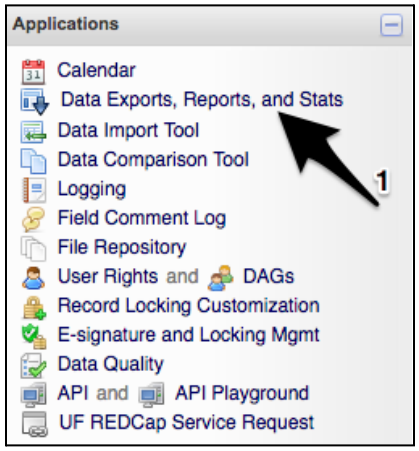
Creating a Customized Report in REDCap

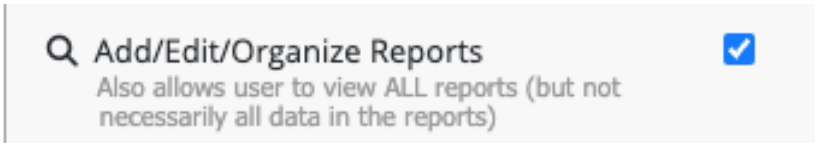
Video: *How to use Data Exports, Reports, and Stats*
https://redcap.vanderbilt.edu/consortium/videoplayer.php?video=exports_reports01.mp4&title=How%20to%20use%20Data%20Exports,%20Reports,%20and%20Stats&referer=redcap.ctsi.ufl.edu

You may create a new report by selecting the fields/variables that you want to include in the report. You may add as many fields to your report as you wish, and you can choose which users may view this report. You will also need to provide a name for your report, which will then be displayed on the project's left-hand menu for anyone to whom you have given access. You can filter the results returned in the report in a variety of ways, including using complex AND/OR logic. When you are finished, click the *Save Report* button at the bottom. The new report will then be added to your list of reports, after which you may immediately begin viewing them or exporting them.



Note: if you do not see "Data Exports, Reports & Stats" listed under the Applications menu, that means you were not given user rights to create reports. You will need to contact someone on the study who has User Rights so they can add the user right below to your permissions:

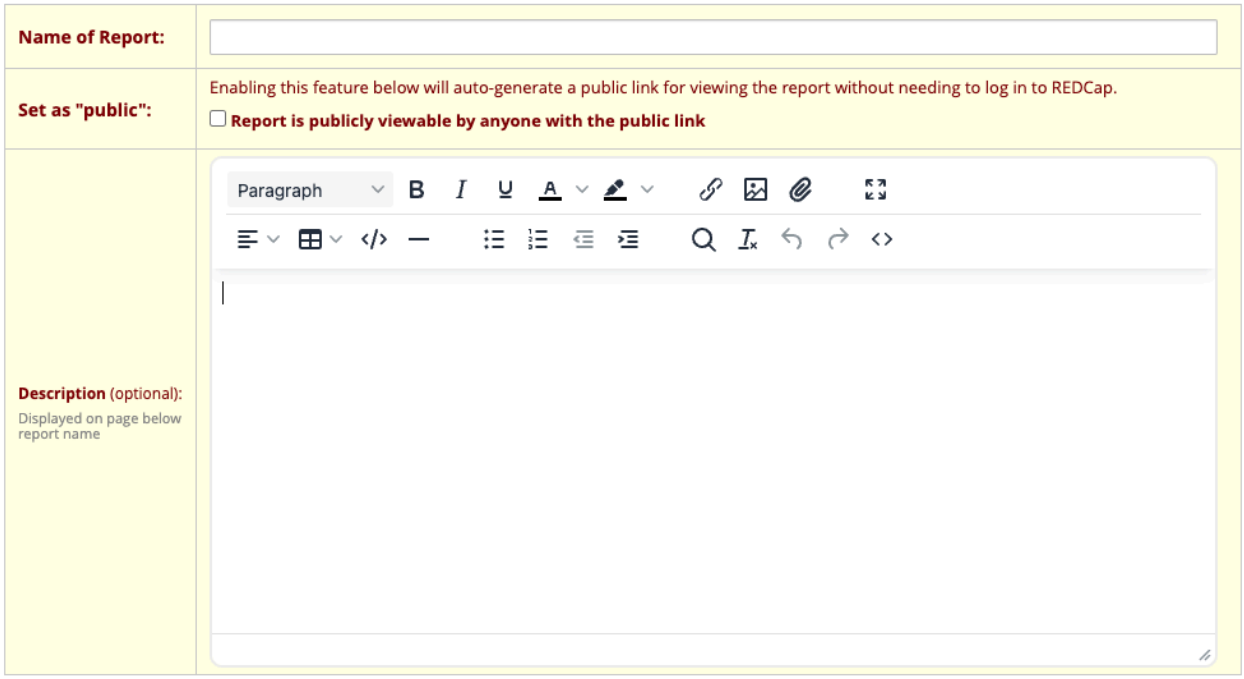
User Rights page:



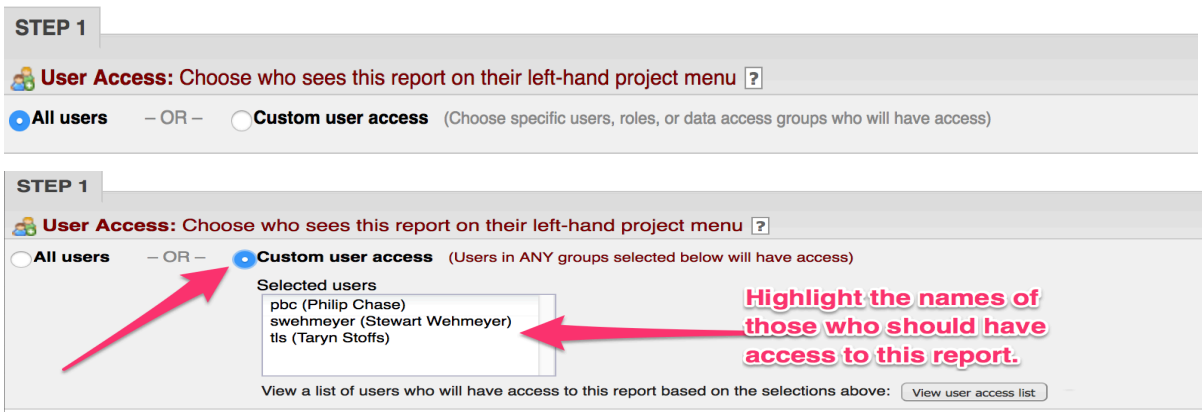
Creating a Report:

1) Click on Create New Report

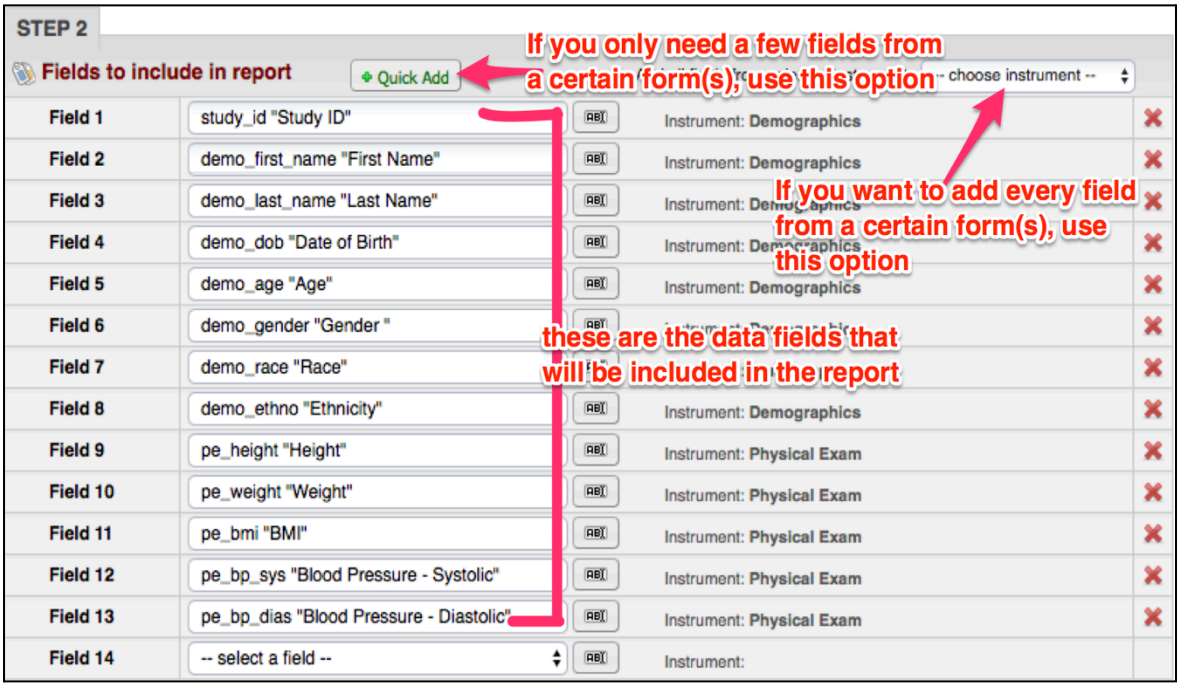
2) Provide the name of the report. This is the name that will appear on the list of reports in the project. The Description and the report being made public is optional.



