

New Features in REDCap Version 13

Sui Tsang

REDCap@Yale Team

11/7/2023



YALE UNIVERSITY
SCHOOL OF
MEDICINE

Overview of New Features - REDCap I and II

Survey:

1. Repeating Automated Survey Invitations (ASIs)
2. New options for “When to send invitations AFTER conditions are met” when setting up ASI

Smart Variable:

1. New smart variable [new-instance]

Overview of New Features - REDCap I and II

Embedding of images and file attachments:

1. Images and file attachments can be embedded in text & emails
2. Inline PDF attachment to descriptive field can be displayed as an embedded PDF

Action Tag:

1. @INLINE-PREVIEW

Overview of New Features - REDCap I and II

Project Design:

1. A link to the Codebook page now available inside the Add/Edit Field dialog on the Online Designer.
2. Comment lines can be added to calculations and logic
3. New option for Form Display Logic: "Hide forms that are disabled".

Overview of New Features - REDCap I and II

User Rights:

1. Separate user privilege for 'Alerts & Notifications'
2. Assign to a DAG during user role assignment import via CSV

Application:

1. Integration of the MyCap External Module
2. Mosio SMS Services

Overview of New Features - REDCap I and II

Report:

1. Download all files on a report

File Repository:

1. Redesign of the File Repository

Survey

Repeating Automated Survey Invitations (ASIs)

- If a survey is a repeating instrument or if it exists on a repeating event, then you will see a new section "How many times to send it" in the ASI setup popup in the Online Designer.

🔄 STEP 4: How many times to send it (repeating surveys only)

Just once

Multiple times on a recurring basis:

🔄 Send every days after initially being sent.
Tip: A monthly recurrence can be approximated as 30.44 days.

📅 Send up to times total (including the first time sent).
Leave blank to continue triggering and sending forever.

📘 Learn about [Data Collection Strategies for Repeating Surveys](#) ←




Note: If an instrument is not a repeating survey, then this new section will not appear in the ASI setup dialog.

Repeating Automated Survey Invitations (ASIs)

Data Collection Strategies for Repeating Surveys

Collecting survey data in a repeating fashion can be done efficiently and with minimal setup by using a repeating survey, which is a survey that is enabled as a repeating instrument or (if a longitudinal project) a survey instrument utilized on a repeating event. However, it can sometimes be difficult to know which features to use with repeating surveys to collect repetitive survey data most effectively. The information below presents multiple data collection options for repeating surveys. Each option has its own pros and cons that should be weighed carefully based on your situation. It is important to point out that the options below are not mutually exclusive and can be used in combination together for multiple surveys within a project.

Different ways to collect data for a repeating survey

	 "Repeat the survey" button at end of survey	 Automated Survey Invitations (ASIs)	 Alerts & Notifications
Description	Utilize the "Repeat the survey" button that can be enabled to appear at the end of the survey to allow participants to keep adding new repeating instances over and over again for the survey.	Utilize an Automated Survey Invitation that will be repeatedly sent at an a recurring interval.	Utilize an alert that will be repeatedly sent at an a recurring interval, in which the alert will contain a specially-formatted survey link for the repeating survey.
Activation process and usage	Enable the "Repeat the survey" option on the Survey Settings page, and participants will be able to enter multiple instances' worth of data in a back-to-back fashion (i.e., in one sitting), in which the "Repeat the survey" button will be displayed at the end of the survey. Additionally, if you are utilizing the Survey Queue feature, and the participant has been given their survey queue link, they will be able to enter new repeating survey instances whenever they wish on the survey queue page.	Click the 'Automated Invitations' button for the repeating survey in the Online Designer, and then fill out the 'How many times to send it' section in the ASI popup to designate how often and how many times the invitations should be repeated.	Create an alert on the Alerts & Notifications page, and then fill out the 'Send it how many times?' section in the alert popup to designate how often and how many times the notifications should be repeated. The message of the alert must contain the Smart Variable <code>[survey-link]</code> and <code>*MUST*</code> be appended with <code>[new-instance]</code> . For example, if the unique instrument name of your repeating survey is "daily_survey", then you would use <code>[survey-link:daily_survey]</code> <code>[new-instance]</code> . This will create a survey link in the alert that will always point to a new, not-yet-created instance of the repeating survey.

