

# REDCap User Guide TRANSFER



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## About this guide and where to find more information

This guide covers how to access the TRANSFER database in REDCap, how to create and view 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 project 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 BhamRed@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 [transfer-study@contacts.bham.ac.uk](mailto:transfer-study@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.

**REDCap®**  
Set Your Password

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: bicops.ptb  
Password:   
Re-type password:

Submit

Please also set your security question. This will allow you to use the “Forgot your password” facility on the login page during the course of the project

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 forgot 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:
- select a security question -

Provide answer to question:
(not case sensitive)

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

Save Not now. Remind me again in 2 days.



## Log In

You can find out what we do with your data in our [Privacy Notice](#).

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

Username:

Password:

Log In
Forgot your password?

## Entering Data

Once you have logged in to REDCap, click on the ‘My Projects’ tab in the top ribbon and select ‘TRANSFER - In utero transfer 22-23+6 weeks’ gestation for threatened preterm birth’ from the list of projects. This will take you to your project database.

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

Logged in as bicops.ptb
My Profile
Log out

You can find out what we do with your data in our [Privacy Notice](#).

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  | Organize | Collapse All | Filter projects by title |      |        |
|--|----------|--------------|--------------------------|------|--------|
| Project Title  | Records  | Fields       | Instruments              | Type | Status |
| TRANSFER - In utero transfer 22-23+6 weeks' gestation for threatened preterm birth | 4        | 70           | 2 forms                  |      |        |

Once you are ready to enter data click on Add / Edit Records



REDCap

Logged in as bicops.ptb
Log out

My Projects
REDCap Messenger

Project Home and Design
Project Home
Codebook
Project status: Development

Data Collection
1 terry hospital
Record Status Dashboard
View data collection status of all records
Add / Edit Records
Create new records or edit/view existing ones
Show data collection instruments

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

TRANSFER - In utero transfer 22-23+6 weeks' gestation for threatened preterm birth
PID: 275

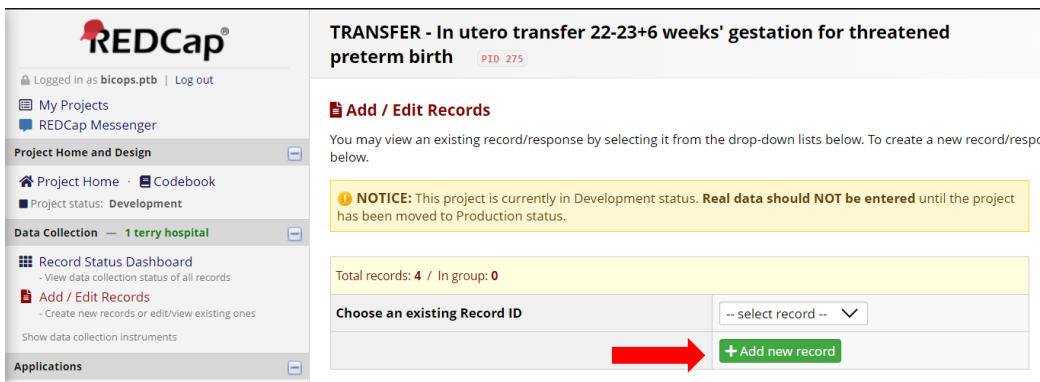
Project Home

The tables below provide general dashboard information, such as a list of all users with access to this project, general project statistics, and upcoming calendar events (if any).

