Data Entry Guide for the ISARIC Data Platform

ISARIC nCoV Database

Contact: 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

• 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 to obtain a new temporary password).
1) Open your browser (Google Chrome is recommended) and enter the following URL: https://ncov.medsci.ox.ac.uk

2) Enter your username and password provided to you when you were given access to the REDCap system.
1) Clicking here (My Projects) opens the page shown here

2) Click here (ISARIC_nCoV) to access the project
1) Clicking here (Add / Edit Records) opens the page shown here

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

Adding a New Participant Record – Step 1
The Participant Identification Number (PIN)

The first three digits are the code allocated for your site.

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

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.

1) Click here (Participant Identification Number (PIN):) to open the page and verify the data
Adding a New Participant Record – Step 3

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

2) Change the form status to “Complete”

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

**Note:** If you have made an error in creating the PIN, click on “Cancel” to abandon the creation of this record.
Completing the Terms of Submission (ToS)

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

2) Click the applicable mechanism you chose to execute the 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.
Completing the ToS – Electronic Signature

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

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

To be completed on discharge or final outcome

Data from when the patient is admitted

To be completed every day until discharge or death
Data Entry – Entering Data

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

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.

Note: There are other options to save (see next page for descriptions)
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*
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 meant to leave the question blank, click here (Ignore and go to next form) to continue data entry. If you missed the question and want to enter the answer, click here (Okay) to stay on this page and enter the data.
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:

![Error Message]

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

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

You can add a new page/instance by clicking on any of these three options:
Data Entry – Navigating Repeating Instruments

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.
You may sometimes need to rename a record.

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.

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.
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:

2) Click here (Delete this event) to PERMANENTLY delete ALL DATA for ALL FORMS on this selected event/day for this patient.
You may sometimes need to delete ALL data for a patient and remove them from the database.

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

There are different options for exporting the data:

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

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.
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
  • Please direct all Protocol and Study related questions to ncov@isaric.org
Partners supporting research preparedness and response

ZIKAlliance
A Global Alliance for Zika Virus Control and Prevention

GOARN
Global Outbreak Alert and Response Network

GLōPID-R