This guide is intended to navigate users through the REDCap system. If you have further questions regarding Wisconsin’s Department of Health Services (DHS) REDCap system, please send an email to dhsredcap@wi.gov.

Throughout this guide and in REDCap, you will find some frequently used terminology. These commonly used terms are defined for your reference.

**REDCap Administrator:** This is a person at DHS that serves as the system administrator. This person maintains the system, access to/in the system, and maintains the forms to collect the necessary data.

**WILMS ID/User Name:** Your WILMS ID is an ID you can create through Wisconsin’s Department of Administration. This is also commonly referred to as your User Name. Your WILMS ID must be set up for access to REDCap.

**Project:** The project is the entire group of data collection instruments for each topic. For example, if your work is focused on Breastfeeding, this is the project name. Within the Breastfeeding project there can be one or more forms to capture data in different ways.

**Form:** This is the actual data collection instrument located inside each project. The form is where the data is entered.

**Site:** The site is the place where you implement activities. This is a physical place, such as “Kinder Care Day Care Center” or “Madison East High School.” All information collected for the site should be all about that location only.

**Site Form:** This is the official DHS form to have a site added to a project. This form collects information about the site only.

**User Set-Up Form (F-02445A):** This is the official DHS form to have a user added to REDCap, and grant permission for the user to the appropriate projects.
How to Set Up a User in REDCap:

1. Open internet browser and go to the DHS REDCap page at [https://redcap.wisconsin.gov/](https://redcap.wisconsin.gov/)
2. Click on the link above the login to create a WILMS ID, this link will take you to the REDCAP Log In page.

3. Once you are on this webpage you will need to click on **Self-Registration** and follow the prompts to create your personal WILMs ID.

4. When setting up your WILMS ID you must select **REDCap** as the system you are requesting access to.

   *if you previously created a WILMS ID but did not select REDCap as the system requested, you will need to create a new WILMS ID specifically for REDCap.*

5. Once your WILMS ID is set up, you will need to go back to the [REDCap page](https://redcap.wisconsin.gov/) and log in with your new credentials. This will prompt REDCap to send a confirmation email to the address you registered with. Once that email is received, **you must click on the link to validate your WILMS account.**
6. Complete **REDCap User Access Setup Request (F-02445A)** and email it to dhsredcap@wi.gov with the subject line: “REDCap Request.”

7. Keep a copy of this form for your records, as it will be used to remove a user from REDCap in the future.
How to reset my WILMS ID and/or Password:

1. Click on the link above REDCap login “To create or reset a WILMS ID, please go to https://register.wisconsin.gov.” Under Forgot Your Logon ID or Password, you will find a link Logon ID/Password Recovery.”

![DOA/Wisconsin Logon Management System](image)

2. This link will guide you through the process of updating your WILMS ID and Password.

How to Remove a User from REDCap:

1. **On the previously submitted request form for the user, complete** the bottom section titled Access to REDCap no longer needed.

| Access to REDCap no longer needed, submit to REDCap Administrator
| Reason for Termination of REDCap Access
| Removal Request Submitted By
| Date Removal Request Submitted
| Date of Access Terminated

2. **Email** the updated form to dhsredcap@wi.gov with the subject line “Remove User.”
How do I get to the form to enter data for my site?:

1. When you first log into REDCap, you are at the My Projects tab. If you have access to any projects inside REDCap, they will appear in the center of this page.

   ![REDCap screenshot showing My Projects tab]

2. Once you select the project you wish to enter data in, you will come to a page that looks like this:

   ![REDCap screenshot showing project selection]

   **Note:** The top of this page indicates which project you are currently in, for this example we are in Breastfeeding NPM. There are a lot of functions on this page, but do not be alarmed. You only need to focus on the left hand column. In this column you will find a section titled Data Collection and there are two items listed: Record Status Dashboard, and Add/Edit Records.

3. The first button under Data Collection is Record Status Dashboard:

   ![REDCap screenshot showing Record Status Dashboard]

   a. This will take you to a page that displays all of the data entered for that project (that you have access to view). This is a useful way to see what data has already been entered and what data is still needs to be entered.
b. You can click on the radio buttons directly from this page to get to the form where you want to enter data. For example, a red button indicates some data is entered but it’s not complete. When you click on that button, REDCap opens that form so the rest of the data can be entered and the form can be completed. This will also change the button from red to green the next time you visit the Record Status Dashboard.

4. The second button under Data Collection is Add/Edit Records button:

a. If this button is selected, you will come to a screen that looks similar to this:

b. There is a drop-down menu listing all the sites that have been added to the project and they will follow this naming convention:

   County_ Name of site_ City of site

   For example: Dean_ Kinder Care Day Care_ Madison

c. Select the site you want to work on and the form will open up for data entry. Each form will contain different information depending on what project you are working on, but they should all generally look like a data collection tool such as this:
How do I view which forms are marked “completed” in REDCap? Or which forms are not completed?:

From the My Projects page, click on the project of interest; in the upper left of the project’s page, under Data Collection, click on Record Status Dashboard. This will bring you to a matrix of all the sites (under column Record ID), and all the forms for each site will have a column with a radio button: completed will be a **green** radio button, incomplete/no data will be **grey**, unverified will be **yellow**, and incomplete (some data entered but not completed) will be **red**.

![Record Status Dashboard](image)

When to check all that apply vs. best option:

Radio buttons only allow for one option to be selected, while checkboxes indicate more than one option may be checked.

![Radio buttons](image)

Why does the form look different for different sites:

There is logic embedded in the forms in each Project. Based on previous answers, this logic determines what questions appear. For example, if you choose X response, there will be questions that come up about X; if X and Y are selected, there will be questions that come up in the form about both X and Y. This happens live, so the questions appear while you are entering data. Do not be alarmed if it appears there are more questions than you originally thought.
How do I download reports for each agency:

Click on the project title of interest. Near the bottom of the page on the left side there is a section titled Reports. Under this section you can click on the title of the agency for which you want to pull a report and REDCap will generate a report based on the data currently entered in the system. If the form does not have data entered, it will not appear in the report. You can then print or save the report as a PDF for your reference/records.

Is there a way to view the current data dictionary for each project?

From the My Projects page, click on the project of interest, and then the Project Setup tab near the top. Under Design your data collection instruments, click on Download the Current Data Dictionary. An excel file will download containing the data dictionary. This will be useful for understanding the data and what data is being collected. This likely will not be useful for anyone except the epidemiologists that are building or re-designing the forms.

If you have a question that is not covered on this FAQ, contact your local health department or DHS contract administrator for further clarification. If they cannot answer your question, email dhsredcap@wi.gov for further assistance.