

# Data Entry Guide for the ISARIC Data Platform

## ISARIC nCoV Database



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



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# Access to ISARIC\_nCoV REDCap Project

- Access to the REDCap Project is controlled via individual user accounts that are created by contacting the ISARIC Global Support Centre at [ncov@isaric.org](mailto:ncov@isaric.org)
- 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
      - 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 you are not able to recover your password please email [ncov@isaric.org](mailto:ncov@isaric.org) to obtain a new temporary password).*

# Logging in to REDCap

ncov.medsci.ox.ac.uk



## Log In

Please log in with your user name and password. If you are having trouble logging in, please contact [NCOV REDCap Administrator](#).

Username:

Password:

Log In

[Forgot your password?](#)

### Welcome to REDCap!

REDCap is a secure web platform for building and managing online databases and surveys. REDCap's streamlined process for rapidly creating and designing projects offers a vast array of tools that can be tailored to virtually any data collection strategy.

2) Enter your username and password provided to you when you were given access to the REDCap system.

data downloads to well as a built-in and advanced fields.

eo (4 min). If you on and an e.

Remember if you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board.

If you require assistance or have any questions about REDCap, please contact [NCOV REDCap Administrator](#).

### 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.

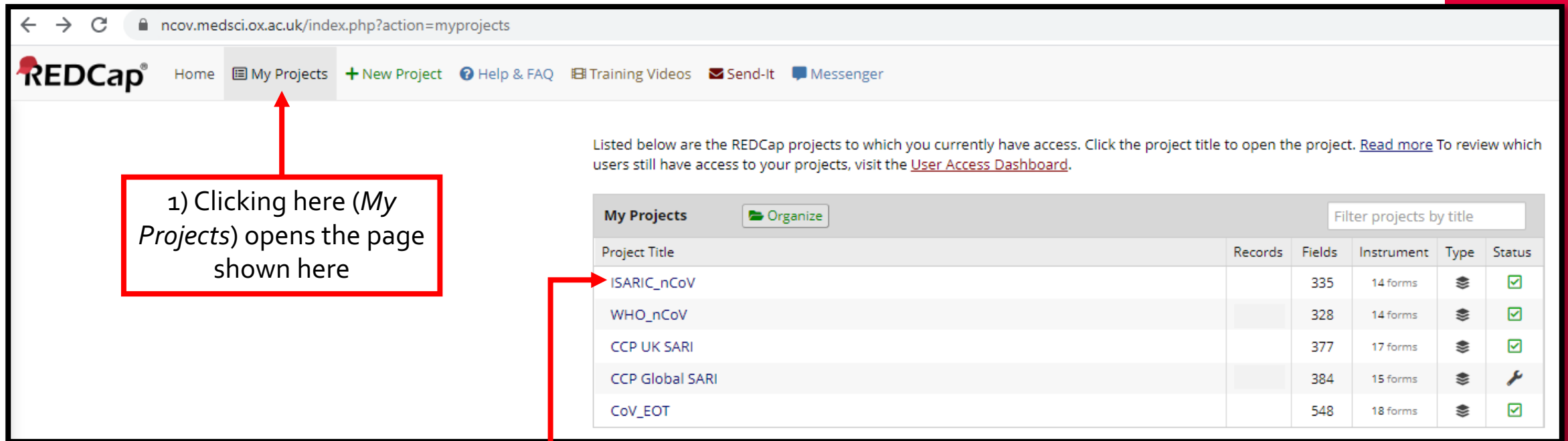
**Export data to common data analysis packages** - Export your data to Microsoft Excel, PDF, SAS, Stata, R, or SPSS for analysis.

**Ad Hoc Reporting** - Create custom queries for generating reports to view or download.

**Easily manage a contact list of survey respondents or create a simple survey link** - Build a list of email contacts, create custom email invitations, and track who responds, or you may also create a single survey link to email out or post on a website.

1) Open your browser (*Google Chrome is recommended*) and enter the following URL: <https://ncov.medsci.ox.ac.uk>

# Accessing Your Project



The screenshot shows the REDCap interface. The browser address bar displays `ncov.medsci.ox.ac.uk/index.php?action=myprojects`. The navigation menu includes 'Home', 'My Projects', '+ New Project', 'Help & FAQ', 'Training Videos', 'Send-It', and 'Messenger'. Below the menu, a text block states: 'Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#) To review which users still have access to your projects, visit the [User Access Dashboard](#).' Below this is a table titled 'My Projects' with an 'Organize' button and a search filter 'Filter projects by title'. The table lists five projects: ISARIC\_nCoV, WHO\_nCoV, CCP UK SARI, CCP Global SARI, and CoV\_EOT. Annotations include a red box pointing to the 'My Projects' menu item and another red box pointing to the 'ISARIC\_nCoV' project title in the table.

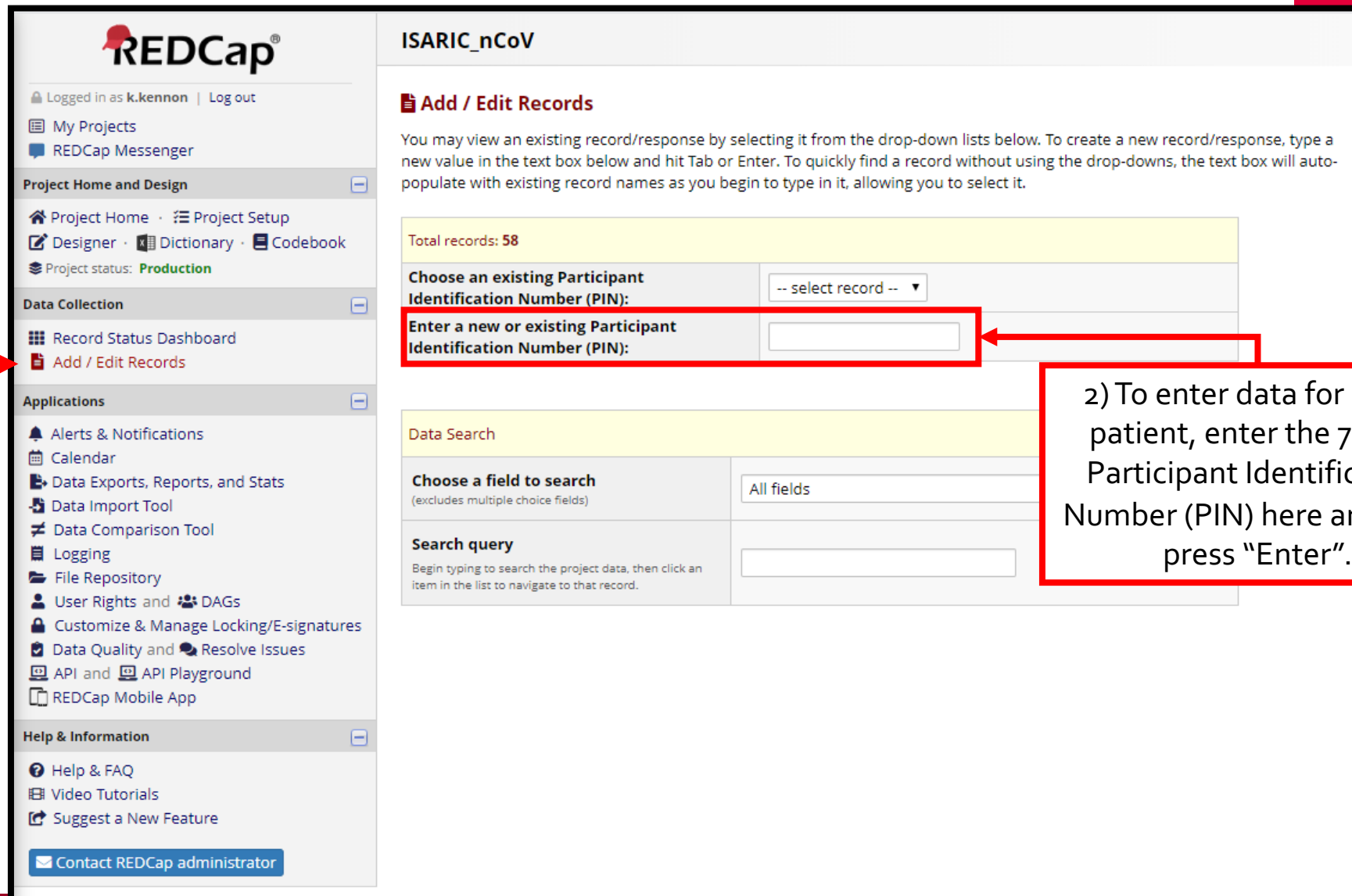
Project Title	Records	Fields	Instrument	Type	Status
ISARIC_nCoV		335	14 forms		✓
WHO_nCoV		328	14 forms		✓
CCP UK SARI		377	17 forms		✓
CCP Global SARI		384	15 forms		🔧
CoV_EOT		548	18 forms		✓

1) Clicking here (*My Projects*) opens the page shown here

2) Click here (*ISARIC\_nCoV*) to access the project

# Adding a New Participant Record – Step 1

1) Clicking here (*Add / Edit Records*) opens the page shown here



**REDCap**  
Logged in as k.kennon | Log out  
My Projects  
REDCap Messenger

**Project Home and Design**

- Project Home · Project Setup
- Designer · Dictionary · Codebook
- Project status: **Production**

**Data Collection**

- Record Status Dashboard
- Add / Edit Records**

**Applications**

- Alerts & Notifications
- Calendar
- Data Exports, Reports, and Stats
- Data Import Tool
- Data Comparison Tool
- Logging
- File Repository
- User Rights and DAGs
- Customize & Manage Locking/E-signatures
- Data Quality and Resolve Issues
- API and API Playground
- REDCap Mobile App

**Help & Information**

- Help & FAQ
- Video Tutorials
- Suggest a New Feature

[Contact REDCap administrator](#)

**ISARIC\_nCoV**

### 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: 58

Choose an existing Participant Identification Number (PIN): -- select record --

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

**Data Search**

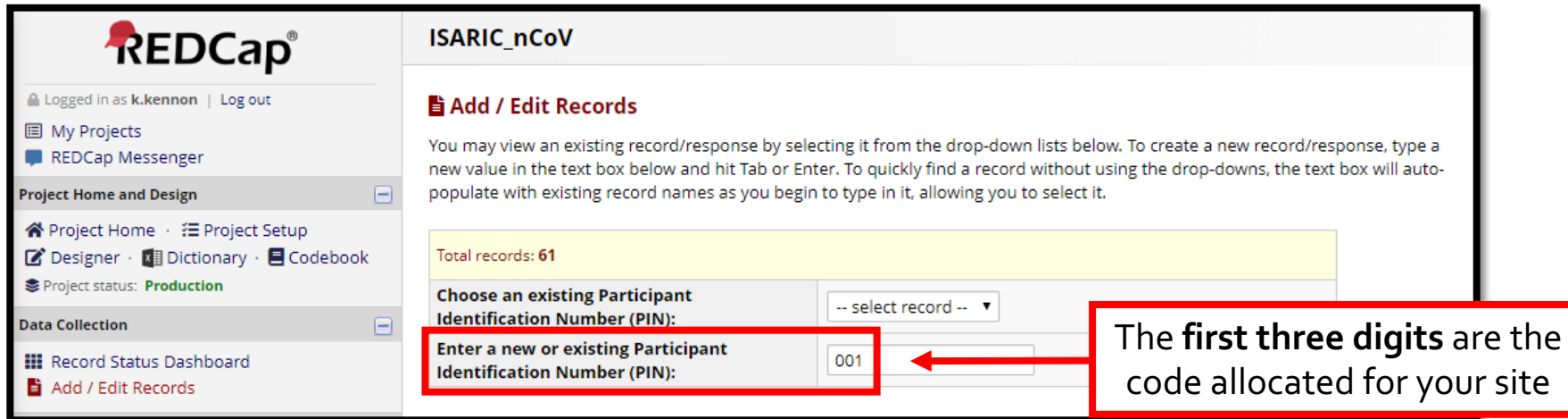
Choose a field to search (excludes multiple choice fields): All fields

Search query:

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

2) To enter data for a new patient, enter the 7-digit Participant Identification Number (PIN) here and then press "Enter".

