

Data Entry Guide for the ISARIC Data Platform

ISARIC COVID-19 RAPID Database



Contact: ncov@isaric.org



Table of Contents

Data Collection via the ISARIC Data Platform

Electronic Data Capture REDCap Project: ISARIC COVID-19 RAPID


3. Access to ISARIC nCoV REDCap Project
4. Logging in to REDCap
5. Accessing Your Project
6. Adding a New Participant Record – Step 1
7. The Participant Identification Number (PIN)
8. Adding a New Participant Record – Step 2
9. Adding a New Participant Record – Step 3
10. Completing the Terms of Submission (ToS) [WHO Project]
11. Completing the Terms of Submission (ToS) [ISARIC Project]
12. Completing the ISARIC ToS – Electronic Signature
13. Completing the ISARIC ToS – Paper Copy
14. Data Entry Schedule
15. Data Entry Schedule – Additional Modules
16. Data Entry – Entering Data
17. Data Entry – Saving a Form
18. Data Entry – Saving a Form
19. Data Entry – Required Questions
20. Data Entry – Results Out of Range
21. Data – Renaming a Record
22. Data – Deleting Data (Form Level)
23. Data – Deleting Data (Event Level)
24. Data – Deleting Data (Patient Level)
25. Data – Exporting Data
26. Data – Data Export Formats
27. Data Security – Logging Out When Complete
28. Additional Resources

Access to ISARIC COVID-19 RAPID REDCap Project

- Access to the REDCap Project is controlled via individual user accounts that are created by contacting the ISARIC Global Support Centre at ncov@isaric.org
- Passwords
 - When your account is created you will receive an email containing login details
 - Username
 - Temporary Password
 - You will be required to set your own password when you log in for the first time
 - You will also be asked to set a challenge question and answer that can be used to assist you should you forget your password. (*If you are not able to recover your password please email ncov@isaric.org to obtain a new temporary password*).

Logging in to REDCap

← → ↻ ncov.medsci.ox.ac.uk



Log In

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

Username:

Password:

Log In

[Forgot your password?](#)

Welcome to REDCap!

REDCap is a secure web platform for building and managing online databases and surveys. REDCap's streamlined process for rapidly creating and designing projects offers a vast array of tools that can be tailored to virtually any data collection strategy.

2) Enter your username and password provided to you when you were given access to the REDCap system.

If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board.

If you require assistance or have any questions about REDCap, please contact [NCOV REDCap Administrator](#).

REDCap Features

Build online surveys and databases quickly and securely - Create and design your project rapidly using secure web authentication from your browser. No extra software is required.

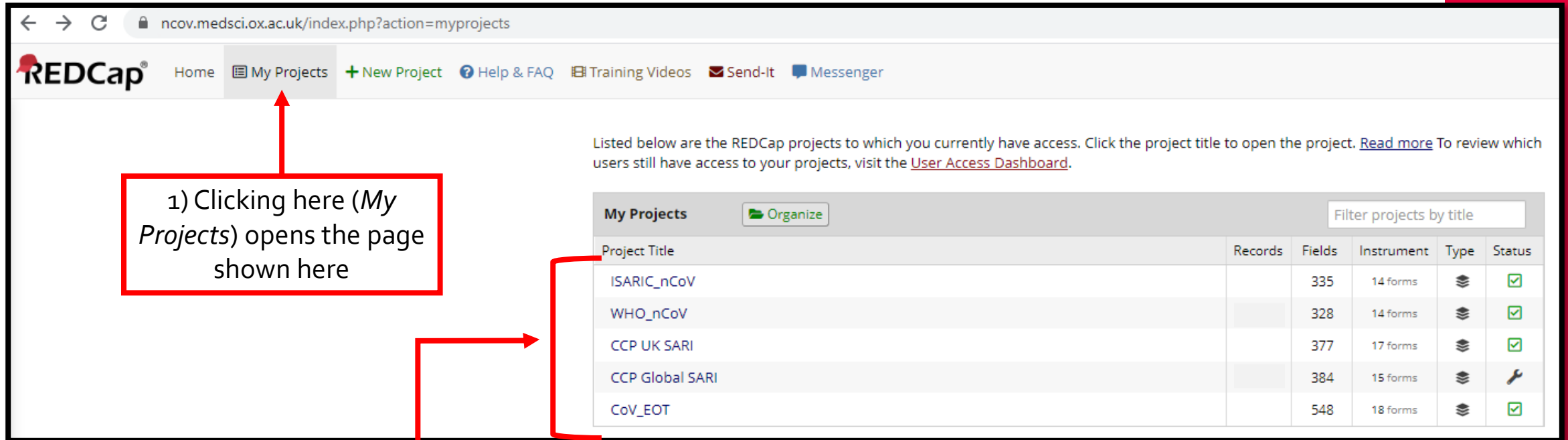
Fast and flexible - Conception to production-level survey/database in less than one day.

Export data to common data analysis packages - Export your data to Microsoft Excel, PDF, SAS, Stata, R, or SPSS for analysis.

Ad Hoc Reporting - Create custom queries for generating reports to view or download.

Easily manage a contact list of survey respondents or create a simple survey link - Build a list of email contacts, create custom email invitations, and track who responds, or you may also create a single survey link to email out or post on a website.

