
Communauté des Data Managers du GIRCI IDF

REDCap® Expertise#4 : Paramétrages des Surveys Multilingue

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Le vendredi 21 novembre (visioconférence)

SOMMAIRE

- 1. Introduction (5 min)**
- 2. Surveys (25 min)**
- 3. Multi-langue (15 min)**
- 4. Retours d'expérience (10 min)**
- 5. Discussion (5 min)**

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Design des formulaires

1. Les questions sont adressées aux patients / participants

➤ *Penser à la tournure des phrases*

QUESTIONNAIRE PARENTS

1. Concernant les activités de votre enfant, pouvez-vous estimer le **temps moyen par jour** :

Design des formulaires

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- *Penser à la tournure des phrases*

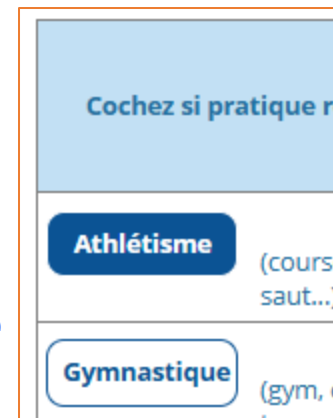


QUESTIONNAIRE PARENTS

1. Concernant les activités de votre enfant, pouvez-vous estimer le **temps moyen par jour** :

2. Rendre la mise en forme la plus accueillante possible

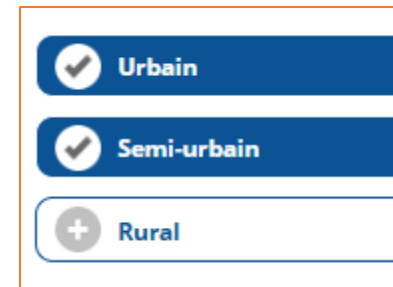
- *Boutons mis en valeur*
- *Couleurs pour structurer votre formulaire*



Cochez si pratique ré

Athlétisme (course saut...)

Gymnastique (gym, d...)



Urbain

Semi-urbain

+ Rural

Design des formulaires

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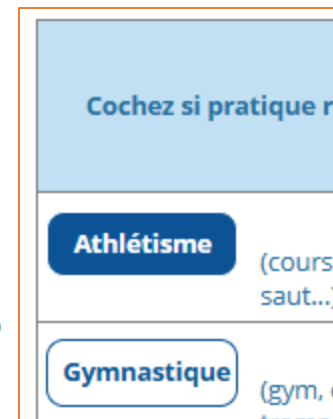


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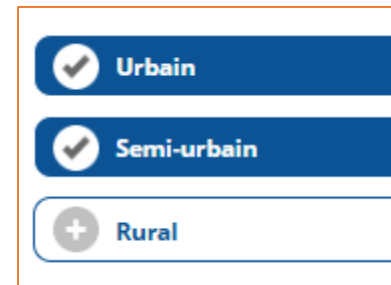
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Cochez si pratique ré

Athlétisme (course saut...)

Gymnastique (gym, d...)



Urbain

Semi-urbain

Rural

- Attention à la longueur des formulaires (au besoin utiliser le **bouton Page suivante**)



Page suivante >>

Design des formulaires

3. Contrôles lors de la saisie

- À éviter pour ne pas décourager les répondants
- Utiliser les Branching Logic pour alléger l'apparence des formulaires

Design des formulaires

3. Contrôles lors de la saisie

- À éviter pour ne pas décourager les répondants
- Utiliser les Branching Logic pour alléger l'apparence des formulaires

4. Questions "obligatoires"

- À éviter si possible (sinon cela bloquera le répondant au moment de la sauvegarde du formulaire)

Surveys - Paramétrages

1. Activation dans Project Setup

2. Options de mise en forme dans le Designer :

- Titre
- Instructions
- Logo
- Thème
- Page continue ou en plusieurs écrans
- Resize

3. Options pour la Fin des surveys:

- Bouton "Save"
- Durée limitée pour répondre au questionnaire
- Confirmation par mail

Surveys - Paramétrages

1. Project Setup

Main project settings

Not started

I'm done!

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

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

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

Modify project title, purpose, etc.

Surveys - Paramétrages

2. Designer / Survey settings

Data Collection Instruments

[+ Create](#) a new instrument from scratch
[Import](#) a new instrument from the official [REDCap Instrument Library](#)
[Upload](#) instrument ZIP file from another project/user or [external libraries](#)

Form options:
[PDF Snapshots](#)
[Form Display Logic](#)
[PDF \(all instruments\)](#)
[Descriptive Popups](#)

Survey options:
[e-Consent](#) [Survey Queue](#) [Auto Invitation options](#)
[Survey Login](#) [Survey Notifications](#)

Instrument name	Fields	PDF	Enabled as survey	Instrument actions	Survey related options
Form 1	16			Choose action	Survey settings + Automated Invitations

[Project Home](#) [Project Setup](#) [Online Designer](#)

[VIDEO: How to use this page](#) [Create snapshot of instrur](#)

This page allows you to build and customize your data collection inst existing ones. New fields may be added by clicking the Add Field butt **Edit** icon. If you decide that you do not want to keep a field, you c the fields, simply use the icon to **drag and drop** a field to a differe to see extended move options). Checking the checkbox in the right u selection, allowing you to quickly modify several fields at once. **NOTE** immediately in real time.

[Return to list of instruments](#) [Survey settings](#)