New options for “When to send invitations AFTER conditions are met” when setting up ASI

STEP 3: When to send invitations AFTER conditions are met

Send immediately

Send on next at time H:M

Send the invitation days hours minutes

the exact time that the automated invitation was triggered

Send at exact date/time:

Send it based on...

- the exact time that the automated invitation was triggered
- the same day (beginning at midnight) that the automated invitation was triggered

Or based on the time value of a field from "Screener and Eligibility"

- "Subject date of birth" (All Events) - [dob]
- "Subject date of birth" (V0) - [dob]
- "Date of Subject Screening" (All Events) - [screen_date]
- "Date of Subject Screening" (V0) - [screen_date]

Or based on the time value of a field from "Opt-in Form"

- "Date Op-in offered" (All Events) - [opt_in_offered]
- "Date Op-in offered" (V0) - [opt_in_offered]

Or based on the time value of a field from "Consent Offered"

- "If yes, date consent offered" (All Events) - [consent_offered_date]
- "If yes, date consent offered" (V0) - [consent_offered_date]

Or based on the time value of a field from "Consent Obtained"

- "If yes, consent date" (All Events) - [consent_date]
- "If yes, consent date" (V0) - [consent_date]

Or based on the time value of a field from "Final Eligibility Checklist"

Smart Variable

New smart variable [new-instance]

- Can be appended to [survey-link], [survey-url], [form-link], and [form-url] to create a URL that points to a new, not-yet-created repeating instance for the current record.

PRO TIPS:

- Use [survey-link:instrument][new-instance] in the message of a recurring alert to allow participants to enter data easily into a repeating survey.
- No need to append [new-instance] to survey link in ASI. Configure in step 4 of ASI set up.

Example – Participants are asked to complete a repeating survey daily for 7 days.

If using Alert to send survey link, add [new-instance] after survey link:

🕒 STEP 2: Set the Alert Schedule

Send it how many times?

Just once

Every time the form/survey in Step 1B is (excludes data imports)

Multiple times on a recurring basis:

🔄 Send every days after initially being sent.

📅 Send up to times total (including the first time sent). *Leave blank to continue sending forever.*

✉️ STEP 3: Message Settings

Subject
* must provide value

Message:
* must provide value

Prevent piping of data for Identifier fields ?

Paragraph

— B I U

Link to the repeating survey: [event_0_arm_1][survey-link:test][new-instance]

If using automatic survey invitation, no need to add [new-instance] after survey link:

Send test email

Paragraph **B** *I* U

Please take this survey.

You may open the survey in your web browser by clicking the link below:
[survey-link]

If the link above does not work, try copying the link below into your web browser:
[survey-url]

This link is unique to you and should not be forwarded to others.

NOTE: You may modify or remove any text you wish in the Compose Message text box above. Make sure you include either [survey-link] or [survey-url] in the text or else the participant will not have a way to take the survey.

[How to use Piping in the survey invitation](#) Reminder: Never pipe private info (e.g., PII, PHI) into emails.

STEP 3: When to send invitations AFTER conditions are met

Send immediately

Send on next at time H:M

Send the invitation days hours minutes

Send at exact date/time: M/D/Y H:M

STEP 4: How many times to send it (repeating surveys only)

Just once

Multiple times on a recurring basis:


Send every days after initially being sent.
Tip: A monthly recurrence can be approximated as 30.44 days.

Send up to times total (including the first time sent).
Leave blank to continue triggering and sending forever.



Learn about [Data Collection Strategies for Repeating Surveys](#)







Embedding of images and file attachments

Embedding of images in field label, alert or survey message


- Check 'Use the Rich Text Editor' next to field label, click  to insert image or  to attach file.

Field Label Use the Rich Text Editor ?

Paragraph — **B** *I* U </>   ≡ ≡ ≡ ≡ ↶ ↷

    A  Q <> *I*x 

You finally found a new roommate. Which do you see?



