

# COVID OMFS Trauma 2021 Service evaluation

## Data Entry in Redcap

### INTRODUCTION

REDCap is a versatile system for recording data including, in some cases, patient identifiable data. As well as its versatility, it has the advantage for medical researchers that it is very economical to use.

Its disadvantages are few but important to understand.

Firstly, because it can be used for patient identifiable data, registering to use REDCap for the first time requires a little more security than other systems such as SurveyMonkey or WuFoo. You need to apply for a username and initial password, which you can then change to one of your own. Fortunately, our Quality Outcomes in oral and Maxillofacial Surgery (QOMS) lead Fabien Puglia is available to help you every step of the way.

Secondly, the initial user interface appears complex and unfriendly when you see it for the first time. First time users should follow the screen shots and step by step instructions. Once you have used REDCap a few times, it will become second nature.

Finally, any database in which patient identifiable data (NHS number, name/DoB) is not recorded will require the user to keep a secondary record of the REDCap ID number. This record should be stored securely following your local Caldicott Guardian's advice.

**You have completed your registration with QMUL (i.e. changed your password). Now what?**

## 1. LOG IN TO REDCAP

Go to: <https://trials.nforc.co.uk/> and log in with your username and (new) password.

**REDCap**  
Log In

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

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

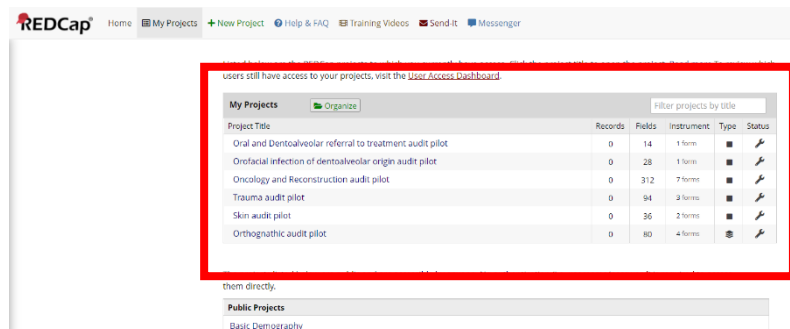
**REDCap Features**  
Build online surveys and databases quickly and securely - Create and design your project

## 2. NAVIGATE IN REDCAP

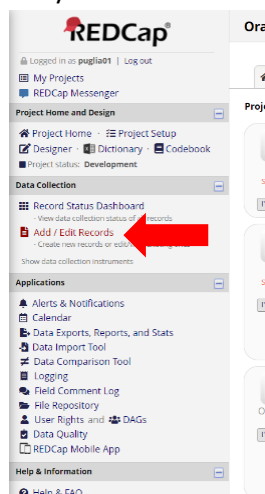
2.1 Go to “My Projects” in the top menu bar.



2.2 You will see the list of projects you have access to, amongst them, you should find the “Covid-19 OMFS trauma” and “Covid-19 dental infection” audits. Click on one of them.



2.3 On the project home page, click on Add / Edit Record on the left panel




2.4 To create a new record:  
1. Click on Add new record

|                              |   |
|------------------------------|---|
| Total records: 2             |   |
| Choose an existing Record ID | -- select record -- ▾   |
|                              | <b>+ Add new record</b>  |

You will be taken directly to the questionnaire and you can start completing it

2.5 Similarly, **to edit a record**, simply go to 'Select record'

|                              |   |
|------------------------------|---|
| Total records: 2             |   |
| Choose an existing Record ID | -- select record -- ▾  |
|                              | <b>+ Add new record</b>   |

2.6 **To Save data:** at the end and on the side of each questionnaire you will find a 'Saving menu'. Select the option you need and click on it.

|                  |  |
|------------------|--|
| Save & Exit Form | Save & Stay ▾  |
| -- Cancel --     | Save & Stay<br>Save & Add New Instance<br>Save & Exit Record<br>Save & Go To Next Record |

#### FOR ANY QUERY OR PROBLEM

You can contact:

QOMS non-clinical  
lead:

Fabien Puglia

E: [goms@baoms.org.uk](mailto:goms@baoms.org.uk)

T: 020 7251 9060

BCC Helpdesk

E: [bcc-webhelpdesk@qmul.ac.uk](mailto:bcc-webhelpdesk@qmul.ac.uk)

(provide your username and registered email address to speed up the process)