# The Participant Identification Number (PIN)



REDCap®

Logged in as k.kennon | Log out

My Projects  
REDCap Messenger

Project Home and Design

Project Home · Project Setup  
Designer · Dictionary · Codebook  
Project status: **Production**

Data Collection

Record Status Dashboard  
Add / Edit Records

### ISARIC\_nCoV

#### Add / Edit Records

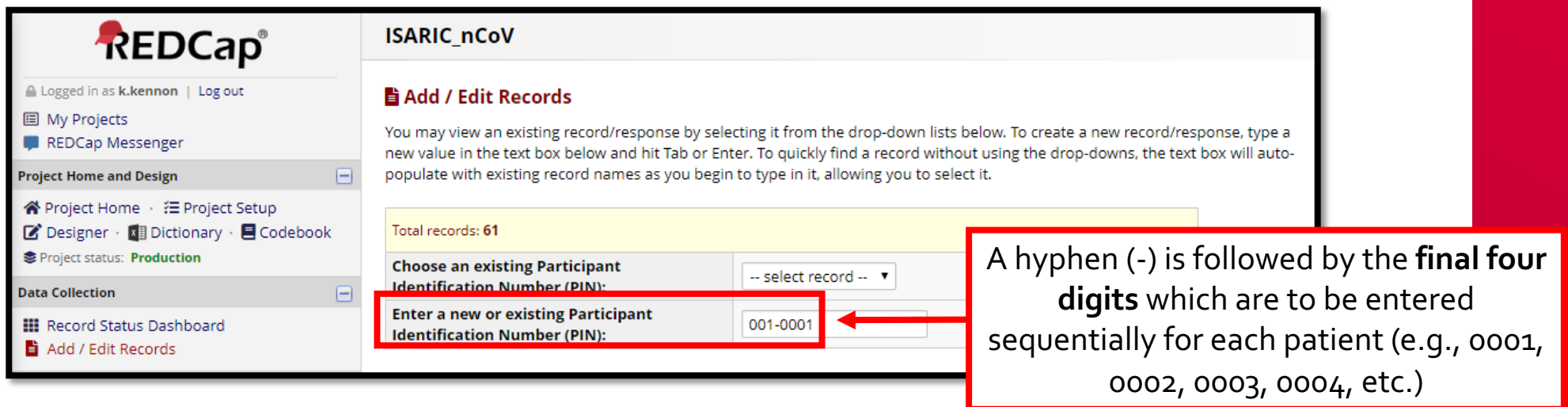
You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, type a new value in the text box below and hit Tab or Enter. To quickly find a record without using the drop-downs, the text box will auto-populate with existing record names as you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

Total records: 61

Choose an existing Participant Identification Number (PIN): -- select record --

Enter a new or existing Participant Identification Number (PIN): 001

The first three digits are the code allocated for your site



REDCap®

Logged in as k.kennon | Log out

My Projects  
REDCap Messenger

Project Home and Design

Project Home · Project Setup  
Designer · Dictionary · Codebook  
Project status: **Production**

Data Collection

Record Status Dashboard  
Add / Edit Records

### ISARIC\_nCoV

#### 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: 61

Choose an existing Participant Identification Number (PIN): -- select record --

Enter a new or existing Participant Identification Number (PIN): 001-0001

A hyphen (-) is followed by the final four digits which are to be entered sequentially for each patient (e.g., 0001, 0002, 0003, 0004, etc.)

# Adding a New Participant Record – Step 2

**REDCap**  
Logged in as k.kennon | Log out  
My Projects  
REDCap Messenger

**Project Home and Design**  
Project Home · Project Setup  
Designer · Dictionary · Codebook  
Project status: **Production**

**Data Collection**  
Record Status Dashboard  
Add / Edit Records

**Participant Identification Number (PIN): 001-0001**  
[Select other record](#)

**Applications**  
Alerts & Notifications  
Calendar  
Data Exports, Reports, and Stats  
Data Import Tool  
Data Comparison Tool  
Logging  
File Repository  
User Rights and DAGs  
Customize & Manage Locking/E-signatures  
Data Quality and Resolve Issues  
API and API Playground  
REDCap Mobile App

**Help & Information**  
Help & FAQ  
Video Tutorials  
Suggest a New Feature  
[Contact REDCap administrator](#)

ISARIC\_nCoV

## Record Home Page

**Record "001-0001" is a new Participant Identification Number (PIN):**. To create the record and begin entering data for it, click any gray status icon below.

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)

### NEW Participant Identification Number (PIN): 001-0001

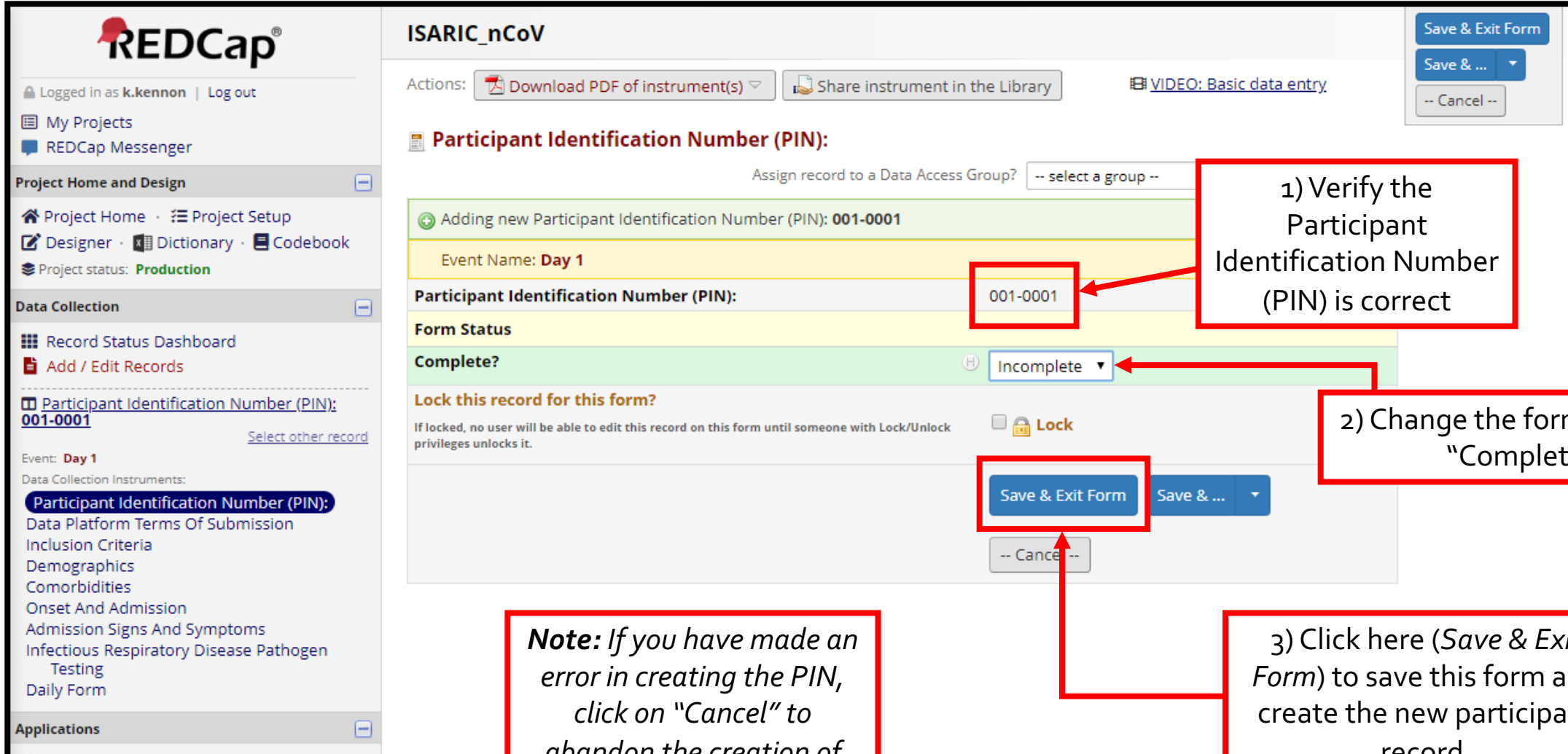
Data Collection Instrument	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Additional days	Discharge/Outcome
Participant Identification Number (PIN):	<input type="radio"/>															
Data Platform Terms Of Submission	<input type="radio"/>															
Inclusion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

1) Click here (*Participant Identification Number (PIN):*) to open the page and verify the data

**Note:** The new record is not created until you click on one of the gray status icons below and enter data in one of the forms.



# Adding a New Participant Record – Step 3



REDCap®

Logged in as k.kennon | Log out

My Projects

REDCap Messenger

Project Home and Design

Project Home · Project Setup

Designer · Dictionary · Codebook

Project status: **Production**

Data Collection

Record Status Dashboard

Add / Edit Records

Participant Identification Number (PIN): 001-0001

Select other record

Event: **Day 1**

Data Collection Instruments:

**Participant Identification Number (PIN):**

Data Platform Terms Of Submission

Inclusion Criteria

Demographics

Comorbidities

Onset And Admission

Admission Signs And Symptoms

Infectious Respiratory Disease Pathogen Testing

Daily Form

Applications

ISARIC\_nCoV

Actions: Download PDF of instrument(s) Share instrument in the Library VIDEO: Basic data entry

Save & Exit Form

Save & ...

-- Cancel --

Assign record to a Data Access Group? -- select a group --

Adding new Participant Identification Number (PIN): 001-0001

Event Name: **Day 1**

Participant Identification Number (PIN): 001-0001

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 & ...

