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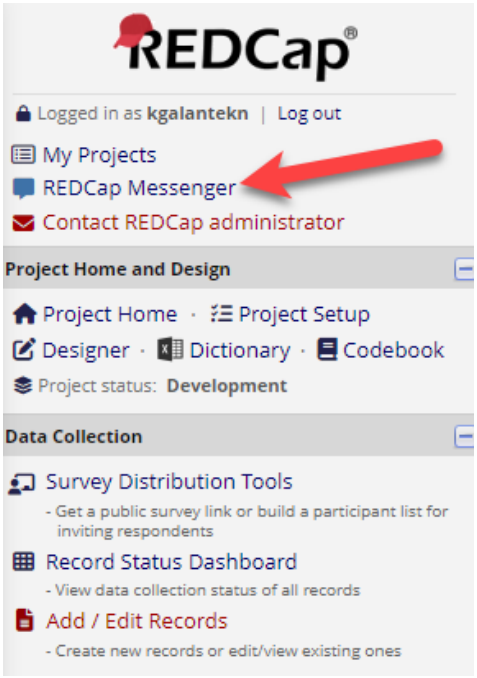
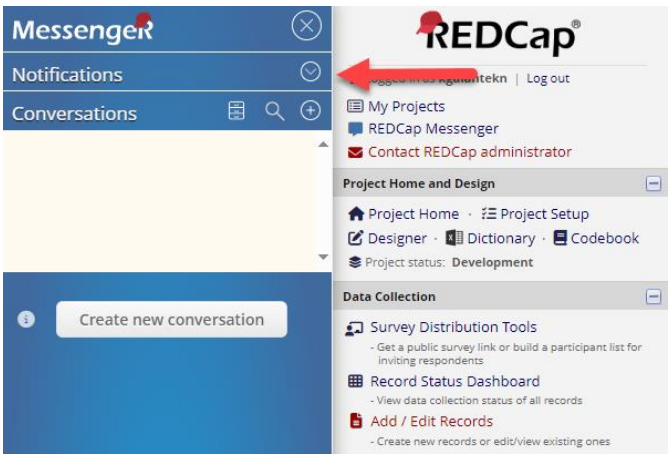
REDCap Messenger

You can always see what new features are available in REDCap by checking REDCap Messenger

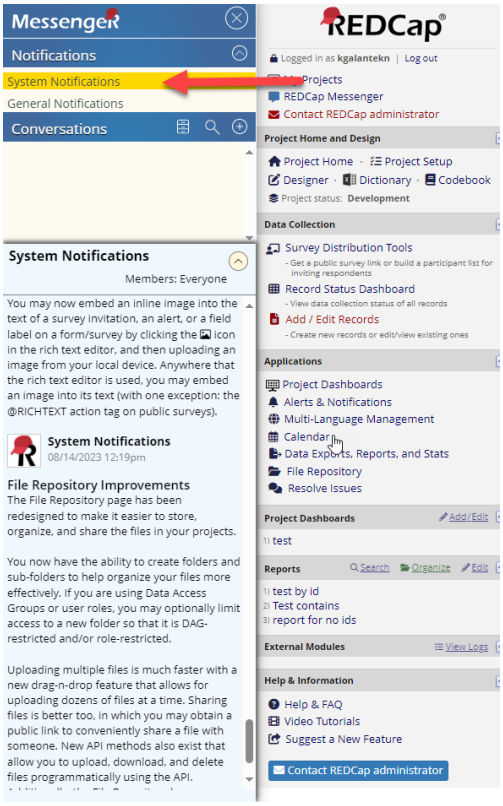
1. Log in to REDCap using your Montefiore-Einstein username and password.
2. Click on the 'My Projects' hyperlink.
3. Choose the appropriate project.
4. Access REDCap Messenger by clicking on the hyperlink on the navigation bar.



5. Navigate to the 'Notifications' dropdown.



6. Select 'System Notifications' to view notifications about new features in REDCap.


Messenger
Notifications
System Notifications
General Notifications
Conversations
System Notifications
Members: Everyone
You may now embed an inline image into the text of a survey invitation, an alert, or a field label on a form/survey by clicking the icon in the rich text editor, and then uploading an image from your local device. Anywhere that the rich text editor is used, you may embed an image into its text (with one exception: the @RICHTEXT action tag on public surveys).
System Notifications
08/14/2023 12:19pm
File Repository Improvements
The File Repository page has been redesigned to make it easier to store, organize, and share the files in your projects.
You now have the ability to create folders and sub-folders to help organize your files more effectively. If you are using Data Access Groups or user roles, you may optionally limit access to a new folder so that it is DAG-restricted and/or role-restricted.
Uploading multiple files is much faster with a new drag-n-drop feature that allows for uploading dozens of files at a time. Sharing files is better too, in which you may obtain a public link to conveniently share a file with someone. New API methods also exist that allow you to upload, download, and delete files programmatically using the API.
REDCap
Logged in as kgalantekn | Log out
Projects
REDCap Messenger
Contact REDCap administrator
Project Home and Design
Project Home · Project Setup
Designer · Dictionary · Codebook
Project status: Development
Data Collection
Survey Distribution Tools
- Get a public survey link or build a participant list for inviting respondents
Record Status Dashboard
- View data collection status of all records
Add / Edit Records
- Create new records or edit/view existing ones
Applications
Project Dashboards
Alerts & Notifications
Multi-Language Management
Calendar
Data Exports, Reports, and Stats
File Repository
Resolve Issues
Project Dashboards
Add/Edit
1) test
Reports
Search
Organize
Edit
1) test by id
2) Test contains
3) report for no ids
External Modules
View Logs
Help & Information
Help & FAQ
Video Tutorials
Suggest a New Feature
Contact REDCap administrator

REDCap: New Features

Form Display Logic

A new feature called ‘Form Display Logic’ provides a way to use conditional logic to disable specific data entry forms that are displayed on the Record Status Dashboard, Record Home Page, or the form list on the left-hand menu. You might think of it as "form-level branching logic". Form Display Logic can be very useful if you wish to prevent users from entering data on a specific form or event until certain conditions have been met.

If your project utilized the “Form Rendering Skip Logic External Module,” its settings were automatically converted.

For more information, click the "Form Display Logic" button in the Online Designer.

Multi-Language Management (MLM)

This feature replaces the external module "Multilingual." Below outlines the steps for utilizing REDCap's new Multi-Language Management feature. With this feature, you can create and configure multiple display languages for surveys, data entry forms, alerts, survey invitations, etc. This includes the design of data collection instruments, enabling them to appear in any language you define and translate so that your survey participants or data entry persons can view the text in their preferred language.

