

**How to Create a Unique Report**

1. **Select Data Export, Reports, and Stats**



1. **Select Create New Report**



1. **Name Your Report**



For more information: [How to use Data Exports, Reports, and Stats (vanderbilt.edu)](https://redcap.vanderbilt.edu/consortium/videoplayer.php?video=exports_reports01.mp4&title=How%20to%20use%20Data%20Exports,%20Reports,%20and%20Stats&referer=dev-redcap.uchc.edu)

1. **Select User Access, if applicable**



1. **Type Variable Name in Field –** once you select one, another blank field will auto-populate so you can repeat the process



**Or you can view the full list of fields and select which one you want** – once you select one, another blank field will auto-populate so you can repeat the process



**Or you can add ALL fields from an instrument**



1. **Add any filters you may want, optional**



In reports you can add as many filters as you wish, and you can get quite complex with the filter logic using multiple fields with AND and OR conditional logic. To add a filter, select a field that you wish to filter on, after which you will need to set both an operator and a value. If the field is multiple-choice, it will auto-load all of that field's choices in a drop-down so that you may choose one of the choices. Otherwise, if it is not a multiple-choice field, it will instead provide a text box for entering the filter value.

There is no limit to how many times you may use a field as a filter in a single report. TIP: If you want to find instances in your data where a field's value is blank/null, then just leave the value text box blank. Conversely, to find instances where the field has a value (i.e., is non-blank), set the operator as 'not =' with a blank text box.

Using ANDs and ORs with multiple fields allow you to do more complex filtering. If you have two filters with an AND between them, for example, that means that it will apply both of them together when filtering, but if you use OR, it will return results that apply to just one or the other. In general, using AND will often constrict the results further by returning less data in the report than when using OR.

If you have filtering that uses both OR and AND, it is very important to know the order in which REDCap evaluates the ORs and ANDs to ensure that your logic behaves how you expect. Essentially, all the ORs are evaluated for consecutive filter fields as a group, and all the groups are then evaluated as ANDs with each other. For example, it looks like (this OR this OR this) AND (this OR this OR this), in which all the ORs inside the parentheses are evaluated first and then those groups of ORs are then evaluated together using ANDs.

If you wish to do even more complex filtering, you may choose to switch the filtering format over to the **'Advanced Logic'**, which allows you to hand-type the filtering logic in a big text box. The filter logic is essentially the same kind of syntax as Branching Logic and Calculated field equations, in which you may use all the special functions, such as if(), datediff(), and various mathematical functions, in your filtering logic. REDCap will double-check your hand-typed logic for any syntax errors, and it will not allow you to save the report until all errors have been resolved. When using the Advanced Logic, just make sure that your logic ultimately evaluates to either TRUE or FALSE and that it does \*not\* evaluate to a value, such as a number. For example, datediff([dob], 'today', 'y') is NOT valid because it will evaluate to a number, but datediff([dob], 'today', 'y') > 30 is valid because it will evaluate as either TRUE or FALSE.

To do more complex filtering, choose the ‘ Use Advanced Logic’:



And then enter the logic. For more information: [How to Use Special Functions?](https://dev-redcap.uchc.edu/redcap/index.php?action=help&newwin=1&qid=category_33_question_1_tab_5#5)



1. **Select Save Report**



1. **Select View Report**



1. **Select Export Data**



1. **Choose Export Format, then select Export Data**



1. **Click on the Format Icon/s to Download.** File will automatically go to your Download Folder, will need to be moved to the appropriate/desired folder.

