

# Data Entry on Redcap: User Guide

CONTACT: [ncov@isaric.org](mailto: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 [ncov@isaric.org](mailto:ncov@isaric.org)

## URL

<https://ncov.medsci.ox.ac.uk/>

## Passwords

When your account is created you will receive an email containing login details

- ☐ Username
- ☐ Temporary password

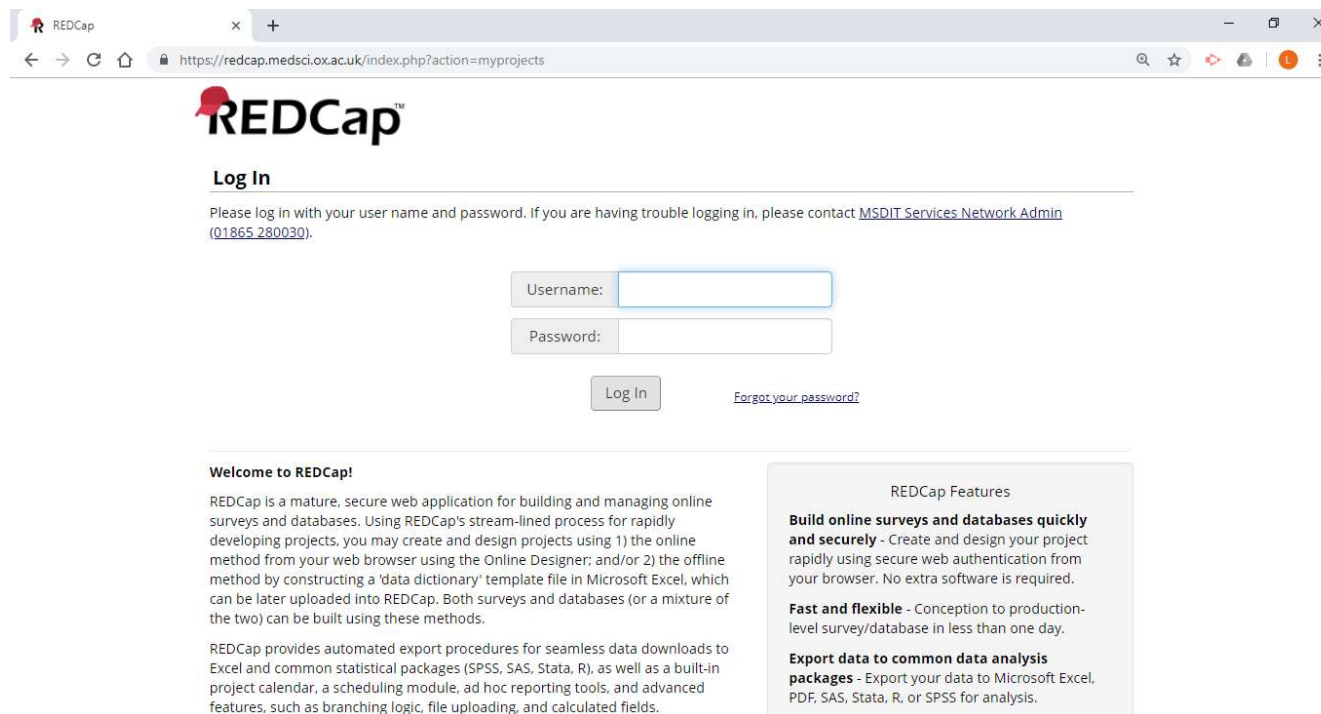
You will be required to set your own password when you log in for the first time.

\* 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.



The screenshot shows a web browser window with the REDCap login page. The address bar displays the URL <https://redcap.medsci.ox.ac.uk/index.php?action=myprojects>. The page features the REDCap logo at the top left. Below the logo, the heading "Log In" is followed by a message: "Please log in with your user name and password. If you are having trouble logging in, please contact [MSDIT Services Network Admin \(01865 280030\)](#)." The login form consists of two input fields: "Username:" and "Password:". Below these fields is a "Log In" button and a link for "[Forgot your password?](#)". At the bottom of the page, there is a "Welcome to REDCap!" section with a detailed description of the application's capabilities, and a "REDCap Features" section with three bullet points: "Build online surveys and databases quickly and securely", "Fast and flexible", and "Export data to common data analysis packages".