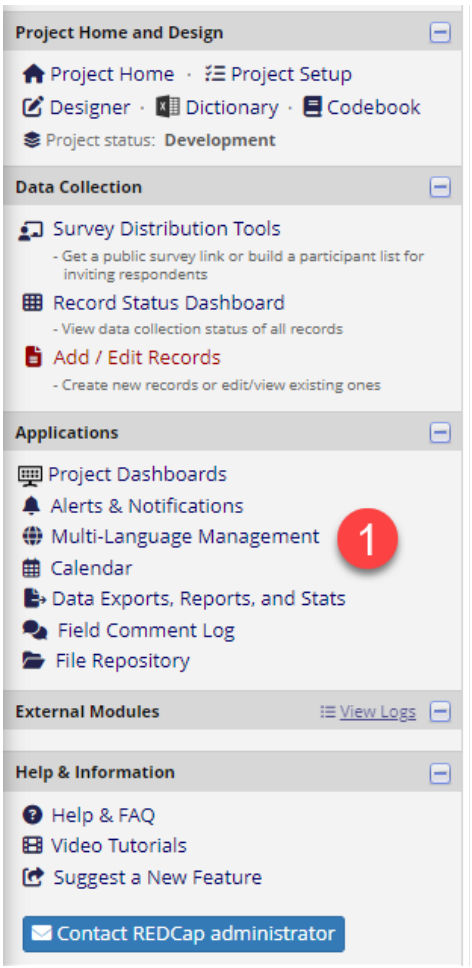
During data entry on a form or survey, users and participants can easily select their language preference from a dropdown list on the page. The feature encompasses the translation of all text associated with the data entry process, encompassing both surveys and data entry forms.

The proposed workflow when using the Multi-Language Management feature is:

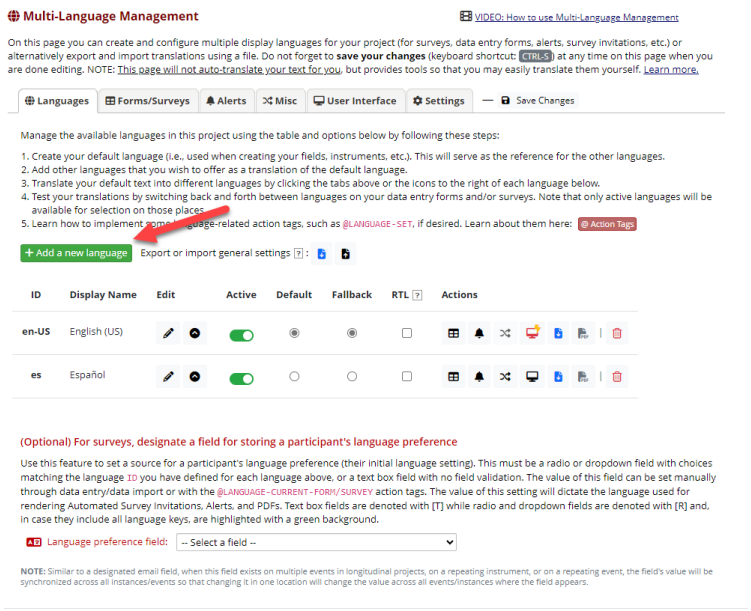
1. Initiate the process by creating a new language
2. Facilitate translations using one of the following:
    a. Method 1:
        i. Exporting languages (for re-use/offline translation)
        ii. Adding translations: The exported file should be sent to a translator to put in the translations for the desired forms/surveys.
        iii. Importing the translations back into REDCap
    b. Method 2: Using the "Go To fields" to add translations
3. Manage Languages in Projects
    a. Exporting Translated Instrument PDFs
    b. Updating a Language
    c. Understanding Default and Fallback
    d. Translating Project Items
    e. Forms/Surveys (Default Language)
    f. Forms/Surveys - ASIs
    g. Alerts
    h. Alerts – Default Language Special Options

Initiate the Process by Creating a New Language

1. Bring up the Multi-Language Management page by clicking the link in the “Applications” menu.

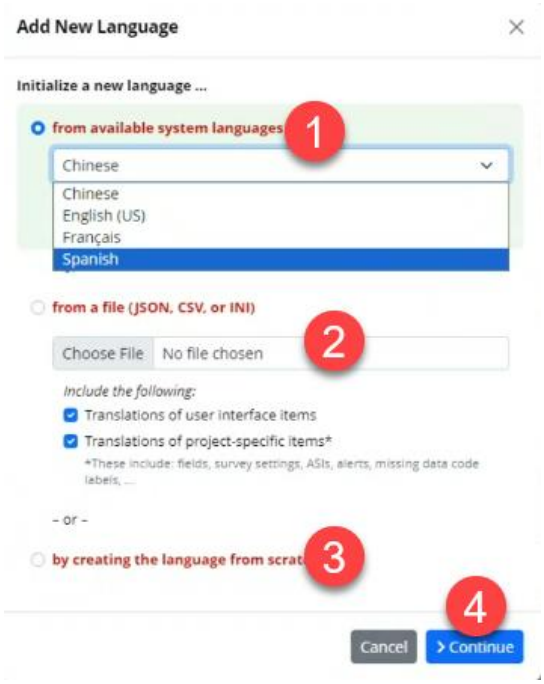


2. Click on the ‘Add a new language’ button.

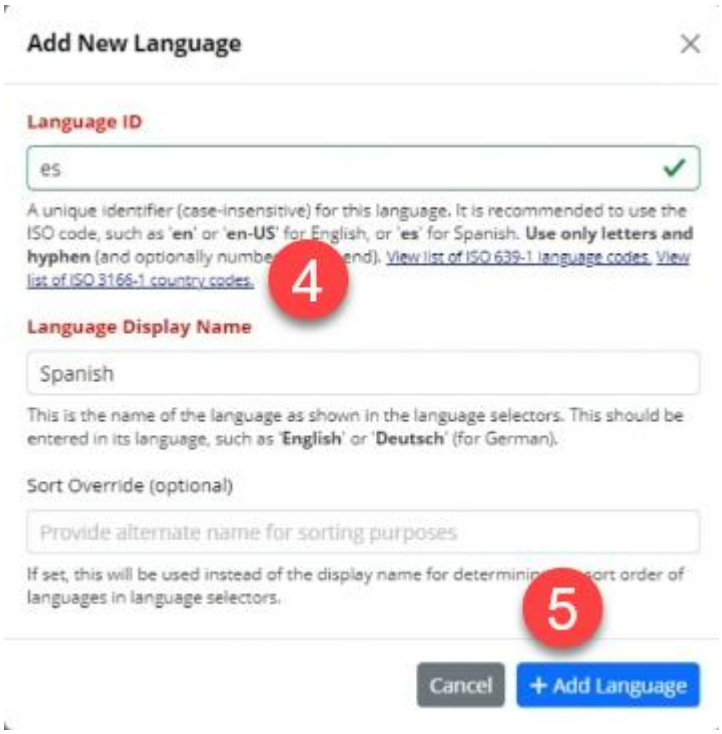


3. Choose one of the options to initialize a new language.
    - From available system languages (with or without automatic updates)
    - From a language file (JSON, CSV, or INI) using only UI strings, project-specific items, or both
    - By creating the language from scratch (this option is not recommended)