| Current Users (9)   | Project Statistics     |         |              |       |            |       |         |       |             |       |            |       |              |       |         |       |          |       |   |                    |                        |                      |                   |                      |         |
|---|------------------------|---------|--------------|-------|------------|-------|---------|-------|-------------|-------|------------|-------|--------------|-------|---------|-------|----------|-------|---|--------------------|------------------------|----------------------|-------------------|----------------------|---------|
| <table> <tr> <th>User</th> <th>Expires</th> </tr> <tr> <td>acollins.ptb</td> <td>never</td> </tr> <tr> <td>bicops.ptb</td> <td>never</td> </tr> <tr> <td>hughest</td> <td>never</td> </tr> <tr> <td>hwatson.ptb</td> <td>never</td> </tr> <tr> <td>jcurre.ptb</td> <td>never</td> </tr> <tr> <td>mgriffin.ptb</td> <td>never</td> </tr> <tr> <td>perryry</td> <td>never</td> </tr> <tr> <td>vc.bistc</td> <td>never</td> </tr> </table> | User                   | Expires | acollins.ptb | never | bicops.ptb | never | hughest | never | hwatson.ptb | never | jcurre.ptb | never | mgriffin.ptb | never | perryry | never | vc.bistc | never | <table> <tr> <td>Records in project</td> <td>Total: 4 / In group: 0</td> </tr> <tr> <td>Most recent activity</td> <td>06/05/2021 8:20am</td> </tr> <tr> <td>Space usage for docs</td> <td>0,14 MB</td> </tr> </table> | Records in project | Total: 4 / In group: 0 | Most recent activity | 06/05/2021 8:20am | Space usage for docs | 0,14 MB |
| User  | Expires                |         |              |       |            |       |         |       |             |       |            |       |              |       |         |       |          |       |   |                    |                        |                      |                   |                      |         |
| acollins.ptb  | never                  |         |              |       |            |       |         |       |             |       |            |       |              |       |         |       |          |       |   |                    |                        |                      |                   |                      |         |
| bicops.ptb  | never                  |         |              |       |            |       |         |       |             |       |            |       |              |       |         |       |          |       |   |                    |                        |                      |                   |                      |         |
| hughest   | never                  |         |              |       |            |       |         |       |             |       |            |       |              |       |         |       |          |       |   |                    |                        |                      |                   |                      |         |
| hwatson.ptb   | never                  |         |              |       |            |       |         |       |             |       |            |       |              |       |         |       |          |       |   |                    |                        |                      |                   |                      |         |
| jcurre.ptb  | never                  |         |              |       |            |       |         |       |             |       |            |       |              |       |         |       |          |       |   |                    |                        |                      |                   |                      |         |
| mgriffin.ptb  | never                  |         |              |       |            |       |         |       |             |       |            |       |              |       |         |       |          |       |   |                    |                        |                      |                   |                      |         |
| perryry   | never                  |         |              |       |            |       |         |       |             |       |            |       |              |       |         |       |          |       |   |                    |                        |                      |                   |                      |         |
| vc.bistc  | never                  |         |              |       |            |       |         |       |             |       |            |       |              |       |         |       |          |       |   |                    |                        |                      |                   |                      |         |
| Records in project  | Total: 4 / In group: 0 |         |              |       |            |       |         |       |             |       |            |       |              |       |         |       |          |       |   |                    |                        |                      |                   |                      |         |
| Most recent activity  | 06/05/2021 8:20am      |         |              |       |            |       |         |       |             |       |            |       |              |       |         |       |          |       |   |                    |                        |                      |                   |                      |         |
| Space usage for docs  | 0,14 MB                |         |              |       |            |       |         |       |             |       |            |       |              |       |         |       |          |       |   |                    |                        |                      |                   |                      |         |

| Upcoming Calendar Events (next 7 days) |      |                    |
|--|------|--------------------|
| Time                                   | Date | Description        |
|  |      | No upcoming events |

Click on Add new record. This will take you to the Case Report Forms (CRFs).