**REDCap**

**Log In**

Please log in with your user name and password. If you are having trouble logging in, please contact [MSDIT Services Network Admin \(01865 280030\)](#).

Username:

Password:

[Forgot your password?](#)

**Welcome to REDCap!**

REDCap is a mature, secure web application for building and managing online surveys and databases. Using REDCap's stream-lined process for rapidly developing projects, you may create and design projects using 1) the online method from your web browser using the Online Designer; and/or 2) the offline method by constructing a 'data dictionary' template file in Microsoft Excel, which can be later uploaded into REDCap. Both surveys and databases (or a mixture of the two) can be built using these methods.

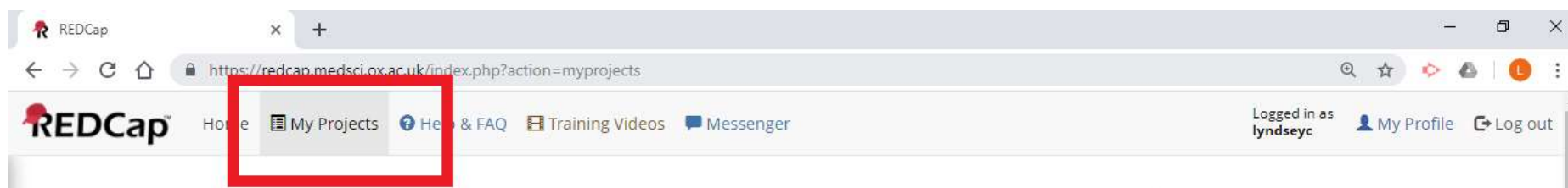
REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.

**REDCap Features**

- Build online surveys and databases quickly and securely** - Create and design your project rapidly using secure web authentication from your browser. No extra software is required.
- Fast and flexible** - Conception to production-level survey/database in less than one day.
- Export data to common data analysis packages** - Export your data to Microsoft Excel, PDF, SAS, Stata, R, or SPSS for analysis.

## 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.



Select the correct project



My Projects <span>Organize</span>							Filter projects by title	
Project Title	Records	Fields	Instrument	Type	Status			
SPRINT-SARI-RAPID	8	55	8 forms					
SPRINT-SARI-CORE	18	295	14 forms					
SPRINT-SARI-Tier 3	0	356	14 forms					
ISARIC_nCoV	1	333	14 forms					
WHO_nCoV	0	329	14 forms					
ARI_CCP	0	333	14 forms					

## 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.

**Add / Edit Records**

You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, type a new value in the text box below and hit Tab or Enter. To quickly find a record without using the drop-downs, the text box will auto populate with existing record names as you begin to type in it, allowing you to select it.

Total records: 3

Choose an existing Participant Identification Number:

Enter a new or existing Participant Identification Number:

**Data Search**

Choose a field to search (excludes multiple choice fields):

**Search query**  
Begin typing to search the project data, then click an item in the list to navigate to that record.

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-yyyy 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’**

**NEW** Participant Identification Number (PIN): **999-0001**

[illegible]



## Data Entry: Confirm Participant Identification Number

### Participant Identification Number (PIN):

 Editing existing Participant Identification Number (PIN): 999-9999

Event Name: **Day 1**

**Participant Identification Number (PIN):**

999-9999

To rename the record, see the record action drop-down at top of the [Record Home Page](#).

**Form Status**

**Complete?**



Complete ▾

**Lock this record for this form?**

If locked, no user will be able to edit this record on this form until someone with Lock/Unlock privileges unlocks it.



**Lock**

Save & Exit Form

Save & ... ▾

Mark as 'complete'  
and then 'Save & Exit  
Form'

# Data Entry: Data Platform Terms of Submission


## Data Platform Terms Of Submission

Adding new Participant Identification Number (PIN): 999-0001

Event Name: Day 1

Participant Identification Number (PIN): 999-0001

Please click on the PDF document below to review the nCoV Data Platform Terms of Data Submission

Attachment:  [nCoV Data Platform Terms of Data Submission 24Jan2020.pdf](#) (0.22 MB)

I confirm I have read and agree to the nCoV Data Platform Data Sharing Agreement Terms of Data Submission.  
I am authorised to agree to the terms of submission on behalf of the organisation on whose behalf I submit data to the NCOVDP.