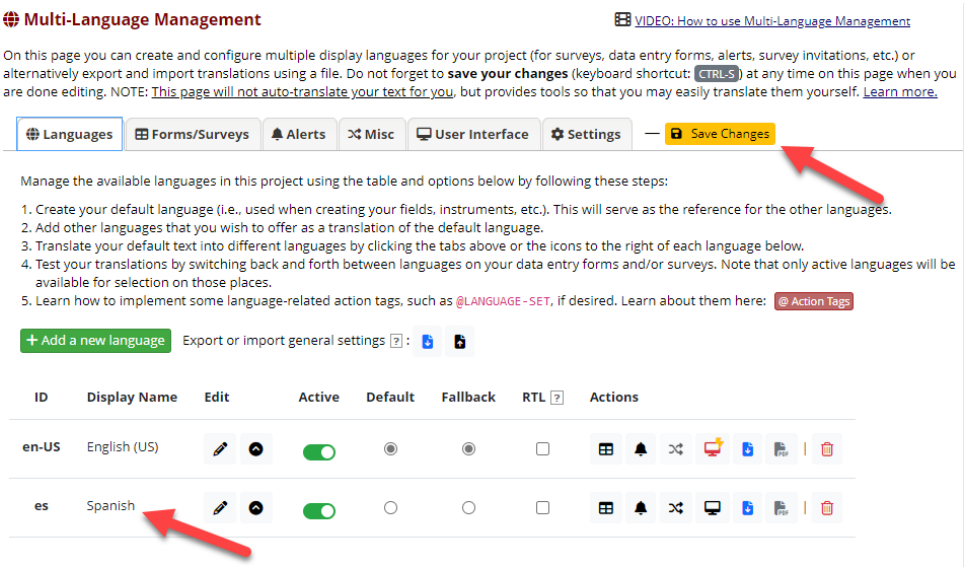
    Click on the 'Continue' button to proceed to the next step.



4. Enter (or update if not already configured) both the ID and the Display Name. Optionally, you may also specify a Sort Override.
5. Click the 'Add Language' button to add the language to the project.



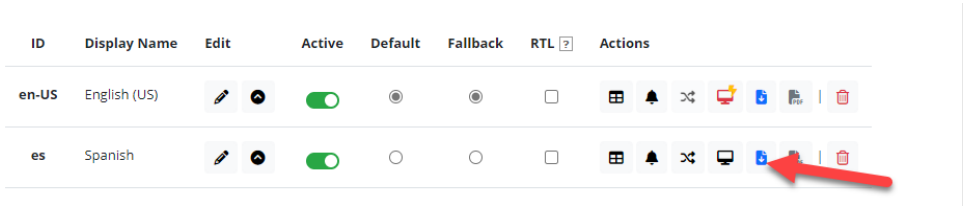
Now you will see the new language added. Please click on the "Save Changes" button.



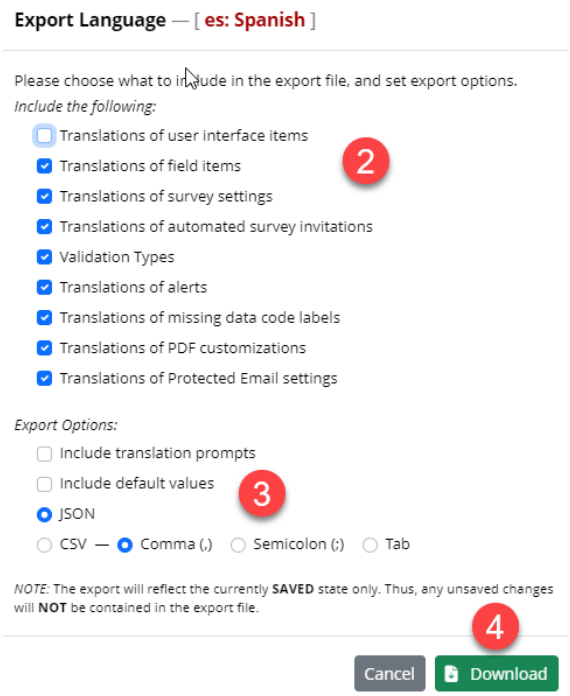
Exporting Languages (for re-use/offline translation)

Once the new language has been added, translations of the field labels, choice options etc. need to be added. The easiest way to do this is to add them offline by providing an exported file to interpret.

1. Click on the 'Export' button in the language's row in the languages table.



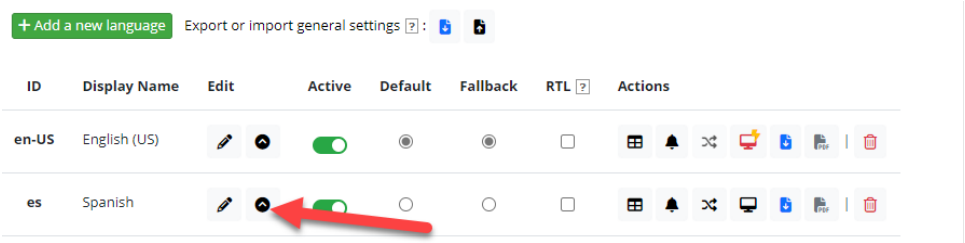
2. Select the items to be included in the export.
3. Select whether to include translation prompts and/or default values, along with specifying the desired file format (JSON or CSV).
4. Click on the 'Download' button. Ensure "Translations of user interface items" is only checked if you want your study team to manage the project in this language.



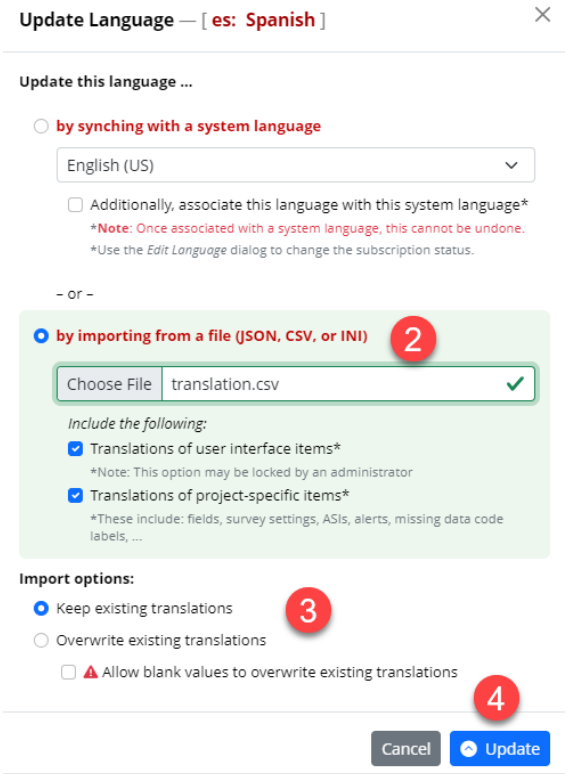
Importing Translations

Once the translator has updated the file with the language translations of the field labels, choice options etc., the file should be imported back to the project by following the steps below:

1. Click the ‘Update Language’ button within the corresponding row in the languages table.



2. Select an update source and specify what to import.
3. Configure import options.
4. Click ‘Update’ to execute the import or synchronization operation.



