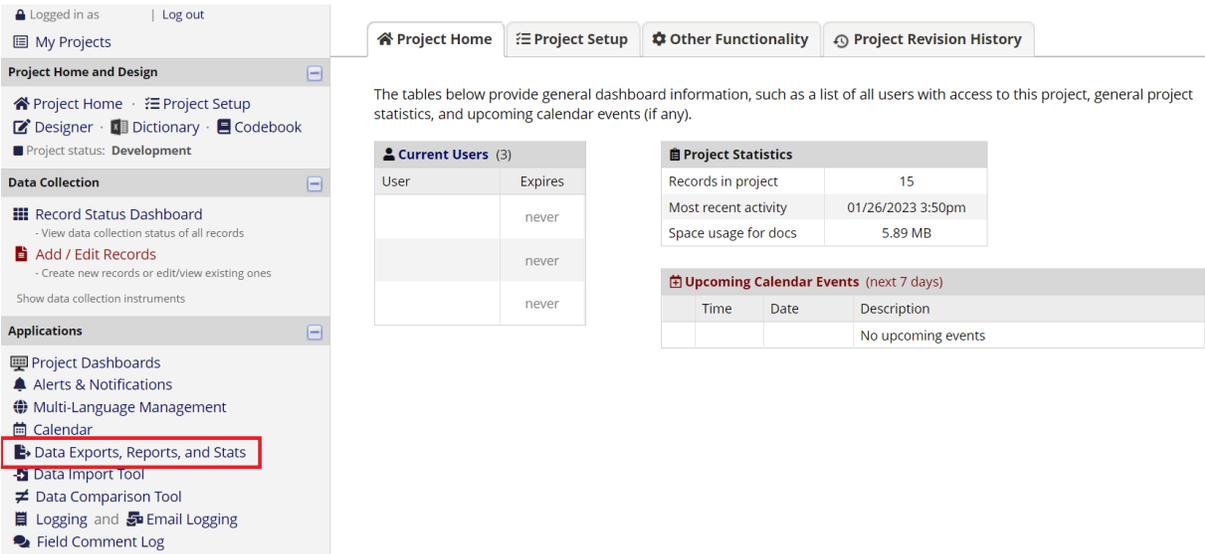


## Exporting Deidentified Data from REDCap

- 1) Sign into your REDCap account and select the REDCap project you need to export data from.
- 2) Select “Data Exports, Reports, and Stats” from the menu column on the left-hand side.



The screenshot shows the REDCap project dashboard. On the left-hand side, there is a navigation menu with several categories: 'Project Home and Design', 'Data Collection', and 'Applications'. Under the 'Applications' category, the item 'Data Exports, Reports, and Stats' is highlighted with a red rectangular box. The main content area of the dashboard displays project information, including 'Current Users (3)', 'Project Statistics', and 'Upcoming Calendar Events (next 7 days)'.

- 3) Select option B, “Selected Instruments (all records)”, by clicking on “Make custom selections”.

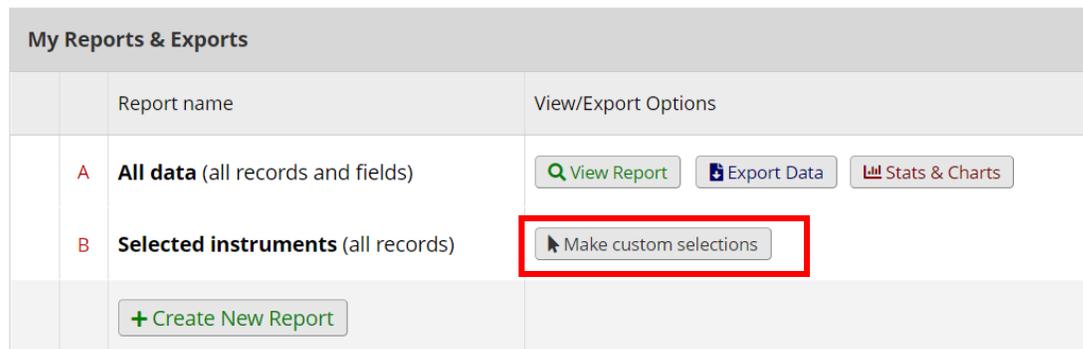
### Data Exports, Reports, and Stats

[VIDEO: How to](#)



This screenshot shows three navigation buttons: '+ Create New Report', 'My Reports & Exports', and 'Other Export Options'. The 'My Reports & Exports' button is highlighted with a red rectangular box.

