



Birmingham Centre for  
Observational and  
Prospective Studies

# REDCap User Guide

## COVIDSurg-Cancer H&N Follow Up

### Table of Contents

About this guide and where to find more information.....	1
REDCap Account .....	1
Logging in for the first time & setting up your password .....	1
Entering Data.....	2
Confirming Completeness of Records .....	4
To view and export data for your unit .....	5

## 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](mailto: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](mailto: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.



Your password has not been set yet or has been reset. You will need to set your password here to whatever value you wish. Please enter your desired password below and click the 'Submit' button. Once your password has been set, you may use it with your username whenever you log in to REDCap. Please make sure that you write down or remember your new password for future use. **The new password entered must be AT LEAST 9 CHARACTERS IN LENGTH and must consist of AT LEAST one lower-case letter, one upper-case letter, and one number.**

Username:	<input type="text" value="bicops.ptb"/>
Password:	<input type="password"/>
Re-type password:	<input type="password"/>
<input type="button" value="Submit"/>	



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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

To help you easily and quickly recover your REDCap password (in case you forget it in the future), we need you to select a security question of your choice below and then provide an answer for it. Once you have filled out this information, if you forget your password, you can click the 'Forgot Your Password?' link on the REDCap login screen, and it will ask you to provide a correct answer to your security question (the one you will select below). In such a case, it will send a new temporary password to the email address associated with your REDCap account. Setting up your password recovery question below will prevent you from having to wait on a REDCap administrator to reset it manually if you ever forget your password.

NOTICE: It is highly recommended that you set your password recovery question now, or else you might get accidentally locked out of your REDCap account.

Select a question:

Provide answer to question:  (not case sensitive)

Please confirm your email address:   
(If you attempt to recover your password, your new password will be sent to this email address.)

[Not now. Remind me again in 2 days.](#)

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



Log In

Thank you to all collaborators for your hard work on the CovidSurg studies. Data for 190,621 patients was contributed by 2,006 hospitals across 120 countries.

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

Username:

Password:

[Forgot your password?](#)

## 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.

REDCap

HomeMy ProjectsHelp & FAQTraining VideosSend-ItMessenger

Logged in as terrybicops.hncfu

Thank you to all collaborators for your hard work on the CovidSurg studies. Data for 190,621 patients was contributed by 2,006 hospitals across 120 countries.

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 ProjectsOrganizeCollapse All

Filter projects by title

Project Title	Records	Fields	Instruments	Type	Status
CovidSurg-Cancer Head and Neck Follow Up Study	129	454	9 forms		



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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.

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”

REDCap does not auto save so save frequently.



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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 make sure that all 12 Month Follow Up forms are completed with as much data as possible and marked as Complete once finalised.

**REDCap**

Logged in as terrybicops.hncfu  
Log out

My Projects  
REDCap Messenger

Project Home and Design  
Project Home · Codebook  
Project status: Development

Data Collection  
Record Status Dashboard  
Add / Edit Records

Applications  
Calendar  
Data Exports, Reports, and Stats  
Data Import Tool  
Field Comment Log  
File Repository  
Data Quality

Reports  
1) CovidSurg Cancer  
2) Portugal for Jo

**CovidSurg-Cancer Head and Neck Follow Up Study** PID 141

**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 instruments, you will only be able to view those instruments, and if you belong to a Data Access Group, you will only be able to view those instruments that belong to your group.

Dashboard displayed: [Default dashboard] v

Displaying Data Access Group -- ALL -- v

Displaying record Page 2 of 2: "140-8" through "23502-1" of 129 records 10

+ Add new record

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

**Legend for status icons:**  
● Incomplete ● Incomplete (no data saved) ?  
● Unverified  
● Complete

Unique REDCap ID	Study selection tool (all patients)	Baseline information (all patients)	Cancer-specific information (CovidSurg-Cancer only)	Management (all patients)	COVID-19 treatment (COVID+ patients only)	Surgical outcomes (operated patients only)	12 Month Follow Up
140-8 1 Oral	●	●	●	●	●	●	●
140-9 1 Oral	●	●	●	●	●	●	●
140-10 1 Oral	●	●	●	●	●	●	●



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## To view and export data for your unit

**REDcap®**

Logged in as **terrybicops.hncfu**  
Log out  
My Projects  
REDCap Messenger

**Project Home and Design**

- Project Home
- Codebook
- Project status: Development

**Data Collection**

- Record Status Dashboard
- Add / Edit Records
- Show data collection instruments

**Applications**

- Calendar
- Data Exports, Reports, and Stats**
- Data Import Tool

**CovidSurg-Cancer Head and Neck Follow Up Study** PID 141

**Data Exports, Reports, and Stats** VIDEO: How to use Data Exports, Reports, and Stats

+ Create New Report My Reports & Exports Other Export Options

This module allows you to easily view reports of your data, inspect plots and descriptive statistics of your data, as well as export your data to Microsoft Excel, SAS, Stata, R, or SPSS for analysis (if you have such privileges). If you wish to export your \*entire\* data set or view it as a report, then Report A is the best and quickest way. However, if you want to view or export data from only specific instruments (or events) on the fly, then Report B is the best choice. You may also create your own custom reports below (if you have such privileges) in which you can filter the report to specific fields, records, or events using a vast array of filtering tools to make sure you get the exact data you want. Once you have created a report, you may view it as a webpage, export it out of REDCap in a specified format (Excel, SAS, Stata, SPSS, R), or view the plots and descriptive statistics for that report.

	Report name	View/Export Options	Management Options
A	All data (all records and fields)	View Report Export Data All Stats & Charts	
B	Selected instruments (all records)	Make custom selections	

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](mailto:hncovidsurgfu@contacts.bham.ac.uk)