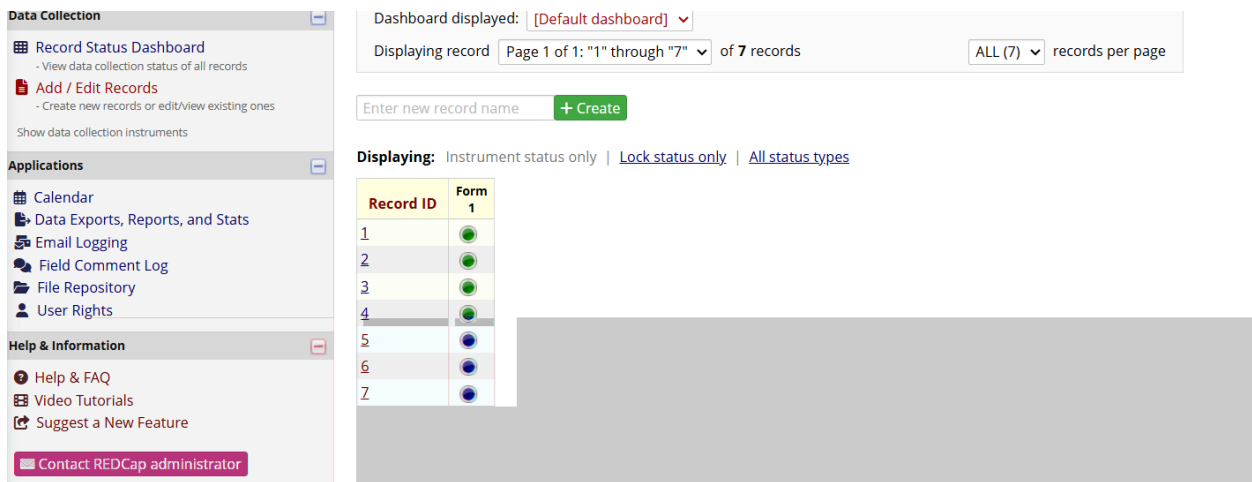


## How to Use the Double Data Entry Module in REDCap?

REDCap can be an excellent tool for research projects that require extensive data entry, for example clinical chart abstraction studies. A useful feature is the Double Data Entry module, which needs to be separately enabled by requesting the REDCap Administrator, before data entry is begun.

The module allows two individuals to be Data Entry Persons (#1 and #2), and a third individual to be the Reviewer. These privileges are adjusted through User Rights, available on the left-sided navigation bar. It is advisable to allow access to the Data Comparison Tool only for the Reviewer for assisting in the comparison of entries and adjudication. The Reviewer can choose the Data Comparison Tool to compare records. Do note that Data Collection Instruments cannot be enabled as surveys in the Double Data Entry Module.

Normally, when data is entered by one person alone, the Record Status Dashboard looks like this :



Once the Double Data Entry module is activated, the Record Status Dashboard shows records entered by both Data Entry Persons, marked as 1-1 and 1-2, indicating the iterations filled out by both individuals.

## Muscle Mass Tracking with anti diabetic medications

PID 481

### Record Status Dashboard (all records)

Displayed below is a table listing all existing records/responses and their status for every data collection instrument (and if longitudinal, for every event). You may click any of the colored buttons in the table to open a new tab/window in your browser to view that record on that particular data collection instrument. Please note that if your form-level user privileges are restricted for certain data collection instruments, you will only be able to view those instruments, and if you belong to a Data Access Group, you will only be able to view records that belong to your group.

#### Legend for status icons:

- Incomplete ● Incomplete (no data saved) [?](#)
- Unverified
- Complete

Dashboard displayed: [Default dashboard] ▼

[Create custom dashboard](#)

Displaying record Page 1 of 1: "1--1" through "7--2" ▼ of 13 records

ALL (13) ▼ records per page

Enter new record name + Create

Displaying: [Instrument status only](#) | [Lock status only](#) | [All status types](#)

Record ID	Form 1
<a href="#">1--1</a>	<span style="color: green;">●</span>
<a href="#">1--2</a>	<span style="color: green;">●</span>
<a href="#">2--1</a>	<span style="color: green;">●</span>
<a href="#">2--2</a>	<span style="color: green;">●</span>
<a href="#">3--1</a>	<span style="color: green;">●</span>
<a href="#">3--2</a>	<span style="color: green;">●</span>
<a href="#">4--1</a>	<span style="color: green;">●</span>
<a href="#">4--2</a>	<span style="color: green;">●</span>
<a href="#">5--1</a>	<span style="color: green;">●</span>
<a href="#">5--2</a>	<span style="color: green;">●</span>
<a href="#">6--1</a>	<span style="color: green;">●</span>
<a href="#">6--2</a>	<span style="color: green;">●</span>
<a href="#">7--2</a>	<span style="color: green;">●</span>

The Double Data Entry module shows the differences between the entries made by both Data Entry Persons, and allows the Reviewer to create a third record called 'Merged Record', wherein there is the option to choose one of the values entered by either Data Entry Person, or enter a totally different value, based on judgement and verification against the source. The Reviewer's Data Comparison Tool allows the option to compare only selected records, or all of them, for discrepancies.

