

# Underutilized REDCap features

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# Form Display Logic

Branching Logic for Entire Instruments

Form Display Logic is used if you wish to prevent users/survey participants from entering data on a specific form or event until/if certain conditions have been met.

Can be used on Data Entry Forms and Surveys with auto-continue enabled.

Optional Settings:

- Keep forms enabled if they contain data**  
Only disable empty forms (those with a gray form status icon).
- Hide forms that are disabled**  
All forms that are disabled will also be hidden (not visible) on the Data Collection menu and on the Record Home Page.
- Enable support for Survey Auto-Continue**   
When collecting data via survey, any currently hidden forms will be skipped over when the "Auto-continue to next survey" option is being used.

## Accessing FDL

**Form Display Logic example** PID: 14746

Project Home | Project Setup | **Online Designer** | Data Dictionary | Codebook

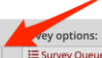
[VIDEO: How to use this page](#) | [Create snapshot of instruments](#) | Last snapshot: never ?

The Online Designer will allow you to make project modifications to fields and data collection instruments very easily using only your w  
NOTE: While in development status, all field changes will take effect immediately in real time.

**Data Collection Instruments**

[+ Create](#) a new instrument from scratch  
[Import](#) a new instrument from the official REDCap Instrument Library  
[Upload](#) Instrument ZIP file from another project/user or external libraries

Instrument name	Fields	View PDF	Enabled as Survey	Instrument actions	Survey related opt
Demographics	4			Choose action	Survey settings
Male Health Survey	3			Choose action	Survey settings
Female Health Survey	3			Choose action	Survey settings
Alcohol Dependence Scale	25			Choose action	Survey settings
Hamilton Anxiety Scale (HAM-A)	15			Choose action	Survey settings

Form options:   Form Display Logic  Survey Queue  Auto  
Survey Notifications

# Missing Data Codes

Fields that have a blank/missing value may be marked with a custom 'Missing Data Code' to note why the value is blank.

Very useful for fields with validation (numbers, dates, email, phone, etc.), where you cannot enter text such as “Unknown” or “Doesn’t have one.”

Missing data codes will apply to every field in the project unless you use the Action Tag **@NOMISSING** on fields.

**Missing Data Codes example** PID 14747

Project Home | Project Setup | Other Functionality | Project Revision History | Edit Project Settings

Project status: Development Completed steps 0 of 7

### Main project settings

Not started

- Disable  Use surveys in this project? [?]
- Enable  Use longitudinal data collection with defined events? [?]

Modify project title, purpose, etc.

### Design your data collection instruments & enable your surveys

Not started

Add or edit fields on your data collection instruments (survey and forms). This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method). You may then enable your instruments to be used as surveys in the Online Designer. Quick links: [Download PDF of all instruments](#) OR [Download the current Data Dictionary](#)

Go to [Online Designer](#) or [Data Dictionary](#) Explore the [REDCap Instrument Library](#)

Have you checked the [Check For Identifiers](#) page to ensure all identifier fields have been tagged?

Learn how to use [Smart Variables](#) [Aggreg](#) [Action Tags](#) [Field Embedding](#) [Special Functions](#)

### Enable optional modules and customizations

Optional

- Enable  Repeating Instruments [?]
- Disable  Auto-numbering for records [?]
- Enable  Scheduling module (longitudinal only) [?]
- Enable  Randomization module [?]
- Enable  Designate an email field for communications (including survey invitations and alerts) [?]

[Additional customizations](#) ←

Additional customizations ←

**Missing Data Codes: Set up your missing data codes for this project**

Fields that have a blank/missing value may be marked with a custom 'Missing Data Code' to note why the value is blank. These missing codes may be used to aid in data analysis by specifying why a field lacks a value. To enable this feature below, enter both the codes AND their labels for all the categories of missing data that you wish to use in this project. The missing codes should be coded just like the choices of a multiple choice field with *code + comma + label*, in which the codes can only have letters, numbers, dots, dashes, and underscores (e.g., '-999, Not asked' or 'UNK, Unknown'). If no codes are entered, this feature will remain disabled.  
[Read more detailed instructions.](#)

Missing Data Codes

UNK, Unknown ←  
NA, Not applicable ←

Add code from standardized list of missing data codes (optional suggestions):

Add	NI	No information
Add	INV	Invalid
Add	UNK	Unknown
Add	NASK	Not asked
Add	ASKU	Asked but unknown
Add	NAV	Temporarily unavailable

# Missing Data Codes & Surveys

Can be used on surveys, but you'd have to provide the missing data code(s) to the survey participants.

# Custom Record Status Dashboards

You may create your own custom version of the Record Status Dashboard.

The setup is like adding branching logic or creating a report with filters but applies to a view of the Record Status Dashboard.

Once a custom dashboard has been created, it will be viewable to all users in the project.

## 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.

### Legend for status icons:

- Incomplete
- Unverified
- Complete
- Many statuses (mixed)
- Incomplete (no data saved) ?
- Partial Survey Response
- Completed Survey Response
- Many statuses (all same)

Dashboard displayed: [Default dashboard]

Displaying Data Access Group: [-- ALL --]

Displaying record: Page 1 of 1: "001" through "test" of 99 records

ALL (99) records per page

# Test your project thoroughly!

- Take surveys as surveys, just as a participant would.
  - The *Survey Queue* settings and every feature on the *Survey Settings* page do not function unless form is completed as a survey.
  - ASIs may not trigger if form is not completed as a survey.
    - When the following **survey** is completed:
- Enter data into *each form* at *each event* and *repeating forms/events* to verify branching logic, field validations and calculations work.
- Uncheck “Keep the Survey Queue hidden from participants?” during testing to see the participants view of the survey queue.
- Look at the *Survey Invitation Log* to make sure surveys (ASIs) are scheduled to be delivered when you expect them to be.
- Create reports using test data to verify output is as expected.