



REDCap User Guide COVIDSurg-Cancer H&N Follow Up

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About this guide and where to find more information

This guide covers how to access the COVIDSurg-Cancer H&N Follow Up Study database in REDCap, how to view and update your patient records, and download your data. If you would prefer to find out about REDCap by watching a video rather than reading you can find generic training videos at https://projectredcap.org/resources/videos, or in the 'Training Videos' tab once you are logged into REDCap.

REDCap Account

Team members that requested a login to the study database will receive an email with their username to access the REDCap System. This will be sent to the email address you have provided and will come from covidsurg@contacts.bham.ac.uk. If you have not received your login details, please check the email has not been filtered into your spam or junk mail folder first and then contact us via hncovidsurgfu@contacts.bham.ac.uk if required.

Logging in for the first time & setting up your password

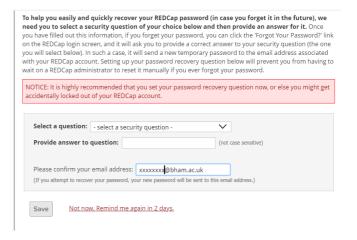
You should access the REDCap System by following the link in the email with your login details. This will allow you to set up a password at first use.







Please set your security question. This will allow you to use the "Forgot your password" facility on the login page during the course of the study

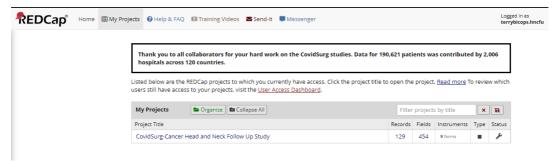


Once your password has been created, you can access REDCap directly via https://globalsurgery.redcap.bham.ac.uk



Entering Data

Once you have logged in to REDCap, click on the 'My Projects' tab in the top ribbon and select 'CovidSurg-Cancer Head and Neck Follow Up Study' from the list of projects. This will take you to your study database.





Once you are ready to enter

data click on Add / Edit

Records.

Select the Record ID you

want to add the follow up

data for from the "choose an existing Record ID"

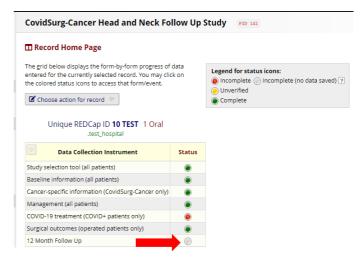
dropdown list, this will take

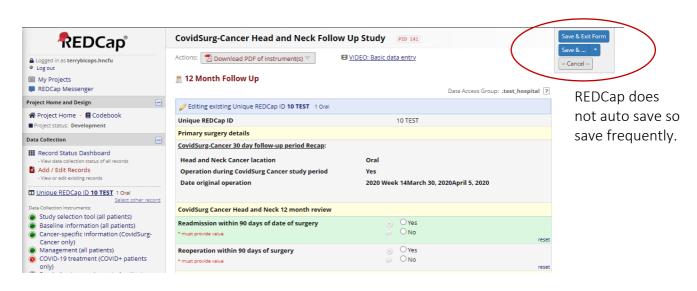
you to that record.

Covidsurg-Cancer Head and Neck Follow Up Study

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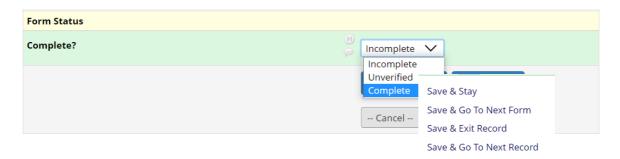
You will see 7 CRFs for your patient. The first six are read only and show the existing data from COVIDSurg-Cancer. To enter the 12 month data for your patient click on the radio button for the last data collection instrument called "12 Month Follow Up"





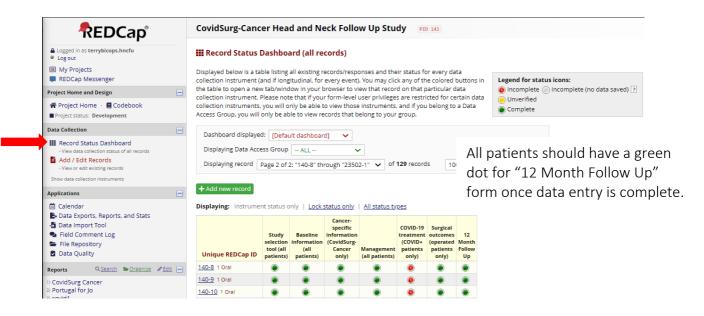


CRFs can be saved in one of three states - Incomplete (which should be used if some data points are still missing), Unverified (which should be used if some data is still being checked) or Complete if you are happy that all data is correct. The status you give a record determines the colour the form has in the Record Status Dashboard (see below). REDCap then gives a number of save options: save and exit, save and stay or save and enter a new record.



Confirming Completeness of Records

The Record Status Dashboard shows all the existing records for your centre. Each row corresponds to a different patient. To access existing records, click on the record ID, or the radio button to go directly to the CRF. Green dots indicate complete data collection forms. Red are incomplete, and amber is unverified (grey indicates a CRF has not been generated yet). You will not be able to change the status of the first 6 CRFs for each patient but you should makes sure that all 12 Month Follow Up forms are completed with as much data a possible and marked as Complete once finalised.



Birmingham Centre for Observational and Prospective Studies



To view and export data for your unit



Select the "Data Exports, Reports and Stats" option from the Applications menu on the left hand side of the screen. To export a copy of all your patient data use the "Export data" button.

Thank you for participating in CovidSurg-Cancer Head and Neck Follow Up Study If you have any questions, you can contact us at hncovidsurgfu@contacts.bham.ac.uk