Accessing Your Project



The screenshot shows the REDCap interface at the URL `ncov.medsci.ox.ac.uk/index.php?action=myprojects`. The navigation bar includes 'Home', 'My Projects' (highlighted with a red box and an arrow pointing to it), 'New Project', 'Help & FAQ', 'Training Videos', 'Send-It', and 'Messenger'. Below the navigation bar, a text block states: '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](#).' Below this is a table titled 'My Projects' with an 'Organize' button and a search filter 'Filter projects by title'. The table has columns: Project Title, Records, Fields, Instrument, Type, and Status. The projects listed are ISARIC_nCoV, WHO_nCoV, CCP UK SARI, CCP Global SARI, and CoV_EOT. Red arrows point from two text boxes to the 'My Projects' link and the 'ISARIC_nCoV' project name.

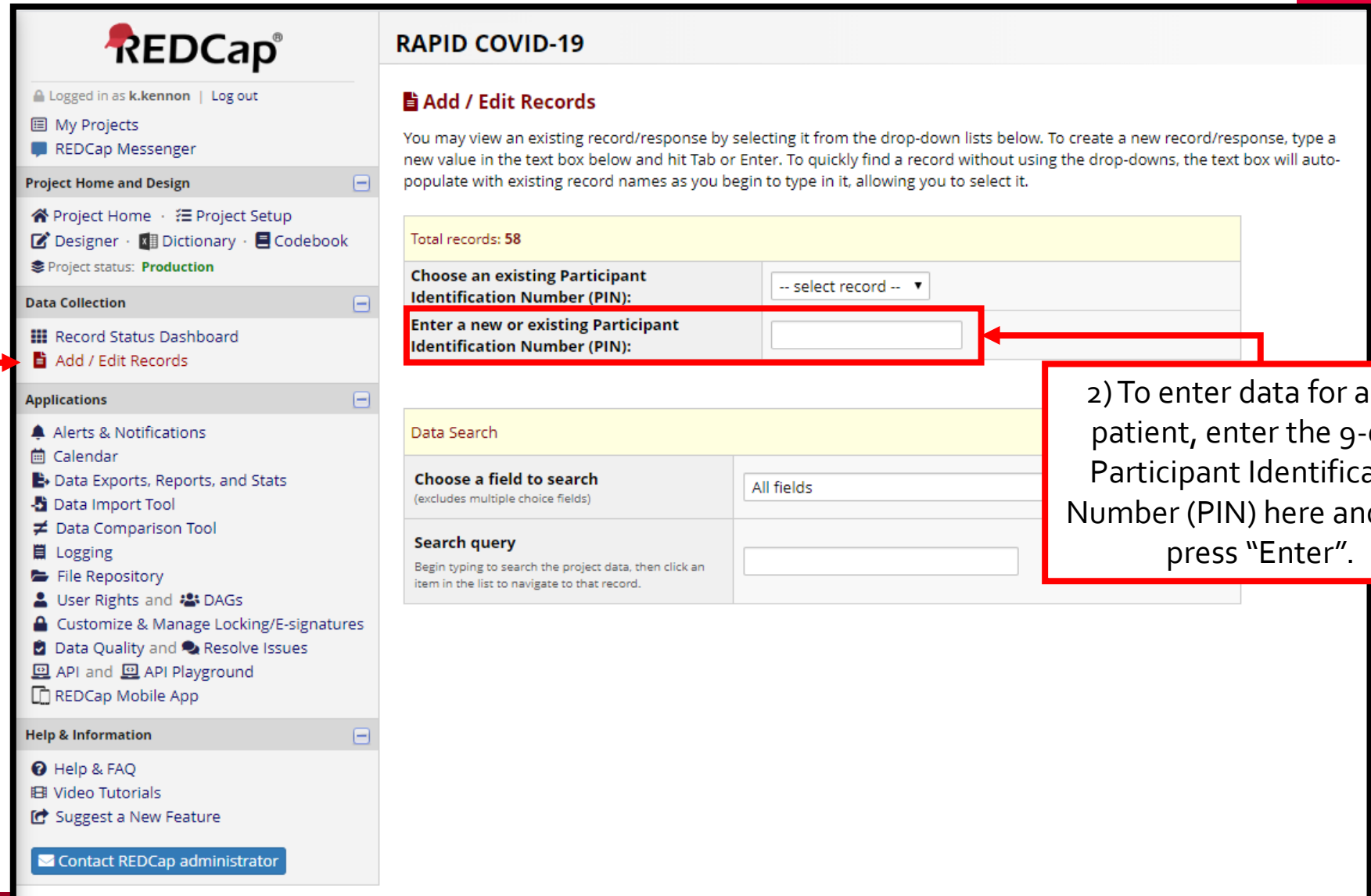
1) Clicking here (*My Projects*) opens the page shown here

2) Click on the name of the project to access that project

Project Title	Records	Fields	Instrument	Type	Status
ISARIC_nCoV		335	14 forms		✓
WHO_nCoV		328	14 forms		✓
CCP UK SARI		377	17 forms		✓
CCP Global SARI		384	15 forms		⚙
CoV_EOT		548	18 forms		✓