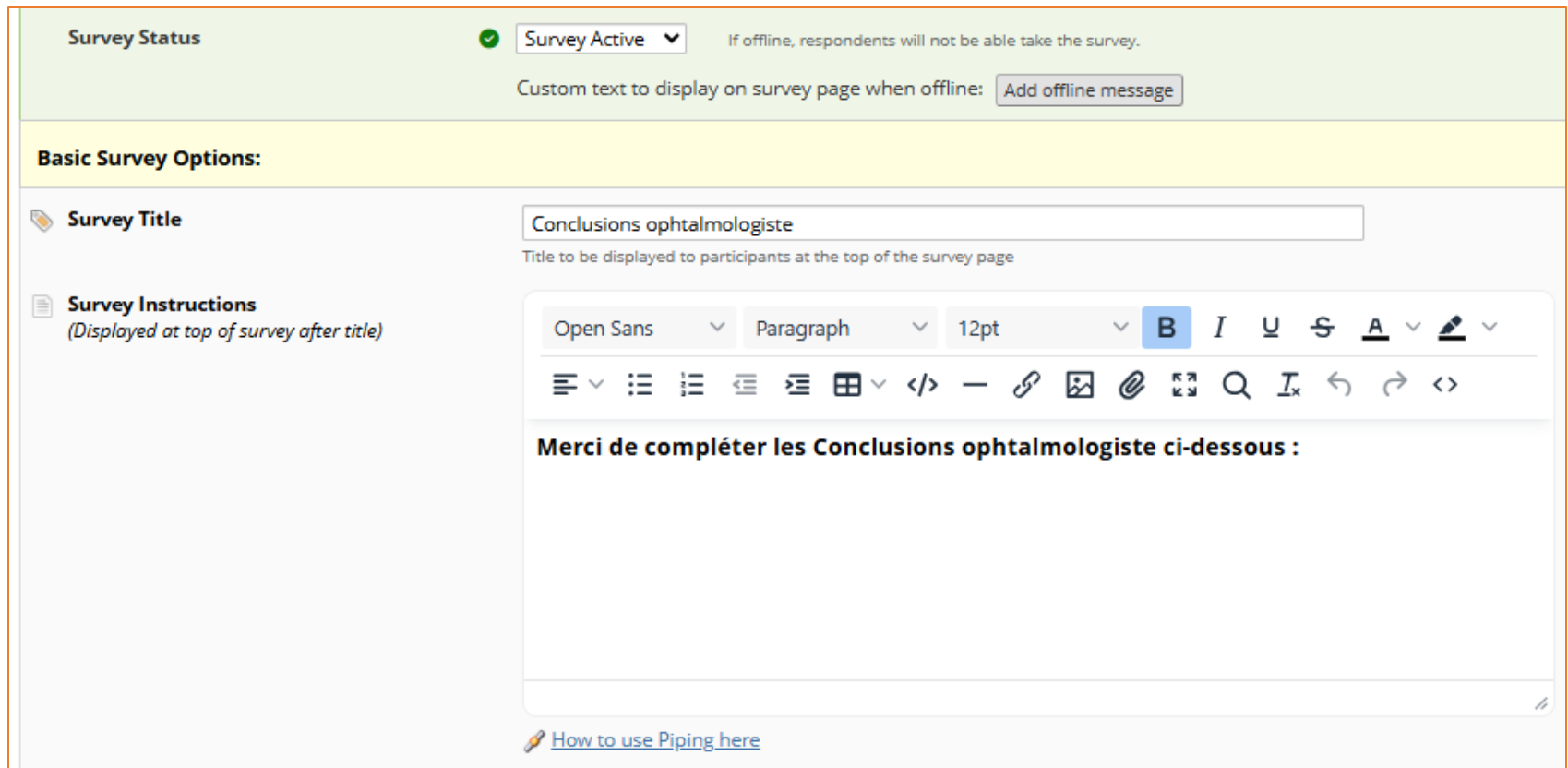
Current instrument: **Form 1**

Field Name: record_id

Surveys - Paramétrages

2. Survey settings

- Titre
- Instructions en entête de questionnaire



The screenshot displays the 'Survey Status' section with a green checkmark and a dropdown menu set to 'Survey Active'. A note indicates that if offline, respondents cannot take the survey. Below this is a field for 'Custom text to display on survey page when offline' with an 'Add offline message' button.

The 'Basic Survey Options' section includes:

- Survey Title:** A text input field containing 'Conclusions ophtalmologiste'. A subtitle below it reads 'Title to be displayed to participants at the top of the survey page'.
- Survey Instructions:** A rich text editor area with the text '(Displayed at top of survey after title)'. The editor includes a toolbar with options for font (Open Sans), paragraph style (Paragraph), size (12pt), bold (B), italic (I), underline (U), strikethrough (ABC), text color (A), and background color. Below the toolbar, the text 'Merci de compléter les Conclusions ophtalmologiste ci-dessous :' is visible.

At the bottom of the editor area, there is a link: [How to use Piping here](#).


Surveys - Paramétrages

2. Survey settings

- Logo
- Thème

Survey Design Options: Copy design to other surveys

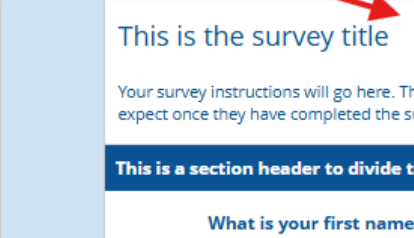
Width of survey on page Fixed width (default)
Set a custom width as a percentage of the webpage that the survey will take up.
Note: The percentage page width settings are fully dependent on the participant's screen size. This setting will not be applied when viewing the survey on mobile devices.

Logo
(Optional: display an image above the survey title)
Preview (displaying here at max 500 pixel width): [\[X\] Remove Logo](#)

HÔPITAL FONDATION
Adolphe de ROTHSCHILD
LA RÉFÉRENCE TÊTE ET COU
 Hide survey title on survey page when display logo

Use enhanced radio buttons and checkboxes?
Includes Yes/No and True/False fields
Standard radios and checkboxes [Show example](#)

Size of survey text Normal

Font of survey text Open Sans

Survey theme Blue Skies
Survey design preview (sample survey):

This is the survey title
Your survey instructions will go here. They expect once they have completed the s
This is a section header to divide t
What is your first name

Expand

Surveys - Paramétrages

2. Survey settings

- Page continue ou en plusieurs écrans

Survey Customizations:

Question Numbering
For custom numbering, each question's number will be blank by default until manually added via the Online Designer or Data Dictionary.

Custom numbered ▾

Question numbers will not display correctly if using auto numbering has been automatically disabled because some of you

Pagination
One page or multiple pages? Section headers, which begin new sections on the instrument, will serve as the page break in a multi-page survey, in which each page will begin with a section header.

Single page ▾

Single page

Multiple pages (display one section per page) (n) on
(prevents respondents from going back to previous pages)

- Taille de la police

Display the font resize options at the top of


the survey page

Yes ▾


Surveys - Paramétrages

3. Options de fin des surveys

- Bouton de sauvegarde personnalisable
- Date limite pour répondre au questionnaire

 **Show or hide the Submit buttons**
Show or hide the Submit buttons displayed at the bottom of every survey page (including the 'Next Page' and 'Previous Page' buttons).

Hiding the Submit buttons can be useful if you are not using the survey for data collection but for instructional purposes or other similar use cases.



