

# GlobalSurg REDCap Guide

## Part 4: Viewing and Exporting data in REDCap

This section will show you how to view and export data with REDCap.

1. Log in to REDCap and go to the GlobalSurg study homepage, as shown below (Figure 1). See part 1 of the REDCap guide to remind yourself how to do this.

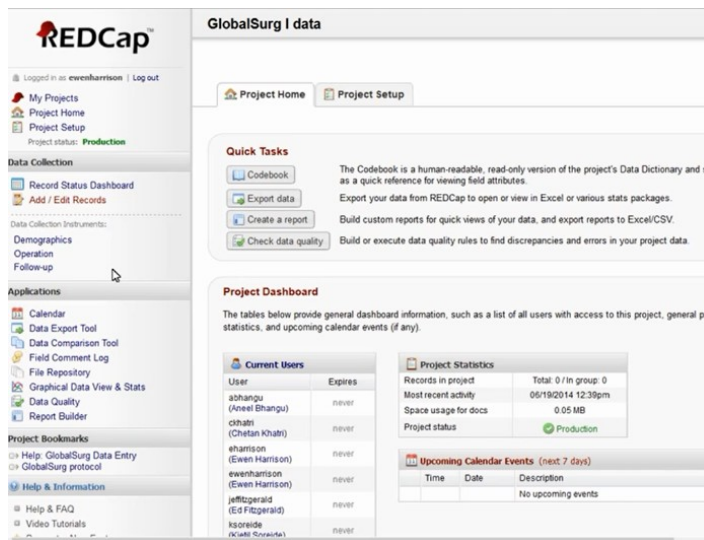


Figure 1

### Graphical Data View

1. To view graphs of your centre's data, select the "Graphical Data View" option from the left sidebar (Figure 2).

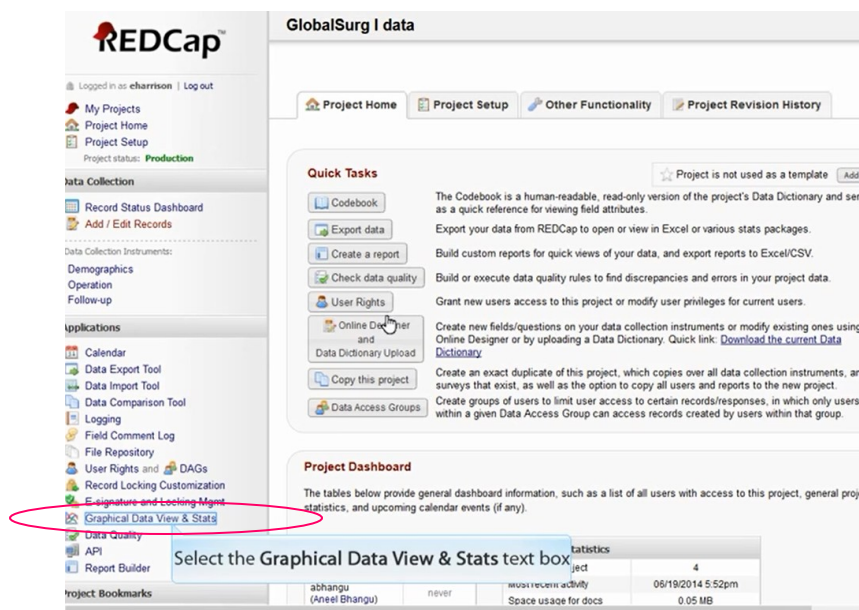


Figure 2

