

## Beginner – Codebook

The Codebook is a list of your projects questions and serves as a quick reference for viewing the attributes of any given field in the project without having to download and interpret the Data Dictionary or access the Online Designer. This is particularly helpful when you are in Production mode since the only way you can access an instrument via the Online Designer is by entering into Draft Mode.

Times when it may be helpful to access the Codebook:


- When you are writing conditional logic for an Automated Survey Invitation
- When you are writing calculated fields
- When you are using piping

Project Home
Project Setup
Online Designer
Data Dictionary
Codebook

The Codebook is a human-readable, read-only version of the project's Data Dictionary and serves as a quick reference for viewing the attributes of any given field in the project without having to download and interpret the Data Dictionary. Note: Checkbox fields have their coded values displayed both in the format defined by users in the Online Designer/Data Dictionary as well as in the extended format seen in data imports and exports (i.e., field\_\_code).

Print page
**Data Dictionary Codebook**
^ Collapse all instruments



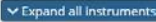
	#	Variable / Field Name	Field Label <small>Field Note</small>	Field Attributes (Field Type, Validation, Choices, Calculations, etc.)				
Instrument: <b>Project</b> (project) <span style="float: right;">^ Collapse</span>								
	1	proj_id	Project ID	text				
	2	title	Section Header: <i>Demographic Characteristics</i> Project Title	notes				
	3	pi_firstname	PI First Name	text				
	4	pi_lastname	PI Last Name	text				
	5	pi_yunetid	PI VUnetID	text				
	6	project_type	Project Type	dropdown <table border="1" style="font-size: 8px; border-collapse: collapse;"> <tr><td>1</td><td>Expedited</td></tr> <tr><td>2</td><td>Full Committee</td></tr> </table>	1	Expedited	2	Full Committee
1	Expedited							
2	Full Committee							








Access the codebook view by clicking the **Codebook** button (  ) on the left-hand navigation bar Under Project Home and Design.



### Collapse/expand instruments in Codebook

If you have multiple instruments and many fields within your project, the Codebook page can be very long. There may be times when you want to only look at the fields for a specific instrument. To condense the page so that you are only viewing the specific instrument you wish to look at, you can use the 'collapse' option.

 Print page  Data Dictionary Codebook  Expand all Instruments

#	Variable / Field Name	Field Label <small>Field Note</small>	Field Attributes (Field Type, Validation, Choices, Calculations, etc.)				
Instrument: <b>Project</b> (project) <span style="float: right;"> Collapse</span>							
	1 proj_id	Project ID	text				
	2 title	Section Header: <i>Demographic Characteristics</i> Project Title	notes				
	3 pi_firstname	PI First Name	text				
	4 pi_lastname	PI Last Name	text				
	5 pi_vunetid	PI VUnetID	text				
	6 project_type	Project Type	dropdown <table border="1"> <tr><td>1</td><td>Expedited</td></tr> <tr><td>2</td><td>Full Committee</td></tr> </table>	1	Expedited	2	Full Committee
1	Expedited						
2	Full Committee						

Likewise, when all instruments are collapsed, you can expand them.

#	Variable / Field Name	Field Label <i>Field Note</i>	Field Attributes (Field Type, Validation, Choices, Calculations, etc.)
	Instrument: <b>Project</b> (project)		<a href="#">Expand</a>
	Instrument: <b>Workflow</b> (workflow)		<a href="#">Expand</a>
	Instrument: <b>Pre-Review Administrative</b> (prereview_administrative)		<a href="#">Expand</a>
	Instrument: <b>Pre-Review Biostatistics</b> (prereview_biostatistics)		<a href="#">Expand</a>
	Instrument: <b>Pre-Review Scientific</b> (prereview_scientific)		<a href="#">Expand</a>
	Instrument: <b>Pre-Review Participant</b> (prereview_participant)		<a href="#">Expand</a>
	Instrument: <b>Pre-Review Budget</b> (prereview_budget)		<a href="#">Expand</a>
	Instrument: <b>Pre-Review Nursing</b> (prereview_nursing)		<a href="#">Expand</a>
	Instrument: <b>Pre-Review Cores</b> (prereview_cores)		<a href="#">Expand</a>