Data Entry on Redcap: User Guide

CONTACTS:
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Study admin queries: amanda.corley@health.qld.gov.au
Database queries: ncov@isaric.org
Introduction

Welcome to REDCap!

REDCap is a secure, web-based application for managing your clinical data.

REDCap structure and terminology

REDCap is a database application that provides access on a project-by-project basis as determined by the project administrator. Each project may have many users. Users will only see projects listed in their My Projects page for which they have access.

Data Instrument – a form created for the purposes of capturing data such as a data entry form or survey. Record – a complete set of information for a person or object. Each record is composed of one or more fields.

Study ID – a unique key that can identify each record in the database

Event – a scheduled or unscheduled occurrence for which data is captured using a predefined data instrument (form).

Form Status – status of the form completeness and denoted with a color;

red – incomplete; yellow – unverified; green – complete.
User Account

User Accounts
Access to the REDCap application is controlled via individual user accounts by contacting g.libassi@uq.edu.au or amanda.corley@health.qld.gov.au

URL
https://ncov.medsci.ox.ac.uk/

Passwords
When your account is created you will receive an email containing login details
❑ Username
❑ Temporary password
You will be required to set your own password when you log in for the first time.

*REDCap passwords must meet the following criteria: Length between 10 and 15 characters Comprised of only letters, numbers, and underscores Contains at least one lower-case letter, one upper-case letter, and one number You will also be asked to set a challenge question and answer that can be used to assist you should you forget your password. If all else fails contact the Project manager to obtain a new temporary password.
Logging Into REDCap

Open a browser (Google Chrome recommended) and enter the following URL in the address line: 
https://redcap.medsci.ox.ac.uk Enter your username and password provided to you when you were given access to REDCap as seen below.
Accessing Your Project

From the REDCap Home Screen select the My Projects tab to see a list of projects you are authorized to access. Click on the link to the database for which you will be entering data.
**Data Entry: Add a new record**

In the left column, choose ‘Add or Edit records’ from the Data Collection section to begin your data entry process.

To edit an existing record (updating an incomplete or unverified record)

To start entering data for a new subject, enter the 7 digit subject ID in xxx-yyy format here and hit “Enter”
Data Entry: Participant Identification Number (Study ID)

In the left column, choose ‘Add or Edit records’ from the Data Collection section to begin your data entry process. IMPORTANT: follow the correct format for data entry xxx-yyyy

The first three digits is the code allocated for your site

Enter a new or existing Participant Identification Number (PIN): 999-0001

The final 4 digits are to be entered sequentially for each patient e.g 0001, 0002, 0003, 0004 etc

Enter a new or existing Participant Identification Number (PIN): 999-0001
**Data Entry: Add a new record**

This is how your record ID first appears.

1. Confirm the Participant Identification Number

2. Before entering any data **you must read and sign the ‘Data Platform Terms of Submission’**

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<th>Data Collection Instrument</th>
<th>Day 1</th>
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<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
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**Data Entry: Confirm Participant Identification Number**

<table>
<thead>
<tr>
<th>Participant Identification Number (PIN):</th>
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<tbody>
<tr>
<td><strong>Event Name:</strong> Day 1</td>
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</table>

<table>
<thead>
<tr>
<th>Form Status</th>
<th>Complete?</th>
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<tbody>
<tr>
<td><strong>Complete?</strong></td>
<td>Complete</td>
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</tbody>
</table>

- **Mark as ‘complete’ and then ‘Save & Exit Form’**
Data Entry: Data Platform Terms of Submission

- Download and read the Terms of Submission
- If you accept the terms, click ‘accept’
- Draw your electronic signature
- Type your details
- Enter the date you signed the agreement
- Mark the form as ‘Complete’
- Save and Exit the Form
**Data Entry: Data entry schedule**

- **Data from when the patient is admitted**
- **Recurring form for additional days >14**
- **To be complete on discharge or final outcome**
- **To be completed daily**
Data Entry: Saving and exiting a form

Complete the entry fields

Mark as ‘complete’

This button SAVES the form before exiting

This button DOES NOT save the form before exiting
Logging out

Always log out using the Log out button after completing your tasks. Your session will time out after 60 minutes of inactivity, requiring you to log in again to continue.
Where can I get REDCap training?

REDCap offers video training online. These are a must for anyone beginning to use REDCap for the first time.

Training videos are available at http://projectredcap.org/resources/videos/

What if I need further information or support?

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