

Flight Tracker Consortium Meeting

November 5, 2025



www.edgeforscholars.org

https://redcap.link/flight_tracker

Meeting Agenda



Current Version:
v6.23.0

What's New?

Upcoming: "How I Use Flight Tracker" Corner
NCATS Translational Research Spectrum Questions?

Deep Dive: Maximizing REDCap & Flight Tracker

What's Next?

Educational Videos
Mentee-Mentor Agreement Cross-Sectional Study
Flight Tracker's Logo Rebrand



What's New?

“How I Use Flight Tracker” Corner



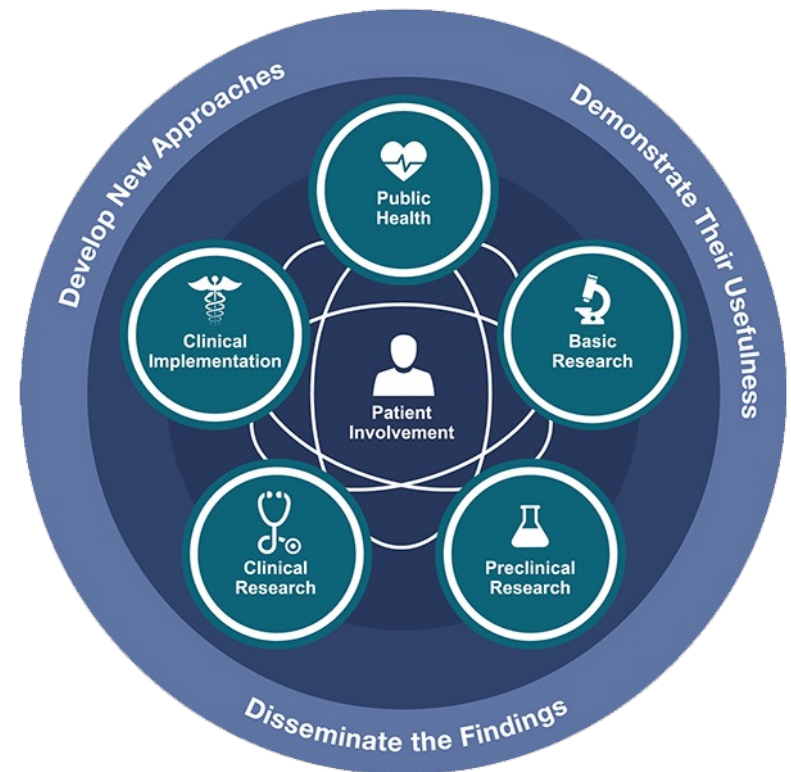
- Project pivot: Greatest current need is **software education**
- A great way to educate is to teach each other
- I'm interested in how you're using Flight Tracker
- Creating a **corner** on calls about “How I Use Flight Tracker”
- There are many ways to use Flight Tracker, and none is the only/best way to use it
- **Volunteers for coming months?**
The odder the use case, the better!



Translational Science Spectrum



- NCATS has a renewed emphasis on Translational Science instead of just Translational Research
- It used to be T1, T2, T3, T4
 - Now it's the logo on the right
- We want to collect data about this spectrum for related projects
 - Add to Initial & Followup Surveys
- Eventually, we want to incorporate throughout software



Your Feedback?



If you work in the biomedical domain, what is your primary research interest on NCATS' translational science spectrum?



- ☐ Basic Research
- ☐ Preclinical Research
- ☐ Clinical Research
- ☐ Clinical Implementation
- ☐ Public Health

[reset](#)

If you work in the biomedical domain, what is your secondary research interest, if any, on NCATS' translational science spectrum?

- ☐ Basic Research
- ☐ Preclinical Research
- ☐ Clinical Research
- ☐ Clinical Implementation
- ☐ Public Health

[reset](#)

[Skip if you don't have a secondary interest](#)

Deep Dive

Maximizing REDCap

Background



- Flight Tracker integrates within REDCap
- Anything REDCap can do, Flight Tracker can do
- REDCap's great for data cleaning & maintenance

So where can REDCap help Flight Tracker the most?