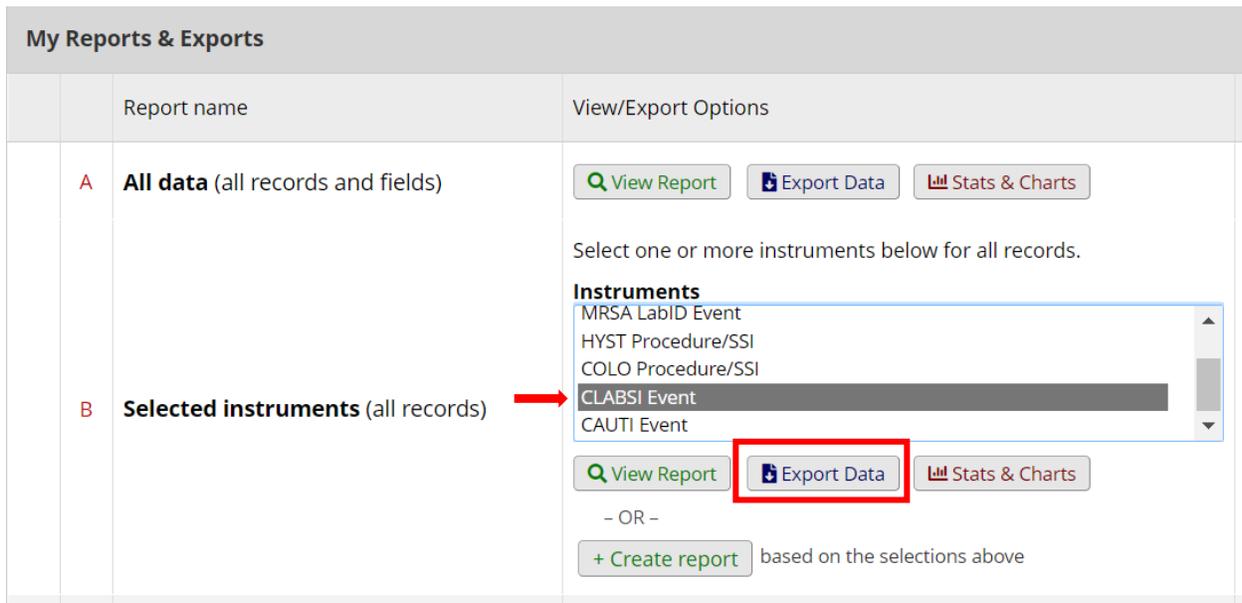
This module allows you to easily view reports of your data, inspect plots and descriptive statistics of your data, as well as export your data to Excel, SAS, Stata, R, or SPSS for analysis (if you have such privileges). If you wish to export your \*entire\* data set or the best and quickest way. However, if you want to view or export data from only specific instruments (or events) of your choice. You may also create your own custom reports below (if you have such privileges) in which you can filter the events using a vast array of filtering tools to make sure you get the exact data you want. Once you have created a report, you can export it out of REDCap in a specified format (Excel, SAS, Stata, SPSS, R), or view the plots and descriptive statistics.



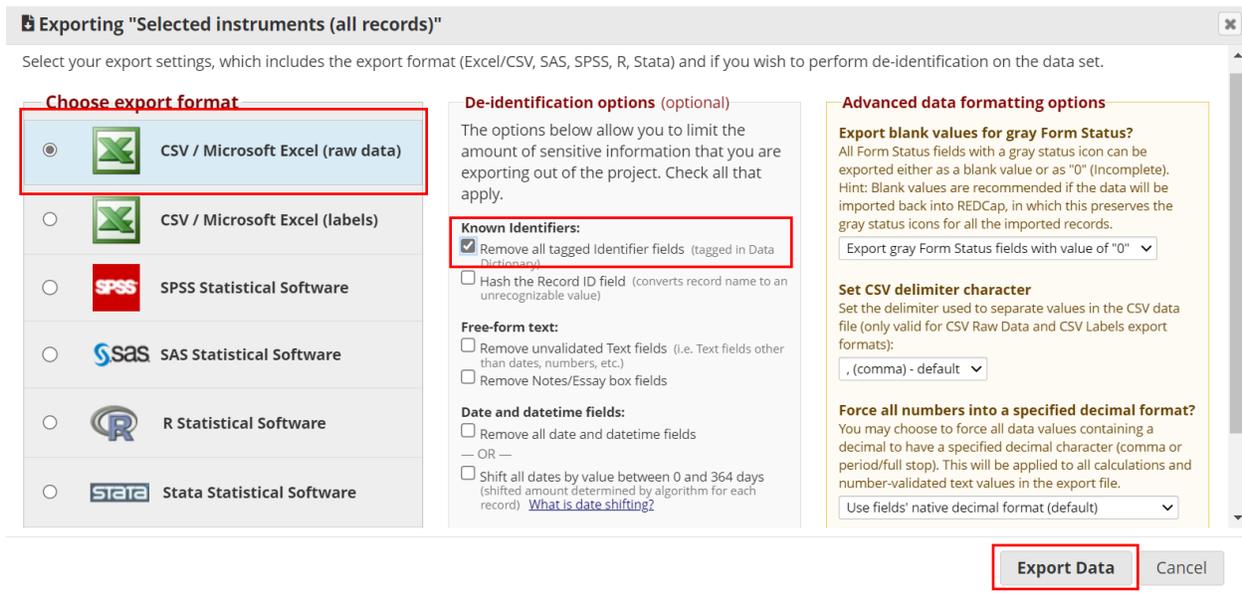
The screenshot shows the 'My Reports & Exports' table. The table has two columns: 'Report name' and 'View/Export Options'. There are two rows of reports, labeled A and B. Row B, 'Selected instruments (all records)', has a 'Make custom selections' button highlighted with a red rectangular box. Below the table is a '+ Create New Report' button.