Online
Designer

Embedding of images and file attachments in field label, alert or survey message

Data Entry Form:

You finally found a new roommate. Which do you see?



- A. Kayla, a twenty-four-year-old sociology-grad-student acquaintance who's willing to split her studio apartment with you, as long as you have a full year's rent in cash, up front.
- B. Your great-aunt Sandy, in the Bronx, who has a second bedroom, enough cat dander to coat both your lungs, and every issue of Time from 1968 onward.

[reset](#)

Embedding of file attachments in field label, alert or survey message

Example:

Attach a consent form file to a descriptive field.

A link will be shown on the form/survey for user/participant to download the file.

Click here to download the blank consent form:

[2022JAN28_Circadian Rhythm consent.pdf](#)

PDF attachment to descriptive field

- Attach PDF file to descriptive field -> PDF file will be displayed inline as embedded PDF

Field Type: Descriptive Text (with optional Image/Video/Audio/File Attachment) ▾ Codebook

Field Label Use the Rich Text Editor ?

Action Tags / Field Annotation (optional)

Learn about [@ Action Tags](#) or [using Field Annotation](#)

Variable Name (utilized in logic, calcs, and exports)

consent Enable auto naming of variable based upon its Field Label?

ONLY letters, numbers, and underscores

How to use [\[f\] Smart Variables](#) [Piping](#) [+ Field Embedding](#)

Optional file attachment, image, audio, or video:

Embed an external video (provide video URL) ?

e.g. <https://youtube.com/watch?v=E1cCuWMupz0>, <https://vimeo.com/62730281>, <http://example.com/movie.mp4>

Display format of video: Inline Inside popup

- OR -

Attach an image, file, or embedded audio

[MoCA-BLIND-8.1- English-Instructions-05-2020.pdf](#)

[\[X\] Remove](#)

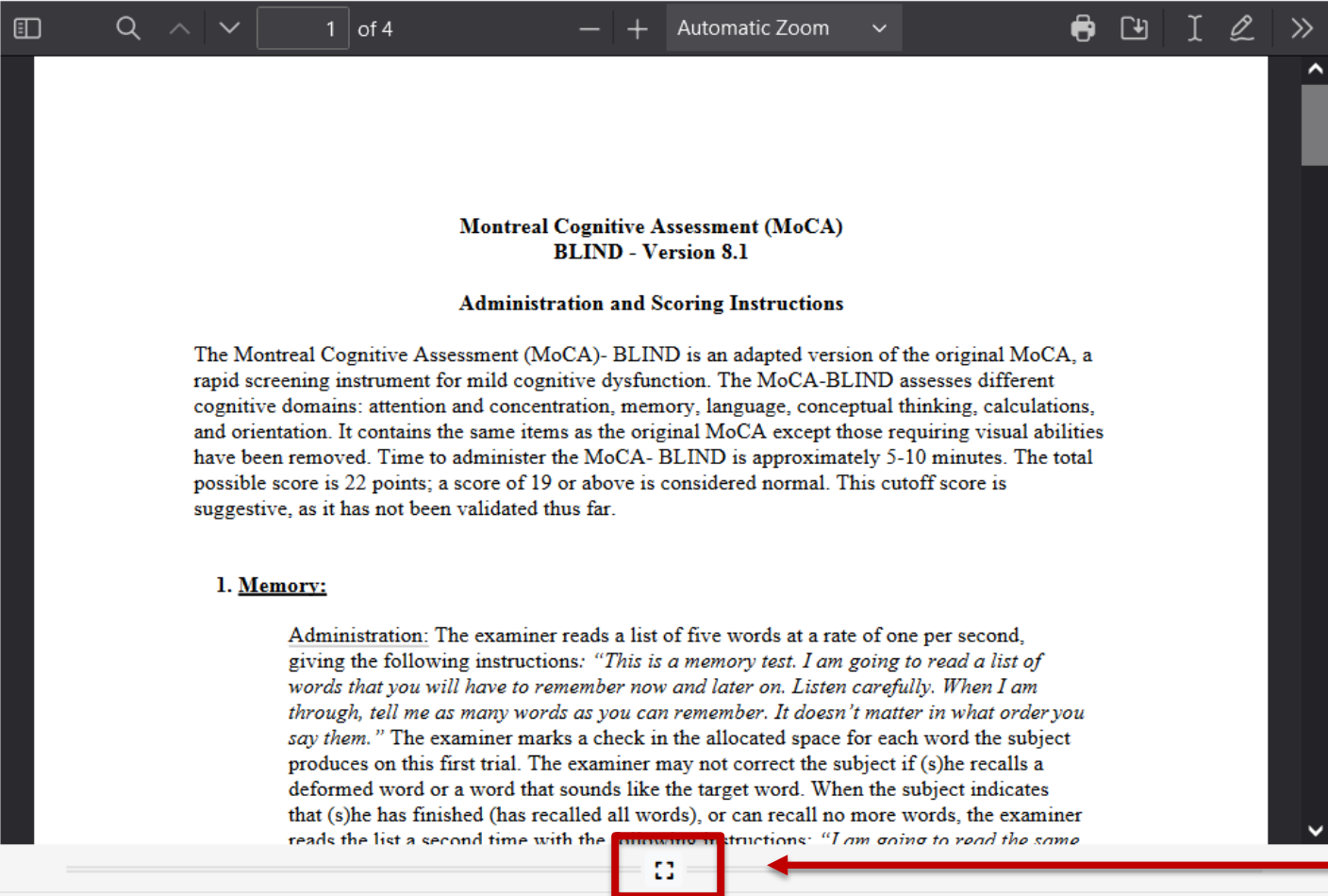
Display format of attachment on page:

