



# DATA ENTRY INSTRUCTIONS

## 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 (visit the BAOMS website for a template).

## COVIDTRACH

Data for COVIDTrach can be collected:

- Without logging in by using this link: <https://trials.nforc.co.uk/surveys/?s=DL4MWX8TYX> (click on it or copy and paste to your browser address bar)
- By logging in to our website: <https://trials.nforc.co.uk/>

**What next?**

## USING THE LINK / DATA ENTRY WITHOUT LOGGING IN

### DATA ENTRY

1. Following the link will make you land on this page:

The screenshot shows the CovidTrach questionnaire landing page. At the top, it says "CovidTrach" and "Welcome to the CovidTrach Questionnaire. Please answer the questions below." It provides instructions on how to submit data and how to return later. Below the text is a large logo for "COVIDTrach" and "FSSA" (Federation of Surgical Society of America). At the bottom, there is a dropdown menu for "Hospital name" with a note: "(If your hospital does not appear on the list, select 'Other')".

2. Simply follow the instructions and complete the questionnaire
3. When you reach the end of the questionnaire

The screenshot shows the end of the questionnaire. It has two questions about COVID-19 testing for operators and HCPs, each with "Yes" and "No" buttons. Below these is a "You have reached the end of the questionnaire:" section with instructions on how to submit or return later. At the bottom, there are two buttons: "Submit" (with a red arrow pointing to it) and "Save & Return Later" (with a yellow arrow pointing to it). The page is powered by REDCap.

- 3a. If you have answered all the questions, press 'SUBMIT' 
- 3b. If you have NOT answered all the questions and wish to come back later, press 'SAVE & RETURN LATER' 

4 You have chosen 'SUBMIT' (you will not be able to return to this questionnaire)

Close survey

**Thank you for completing the COVIDTrach questionnaire.**

**Remember to write the following information:**

- Record ID: 2 
- Return code if applicable.

Contact Fabien Puglia ([redcap@baoms.org.uk](mailto:redcap@baoms.org.uk)) with any questions or problems.

Have a nice day!

Remember to write down the record ID 

5 You have chosen 'SAVE & RETURN LATER'

**Your survey responses were saved!**

You have chosen to stop the survey for now and return at a later time to complete it. To return to this survey, you will need both the *survey link* and your *return code*. See the instructions below.

**1.) Return Code**  
A return code is **\*required\*** in order to continue the survey where you left off. Please write down the value listed below.

Return Code

\* The return code will NOT be included in the email below.

**2.) Survey link for return**  
You may bookmark the address below. For security reasons, you will not receive the email soon after providing your email address. Afterward, please check your email for the survey link.

Enter email address

\* Your email address will not be included in the email below.

**Or if you wish, you may continue the survey now.**

**'Return Code' needed to return**

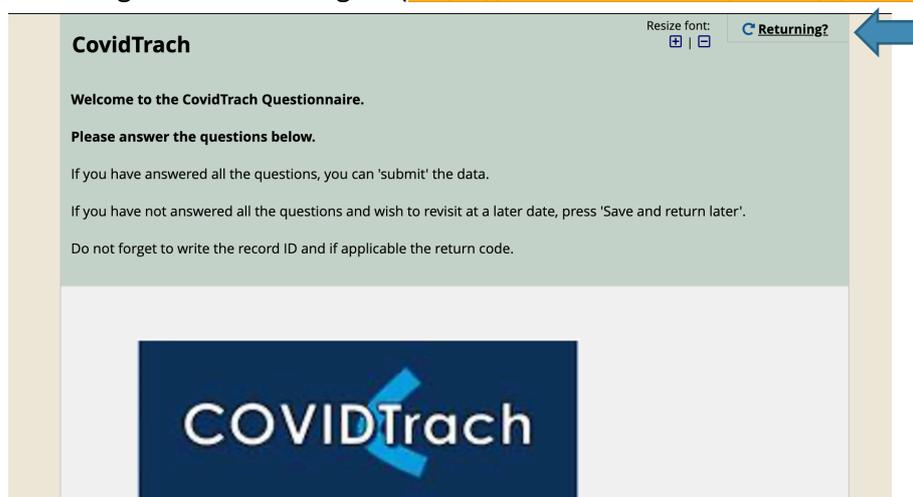
Copy or write down the Return Code below. Without it, you will not be able to return and continue this survey. Once you have the code, click *Close* and follow the other instructions on this page.

Return Code:  

Remember to write down the return code 

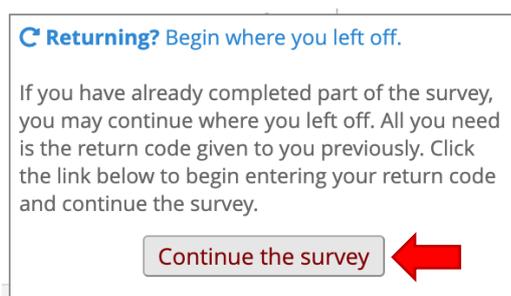
## RETURNING TO A QUESTIONNAIRE

- 1 Following the same link again (<https://trials.nforc.co.uk/surveys/?s=DL4MWX8TYX>)

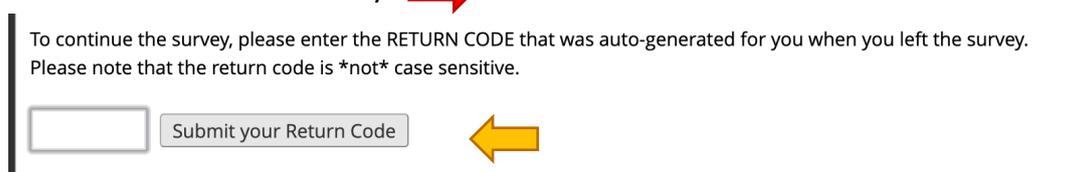


In the top right corner, you will find 'RETURNING?' 

- 2 Hover over 'RETURNING?' and you will see:



- 3 Click on 'Continue the survey' 



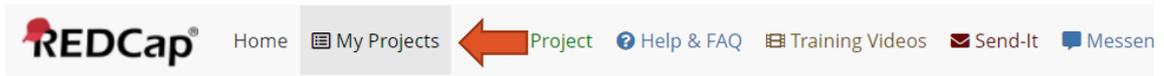
Enter the code and press 'Submit your return code' and you will land on your previously saved survey

## LOGGING IN TO REDCAP TO ENTER DATA

- 1 Go to <https://trials.nforc.co.uk/> and log in with your details



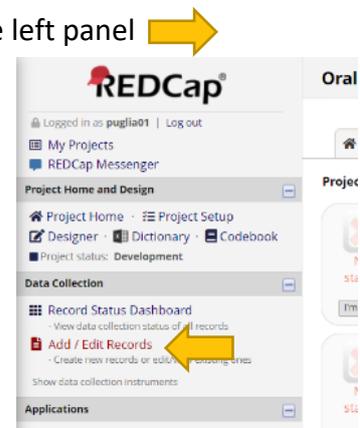
- 2 Go to “My Projects” in the top menu bar.



- 3 You will see the list of projects you have access to. Click on ‘COVIDTrach’.



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



- 5 To create a new record, click on Add new record. Similarly, to edit a record, simply go to ‘Select record’



- 6 **To Save data:** at the end and on the side of each questionnaire you will find a ‘Saving menu’. Select the option yo uneed and click on it.