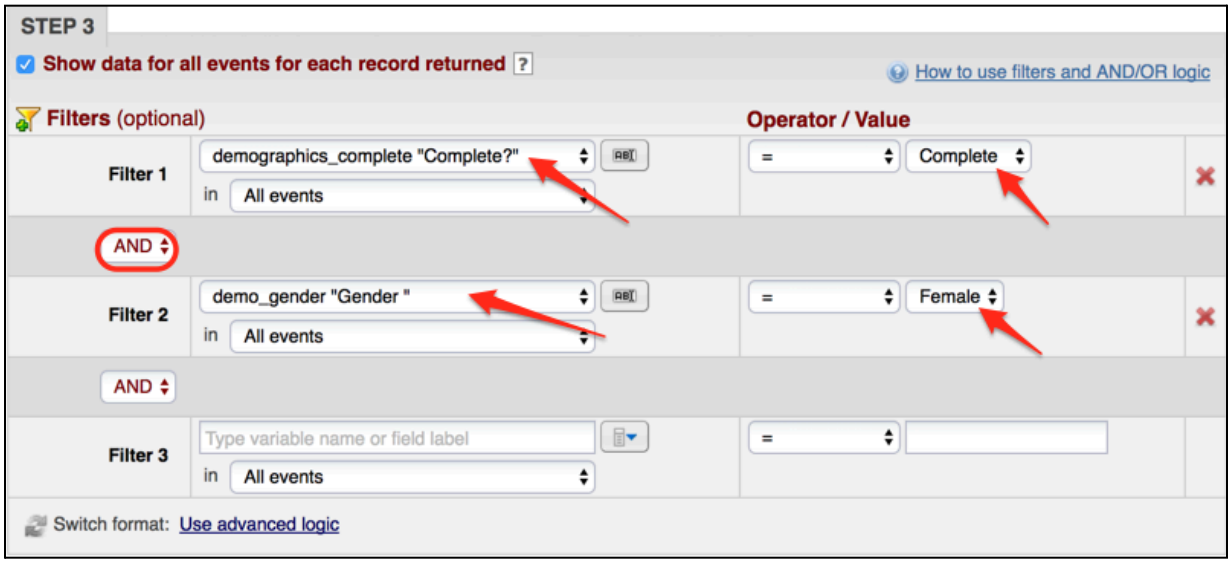
Step 1: Select 'All users" or "Custom user access" to determine which users will have access to *view* this report. The default is "All users."



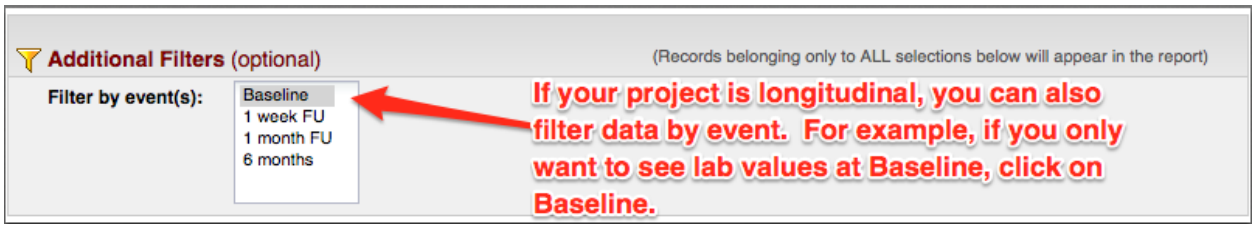
Step 2: Pick the fields you want to be displayed in the report.



Step 3 (Optional): Use filters to only see certain subjects' data or data at only one event (if longitudinal). For example, if you only want to see Female subjects with a completed *Demographics* form (see below).

