



**INSTITUTE
OF TROPICAL
MEDICINE**
ANTWERP



ALERRT

African coalition for Epidemic Research, Response and Training

ADMINISTRATION OF REDCAP REMOTE SITES

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EDCTP

Learning Objectives

On successful completion of this module, you will:

- Better understand the role of the Site Data Manager (SDM)
- Learn to setup the remote site

Create Site Project

First, create a project in the remote server using the provided project XML file.

REDCap™ Home My Projects **+ New Project** Help & FAQ Training Videos Send-It Messenger Control Center

+ Create a new REDCap Project

You may begin the creation of a new REDCap project on your own by completing the form below and clicking the Create Project button at the bottom.

Project title:
Title to be displayed on project webpage

Purpose of this project:
How will it be used?

Project notes (optional):
Comments describing the project's use or purpose that are displayed on the My Projects page.

Start project from scratch or begin with a template?

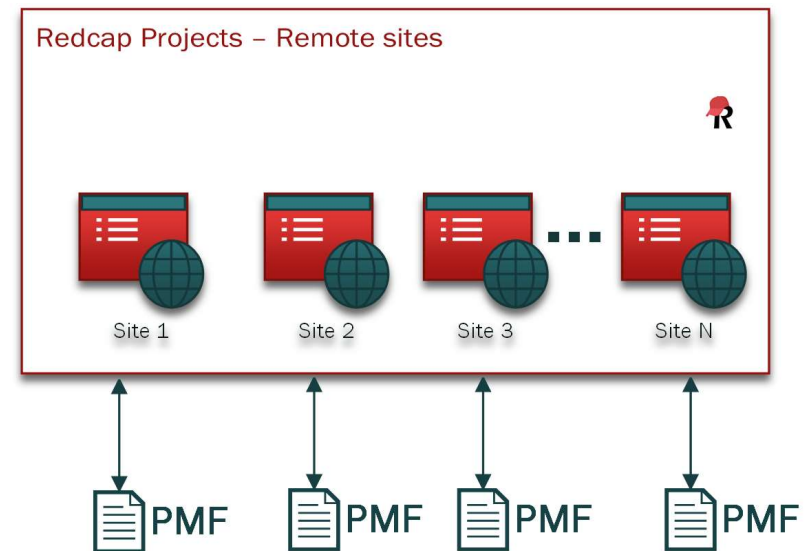
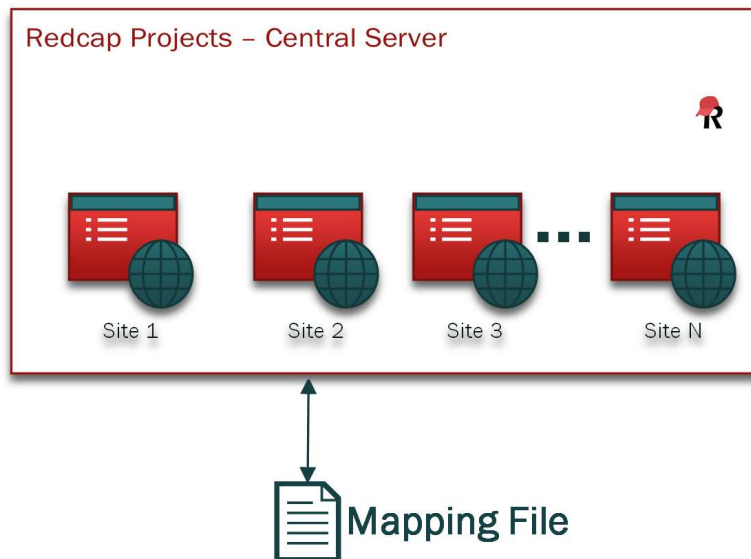
- Create an empty project (blank slate)
- Upload a REDCap project XML file (CDISC ODM format) [?](#)
 - Select XML file: No file chosen
- Use a template (choose one below)

★ **Choose a project template** (comes pre-filled with fields, forms/surveys, and other settings) [+ Add templates \(Administrators only\)](#)

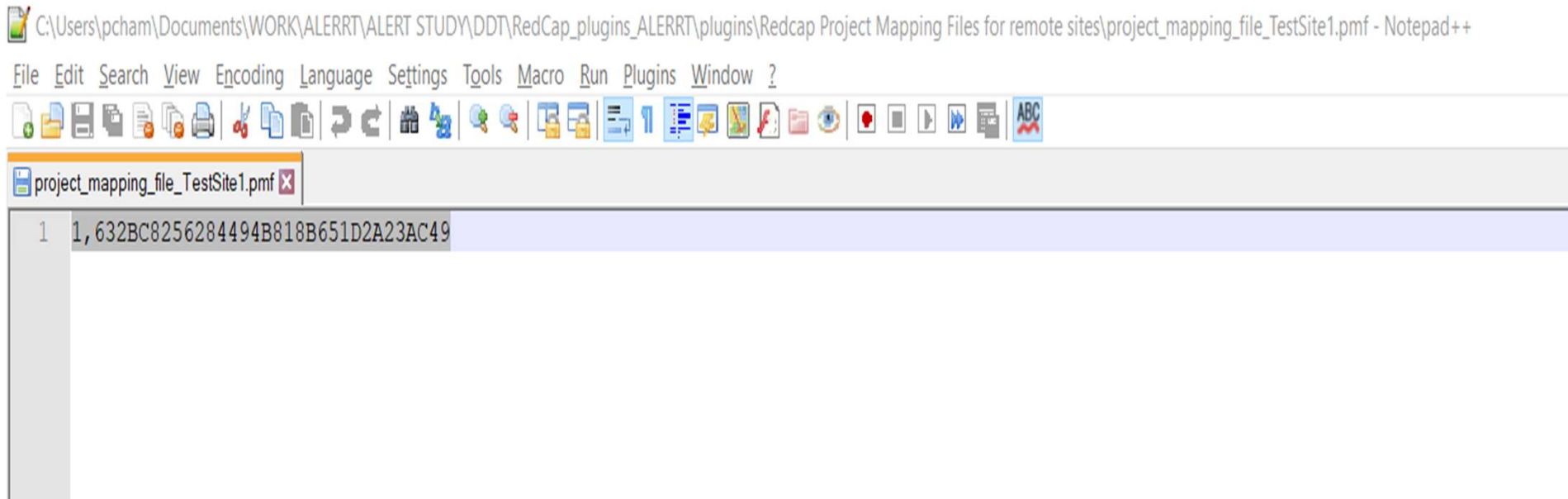
select template	Template title (sorted by title)	Template description
<input type="radio"/>	Basic Demography	Contains a single data collection instrument to capture basic demographic information.
<input type="radio"/>	Classic Database	Contains six data entry forms, including forms for demography and baseline data, three monthly data forms, and concludes with a completion data form.
<input type="radio"/>	Human Cancer Tissue Biobank	Contains five data entry forms for collecting and tracking information for cancer tissue.
<input type="radio"/>	Longitudinal Database (1 arm)	Contains nine data entry forms (beginning with a demography form) for collecting data longitudinally over eight different events.
<input type="radio"/>	Longitudinal Database (2 arms)	Contains nine data entry forms (beginning with a demography form) for collecting data on