Link

Inline image/PDF

Audio file (play in embedded player on page)

[Compatibility notice for embedded audio](#)



On survey or data entry form, the attached PDF file will be displayed as embedded PDF.

Click here to expand the PDF frame

Note:

- When viewing multi-page inline PDFs using certain devices, such as iPads or smart phones, only the first page of the PDF might be viewable on the webpage. Test before implementing!
- If your users or participants will be using mobile device, you can add another descriptive field to display the link of the PDF file so the users or participants can click the link to view the entire PDF file.

- Add another descriptive field with the uploaded file and display option= link

Field Type: Descriptive Text (with optional Image/Video/Audio/File Attachment) Codebook

Field Label Use the Rich Text Editor ?

Click this link to view or download the file:

Action Tags / Field Annotation (optional)

Learn about [@ Action Tags](#) or [using Field Annotation](#)

Variable Name (utilized in logic, calcs, and exports)

pdf_link Enable auto naming of variable based upon its Field Label?

ONLY letters, numbers, and underscores

How to use [Smart Variables](#) [Piping](#) [Field Embedding](#)

Optional file attachment, image, audio, or video:

Embed an external video (provide video URL) ?

e.g. <https://youtube.com/watch?v=E1cCuWMUpz0>, <https://vimeo.com/62730281>, <http://example.com/movie.mp4>

Display format of video: Inline Inside popup

- or -

Attach an image, file, or embedded audio

[MoCA-BLIND-8.1- English-Instructions-05-2020.pdf](#)

[\[X\] Remove](#)

Display format of attachment on page:

Link


Inline image/PDF

Audio file (play in embedded player on page)

[Compatibility notice for embedded audio](#)

(Images wider than 600 pixels will be downsized to fit page.)

Click this link to view or download the file:

Attachment:  [MoCA-BLIND-8.1- English-Instructions-05-2020.pdf](#) (214.4 kB)

1 of 4 Automatic Zoom

**Montreal Cognitive Assessment (MoCA)
BLIND - Version 8.1**

Administration and Scoring Instructions

The Montreal Cognitive Assessment (MoCA)- BLIND is an adapted version of the original MoCA, a rapid screening instrument for mild cognitive dysfunction. The MoCA-BLIND assesses different cognitive domains: attention and concentration, memory, language, conceptual thinking, calculations, and orientation. It contains the same items as the original MoCA except those requiring visual abilities have been removed. Time to administer the MoCA- BLIND is approximately 5-10 minutes. The total possible score is 22 points; a score of 19 or above is considered normal. This cutoff score is suggestive, as it has not been validated thus far.