-- Cancel --

1) Verify the Participant Identification Number (PIN) is correct

2) Change the form status to "Complete"

**Note:** If you have made an error in creating the PIN, click on "Cancel" to abandon the creation of this record.

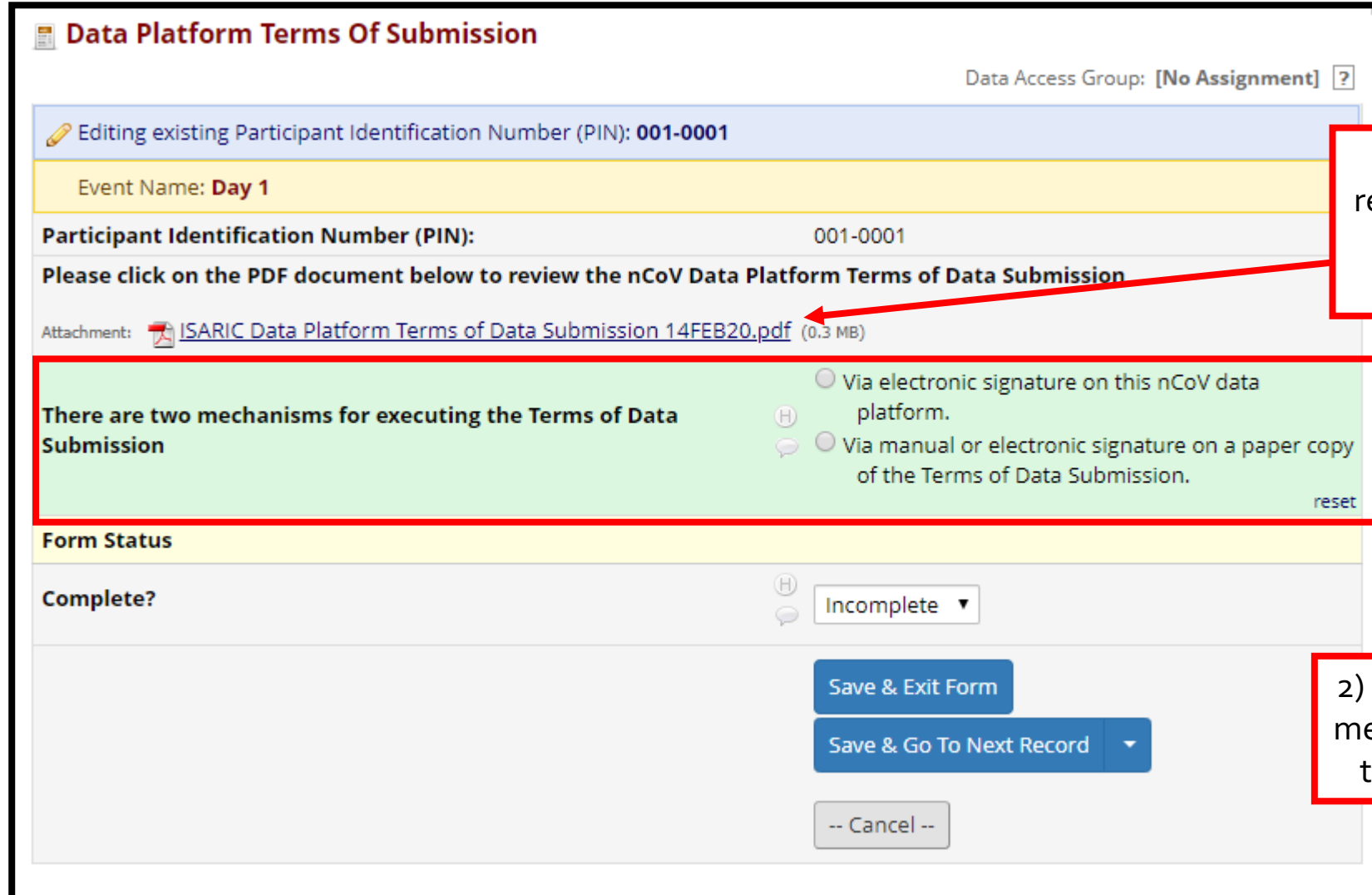
3) Click here (Save & Exit Form) to save this form and create the new participant record.

# Completing the Terms of Submission (ToS)


**Note:** The first time you add a patient to the database you will have to complete the Data Platform Terms of Submission.

You will only have to complete this form ONCE (i.e. for the first patient and not for any following patients).

The Data Platform Terms of Submission Page will disappear after you complete this form the first time.




**Data Platform Terms Of Submission** Data Access Group: [No Assignment] ?

 Editing existing Participant Identification Number (PIN): **001-0001**

Event Name: **Day 1**

Participant Identification Number (PIN): 001-0001

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

Attachment:  [ISARIC Data Platform Terms of Data Submission 14FEB20.pdf](#) (0.3 MB)

There are two mechanisms for executing the Terms of Data Submission

- Via electronic signature on this nCoV data platform.
- Via manual or electronic signature on a paper copy of the Terms of Data Submission.

[reset](#)

**Form Status**

Complete?  [?](#)

[Save & Exit Form](#)

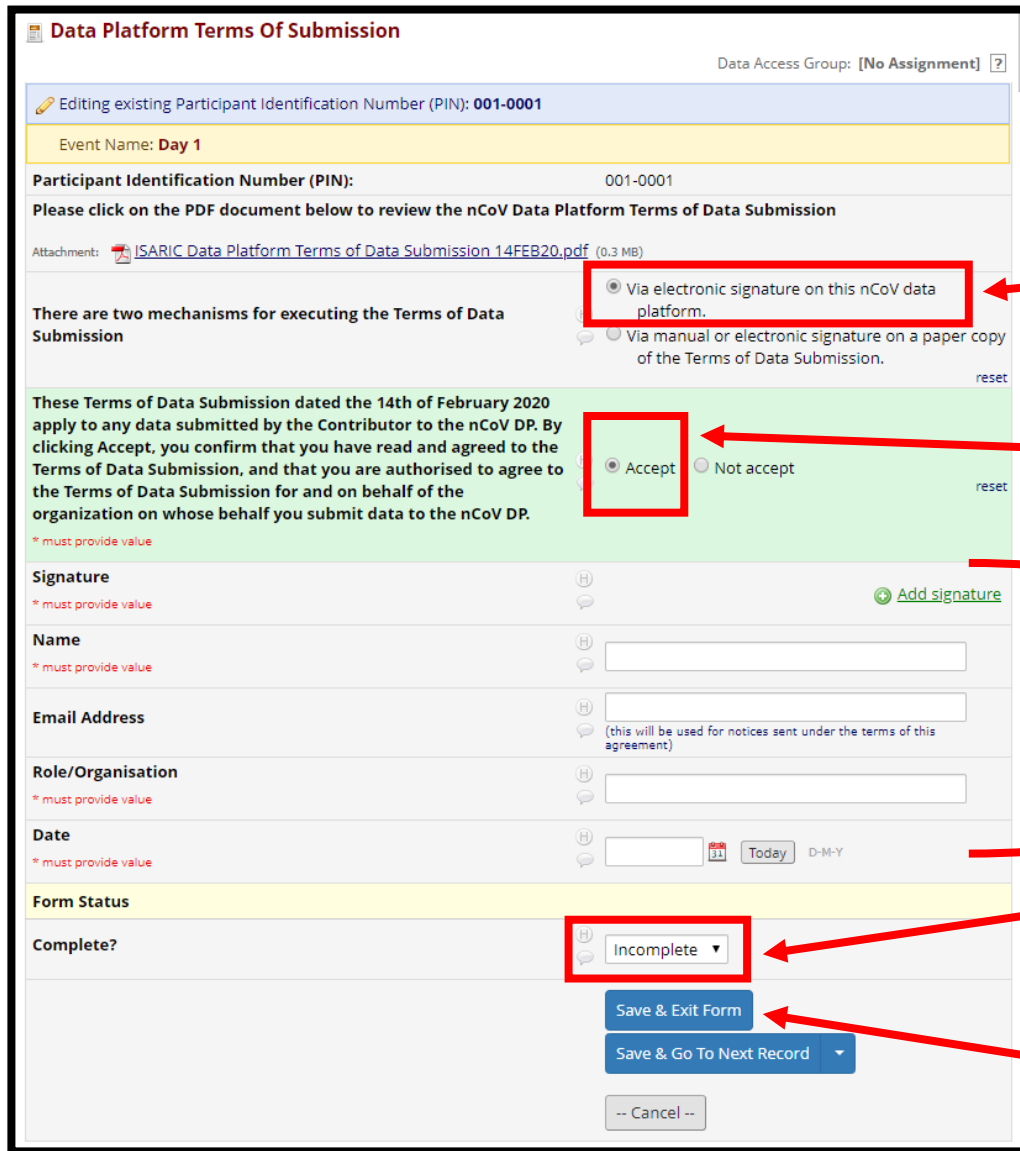
[Save & Go To Next Record](#)

[-- Cancel --](#)

1) Download and review the nCoV Data Platform Terms of Data Submission

2) Click the applicable mechanism you chose to execute the ToS

# Completing the ToS – Electronic Signature



**Data Platform Terms Of Submission** Data Access Group: [No Assignment] ?

Editing existing Participant Identification Number (PIN): 001-0001

Event Name: Day 1

Participant Identification Number (PIN): 001-0001

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

Attachment: [ISARIC Data Platform Terms of Data Submission 14FEB20.pdf](#) (0.3 MB)

There are two mechanisms for executing the Terms of Data Submission

Via electronic signature on this nCoV data platform.  Via manual or electronic signature on a paper copy of the Terms of Data Submission. reset

These Terms of Data Submission dated the 14th of February 2020 apply to any data submitted by the Contributor to the nCoV DP. By clicking Accept, you confirm that you have read and agreed to the Terms of Data Submission, and that you are authorised to agree to the Terms of Data Submission for and on behalf of the organization on whose behalf you submit data to the nCoV DP.

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 Today D-M-Y

**Form Status**

Complete? Incomplete ▼

[Save & Exit Form](#) [Save & Go To Next Record ▼](#)

[-- Cancel --](#)

1) Select "Via electronic signature on this nCoV data platform."

