



**INSTITUTE
OF TROPICAL
MEDICINE
ANTWERP**



ALERRT

African coaLition for Epidemic Research, Response and Training

ADMINISTRATION OF REDCAP CENTRAL SERVER

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EDCTP



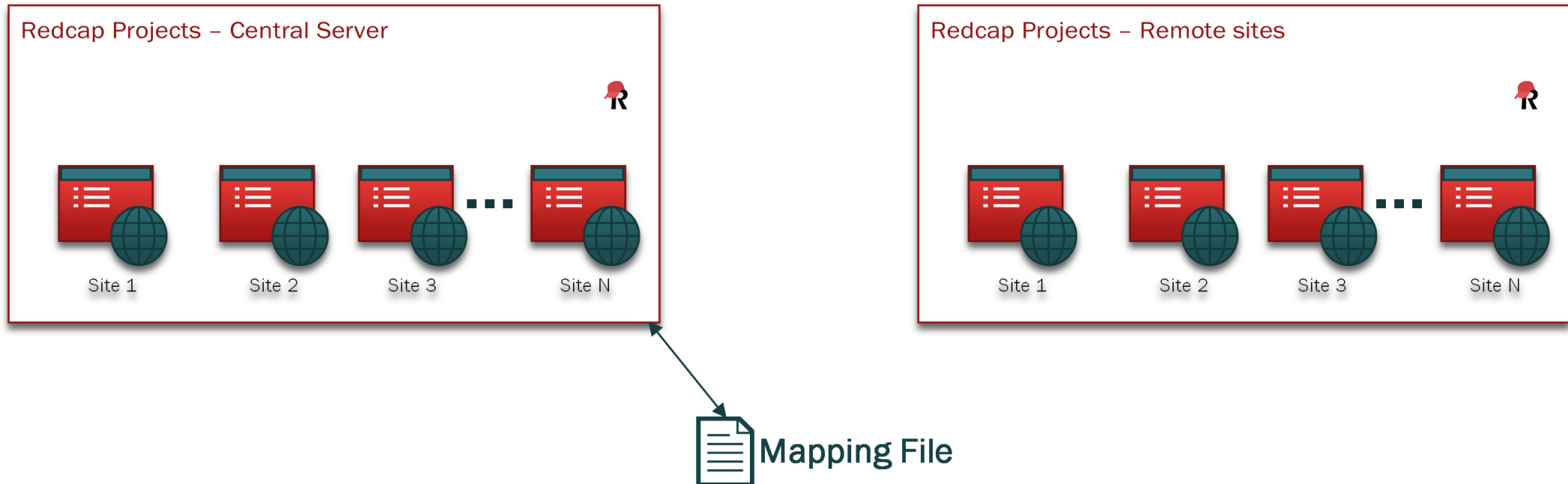
Learning Objectives

On successful completion of this module, you will:

- Better understand the role of the Central Data Manager (CDM)
- Learn to map the sites that make up the project

Mapping File

As Central Data Manager, the important thing to note is the concept of mapping between remote projects and central server projects. The CDM is required to manage the data that is coming from remote sites. That is the reason for the mapping file.



First, set up the mapping file, which maps a project on the central server to a project on a remote site.

- When data is sent from the site, you get an email notification. 'Site number X has sent data.' The email will include a link that will take the central data manager to the correct project.
- Then log in to REDCap, go to that particular project, run the data import plug-in where you will then be able to see the data that has been sent.
- Verify the data that was sent. If there is any data to add, upload it

Create Project Template

- Once mapping is done, go to 'Project Setup' to create a generic project template and design your data collection instruments for a particular site
- Copy this 'project setup' as many times as needed to create multiple projects (one for each site).
- For each project you set up, you must download the metadata, as the project on the central server must be an exact match of the project on the remote server.
- You can download the metadata by clicking on the button 'Download metadata only (XML)'.

- Project Home and Design
 - Project Home · Project Setup
 - Designer · Dictionary · Codebook
 - Project status: **Production**
- Data Collection
- Applications
 - Alerts & Notifications
 - Calendar
 - Data Exports, Reports, and Stats
 - Data Import Tool
 - Data Comparison Tool
 - Logging
 - Field Comment Log
 - File Repository
 - User Rights and DAGs
 - Customize & Manage Locking/E-signatures
 - Randomization
 - Data Quality
 - API and API Playground
 - REDCap Mobile App
 - External Modules
 - Work Man
 - SharePoint
- Project Bookmarks Edit
- Data Import
- External Modules
 - Configure Email Alerts
 - Shazam Setup
 - Tableau Connector Instructions
- Help & Information
 - Help & FAQ
 - Video Tutorials
 - Suggest a New Feature

What is the REDCap API?

The REDCap API is an interface that allows external applications to connect to REDCap remotely, and is used for programmatically retrieving or modifying data or settings within REDCap, such as performing automated data imports/exports from a specified REDCap project. For details on the capabilities of the REDCap API and how to use it, please see the [REDCap API documentation](#).

NOTE: If you wish to obtain an API token, which will allow you to make API requests, then someone must first grant you API user privileges on the User Rights page, after which you will then see a link called 'API' on the left-hand menu. That API page will provide instructions on how to request an API token.

Erase all API tokens

You may erase all API tokens for this project. No one will be able to access this project via the API until new tokens are created. **(Administrators Only)**
Current number of tokens: 1

Copy or Back Up the Project

Copy the project

Make an exact duplicate of this project. All project fields will be copied over, and you will be prompted to set the title and info for the new project. You may choose to copy or not copy the existing data in the current project to the new one.

Download metadata only (XML)

Download metadata & data (XML)

Include the following in the XML file:

User Roles

Download a backup of this project. The entire project (all records, instruments, fields, and project attributes) can be downloaded as a single XML file (CDISC ODM format). 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.

NOTE: The exported XML file does *not* contain the project's logging history (audit trail), but if you wish to obtain it, you may freely download it any time at the top of the Logging page.

Project Management

Move to inactive status

Move the project to inactive status if data collection is complete. This will disable most project functionality, although all collected data will remain intact. Once inactive, the project can be moved back to production status at any time.