Adding a New Participant Record – Step 1

1) Clicking here (*Add / Edit Records*) opens the page shown here



REDCap
Logged in as k.kennon | Log out
My Projects
REDCap Messenger

Project Home and Design
Project Home · Project Setup
Designer · Dictionary · Codebook
Project status: **Production**

Data Collection
Record Status Dashboard
Add / Edit Records

Applications
Alerts & Notifications
Calendar
Data Exports, Reports, and Stats
Data Import Tool
Data Comparison Tool
Logging
File Repository
User Rights and DAGs
Customize & Manage Locking/E-signatures
Data Quality and Resolve Issues
API and API Playground
REDCap Mobile App

Help & Information
Help & FAQ
Video Tutorials
Suggest a New Feature
Contact REDCap administrator

RAPID COVID-19

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, type a new value in the text box below and hit Tab or Enter. To quickly find a record without using the drop-downs, the text box will auto-populate with existing record names as you begin to type in it, allowing you to select it.

Total records: 58

Choose an existing Participant Identification Number (PIN): -- select record --

Enter a new or existing Participant Identification Number (PIN):

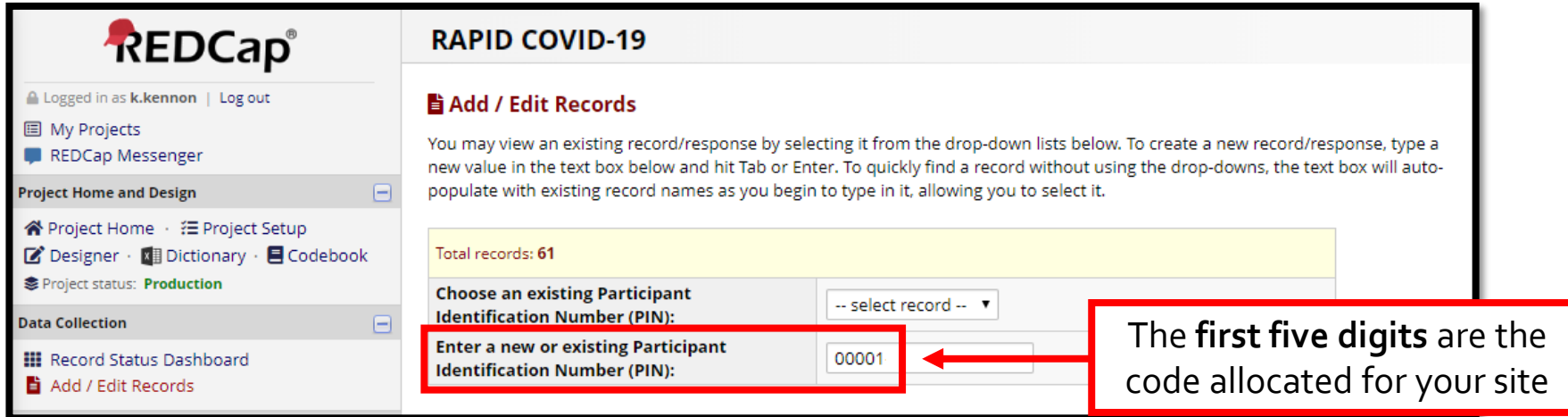
Data Search

Choose a field to search (excludes multiple choice fields): All fields

Search query: Begin typing to search the project data, then click an item in the list to navigate to that record.

2) To enter data for a new patient, enter the 9-digit Participant Identification Number (PIN) here and then press "Enter".

The Participant Identification Number (PIN)



REDCap®

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My Projects
REDCap Messenger

Project Home and Design

Project Home · Project Setup
Designer · Dictionary · Codebook
Project status: **Production**

Data Collection

Record Status Dashboard
Add / Edit Records

RAPID COVID-19

Add / Edit Records

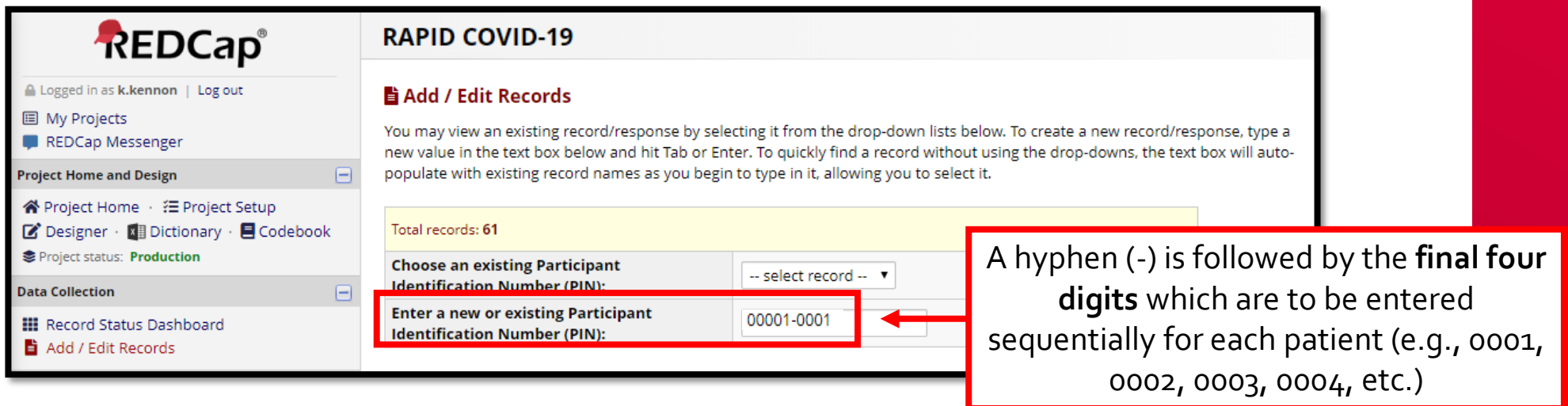
You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, type a new value in the text box below and hit Tab or Enter. To quickly find a record without using the drop-downs, the text box will auto-populate with existing record names as you begin to type in it, allowing you to select it.

