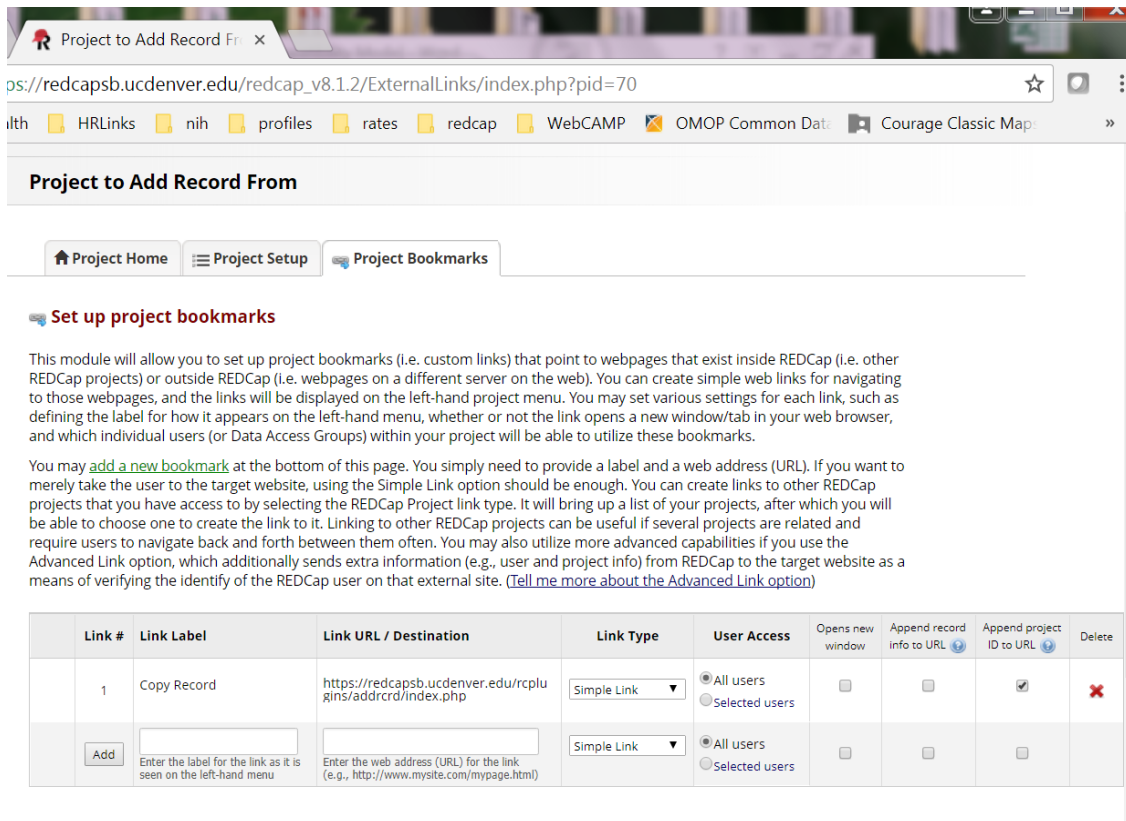


Adding Records Plugin

- Use with data entry/survey instruments.
- You must know the receiving project PID
- Source project and receiving project field names MUST be identical.
- Plugin will change/update receiving project fields when source project fields are changed/updated
- To access this plugin you must login to REDCap with ALL LOWER CASE in the *Username* field

Set-up your project bookmark:

- a. Link label will be specific to project
- b. Link URL always: <https://redcap.ucdenver.edu/rcplugins/addrcrd/index.php>
- c. Link Type always: Simple Link
- d. User Access will be specific to project
- e. Append project ID to URL: always



Project to Add Record From

Project Home | Project Setup | Project Bookmarks

Set up project bookmarks

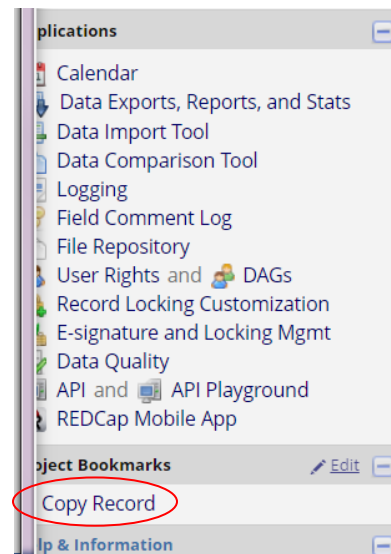
This module will allow you to set up project bookmarks (i.e. custom links) that point to webpages that exist inside REDCap (i.e. other REDCap projects) or outside REDCap (i.e. webpages on a different server on the web). You can create simple web links for navigating to those webpages, and the links will be displayed on the left-hand project menu. You may set various settings for each link, such as defining the label for how it appears on the left-hand menu, whether or not the link opens a new window/tab in your web browser, and which individual users (or Data Access Groups) within your project will be able to utilize these bookmarks.

