

CovidSurg REDCap Guide

Getting a REDCap account

- To get your REDCap account, please complete the REDCap registration form:

https://is.gd/covidsurg_redcap

Setting up your REDCap account

- Within 48 hours of submitting your REDCap registration form, we will issue you a login.
- You should receive an automatic email (please see below) with a username and a link to log into REDCap to set your password.
- If you don't receive this email, please check your spam folder- if you still don't have this, please email covidsurg@contacts.bham.ac.uk and we will issue you a password reset which will trigger another automated email to be sent to you.

Subject REDCap project access granted

29/03,

Reply to Dmitri Nepogodiev <d.nepogodiev@bham.ac.uk> ★

To Me ☆

[This message was automatically generated by REDCap]

You have been given access to the REDCap project named "[CovidSurg](#)". Using your user name "dnepo", you may log in to the project using the link below.

<https://globalsurgery.redcap.bham.ac.uk/>

Logging in to REDCap

- To login in to REDCap, go to:

<https://globalsurgery.redcap.bham.ac.uk/>

This can be viewed on a tablet and mobile device via your web browser BUT make sure that Desktop mode is on otherwise it will be harder for you to work out where everything is.

- You will be presented with this screen to fill in your login details:



Log In

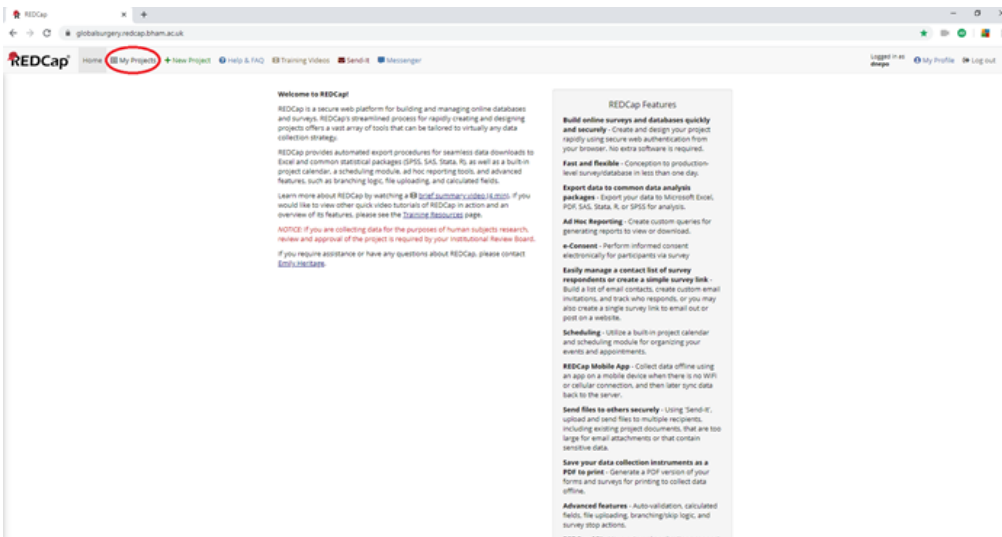
Please log in with your user name and password. If you are having trouble logging in, please contact [Emily Heritage](#).

Username:

Password:

[Forgot your password?](#)

- Once you are logged in you will be at the home page.
- Click on “My Projects” to get to the CovidSurg project.



- You will be presented with the CovidSurg project

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](#).

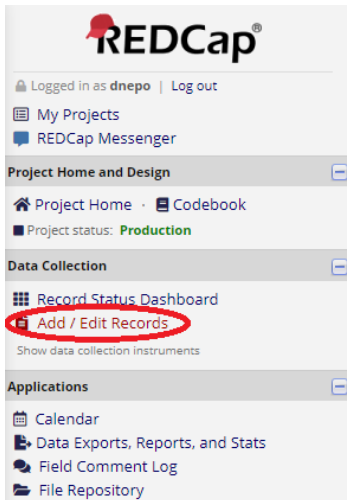
My Projects		Filter projects by title				
Project Title	Records	Fields	Instrument	Type	Status	
CovidSurg	510	215	8 forms	■	☑	

- Click on the “CovidSurg” link to go to the project.

CONTINUE TO NEXT PAGE FOR INFORMATION ON CREATING A NEW RECORD

Creating a new record

- On left hand menu click on “Add / Edit Record”



- Click the green “add new record” button to add a new patient to the database

Add / Edit Records

You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, click the button below.