Total records: 61

Choose an existing Participant Identification Number (PIN): -- select record --

Enter a new or existing Participant Identification Number (PIN): 00001

The first five digits are the code allocated for your site



REDCap®

Logged in as k.kennon | Log out

My Projects
REDCap Messenger

Project Home and Design

Project Home · Project Setup
Designer · Dictionary · Codebook
Project status: **Production**

Data Collection

Record Status Dashboard
Add / Edit Records

RAPID COVID-19

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, type a new value in the text box below and hit Tab or Enter. To quickly find a record without using the drop-downs, the text box will auto-populate with existing record names as you begin to type in it, allowing you to select it.


Total records: 61

Choose an existing Participant Identification Number (PIN): -- select record --

Enter a new or existing Participant Identification Number (PIN): 00001-0001

A hyphen (-) is followed by the final four digits which are to be entered sequentially for each patient (e.g., 0001, 0002, 0003, 0004, etc.)

Adding a New Participant Record – Step 2



Logged in as k.kennon | Log out

My Projects

REDCap Messenger

Project Home and Design

Project Home · Project Setup

Designer · Dictionary · Codebook

Project status: Development

Data Collection

Record Status Dashboard

View data collection status of all records

Add / Edit Records

Create new records or edit/view existing ones

Participant Identification Number (PIN): 00001-0001

Select other record

Applications

Alerts & Notifications

Calendar

Data Exports, Reports, and Stats

Data Import Tool

Data Comparison Tool

Logging

Field Comment Log

File Repository

User Rights and DAGs

Customize & Manage Locking/E-signatures

Data Quality

API and API Playground

REDCap Mobile App

Help & Information

Help & FAQ

Video Tutorials

Suggest a New Feature

Contact REDCap administrator

RAPID COVID-19

Record Home Page






















Record "00001-0001" is a new Participant Identification Number (PIN):. 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. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.

Legend for status icons:

- Incomplete
- Incomplete (no data saved)
- Unverified
- Complete
- Many statuses (all same)
- Many statuses (mixed)

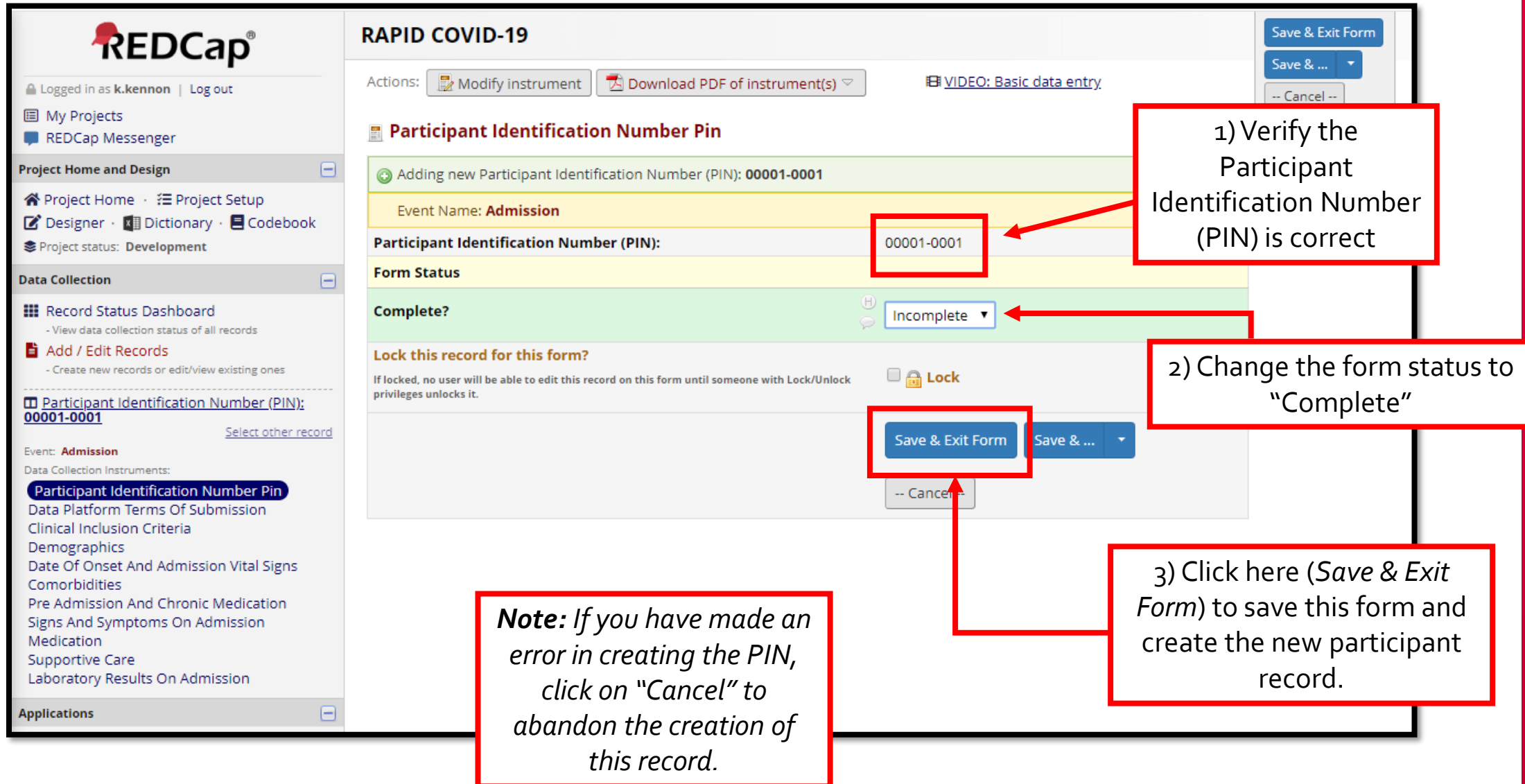
NEW Participant Identification Number (PIN): 00001-0001

