Rough guide to REDCap for CovidSurg- Cancer (Gynaeoncology)

1. Login:

Please note:

- Before this step, each user entering data would need to register at bit.ly/CovidSurg
- The CovidSurg team will send you a link to register for a REDCap account, and connect you with other collaborators at your local hospitals/institutions (if any) for practical help.
- The PDF version of the Case Report Form (CRF) for the CovidSurg- Cancer (Gynaeoncology) study can be accessed via CovidSurg-Cancer.
- However, the REDCap version is tailored for gynaecologists with additional questions. We also found direct data entry into the REDCap database much easier to use and understand.

2. Your project list: click on the CovidSurg/ CovidSurg-Cancer row for data entry
3. “Add or edit” and Codebook (for explanation of each data entry point)

![REDCap interface](Image)

3.1. Edit record

3.2. New record

4. Complete a record or identifying incomplete record

4.1. After clicking on the dropdown box and select your record you will see this page. You can then click on “Unique REDCap ID [number]” to find the individual questions.

![REDCap interface](Image)

4.2. Or you can look at your dashboard:
5. Training videos: we found these videos if you are new to RedCap
   a. You can access from the top of the Homepage

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Watch Video</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief Overview</td>
<td>A quick summary of what RedCap is and what it can do.</td>
<td>4 minutes</td>
</tr>
<tr>
<td>Detailed Overview</td>
<td>This video provides an overview of basic functions and features within a RedCap project. It will serve as a starting point for learning about the basic concepts of RedCap, what RedCap projects are, how to create them, and how to use them.</td>
<td>14 minutes</td>
</tr>
<tr>
<td>Data Entry Overview</td>
<td>A focused exploration of basic data entry workflow. Suitable for training data entry staff.</td>
<td>19 minutes</td>
</tr>
</tbody>
</table>

   b. Or access when you do data entry for a unique record (see above)

   For further questions or information:
   Email for CovidSurg- Cancer (Gynaecology): gocovidsurg@gmail.com
   Website for CovidSurg- Cancer: https://globalsurg.org/cancercovidsurg