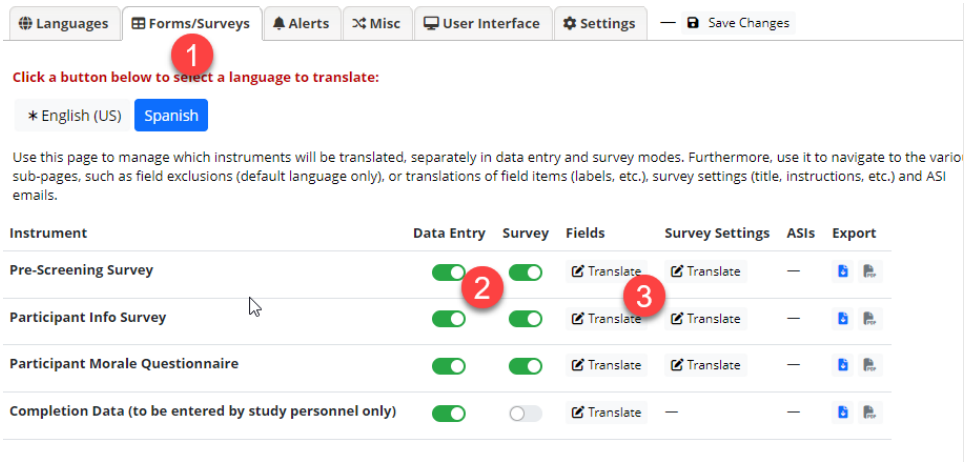
5. Click on the “Save Changes” button.

Multi-Language Management
VIDEO: How to use Multi-Language Management
On this page you can create and configure multiple display languages for your project (for surveys, data entry forms, alerts, survey invitations, etc.) or alternatively export and import translations using a file. Do not forget to save your changes (keyboard shortcut: CTRL-S) at any time on this page when you are done editing. NOTE: This page will not auto-translate your text for you, but provides tools so that you may easily translate them yourself. Learn more.
ATTENTION: The original values of some translated items have changed, and thus some translations might be out of date. Review 513 changed items.
Languages
Forms/Surveys
Alerts
Misc
User Interface
Settings
Save Changes
5
Manage the available languages in this project using the table and options below by following these steps:
1. Create your default language (i.e., used when creating your fields, instruments, etc.). This will serve as the reference for the other languages.
2. Add other languages that you wish to offer as a translation of the default language.
3. Translate your default text into different languages by clicking the tabs above or the icons to the right of each language below.
4. Test your translations by switching back and forth between languages on your data entry forms and/or surveys. Note that only active languages will be available for selection on those places.
5. Learn how to implement some language-related action tags, such as @LANGUAGE-SET, if desired. Learn about them here: @ Action Tags

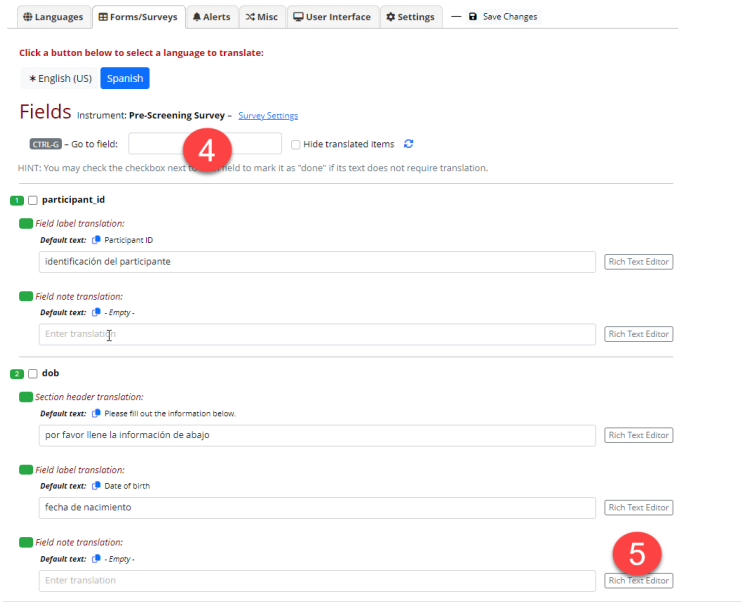
Utilize the “Go To fields” to Add Translations

An *alternate* way to add translations to forms/surveys is using the “Translate” option under “Forms/Surveys” tab (shown below) and following the steps below:

1. Ensure you are on the Forms/Surveys tab.
2. Depending on whether an instrument is enabled as a survey and includes ASIs, corresponding Translate buttons become accessible.
3. If the Survey Queue is enabled with custom texts, translation buttons are provided for these items.

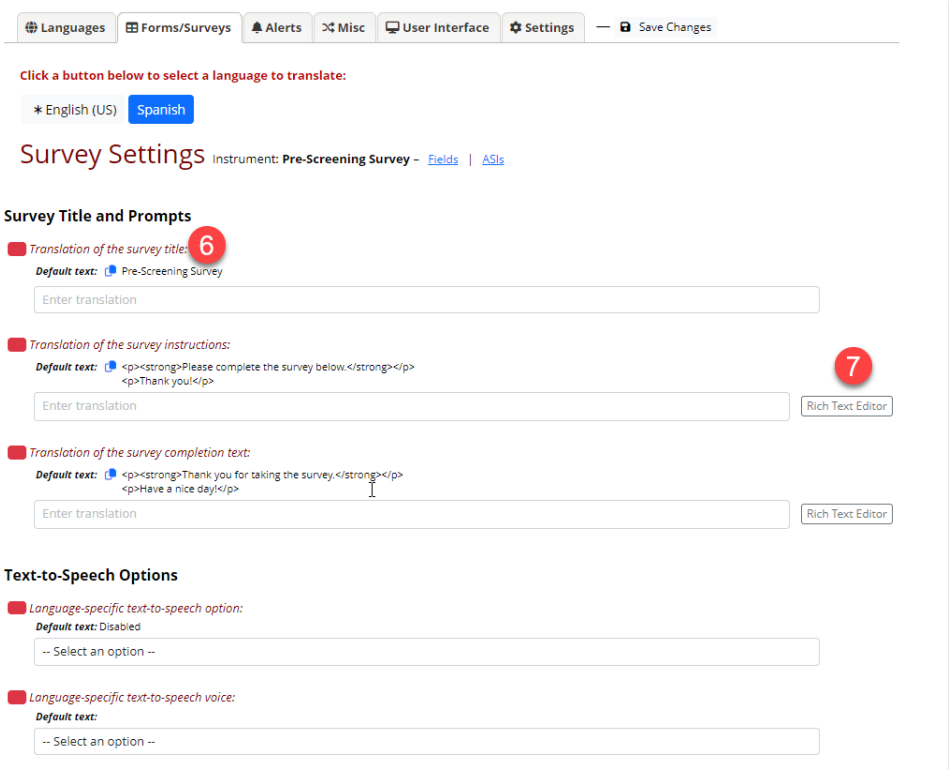


4. Utilize the ‘Go to field’ dropdown to quickly navigate to a specific field.
5. Input translations and when applicable, utilize the ‘Rich Text Editor’ button.