 **Customize the text of the Submit buttons**
Provide alternative text for the 'Submit', 'Next Page', and 'Previous Page' buttons displayed at the bottom of every survey page.


Any alternative text provided for the submit buttons will override their default text below:

<< Previous Page :



Next Page >> :


Submit :


 **Survey Expiration (optional)**
(Time after which the survey will become inactive.) 


 D.M.Y H:M

The time must be for the time zone UTC, in which the current time is 18.11.2025 16:56. Thus, regardless of the the survey will expire at the time entered above for the UTC time zone.

 **Allow 'Save & Return Later' option for respondents?**
(Allow respondents to leave the survey and return later.) 

Allow respondents to return without needing a return code 

 NOTE: If you are collecting identifying information (e.g., PII, PHI), for privacy reasons it is HIGHLY recom option unchecked so as to enforce a return code.


Allow respondents to return and modify completed responses 














Surveys - Paramétrages

3. Options de fin des surveys

- Message final
- Confirmation par mail


Survey Completion Text
(Displayed after survey is completed as 'thank you' text or as acknowledgement text)

Open Sans Paragraph 10pt **B** *I* U ~~S~~ A 

Thank you for taking the survey.
Have a nice day!

Send confirmation email?
(Email the respondent when they complete the survey)

No 
No
Yes

Surveys - Distribution

- 1. Survey distribution tool**
- 2. Module service configuration sécurité**
- 3. Options d'envoi**
 - Mail
 - Lien url
 - QR Code

Surveys - Distribution

1. Survey distribution tool

The screenshot displays the REDCap interface for a project named 'TEST_DAG (TEST)'. The left sidebar contains navigation options such as 'My Projects', 'Control Center', 'REDCap Messenger', and 'Survey Distribution Tools', which is highlighted with a red box. The main content area is titled 'Survey Distribution Tools' and includes three tabs: 'Public Survey Link', 'Participant List', and 'Survey Invitation Log'. The 'Public Survey Link' tab is active, showing a text box with the URL 'https://redcap-hfar.for.paris/surveys/?s=393FTMYCNLT3TR8'. Below this, there are two columns of buttons: 'Link Actions' (Open public survey, Open public survey + Log out, Send me URL via email, Survey Access Code or QR Code) and 'Link Customizations' (Get Short Survey Link, Create Custom Survey Link, Get Embed Code). A green notice box at the bottom states: 'NOTICE TO ADMINISTRATOR: The Google reCAPTCHA feature for protecting public surveys is currently DISABLED at the system-level for all projects, but if you wish, you may enable the option on the Modules/Services Configuration page in the Control Center. This option will allow users to add protection to their public survey using Google's reCAPTCHA functionality, which can prevent bots from entering trash data into a public survey.'

REDCap®

Logged in as dschwob | Log out

My Projects or Control Center

REDCap Messenger

Contact REDCap administrator

View project as user: -- select a user --

Enter PID to go to project

Project Home and Design

Project Home · Project Setup

Designer · Dictionary · Codebook

Project status: Development

Data Collection

Survey Distribution Tools
- Get a public survey link or build a participant list for inviting respondents

Scheduling
- Generate schedules for the calendar using your defined events

Record Status Dashboard
- View data collection status of all records

Add / Edit Records
- Create new records or edit/view existing ones

Applications

Project Dashboards

Alerts & Notifications

Multi-Language Management

Calendar

Data Exports, Reports, and Stats

Data Import Tool

Data Comparison Tool

Logging and Email Logging

Field Comment Log

File Repository

TEST_DAG (TEST) PID 51

Survey Distribution Tools

Public Survey Link Participant List Survey Invitation Log

Using a public survey link is the simplest and fastest way to collect responses for your survey. You may obtain the survey link below to email it to your participants. Responses will be collected anonymously (unless the survey contains questions asking for identifying data from the participant). **NOTE:** Since this method uses a single survey link for all participants, it allows for the possibility of participants taking the survey multiple times, which may be necessary in some cases.

To obtain the survey link, copy the URL below and paste it into the body of an email message in your own email client. Your email recipient(s) can then click the link to begin taking your survey.

Public Survey URL:

Link Actions

Open public survey

Open public survey + Log out

Send me URL via email

Survey Access Code or QR Code

Link Customizations

Get Short Survey Link

Create Custom Survey Link

Get Embed Code

NOTICE TO ADMINISTRATOR: The Google reCAPTCHA feature for protecting public surveys is currently DISABLED at the system-level for all projects, but if you wish, you may enable the option on the [Modules/Services Configuration](#) page in the Control Center. This option will allow users to add protection to their public survey using Google's reCAPTCHA functionality, which can prevent bots from entering trash data into a public survey.

Surveys - Distribution

1. Survey distribution tool

Survey Distribution Tools

Public Survey Link | Participant List | Survey Invitation Log

Using a public survey link is the simplest and fastest way to collect responses for your survey. You may obtain the survey link below to email to your participants. Responses will be collected anonymously (unless the survey contains questions asking for identifying data from the participant). **NOTE:** Since this method uses a single URL, you may need to click the link multiple times, which may be necessary in some cases.

To obtain the survey link, copy the URL below and paste it into your email. You can then click the link to begin taking your survey.

Public Survey URL:

Link Actions

- Open public survey
- Open public survey + Log out
- Send me URL via email
- Survey Access Code or QR Code**

NOTICE TO ADMINISTRATOR: The Google reCAPTCHA is used on all projects, but if you wish, you may enable the reCAPTCHA for your public surveys to allow users to add protection to their public surveys.

Survey Access Code or QR Code

Survey title: "Form 1"

A Survey Access Code and a QR Code both allow respondents to begin a survey on another computer or device without someone having to email them an invitation. This is especially useful if the respondent is currently nearby or if you will be sending the survey invitation to a physical mailing address (i.e. 'snail mail'). You may click the Print button at the bottom if you wish to print out the instructions for the respondent.

Enter the Survey Access Code

To allow a respondent to begin this survey, have them navigate to the URL below and enter the survey access code. The code is permanent and will never change. (Note: The web address is the same for all projects and surveys, so you may bookmark the address on a computer or device to quickly return to it multiple times.)

1.) Go to this web address:

2.) Then enter this code:


OR

Generate Short Code

Alternatively, you may generate a shorter, temporary code that will expire after only one use or after one hour has passed.

