



# Rough guide to REDCap for CovidSurg- Cancer (Gynaecology)

## 1. Login:

Please note:

- Before this step, each user entering data would need to register at [bit.ly/CovidSurg](https://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 (Gynaecology) 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.



### 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?](#)

## 2. Your project list: click on the CovidSurg/ CovidSurg-Cancer row for data entry

REDCap® Home **My Projects** Help & FAQ Training Videos Send-It Messenger

Logged in as [elaine.leung.cs](#) My Profile Log out

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
CovidSurg / CovidSurg-Cancer	2,017	267	8 forms		<input checked="" type="checkbox"/>



### 3. “Add or edit” and Codebook (for explanation of each data entry point)

**REDCap**

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Log out

My Projects  
REDCap Messenger

**Project Home and Design**

Project Home Codebook

Project status: Production

**Data Collection**

Record Status Dashboard  
Add / Edit Records

**CovidSurg / CovidSurg-Cancer**

**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: 2,017 / In group: 2

Choose an existing Unique REDCap ID 495-1

+ Add new record

Edit record  
New record

### 4. Complete a record or identifying incomplete record

- a. 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**

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Log out

My Projects  
REDCap Messenger

**Project Home and Design**

Project Home Codebook

Project status: Production

**Data Collection**

Record Status Dashboard  
Add / Edit Records  
Unique REDCap ID 495-1 Select other record

**Applications**

Calendar  
Data Exports, Reports, and Stats  
Field Comment Log  
File Repository

**Reports**

Search Organize Edit

1) Oxford  
2) Greek Centers  
3) French centres  
4) USA Centers  
5) CovidSurg Cancer - Safety paper  
6) Operations all

**CovidSurg / CovidSurg-Cancer**

**Record Home Page**

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.

Choose action for record

Unique REDCap ID 495-1  
gb\_birmi\_sangen

Data Collection Instrument	Status
Study selection tool (all patients)	Incomplete
Baseline information (all patients)	Incomplete
Cancer-specific information (CovidSurg-Cancer only)	Incomplete
Preoperative investigations (CovidSurg only)	Incomplete
Management (all patients)	Incomplete
COVID-19 treatment (COVID+ patients only)	Incomplete
Surgical outcomes (operated patients only)	Incomplete

**Legend for status icons:**

Incomplete Incomplete (no data saved) ?  
Unverified  
Complete

- b. Or you can look at your dashboard:

**REDCap**

Logged in as elaine.leung.cs  
Log out

My Projects  
REDCap Messenger

**Project Home and Design**

Project Home Codebook

Project status: Production

**Data Collection**

Record Status Dashboard  
Add / Edit Records

**Applications**

Calendar  
Data Exports, Reports, and Stats  
Field Comment Log  
File Repository

**CovidSurg / CovidSurg-Cancer**

**Cancer Gynaecological**

Dashboard displayed: Cancer Gynaecological

Displaying record Page 1 of 1: "495-1" through "495-1" of 1 records ALL (1) records per page