Data Collection Instrument	Admission	Additional Days	
Participant Identification Number Pin			
Data Platform Terms Of Submission			
Clinical Inclusion Criteria			
Demographics			
Date Of Onset And Admission Vital Signs			
Comorbidities			
Pre Admission And Chronic Medication			
Signs And Symptoms On Admission			
Medication			
Supportive Care			
Laboratory Results On Admission			
Daily Vital Signs			
Daily Clinical Features			
Daily Laboratory Results			
Daily Medication			
Daily Supportive Care			
Diagnostic Pathogen Testing			
Complications			
Overall Medication			
Overall Supportive Care			
Outcome			

Note: The new record is not created until you click on one of the gray status icons below and enter data in one of the forms.

1) Click here (Participant Identification Number (PIN):) to open the page and verify the data

Adding a New Participant Record – Step 3



REDCap

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My Projects
REDCap Messenger

Project Home and Design

Project Home · Project Setup
Designer · Dictionary · Codebook
Project status: Development

Data Collection

Record Status Dashboard
- View data collection status of all records

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

Participant Identification Number (PIN): 00001-0001
[Select other record](#)

Event: **Admission**

Data Collection Instruments:

- Participant Identification Number Pin**
- Data Platform Terms Of Submission
- Clinical Inclusion Criteria
- Demographics
- Date Of Onset And Admission Vital Signs
- Comorbidities
- Pre Admission And Chronic Medication
- Signs And Symptoms On Admission
- Medication
- Supportive Care
- Laboratory Results On Admission

Applications

RAPID COVID-19

Actions: [Modify instrument](#) [Download PDF of instrument\(s\)](#) [VIDEO: Basic data entry](#)

Participant Identification Number Pin

Adding new Participant Identification Number (PIN): **00001-0001**

Event Name: **Admission**

Participant Identification Number (PIN): **00001-0001**

Form Status

Complete? **Incomplete**

Lock this record for this form?

If locked, no user will be able to edit this record on this form until someone with Lock/Unlock privileges unlocks it.

Lock

Save & Exit Form **Save & ...** **-- Cancel --**

1) Verify the Participant Identification Number (PIN) is correct


2) Change the form status to "Complete"

3) Click here (Save & Exit Form) to save this form and create the new participant record.

Note: If you have made an error in creating the PIN, click on "Cancel" to abandon the creation of this record.

Completing the Terms of Submission (ToS) [WHO Project]

Data Platform Terms Of Submission

 Editing existing Participant Identification Number (PIN): 00001-0001

Event Name: **Admission**

Participant Identification Number (PIN): 00001-0001

I confirm that the data has been obtained and collected in compliance with all applicable laws, statutes, rules, regulations, standards, and legal, ethical and/or medical requirements. ☐ Yes ☐ No

* must provide value

I confirm that all approvals, consent and licenses necessary to submit the Raw Data to, and be used by, WHO have been obtained. ☐ Yes ☐ No

* must provide value [reset](#)

Form Status

Complete? ☐ Incomplete

[Save & Exit Form](#) [Save & Go To Next Form](#) [-- Cancel --](#)

1) Complete these two statements

2) Change the form status to "Complete"

3) Click here (*Save & Exit Form*) to save this form and return to the patient's Record Home Page

Completing the Terms of Submission (ToS) [ISARIC Project]

Note: The first time you add a patient to the database you will have to complete the Data Platform Terms of Submission.

You will only have to complete this form **ONCE** (i.e. for the first patient and not for any following patients).