Scan the QR Code

The survey link has been converted into a QR code, which can now be scanned by a device that has an app capable of reading QR codes. Once the QR code below is scanned, it should take the respondent directly to the survey in a web browser.



[Download QR Code in SVG format](#)

Surveys - Distribution

1. Survey distribution tool

- invitations automatiques

Data Collection Instruments

Form options: PDF Snapshots, Form Display Logic, PDF (all instruments), Descriptive Popups

Survey options: e-Consent, Survey Queue, Auto Invitation options, Survey Login, Survey Notifications

Instrument name	Fields	PDF	Enabled as survey	Instrument actions	Survey related options
Form 1	16			Choose action	Survey settings + Automated Invitations

Surveys - Distribution

1. Survey distribution tool
 - invitations automatiques

Define Conditions for Automated Survey Invitations (ASI)

In this pop-up you may define your conditions for automated survey invitations that will be sent out for the survey (and event, if a longitudinal project) listed in the Info box below. [Tell me more](#)

Activate automated invitations for this survey?
Survey title: Form 1
Event: Event 1

"Active" must be selected in order for automated survey invitations to be triggered and sent using the conditions specified in this popup. You may make it Not Active (and vice versa) at any point in the future. [?](#)

Active Not Active

STEP 1: Compose message

From: [?](#)
(select any project user to be the 'Sender')

To:

Subject:

[Send test email](#)

Open Sans Paragraph 10pt **B I U S A**

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:
[\[survey-ur\]](#)
This link is unique to you and should not be forwarded to others.

STEP 2: Conditions

Specify conditions for sending invitations:

When the following survey is completed:

AND

When the following logic becomes true:

[How do I use special functions?](#)

Test logic with a record:

Ensure logic is still true before sending invitation? [?](#)
[How to use "stop logic" to disable an auto](#)

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: D.M.Y H:M

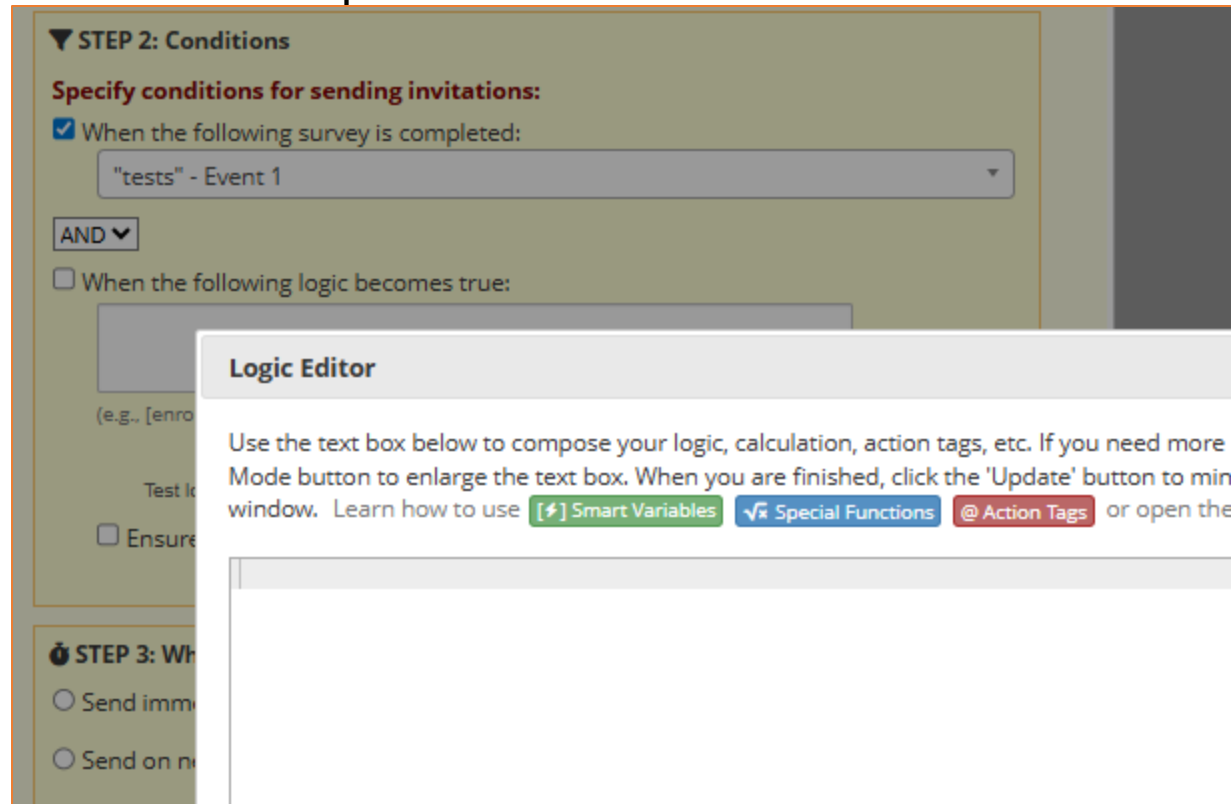
OPTIONAL: Enable reminders

Re-send invitation as a reminder if participant has not responded by a specified time?

Surveys - Distribution

1. Survey distribution tool

- invitations automatiques




Surveys - Distribution

2. Module service configuration de sécurité des envois

- Google captcha


Modules/Services Configuration


Settings pertaining to the External Module Framework

 **Enable the built-in process for users to request that an External Module be activated for a project?**

NOTE: Enabling this setting will only display the button for modules that have been made 'Discoverable' in the system.

Settings for various modules and services. NOTE: 'Modules' here does *not* refer to External Modules, which you may learn more about by clicking its link on the left-hand menu.

 **Enable the use of surveys in projects?**

 **Google reCAPTCHA option for protecting public surveys**

To enable the option for users to use Google reCAPTCHA on their public surveys, you must first establish a Google reCAPTCHA API site key and secret for your REDCap server. Choose the 'reCAPTCHA v2' and 'Checkbox' options when registering your site, and then enter both keys in the two text boxes here. Once both are set, users on the Public Survey page will be provided with the option to enable reCAPTCHA in that project. Note: Google reCAPTCHA is only employed on public surveys.

