Lab 3: Reports and Exporting Data

Purpose

In this lab, you will create a report and export data from your project..

RECAP: In Lab 2, you created the Transportation Questionnaire instrument and entered several records. If you failed to add any records to your project in the last lab, now would be a good time to add two or three records.

Part 1: Design the report

1. Start with the project from labs 1-2.
2. Click on **Data Exports, Reports, and Stats** (under the Applications section) to open the reports page.
3. Click **Create New Report** to add a new report.
4. Create a report using the following table.

Section	Entries
Name of Report	Transportation Report
Step 2: Fields to include in report	Click **Quick Add** to open the quick add dialog box and select the following fields: study_id, tq_commute, tq_own_car, Tq_car_fuel, transportation_questionnaire_complete

5. Click **Save Report** to save your report.
6. Click **View report** to view the report.

Continue to the next page for part 2.

Part 2: Add another record and rerun the report

1. Click on Add / Edit Records to add one or more new records to your project. Click **Add new record** and complete the questionnaire using different responses than previously used.
2. To return to your report to re-run it without changing the design, locate your report under Reports in the left-hand nav bar (right under the Applications section).
3. Click on the name of the report; REDCap re-runs the report which should now include the additional record(s).

Part 3: Export the data and open it up in Excel

1. With the report still open, click on the **Export Data** button at the top of the page.
2. At the Exporting "Transportation Report" dialog box, select the **CSV / Microsoft Excel (raw data)** choice and the **Export Data** button to run the report and prepare it for export.
3. At the **Data export was successful!** dialog box, click on the **Excel CSV icon** just above the Close button to export the data and then **Close**.
4. Locate the CSV file in your downloads folder and double-click on it to open it in Excel (or the default program associated with CSV files on your computer).
5. Notice that the tq_commute field, since it allows multiple selections, creates a column for each choice.
6. Close the file and returning to the report click **Export Data** a second time, repeating the same steps as above but this time selecting **CSV / Microsoft Excel (labels)** instead. Again export the data and open the file in Excel.
7. Note the differences between the two formats (raw data and labels).