Total records: 523

Choose an existing Unique REDCap ID

Data Search

Choose a field to search (excludes multiple choice fields)

Search query

Begin typing to search the project data, then click an item in the list to navigate to that record.

- An important part of the next screen (see below) is the REDCap ID. This will be the only identifier for your patient on the database. In the screenshot below the REDCap ID would be “10-13” (each patient on the database will have a unique ID). Please make a note of this ID in case you need this in future to access the patient record.

Record Home Page

Record "10-13" is a new Unique REDCap 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
- Complete

NEW Unique REDCap ID 10-13

Data Collection Instrument	Status
Study selection tool (all patients)	<input type="radio"/>
Baseline information (all patients)	<input type="radio"/>
Cancer-specific information (CovidSurg-Cancer only)	<input type="radio"/>
Preoperative investigations (CovidSurg only)	<input type="radio"/>
Management (all patients)	<input type="radio"/>
COVID-19 treatment (COVID+ patients only)	<input type="radio"/>
Surgical outcomes (operated patients only)	<input type="radio"/>

- To start entering data, start with “Study selection tool (all patients)” by clicking on the and it will take you to the data page (this will determine what other sections open up for you to choose).

CONTINUE TO NEXT PAGE FOR INFORMATION ON THE STUDY SELECTION TOOL

Using the Study Selection Tool

- It is important that you first complete the Study Selection Tool form before entering any data in to any other forms.
- The same REDCap database is being used to collect data for both the CovidSurg and CovidSurg-Cancer studies. The options you select on the Study Selection Tool will determine what data fields/ forms appear for your patient depending on which study/studies that patient is being entered in to.
- Answer each question in turn. To enter the patient in to CovidSurg you must confirm that they have had surgery and that at the time of surgery or within 30 days they had suspected/confirmed COVID-19 infection. You must also confirm that you have local approval at your hospital to enter data in to CovidSurg. If you select 'yes' to all four options, a prompt will appear (see below) confirming that the patient will be entered in to CovidSurg. This unlocks all the relevant data fields/ forms for CovidSurg data entry.

Unique REDCap ID 5

In order to increase the efficiency of both projects, the same REDCap platform is being used to collect data for both the CovidSurg and CovidSurg-Cancer studies.

Please answer the questions below to ensure that the correct (CovidSurg or CovidSurg-Cancer specific) data points appear on the REDCap forms for your patient.

CovidSurg study eligibility

Has the patient had an operation? Yes No
* must provide value reset

Has the patient had suspected or confirmed COVID-19 infection? Yes No
* must provide value reset
COVID-19 may be confirmed by either positive laboratory test or computed tomography (CT) of the chest. If neither a laboratory test or CT chest was performed, patients can be included if COVID-19 infected was clinically suspected.

This patient is eligible for inclusion in CovidSurg.

Would you like to enter them into the CovidSurg study? Yes No
* must provide value reset

In order to contribute to CovidSurg you should first secure local study approval.

Has local study approval been secured? Yes No
* must provide value reset

This patient will be included in CovidSurg

This patient meets the eligibility criteria for CovidSurg and will be included in this study. CovidSurg specific data points will appear on the following data entry forms.

CovidSurg-Cancer study eligibility

- If you select "no" for any of the questions, a prompt (heading in red font) will appear to explain why this patient cannot/ will not be entered in to the study. Example below:

CovidSurg study eligibility

Has the patient had an operation? Yes No
* must provide value reset

Has the patient had suspected or confirmed COVID-19 infection? Yes No
* must provide value reset
COVID-19 may be confirmed by either positive laboratory test or computed tomography (CT) of the chest. If neither a laboratory test or CT chest was performed, patients can be included if COVID-19 infected was clinically suspected.

This patient is eligible for inclusion in CovidSurg.

Would you like to enter them into the CovidSurg study? Yes No
* must provide value reset

In order to contribute to CovidSurg you should first secure local study approval.

Has local study approval been secured? Yes No
* must provide value reset

Approvals are required to enter data on REDCap

Please secure all necessary local approvals for CovidSurg prior to entering data on to REDCap. Materials to help you secure approvals are available at the [CovidSurg website](#).

Prior to receiving formal local study approval, if permitted, you can prospectively collect data using the hard copy case report form ([download here](#)). No data should be uploaded to the REDCap database until study approval is confirmed.