The Data Platform Terms of Submission Page will disappear after you complete this form the first time.

Data Platform Terms Of Submission


Data Access Group: [No Assignment] ?

Editing existing Participant Identification Number (PIN): 001-0001

Event Name: Day 1

Participant Identification Number (PIN): 001-0001

Please click on the PDF document below to review the nCoV Data Platform Terms of Data Submission

Attachment:  [ISARIC Data Platform Terms of Data Submission 14FEB20.pdf](#) (0.3 MB)

There are two mechanisms for executing the Terms of Data Submission

☐ Via electronic signature on this nCoV data platform.

☐ Via manual or electronic signature on a paper copy of the Terms of Data Submission.

reset

Form Status

Complete?

Incomplete

Save & Exit Form

Save & Go To Next Record

-- Cancel --

1) Download and review the nCoV Data Platform Terms of Data Submission

2) Click the applicable mechanism you chose to execute the ToS

Completing the ISARIC ToS – Electronic Signature

Data Platform Terms Of Submission


Data Access Group: [No Assignment] ?

✎ Editing existing Participant Identification Number (PIN): 001-0001

Event Name: Day 1

Participant Identification Number (PIN): 001-0001

Please click on the PDF document below to review the nCoV Data Platform Terms of Data Submission

Attachment:  ISARIC Data Platform Terms of Data Submission 14FEB20.pdf (0.3 MB)

There are two mechanisms for executing the Terms of Data Submission

☒ Via electronic signature on this nCoV data platform.

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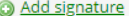
reset

These Terms of Data Submission dated the 14th of February 2020 apply to any data submitted by the Contributor to the nCoV DP. By clicking Accept, you confirm that you have read and agreed to the Terms of Data Submission, and that you are authorised to agree to the Terms of Data Submission for and on behalf of the organization on whose behalf you submit data to the nCoV DP.


☒ Accept ☐ Not accept

reset


* must provide value


Signature  

* must provide value



Name 

* must provide value

Email Address 
(this will be used for notices sent under the terms of this agreement)


Role/Organisation 

* must provide value

Date   Today D-M-Y

* must provide value

Form Status

Complete? 

Save & Exit Form

Save & Go To Next Record

-- Cancel --

1) Select "Via electronic signature on this nCoV data platform."

2) Select "Accept"

3) Complete all these data entry fields

4) Change the form status to "Complete"

5) Click here (*Save & Exit Form*) to save this form and return to the patient's Record Home Page

Completing the ISARIC ToS – Paper Copy

Data Platform Terms Of Submission


Data Access Group: [No Assignment] ?

Editing existing Participant Identification Number (PIN): 001-0001

Event Name: Day 1

Participant Identification Number (PIN): 001-0001

Please click on the PDF document below to review the nCoV Data Platform Terms of Data Submission

Attachment:  [ISARIC Data Platform Terms of Data Submission 14FEB20.pdf](#) (0.3 MB)

There are two mechanisms for executing the Terms of Data Submission

☐ Via electronic signature on this nCoV data platform

☒ Via manual or electronic signature on a paper copy of the Terms of Data Submission. [reset](#)

Upload signed pdf copy of the nCoV Data Platform Terms of Submission [Upload document](#)

Form Status

Complete? Incomplete ▼

[Save & Exit Form](#)

[Save & Go To Next Record ▼](#)

[-- Cancel --](#)

1) Select "Via manual or electronic signature on a paper copy of the Terms of Data Submission."

2) Click on "Upload document" to open a file box to select the ToS file from your computer and upload it

3) Change the form status to "Complete"

4) Click here (*Save & Exit Form*) to save this form and return to the patient's Record Home Page

Data Entry Schedule

Logged in as k.kennon | Log out

My Projects

REDCap Messenger

Project Home and Design

Project Home · Project Setup

Designer · Dictionary · Codebook

Project status: Development

Data Collection

Record Status Dashboard

View data collection status of all records

Add / Edit Records

Create new records or edit/view existing ones

Participant Identification Number (PIN): 00001-0001

Select other record

Applications

Alerts & Notifications

Calendar

Data Exports, Reports, and Stats

Data Import Tool

Data Comparison Tool

Logging

Field Comment Log

File Repository

User Rights and DAGs

Data Quality

REDCap Mobile App

Help & Information

Help & FAQ

Video Tutorials

Suggest a New Feature

Contact REDCap administrator

Record Home Page

The grid below displays the form-by-form entered for the currently selected record. The colored status icons to access the form. If you wish, you may modify the events below. [Define My Events](#) page.