Site key:

Secret key: [Show secret key](#)

Project-level setting:

[Create Google reCAPTCHA API key](#)

Surveys - Distribution

2. Module service configuration de sécurité des envois

Protected Email Mode

This setting prevents identifying data (PHI/PII) from being sent in outgoing emails for alerts, survey invitations, and survey confirmation emails. If enabled, either A) all alerts, survey invitations, and survey confirmation emails or B) those whose email body is attempting to pipe data from Identifier fields will be affected, in which **it will not send the full email text to the recipient but will instead send a surrogate email containing a link that leads them to a secure REDCap page to view their original email**. If they are accessing an email in the Protected Email Mode for the first time (or in more than a month), it will send a security code to their inbox that will allow the recipient to view any protected emails for up to 30 days on that same device. Note that the Protected Email Mode will not apply to alerts that utilize sendgrid template emails because these emails cannot be fully rendered in the REDCap web application.

1) Should the Protected Email Mode operate on all alerts, survey invitations, and survey confirmation emails, or only on those whose email body is piping data from Identifier fields?

All alerts, survey invitations, and survey confirmation emails ▼

2) Optional custom text to display in the email header and page header seen by the recipient. Default text: *REDCap Secure Messaging*.

REDCap Secure Messaging

HTML may be used to add images, links, or styled text. For example:
VUMC Study

3) Optional custom logo to display in the email header and page header seen by the recipient. (Will be displayed above the custom text.)

Upload custom logo:

Choisir un fichier Aucun fichier choisi

Surveys - Distribution

3. Envoi par les TECs

- Mail
- Lien url
- QR Code

HÔPITAL FONDATION
Adolphe de ROTHSCHILD
LA RÉFÉRENCE TÊTE ET COU

Data Access Group: 02-TEST_D...
Invitation status: [icon]

Editing existing Numéro de patient : 42-1. (P F)

Event: JO INCLUSION 17-01-2023

Numéro de patient : 42-1

QUESTIONNAIRE PARENTS

Concernant les activités de votre enfant, pouvez-vous estimer le **temps moyen par jour** :

Activités	Temps moyen par jour Les jours avec école	Temps moyen par jour Les jours sans école (weekend, vacances)
Activités en extérieur :	<input type="text"/> h <input type="text"/> min	<input type="text"/> h <input type="text"/> min


Surveys - Distribution

3. Envoi par les TECs

- Lien url
- QR Code

Survey options

- Open survey
- Log out + Open survey
- Compose survey invitation
- Survey Access Code + QR Code**



Survey Access Code or QR Code

Survey title: **"Questionnaire PARENTS"**

A Survey Access Code and a QR Code both allow respondents to begin a survey on another computer or device without someone having to email them an invitation. This is especially useful if the respondent is currently nearby or if you will be sending the survey invitation to a physical mailing address (i.e. 'snail mail'). You may click the Print button at the bottom if you wish to print out the instructions for the respondent.

Enter the Survey Access Code

To allow a respondent to begin this survey, have them navigate to the URL below and enter the survey access code. The code is permanent and will never change. (Note: The web address is the same for all projects and surveys, so you may bookmark the address on a computer or device to quickly return to it multiple times.)

1.) Go to this web address:

2.) Then enter this code:


OR

Generate Short Code

Alternatively, you may generate a shorter, temporary code that will expire after only one use or after one hour has passed.

Scan the QR Code

The survey link has been converted into a QR code, which can now be scanned by a device that has an app capable of reading QR codes. Once the QR code below is scanned, it should take the respondent directly to the survey in a web browser.



[Download QR Code in SVG format](#)

Surveys – Visualisation des données

1. Accès aux données
2. Possibilité de compléter la saisie via REDCap

The screenshot displays the REDCap interface for a survey. At the top, a yellow box labeled "Data Collection Instrument" shows a status of "JO INCLUSION". Below this, a table lists "Identification / Selection" with a green dot, "Caracteris...", and "Questionn...". A "Data Access Group: 02-TEST_DM" is indicated in the top right.

An orange notification box states: "Survey response is editable" with an "Edit response" button and a "Survey options" dropdown. Below this, a message reads: "Response is only partial and is not complete. Response was added on 22.10.2025 13:38. Response was initially started on 22.10.2025 13:37. You have permission to edit this survey response from its original values. In order to begin editing the response, you...".

A "Data History" window is open for the variable "questionnaire_parents_complete" for record "42-2". It lists the history of data changes, sorted from earliest to most recent.

Date/Time of Change	User	Data Changes Made
22.10.2025 13:47:31 (most recent data change)	[survey respondent]	complete (1)



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Multi-langue

➤ Intérêt

- Traduction de REDCap en Français ou autres langues si multiculturelle internationale

➤ Traduction de l'Interface

- Formulaires
- Boutons
- Messages

➤ Traduction possible des Surveys

- Traduction de ce qui entoure les questions (*must provide value, reset, view equation, etc.*)
- Traduction des messages d'avertissement (*Popups*)

Multi-langue

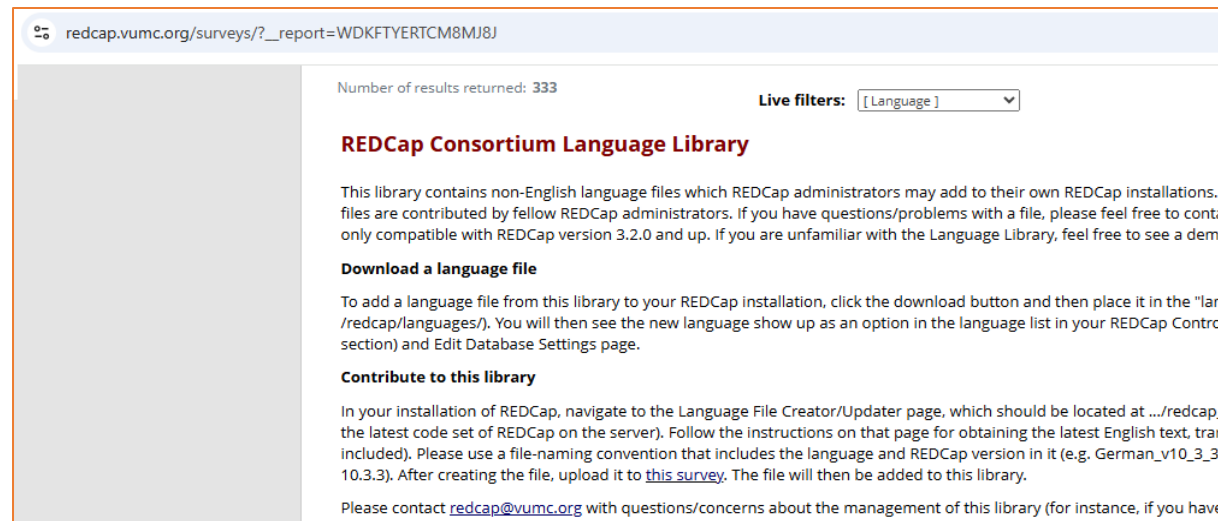
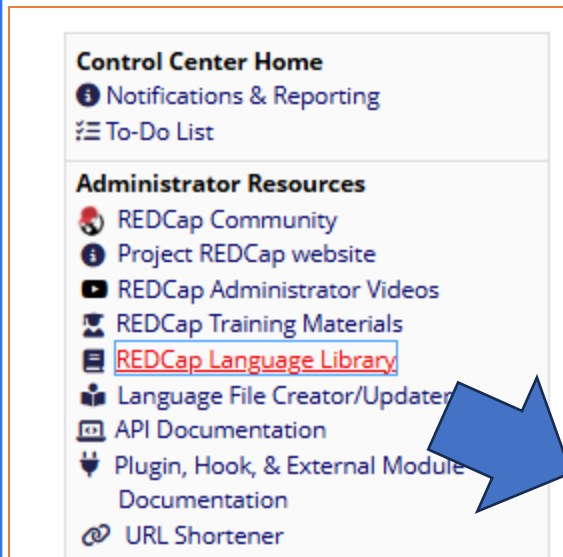
➤ **Comment**