2. Select the data form you wish to display graphical data for from the dropdown menu (Figure 3).

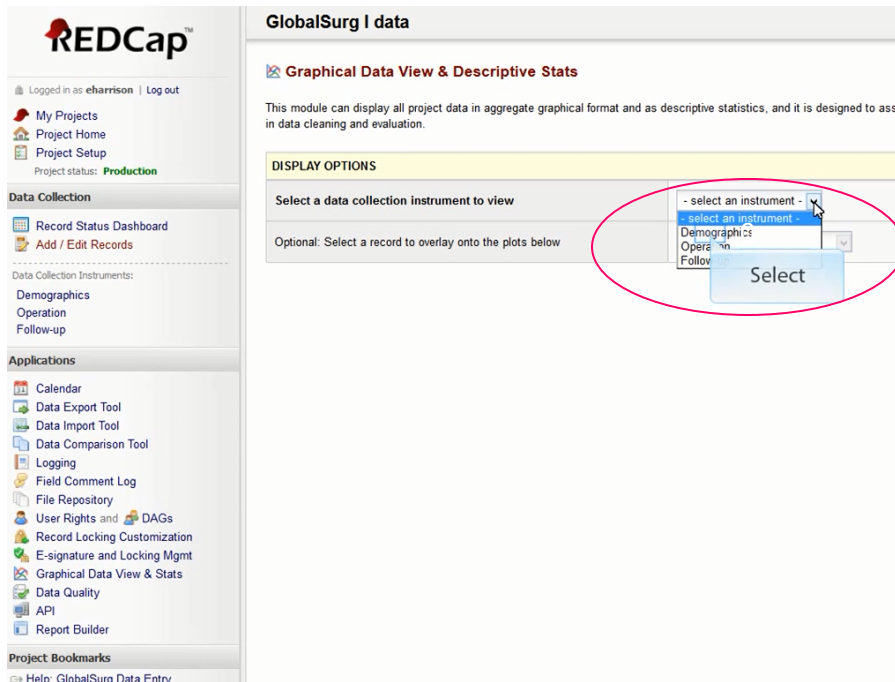


Figure 3

3. REDCap will then create a series of graphs for you to display your centre's data easily. This could be used for a local presentation (Figure 4).

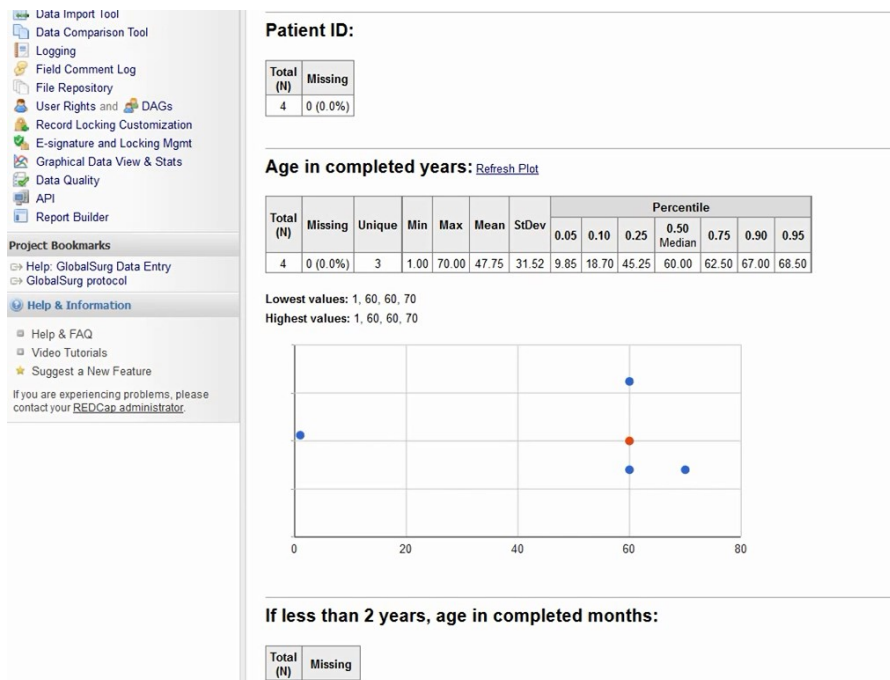


Figure 4

## Report Builder

1. This tool within REDCap will search for pieces of data that meet your specified search. To use “Report Builder” select it from the left sidebar (Figure 5). You will then be presented with a screen. You will need to name your report and set up your conditions (Figure 5).