2) Select "Accept"


3) Complete all these data entry fields

4) Change the form status to "Complete"

5) Click here (*Save & Exit Form*) to save this form and return to the patient's Record Home Page

# Completing the ToS – Paper Copy


**Data Platform Terms Of Submission** Data Access Group: [No Assignment] ?

 Editing existing Participant Identification Number (PIN): 001-0001

Event Name: Day 1

Participant Identification Number (PIN): 001-0001


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

Attachment:  [ISARIC Data Platform Terms of Data Submission 14FEB20.pdf](#) (0.3 MB)

There are two mechanisms for executing the Terms of Data Submission

Via electronic signature on this nCoV data platform

Via manual or electronic signature on a paper copy of the Terms of Data Submission. reset

Upload signed pdf copy of the nCoV Data Platform Terms of Submission  [Upload document](#)

Form Status

Complete? Incomplete ▾

Save & Exit Form

Save & Go To Next Record ▾

-- Cancel --

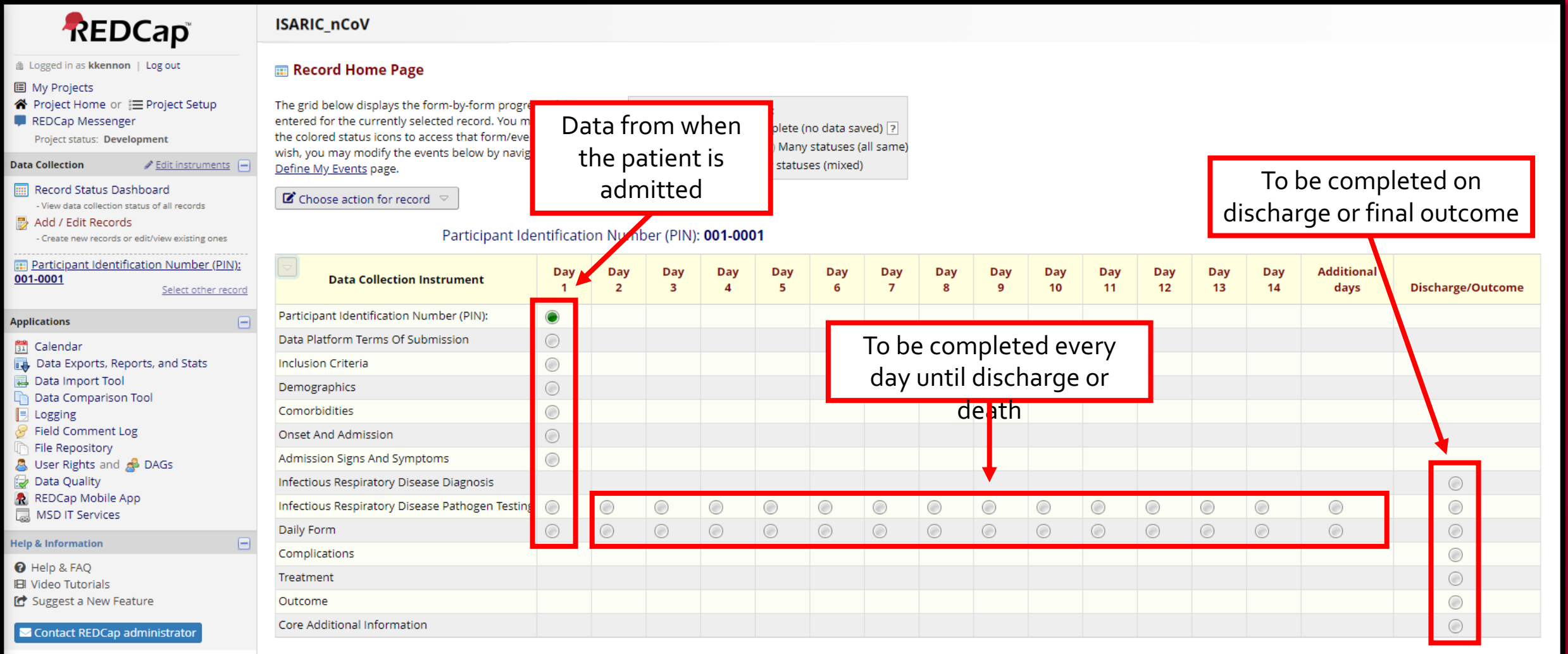
1) Select "Via manual or electronic signature on a paper copy of the Terms of Data Submission."

2) Click on "Upload document" to open a file box to select the ToS file from your computer and upload it

3) Change the form status to "Complete"

4) Click here (*Save & Exit Form*) to save this form and return to the patient's Record Home Page

# Data Entry Schedule



**REDCap™**  
Logged in as **kkennon** | Log out

My Projects  
Project Home or Project Setup  
REDCap Messenger  
Project status: **Development**

**Data Collection** | Edit Instruments

- Record Status Dashboard  
- View data collection status of all records
- Add / Edit Records  
- Create new records or edit/view existing ones

**Participant Identification Number (PIN): 001-0001**

Choose action for record

The grid below displays the form-by-form program entered for the currently selected record. You may use 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.

Complete (no data saved) ?  
Many statuses (all same)  
Many statuses (mixed)

**Participant Identification Number (PIN): 001-0001**

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):	<input checked="" type="radio"/>															
Data Platform Terms Of Submission	<input type="radio"/>															
Inclusion Criteria	<input type="radio"/>															
Demographics	<input type="radio"/>															
Comorbidities	<input type="radio"/>															
Onset And Admission	<input type="radio"/>															
Admission Signs And Symptoms	<input type="radio"/>															
Infectious Respiratory Disease Diagnosis	<input type="radio"/>															
Infectious Respiratory Disease Pathogen Testing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Daily Form	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Complications																<input type="radio"/>
Treatment																<input type="radio"/>
Outcome																<input type="radio"/>
Core Additional Information																<input type="radio"/>

**Data from when the patient is admitted** (points to Day 1 column)

**To be completed every day until discharge or death** (points to Infectious Respiratory Disease Pathogen Testing and Daily Form rows)

**To be completed on discharge or final outcome** (points to Discharge/Outcome column)

# Data Entry – Entering Data

**Comorbidities**

Editing existing Participant Identification Number (PIN): 00001-0001

Event Name: Admission

Participant Identification Number (PIN): 00001-0001

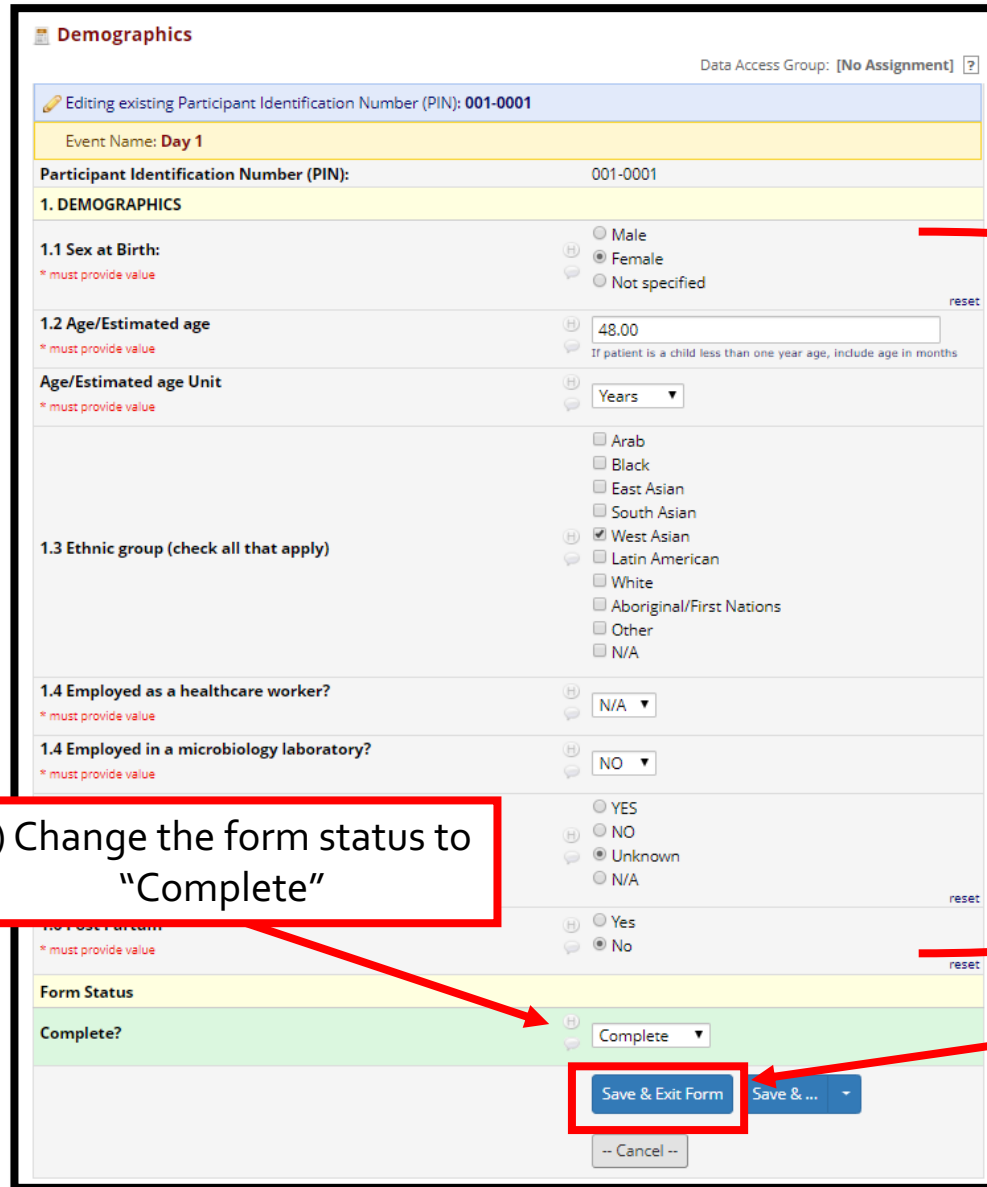
**CO-MORBIDITIES (existing prior to admission)**

<b>Chronic cardiac disease (not hypertension)</b> <small>* must provide value</small>	<input type="text" value=""/> <input type="text" value=""/>
<b>Hypertension</b> <small>* must provide value</small>	<input type="text" value=""/> <input type="text" value=""/>
<b>Chronic pulmonary disease</b> <small>* must provide value</small>	<input type="text" value=""/> <input type="text" value=""/>
<b>Asthma</b> <small>* must provide value</small>	<input type="text" value=""/> <input type="text" value=""/>
<b>Chronic kidney disease</b> <small>* must provide value</small>	<input type="text" value=""/> <input type="text" value=""/>
<b>Chronic liver disease</b> <small>* must provide value</small>	<input type="text" value=""/> <input type="text" value=""/>
<b>Chronic neurological disorder</b> <small>* must provide value</small>	<input type="text" value=""/> <input type="text" value=""/>
<b>HIV</b> <small>* must provide value</small>	<input type="text" value=""/> <input type="text" value=""/>

**Note:** The fastest way to enter data is to “tab” through the questions, rather than to click and select each answer.

- 1) Click on the drop-down box for the first question.
- 2) Type the first letter of the answer (e.g., “N” if the answer is “No”). This will select that option.
- 3) Then hit the Tab key to jump to the next question.
- 4) Repeat this process. In this way you can quickly tab through the questions by just typing the first letter of each answer.

# Data Entry – Saving a Form



**Demographics**

Data Access Group: [No Assignment] ?

