

User Manual

1. User open the link below:
<https://radio-sftp.cpmc.columbia.edu/redcap>
2. Login the website:



Log In

Please log in with your user name and password. If you are having trouble logging in, please contact [REDCap Administrator](#).

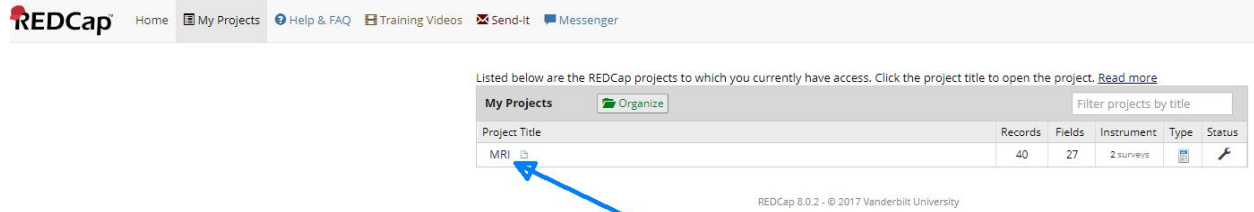
Username:	<input type="text" value="test-nib"/>
Password:	<input type="password" value="....."/>
<input type="button" value="Log In"/>	
Forgot your password?	

Welcome to REDCap!

3. Click "My Project" (you may not need this step if you already used the site)

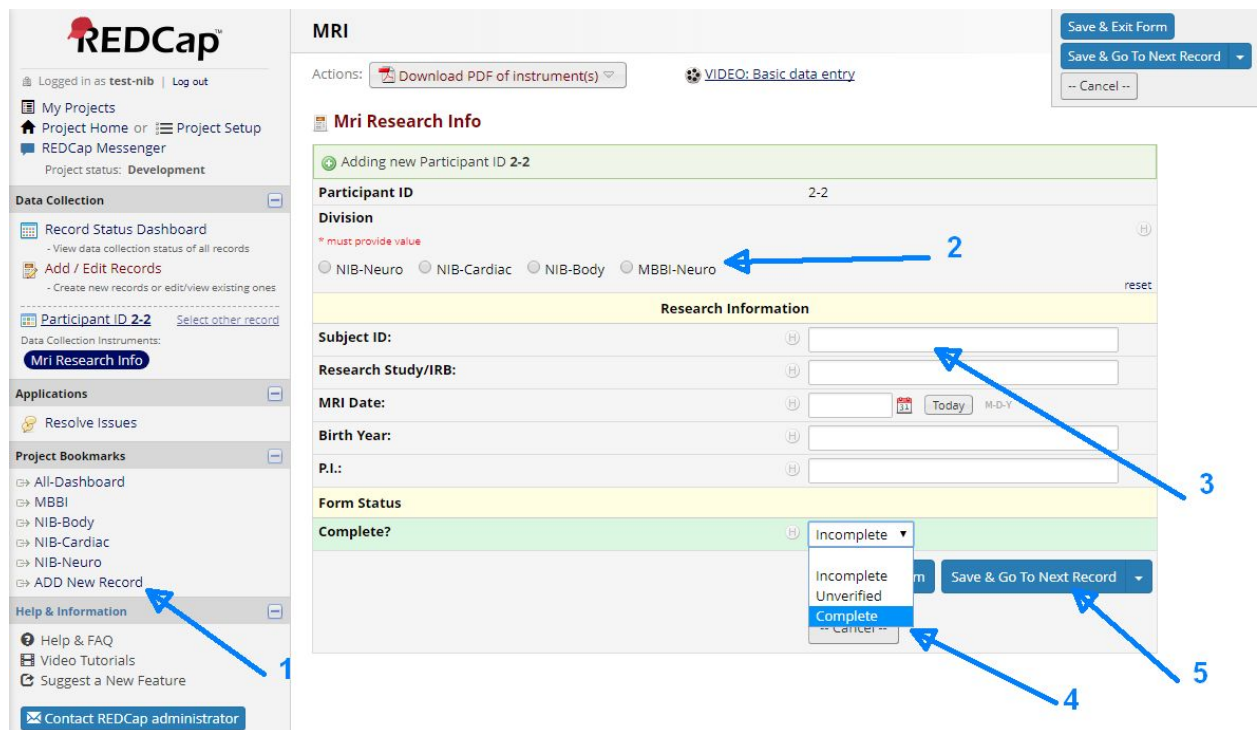
The screenshot shows the top navigation bar of the REDCap website. The navigation items are: Home, My Projects, Help & FAQ, Training Videos, Send-It, and Messenger. A blue arrow points to the "My Projects" item. Below the navigation bar, the main content area is divided into two columns. The left column contains a "Welcome to REDCap!" section with introductory text and links to a "brief summary video (4 min)" and "Training Resources" page. A "NOTICE" section follows, and a contact link for the "REDCap Administrator" is provided at the bottom. The right column contains a "REDCap Features" section with several bullet points: "Build online surveys and databases quickly and securely", "Fast and flexible", "Export data to common data analysis packages", "Ad Hoc Reporting", "Scheduling", and "Easily manage a contact list of survey respondents or create a simple survey link".

4. Click “MRI” (you may not need this step if you already used the site)



5.

- 1). Click “Add New Record”;
- 2). Choose one division;
- 3). Fill up the form;
- 4). Choose “Complete”
- 5). Click “Save & Exit Form”



- You can check the records by click “Record Status Dashboard”, the webpage will list all records (1).
Click the green button will open the record (2).
You can also click the Project Bookmarks to list records by division (3).

REDCap MRI

Record Status Dashboard (all records)

Displayed below is a table listing all existing records/responses and their status for every data collection instrument (and if longitudinal, for every event). You may click any of the colored buttons in the table to open a new tab/window in your browser to view that record on that particular data collection instrument. Please note that if your form-level user privileges are restricted for certain data collection instruments, you will only be able to view those instruments, and if you belong to a Data Access Group, you will only be able to view records that belong to your group.

Dashboard displayed: [Default dashboard] ▼
Displaying record Page 1 of 1: "2-1" through "37" ▼ of 2 records ALL (2) records per page

Displaying: [Instrument status only](#) | [Lock status only](#) | [All status types](#)

Participant ID	Mri Research Info
2-1 (AAAR1234, -----test123)	
37 (AAAR1425, -----testnib)	

Legend for status icons:
 Incomplete Incomplete (no data saved) Unverified Partial Survey Response Complete Completed Survey Response

- Click “Add New Record” to add next record.

REDCap MRI

Actions: [Download PDF of Instrument\(s\)](#) VIDEO: [Basic data entry](#)

Mri Research Info

Editing existing Participant ID 37 (AAAR1425, -----testnib)

Participant ID 37

Division * must provide value

NIB-Neuro NIB-Cardiac NIB-Body MBBI-Neuro

Research Information

Subject ID: testnib

Research Study/IRB: AAAR1425

MRI Date: 12-12-2017 Today M-D-Y

Birth Year: 1978

P.I.: Dr. test

Form Status

Complete? Complete

Save & Exit Form Save & Go To Next Record -- Cancel --

- Logout.