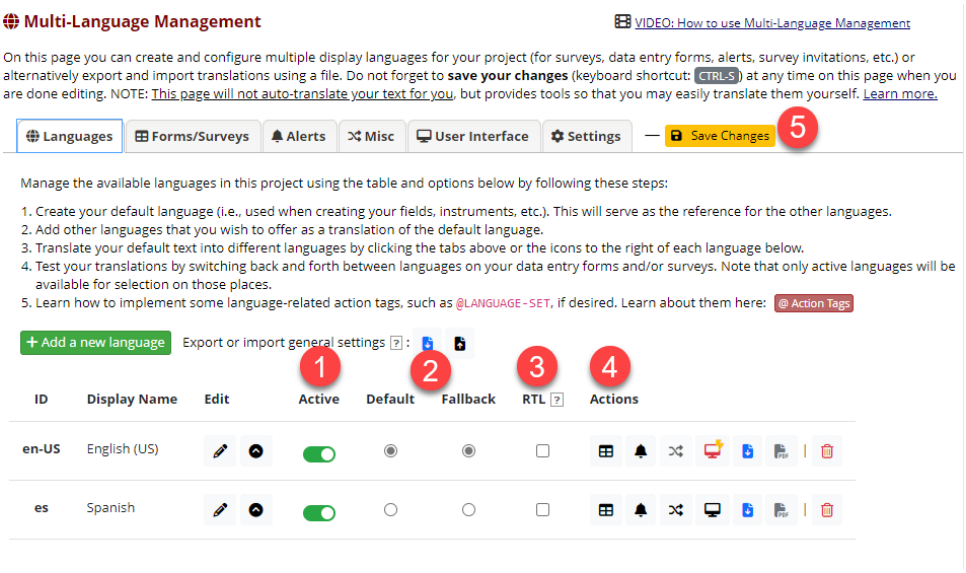
Note: Since the order of choices in MLM translation may be different from that in the field, ensure that you add translations to the proper choices.

6. Indicators provide the translation status of items/subitems (green = complete; red = not translated).
7. Translate each item and utilize the 'Rich Text Editor' for any settings supporting HTML.

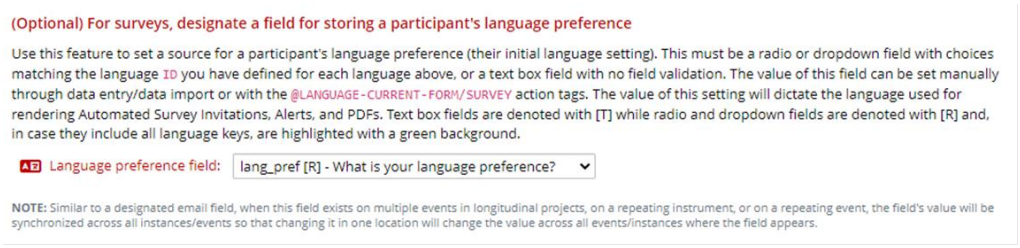


Manage Languages in Projects

1. Enable or disable languages by adjusting the ‘Active’ state.
2. Designate a language as the Default Language or to serve as a Fallback. For the complete explanation, please click here: Default and Fallback .
3. Specify if the language follows a right-to-left orientation.
4. Utilize the Action buttons to access subsection editing or to perform various operations on individual languages
5. **Ensure to save your changes**; an orange save button or strip indicates unsaved changes.



6. Optional (see below): Designate a ‘Language preference field.’



The icons/buttons in the table on the **Languages** tab explained:

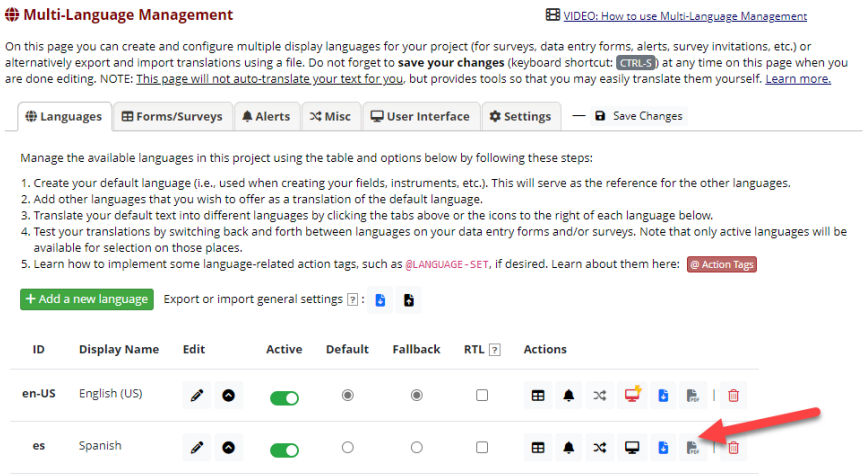
Edit the language's display name and ID
Update a language
Access the Forms/Surveys tab for this language
Access the Alerts tab for this language
Access the Misc tab for this language (disabled for the Default language)
Access the User Interface tab for this language (a red icon means that the language was initialized from a system language; an additional flash indicates that this language is "subscribed", i.e., subject to automatic updates). Depending on administrative settings, translation of user interface items may be blocked.

Export translations for this language
Download translated instrument PDFs for this language
Delete this language

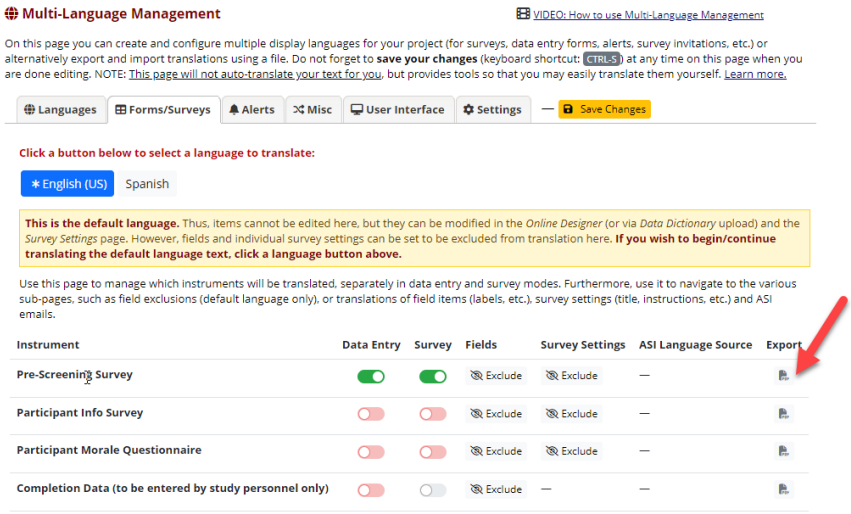
Exporting Translated Instrument PDFs in the Language Selected

With the Exporting translated PDFs feature, you have the option to export all PDF instruments or export individual PDF instruments in the language you have selected.

1. Export all PDF instruments in the specified language.

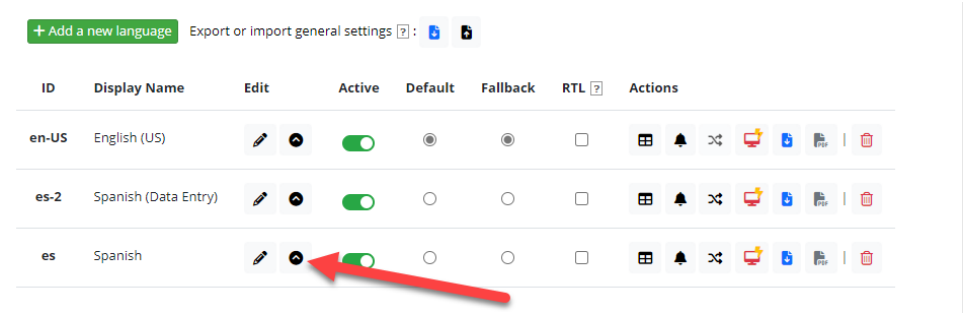


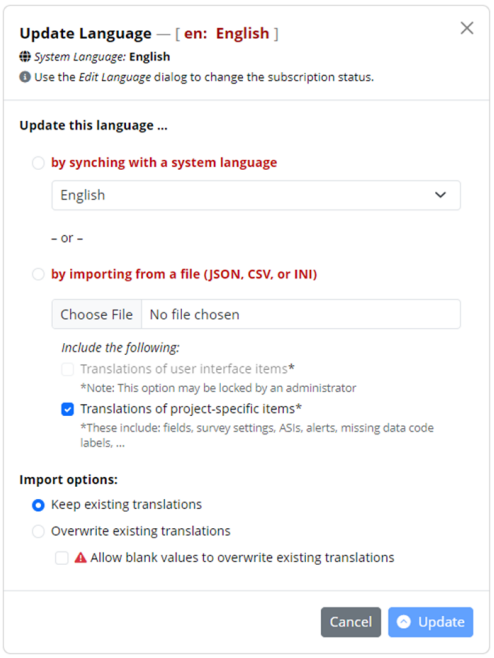
2. Export a translated PDF for an individual instrument. Please note that instruments without translations will be rendered in the default language.



