# REDCap User Guide 4

## Completing your Data Collection & Entry on REDCap

GlobalSurg Training

Completing your data collection and entry

GlobalSurg

**Note: The information in this guide can also be found on the GlobalSurg site by clicking the link below:**

http://globalsurg.org/additional-guides-to-using-redcap-in-globalsurg-3/

**Prerequisite:**

You must have completed your patient data collection, including 30-day follow-up data.

## 1) Completing Data Entry – 5 Green Dots

When you have completed your data collection, please ensure all the data entry forms are complete on REDCap in the Data Project. Mark the forms 'complete' using the dropdown menu at the bottom of each form (as shown in the image below) which will give the form a 'green dot' on the records status dashboard.

**Form Status**

Complete?                                                                    Incomplete ▲▼          Set data collection forms
                                                                                                    to complete here

**Lock this record for this form?**

If locked, no user will be able to edit this record on this form until someone     🔒 Lock
with Lock/Unlock privileges unlocks it.

[ Save & Exit Form ]  [ Save & ... ▼ ]

[ -- Cancel -- ]

You need 5 green dots for every patient.

**If your data is less than 90% complete at the end of the study it may not be included in analyses and you may not be included on the authorship list.**

Your data should appear as shown below on your records status dashboard; **5 green dots**, for **every** patient; no **red** dots, no empty dots
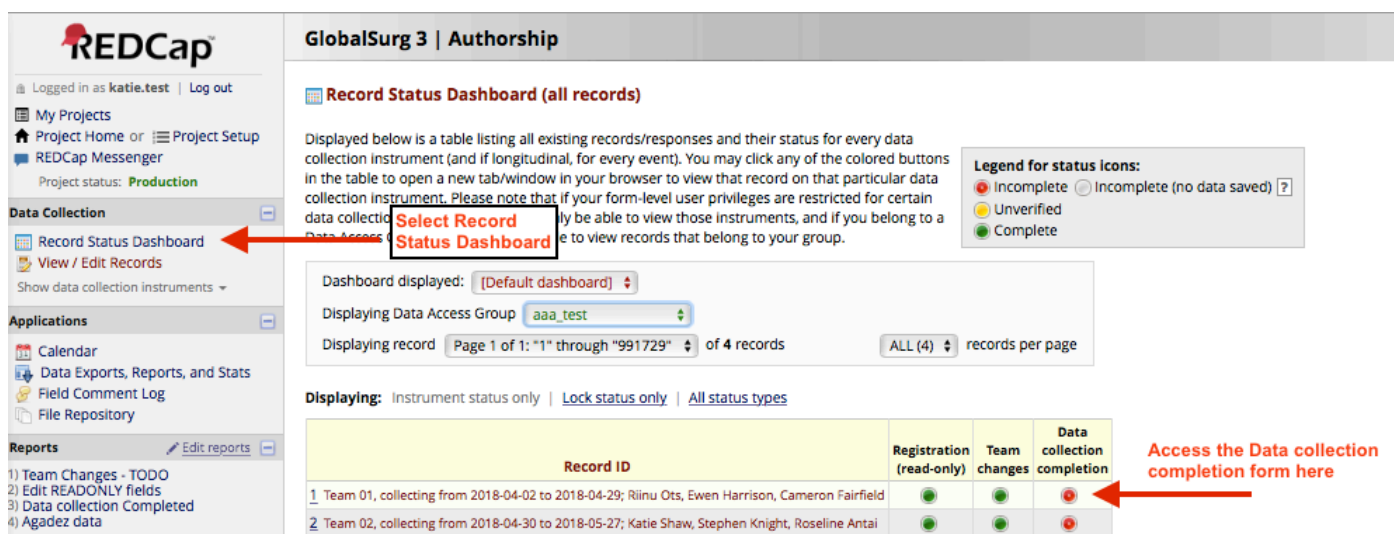
**2) Navigate to the 'Authorship project' then to Record Status Dashboard from where you can access the 'Data Collection Completion' form as shown in the images below:**

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 |
|---|---|---|---|---|---|
| GlobalSurg 3 \| Data | 4,279 | 125 | 6 forms | | ✅ |
| GlobalSurg 3 \| Authorship | 960 | 64 | 4 forms | | ✅ |

**My Projects**   Organize   Filter projects by title

**Select the Authorship Project**

REDCap 8.2.2 - © 2018 Vanderbilt University

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**REDCap**

Logged in as **katie.test** | Log out
📋 My Projects
🏠 Project Home or ☰ Project Setup
💬 REDCap Messenger
   Project status: **Production**

**Data Collection** [−]
🗐 Record Status Dashboard
📝 View / Edit Records
Show data collection instruments ▾

**Applications** [−]
📅 Calendar
📊 Data Exports, Reports, and Stats
📝 Field Comment Log
📁 File Repository

**Reports**   ✏ Edit reports [−]
1) Team Changes - TODO
2) Edit READONLY fields
3) Data collection Completed
4) Agadez data

**GlobalSurg 3 | Authorship**

🗐 **Record Status Dashboard (all records)**

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 tab/window in your browser to view that record on that particular data collection instrument. Please note that if your form-level user privileges are restricted for certain data collection... ...ly be able to view those instruments, and if you belong to a Data Access... ...e to view records that belong to your group.

**Select Record Status Dashboard**

**Legend for status icons:**
🔴 Incomplete  ⚪ Incomplete (no data saved) [?]
🟡 Unverified
🟢 Complete

Dashboard displayed: [Default dashboard] ▾
Displaying Data Access Group: aaa_test ▾
Displaying record: Page 1 of 1: "1" through "991729" ▾ of 4 records   ALL (4) ▾ records per page

**Displaying:** Instrument status only | Lock status only | All status types

| Record ID | Registration (read-only) | Team changes | Data collection completion |
|---|---|---|---|
| 1 Team 01, collecting from 2018-04-02 to 2018-04-29; Riinu Ots, Ewen Harrison, Cameron Fairfield | 🟢 | 🟢 | 🔴 |
| 2 Team 02, collecting from 2018-04-30 to 2018-05-27; Katie Shaw, Stephen Knight, Roseline Antai | 🟢 | 🟢 | 🔴 |

**Access the Data collection completion form here**

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**3) Follow the instructions below to complete the form.**

On the Data Collection Completion form you need to:
- Enter your data collection start & finish dates
- Confirm your data is complete
- Set the form to 'UNVERIFIED' if your names do not yet appear. Names for the authorship list on publications will be pulled from ORCID towards the end of the study. The form will automatically update to complete once the name fields are populated. If your names appear on the form already, the form will be set to complete

NB: name spellings are pulled from ORCID for the purposes of the authorship list on publications. If there are any mistakes in your name spelling as you wish it to appear on publications, you must correct it in your ORCID account. Please do not set the form back to Unverified if your name is spelled wrong – correct it at ORCID

*Please do not email us name spelling corrections*

**Enter your data collection dates here**

**Tick here to confirm your data is complete**

**Your names pulled from ORCID will appear here towards the end of the study**

*If there is a mistake in your name spelling you must correct it on your ORCID registration; please do not email us name spelling corrections*

**If your names do not yet appear above, mark the form as 'UNVERIFIED'**

*The form will automatically update to 'complete' once your name is pulled in from ORCID*

# Thank you for taking part in GlobalSurg 3!