- **Téléchargement de dictionnaire**
 - Disponibilité
 - Versions
- **Application**
 - **Formulaires**
 - **Surveys**
 - **Personnalisations**

Multi-langue

➤ Comment

- Téléchargement de dictionnaire



Multi-langue

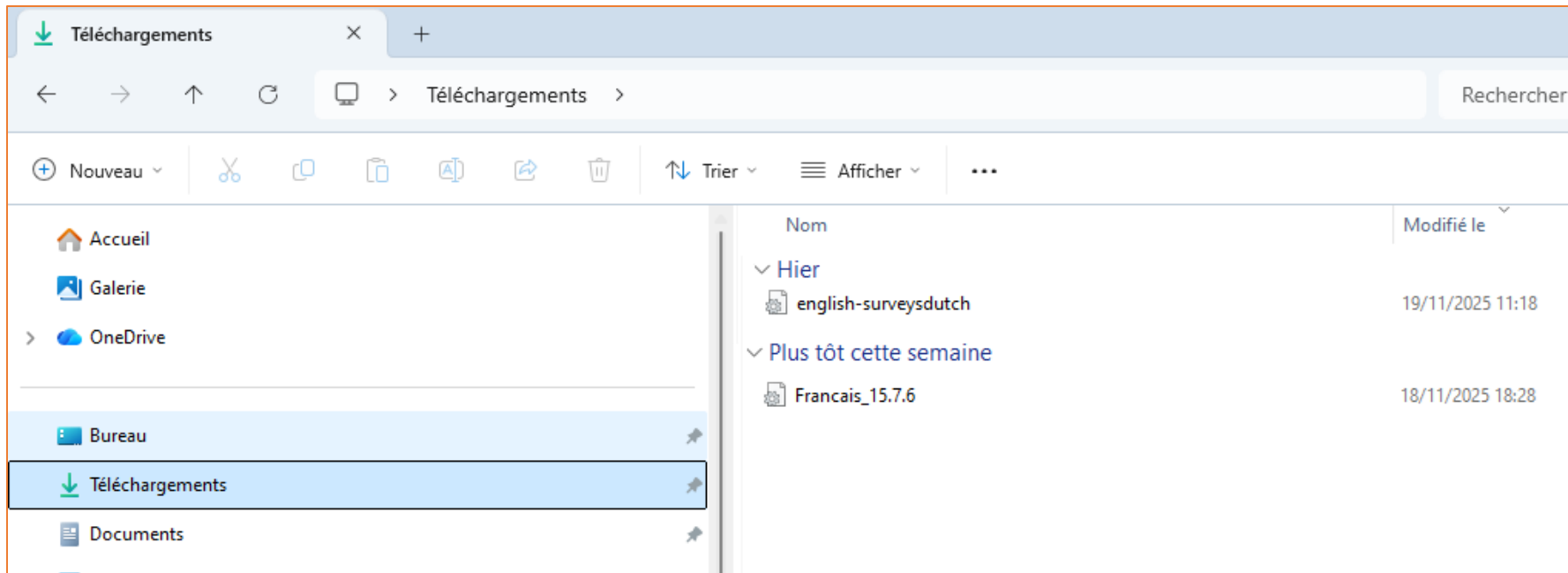
➤ Téléchargement de dictionnaire

- Disponibilité
- Versions

Language language	REDCap Version (e.g. 10.3.4) version	Translation % Complete translation_ percentage	Date Uploaded date_ uploaded	Language File upload_language_file	Translated by: translated_by	Lead Site lead_site	Comments comments
French (4)	15.7.6	100	10-07-2025	Francais_15.7.6.ini	IA and review by french speakers	ACTIV (6995)	Traduction par Institut Pasteur (T. Bo Tvardik), Univ. Montpellier (C. Jung, C. S. Ancey-Genev Petrier), ACTI
French (4)	14.9.2		12-18-2024	FilesReport_REDCap...8_1006.zip	Rachid		
French (4)	11.3.1	100	10-13-2022	Francais_11.3.1.ini	Specialized company & reviewed by 7 French speaking research institutes	INSTITUT PASTEUR (2068)	Reviewed by M (Institut Paste Mokaddem (A Nimes), L. Alt M. Antunes (I Duvernay & S Theriault (Uni
French (4)	12.2.8	100	05-18-2022	REDCapTranslation_...53040.json	Prosper Burq (CHU de Toulouse)		
French (4)			01-06-2022	français5114.zip			
French (4)	8.2.3	100	08-30-2018	français823.zip	Marie Sanchez	INSTITUT PASTEUR (2068)	not yet review
French (4)	7.6.2	100	12-15-2017	français-762-v3.zip	Marie Sanchez	INSTITUT PASTEUR (2068)	reviewed by H

Multi-langue

➤ Téléchargement de dictionnaire



Multi-language

➤ Comment

Add New Language

Initialize a new language ...

from available system languages

There are no system languages available.