Descriptive field to display the link to the file

Descriptive field to display the embedded PDF file

Action Tag

@INLINE-PREVIEW Action Tag

- When this action tag is added to File Upload fields or Description Text fields, a preview button will be displayed next to the field on survey pages and data entry forms if the uploaded file is an image or PDF file.

Edit Field

You may add a new project field to this data collection instrument by completing the fields below and clicking the Save button at the bottom. When you add a new field, it will be added to the form on this page. For an overview of the different field types available, you may view the [Field Types video \(4 min\)](#).

Field Type: File Upload (for users to upload files) Codebook

Field Label Use the Rich Text Editor ?

Upload your file here

Action Tags / Field Annotation (optional)

@INLINE-PREVIEW

Learn about [@ Action Tags](#) or [using Field Annotation](#)

Variable Name (utilized in logic, calcs, and exports)

upload Enable auto naming of variable based upon its Field Label?

ONLY letters, numbers, and underscores

How to use [Smart Variables](#) [Piping](#) [Field Embedding](#)

Required?* No Yes
* Prompt if field is blank

Identifier? No Yes
Does the field contain identifying information (e.g., name, SSN, address)?

Custom Alignment Right / Vertical (RV) ?
Align the position of the field on the page

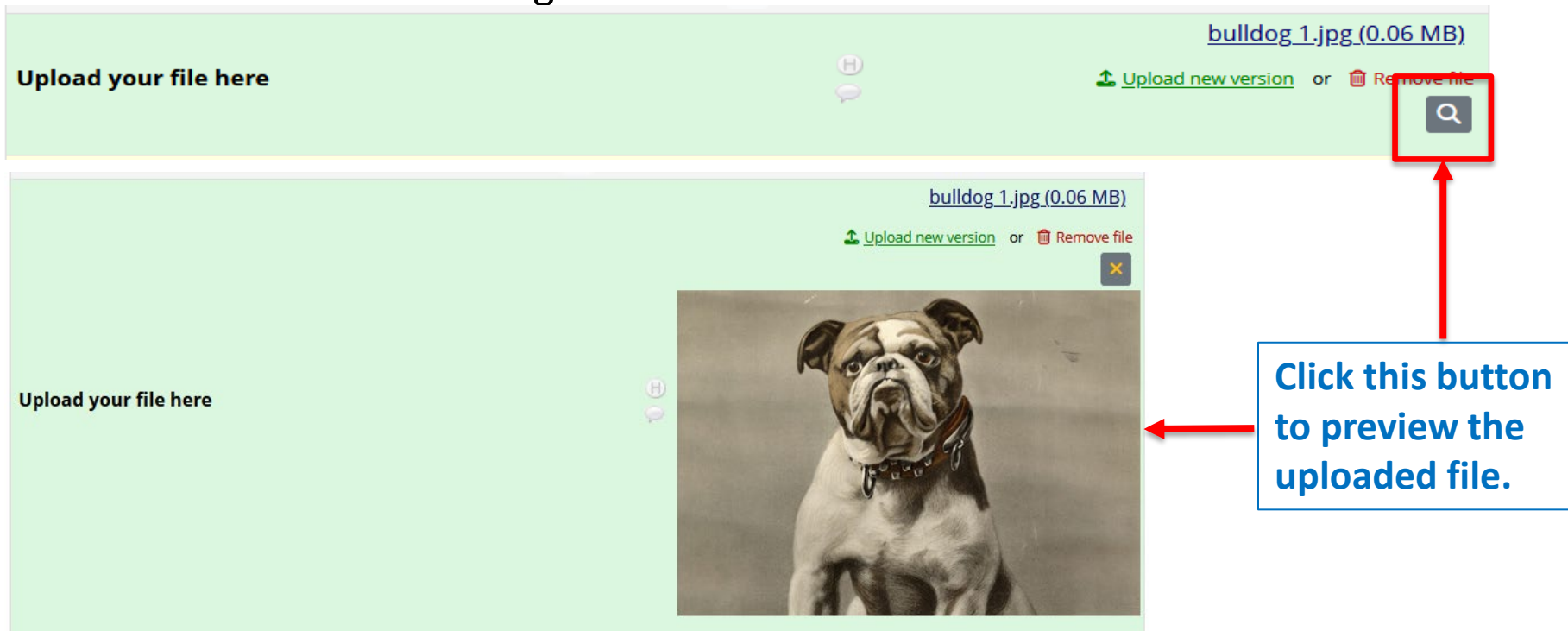
Field Note (optional)
Small reminder text displayed underneath field