Choose action for record

Participant Identification Number (PIN): 00001-0001 successfully added

Participant Identification Number (PIN): 00001-0001

Data Collection Instrument	Admission	Additional Days	Discharge/Death
Participant Identification Number Pin	<input checked="" type="radio"/>		
Data Platform Terms Of Submission	<input type="radio"/>		
Clinical Inclusion Criteria	<input type="radio"/>		
Demographics	<input type="radio"/>		
Date Of Onset And Admission Vital Signs	<input type="radio"/>		
Comorbidities	<input type="radio"/>		
Pre Admission And Chronic Medication	<input type="radio"/>		
Signs And Symptoms On Admission	<input type="radio"/>		
Medication	<input type="radio"/>		
Supportive Care	<input type="radio"/>		
Laboratory Results On Admission	<input type="radio"/>		
Daily Vital Signs		<input type="radio"/>	
Daily Clinical Features		<input type="radio"/>	
Daily Laboratory Results		<input type="radio"/>	
Daily Medication		<input type="radio"/>	
Daily Supportive Care		<input type="radio"/>	
Diagnostic Pathogen Testing			<input type="radio"/>
Complications			<input type="radio"/>
Overall Medication			<input type="radio"/>
Overall Supportive Care			<input type="radio"/>
Outcome			<input type="radio"/>
Delete all data on event:	<input checked="" type="checkbox"/>		

+ Add new

Module 1: To be completed on the first day of admission to the health centre

NOTE: Click here (+ Add new) to create a new column with forms for a new day

Module 2: To be completed on the first day of admission to ICU or high dependency unit. Also completed daily for as many days as resources allow (see note)

Module 3: To be completed at discharge or death

Data Entry Schedule – Additional Modules

Logged in as k.kennon | Log out

My Projects

REDCap Messenger

Project Home and Design

Project Home · Project Setup

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Data Collection

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Participant Identification Number (PIN): 00001-0001

Select other record

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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. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.

Choose action for record

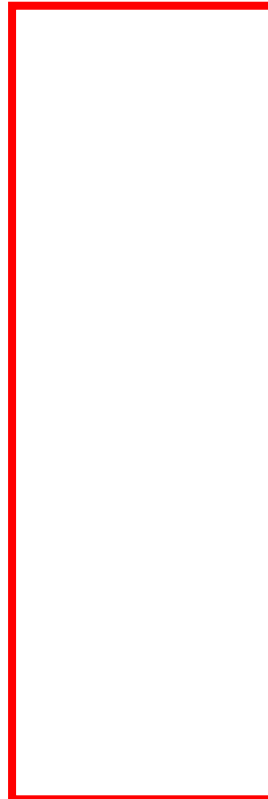
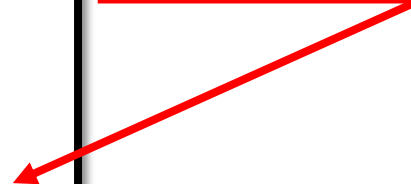
Participant Identification Number (PIN): 00001-0001 successfully added

Participant Identification Number (PIN): 00001-0001

+ Add new

Data Collection Instrument	Admission	Additional Days	Discharge/Death
Participant Identification Number Pin			
Data Platform Terms Of Submission			
Clinical Inclusion Criteria			
Demographics			
Date Of Onset And Admission Vital Signs			
Comorbidities			
Pre Admission And Chronic Medication			
Signs And Symptoms On Admission			
Medication			
Supportive Care			
Laboratory Results On Admission			
Daily Vital Signs			
Daily Clinical Features			
Daily Laboratory Results			
Daily Medication			
Daily Supportive Care			
Diagnostic Pathogen Testing			
Complications			
Overall Medication			
Overall Supportive Care			
Outcome			
Delete all data on event:			

NOTE: Additional modules will be added to this CRF. They will appear here in the database. They are not required and should only be completed if you collect data for these modules.



Data Entry – Entering Data

Comorbidities

Editing existing Participant Identification Number (PIN): 00001-0001

Event Name: Admission

Participant Identification Number (PIN): 00001-0001

CO-MORBIDITIES (existing prior to admission)