- or -

from a file (JSON, CSV, or INI)

Choisir un fichier | Aucun fichier choisi

Include the following:

- Translations of user interface items
- Translations of project-specific items*

*These include: fields, survey settings, ASIs, alerts, missing data code labels, ...

- or -

by creating the language from scratch

Cancel > Continue

Add New Language

Language ID

Enter a unique ID for this language

A unique identifier (case-insensitive) for this language. It is recommended to use the ISO code, such as 'en' or 'en-US' for English, or 'es' for Spanish. **Use only letters and hyphen** (and optionally numbers at the end). [View list of ISO 639-1 language codes](#), [View list of ISO 3166-1 country codes](#).

Language Display Name

Enter a display name

This is the name of the language as shown in the language selectors. This should be entered in its language, such as 'English' or 'Deutsch' (for German).

Language Notes

Enter any notes regarding this language

Notes may be useful to provide additional information about the language, the source of the translations, or any other information that is **relevant to you**. Notes are exported on demand only, and never imported (except when creating a new language).

Sort Override (optional)

Provide alternate name for sorting purposes

If set, this will be used instead of the display name for determining the sort order of languages in language selectors.

Cancel + Add Language

Multi-langue

➤ Application

🌐 Multi-Language Management 📺 [VIDEO: How to use Multi-Language Management](#)

On this page you can create and configure multiple display languages for your project (for surveys, data entry forms, alerts, survey invitations, etc.) or alternatively export and import translations using a file. Do not forget to **save your changes** (keyboard shortcut: **CTRL-S**) at any time on this page when you are done editing. NOTE: This page will not auto-translate your text for you, but provides tools so that you may easily translate them yourself. [Learn more.](#)

🌐 Languages **📄 Forms/Surveys** 🔔 Alerts 🔗 Misc 💻 User Interface ⚙️ Settings — 🔒 Save Changes

Select a language: * Français Spanish

This is the default language. Thus, items cannot be edited here, but they can be modified in the *Online Designer* (or via *Data Dictionary* upload) and the *Survey Settings* page. However, fields and individual survey settings can be set to be excluded from translation here. **If you wish to begin/continue translating the default language text, click a language button above.**

Use this page to manage which instruments will be translated, separately in data entry and survey modes. Furthermore, use it to navigate to the various sub-pages, such as field exclusions (default language only), or translations of field items (labels, etc.), survey settings (title, instructions, etc.) and ASI emails.

Instrument	Data Entry	Survey	Fields	Survey Settings	ASI Language Source	Export
Form 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Exclude	<input type="checkbox"/> Exclude	—	

Multi-langue

➤ Application

emails.

Instrument	Data Entry	Survey	Fields	Survey Settings
Form 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Exclude	<input checked="" type="checkbox"/> Exclude



Fields

Instrument: **Form 1** - [Survey Settings](#)

#	Field Name	Excluded
1	record_id	<input type="checkbox"/>
2	name	<input type="checkbox"/>
3	firstname	<input type="checkbox"/>
4	number	<input type="checkbox"/>

Multi-langue

➤ Application

The screenshot shows the 'User Interface' settings page in REDCap. The 'User Interface' tab is highlighted with a red box. Below the navigation bar, the language is set to '* Français'. A red oval highlights the 'Field Types' tab in the filter menu. The main content area is titled 'Controls & Display Elements' and contains three sections for configuring text elements.

Select a language: * Français

You may translate any of the REDCap's stock user interface elements seen on forms/surveys, such as field v buttons, and other things that typically cannot be defined in a project. Please keep in mind that **you probab interface items** since it is likely that many of them might not be used on your forms/surveys. Tip: Use the ' highlight all untranslated text on the page as a quick way of determining which specific elements need to be

Filter items on this page: Search for anything... Hide translated items

All Common **Field Types** Data Entry Survey Validation Protected Email reCAPTCHA

Controls & Display Elements

- The 'Change language' tooltip text:**
Default text: [Change language](#)
Changer de langue
- The survey access page languages note:**
Default text: [Notice: There may be more and/or different languages available after entering the access code.](#)
Avis : Il se peut que d'autres langues ou des langues différentes soient disponibles après avoir saisi le
- The '[*DATA REMOVED*]' placeholder text:**
Default text: [\[*DATA REMOVED*\]](#)
[*DONNÉES SUPPRIMÉES*]

Multi-langue

➤ Application

- personnalisations

Select a language: * Français

You may translate any of the REDCap's stock user interface elements seen on forms/surveys, such as field validation buttons, and other things that typically cannot be defined in a project. Please keep in mind that **you probably do not want to translate interface items** since it is likely that many of them might not be used on your forms/surveys. Tip: Use the 'highlight all untranslated text' button to highlight all untranslated text on the page as a quick way of determining which specific elements need to be translated.

Filter items on this page: Hide translated items

All Common Field Types Data Entry Survey Validation Protected Email reCAPTCHA

Controls & Display Elements

■ The 'Click to decrease font size' tooltip text:

Default text:  Click to decrease font size

Cliquer pour diminuer la taille de la police

■ The 'Click to increase font size' tooltip text:

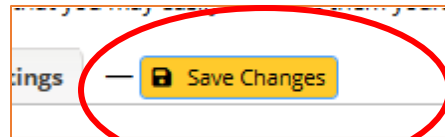
Default text:  Click to increase font size

Cliquer pour augmenter la taille de la police

Multi-langue

➤ Application

- personnalisations



⚠ Review Changed Items

The values of some project or user interface items have changed since translations for these were last saved. Thus, the translations might be outdated and should be reviewed.