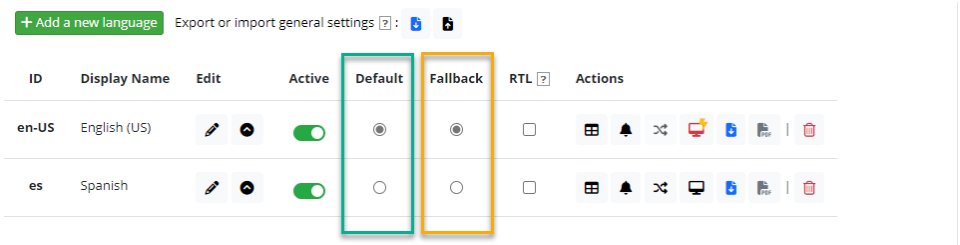
Updating a Language

To update a language (when not subscribed to the system language) or to import translations into a language, click on the upward arrow icon to access the 'Update Language' dialog.





Understanding Default and Fallback



The **Default** Language:

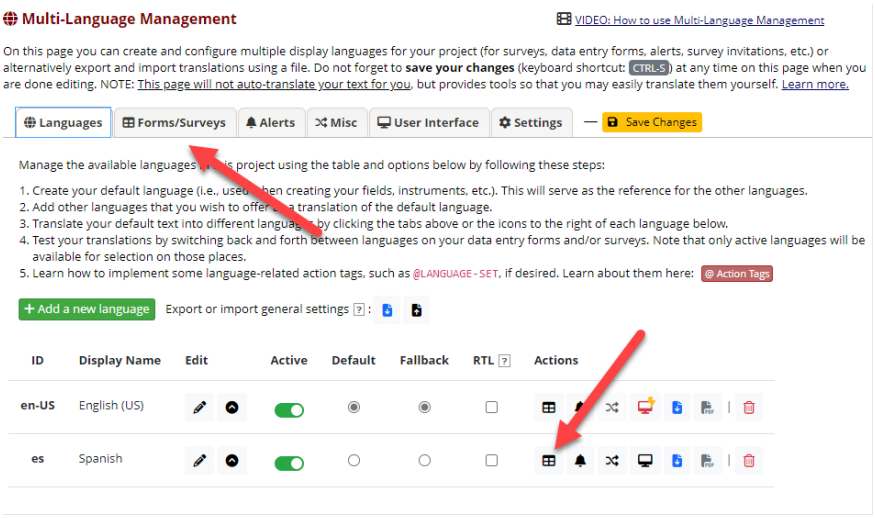
- Should align with the project language (i.e. the language that user interface elements, such as menus and dialog messages are displayed in).
- Typically corresponds to the language used during project design, i.e. for all data dictionary items, survey settings, ASI or alert messages, missing data code labels, etc.
- *If the project's UI language differs,* add and set a language corresponding to the project's UI language as the "Default Language," even if set as inactive (See Use Case for example: Use Case).

The **Fallback** language:

- Serves as a substitute when a translation is not available in the language that currently **should** be displayed.
- In the absence of fallback translation, the project's default language takes precedence, drawing from the data dictionary or, for UI strings, the language configured by an admin for the project.

Translating Project Items

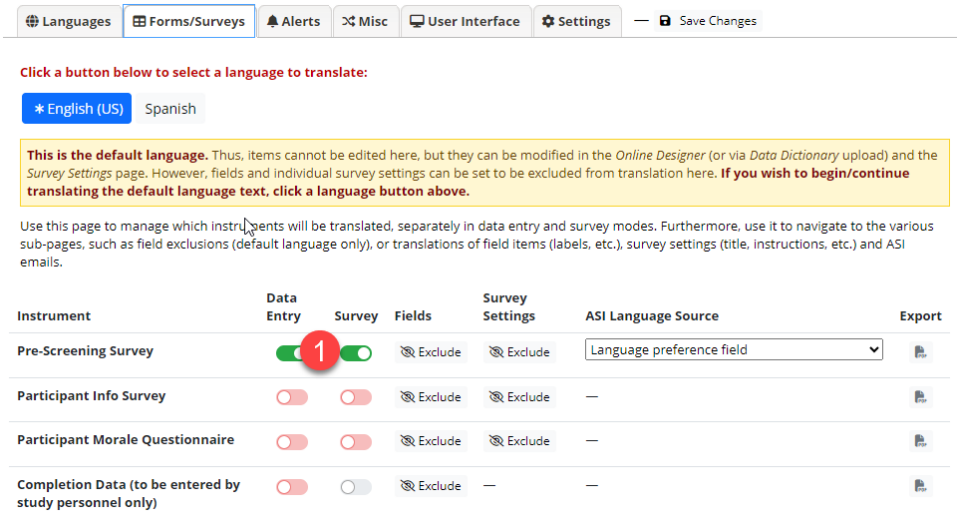
1. Click on the Forms/Surveys tab or the corresponding icon in the languages table.



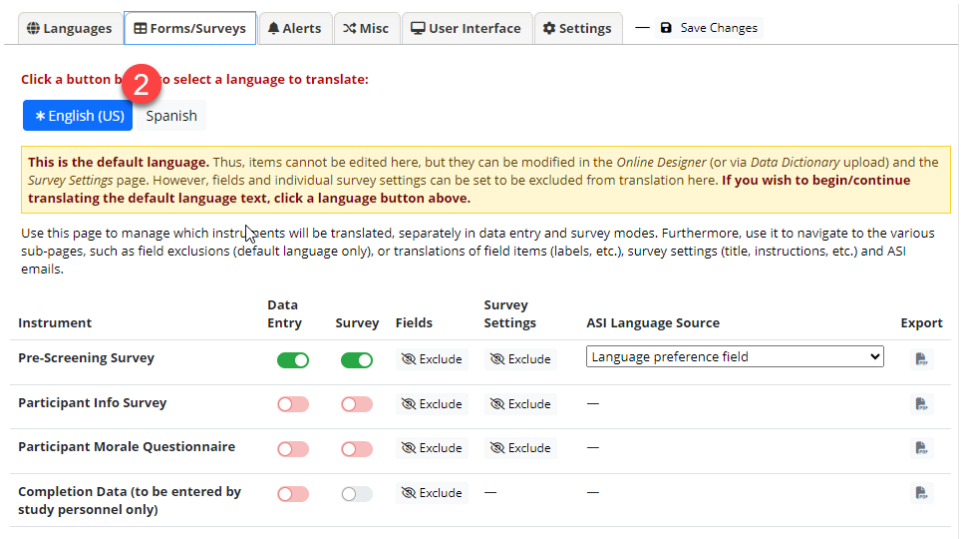
Forms/Surveys (Default Language)