Editing existing Participant Identification Number (PIN): 001-0001

Event Name: Day 1

Participant Identification Number (PIN): 001-0001

**1. DEMOGRAPHICS**

**1.1 Sex at Birth:**  Male  Female  Not specified

**1.2 Age/Estimated age:** 48.00

**Age/Estimated age Unit:** Years

**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?:** N/A

**1.4 Employed in a microbiology laboratory?:** NO

**Form Status**

Complete? Complete

Save & Exit Form Save & ...

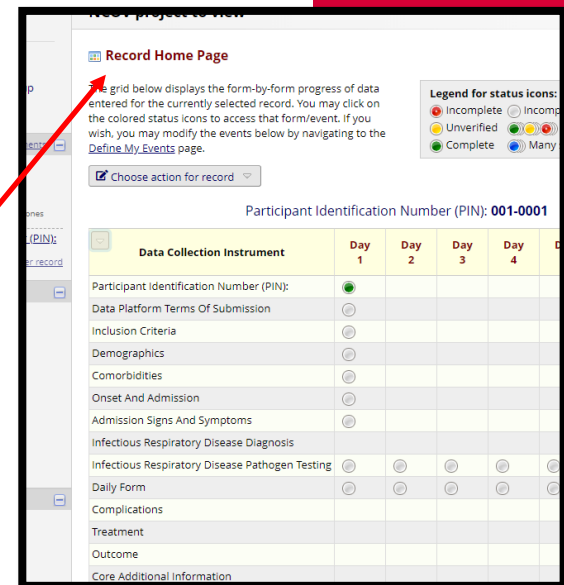
-- Cancel --

**Note:** There are other options to save (see next page for descriptions)

1) Complete all data entry fields:

2) Change the form status to "Complete"

3) Click here (Save & Exit Form) to save the form and exit back to the Record Home Page for this patient.



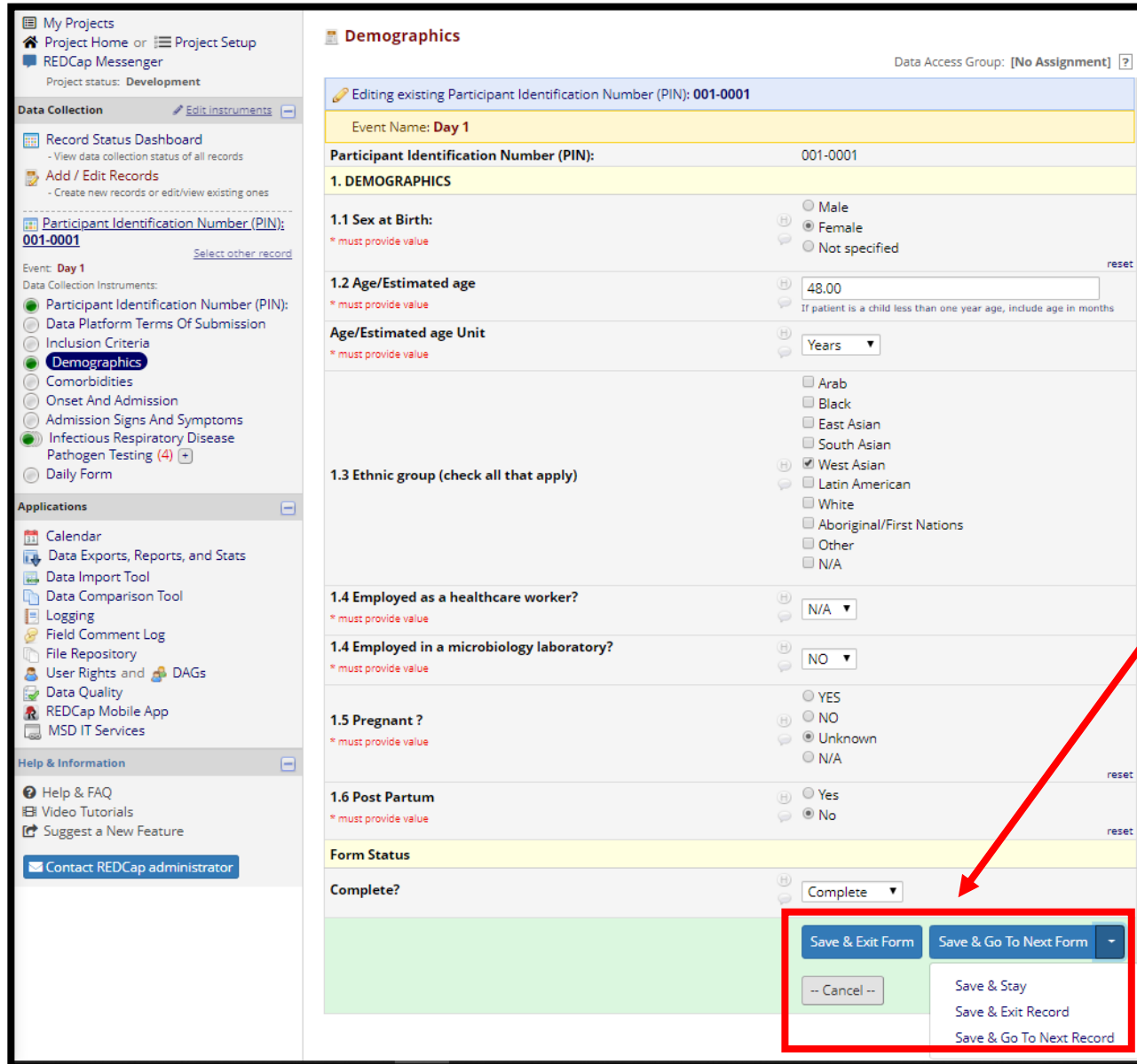
**Record Home Page**

Participant Identification Number (PIN): 001-0001

Data Collection Instrument	Day 1	Day 2	Day 3	Day 4
Participant Identification Number (PIN)	●			
Data Platform Terms Of Submission	○			
Inclusion Criteria	○			
Demographics	○			
Comorbidities	○			
Onset And Admission	○			
Admission Signs And Symptoms	○			
Infectious Respiratory Disease Diagnosis	○			
Infectious Respiratory Disease Pathogen Testing	○	○	○	○
Daily Form	○	○	○	○
Complications				
Treatment				
Outcome				
Core Additional Information				

Legend for status icons:  
● Incomplete ○ Incomplete  
○ Unverified ● Complete  
● Complete ○ Many

# Data Entry – Saving a Form



There are different options for saving:

Save & Exit Form – click here to save your progress and go to the Record Home Page for this patient

Save & Go To Next Form – click here to save your progress and go to the next data entry form (*Comorbidities*) for this patient

Save & Stay – click here to save your progress and stay on this form

Save & Exit Record – click here to save your progress and return to the Add/Edit Records homepage

Save & Go To Next Record – click here to save your progress and go to the Record Home Page for the next patient (e.g., clicking this on the page for patient 001-0001 will take you to the Record Home Page for patient 001-0002) *\*If there is no other patient, this will return you to the current patient's Record Home Page*



# Data Entry – Required Questions

Most questions in the database are marked as *Required*. If you try to save a page without completing them this error message will appear:

If you missed the question and want to enter the answer, click here (*Okay*) to stay on this page and enter the data.

## NOTE: Some fields are required!

Your data was successfully saved, but you did not provide a value for some fields that require a value. Please enter a value for the fields on this page that are listed below.

Provide a value for...

- 4b.8. Malignant neoplasm

Okay

Ignore and leave record

Ignore and go to next form

If you meant to leave the question blank, click here (*Ignore and go to next form*) to continue data entry.

# Data Entry – Results Out of Range

2. DAILY LABORATORY RESULTS (on admission, on any admission to ICU, then daily)

Record the worst value from 00:00-24:00 taken on day of assessment (if Not Available write 'N/A'):

2.1 Results available for sample taken on the date in section 1  Yes  No reset

2.2 Results available  Yes  No reset

2.3 WBC count available  Yes  No reset

2.4 Lymphocyte count available  Yes  No reset

2.5 Neutrophil count available  Yes  No reset

Haemoglobin \* must provide value

Haemoglobin Unit \* must provide value g/dL

WBC count \* must provide value

WBC Unit \* must provide value

450

Some questions have a validation range for data quality. If you try to enter a value outside of this range then this error message will appear:

Alert

The value you provided is outside the suggested range. (0 - 200). This value is admissible, but you may wish to double check it.

Close

If you have entered the wrong value, change what you entered. If your value is correct, click *Close* and continue with data entry.

# Data Entry – Repeating Instruments

✓ Participant Identification Number (PIN): 001-0001 successfully edited

Participant Identification Number (PIN): 001-0001

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):	<input checked="" type="radio"/>															
Data Platform Terms Of Submission	<input type="radio"/>															
Inclusion Criteria	<input type="radio"/>															
Demographics	<input type="radio"/>															
Comorbidities	<input type="radio"/>															
Onset And Admission	<input type="radio"/>															
Admission Signs And Symptoms	<input type="radio"/>															
Infectious Respiratory Disease Diagnosis																<input type="radio"/>
Infectious Respiratory Disease Pathogen Testing	<input checked="" type="radio"/> +	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Daily Form	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Complications																<input type="radio"/>
Treatment																<input type="radio"/>
Outcome																<input type="radio"/>
Core Additional Information																<input type="radio"/>

Repeating Instruments

Infectious Respiratory Disease Pathogen Testing

Day 1

1	<input checked="" type="radio"/>
2	<input checked="" type="radio"/>
3	<input checked="" type="radio"/>
4	<input checked="" type="radio"/>

+ Add new

This form (instrument) can be repeated as many times as needed (e.g., the patient had 4 pathogens tested on Day 1, you can repeat this form 4 times with the information on each pathogen)

This list of all instances appears here

# Data Entry – Adding Repeating Instruments

✓ Participant Identification Number (PIN): 001-0001 successfully edited

Participant Identification Number (PIN): 001-0001

Data Collection Instrument	Day 1	Day 2	Day 3	Day 4	Day 5
Participant Identification Number (PIN):	<input checked="" type="radio"/>				
Data Platform Terms Of Submission	<input type="radio"/>				
Inclusion Criteria	<input type="radio"/>				
Demographics	<input type="radio"/>				
Comorbidities	<input type="radio"/>				
Onset And Admission	<input type="radio"/>				
Admission Signs And Symptoms	<input type="radio"/>				
Infectious Respiratory Disease Diagnosis	<input type="radio"/>				
Infectious Respiratory Disease Pathogen Testing	<input checked="" type="radio"/> +	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Daily Form	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Complications	<input type="radio"/>				
Treatment					
Outcome					
Core Additional Information					

Repeating Instruments

Infectious Respiratory Disease Pathogen Testing

Day 1

1	<input checked="" type="radio"/>
2	<input checked="" type="radio"/>
3	<input checked="" type="radio"/>
4	<input checked="" type="radio"/>
<input type="button" value="+ Add new"/>	

You can add a new page/instance by clicking on any of these three options:

### Infectious Respiratory Disease Pathogen Testing

Current instance: 1

Data Access Group: [No Assignment]