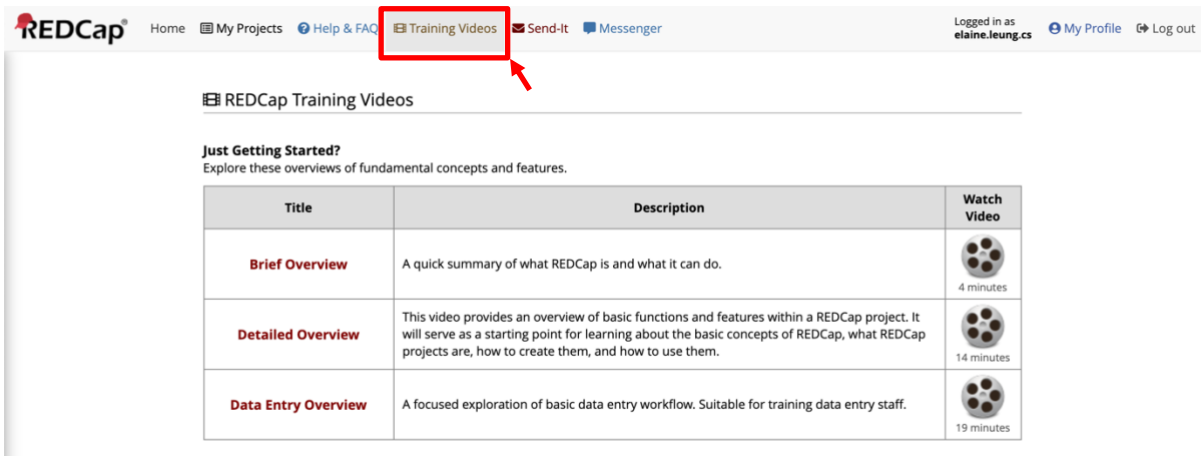
+ Add new record

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




Unique REDCap ID	Study selection tool (all patients)	Baseline information (all patients)	Cancer-specific information (CovidSurg-Cancer only)	Preoperative investigations (CovidSurg only)	Management (all patients)	COVID-19 treatment (COVID+ patients only)	Surgical outcomes (operated patients only)
495-1	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete

## 5. Training videos: we found these videos if you are new to RedCap

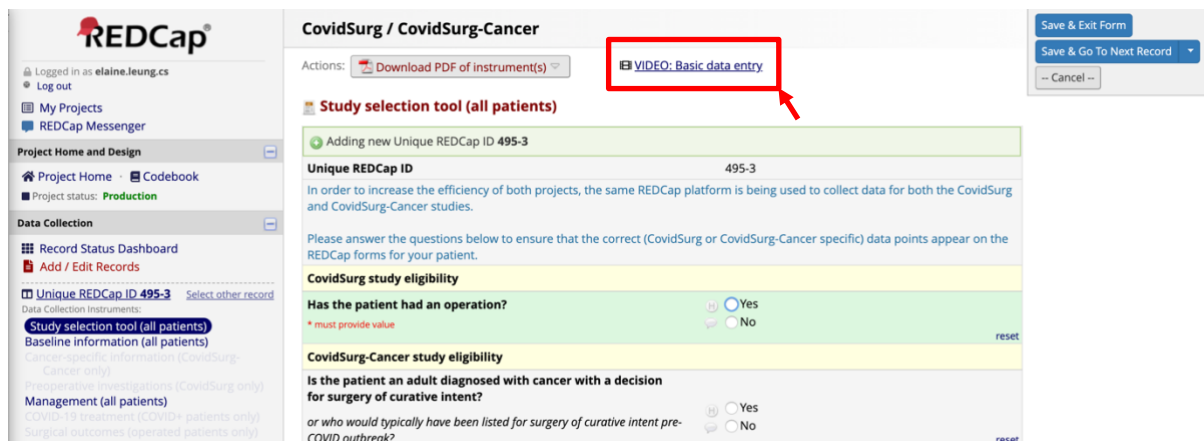
### a. You can access from the top of the Homepage



The screenshot shows the REDCap homepage. In the top navigation bar, the 'Training Videos' link is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, the 'REDCap Training Videos' section is displayed. It includes a 'Just Getting Started?' section with a table of videos.

Title	Description	Watch Video
<b>Brief Overview</b>	A quick summary of what REDCap is and what it can do.	 4 minutes
<b>Detailed Overview</b>	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.	 14 minutes
<b>Data Entry Overview</b>	A focused exploration of basic data entry workflow. Suitable for training data entry staff.	 19 minutes

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



The screenshot shows the REDCap data entry form for 'CovidSurg / CovidSurg-Cancer'. In the top right corner, the 'VIDEO: Basic data entry' link is highlighted with a red box and a red arrow pointing to it. The form includes a sidebar with navigation links, a main content area with a 'Study selection tool (all patients)' section, and a right sidebar with 'Save & Exit Form' and 'Save & Go To Next Record' buttons.

For further questions or information:

Email for CovidSurg- Cancer (Gynaecology): [gocovidsurg@gmail.com](mailto:gocovidsurg@gmail.com)

Website for CovidSurg- Cancer: <https://globalsurg.org/cancercovidsurg>

