

How to see the data you submitted in the past cycles and export your own hospital's data into excel

1. Click "Data Exports, Reports, and Stats" under Applications section on the left and click "View Report".

The screenshot shows the REDCap interface for the 'Newborn Admission Temperature (NAT) Project - TCHMB'. In the left sidebar, under the 'Applications' section, the 'Data Exports, Reports, and Stats' option is highlighted with a red box. In the main content area, under 'My Reports & Exports', a table lists reports. The first report, 'All data (all records and fields)', has its 'View Report' button highlighted with a red box.

2. This is how it looks within REDCap. You can scroll the bottom bar to the right to see more columns.

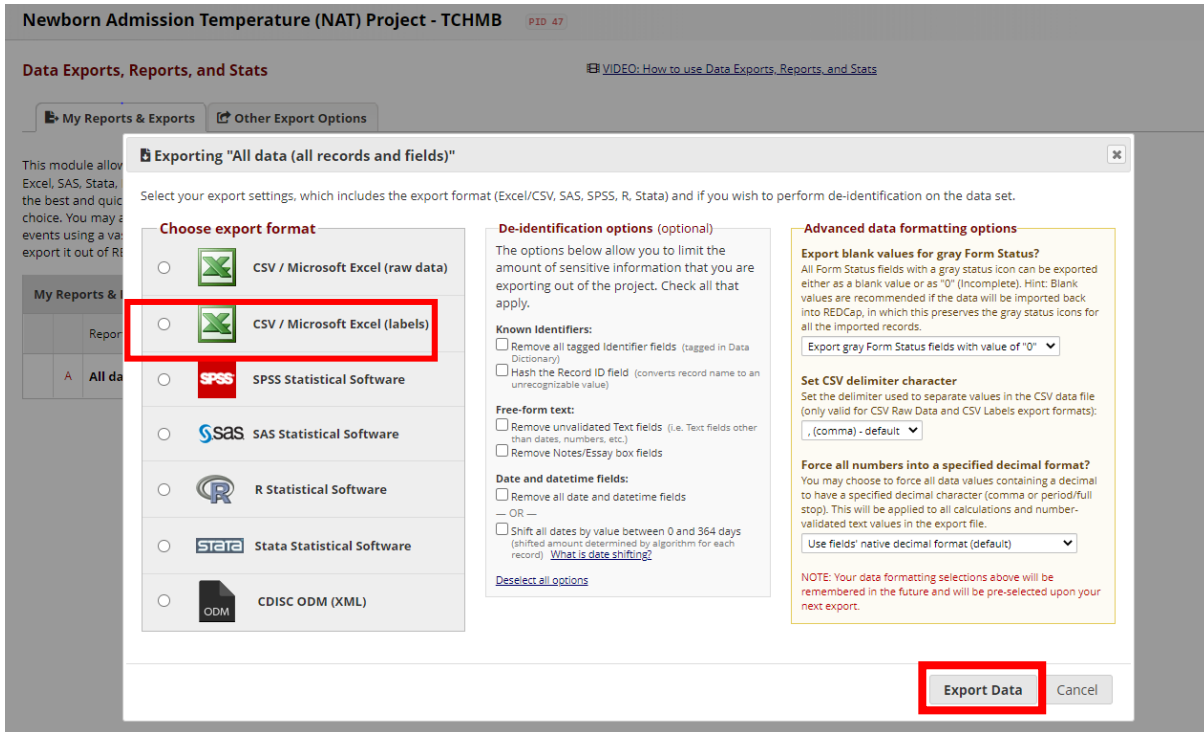
The screenshot shows the 'Data Exports, Reports, and Stats' view for the 'All data (all records and fields)' report. It displays a table with 20 columns. The first two rows of data are visible. A red arrow at the bottom of the table points to the right, indicating that the table can be scrolled horizontally to view more columns.

Record ID	Repeat Instrument	Repeat Instance	TCHMB ID	Data collection period	Name of hospital	Other (Specify)	Today's Date	Does your hospital deliver babies?	Total number of births in the hospital this data collection period	What is the most commonly used source of data for mother's race/ethnicity?	Other (Specify)	Unknown/Undeclared	Hispanic	Non-Hispanic	Non-Hispanic White	Non-Hispanic Black	Non-Hispanic Other	Non-Hispanic Unknown/Undeclared	Does your hospital have a well newborn/mother baby unit?
366-1	NAT Quarterly Data Collection Tool	1		January-March 2022 (5)			04-27-2022	Yes (1)	116	Existing data from patient intake or financial records (1)		0	14	102	106	4	1	5	Yes (1)
366-2	NAT Quarterly Data Collection Tool	1		April-June 2022 (6)			08-23-2022	Yes (1)	112	Existing data from patient intake or financial records (1)		6	7	99	99	4	2	7	Yes (1)

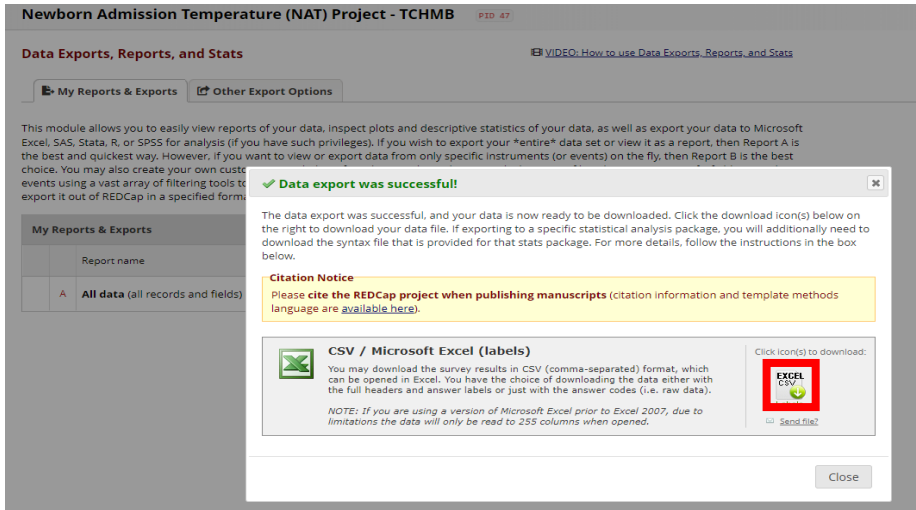
3. Click "Export Data"

The screenshot shows the same 'Data Exports, Reports, and Stats' view as before. In this view, the 'Export Data' button is highlighted with a red box, indicating the next step in the process.

- That will take you to choose the file format you want to export in. We recommend choosing “CVS/Microsoft Excel (labels)”. Then, click “Export Data”.



- Click icon below to download.



- You can open the downloaded excel file now – it looks like the picture below.

Record ID	Repeat In	TCHMB ID	Data collection period	Name of hospital	Other (Specify)	Today's Date	Does your Total num	What is th Other (sp)	Unknown	Hispanic	Non-Hispi	Non-Hispi	Non-Hispi	Non-Hispi	Non-Hispi	Does your	Select the	Does your	Does your Tot	
1	NAT Quar	1	January-March 2022			4/27/2022	Yes	116	Existing data from pi	0	14	102	106	4	1	5	Yes	Axillary	Yes	Yes
3	NAT Quar	1	April-June 2022			8/23/2022	Yes	112	Existing data from pi	6	7	99	99	4	2	7	Yes	Axillary	Yes	Yes