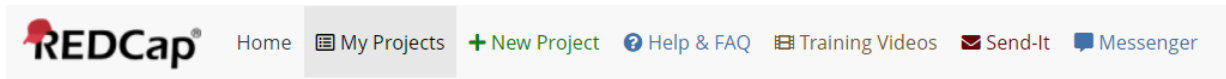


Data Entry in REDCap

You have successfully completed your registration with the BCC, QMUL. What's next?

1. Login to REDCap (<https://trials.nforc.co.uk/>) using your username and password.
 - a. Upon logging the 1st time, you will be asked to verify your email address. Follow the instructions.

- b. Once done, you are ready to use REDCap. Click "My Projects" in the top menu bar



2. "My Projects" displays the list of REDCap projects you have access to (if you cannot see the one(s) you need, contact the project manager). Select the one you want.

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](#).

Project Title	Records	Fields	Instrument	Type	Status
Oral and Dentoalveolar referral to treatment audit pilot	0	14	1 form		
Orofacial infection of dentoalveolar origin audit pilot	0	28	1 form		
Oncology and Reconstruction audit pilot	0	312	7 forms		
Trauma audit pilot	0	94	3 forms		
Skin audit pilot	0	36	2 forms		
Orthognathic audit pilot	0	80	4 forms		

3. Left panel of Project homepage

Data collection menu:

Applications menu:

(Content varies according to a user's role)

4. Click "Add/Edit Records"

(1) Create a new record by clicking the green "+ Add new record" button

(2) Search an existing record using the "Select record" drop down menu (you need to know the REDCap ID)

(3) Search the records by any field: select the field you want to search by, then enter the search criterion in the "Search query" field.

5. Enter data

- a. If the project is “simple”, you will land directly on the questionnaire. You can start completing it.

Oncology and Reconstruction audit pilot

Actions: [Modify instrument](#) | [Download PDF of instrument](#) | [XG000 Basic data entry](#)

General

Editing existing Record ID 1

Record ID 1

Section 1. Record Identification

NHS / CHI number

Hospital number

Date of birth

Sex Female Male

Postcode

Date of index procedure

Is the patient taking part in a head and neck clinical trial? Yes No Don't know

- b. If the project has a more complex set-up, you will land on the record homepage. Select the instrument (form) you want to complete by clicking on the grey circle. You will land on the questionnaire as above.

NEW Record ID 1

Data Collection Instrument	Status
Demographic, clinical and treatment details	<input type="radio"/>
At discharge	<input type="radio"/>
Post-surgical MDT	<input type="radio"/>
Adjuvant therapy	<input type="radio"/>
Flap outcomes at 4 months	<input type="radio"/>
Extra flap (characterisation and outcomes)	<input type="radio"/>
Follow-up at 24 months	<input type="radio"/>

6. Saving menu(s)

There is a floating saving menu on the right and a fixed one at the bottom of each instrument/form. They are the same. Select the options you need.

Save & Exit Form | Save & Stay

-- Cancel --

- Save & Stay
- Save & Add New Instance
- Save & Exit Record
- Save & Go To Next Record

For any query or problem, contact the project manager, Fabien (E: goms@baoms.org.uk).