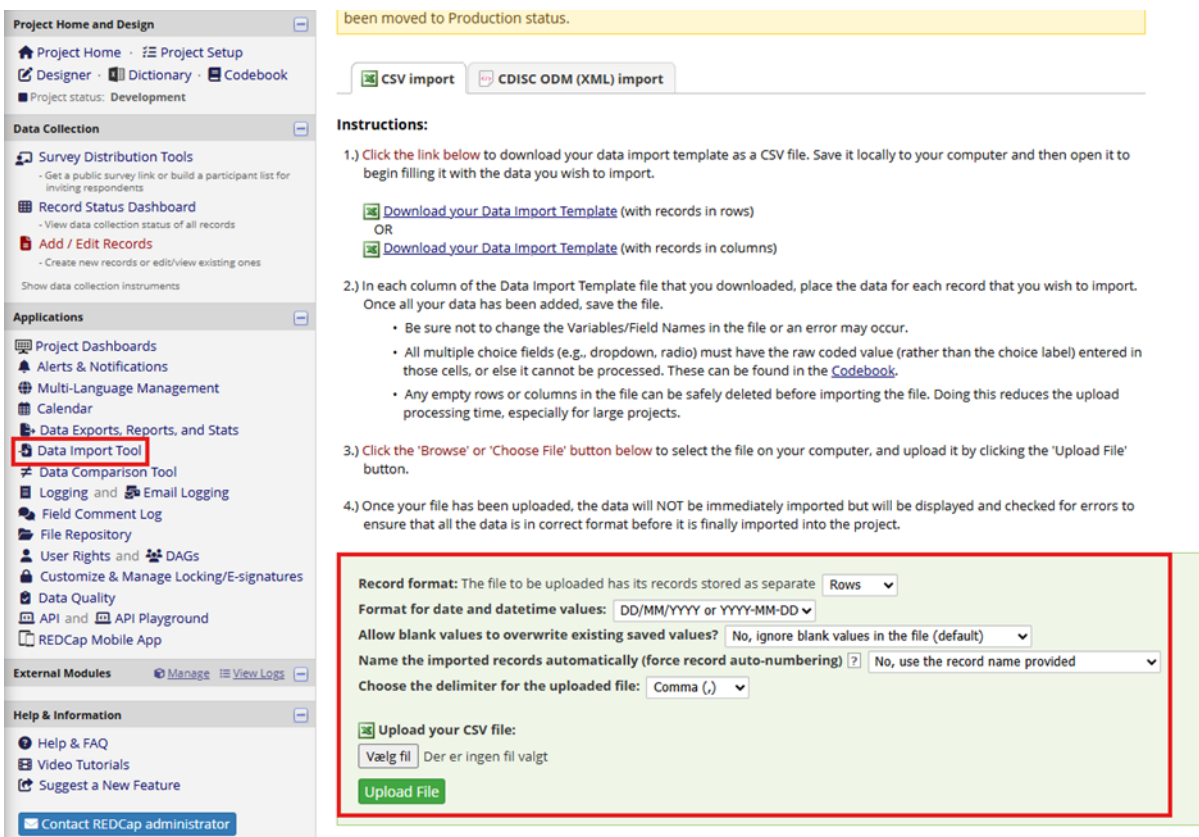


VEJLEDNING

Import af data til REDCap via Data Import Tool

Hvis du skal importere data til et allerede eksisterende projekt, kan “Data Import Tool”-funktionen benyttes.



been moved to Production status.

CSV import CDISC ODM (XML) import

Instructions:

- 1.) Click the link below to download your data import template as a CSV file. Save it locally to your computer and then open it to begin filling it with the data you wish to import.
[Download your Data Import Template](#) (with records in rows)
OR
[Download your Data Import Template](#) (with records in columns)
- 2.) In each column of the Data Import Template file that you downloaded, place the data for each record that you wish to import. Once all your data has been added, save the file.
 - Be sure not to change the Variables/Field Names in the file or an error may occur.
 - All multiple choice fields (e.g., dropdown, radio) must have the raw coded value (rather than the choice label) entered in those cells, or else it cannot be processed. These can be found in the [Codebook](#).
 - Any empty rows or columns in the file can be safely deleted before importing the file. Doing this reduces the upload processing time, especially for large projects.
- 3.) Click the 'Browse' or 'Choose File' button below to select the file on your computer, and upload it by clicking the 'Upload File' button.
- 4.) Once your file has been uploaded, the data will NOT be immediately imported but will be displayed and checked for errors to ensure that all the data is in correct format before it is finally imported into the project.

Record format: The file to be uploaded has its records stored as separate

Format for date and datetime values:

Allow blank values to overwrite existing saved values?

Name the imported records automatically (force record auto-numbering) ?

Choose the delimiter for the uploaded file:

Upload your CSV file:
 Der er ingen fil valgt

Data Import Tool benyttes ved først at trykke på “vælg fil” jf. ovenstående billede og derefter vælges dén CSV-fil, der indeholder de data der skal uploades til projektet.

Når filen er valgt, Skal du trykke på “Upload File”. Herefter vises et overblik over hvilke data, der uploades til projektet samt eventuelle fejl.

Hvis REDCap viser, at der er fejl ved upload, kan det typisk skyldes:

- At det projekt, man forsøger at uploade til, ikke indeholder de variable, der er skrevet ind i CSV-filen. For at CSV-filen kan uploades til projektet, kræves det at det allerede er bygget op med felter, der svarer til de variable der er skrevet ind i CSV-filen.
- At records er tastet ind i CSV-filen i overensstemmelse med det, der er valgt i den grønne kasse på det forrige billede.

Hvis du klikker på “Download your Data Import Template”, hentes der en skabelon med alle projekts variable. Skabelonen kan benyttes til at indtaste data i, hvorefter det uploades via “Upload File”-knappen. For at sikre, at allerede eksisterende værdier ikke overskrives, skal du huske at bevare valgmuligheden “No, ignore blank values in the file (default)” i den grønne kasse, da du ellers risikerer at overskrive rigtige data med blanke værdier.

Når du trykker “Upload File” bliver et billede i stil med nedenstående vist. Det er først når du trykker “Import Data” at data lægges ind i projektet.

 Upload your CSV file:

Der er ingen fil valgt

 Your document was uploaded successfully and is ready for review.
 You are now required to view the Data Display Table below to approve all the data before it is officially imported into the project. Follow the instructions below.

Instructions for Data Review

The data you uploaded from the file is displayed in the Data Display Table below. Please inspect it carefully to ensure that it is all correct. After reviewing it, **click the 'Import Data' button at the bottom of this page** to import this data into the project.

KEY for Data Display Table below

Black text = New Data

Gray text = Existing data (will not change)

(Red text) = Data that will be overwritten

DATA DISPLAY TABLE

record_id	cpr	form_1_complete
1 (new record)	1211893322	

Do you wish to import the new data (displayed above) into the project?
 (Click the button below to import the data.)

[Cancel](#)