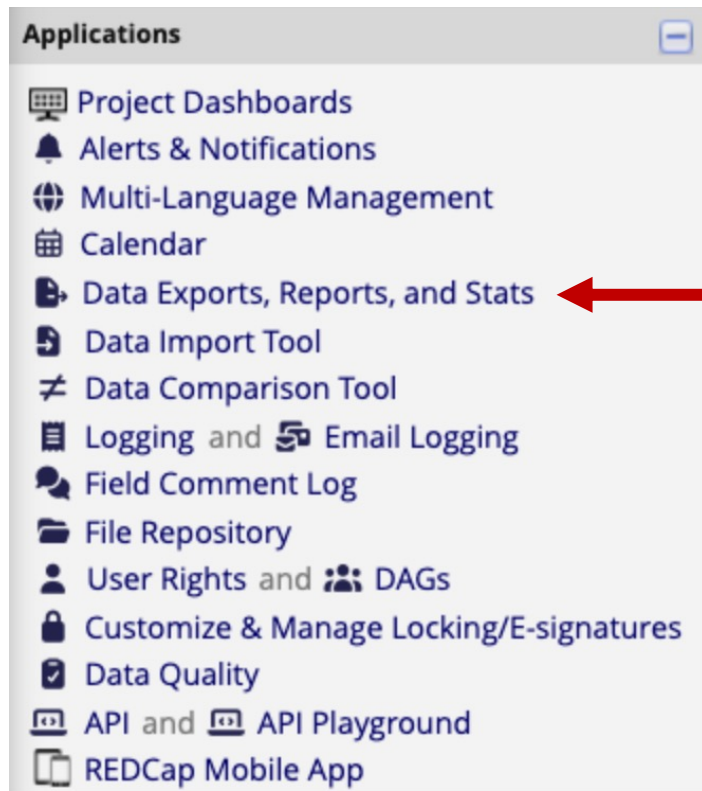
Overview



- Exports, Imports & Cleaning:
 - Reports
 - Data Import tool
 - Bulk Delete: Records & instruments
- Record Home page: Dropdown for record
- Instruments: Delete one form
- API-Sync module
- Copy project for backup
- Old Data Dictionaries



REDCap Reports



- Four-step process
- At end, can export to a CSV for a spreadsheet program

REDCap Reports



- For publications:
 - Step 2: add citation_full_citation to show citation
 - Step 3:
 - citation_include = Yes → use only Wrangled publications
 - citation_date = set timespan [start and end date]
 - Uncheck checkbox labelled “Show data for all...”
- For demographics: Use Summary instrument

STEP 2

Fields to include in report [+ Quick Add](#) [Quick Set](#) [Copy field](#)

Field 1	record_id "Record Id"	
Field 2	identifier_first_name "First Name"	
Field 3	identifier_last_name "Last Name"	
Field 4	citation_full_citation "Full PubMed Citation"	
Field 5	Type variable name or field label	

STEP 3

☐ Show data for all repeating instruments/events for each record returned ? [How to use filters and AND/OR logic](#)

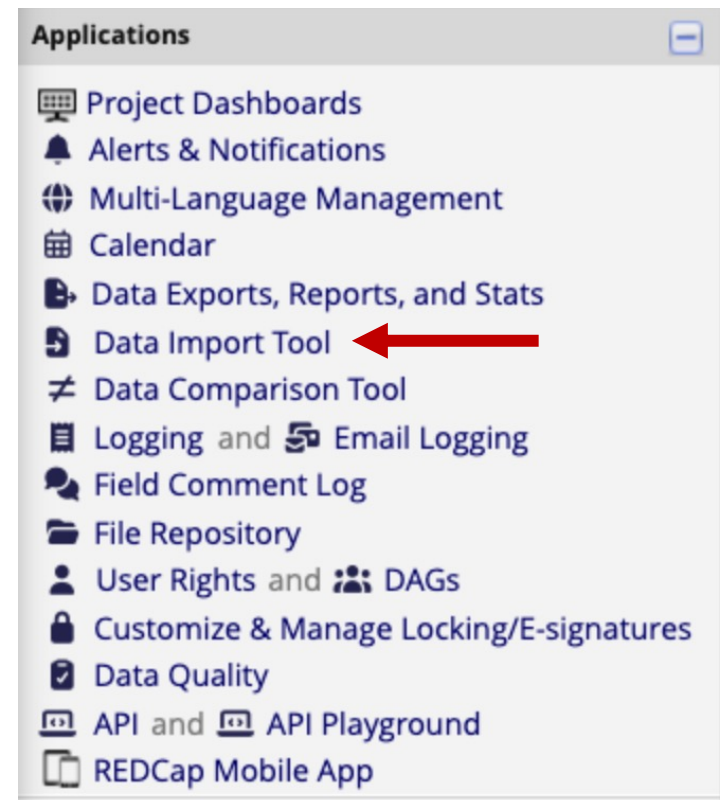
Filters (optional)