- You should also complete the questions regarding eligibility/ entry in to CovidSurg-Cancer. If a patient is eligible for CovidSurg-Cancer but you are not participating in that study, please indicate this as below (the patient will **not** be entered in to the cancer study if you make these selections, and cancer-specific forms will **not** appear)

CovidSurg-Cancer study eligibility

Is the patient an adult diagnosed with cancer with a decision for surgery of curative intent?

or who would typically have been listed for surgery of curative intent pre-COVID outbreak?

Yes
 No

* must provide value reset

This patient is eligible for inclusion in CovidSurg-Cancer.

Would you like to enter them into the CovidSurg-Cancer study?

Yes
 No

* must provide value reset

This patient will not be included in CovidSurg-Cancer

Although this patients patient is eligible for inclusion for CovidSurg-Cancer, you have selected to not to include them in this study.

Form Status

- Once you have filled out all the relevant details you can do one of a few options when you have finished.

Save & Exit Form Save & ...

-- Cancel --

- Save & Stay
- Save & Go To Next Form
- Save & Exit Record
- Save & Go To Next Record

“Save & Stay” just saves your current details that you have entered and keeps you on the same page.

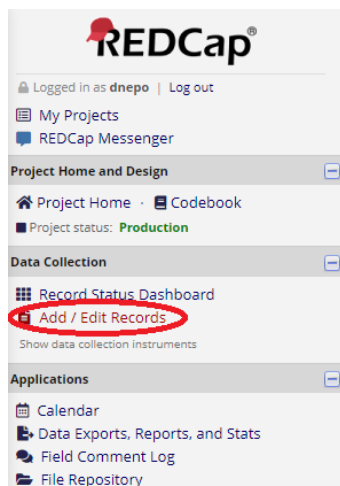
“Save & Go To Next Form” saves your details and goes to the next form that would be available for this patient.

“Save & Exit Record” saves your data and then give you some options just choose the most relevant one for you.

CONTINUE TO NEXT PAGE FOR INFORMATION ON EDITING PATIENT DATA ON REDCAP

Editing patient records on REDCap

- On left hand menu click on “Add / Edit Record”




- Please note, you will need to know the REDCap ID for the patient whose data you wish to edit.
- Click on ‘select record’ (see below) and a drop-down list will appear of all records linked to your site.
- Scroll down to the record you want to edit and click on it.

Add / Edit Records

You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, click the button below.

A screenshot of the 'Add / Edit Records' form. At the top, it says 'Total records: 510 / In group: 13'. Below this is a section with the heading 'Choose an existing Unique REDCap ID'. A dropdown menu is open, showing '-- select record --', which is circled in red. To the right of the dropdown is a green button with a white plus sign and the text '+ Add new record'.





- You will now see the list of forms for the patient you selected.
Any forms that you have started completing will have the  button coloured in (see the key on top right of screenshot).

Record Home Page








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NEW Unique REDCap ID 10-13

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COVID-19 treatment (COVID+ patients only)	
Surgical outcomes (operated patients only)	

- Click on the button for the form you wish to view, to proceed to that form.

CONTINUE TO NEXT PAGE FOR INFO ON DOWNLOADING DATA FROM REDCAP

Download data entered from your hospital

- On left hand menu click on “Data Exports, Reports, and Stats” (see below)

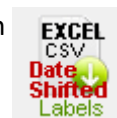


- You will then see the options to view this data.

My Reports & Exports			
	Report name	View/Export Options	Management Options
A	All data (all records and fields)	View Report Export Data Stats & Charts	
B	Selected instruments (all records)	Make custom selections	
1	Oxford	View Report Export Data Stats & Charts	Edit Copy Delete
2	Greek Centers	View Report Export Data Stats & Charts	Edit Copy Delete
3	French centres	View Report Export Data Stats & Charts	Edit Copy Delete
	+ Create New Report		

- You can either click on “View Report” which will show you the data in your browser and you can look through it.
- The other option which is [Export Data](#) which will popup the download options.
- There are a few options to choose from and your happy to explore all your options but the main one you will need is “CSV / Microsoft Excel (labels). Click on the tick the options you require in “De-identification options(optional)” (you may be limited in what you can tick) and then click “Export Data”.

This will now bring up another popup for you to click on and you now need to click on



- Depending on your browser setting will either open the file or save it in one way or another for you to view.