	Report name	View/Export Options
A	All data (all records and fields)	<a href="#">View Report</a> <a href="#">Export Data</a> <a href="#">Stats &amp; Charts</a>
B	Selected instruments (all records)	<a href="#">Make custom selections</a>

4) Select the HAI instrument you want to export data from and click the “Export Data” button.



5) A window will pop up with various exporting options. Select “CSV/Microsoft Excel (raw data)” format, and check the box “Remove all tagged Identifier fields” under Known Identifiers. This will remove all private health information, including facility orgID. Leave all other options as the default selections, and click the “Export” button at the bottom right corner.



- 6) The selected data will export and a new window will appear.
  - a) To save or view your data, click on the Excel CSV icon.
  - b) To send the file to CDC, click on “Send file?” below the icon.

✔ **Data export was successful!**

The data export was successful, and your data is now ready to be downloaded. Click the download icon(s) below on the right to download your data file. If exporting to a specific statistical analysis package, you will additionally need to download the syntax file that is provided for that stats package. For more details, follow the instructions in the box below.

**Citation Notice**

Please **cite the REDCap project when publishing manuscripts** (citation information and template methods language are [available here](#)).



**CSV / Microsoft Excel (raw data)**

You may download the survey results in CSV (comma-separated) format, which can be opened in Excel. You have the choice of downloading the data either with the full headers and answer labels or just with the answer codes (i.e. raw data).

*NOTE: If you are using a version of Microsoft Excel prior to Excel 2007, due to limitations the data will only be read to 255 columns when opened.*

Click icon(s) to download:



Send file?

Close

- 7) After clicking “Send file?”, click on the text that appears: “Send data file (raw)”.

✔ **Data export was successful!**

The data export was successful, and your data is now ready to be downloaded. Click the download icon(s) below on the right to download your data file. If exporting to a specific statistical analysis package, you will additionally need to download the syntax file that is provided for that stats package. For more details, follow the instructions in the box below.

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*NOTE: If you are using a version of Microsoft Excel prior to Excel 2007, due to limitations the data will only be read to 255 columns when opened.*

Click icon(s) to download:



Send file?

• Send data file (raw)

Close

- 8) A new window will appear for the “Send-It” options. Once you have entered/selected the needed items, click on “Send It!”
- a) Your email should be in the “From” field
  - b) In the “To” field, enter the emails (including the comma as a separator): [xex0@cdc.gov](mailto:xex0@cdc.gov), [rly7@cdc.gov](mailto:rly7@cdc.gov)
  - c) In the “Email subject” field, enter “[Your state/jurisdiction name] - [HAI validated] – [Data year being validated] - External Validation REDCap Data Export”. For example, “Georgia - CLABSI - 2021 - External Validation REDCap Data Export”.
  - d) The “Email message” field may be left blank.
  - e) In the “Expiration” field, please select “7 days”
  - f) If you want to receive a confirmation email when your file has been downloaded, check the box “Receive confirmation?”

**From:**

**To:**   
(recipient emails)

Separate email addresses with commas, semi-colons, or line breaks

**Email subject:**   
(optional)

**Email message:**   
(optional)

**Expiration:**  Specify the time after which the file will no longer be accessible for download

**File:** **HAIMedicalRecordAbst\_DATA\_2023-02-01\_1625.csv** (0.01 MB)

**Receive confirmation?**  
Get an email notification informing you when your file has been downloaded by each recipient.