Project Mapping File

As Site Data Manager, the important thing to note is the concept of mapping between remote projects and central server projects. The SDM is required to send the data that is coming from remote sites. That is the reason for the project mapping file (PMF).



- Create a project mapping file, which consists of a SITE ID and API token.
- The extension for this file must be .pmf



- Upload the project mapping file into the file repository

Data Transfer Plugin - Site 1 Project

File Repository

This page may be used for storing and retrieving files and documents used for this project. You may upload files here to save for retrieval later, or you may download previously uploaded files in the file list below. Whenever a data export is performed, the resulting data and syntax files are stored here also.

[User Files](#) [Data Export Files](#) [Upload New File](#)

To upload a new file to the repository, in the fields below specify the file on your computer and provide a name/label for the file. Then click the "Upload File" button.

Adding new file

Document	Choose File	No file chosen
Name/Label	<input type="text"/>	<input type="text"/>
	<input type="button" value="Upload File"/>	<input type="button" value="-- Cancel --"/>

Setup Data Export Plugin

- Create a project bookmark link that points to the export plugin

Project Home Project Setup Project Bookmarks

Set up project bookmarks

This module will allow you to set up project bookmarks (i.e. custom links) that point to webpages that exist inside REDCap (i.e. other REDCap projects) or outside REDCap (i.e. webpages on a different server on the web). You can create simple web links for navigating to those webpages, and the links will be displayed on the left-hand project menu. You may set various settings for each link, such as defining the label for how it appears on the left-hand menu, whether or not the link opens a new window/tab in your web browser, and which individual users (or Data Access Groups) within your project will be able to utilize these bookmarks.

You may [add a new bookmark](#) at the bottom of this page. You simply need to provide a label and a web address (URL). If you want to merely take the user to the target website, using the Simple Link option should be enough. You can create links to other REDCap projects that you have access to by selecting the REDCap Project link type. It will bring up a list of your projects, after which you will be able to choose one to create the link to it. Linking to other REDCap projects can be useful if several projects are related and require users to navigate back and forth between them often. You may also utilize more advanced capabilities if you use the Advanced Link option, which additionally sends extra information (e.g., user and project info) from REDCap to the target website as a means of verifying the identify of the REDCap user on that external site. ([Tell me more about the Advanced Link option](#))

Link #	Link Label	Link URL / Destination	Link Type	User Access	Opens new window	Append record info to URL	Append project ID to URL	Delete
1	Data Export plugin	http://myredcap.org/.../export_data.php	Simple Link	<input type="radio"/> All users <input checked="" type="radio"/> Selected users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="button" value="Add"/>	<input type="text"/> Enter the label for the link as it is seen on the left-hand menu	<input type="text"/> Enter the web address (URL) for the link (e.g., http://www.mysite.com/mypage.html)	Simple Link	<input checked="" type="radio"/> All users <input type="radio"/> Selected users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- Run export plugin by clicking project bookmark

The screenshot displays the REDCap interface for a project titled "Data Transfer Plugin - Site 1 Project". The left sidebar contains navigation menus for "Project Home and Design", "Data Collection", "Applications", "Project Bookmarks", and "Reports". The "Project Bookmarks" section has "Data Export plugin" highlighted in yellow. The main content area shows a dark notification box with the text "Data export successful. Please see the links below." and two green links: "Click here to download exported data (1.41 KB)" and "Click here to transfer data to the central server". Below this is a section titled "List of exported form(s) - Count (2)" containing two green boxes: "visit_0_recruitment - 1 new data points exported" and "visit_0_recruitment_delivery - 1 new data points exported". A blue button labeled "Show/Hide export history" is positioned below the list. The bottom section, titled "Previous export history - Count (152)", lists four export events in light blue boxes: "November 03 2021 10:17:54 - Resend to central server | Download (1.41 KB)", "June 12 2020 10:06:32 - Resend to central server | Download (73.09 KB)", "June 12 2020 10:02:06 - Resend to central server | Download (71.63 KB)", and "June 11 2020 20:20:12 - Resend to central server | Download (1.06 KB)".