Filter	Operator / Value
Filter 1	citation_include "Include?" = Yes
AND	
Filter 2	citation_date "Date of Publication" >= 2025-09-01 Y-M-D

Data Import Tool



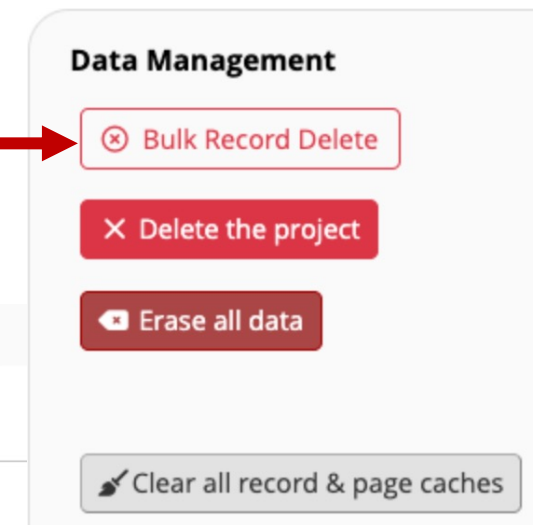
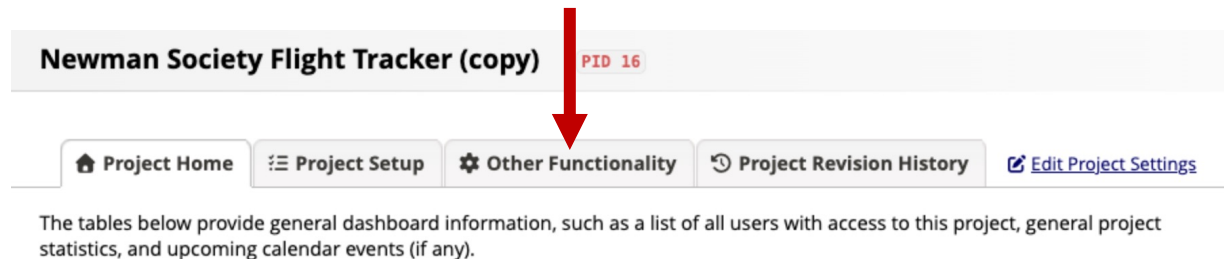
- When modifying multiple records at once...
 - Export data from REDCap Reports to CSV
 - Modify in spreadsheet program
 - Re-upload using Data Import Tool

A screenshot of the Data Import Tool form. It has a light green background. The form includes several sections: "Choose an import option" with a dropdown menu set to "Import in real time"; "Select your CSV data file" with a "Choose File" button and "No file chosen" text; "Display the data comparison table?" with a dropdown menu set to "Yes, display uploaded data prior to importing"; "Overwrite data with blank values?" with a dropdown menu set to "No, ignore blank values in the file"; and "File format settings" with three dropdown menus: "CSV delimiter of data file:" set to "Comma (,)", "Format for date/datetime values:" set to "MM/DD/YYYY or YYYY-MM-DD", and "Records in file are formatted as" set to "Rows". At the bottom left is a green "Upload File" button with a cloud icon.

Bulk Delete



- For Data Cleaning...
- Want to wipe entire records at once or entire instruments for a set of records?
 - REDCap's Project Home page
 - Other Functionality tab
 - Bulk Record Delete button



Bulk Delete



1. Delete entire records vs. instruments
2. Enter records as list vs. select records
3. Choose records
4. Delete!

❗ Please be advised that all deletions made here are **PERMANENT** and **IRREVERSIBLE**.

Step 1: Choose between deleting entire records or deleting data from specific instruments of selected records

- ☒ Delete entire records
☐ Partial delete (instrument-level data only)

Step 2: Choose between entering a custom list of records to delete or individually selecting records from a list

- ☐ Enter a custom list of records
☒ Select records from a list

Step 3: Select records to delete 0

Check the checkbox next to each record you wish to delete below.

