

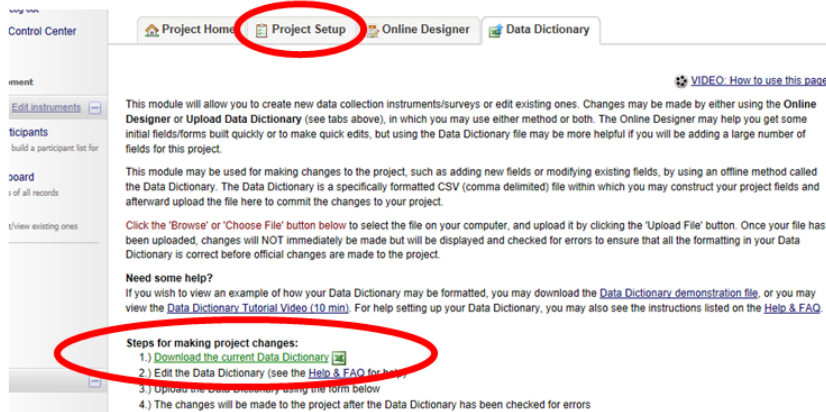
How to export and import a Data Dictionary (structure only) in REDCAP

How to EXPORT and IMPORT Data Dictionary File in REDCap.docx

Step-by-step guide

Directions to Export Data Dictionary File:



1. Go to 'Project Setup' tab in the project for which you wish to export the structure.
2. Select the 'Data Dictionary' tab
3. Select 'Download the current Data Dictionary' which is located under the title 'Steps for making project changes:'
4. Select 'Save' to save the data dictionary file *.csv to your desired location



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Steps for making project changes:

- 1.) [Download the current Data Dictionary](#)  OR [Download Data Dictionary with drafted changes](#) 
- 2.) Edit the Data Dictionary (see the [Help & FAQ](#) for help)
- 3.) Upload the Data Dictionary using the form below
- 4.) The changes will be made to the project after the Data Dictionary has been checked for errors

Upload your Data Dictionary file (CSV file format only)

Format for min/max validation values for date and datetime fields:

Testthen_DataDictionary_2017-03-29.csv

This module will allow you to create new data collection instruments/surveys or edit existing ones. Changes may be made by either using the **Online Designer** or **Upload Data Dictionary** (see tabs above), in which you may use either method or both. The Online Designer may help you get some initial fields/forms built quickly or to make quick edits, but using the Data Dictionary file may be more helpful if you will be adding a large number of fields for this project.

✔ Your document was uploaded successfully and awaits your confirmation below.

- You are now required to review any warnings below and then click the button at the bottom of the page to officially commit the field changes to the project. Follow the instructions below.
- The uploaded data dictionary **contains 60 fields**, which will replace the 60 fields that currently exist in Draft Mode (excluding 'Form Status' fields, which are automatically generated by REDCap).

Allowable warnings found in your Data Dictionary:

It is recommended that each row have a field label in order to distinguish fields, but the following cells have a field label missing: E49, E50.

Are you ready to commit the changes to the project from the uploaded Data Dictionary?

(Click the button below to submit the changes.)

Commit Changes



Related articles

Content by label

There is no content with the specified labels