Data Query on Redcap: User Guide

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Introduction

Data Validation
The process of ensuring data has undergone ‘cleaning’ to generate a data set that is of high quality, is correct, consistent and applicable.

This is achieved by setting up quality/validation rules or edit checks, that check for accuracy, completeness and regularity. These checks can be automated or manual. In REDCap the Data Quality and Data Resolution Workflow module allows the Data Manager/Study Monitor to implement data quality rules (edit checks), raise queries and assign them to other project users. Users can respond to queries and mark the data item with a relevant response. Following review the Data Manager/Study Monitor can close the query. When there are no longer any open queries on an eCRF it can then be locked by the Data Manager/Study Monitor.
User Rights

User Accounts

Access to the REDCap Data Resolution module is controlled via individual user accounts setup by the University of Oxford. All Users are given the following ‘Open and respond to queries’ rights in Figure 1.

Users will need to respond to queries that have been opened by the Data Manager. We have also allowed Users to open/raise queries. Users can use the open/raise query function to annotate the data and add comments that may be useful to the monitor later.
Logging Into REDCap

Open a browser (Google Chrome recommended) and enter the following URL in the address line: https://ncov.medsci.ox.ac.uk/ Enter your username and password provided to you when you were given access to REDCap as seen in Figure 2.

Figure 2
Accessing Your Project
From the REDCap Home Screen select the My Projects tab to see a list of projects you are authorized to access (Figure 3). Click on the link to the database for which you will be reviewing data queries. The screen displays database information (Figure 3a).

Figure 3

Figure 3a
Data Query Navigation Panel
On the left hand panel/menu (Figure 4) under Applications select the ‘Resolve Issues’

Figure 4
Data Resolution Dashboard

You can view and access the data in the ‘Resolves Issues’ - ‘Data Resolution Dashboard’ (Figure 5).

This page displays all data queries that are currently unresolved or have already been resolved using the Data Resolution Workflow. Some issues may have been initiated by users on data collection instruments, and others may have been initiated after executing Data Quality rules on the Find Issues tab. The table lists the name of the record and the specific field or Data Quality rule to which the data query belongs, as well as the user assigned to the query (if applicable), the number of days the data query has been open, and a brief snippet of the query's first and last comment. The results in the table can be filtered by the query status type (e.g., open, closed), by certain fields or Data Quality rules, and also by users assigned to it. Each data query may be viewed by clicking the button to its left.

<table>
<thead>
<tr>
<th>Record</th>
<th>Data Quality rule and/or Field</th>
<th>User Assigned</th>
<th>Days Open</th>
<th>First Update</th>
<th>Last Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>004-0005</td>
<td>Field: symptoms I or fever (3.1 A history of feverishness or measured fever of 38 de...)</td>
<td>lyndsey</td>
<td>0</td>
<td>lyndsey@gmail (28/05/2019 3:47pm): “At least one of the three inclusion criteria need to be yes. Please check and amend accordingly.”</td>
<td>[same as above]</td>
</tr>
</tbody>
</table>

Figure 5
Data Query Resolution: Step 1
1. Ensure the filters are set as the following options.
2. Read over what the query/problem is.
3. Click on the Participant ID to view the eCRF (Figure 6).
Data Query Resolution: Step 2
With the eCRF now open review data query question and complete the following:
1. Check the data recorded on the eCRF against the source/original documents/records (*Figure 7*).
2. Discuss with appropriate study staff member or Clinician.
3. Check the eCRF data with medical record data

*Figure 7*
Data Query Resolution: Step 3
Staff member (with REDCap data entry role – view edit and open and respond to open queries rights) will resolve query by completing one of the following to the eCRF (Figure 8):
1. Amend to the correct value or information (due to typo errors or wrong source document used).
2. Add new or missing information.
3. Verify as correct information.

Supply the reason for change as one of the following (Figure 8):
- Corrected – Data missing
- Corrected – Typo
- Corrected - Wrong source used
- Verified – Correct information

Click on Save
Data Query Resolution: Step 4
Relocate the query in the **Data Resolution Dashboard (Slide 8)**. Ensure the filters are set as the following options. Then click on the comment button to view the query (**Figure 9**).
Data Query Resolution: Step 5
Select the relevant query response from the drop down menu (Figure 10) and confirm descriptive response in comments box. Finally click on ‘Respond to query’

Figure 10

This pop-up displays the Data Resolution Workflow for the specified record for a given field and/or Data Quality rule. Users with appropriate user privileges may open data queries to begin a documented process of resolving an issue with the data. Opened data queries may thus be responded to by users with appropriate privileges, and then they may be closed once the issue has been resolved. All data queries can also be viewed on the Resolve Issues page in this project.

Participant Identification Number: 004-0005
Field: symptoms_leorres_fever ("3.1 A history of feverishness or measured fever of >38 deg C")
Status: Open / Unresolved (unresponded)
**Data Query Resolution: Step 6**

Once you have completed entering the query response information, you will be returned to the Data Resolution Dashboard (*Figure 11*).

Query Status is identified by the color of the Comment:

- **! = Responses given**
- **!= Pending Responses**

*Figure 11*

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**Table: Data Resolution Dashboard**

<table>
<thead>
<tr>
<th>Click button to view data query</th>
<th>Record</th>
<th>Data Quality rule and/or Field</th>
<th>User Assigned</th>
<th>Days Open</th>
<th>First Update</th>
<th>Last Update</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="2 comments" /></td>
<td>004-0005</td>
<td><strong>Field:</strong> symptoms, fever (3-1 A history of feverishness or measured fever of ? 38.6°C...)</td>
<td>lyndsayc</td>
<td>0</td>
<td>lyndsaycmail (28/05/2019 3:47pm): “At least one of the three inclusion criteria need to be yes. Please check and amend accordingly.”</td>
<td>lyndsayc</td>
</tr>
</tbody>
</table>

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**VIDEO: Data Resolution Workflow** or Read Introduction to Data Resolution Workflow
Data queries can also be raised during data entry of eCRFs or whilst reviewing eCRFs e.g. during source data verification (these are manual data queries). All Site Users have rights to do this and manual queries can be raised in the following way:

**Data Query Raising: Step 1**
Click on the comment button to raise the query *(Figure 12)*.
Data Query Raising: Step 2

1. Click on ‘Open query’ (*Figure 13*)
2. Select the User you would like to assign the query to
3. Confirm descriptive query response in the comments box
4. Click on ‘Open query’ button

*Figure 13*
**Accessing your data query export**

Users can export all data queries from the nCov project(s) within the ‘Resolve Issues’ panel by clicking on the ‘Export’ button on the **Data Resolution Dashboard**. Data is exported as a CSV file *(Figure 14)*.
REDCap Messenger

A communication platform is built directly into REDCap, allowing users to communicate easily, efficiently, and securely with other users. REDCap Messenger is a chat application that supports one-on-one direct messages and group conversations, as well as project-linking, document and image sharing. Please feel free to use this should you require assistance (Figure 15).
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 data enquiries to:
ncov@isaric.org