enter the path onto the first line of the syntax code so that NAME is now set to the full path of the file on your computer. The first line of the SAS syntax file will look as follows:

```
... infile 'DATA.CSV' delimiter = ',' MISSOVER DSD lrecl=32767 firstobs=1 ;
```

But after appending the folder path to the file name, it will look as follows (the added folder path is in red):

```
... infile '/Users/YourName/Documents/DATA.CSV' delimiter = ',' MISSOVER DSD lrecl=32767 firstobs=1 ;
```

Your file name and folder path will look different from the example here. Once you have completed these steps, choose Run (or Run→Submit) from the top menu options in SAS to load the data.

How to find the path to a file on Mac OS X 10.5

1. Click on the file or folder you want the path for
2. Click on 'Finder' in the menu bar
3. 'Services'
4. 'TextEdit'
5. 'New Window containing Selection'

A TextEdit window opens with the text (hyperlink) of the path, e.g. /Users/Jim/Music/file.mp3

Troubleshooting:

If you find that your data is misaligned, there are probably commas in the data set. Because the data comes out in .CSV format (comma separated values), commas in the dataset will cause data to be misaligned. The stats package sees a comma in the data (usually in an open text field) and thinks the data after the comma should go into the next field, which then puts the data that should have been in the next field into the subsequent field. Open the data file and do a search and replace. Replace all commas with a pipe (|) and re-upload the data file into the stats package. Another option is to check "Remove unvalidated Text fields" (i.e. Text fields other than dates, numbers, etc.) and "Remove Notes/Essay box fields" (under *De-identification options* on the Data Export page).

Please note that the REDCap Team does not have access to any statistical packages. If you need further assistance, ask a colleague who is familiar with the stats package you are using.