Editing existing Participant Identification Number (PIN): 001-0001

Event Name: Day 1

Participant Identification Number (PIN): 001-0001

**5.2 PATHOGEN TESTING: Details of pathogen testing and sample type**  
(This is a repeating instrument, include as many as necessary)

Pathogen testing done  Yes  No reset

Collection Date  Today D-M-Y  
\* must provide value

Bio specimen type   
\* must provide value

Positive  
 Negative  
 N/A reset

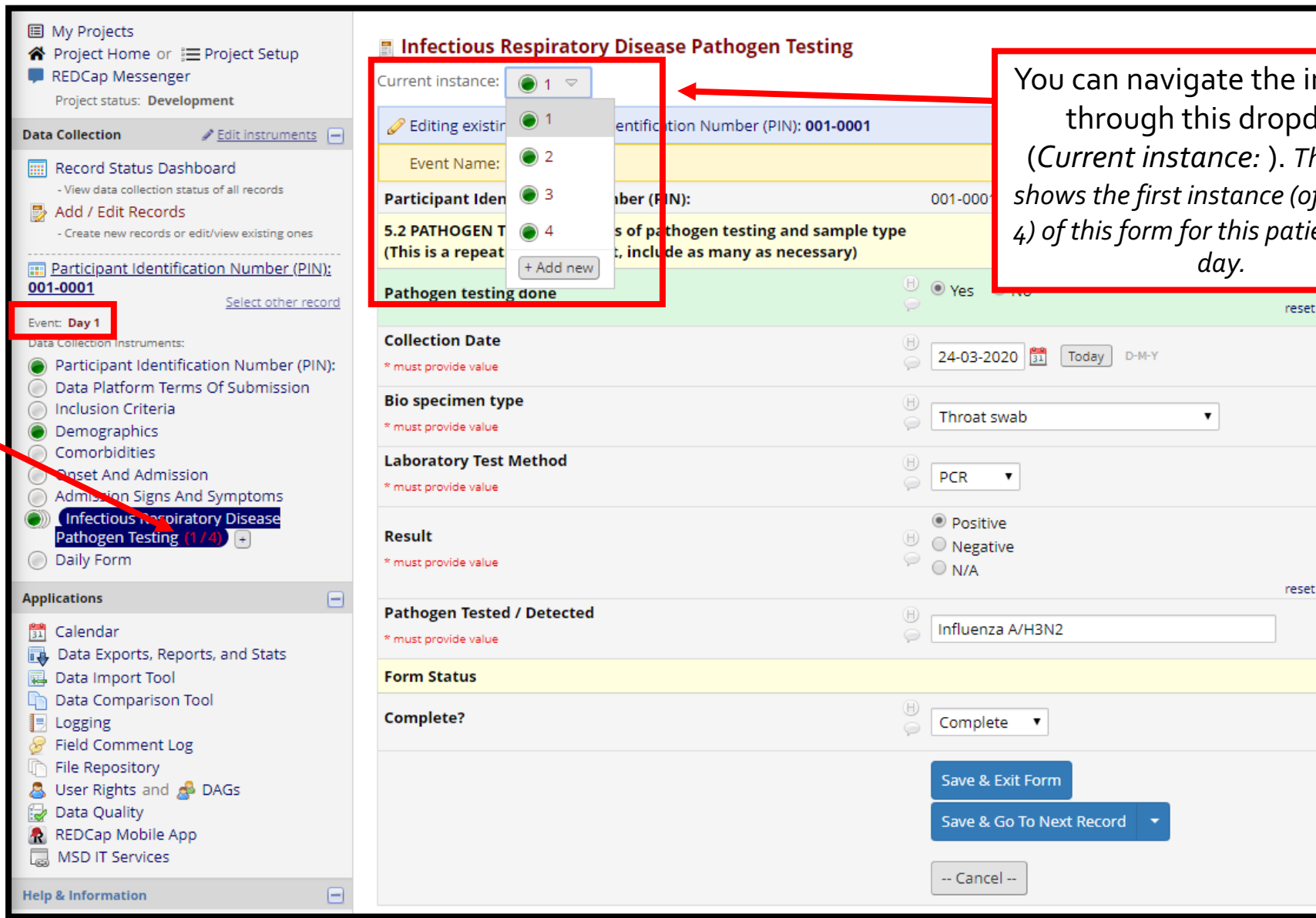
\* must provide value

Form Status

Complete?  Complete reset

- Save & Stay
- 
- Save & Go To Next Form
- Save & Exit Record
- Save & Go To Next Record

# Data Entry – Navigating Repeating Instruments



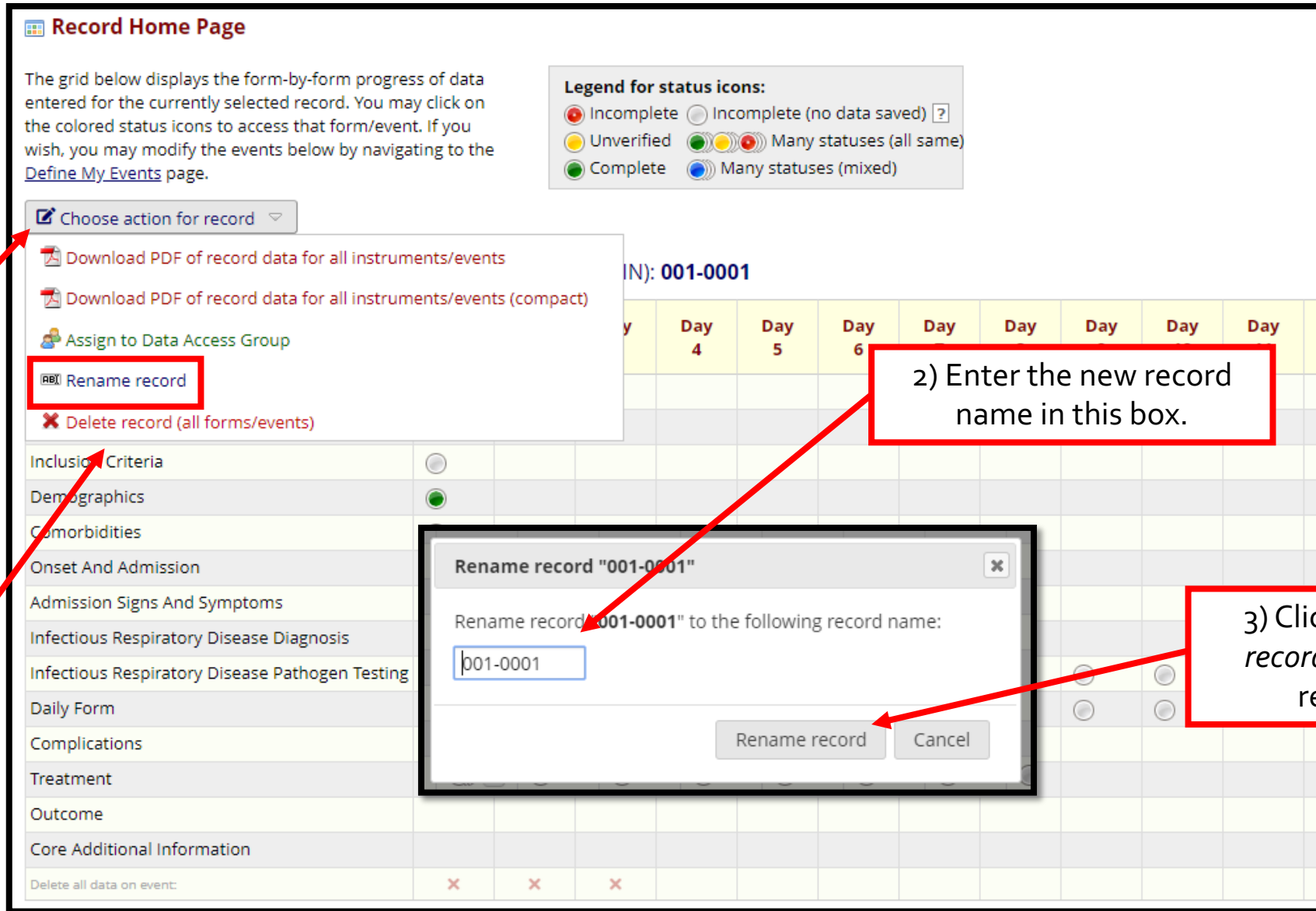
The screenshot displays the REDCap interface for a project titled "Infectious Respiratory Disease Pathogen Testing". On the left sidebar, under "Data Collection", the "Infectious Respiratory Disease Pathogen Testing (1/4)" instrument is selected. A dropdown menu is open, showing a list of instances: 1, 2, 3, and 4, with "1" currently selected. The main form area shows fields for "Collection Date" (24-03-2020), "Bio specimen type" (Throat swab), "Laboratory Test Method" (PCR), "Result" (Positive), "Pathogen Tested / Detected" (Influenza A/H3N2), and "Form Status" (Complete). Buttons for "Save & Exit Form", "Save & Go To Next Record", and "Cancel" are visible at the bottom.

You can navigate the instances through this dropdown (*Current instance:* ). This image shows the first instance (of a total of 4) of this form for this patient on this day.

The list of all instances for this event (Day 1) also appears here

# Data – Renaming a Record

You may sometimes need to rename a record



**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

- Download PDF of record data for all instruments/events
- Download PDF of record data for all instruments/events (compact)
- Assign to Data Access Group
- Rename record**
- Delete record (all forms/events)

Inclusion Criteria

Demographics

Comorbidities

Onset And Admission

Admission Signs And Symptoms

Infectious Respiratory Disease Diagnosis

Infectious Respiratory Disease Pathogen Testing

Daily Form

Complications

Treatment

Outcome

Core Additional Information

Delete all data on event: [x] [x] [x]

**Rename record "001-0001"**

Rename record "001-0001" to the following record name:

Rename record Cancel

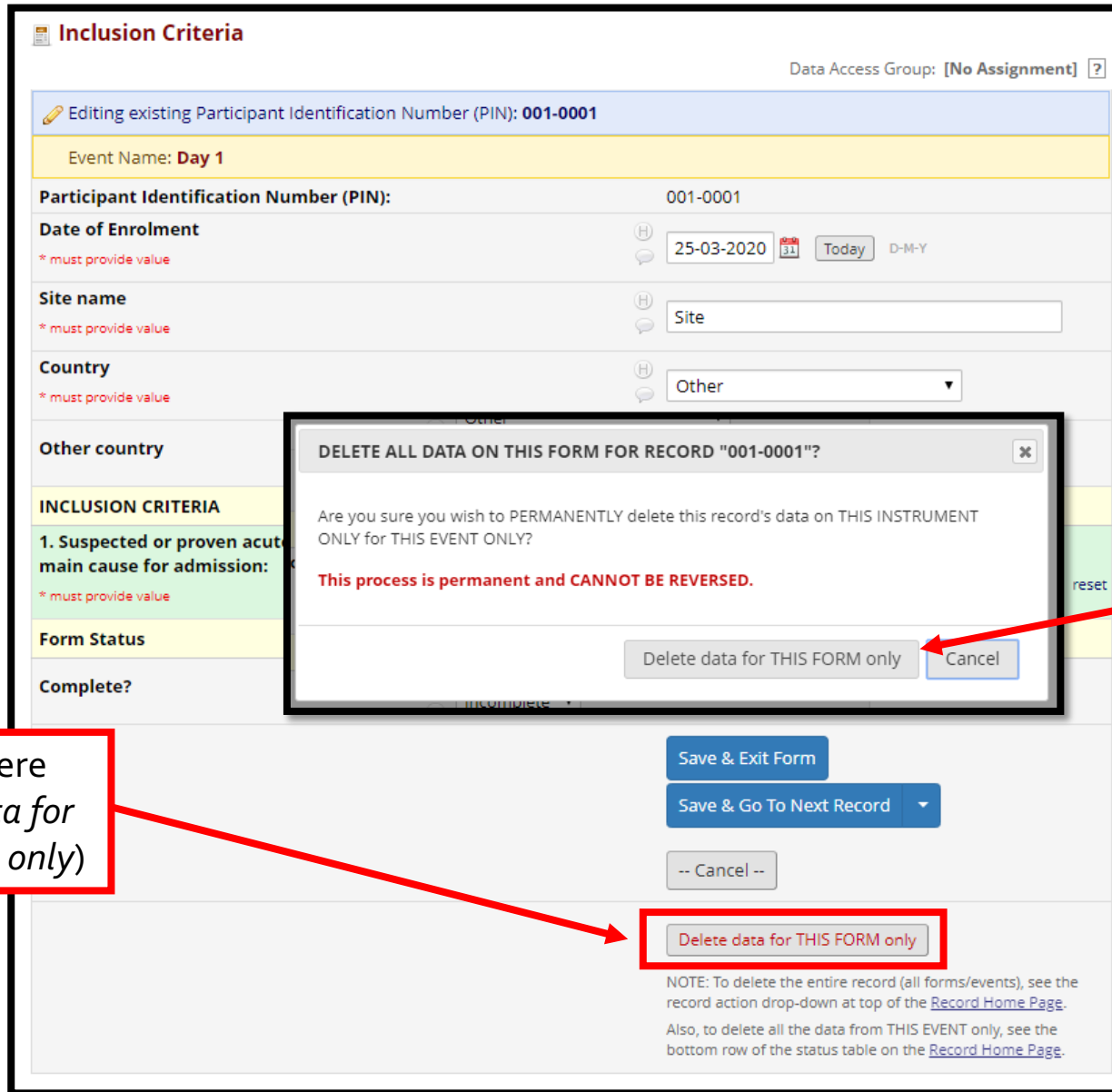
1) Click here (*Choose action for record*) to open a dropdown and then click here (*Rename record*).

2) Enter the new record name in this box.

3) Click here (*Rename record*) to change the record name.

# Data – Deleting Data (Form Level)

You may sometimes need to delete data from a single form/instrument for a patient.



The screenshot shows the 'Inclusion Criteria' form for a patient with PIN 001-0001. The form includes fields for Event Name (Day 1), Participant Identification Number (PIN), Date of Enrolment (25-03-2020), Site name, Country, and Other country. A confirmation dialog box is overlaid on the form, asking for confirmation to delete all data for this record. The dialog box contains the following text: 'DELETE ALL DATA ON THIS FORM FOR RECORD "001-0001"?', 'Are you sure you wish to PERMANENTLY delete this record's data on THIS INSTRUMENT ONLY for THIS EVENT ONLY?', and 'This process is permanent and CANNOT BE REVERSED.' The dialog box has two buttons: 'Delete data for THIS FORM only' and 'Cancel'. Below the form, there are buttons for 'Save & Exit Form', 'Save & Go To Next Record', and '-- Cancel --'. A red box highlights the 'Delete data for THIS FORM only' button at the bottom of the form.

1) Click here  
(Delete data for  
THIS FORM only)

2) Click here (Delete this event) to PERMANENTLY delete ALL DATA on this form for this patient.

Delete data for THIS FORM only

NOTE: To delete the entire record (all forms/events), see the record action drop-down at top of the [Record Home Page](#). Also, to delete all the data from THIS EVENT only, see the bottom row of the status table on the [Record Home Page](#).

# Data – Deleting Data (Event Level)

You may sometimes need to delete data from an entire event/day for a patient.

1) Click here on the X for the relevant event/day:

**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.

Choose action for record ▾

Participant Identification Number (PIN): 001-0001

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
Participant Identification Number (PIN):											
Data Platform Terms Of Submission											
Inclusion Criteria											
Demographics											
Comorbidities											
Onset And Admission											
Admission Signs And Symptoms											
Infectious Respiratory Disease Diagnosis											
Infectious Respiratory Disease Pathogen Testing											
Daily Form											
Complications											
Treatment											
Outcome											
Core Additional Information											
Delete all data on event:											

**Legend for status icons:**

- Incomplete
- Incomplete (no data saved) ?
- Unverified
- Complete
- Many statuses (all same)
- Many statuses (mixed)

**DELETE ALL DATA ON THIS EVENT FOR RECORD "001-0001"?**

Are you sure you wish to PERMANENTLY delete this record's data for ALL INSTRUMENTS on THIS EVENT ONLY?

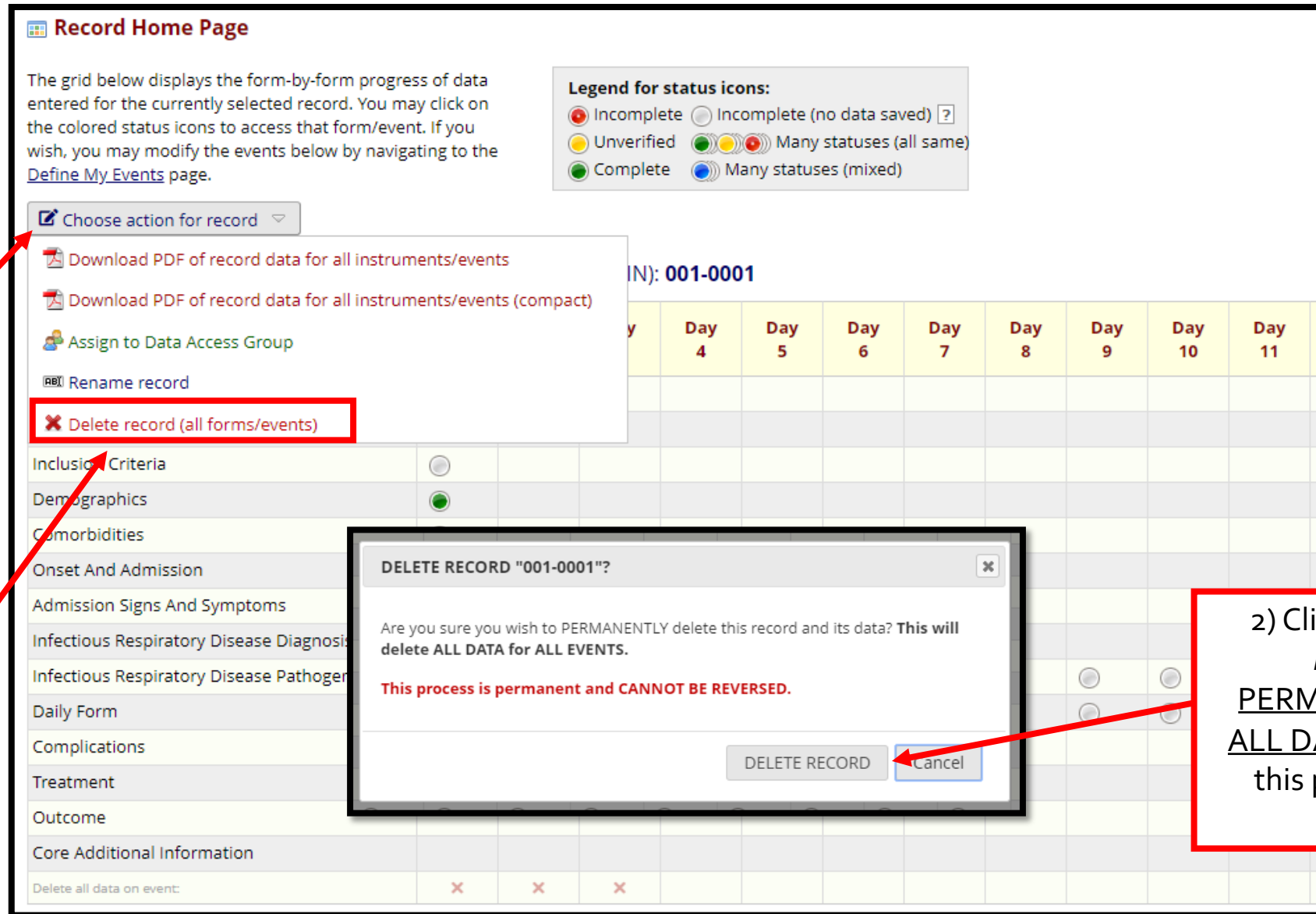
Delete this event

2) Click here (*Delete this event*) to PERMANENTLY delete ALL DATA for ALL FORMS on this selected event/day for this patient.



# Data – Deleting Data (Patient Level)

You may sometimes need to delete ALL data for a patient and remove them from the database.



**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

- Download PDF of record data for all instruments/events
- Download PDF of record data for all instruments/events (compact)
- Assign to Data Access Group
- Rename record
- Delete record (all forms/events)**

IN): 001-0001

	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11
Inclusion Criteria								
Demographics								
Comorbidities								
Onset And Admission								
Admission Signs And Symptoms								
Infectious Respiratory Disease Diagnosis								
Infectious Respiratory Disease Pathogen								
Daily Form								
Complications								
Treatment								
Outcome								
Core Additional Information								
Delete all data on event:	x	x	x					

**DELETE RECORD "001-0001"?**

Are you sure you wish to PERMANENTLY delete this record and its data? **This will delete ALL DATA for ALL EVENTS.**

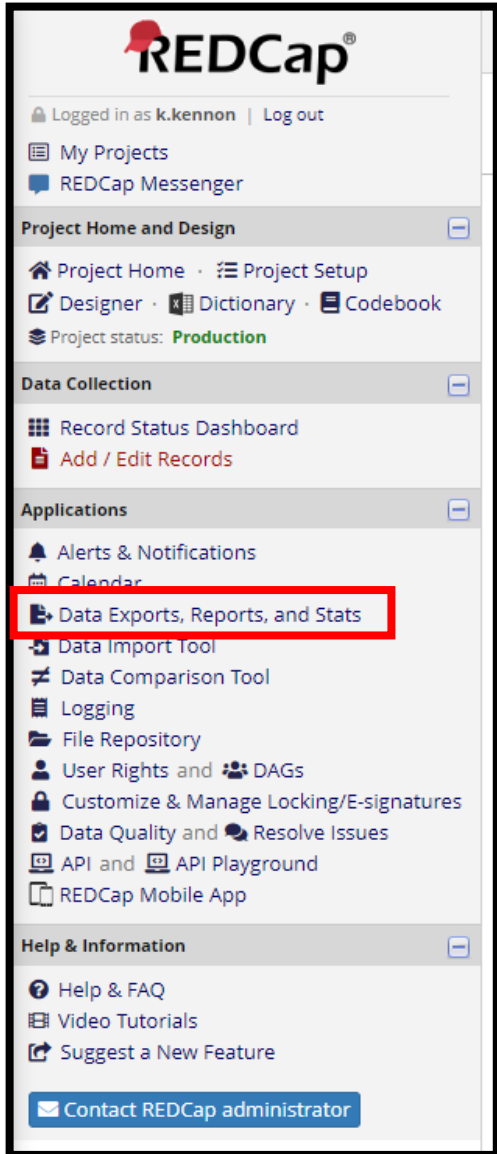
**This process is permanent and CANNOT BE REVERSED.**

DELETE RECORD Cancel

1) Click here (*Choose action for record*) to open a dropdown and then click here (*Delete record (all forms/events)*).

2) Click here (*DELETE RECORD*) to PERMANENTLY delete ALL DATA and REMOVE this patient from the database.

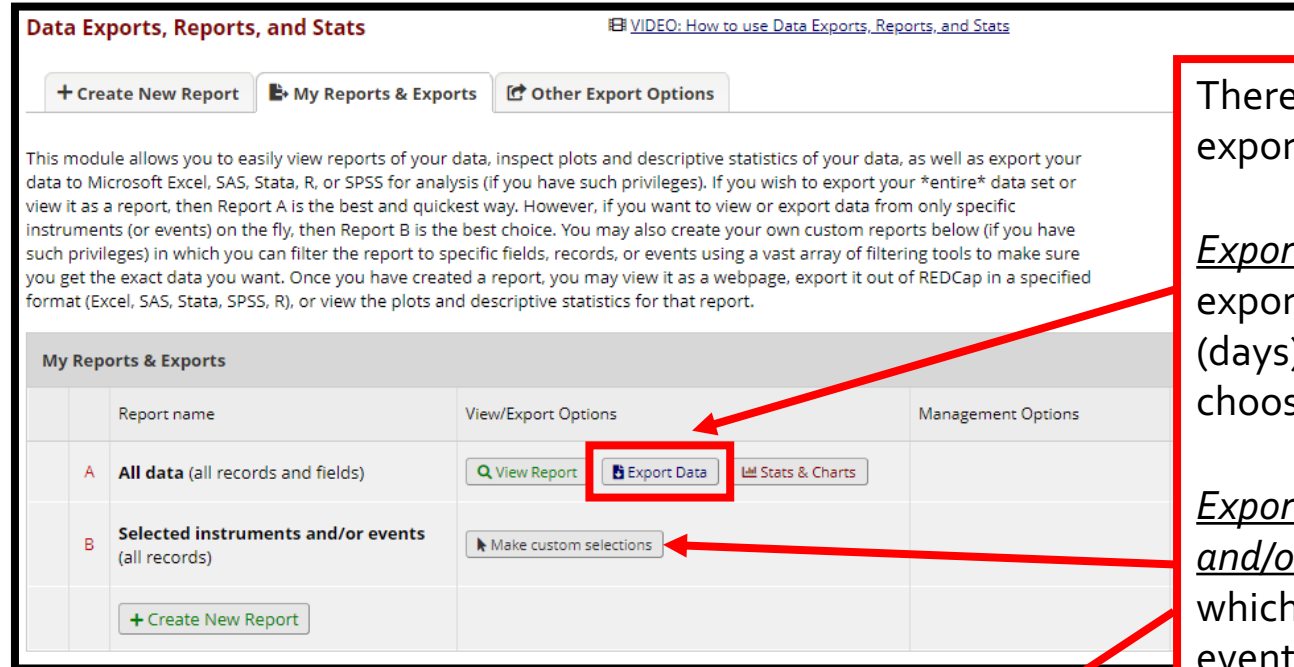
# Data – Exporting Data



REDCap®

Logged in as k.kennon | Log out

- My Projects
- REDCap Messenger
- Project Home and Design**
  - Project Home
  - Project Setup
  - Designer
  - Dictionary
  - Codebook
  - Project status: **Production**
- Data Collection**
  - Record Status Dashboard
  - Add / Edit Records
- Applications**
  - Alerts & Notifications
  - Calendar
  - Data Exports, Reports, and Stats**
  - Data Import Tool
  - Data Comparison Tool
  - Logging
  - File Repository
  - User Rights and DAGs
  - Customize & Manage Locking/E-signatures
  - Data Quality and Resolve Issues
  - API and API Playground
  - REDCap Mobile App
- Help & Information**
  - Help & FAQ
  - Video Tutorials
  - Suggest a New Feature
  - Contact REDCap administrator



**Data Exports, Reports, and Stats** [VIDEO: How to use Data Exports, Reports, and Stats](#)

[+ Create New Report](#) [My Reports & Exports](#) [Other Export Options](#)

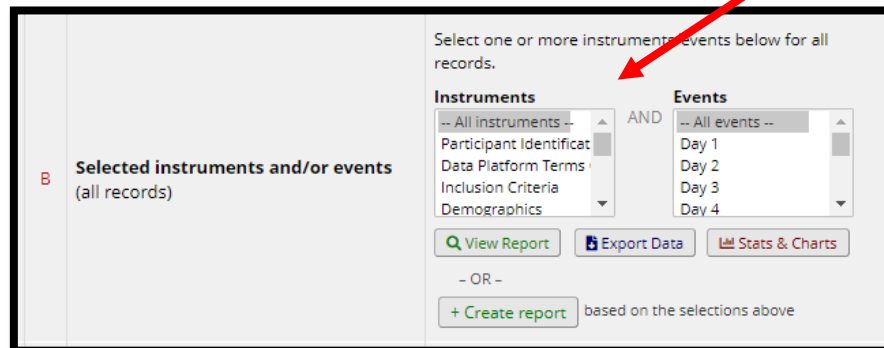
This module allows you to easily view reports of your data, inspect plots and descriptive statistics of your data, as well as export your data to Microsoft Excel, SAS, Stata, R, or SPSS for analysis (if you have such privileges). If you wish to export your \*entire\* data set or view it as a report, then Report A is the best and quickest way. However, if you want to view or export data from only specific instruments (or events) on the fly, then Report B is the best choice. You may also create your own custom reports below (if you have such privileges) in which you can filter the report to specific fields, records, or events using a vast array of filtering tools to make sure you get the exact data you want. Once you have created a report, you may view it as a webpage, export it out of REDCap in a specified format (Excel, SAS, Stata, SPSS, R), or view the plots and descriptive statistics for that report.

	Report name	View/Export Options	Management Options
A	<b>All data</b> (all records and fields)	<a href="#">View Report</a> <a href="#">Export Data</a> <a href="#">Stats &amp; Charts</a>	
B	<b>Selected instruments and/or events</b> (all records)	<a href="#">Make custom selections</a>	
<a href="#">+ Create New Report</a>			

There are different options for exporting the data:

Export Data (All data) – click here to export **all** the variables for **all** events (days) for **all** patients in a format you choose (see next page)

Export Data (Selected instruments and/or events) – click here to choose which instruments (pages) and which events (days) you want to export for **all** patients in a format you choose (see next page)



Select one or more instruments/events below for all records.

**Instruments**

- All instruments --
- Participant Identificat
- Data Platform Terms
- Inclusion Criteria
- Demographics

**Events**

- All events --
- Day 1
- Day 2
- Day 3
- Day 4

AND

[View Report](#) [Export Data](#) [Stats & Charts](#)

- OR -

[+ Create report](#) based on the selections above

# Data – Data Export Formats

**Exporting "All data (all records and fields)"**

Select your export settings, which includes the export format (Excel/CSV, SAS, SPSS, R, Stata) and if you wish to perform de-identification on the data set.

**Choose export format**

- CSV / Microsoft Excel (raw data)
- CSV / Microsoft Excel (labels)
- SPSS Statistical Software
- SAS Statistical Software
- R Statistical Software
- Stata Statistical Software
- CDISC ODM (XML)

**De-identification**

The options amount of ... exporting o ... apply.

**Known Identifiers**

- Remove all (Dictionary)
- Hash the P (unrecogniz)

**Free-form text**

- Remove un (than dates)
- Remove N

**Date and dat**

- Remove al
- OR —
- Shift all da (shifted am record) [W](#)

[Deselect all options](#)

**1) Choose which format into which you'd like the data to be exported.**

**Note:**

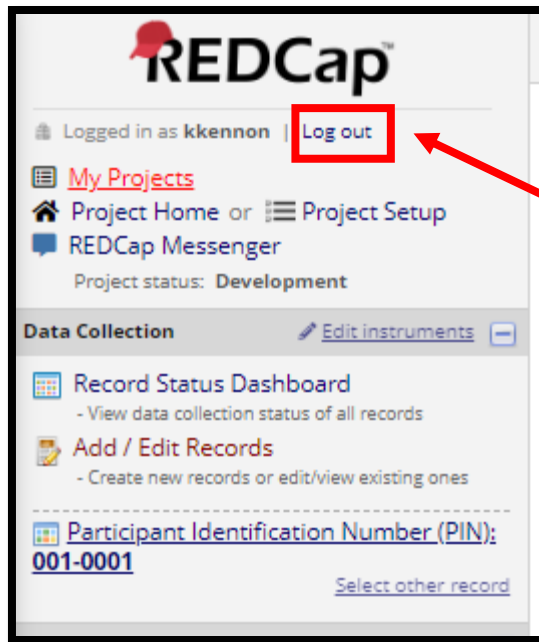
*File type **CSV/ Microsoft Excel (raw data)** will have the numeric codes for fields with controlled terminology (e.g., for a field with "Yes = 1, No = 0", exported data would be "1" and "0" format)*

*File type **CSV/ Microsoft Excel (labels)** will have the text value for fields with controlled terminology (e.g., for a field with "Yes = 1, No = 0", exported data would be "Yes" and "No" format)*

**2) Click here (Export Data) to download the data to your computer.**

**Export Data** **Cancel**

# Data Security – Logging Out When Complete



Always log out using by clicking here (*Log out*) after completing your tasks.

**Note:** *Your session will time out after 60 minutes of inactivity, requiring you to log in again to continue with tasks.*

# Additional Resources

- Where can I get REDCap training?
  - REDCap offers detailed video training online
  - Videos are available at:  
<https://projectredcap.org/resources/videos/>



- What if I need further information or support?
  - Please direct all REDCap questions to [ncov@isaric.org](mailto:ncov@isaric.org)
  - Please direct all Protocol and Study related questions to [ncov@isaric.org](mailto:ncov@isaric.org)





## Partners supporting research preparedness and response

