

HOW TO ENTER DATA IN REDCAP?

1. NAVIGATE IN REDCAP

1. Upon successfully logging into REDCap for the first time, you will land on the REDCap homepage. Click on My Projects.

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 collection strategy.

REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.

Learn more about REDCap by watching a [brief summary video \(4 min\)](#). If you would like to view other quick video tutorials of REDCap in action and an overview of its features, please see the [Training Resources](#) page.

NOTICE: If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board. If you require assistance or have any questions about REDCap, please contact [REDCap Administrator \(RAOMS\)](#).

REDCap Features

- Build online surveys and databases quickly and securely** - Create and design your project rapidly using secure web authentication from your browser. No extra software is required.
- Fast and flexible** - Conception to production-level survey/database in less than one day.
- Export data to common data analysis packages** - Export your data to Microsoft Excel, PDF, SAS, Stata, R, or SPSS for analysis.
- Ad Hoc Reporting** - Create custom queries for generating reports to view or download.
- e-Consent** - Perform informed consent electronically for participants via survey
- Easily manage a contact list of survey respondents or create a simple survey link** - Build a list of email contacts, create custom email invitations, and track who responds, or you may also create a single survey link to email out

2. The "My Projects" page will display the list of audits you have access to.

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		
Oncofacial infection of dentoalveolar origin audit pilot	0	28	1 form		
Oncology and Reconstruction audit pilot	0	312	7 forms		
Trauma audit pilot	0	94	2 forms		
Skin audit pilot	0	36	2 forms		
Orthognathic audit pilot	0	80	4 forms		

The projects listed below are public and are accessible by anyone. No authentication (i.e. username/password) is required to access them directly.

Public Projects

- Basic Demography
- Classic Database
- Human Cancer Tissue Biobank
- Longitudinal Database (1 arm)
- Longitudinal Database (2 arms)

3. Click on the audit you want to access
4. On the Audit page, click on Add / Edit Record

Oral and Dentoalveolar referral to treatment audit pilot

Project status: Development Completed steps 0 of 7

Main project settings

- Enable Use surveys in this project? [?] [VIEWED: How to create and manage a survey](#)
- Enable Use longitudinal data collection with defined events? [?] [Modify project title, purpose, etc.](#)

Design your data collection instruments

Add or edit fields on your data collection instruments. This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method). Quick links: [Download PDF of all instruments](#) OR [Download the current Data Dictionary](#)

Go to [Online Designer](#) or [Data Dictionary](#) Explore the [REDCap Shared Library](#)

Have you checked the [Check for Identifiers](#) page to ensure all identifier fields have been tagged? Learn how to use [Smart Variables](#) [Piping](#) [Action Tags](#)

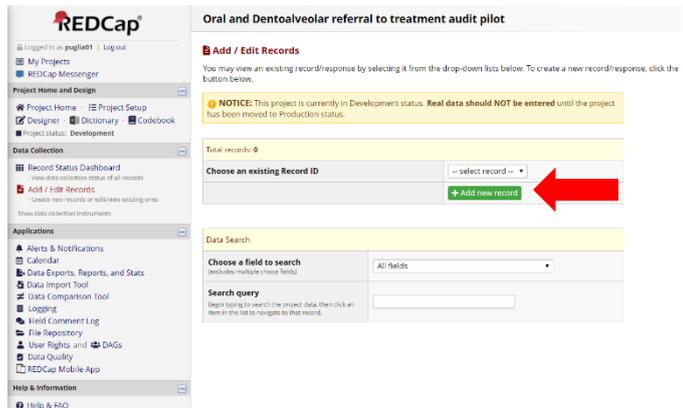
Enable optional modules and customizations

- Optional Enable Repeatable instruments [?]
- Disable Auto-numbering for records [?]
- Enable Scheduling module (longitudinal only) [?]
- Enable Randomization module [?]
- Enable Designate an email field for sending survey invitations [?]

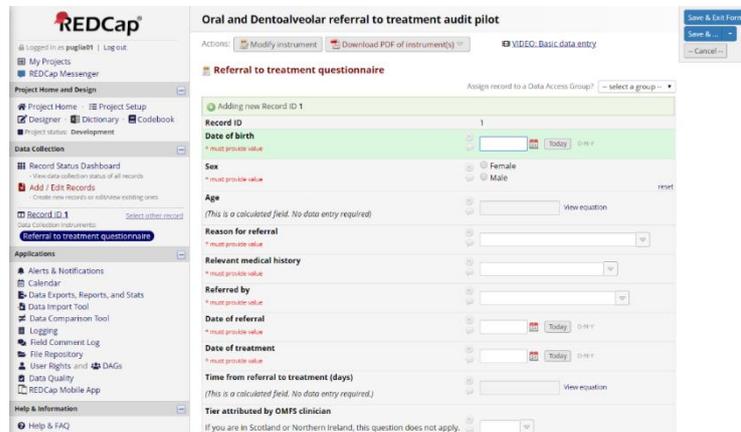
[Additional customizations](#)

2. CREATE A NEW RECORD

1. Click "Add new record"



- 2a. If the questionnaire is made of only 1 form you will directly land on that form and can start entering data.



- 2b. If the questionnaire is made of > 1 form you will land on the "Record Home Page". There is a table with the list of "Data Collection Instrument" and their status (here all grey, i.e. empty).



Click on the grey circle of the form you want to complete (start with the top one) and you will land on the data entry form (see above).

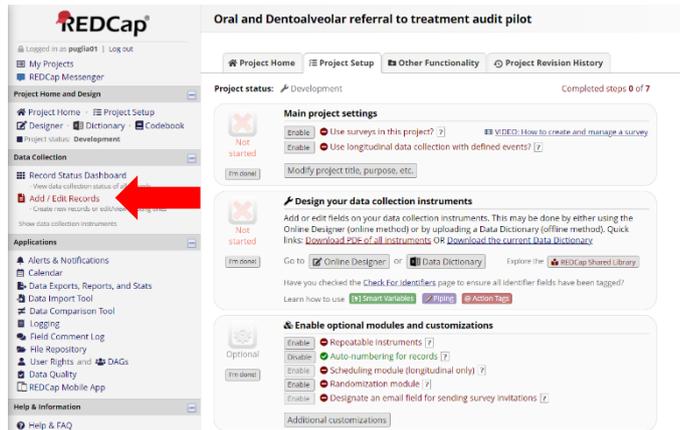
3. EDIT AN EXISTING RECORD

HOW TO FIND THE RECORD TO MODIFY

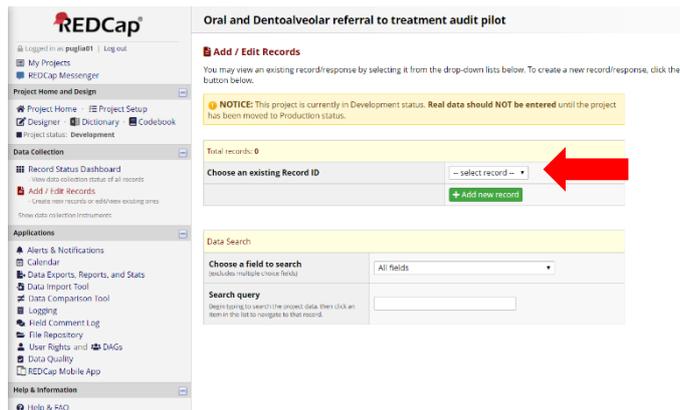
Option 1: you remember the Record ID Number

REDCap gives each record an unique numerical identifier, which appears at the top of a new record.

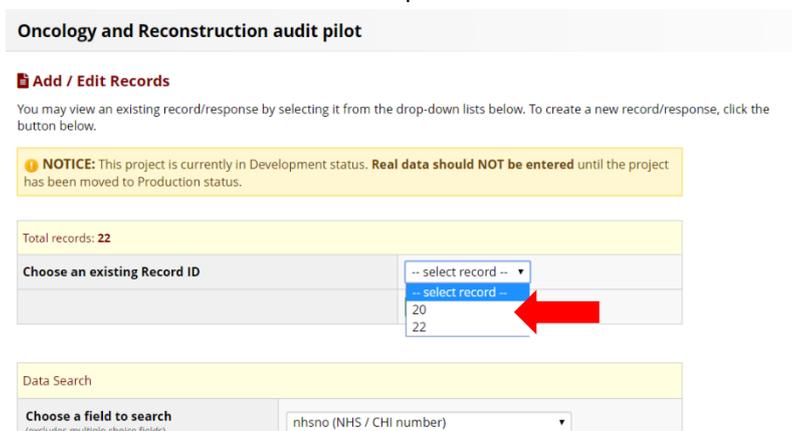
1. On the Audit page, click on Add / Edit Record



2. Click on "Choose an existing Record ID"



3. Select the Record ID number in the drop-down menu



4. You will land on the Record Homepage. Select the form you want to go to.

Oncology and Reconstruction audit pilot

Record Home Page

Record "23" is a new Record ID. To create the record and begin entering data for it, click any gray status icon below.

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.

Legend for status icons:

● Incomplete ● Incomplete (no data saved) ?
● Unverified ● ● ● Many statuses (all same)
● Complete ● Many statuses (mixed)

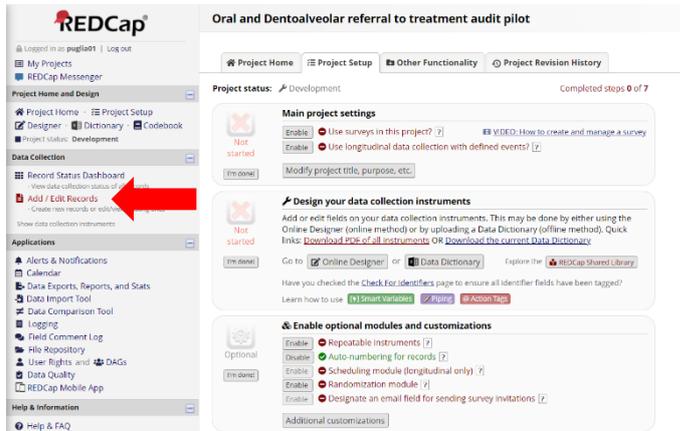
NEW Record ID 23

Data Collection Instrument	Status
Demographic, clinical and treatment details	●
At discharge	●
Post-surgical MDT	●
Adjuvant therapy	●
Flap outcomes at 4 months	●
Extra flap (characterisation and outcomes)	●
Follow-up at 24 months	●

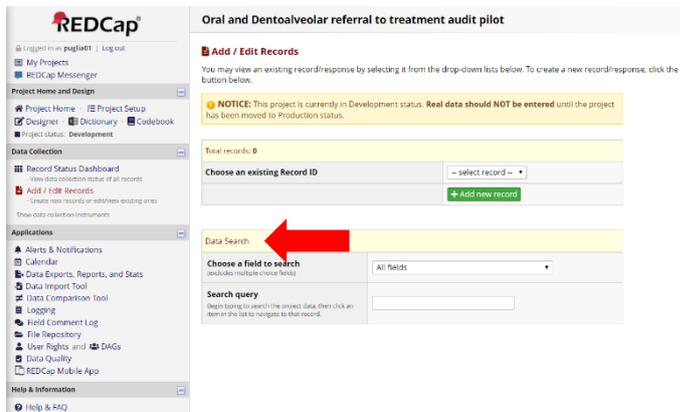
Note If there is already some data in a record, some of the grey dots will be colored.

Option 2: you do not remember the Record ID Number (most likely)

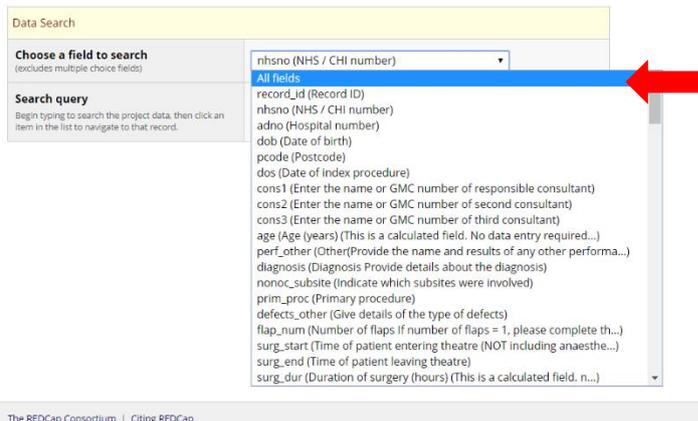
1. On the Audit page, click on Add / Edit Record



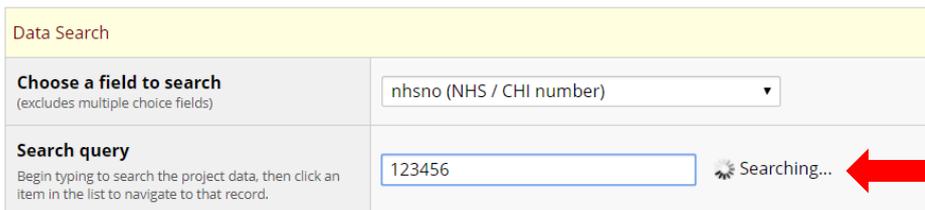
2. Go to the "Data Search" Panel



3. Select in the drop-down menu the search criteria you want to use (e.g. NHS number)



4. Enter your query in the box below. REDCap will produce a list of record matching your search.



5. Click on it and you will either land on the form or on the Record Home Page (see above).

SAVING DATA

When you need to save data, you can:

1. Either use the floating “Saving” menu on the right of a questionnaire.

The screenshot shows a questionnaire form with sections: 'Duration of surgery (hours)', 'Surgical notes', 'Flap characterisation', and 'Comment'. A floating menu is visible on the right side, containing the following options: 'Save & Exit Form', 'Save & Go To Next Form', and '-- Cancel --'. A red arrow points to the 'Save & Go To Next Form' option.

2. Or the “Saving” menu at the bottom of a questionnaire

The screenshot shows a questionnaire form with an 'Incomplete' status at the top. At the bottom, there is a 'Saving' menu with the following options: 'Save & Exit Form', 'Save & Go To Next Form', '-- Cancel --', 'Save & Stay', 'Save & Exit Record', and 'Save & Go To Next Record'. A red arrow points to the 'Save & Exit Form' option.

3. Error message when saving data. If a compulsory field has been left empty, an error window will appear. See the instructions at the bottom.

The screenshot shows an 'Oncology and Reconstruction audit pilot' questionnaire. An error message window is displayed, stating: 'NOTE: Some fields are required! Your data was successfully saved, but you did not provide a value for some fields that require a value. Please enter a value for the fields on this page that are listed below.' The list of required fields includes: NHS / CHI number, Date of birth, Sex, Postcode, Date of index procedure, Is the patient taking part in a head and neck clinical trial?, Are you the clinician who is responsible for the patient and/or who performed the surgery?, Age (years), Smoking status, Weekly alcohol consumption, Previous major head and neck surgery?, Previous radiotherapy with or without chemotherapy?, Performance assessment, and Diagnosis. The 'NHS / CHI number' field is highlighted with a red arrow.

Note: Mandatory fields are clearly labelled in the questionnaire with “* must provide value”:

The screenshot shows the 'Case Identification' section of the questionnaire. It contains three fields: 'NHS / CHI number', 'Hospital number', and 'Date of birth'. Each field is followed by the text '* must provide value'. Red arrows point to the asterisks for each field.

RECORD STATUS

REDCap allows user to see the form status for each record using a traffic light coding system.

Legend for status icons:

-  Incomplete  Incomplete (no data saved) ?
-  Unverified    Many statuses (all same)
-  Complete  Many statuses (mixed)

When a record is empty, all the forms will appear with a grey circle

NEW Record ID 1

Data Collection Instrument	Status
Demographic, clinical and treatment details	
At discharge	
Post-surgical MDT	
Adjuvant therapy	
Flap outcomes at 4 months	
Extra flap (characterisation and outcomes)	
Follow-up at 24 months	

When data is entered, the grey circle will change to either red, amber or green

Record ID 1

Data Collection Instrument	Status
General	
Oncology metrics	
Reconstruction metrics - part 1	
Reconstruction metrics - part 2: Flap Outcomes	 +

Repeating Instruments

Reconstruction metrics - part 2: Flap Outcomes	
1	
2	
+ Add new	

FILE REPOSITORY

There is a file repository where files can be stored and shared with users.

To access the file repository: login to REDCap → My Projects → Select a Project (audit) → File Repository

The image displays two screenshots of the REDCap interface for the 'Oncology audit pilot' project. The left screenshot shows the 'Main project settings' section with a red arrow pointing to 'File Repository' in the left-hand navigation menu. The right screenshot shows the same project settings page with a red arrow pointing to 'File Repository' in the right-hand sidebar menu.

NEED MORE HELP?

REDCap provides short training videos for its users, they can be accessed from the menu at the top of the page.

The screenshot shows the top navigation bar of the REDCap interface. A red arrow points to the 'Training Videos' link in the navigation bar. Below the navigation bar, the 'Welcome to REDCap!' message is visible, along with a sidebar on the right containing the text 'Build and report your fast level'.

WHAT CAN AND CAN'T YOU DO IN REDCAP?

As a user, you were given access to some of the functionalities built in REDCap. To be on the safe side, what you are allowed to do is limited to data entry and editing and some other basics functions. If you discover that you need access to more data or more functions, please contact your local QOMS clinical lead and the QOMS team (qoms@baoms.org.uk).