**REDCap**

Logged in as bicops.ptb | Log out

My Projects  
REDCap Messenger

**Project Home and Design**

Project Home · Codebook  
Project status: Development

**Data Collection** — 1 terry hospital

Record Status Dashboard  
View data collection status of all records

**Add / Edit Records**  
Create new records or edit/view existing ones

Show data collection instruments

**Applications**

**TRANSFER - In utero transfer 22-23+6 weeks' gestation for threatened preterm birth** PID 275

**Add / Edit Records**

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

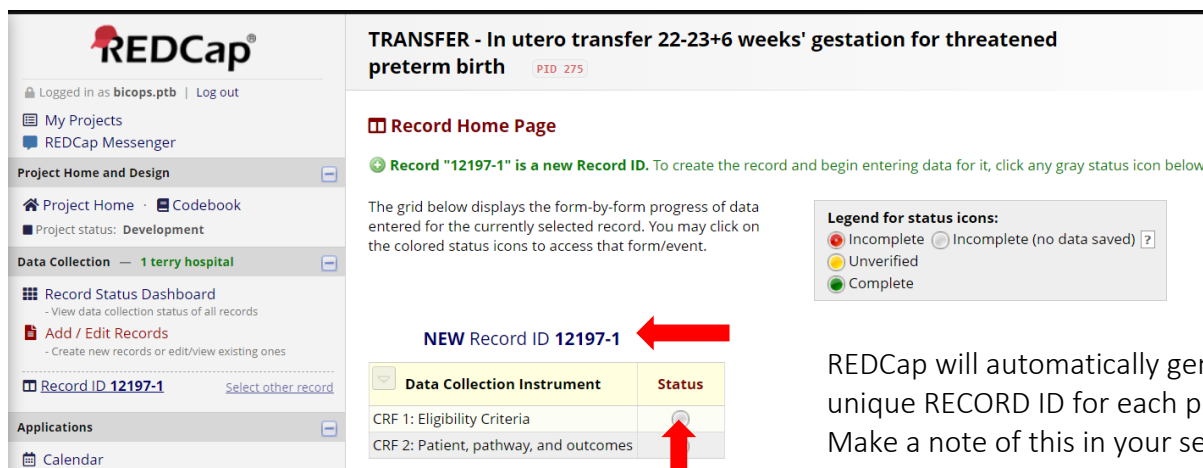
**NOTICE:** This project is currently in Development status. Real data should NOT be entered until the project has been moved to Production status.

Total records: 4 / In group: 0

Choose an existing Record ID -- select record --

**+ Add new record**

There are two CRFs for TRANSFER. Click on the radio button in the Status column next to the data instrument you wish to complete.



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**Add / Edit Records**  
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**Record ID 12197-1** Select other record

**Applications**  
Calendar

**TRANSFER - In utero transfer 22-23+6 weeks' gestation for threatened preterm birth** PID 275

**Record Home Page**

**Record "12197-1" is a new Record 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.

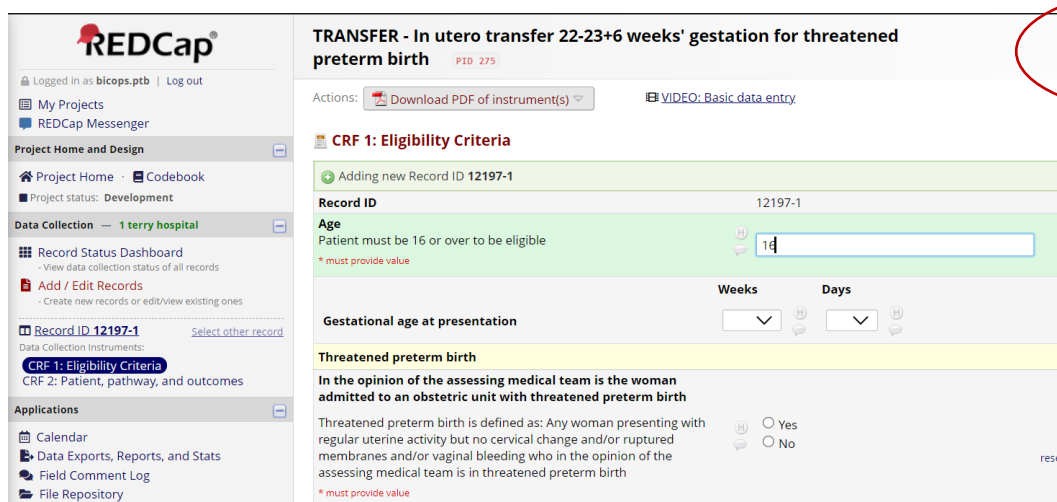
**Legend for status icons:**

- Incomplete
- Incomplete (no data saved)
- Unverified
- Complete

**NEW Record ID 12197-1**

| Data Collection Instrument            | Status |
|---------------------------------------|--------|
| CRF 1: Eligibility Criteria           |        |
| CRF 2: Patient, pathway, and outcomes |        |

REDCap will automatically generate a unique RECORD ID for each patient. Make a note of this in your securely stored link sheet so that you can identify which REDCap Record ID belongs to which patient.