The following pertains to manually translated fields within the project, as distinct from automated translation:

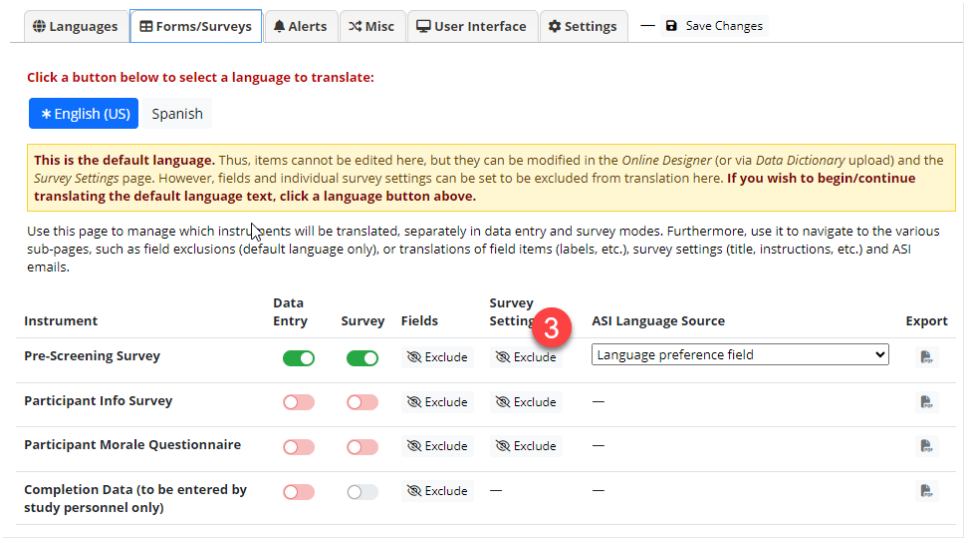
1. On each language tab, you can control the availability of the language for selection, independently for data entry forms and surveys.



2. The **default language** tab is denoted by an asterisk.

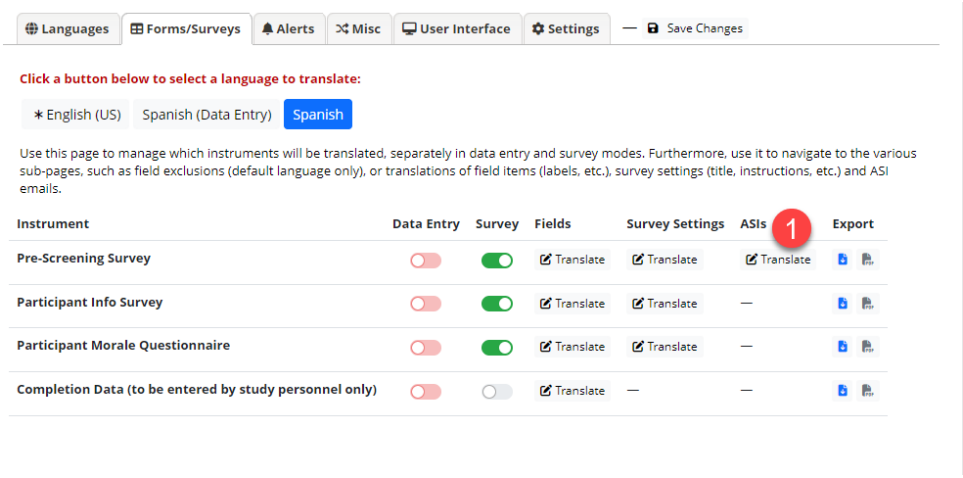


3. While there is nothing to translate in this tab, you can exclude fields from translation. In other words, these fields won't appear on the respective tabs for other languages.

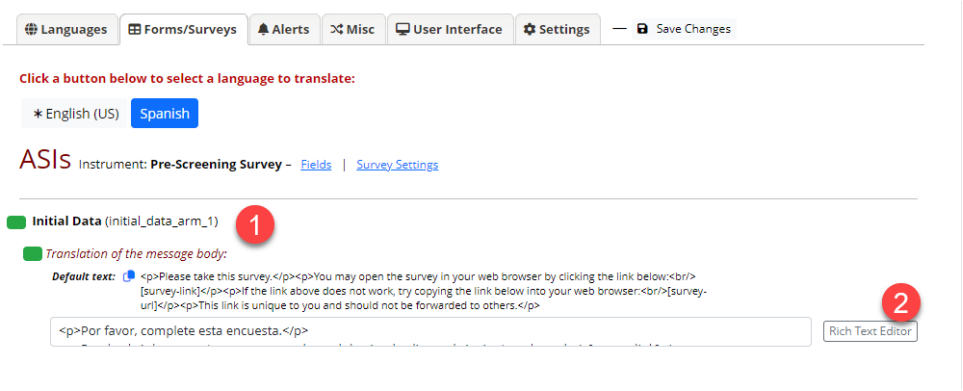


Forms/Surveys – ASIs

1. Click on the ASIs “Translate” link to access the ASIs Instrument page.

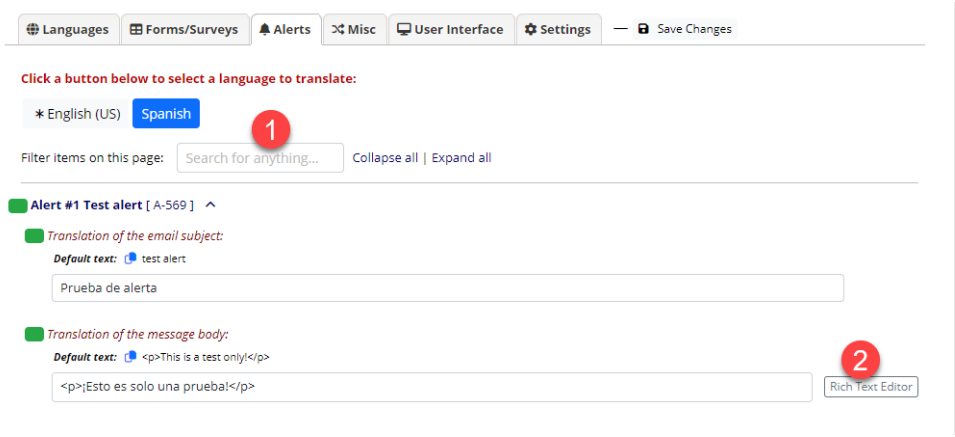


2. Translate each individual item.
3. Employ the Rich Text Editor for any settings that support HTML. Note: ASIs for each event must be translated separately and ensure replication of any pipings in the translations.