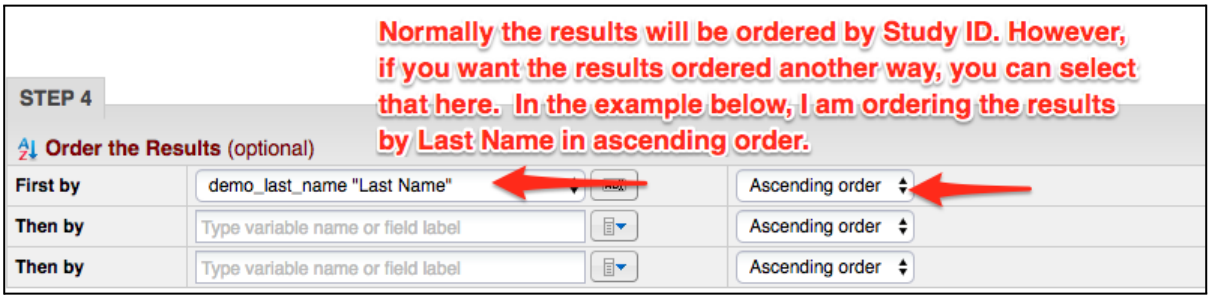


If you only want to see data from one event, highlight the event(s) you want to see:

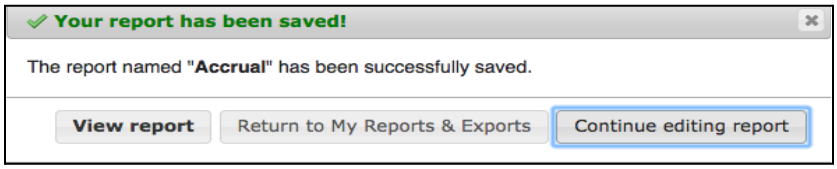


Live filters (optional) allow you to dynamically filter data in real time in the actual report.

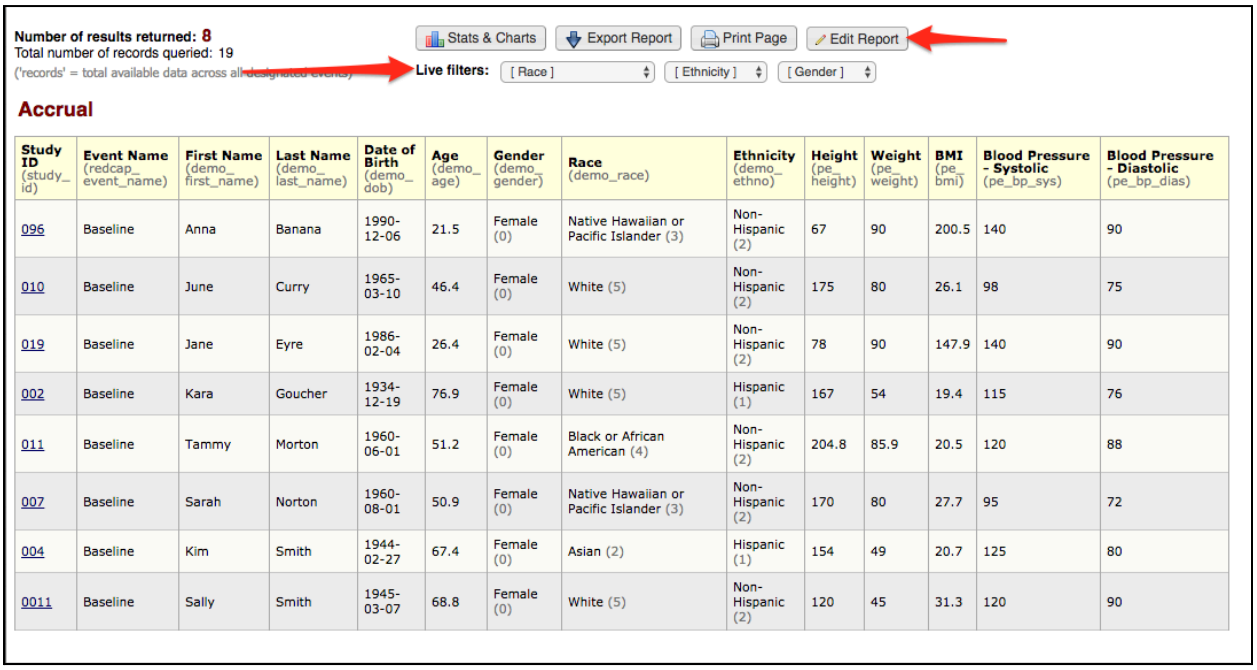
Step 4 (optional): Order the results.