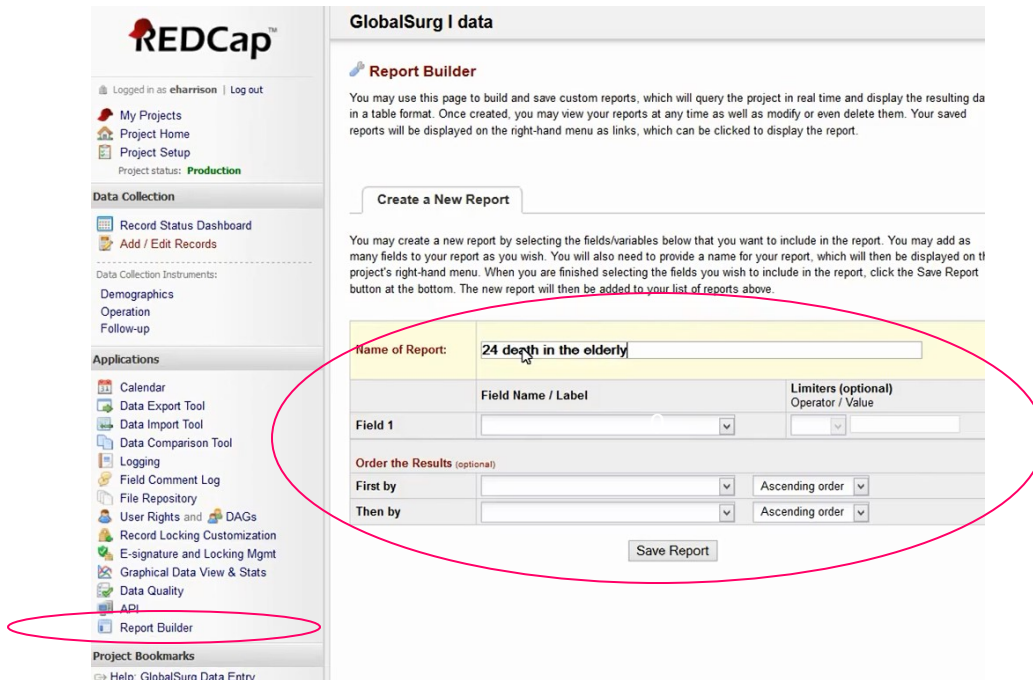


Figure 5

2. One advantage of REDCap, is that when you save your report, the same report criteria can be applied again by clicking “view” under “My reports” (Figure 6).

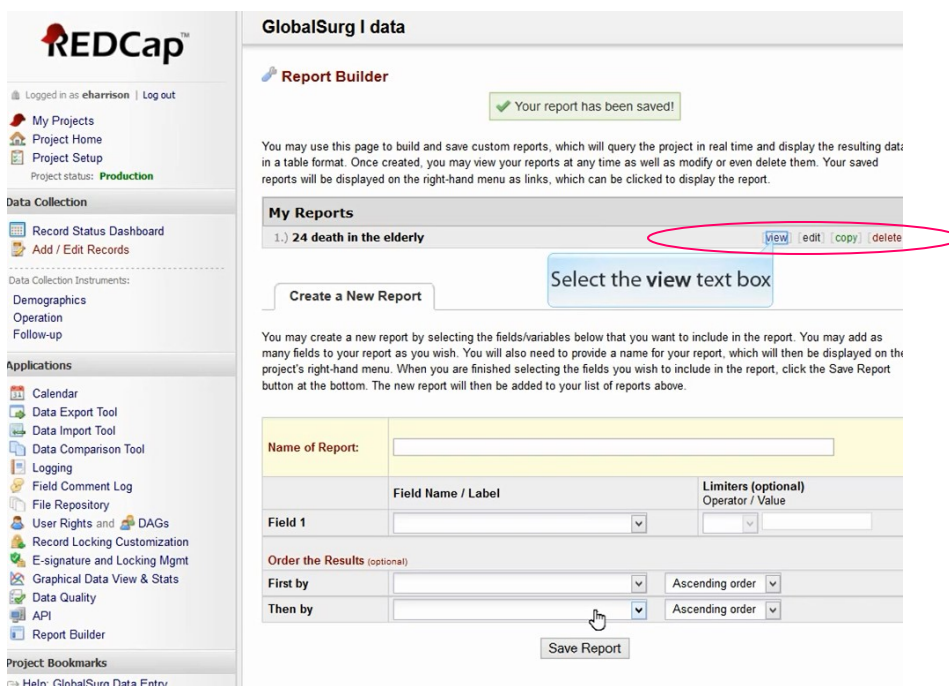


Figure 6

## Exporting Data

1. REDCap can export your data to multiple file formats. If you wish to do this, select the “Data Export Tool” application from the left sidebar (Figure 7).