[select all](#) [deselect all](#)

☐ 1 (Khaled Abdel-Kader)

☐ 2 (Ty Abel)

☐ 3 (Robert Abraham)

☐ 4 (Melinda Aldrich)

☐ 5 (Peggi Angel)

☐ 6 (Amy Arnold)

Bulk Delete: Targeted



- If you want to delete only certain instruments:
 1. You can Export the data for your records
 2. On your CSV, delete the data you don't want to keep and leave the data you do want to keep
 3. Bulk delete the entire instrument for your records
 4. Upload the modified CSV via the Data Import Tool
- Creates a powerful combo of only deleting certain data on certain records



Record Home Page



- Availability of actions depends on REDCap's User Rights
- Actions on one record:
 - Lock record
 - Rename record
 - Delete record [careful!]
 - [Other options]:
 - *E.g.*, Logging

Record Home Page

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.

Choose action for record ▾

- Download ZIP file of all uploaded documents
- Download PDF of record data for all instruments
- Download PDF of record data for all instruments (compact)

- Lock entire record
- Rename record
- Delete record (all forms)

- Database Query Tool
- Logging
- Notification Log
- Email Logging
- Survey Invitation Log

Delete One Form for One Record



- At bottom of form, an option to delete one form's data
- An extremely targeted delete
- Depends on User Rights

Form Status

Complete? Complete ▾

Lock this instrument?
If locked, no user will be able to modify this instrument for this record until someone with Instrument Level Lock/Unlock privileges unlocks it. ☐ **Lock**

Save & Exit Form Save & Stay ▾

- Cancel -

 Delete data for THIS FORM only

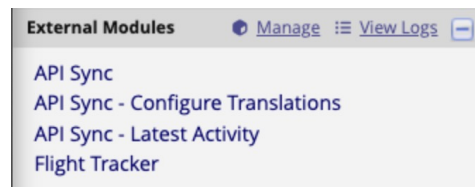
NOTE: To delete the entire record (all forms/events), see the record action drop-down at top of the [Record Home Page](#).

Advanced: API-Sync Module



- Need to keep data synced between two REDCap servers?
- Get your [REDCap admin](#) to enable the API Sync External Module
- Set it up to keep data synced once per week across servers
 - Preferably sync on weekends

API Sync

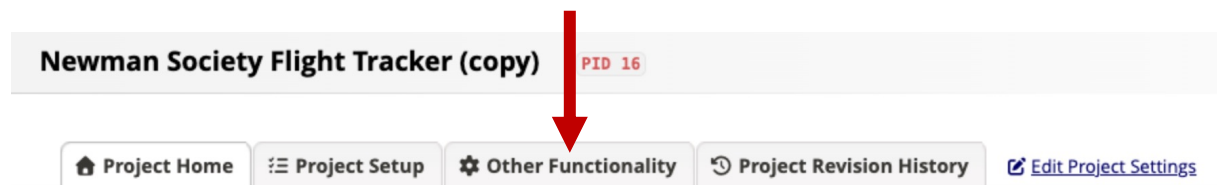


Export Queued Records	- Exports recently added/updated/deleted records now.
Export All Records	- Exports all existing records now. No records will be removed.
Clear Export Queue	- Unqueues any records currently queued for export.
Cancel Export	- Cancels the active export.
Delete Request Content Logs	- Deletes all logs created by the "Log request contents & responses" setting.
Import Now	- Imports from all sources now.

Copy a Project for a Backup



- Want to back up your data?
- Copy a REDCap's project's data into a separate project
 - Flight Tracker will be turned off
 - Just your data will be copied
- Then you can use the Data Import Tool to restore if necessary



The tables below provide general dashboard information, such as a list of all users with access to this project, general project statistics, and upcoming calendar events (if any).

Copy or Back Up the Project

 Copy the Project



 Download metadata only (XML)

 Download metadata & data (XML)

Include the following in the XML file:

- ☒ Reports
- ☒ Surveys and survey settings

Older Data Dictionaries



- Every time the Data Dictionary is updated, a copy of the old one is saved in a “snapshot”
- If you make a mistake in the Data Dictionary/metadata:
 - Download a prior Data Dictionary before the mistake happened
 - Then upload it under the Dictionary page in REDCap
 - Your data should be preserved



The tables below provide general dashboard information, such as a list of all users with access to this project, general project statistics, and upcoming calendar events (if any).

