THE FIELD COMMENT LOG
All REDCap projects now have a new feature called the Field Comment Log. On your data entry forms you will see a gray balloon icon next to each field (right below the Data History icon). If you click the balloon, it will open a pop-up where you can enter comments about the field. Field comments can serve as a way to have field-level annotations about your data, kind of like posting sticky notes on the margins of a piece of paper. Having this feature can prove very useful if you need to add any notes or comments about a data value entered. You and any user who has access to that data entry form can leave as many comments as you like for a given field for a record. All your field comments can also be accessed on the new "Field Comment Log" page seen on your project’s left-hand menu. This new page allows you to easily find existing field comments by filtering through them by record, event, field, user, data access group (if applicable), and also by a keyword search, which should make finding a particular field comment very easy if you can't remember how to locate it otherwise. If you wish to disable the Field Comment Log for your project, you can do so in the Additional Customizations pop-up on the Project Setup page.

“A Project can use either the Comment Log or the more advanced Data Resolution Workflow”

THE DATA RESOLUTION WORKFLOW (DATA QUERY MODULE) - VIEW THE 5-MIN INTRO VIDEO
We are very excited to announce the addition of the Data Resolution Workflow module in REDCap. This module (also known as the Data Query module) provides a nice workflow for certifying the validity of your data values while also enabling you to open a "data query" (i.e. report an error), which is a common term used in clinical trials/studies. Opening a data query initiates a well-documented process of investigating a possible error in a data value and then ultimately resolving the error. Once the Data Resolution Module has been enabled for a project (it is *not* enabled by default but can be enabled in the Additional Customizations pop-up on the Project Setup page), you must set new user privileges specific to this module on the User Rights page, in which you can set any given user with the following: No access, View only access, Respond only to opened queries, and Open/Close/Respond to queries. Then on any given data entry form, you will
see a gray balloon icon next to the field, and when clicked, it will open the Data Resolution Workflow pop-up where you can either validate the data value for that field OR you can open a data query if there is an issue with the data value (if you have user privileges to do so). Once a data query is opened, a user with "respond to query" privileges can come and investigate the issue, correct the issue (if applicable), and leave a documented response. After this, a user with "close query" privileges (which may likely be the user who opened the query) will come and close the data query, thus leaving the query's status as "resolved". This entire process gets recorded and documented from beginning to end. Data queries can also be opened from the results pop-up in the Data Quality module when discrepancies are returned for a given Data Quality rule. Additionally, the Data Resolution Workflow provides a new "Resolve Issues" page that can be seen on the project’s left-hand menu. The Resolve Issues page provides a nice dashboard to help manage all the data queries as they are opened and resolved, and there also exists a Resolution Metrics section on that page for viewing useful statistics and visual charts for viewing the progress and activity of opening, responding, and closing queries in the project. We feel this module will be invaluable for those in clinical trials/research, as well as for those that require a greater level of documentation and logging when it comes to resolving data issues in their projects. For a quick overview of what the Data Resolution Workflow looks like and how it works, view the 5-minute intro video above.

**SKIPPING EMPTY SURVEY PAGES**

Many users make good use of branching logic on their data entry forms and surveys. If you have created a multi-page survey, you might in some cases want to hide *all* the questions on a given page in the survey. For example, if you ask the respondent's gender on page 1, and page 2 contains only questions for females while page 3 contains only questions for males, you may use branching logic to hide all the questions of page 2 or 3 based upon their answer to the gender question. In the past, the respondent would still see page 2 or 3, but one of those two pages would be completely blank depending on their gender, possibly leading to confusion on their end. Now we have improved this situation so that it will automatically skip a survey page if all the questions on the page will be hidden due to branching logic. We feel that this is a more intuitive and less confusing experience for the respondent.
ROLE-BASED USER RIGHTS

When granting users access to a REDCap project before now, you would have to set all the granular privileges individually for each user. If you had many users, this could be very time-consuming to have to check off all the appropriate checkboxes for each new user to make sure they had rights to some modules but not to others. Also, having to do that every time for each new user allows for the possibility of mistakes, such as accidentally checking a checkbox for a user privilege that should not be checked. We have now added a feature called "user roles" that will make this process much easier and quicker when adding new users to a project and when managing their user privileges. User roles are useful when you have several users who will have the exact same privileges in a project, in which roles allow you to easily add many users to a role in a much faster manner than setting their user privileges individually. Roles are also a nice way to categorize users within a project. You may still add new users with custom rights (just as before), but now you have the extra option to create roles (e.g. data entry person, investigator, project manager, statistician) and then assign users to those roles. Any user assigned to a role will assume the user privileges of that role. You can try out using user roles now by going to the User Rights page in any REDCap project. You can test it out by creating some roles and then assigning users to them. There is no limit to how many roles you can have, and there is no limit to how many users can be assigned to a given role. We hope you enjoy this new feature!

MOVE REDCAP STUDY TO THE PRODUCTION SERVER

To put a database into Production, you must have access to the Production Server. A Project Account must be created before data can be entered.

Here are the steps for moving a database into production:
1. Download a copy of the data dictionary from the Test Server.
2. Log on to the Production Server and create a database. (There should be a tab near the top of the REDCap screen labeled "Create New Project." If that tab is missing, your database-creation privilege has not been activated. Contact the REDCap administrators to correct this.) Only Project Administrators and Principal Investigators are authorized to create databases on the Production Server.
3. Upload the copy of data dictionary to the Production Server.
4. If the database is a longitudinal database, define the events and assign forms to the events.
5. Enter some test data to satisfy yourself that the database is functioning the way you want it to. Please test your database thoroughly, making changes to the data dictionary as needed. After the database is put into production, any changes have to be approved by a REDCap administrator.
6. Put the database into production by going to the Control Panel and Settings page and clicking the button labeled "Move to Production Status."
7. Use the User Rights page and give database access to your users.

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