You may [add a new bookmark](#) at the bottom of this page. You simply need to provide a label and a web address (URL). If you want to merely take the user to the target website, using the Simple Link option should be enough. You can create links to other REDCap projects that you have access to by selecting the REDCap Project link type. It will bring up a list of your projects, after which you will be able to choose one to create the link to it. Linking to other REDCap projects can be useful if several projects are related and require users to navigate back and forth between them often. You may also utilize more advanced capabilities if you use the Advanced Link option, which additionally sends extra information (e.g., user and project info) from REDCap to the target website as a means of verifying the identify of the REDCap user on that external site. ([Tell me more about the Advanced Link option](#))

Link #	Link Label	Link URL / Destination	Link Type	User Access	Opens new window	Append record info to URL	Append project ID to URL	Delete
1	Copy Record	https://redcapsb.ucdenver.edu/rcplugins/addrcrd/index.php	Simple Link	<input checked="" type="radio"/> All users <input type="radio"/> Selected users	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="button" value="Add"/>	<input type="text"/> <small>Enter the label for the link as it is seen on the left-hand menu</small>	<input type="text"/> <small>Enter the web address (URL) for the link (e.g., http://www.mysite.com/mypage.html)</small>	Simple Link	<input checked="" type="radio"/> All users <input type="radio"/> Selected users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To set-up your add record conditions:

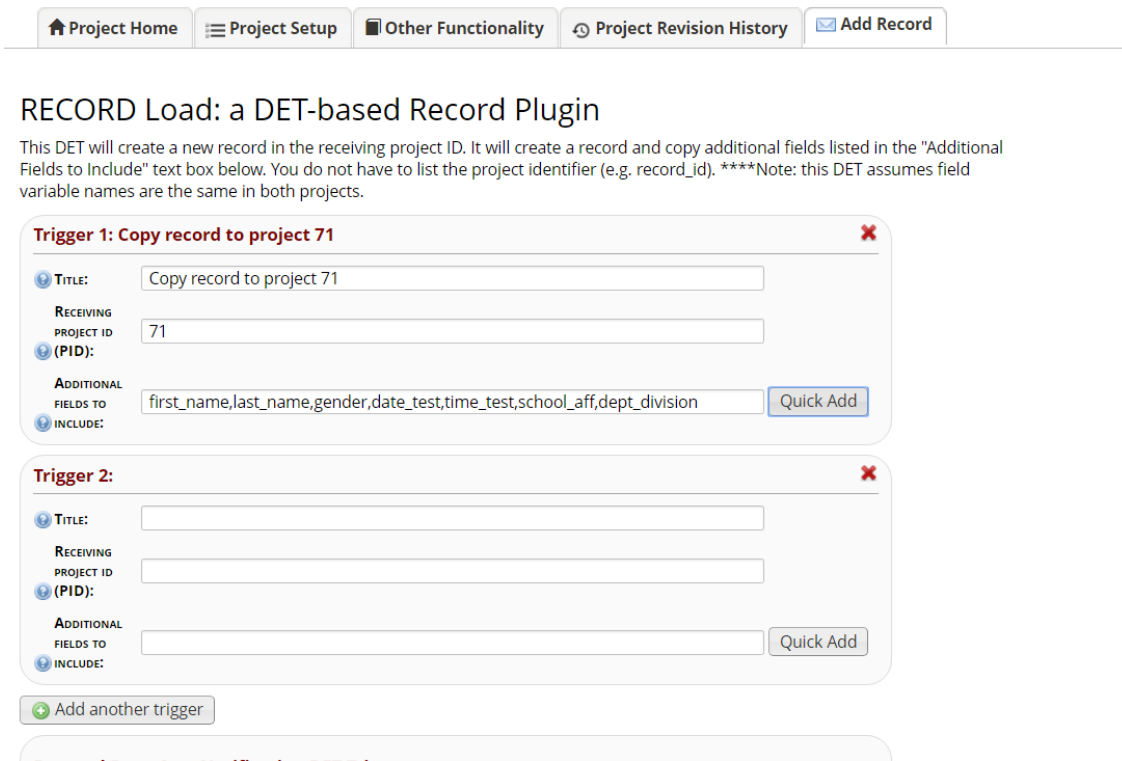
- 1) Click on the *Project Bookmarks* link label to go to your add record set-up. In this case: "Copy Record"



Applications

- Calendar
- Data Exports, Reports, and Stats
- Data Import Tool
- Data Comparison Tool
- Logging
- Field Comment Log
- File Repository
- User Rights and DAGs
- Record Locking Customization
- E-signature and Locking Mgmt
- Data Quality
- API and API Playground
- REDCap Mobile App
- Project Bookmarks
- Copy Record
- Ip & Information

2) Set-up copy record conditions based on variables in your project.



3) Use the "Quick Add" button if you have several fields you would like to copy. You can add fields from different instruments, as long as they have the same field names.