Older Data Dictionaries



	Data dictionary snapshot	06-09-2025 10:23	 Download data dictionary	Snapshot by scottjpearson (Scott Pearson)
	Data dictionary snapshot	07-23-2025 14:27	 Download data dictionary	Snapshot by scottjpearson (Scott Pearson)
	Data dictionary snapshot	09-19-2025 12:09	 Download data dictionary	Snapshot by scottjpearson (Scott Pearson)
	Data dictionary snapshot	10-02-2025 13:16	 Download data dictionary	Snapshot by scottjpearson (Scott Pearson)
	Data dictionary snapshot	10-19-2025 22:55	 Download data dictionary	Snapshot by scottjpearson (Scott Pearson)
	Data dictionary snapshot	10-27-2025 14:52	 Download data dictionary	Snapshot by scottjpearson (Scott Pearson)
	Development status (current)	-	 Download data dictionary	



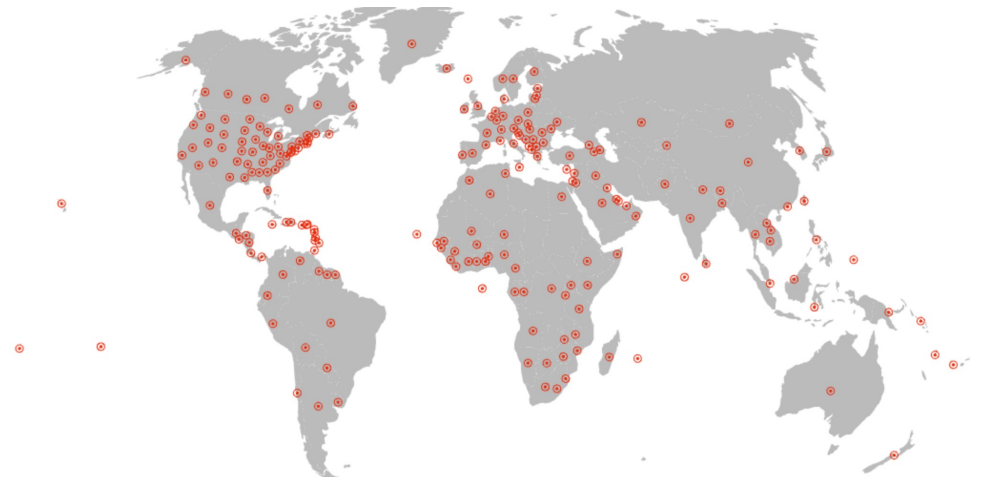
Upload



Recap



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What's Next?

Educational Videos



- https://redcap.link/flight_tracker_ed
- Transcripts for:
 - Steps to Get Started
 - NIH Training tables
 - Scholar Portal Administration
 - Using Your Flight Tracker Profile on the Scholar Portal
 - Mentee-Mentor Agreements [**video up now!**]
- As soon as rebranding happens, I aim to add videos for each of these topics
- **Are there other topics you need?** Let me know. I'm happy to prioritize.



Mentoring Agreement Partners



- Do you want to use the mentee-mentor agreements?
- If so, we are looking for partners on a **study** to correlate mentorship practices to productivity metrics
 - Goal: Discover what's going on nationally about mentorship
- We have data at Vanderbilt, but not enough to meet our needs for the study's power
- We're just now starting out...
- **If interested, please let me know your email in the chat!**



Flight Tracker's Logo Rebrand



- We're adjusting the Flight Tracker logo, font & colors to fit with other Edge for Scholars products
- We'll soon modify the look-and-feel of Flight Tracker slightly
 - Updated fonts, color palette & logo



**FLIGHT
TRACKER**
FOR SCHOLARS

Support Resources



Forum: Flight Tracker Community

Free accounts available

Monthly Troubleshooting Call

3rd Wednesday, November 19, 1pm CT

Monthly “Newbie” Call

Tuesday, November 12, 1pm CT

Monthly Getting Started Workshop

Friday, November 14, 12pm CT

Type your email in the chat for more info



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