**REDCap**

Logged in as bicops.ptb | Log out

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View data collection status of all records

**Add / Edit Records**  
Create new records or edit/view existing ones

**Record ID 12197-1** Select other record

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Actions: Download PDF of instrument(s) VIDEO: Basic data entry

**CRF 1: Eligibility Criteria**

Adding new Record ID 12197-1

**Record ID** 12197-1

**Age**  
Patient must be 16 or over to be eligible  
16

**Gestational age at presentation**  
Weeks Days

**Threatened preterm birth**  
In the opinion of the assessing medical team is the woman admitted to an obstetric unit with threatened preterm birth

Threatened preterm birth is defined as: Any woman presenting with regular uterine activity but no cervical change and/or ruptured membranes and/or vaginal bleeding who in the opinion of the assessing medical team is in threatened preterm birth

Yes No

**Save & Exit Form**

REDCap does not auto save so save frequently.

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.

Form Status

Complete?

Incomplete

Incomplete

Unverified

Complete

-- Cancel --

Save & Stay


Save & Go To Next Form

Save & Exit Record

Save & Go To Next 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).



Logged in as bicops.ptb | Log out

My Projects

REDCap Messenger

Project Home and Design

Project Home
Codebook

Project status: Development

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Record Status Dashboard
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Help & FAQ

Video Tutorials

Suggest a New Feature

TRANSFER - In utero transfer 22-23+6 weeks' gestation for threatened preterm birth
PID 275

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 records that belong to your group.

Add new record

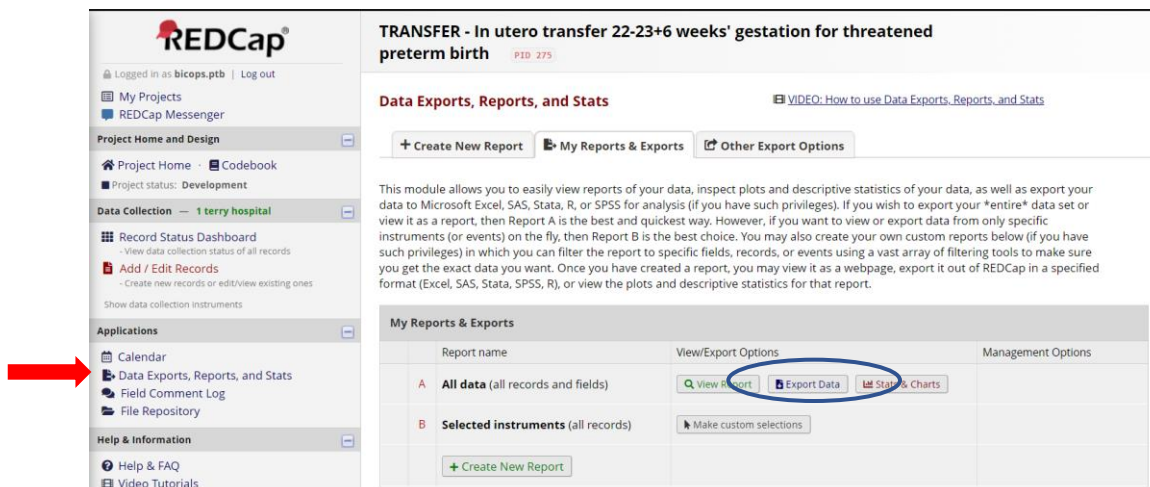
Displaying: Instrument status only | Lock status only | All status types

| Record ID   | CRF 1: Eligibility Criteria | CRF 2: Patient Pathway and Outcomes |
|---|-----------------------------|-------------------------------------|
| 12197-1 Presented at your hospital with threatened preterm birth  |                             |                                     |
| 12197-2 Presented at your hospital with threatened preterm birth  |                             |                                     |
| 12197-3 Was received at your hospital after being transferred from another hospital with threatened preterm birth |                             |                                     |
| 12197-4 Presented at your hospital with threatened preterm birth  |                             |                                     |

Legend for status icons:  
 Incomplete Incomplete (no data saved) Complete

All patients should have a green dot for each form once data entry is complete.

## To view and export the data from your unit



**REDCap**

Logged in as bicops.ptb | Log out

My Projects  
REDCap Messenger

Project Home and Design

Project Home | Codebook  
Project status: Development

Data Collection — 1 terry hospital

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Video Tutorials

**TRANSFER - In utero transfer 22-23+6 weeks' gestation for threatened preterm birth** PID: 275

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.

My Reports & Exports

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

+ Create New Report

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 TRANSFER  
If you have any questions, you can contact us at [TRANSFER-study@contacts.bham.ac.uk](mailto:TRANSFER-study@contacts.bham.ac.uk)