Click on *Save Report* when you are finished. You should receive the popup below:

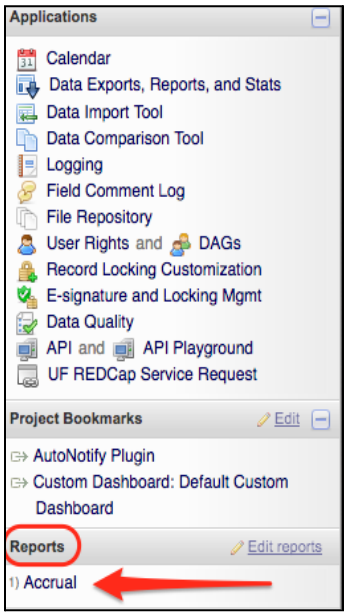


Click on *View Report* to see your results.



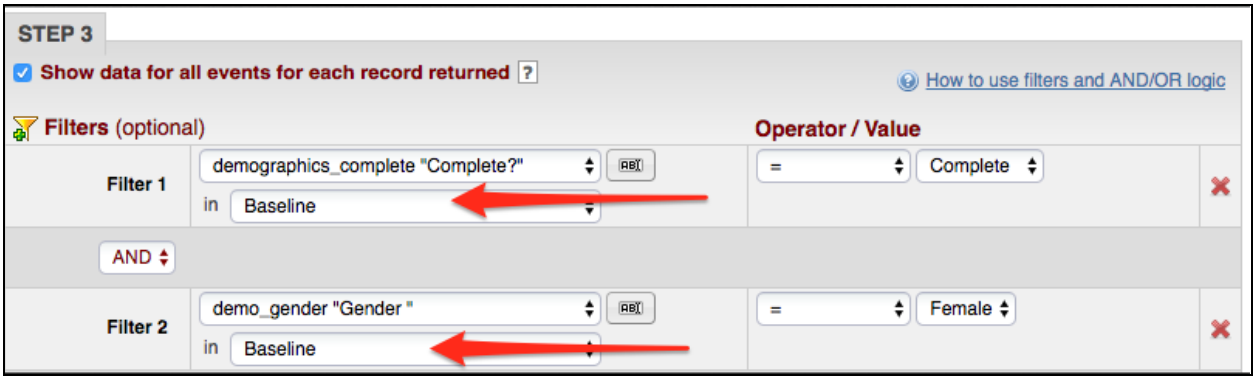
Study ID (study_id)	Event Name (redcap_event_name)	First Name (demo_first_name)	Last Name (demo_last_name)	Date of Birth (demo_dob)	Age (demo_age)	Gender (demo_gender)	Race (demo_race)	Ethnicity (demo_ethno)	Height (pe_height)	Weight (pe_weight)	BMI (pe_bmi)	Blood Pressure - Systolic (pe_bp_sys)	Blood Pressure - Diastolic (pe_bp_dias)
096	Baseline	Anna	Banana	1990-12-06	21.5	Female (0)	Native Hawaiian or Pacific Islander (3)	Non-Hispanic (2)	67	90	200.5	140	90
010	Baseline	June	Curry	1965-03-10	46.4	Female (0)	White (5)	Non-Hispanic (2)	175	80	26.1	98	75
019	Baseline	Jane	Eyre	1986-02-04	26.4	Female (0)	White (5)	Non-Hispanic (2)	78	90	147.9	140	90
002	Baseline	Kara	Goucher	1934-12-19	76.9	Female (0)	White (5)	Hispanic (1)	167	54	19.4	115	76
011	Baseline	Tammy	Morton	1960-06-01	51.2	Female (0)	Black or African American (4)	Non-Hispanic (2)	204.8	85.9	20.5	120	88
007	Baseline	Sarah	Norton	1960-08-01	50.9	Female (0)	Native Hawaiian or Pacific Islander (3)	Non-Hispanic (2)	170	80	27.7	95	72
004	Baseline	Kim	Smith	1944-02-27	67.4	Female (0)	Asian (2)	Hispanic (1)	154	49	20.7	125	80
0011	Baseline	Sally	Smith	1945-03-07	68.8	Female (0)	White (5)	Non-Hispanic (2)	120	45	31.3	120	90

Once the report has been created and saved, you can easily access it by clicking on the report's name under *Reports*.



Additionally, you can go back to the *Data Exports, Report, and Stats* page and click on the report's name there.

Note: If your project is longitudinal, knowing which event or events the data in your report comes from will be very helpful, especially for filtering. For example, if *all of the data* in the report comes from the event called *Baseline*, it would be good to select the event Baseline in Step 3:


STEP 3
Show data for all events for each record returned
How to use filters and AND/OR logic
Filters (optional)
Operator / Value
Filter 1
demographics_complete "Complete?"
in
Baseline
=
Complete
AND
Filter 2
demo_gender "Gender "
in
Baseline
=
Female

Example of the *Create New Report* page: