GlobalSurg REDCap Guide

Part 3: Checking Data in REDCap

This section will show you how to check data in REDCap.

 Log in to REDCap and go to the GlobalSurg study homepage, as shown below (Figure 1). See part 1 of the REDCap guide to remind yourself how to do this.

REDCap	GlobalSurg I da	ita						
A Lagged in its evening reads i Log out								
My Projects Project Home Project Setup Project Setup Project Setup	A Project Home	Project	Setup					
Data Collection	Quick Tasks				a set of the set of the set of the set	e anticipa de la composición de la comp		
Record Status Dashboard	Codebook	Codebook a numar-readable, read-only version of the project's Data Electorary and set as a quick reference for wewing field attributes.						
2 Add / Edit Records	Export data	Export data Export your data from REDCap to open or view in Excel or various stats packages.						
Data Collectori Instrumento:	Create a report	Create a report Build custom reports for quick views of your data, and export reports to Excel/CSV						
Demographics Operation Follow-up	Check data qu	ality Build or e	oxecute data quality	rules to fin	d discrepancies and errors in your p	roject data		
Applications	Project Dashboa	rd						
Calendar Data Expert Tool Data Comparison Tool	The tables below pro statistics, and upcon	vide general dash ning calendar eve	board information, i nts (if any).	such as a li	it of all users with access to this pro	iject, general proj		
Field Comment Log	🚨 Current Users	🚨 Current Users		C Project Statistics				
Graphical Data View & Stats	User	Expires	Records in project Most recent activity Space usage for docs		Total: 0 / In group: 0			
Data Quality	abhangu (Aneel Bhangu)	hirver:			05/19/2014 12:39pm 0.05 MB			
Realizer Bandanada	ckhatn (Chetan Khatn)	revel.	Project statu	s	Production			
Help: GlobalSurg Data Entry GlobalSurg protocol	eharrison (Ewen Harrison)	never	Dipcoming Calendar Events (ment 7 dars)					
Q Help & Information	ewenhamson (Ewen Hamson)	never	Time	Date	Description			
B Hale & FAO	jeffitzgerald	never			No upcoming events			
@ Video Tutorialis	ksoreide (Kieff Syraide)	OBVEC.						



2. Select the "Record Status Dashboard", as shown below (Figure 2). This uses a colour coded system to demonstrate how complete each patient's data is. Another very useful application in REDCap is the "Data Quality" application. This will show all fields which have missing values.

REDCan	GlobalSurg I data					
Loged n is evenharrison Log out My Projects Project Nome Project Stup Project Stup Project Statur: Production Data Collection	Record Status Dashboard (all records) Displayed below is a table listing all existing records/responses and their status for every data collection instrument (and f longutunal, for every event). You may cick any of the colleved butters in the table to open a new tablewindow in your browset to ever that record on that particular data collection instruments. Please note that if your form-level user privileges are restricted for carting data collection instruments. You will only be able Unvertiled Unvertiled Unvertiled Complete Unvertiled Complete					
Record Status Dashboard	Displaying record 161-1* through 161-1* v of 1 records					
Data Collection Instruments: Demographics Operation Follow-up	RecordID Dr n ographics Operation Follow up 61-1 (Patent © 1212131243) Image: Comparison of the second					
Applications						
Calendar Calendar Data Expon Tool Data Comparison Tool Field Comment Log Field Comment Log Field Comment Log Field Comment Log Data Value & Stats Calendar Field Comment Log Field Comment Log	Þ					
Project Bookmarks						
Help: GlobalSurg Data Entry GlobalSurg protocol						
Help & Information						
II Help & FAQ						

 To identify missing values, click the "Execute" button next to the "Missing Values* (required fields only)" OR "Missing Values*". As shown below, this will tell you the total number of discrepancies (Figure 3). Clicking "View" will display this is more detail (Figure 4).



Figure 3

×		Rule: Missing values* (required fields only) Discrepancies found: 65				
^	Exclude 🥡	Status	Discrepant fields with their values	Record (Sorted by DAG)		
	exclude	Missing value	abscess = ino datal	61-2 (Patient ID 1223345667 (RIE_Edinburgh_UK)		
	exclude	Missing value	comp_major = [no data]	61-2 (Patient ID 1223345667 (RIE_Edinburgh_UK)		
	exclude	Missing value	comp_minor = [no_data]	61-2 (Patient ID 1223345667 (RIE_Edinburgh_UK)		
RIE_Edi burgh_	exclude	Missing value	leak = <u>(no data)</u>	61-2 (Patient ID 1223345667 (RIE_Edinburgh_UK)		
Git	exclude	Missing value	los = <u>ino datal</u>	61-2 (Patient ID 1223345667 (RIE_Edinburgh_UK)		
65	exclude	Missing value	mort24 = [<u>no_data]</u>	61-2 (Patient ID 1223345667 (RIE_Edinburgh_UK)		
~	exclude	Missing value	mort30 = <u>ino.data]</u>	61-2 (Patient ID 1223345667 (RIE_Edinburgh_UK)		
	exclude	Missing value	reintervention = (no data)	61-2 (Patient ID 1223345667 (RIE_Edinburgh_UK)		
	exclude	Missing value	woundinfection = [no data]	61-2 (Patient ID 1223345667 (RIE_Edinburgh_UK)		
	exclude	Missing value	abscess = [no data]	61-3 (Patient ID 2334455667 (RIE_Edinburgh_UK)		
	exclude	Missing value	abx = ino datal	61-3 (Patient ID 2334455667 (RIE_Edinburgh_UK)		
	exclude	Missing value	anaesthetic_type = <u>[no_data]</u>	61-3 (Patient ID 2334455667 (RIE_Edinburgh_UK)		
	exclude	Missing value	anaesthetist = [no data]	61-3 (Patient ID 2334455667 (RIE_Edinburgh_UK)		
~	exclude	Missing value	anaesthetist_experience = ino datal	61-3 (Patient ID 2334455667 (RIE_Edinburgh_UK)		



Locking Data

Once all the forms are completed, the lead GlobalSurg investigator at your site will then review the collected data to ensure it is accurate. Locking the data will indicate to the GlobalSurg analysis team that the data is correct. This needs to happen for each patient included in the study.

1. To lock a record, go to the "Record Status Dashboard". Select a record which has three green circles within the fields for every form (Figure 5).

REDCan	GlobalSurg I data						
REDCap	Record Status Dashbo	oard (all re	cords)				
Logged n as eharrison Log out My Projects Project Home Project Setup Project Setup Project status: Production	Displayed below is a table listing al data collection instrument (and if lo colored buttons in the table to open on that particular data collection ins privileges are restricted for certain o view those instruments, and if you !	Displayed below is a table listing all existing records/responses and their status for every data collection instrument (and if longitudinal, for every event). You may click any of the colored buttons in the table to open a new tablwindow in your browser to view that record on that particular data collection instrument. You and you below to able to view those instruments, and if you belong to a Data Access Group, you will only be able to © Complete Complet					
Data Collection	to view records that belong to your	group.					
Record Status Dashboard Add / Edit Records	Displaying record "61-1" throu	gh "61-4" 🔽	of 4 record	•			
Data Collection Instruments:	RecordID D	emographics	Operation	Follow-up	>		
Operation	61-1 (Patient ID 1212131243)	9	۲	۲			
Follow-up	61-2 (Patient ID 1223345667)	V	۲				
Applications	61-3 (Patient ID 2334455667)	۲	۲	۲			
Calendar Calendar Calendar Calendar Calendar Data Ingont Tool Data Ingont Tool Calendar Data Comparison Tool Calendar Field Comment Log Field Comment Log Field Repository Calendar Ca	614 (Patient ID 4353636353)	•	۲				
Project Bookmarks							

Figure 5

2. Once the record is selected, you will see an option to "Lock all forms". Once you have clicked on this, a dialogue box will appear on the screen. To lock the patient select "OK".

AEDCan	GlobalSurg I data				
REDCap		VIDEO: Basic data			
Logged in as eharrison Log out	Actions: Download PDF of instrument(s)	nstrument			
My Projects Project Home Project Setup Project Setup	Demographics	n this record to another Data Access Group? RIE_Edinburgh_			
Data Collection	Editing existing RecordID 61-1 (Patient ID 1212131243)				
Record Status Dashbaard	RecordID	b I-1 (To rename this record, modify the value immediately below)			
Add / Edit Records	Personality	61-1			
	Recordio	Automatically generated, do not change.			
RecordID 61-1 (Patient ID 1212131243)	Patient ID	1212131243			
Data Collection Instruments:	* must provide value	Patient identifier from your hospital unique to this pa			
Demographics	Age in completed years	1 1			
Operation	* must provide value	Age at time of surgery. Put '0' for less than 12 month than 2 years, specify months in next box.			
- Pourowang	If less than 2 years, age in completed months	J 18			
Lock all forms	* must provide value	Put '0' for 0-29 days old			
Application Select the Lock all f	forms text box	Male V			
Data Except Text		1 v			
Data Import Tool	ASA	American Society of Anaesthesiologists score: 1, Heal person. 2, Mild systemic disease. 3, Severe systemic 4, Severe systemic disease that is a constant threat t A moribund person who is not expected to survive wit operation.			
Data Comparison Tool Cogging Field Comment Log Fiele Repository	* must provide value				
	History of diabetes * must provide value	No V			
User Rights and an DAGs Record Locking Customization E-simplure and Locking Mant	Smoking status * must provide value	🖉 No, never 🔽			
Graphical Data View & Stats	Emergency computed tomography (CT) scan performed?	ij ● Yes G No			

Figure 6

Note: it is possible to unlock the form again by clicking "Unlock all forms", which appears in the place of the "Lock all forms" button. This creates a note in your site log file, so is not recommended.

Watch the video tutorials or read the guides at <u>www.globalsurg.org/data-entry</u>. The GlobalSurg protocol is also a source of useful information <u>http://globalsurg.org/protocol/</u>.

If you have any questions or if we could make something clearer, please contact <u>enquiry@globalsurg.org</u>