Save **Cancel**

@INLINE-PREVIEW Action Tag

- Clicking the preview button will immediately display the image/PDF inline on the page, after which it can be closed again, if desired.

This allows users/participants to view the file without having to download it to their local device.



The image shows two screenshots of the REDCap file upload interface. The top screenshot shows the upload area with the text "Upload your file here" and a search icon (magnifying glass) highlighted with a red box. The bottom screenshot shows the same interface with the file "bulldog_1.jpg (0.06 MB)" uploaded and previewed. A red arrow points from the search icon in the top screenshot to the previewed image in the bottom screenshot. A blue box with white text and a red arrow points to the previewed image, containing the text "Click this button to preview the uploaded file."

**Supported file type: PDF, BMP, GIF, JPG/JPEG/JFIF/PJPEG/PJP, PNG, SVG, and TIF/TIFF.*

Project Design

Online Designer – Link to codebook page

Add New Field

You may add a new project field to this data collection instrument by completing the fields below and clicking the Save button at the bottom. When you add a new field, it will be added to the form on this page. For an overview of the different field types available, you may view the [Field Types video \(4 min\)](#).

Field Type:

Field Label Use the Rich Text Editor ?

Action Tags / Field Annotation (optional)

Learn about [@ Action Tags](#) or [using Field Annotation](#)

[Codebook](#)

Variable Name (utilized in logic, calcs, and exports)

Enable auto naming of variable based upon its Field Label?
ONLY letters, numbers, and underscores

How to use [Smart Variables](#) [Piping](#) [Field Embedding](#)

Validation? (optional)

- or -

Required?* No Yes

* Prompt if field is blank

Identifier? No Yes

Does the field contain identifying information (e.g., name, SSN, address)?

Custom Alignment

Align the position of the field on the page

Field Note (optional)

Small reminder text displayed underneath field

Save

Cancel

Comment lines can be added to calculations and logic

- Logic and calculations may now contain comments, which are not evaluated but serve as annotations to help document or explain what the calc/logic is doing.
- Comments must be on their own lines and start with // (double forward slash) or # (hash sign), optionally preceded by whitespace characters (spaces, tabs). You may not append a comment to a line that is part of the logic or calc expression.

The code block below illustrates how one might use # and // as comments in your logic and calculations.

```
# Text can be put here to explain what the logic/calculation does and why.
if ([field1] = '1' and [field2] > 7,

    // This comment can explain what the next line does.
    [score] * [factor],

    // Return '0' if the condition is False.
    0

)
```

New option for Form Display Logic: "Hide forms that are disabled".

Optional Settings:

- Keep forms enabled if they contain data**
Only disable empty forms (those with a gray form status icon).
- Hide forms that are disabled**
All forms that are disabled will also be hidden (not visible) on the Data Collection menu and on the Record Home Page.

Participant ID 5

Data Collection Instrument	Baseline Baseline Visit	FU 45d Follow Up Visit - 45 days	FU 6m Follow Up Visit - 6 Months	FU 12m Follow Up Visit - 12 Months	Discontinuation
Patient Screening Form	<input checked="" type="radio"/>				
Caregiver Screening Form	<input type="radio"/>				
Patient Contact	<input type="radio"/>				
Caregiver Contact	<input type="radio"/>				
Patient Call Log		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Callahan Screener		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Patient Interview Start	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Patient Baseline Characteristics	<input type="radio"/>				
EQ5D5L	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
EQ5D5L Proxy		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
PROMIS SF v1.2 - Global Health	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Seattle Angina Questionnaire SAQ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Health History	<input type="radio"/>				
TICS	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	
FRAIL Scale	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	
UAB Life Space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Medications		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
MMAS4		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Hide forms that
are disabled
option not
checked

New option for Form Display Logic: "Hide forms that are disabled".

