



## **What to do when data for a 'required' field are not immediately available and surveys need to be submitted?**

REDCap allows marking a data collection field as 'required.' When a survey respondent tries to submit a form without filling in the 'required' field, they are presented with a reminder screen. The submission cannot go through unless the 'required' field is completed.

However, there may be times when the survey must be submitted immediately while the information for the 'required' field is still not available. There is a workaround for this predicament.

The survey settings can be changed to allow the respondent to return to the survey later, with a code or a link. Incidentally, this modification also allows for a form to be submitted without filling in a 'required' field.

Explanatory screenshots follow.

The 'reminder' screen that is displayed when a 'required' field is left blank in a survey

**NOTE: Some fields are required!**

Your data was successfully saved, but you did not provide a value for some fields that require a value. Please enter a value for the fields on this page that are listed below.

Provide a value for...

- Was the patient hospitalized?

Okay

Patient name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ M-D-Y

Sex:  
 Male  
 Female  
 Unknown  
 Other

Ethnicity:  
 Hispanic/Latino  
 Non-Hispanic-Latino  
 Not specified

Age units:  
 Years  
 Months  
 Days

Reporting jurisdiction: \_\_\_\_\_ Case State/local ID: \_\_\_\_\_  
Reporting health department: \_\_\_\_\_ CDC 2019-nCoV ID: \_\_\_\_\_  
Contact ID <sup>a</sup>: \_\_\_\_\_ NNDSS loc.rec.ID/Case ID <sup>b</sup>: \_\_\_\_\_

Was the patient hospitalized?  
 Yes  
 No  
 Unknown

Admission Date: \_\_\_\_\_ M-D-Y  
Discharge Date: \_\_\_\_\_ M-D-Y

The feature of return codes that can be used for submitting surveys without required information being immediately available

**Your survey responses were saved!**

You have chosen to stop the survey for now and return at a later time to complete it. To return to this survey, you will need both the survey link and your return code. See the instructions below.

**1.) Return Code**  
A return code is **\*required\*** in order to continue the survey where you left off. Please write down the value listed below.

Return Code

\* The return code will NOT be included in the email below.

**2.) Survey link for returning**  
You may bookmark this page to return to the survey, OR you can have the survey link emailed to you by providing your email address below. For security purposes, **the return code will NOT be included in the email.** If you do not receive the email soon afterward, please check your Junk Email folder.

\* Your email address will not be associated with or stored with your survey responses.

Or if you wish, you may continue now

**'Return Code' needed to return**

Copy or write down the Return Code below. Without it, you will not be able to return and continue this survey. Once you have the code, click *Close* and follow the other instructions on this page.

Return Code: