Data Entry Trigger (DET) Plugin

DET is used to send triggers via email when the predefined conditions are met with newly entered records. For example, the email notification will be sent whenever a new participant is enrolled and randomized into the certain target group. DET can be set-up by each project user who has the access to Project Design and Setup so that any study staff(s) can be notified via email about the updated data entry status in real time, thus any further actions can be made. This plugin will be useful for any time-sensitive reaction to the data entry results.

1. **Set-up Bookmarks**
   1) Setup a bookmark by going to the **Project Setup** tab, and selecting **Add or edit bookmarks**.

Set up project bookmarks (optional)

You may create custom bookmarks to webpages that exist inside or outside of REDCap. These bookmarks will be seen as links on the left-hand project menu and can be accessed at any time by users who are given privileges to do so. Every project bookmark has custom settings that allow one to control its appearance and behavior.

Go to **Add or edit bookmarks**

   2) Add the Auto-Notification Bookmark to your project
      -Give the Bookmark a name and paste the following URL
      https://www.redcap.ihrp.uic.edu/plugins/autonotify/index.php
      to Link URL/Destination, choose **Simple Link**, and check **Append project ID to URL**.

Longitudinal Project-Test

🏠 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	DET_test101	https://www.redcap.ihrp.uic.edu/plugins/autonotify/index.php	Simple Link ▼	●All users ○Selected users	☐	☐	☑	✖

2. Get and verify variable names to get trigger.

1) Go to Online Designer.
2) Click on the instrument name and review what variable(s) you would like to be part of the DET.

<Example>
Variable name: 'random'. Numeric values: '1'=Control, '2'=treatment.

3. Setup conditional logics and the Email notification.

1) Go to the left in navigation, go to **Project Bookmarks**, and click on the new DET that you set up.
2) Add conditional logic syntax (ex. [random]= '2')
3) Fill out email addresses for the trigger receivers and sender with subject and message.
4) Leave as blank for Pre- and Post- AutoNotification DET triggers unless needed.
5) Save configuration.

! PHI alert: *The notification email will include a link to the record and will therefore include the value of the study_id field. For this reasons, this first field SHOULD NOT INCLUDE PHI such as MRN. It is recommended to use an auto-numbering first field as best practice and include PHI as a secondary identifier.*

<Example Email sent by DET>
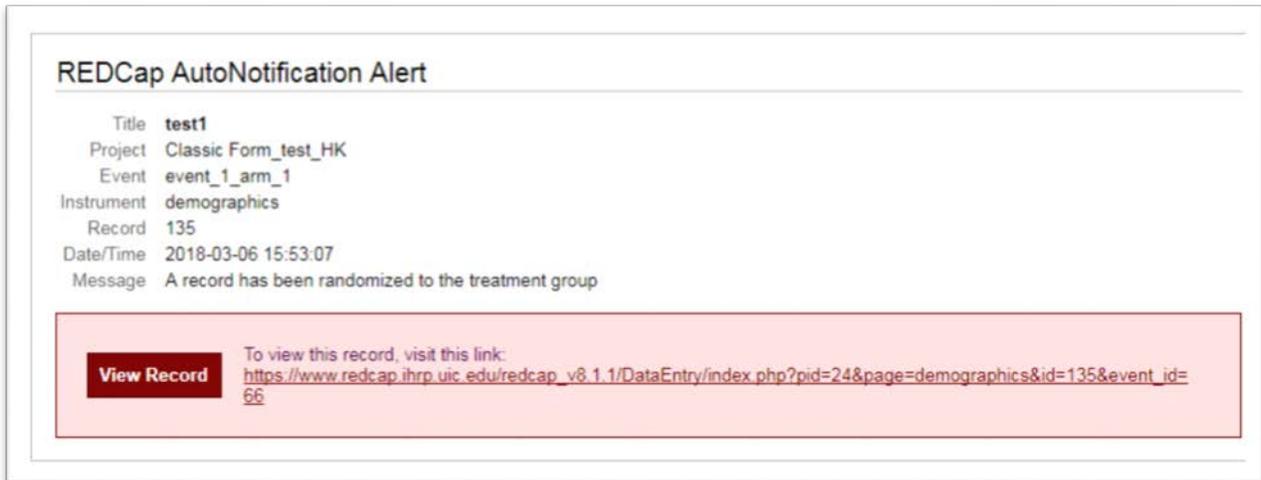
4. Test thoroughly

1) Go to Data collection and Add/Edit Records. Add a test record by selecting the value you used in the conditional logic for DET and save/exit.
2) Email will be sent to the address entered in Configure Notification Email. Already entered records before the new DET is created will not send the email trigger although the condition is met. Trigger works only for the records entered after the DET set-up is completed.