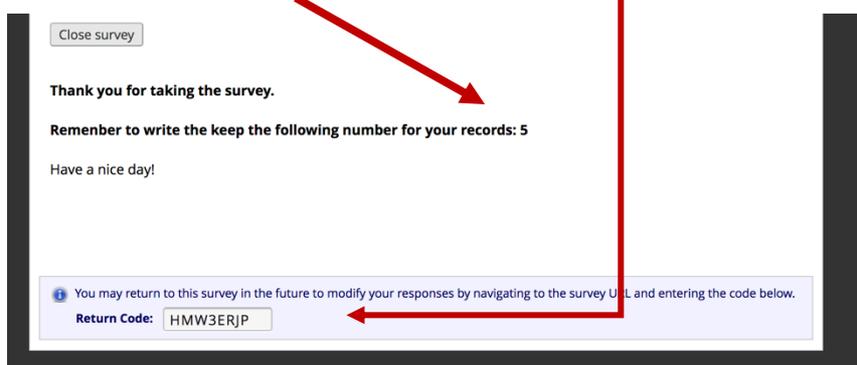


Data entry Instructions when all data points are available

1. Follow the hyperlink <https://redcap.slms.ucl.ac.uk/surveys/?s=74AEDN4JC4>
2. Complete all of the data points
3. Click on submit



4. Record the number and the return code



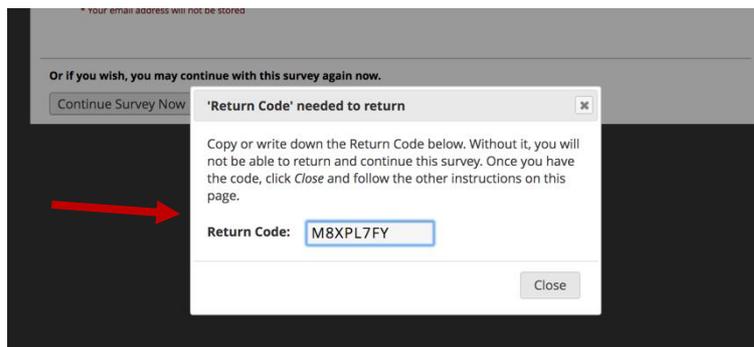
5. Store the number and return code on the excel spreadsheet () with the patient's NHS number and date of birth.
6. Save the excel sheet on a device that meets local requirements for saving patient identifiable data (e.g. NHS trust computer)

Data entry instructions when only part of the data points are available

1. Follow the hyperlink <https://redcap.slms.ucl.ac.uk/surveys/?s=74AEDN4JC4>
2. Complete all available data points
3. Click on Save & Return Later



- Record "Return code" on excel sheet (COVIDTrach) with patient's NHS number and date of birth



- Save the excel sheet on a device that meets local requirements for saving patient identifiable data (e.g. NHS trust computer)

How to return to an unfinished survey

- Follow the hyperlink <https://redcap.slms.ucl.ac.uk/surveys/?s=74AEDN4JC4>
- At the top right of the screen click on Returning



- Enter the "Return Code" for that specific patient
- Complete missing data points
- Form can either be submitted if all data points completed or saved and accessed again using the same return code.

***Remember to record the survey number on all completed forms on the excel file**

- Any questions over how to input data please email covid.trach@nhs.net**