Optional Settings:









Keep forms enabled if they contain data

Only disable empty forms (those with a gray form status icon).

Hide forms that are disabled

All forms that are disabled will also be hidden (not visible) on the Data Collection menu and on the Record Home Page.

Participant ID 5


 Data Collection Instrument	Baseline Baseline Visit	FU 45d Follow Up Visit - 45 days	FU 6m Follow Up Visit - 6 Months	FU 12m Follow Up Visit - 12 Months	Discontinuation
Patient Screening Form					
Outcomes And Hospitalizations					
Tracking					
Messaging					
Delete all data on event:					

Hide forms that are disabled option checked




User Rights

Separate user privilege for 'Alerts & Notifications'







Basic Privileges

 Expiration Date (M-D-Y)
(if applicable)

Highest level privileges:

-  Project Design and Setup
-  User Rights
-  Data Access Groups

Other privileges:

-  Alerts & Notifications
-  Calendar
-  Add/Edit/Organize Reports
Also allows user to view ALL reports (but not necessarily all data in the reports)
-  Stats & Charts
-  Data Import Tool
-  Data Comparison Tool

Assign to a DAG during user role assignment import via CSV

Add new users: Give them custom user rights or assign them to a role.

Add new user

— OR —

Assign new user to role

Create new roles: Add new user roles to which users may be assigned.

Enter new role name

(e.g., Project Manager, Data Entry Person)

Upload or download users, roles, and assignments ▾ ?

- Upload users (CSV)
- Download users (CSV)
- Upload user roles (CSV)
- Download user roles (CSV)
- Upload user role assignments (CSV)
- Download user role assignments (CSV)

username	unique_role_name	data_access_group
	U-265P8L3XFC	inova
	U-265P8L3XFC	bwh
	U-7628AHAJ7F	
	U-265P8L3XFC	kaiser
	U-265P8L3XFC	kaiser
	U-265P8L3XFC	bwh

Applications

Integration of the MyCap External Module

- MyCap is a participant-facing mobile application used for data collection and the automated administration of Active Tasks (activities performed by participants using mobile device sensors under semi-controlled conditions)
- All data collected in the MyCap App are automatically sent back to the REDCap server as soon as internet connection is available (i.e., it can also be used for offline participant data collection).
- MyCap can only be enabled in classic project in our current version of REDCap (Version 13.7.9). MyCap for longitudinal project will be available when we upgrade to version 13.10 or higher.
- To learn more: <https://projectmycap.org>

Integration of the MyCap External Module


Main project settings

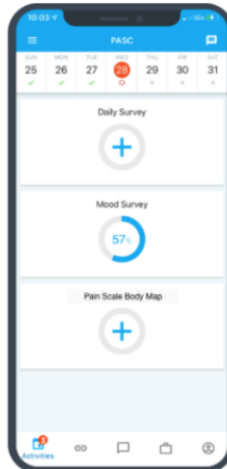
Enable Use surveys in this project? [?](#) [VIDEO: How to create and manage a survey](#)

Enable Use longitudinal data collection with defined events? [?](#)

Disable Use the MyCap participant-facing mobile app? [Learn more about MyCap](#)

Use the MyCap mobile app in this project?


Not started
I'm done!



MyCap is a participant-facing mobile application (on iOS and Android) used for data collection and the automated administration of active tasks (activities performed by participants using mobile device sensors under semi-controlled conditions). All data collected in the MyCap app are automatically sent back to the REDCap server as soon as internet connection is available (i.e., it can also be used for offline participant data collection).