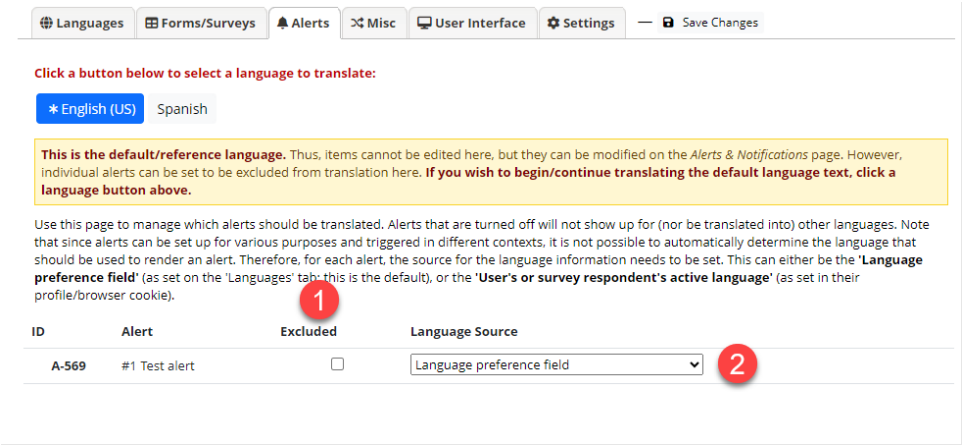
Alerts

1. Use the search box to locate the item you want to translate or edit.
2. For settings that support HTML, use the 'Rich Text Editor.'



Alerts – Default Language Special Options

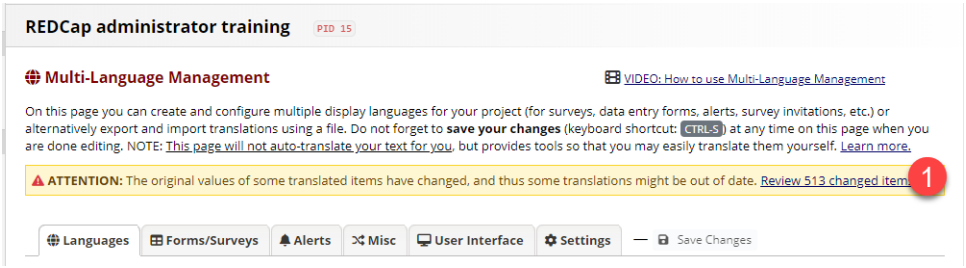
1. Individual alerts can be excluded from translation.
2. Given that alerts may trigger situations where the correct language cannot be automatically determined, use this to set a 'Language Source' for each event: **Language preference field** or **User's or survey respondent's active language**.
   The choice depends on how the alert is triggered, typically being "Language Preference field."



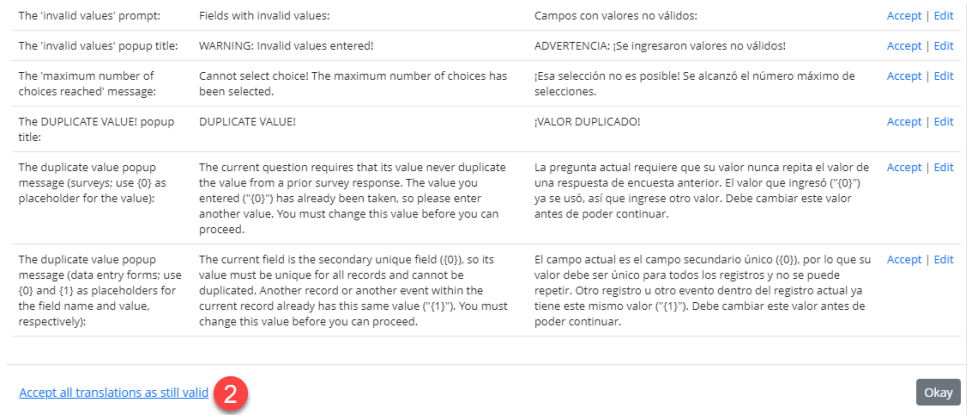
Change Notification

Whenever an underlying item changes, MLM will display a notification.

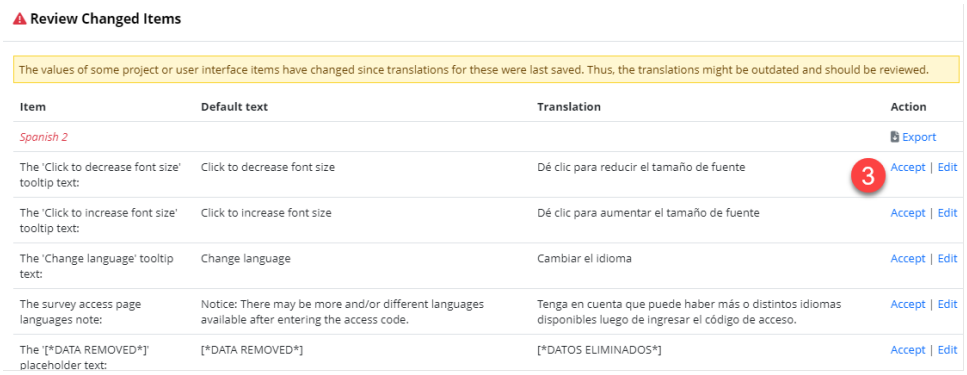
1. The “ATTENTION” notification box will appear. Click on the “Review...changed items” link.



2. If all translations look good, then select “Accept all translations as still valid”.



3. There is also an option to “Accept” translations individually or “Edit” if needed.



Use Case: Project Language vs. Participant Language

For a project that involves both surveys and forms as instruments - the forms function as computer-assisted interviews, necessitating field labels and choices to be presented in the participant's language, such as Spanish.

The research assistant (RA) opts for Spanish as the language to comprehend questions and answer choices, with a preference for their own labels (e.g., "Save", "Cancel", "Form status") to remain in the default language, English. Simultaneously, when the instrument is in survey mode or is opened as a survey, all controls should adapt to the language selected by the participant.

To ensure the project language stays default while the participant sees the controls, error notifications in the selected language, you will need to do the following:

1. Initiate the project set up following the usual procedures in the English language
2. Include "English" as a language in the MLM settings, designating it as both the Default Language and Fallback. Ensure it is enabled for all forms and surveys intended to support the English language.
3. Add "Spanish" as an additional language and import a comprehensive Spanish User Interface (UI) translation from the Repository.
4. Provide data dictionary translations for forms intended to be presented in Spanish, activating the "Spanish" option exclusively for surveys.
5. Incorporate "Spanish (Data Entry)" as another language without importing any UI translations for this specific language setting.
6. Export data dictionary translations from the previously configured "Spanish" language (as outlined in step #3) and re-import them into "Spanish (Data Entry)"—opting to exclude UI translations during the import process.
7. Activate "Spanish (Data Entry)" for data entry forms requiring Spanish field labels, while maintaining English UI elements.
8. For surveys, offer language choices between English and Spanish.
9. For data entry forms, provide language options between English and "Spanish (Data Entry)," noting that the latter will not feature any translated UI elements.

- The language choice for surveys will then include English and Spanish
- The language choice for data entry forms will include English and Spanish (Data Entry). "Spanish (Data Entry)" will exclude UI elements translated.

Please note: MLM is employed to substitute the strings displayed on the form or survey. Whether these are UI strings or strings defined in the data dictionary (field labels, choice labels, etc.) the mechanism remains consistent.

Furthermore, you have complete control over the availability of translated versions for any specified language within the MLM setup.