☒ Accept ☐ Not accept [reset](#)

\* must provide value

Signature [Add signature](#)

\* must provide value

Name

\* must provide value

Email Address

(this will be used for notices sent under the terms of this agreement)

Role/Organisation

\* must provide value

Date


\* must provide value

Form Status

Complete? ☒ Incomplete

Lock this record for this form?

If locked, no user will be able to edit this record on this form until someone with Lock/Unlock privileges unlocks it.

☐  Lock

Save & Exit Form Save & ...

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

## 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. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.

Legend for status icons:

Incomplete

Incomplete (no data saved) ?

Unverified

Complete

Many statuses (all same)

Many statuses (mixed)

Choose action for record

Participant Identification Number (PIN): 999-0001 successfully edited


Participant Identification Number (PIN): 999-0001																
Data Collection Instrument	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Additional days	Discharge/Outcome
Participant Identification Number (PIN):	<div></div>															
Data Platform Terms Of Submission	<div></div>															
Inclusion Criteria	<div></div>															
Demographics	<div></div>															
Comorbidities	<div></div>															
Onset And Admission	<div></div>															
Admission Signs And Symptoms	<div></div>															
Infectious Respiratory Disease Diagnosis	<div></div>															
Infectious Respiratory Disease Pathogen Testing	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Daily Form	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Complications																<div></div>
Treatment																<div></div>
Outcome																<div></div>
Core Additional Information																<div></div>
Delete all data on event:	<div></div>															


Data from when the patient is admitted

To be complete on discharge or final outcome

To be completed daily

## Data Entry: Saving and exiting a form

 **Demographics**

 Editing existing Participant Identification Number (PIN): **999-0001**

Event Name: **Day 1**

Participant Identification Number (PIN): 999-0001

**1. DEMOGRAPHICS**

**1.1 Sex at Birth:**  
\* must provide value  
☐ Male  
☒ Female  
☐ Not specified reset

**1.2 Age/Estimated age**  
\* must provide value  
  
If patient is a child less than one year age, include age in months

**Age/Estimated age Unit**  
\* must provide value


**1.3 Ethnic group (check all that apply)**  
☐ Arab  
☐ Black  
☒ East Asian  
☐ South Asian  
☐ West Asian  
☐ Latin American  
☐ White  
☐ Aboriginal/First Nations  
☐ Other  
☐ N/A

**1.4 Employed as a healthcare worker?**  
\* must provide value

**1.4 Employed in a microbiology laboratory?**  
\* must provide value

**Form Status**

**Complete?**

**Lock this record for this form?**  
If locked, no user will be able to edit this record on this form until someone with Lock/Unlock privileges unlocks it.  
 **Lock**

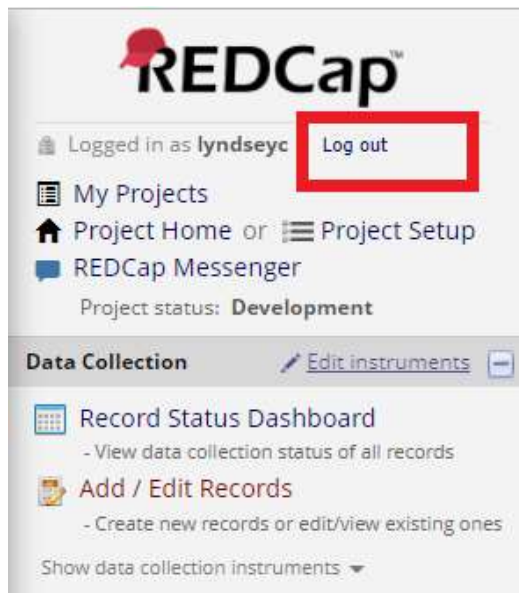
Complete the entry fields

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?

Direct all enquires to:

[ncov@isaric.org](mailto:ncov@isaric.org)

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