# Entry by Data entry person 1

# Entry by Data entry person 2

Differences were found between the two records named 1--1 and 1--2.

correct or change the value of one of the records below, simply click on the data displayed in red, and it will take you to that form for that particular record.

**MERGE THEM?**

If you wish to merge selected values from the two records below into a NEW third record, you may [click here to merge them](#).

Label (field name)	Form Name	Record ID	
		1--1	1--2
Age (age)	Form 1	18	17

Differences were found between the two records named 2--1 and 2--2.

The table below compares the two records named 2--1 and 2--2. Only the fields that have differing values are listed below. If you need to correct or change the value of one of the records below, simply click on the data displayed in red, and it will take you to that form for that particular record.

**MERGE THEM?**

If you wish to merge selected values from the two records below into a NEW third record, you may [click here to merge them](#).

Label (field name)	Form Name	Record ID	
		2--1	2--2
Ailment (dz)	Form 1	Diabetes Type 2	T2 DM

Logged in as prohela | Log out

- My Projects or Control Center
- REDCap Messenger
- Contact REDCap administrator
- View project as user: -- select a user --
- Enter PID to go to project

**Project Home and Design**

- Project Home · Project Setup
- Designer · Dictionary · Codebook
- Project status: Development

**Data Collection**

- Record Status Dashboard
- Add / Edit Records

**Applications**

- Project Dashboards
- Alerts & Notifications
- Multi-Language Management
- Calendar
- Data Exports, Reports, and Stats
- Data Import Tool
- Data Comparison Tool
- Logging and Email Logging
- Field Comment Log
- File Repository
- User Rights and DAGs
- Customize & Manage Locking/E-signatures
- Data Quality
- API and API Playground
- REDCap Mobile App

**Data Comparison Tool for Double Data Entry**

This page may be used for comparing project records that have been entered by designated data entry persons. Select a record from the list below and hit the 'Compare' button. A comparison table will then be displayed showing the differences between the records. Only records that have been entered by both data entry persons will be displayed in the selection box below.

Record ID	Compare selected record
2	Compare all records

Print page

**Instructions for merging records:**

In the table below, only the fields that have differing values for the existing two records are displayed. Since you are merging these two records, you will need to decide which of those two values you wish to include in the new record you are creating. You may also choose to enter a new value rather than selecting one from the existing records.

Simply click on the dot in each cell to select that field's value as the value to be included for the NEW third record you will be creating. When you are done making your selections, click the Merge Records button at the bottom to create the new record.

Label (field name)	Form Name	Choose one of the existing values or enter a new value		
		2--1	2--2	New Value
Ailment (dz)	Form 1	<input checked="" type="radio"/> Diabetes Type 2	<input type="radio"/> T2 DM	<input type="text"/>

Merge Records Cancel

final

The system informs of the creation of a third, merged record.



Running the comparison multiple times will show the merged records created in the previous runs.

**Differences were found between the two records named 1--1 and 1--2.**

The table below compares the two records named 1--1 and 1--2. Only the fields that have differing values are listed below. If you need to correct or change the value of one of the records below, simply click on the data displayed in red, and it will take you to that form for that particular record.

**NOTE:** These two records have already been merged into the record named 1, which is displayed below.

Label (field name)	Form Name	Record ID		
		1--1	1--2	1 (merged)
Age (age)	Form 1	18	17	18

---

















**Differences were found between the two records named 2--1 and 2--2.**

The table below compares the two records named 2--1 and 2--2. Only the fields that have differing values are listed below. If you need to correct or change the value of one of the records below, simply click on the data displayed in red, and it will take you to that form for that particular record.

**NOTE:** These two records have already been merged into the record named 2, which is displayed below.

Label (field name)	Form Name	Record ID		
		2--1	2--2	2 (merged)
Ailment (dz)	Form 1	Diabetes Type 2	T2 DM	Diabetes Type 2

The Record Status Dashboard continues to display all three records : those created by Data Entry Person 1, Data Entry Person 2 and the merged record created by the Reviewer.

Record ID	Form 1
1	
1--1	
1--2	
2	
2--1	
2--2	
3--1	
3--2	
4--1	
4--2	
5--1	
5--2	
6--1	
6--2	
7--1	
7--2	

**merged record**  
 The records by the individual data entry persons continue to show up on the Record Status Dashboard.

Using the Double Data Entry module minimizes the chances of errors in data entry, by providing an automated, third pair of eyes to identify discrepancies, which can then be adjudicated upon by the human reviewer.