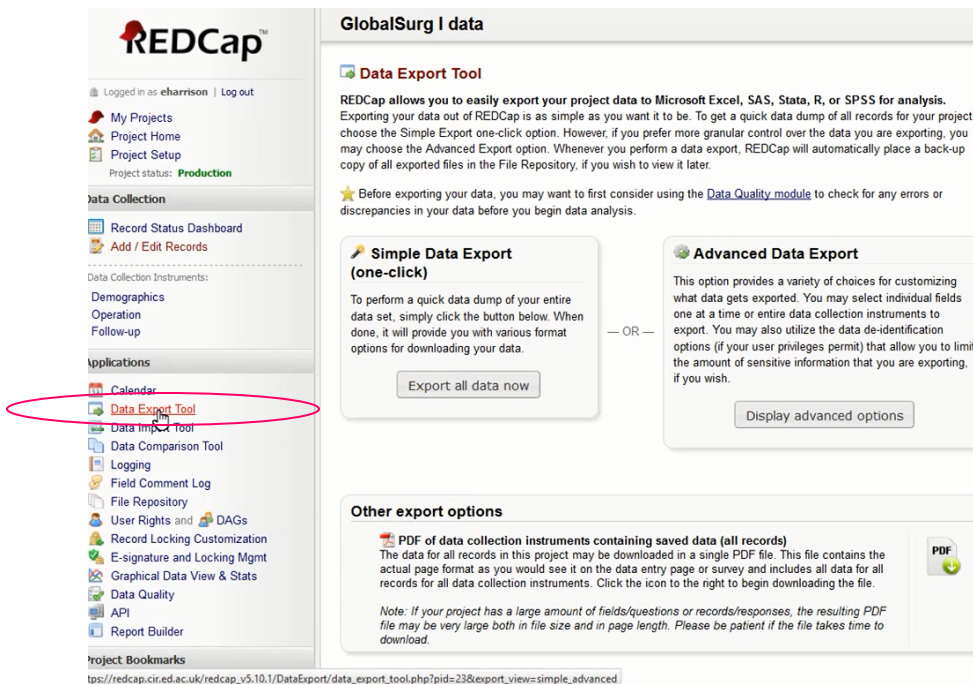


Figure 7

2. The easiest way to export your data is to select the “Export all data now” option from the following screen (Figure 8). Once you select this option REDCap will provide you with an assortment of file formats for your exported data (Figure 9). Simply select the appropriate option by either clicking, or right-clicking and then selecting “Save target/link as...”.

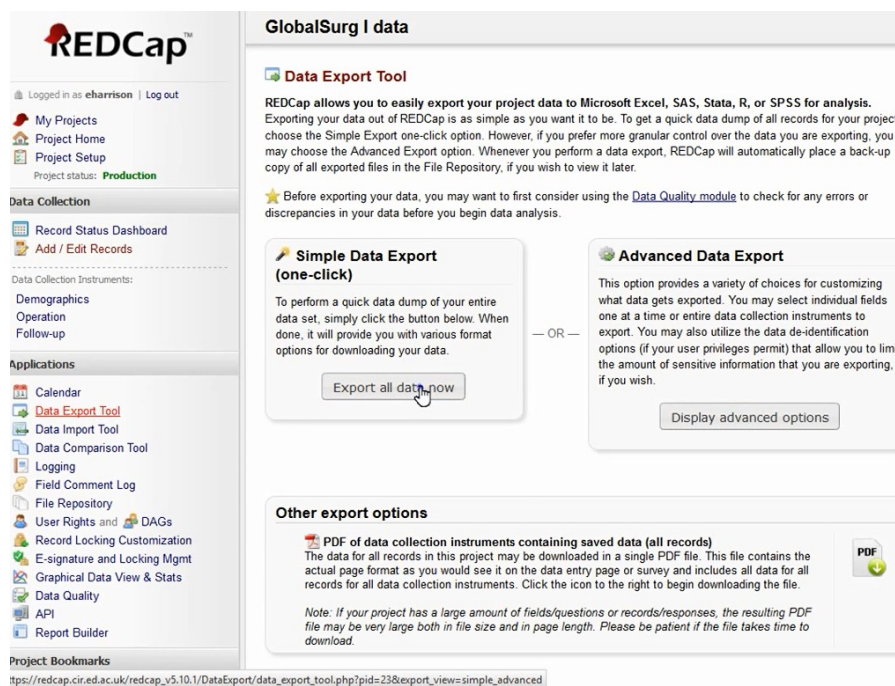


Figure 8

The screenshot shows the REDCap interface for the 'GlobalSurg I data' project. On the left is a navigation sidebar with sections for 'Data Collection', 'Applications', and 'Project Bookmarks'. The main content area is titled 'Data Export Tool' and displays a green success message: 'Data export was successful!'. Below this, a 'RETURN TO PREVIOUS PAGE' button is visible. The interface is divided into three rows, each representing a different software option for downloading data. The first row is for 'Microsoft Excel', with a 'Select Download Excel file (CSV format)' callout box pointing to the 'EXCEL CSV' download button. The second row is for 'SPSS Statistical Analysis Software', and the third row is for 'SAS Statistical Software'. Each row includes instructions for downloading and saving files, and a 'Send file?' link.

Figure 9

Watch the video tutorials or read the guides at [www.globalsurg.org/data-entry](http://www.globalsurg.org/data-entry) . The GlobalSurg protocol is also a source of useful information <http://globalsurg.org/protocol/> .

**If you have any questions or if we could make something clearer, please contact [enquiry@globalsurg.org](mailto:enquiry@globalsurg.org)**