Item	Default text	Translation	Action
<i>Français</i>			
The 'Attachments' label	Attachments	Pièces jointes	Export Accept Edit
The 'Alert' popup window title:	Alert	Alerte	Accept Edit
The 'Survey Distribution Tools' menu label:	Survey Distribution Tools	Outil d'envoi des enquêtes	Accept Edit
The 'Log out' menu item label:	Log out	Déconnexion	Accept Edit
The 'Lock entire record' link label:	Lock entire record	Verrouiller tout l'enregistrement	Accept Edit

Multi-langue

➤ Application

- personnalisations

Email sent time - '{0} day ago' (singular; use {0} as placeholder for the number of days):	{0} day ago	il y a un jour	Accept Edit
Email sent time - '{0} days ago' (plural; use {0} as placeholder for the number of days):	{0} days ago	il y a ... jours	Accept Edit
Accept all translations as still valid			<input type="button" value="Okay"/>

Multi-langue

➤ Application

Événement: Event 1	
Record ID	01-001
Nombre * Obligatoire	<input type="text"/>
Questin N°15 * Obligatoire	<p><input type="radio"/> 0-Mes habitudes de sommeil n'ont pas changé <input type="radio"/> 1__a-Je dors un peu plus que d'habitude <input type="radio"/> 1__b-Je dors un peu moins que d'habitude <input type="radio"/> 2__a-Je dors beaucoup plus que d'habitude <input type="radio"/> 2__b-Je dors beaucoup moins que d'habitude</p> <p>réinitialiser la valeur</p>
Questin N°15 * Obligatoire	<p><input type="radio"/> 0-Mes habitudes de sommeil n'ont pas changé <input type="radio"/> 1-dss <input type="radio"/> 2 2beaucoup plus que d'habitude <input type="radio"/> 3d'habitude</p> <p>réinitialiser la valeur</p>
calc * Obligatoire	<input type="text" value="2"/> Afficher l'équation

Multi-langue

➤ Application aux surveys




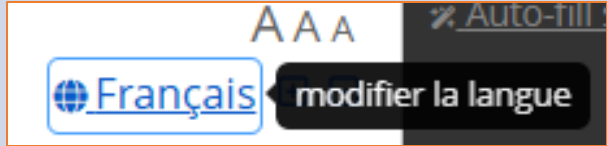
SOMMAIRE

- 1. Introduction (5 min)**
- 2. Surveys (25 min)**
- 3. Multi-langue (15 min)**
- 4. Retours d'expérience (10 min)**
- 5. Discussion (5 min)**

Retours d'expérience

Intervenant	Retour d'expérience et discussions																								
<p>Pauline ALEXANDRE (AP-HP – Bicetre)</p>	<p>Au sujet de l'option multi-langue, à l'URC de Bicetre, toute l'interface est traduite. Seule limite, la page d'accueil de REDCap qui reste non traduite. Ce paramétrage a été pris en charge par la DSI. Il faut donc les recontacter pour améliorations et mises jour .</p>																								
<p>Hasnae BOUGRINE (GHU Paris)</p>	<p>Quels critères pour identifier le bon dictionnaire à télécharger dans la liste proposée par REDCap https://redcap.vumc.org/plugins/redcap_consortium/language_library.php Utiliser la 4eme colonne indiquant la date de production du fichier ainsi que la dernière colonne dans laquelle les auteurs ont mis des commentaires/recommandations</p> <table border="1" data-bbox="484 1100 1835 1365"> <thead> <tr> <th>Language <small>language</small></th> <th>REDCap Version <small>(e.g. 10.3.4) version</small></th> <th>Translation % Complete <small>translation_ percentage</small></th> <th>Date Uploaded <small>date uploaded</small></th> <th>Language File <small>upload_language_file</small></th> <th>Translated by: <small>translated_by</small></th> <th>Lead Site <small>lead_site</small></th> <th>Comments <small>comments</small></th> </tr> </thead> <tbody> <tr> <td>French (4)</td> <td>15.7.6</td> <td>100</td> <td>10-07-2025</td> <td> Francais_15.7.6.ini</td> <td>IA and review by french speakers</td> <td>ACTIV (6995)</td> <td>Traduction par IA, revue par : Institut Pasteur (T. Bovagnet, M. Sanchez, N. Tvardik), Univ. Laval (R. Theriault), Univ. Montpellier (R. Vallo), CHI Créteil (C. Jung, C. Sader, X. Wang), CH Annecy-Genevois (M. Lenormand, M. Petrier), ACTIV (S. Béchet).</td> </tr> <tr> <td>French (4)</td> <td>14.9.2</td> <td></td> <td>12-18-2024</td> <td> FilesReport_REDCap...8_1006.zip</td> <td>Rachid</td> <td></td> <td></td> </tr> </tbody> </table>	Language <small>language</small>	REDCap Version <small>(e.g. 10.3.4) version</small>	Translation % Complete <small>translation_ percentage</small>	Date Uploaded <small>date uploaded</small>	Language File <small>upload_language_file</small>	Translated by: <small>translated_by</small>	Lead Site <small>lead_site</small>	Comments <small>comments</small>	French (4)	15.7.6	100	10-07-2025	Francais_15.7.6.ini	IA and review by french speakers	ACTIV (6995)	Traduction par IA, revue par : Institut Pasteur (T. Bovagnet, M. Sanchez, N. Tvardik), Univ. Laval (R. Theriault), Univ. Montpellier (R. Vallo), CHI Créteil (C. Jung, C. Sader, X. Wang), CH Annecy-Genevois (M. Lenormand, M. Petrier), ACTIV (S. Béchet).	French (4)	14.9.2		12-18-2024	FilesReport_REDCap...8_1006.zip	Rachid		
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Retours d'expérience

Intervenant	Retour d'expérience et discussions
Julien TERVER (Hôpital national des 15-20)	Aux 15-20, l'interface est également intégralement traduite. C'est la DSI qui a pris en charge dce paramétrage en installant le dictionnaire de REDCap directement à la racine de REDCap
Melanie CARRIAT (AP-HP Paris URC Ouest)	<p data-bbox="498 689 745 1065"></p> <p data-bbox="768 689 1837 1022">Pour compléter l'intervention de Julien TERVER. Ce ne serait pas possible de créer un bouton anglais/français sur redcap comme on trouve sur les sites web pour que l'utilisateur puisse lui-même changer la langue officielle du logiciel et avoir l'environnement dans la langue désirée ?</p> <p data-bbox="479 1093 1750 1250">==> C'est ce que l'on obtient lorsque l'on utilise le module multi-langue sur les surveys, le changement de langue est proposé au travers d'un bouton dédié</p> <p data-bbox="1116 1200 1725 1343"></p>

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Prochaines réunions



 10/12/2025 – 11h00

 Thèmes :

- Retour Enquête de satisfaction
- Plan 2026

Ressources Utiles

 **Documents partagés pour les membres de la communauté des Data Managers**

 Replay et présentations des sessions, autres, documents, outils, site Web de référence, etc.

 Accès :

- URL : <https://girci-idf.fr/ressources/communaute-data-managers/>
 - MDP : communautédm2025

Merci pour votre attention

Suivez les actualités du GIRCI IDF :



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