MyCap is a no-code solution for research teams conducting longitudinally-designed projects or projects with frequent participant contact. MyCap also facilitates participant engagement and retention by providing quick access to project staff and two-way communications (e.g., messaging and announcements) within the app. MyCap is available on any iOS device (iOS v11.0+) and any Android device (Android v8.0+).

For more information about MyCap, check out the [MyCap website](#), [publication](#), [resources](#), and a list of [MyCap use cases](#).

Help document

Training Videos

Watch some short videos on how to use MyCap in a project:

- [Configure MyCap Tasks](#)
- [App Design](#)
- [MyCap Participant Management](#)

Take a test drive: View the MyCap app through the eyes of a participant.
[Join a demo project using the MyCap mobile app](#)

Prefer a detailed guide of instructions?
Read the [MyCap Help document](#)

Current limitations with MyCap: Several standard REDCap features are not supported by MyCap, partially due to the fact that the MyCap app intentionally keeps very little participant data on the mobile device at a given time. The following REDCap features are not supported in the MyCap mobile app: piping, smart variables, field embedding, special functions, calculated fields, and most action tags (@HIDDEN and all @MC- prefixed action tags *are* supported). Branching logic is partially supported, in which simple, single-statement branching logic (i.e., does not contain AND, OR, or special functions), such as `[field]='1'`, is supported.

Current Limitation

Mosio SMS Services

- REDCap has the capability to send SMS text messages for surveys and for Alerts & Notifications by using a third-party web service, Mosio (www.mosio.com).
- This allows you to invite a participant to take a survey by sending them an SMS message, in which the data would be collected in REDCap directly from their phone without having to use a webpage.
- There are two ways REDCap currently works with Mosio:
 1. SMS Surveys – Sending questions and getting replies via text message.
 2. Alerts - Sending REDCap Alerts & Notifications via text message.


Mosio automates research communications. They are HIPAA and 21 CFR Part 11 compliant and will sign Business Associate Agreements (BAAs).

For more information and to get a Mosio account, visit <https://www.mosio.com/redcap>.

Report

Download all files on a report

Search Download Files (zip) Table not displaying properly ?

Participant ID partid	Event Name redcap_event_name	Upload signed consent form scrn_consent_upload	Upload signed HIPAA authorization scrn_hipaa_upload
3	Baseline	 Livebetter Practic...onsent.pdf	
4	Baseline		
6	Baseline		
7	Baseline		
8	Baseline		
9	Baseline		
15	Baseline		
16	Baseline		
17	Baseline		
18	Baseline		
19	Baseline		
20	Baseline		
21	Baseline		


File Repository

Redesign of the File Repository


File Repository

The File Repository allows users to store, organize, and share files used for this project. Folders and sub-folders can be created, and there is no limit to number of folders that can be created or the number of files that can be stored within them. If you are using Data Access Groups or user roles in the project, you may limit access to a new folder so that it is DAG-restricted and/or role-restricted. All deleted files will go to the Recycle Bin where they can be restored/undeleted for up to 30 days, after which they will be permanently deleted.

NOTE: Since Data Access Groups exist in this project, please be aware that any files uploaded here will be available to ALL project users unless the files have been uploaded into a DAG-restricted folder.

 Drag and drop files here to upload

 Select files to upload

 Create folder

 Download

 Delete









 Move

Show 25 entries

Search in current folder

0 MB used 

All Files

<input type="checkbox"/>	Name	Size	Time Uploaded	Comments	Share	Delete	doc_id / folder_id
	 Data Export Files	0 Files					
	 PDF Survey Archive	8 Files					
	 Miscellaneous File Attachments	0 Files					
	 Recycle Bin	0 Files					

Showing 1 to 4 of 4 entries

Previous 1 Next

Redesign of the File Repository

Create Folder – options to limit access by DAG and/or user role.

Create folder ✕

You may create a new folder in the current directory. Once the folder has been created, you may navigate into it and upload files there.

New folder name:

Limit access by Data Access Group? (optional)
Make folder accessible to ▾

Limit access by User Role? (optional)
Make folder accessible to ▾

QUESTIONS?