Chronic cardiac disease (not hypertension)
* must provide value

Hypertension
* must provide value

Chronic pulmonary disease
* must provide value

Asthma
* must provide value

Chronic kidney disease
* must provide value

Chronic liver disease
* must provide value

Chronic neurological disorder
* must provide value

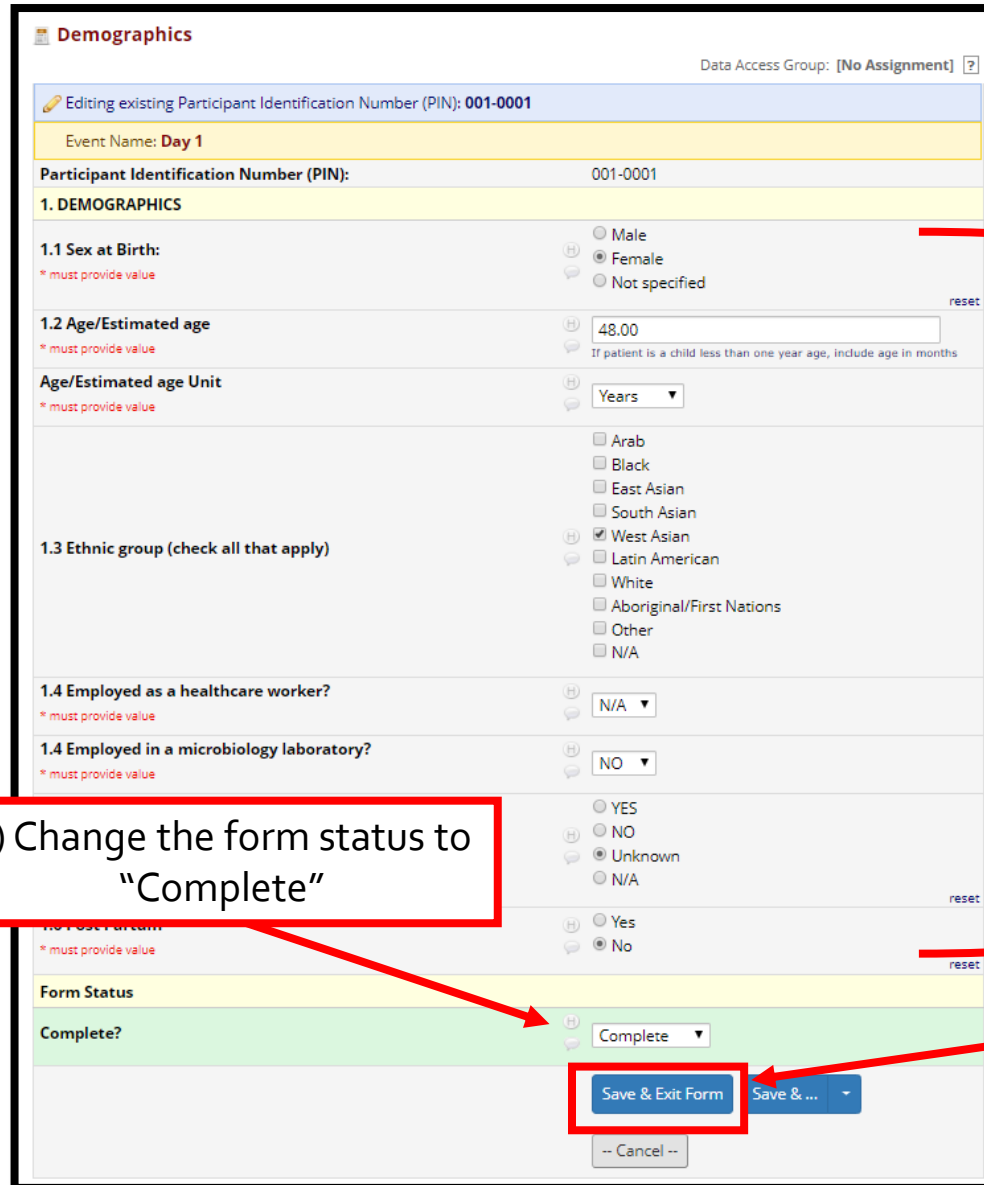
HIV
* must provide value

Note: The fastest way to enter data is to “tab” through the questions, rather than to click and select each answer.

- 1) Click on the drop-down box for the first question.
- 2) Type the first letter of the answer (e.g., “N” if the answer is “No”). This will select that option.
- 3) Then hit the Tab key to jump to the next question.
- 4) Repeat this process. In this way you can quickly tab through the questions by just typing the first letter of each answer.

Data Entry – Saving a Form

Note: There are other options to save (see next page for descriptions)



Demographics

Data Access Group: [No Assignment] ?

Editing existing Participant Identification Number (PIN): 001-0001

Event Name: Day 1

Participant Identification Number (PIN): 001-0001

1. DEMOGRAPHICS

1.1 Sex at Birth: * must provide value
☐ Male
☒ Female
☐ Not specified

1.2 Age/Estimated age: * must provide value
48.00
If patient is a child less than one year age, include age in months

Age/Estimated age Unit: * must provide value
Years

1.3 Ethnic group (check all that apply):
☐ Arab
☐ Black
☐ East Asian
☐ South Asian
☒ West Asian
☐ Latin American
☐ White
☐ Aboriginal/First Nations
☐ Other
☐ N/A

1.4 Employed as a healthcare worker?: * must provide value
N/A

1.4 Employed in a microbiology laboratory?: * must provide value
NO

Form Status

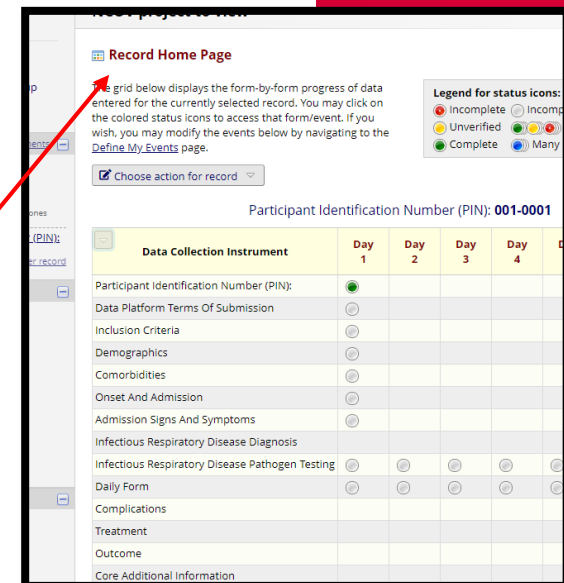
Complete? Complete

Save & Exit Form Save & ... Cancel

1) Complete all data entry fields:

2) Change the form status to "Complete"

3) Click here (Save & Exit Form) to save the form and exit back to the Record Home Page for this patient.



Record Home Page

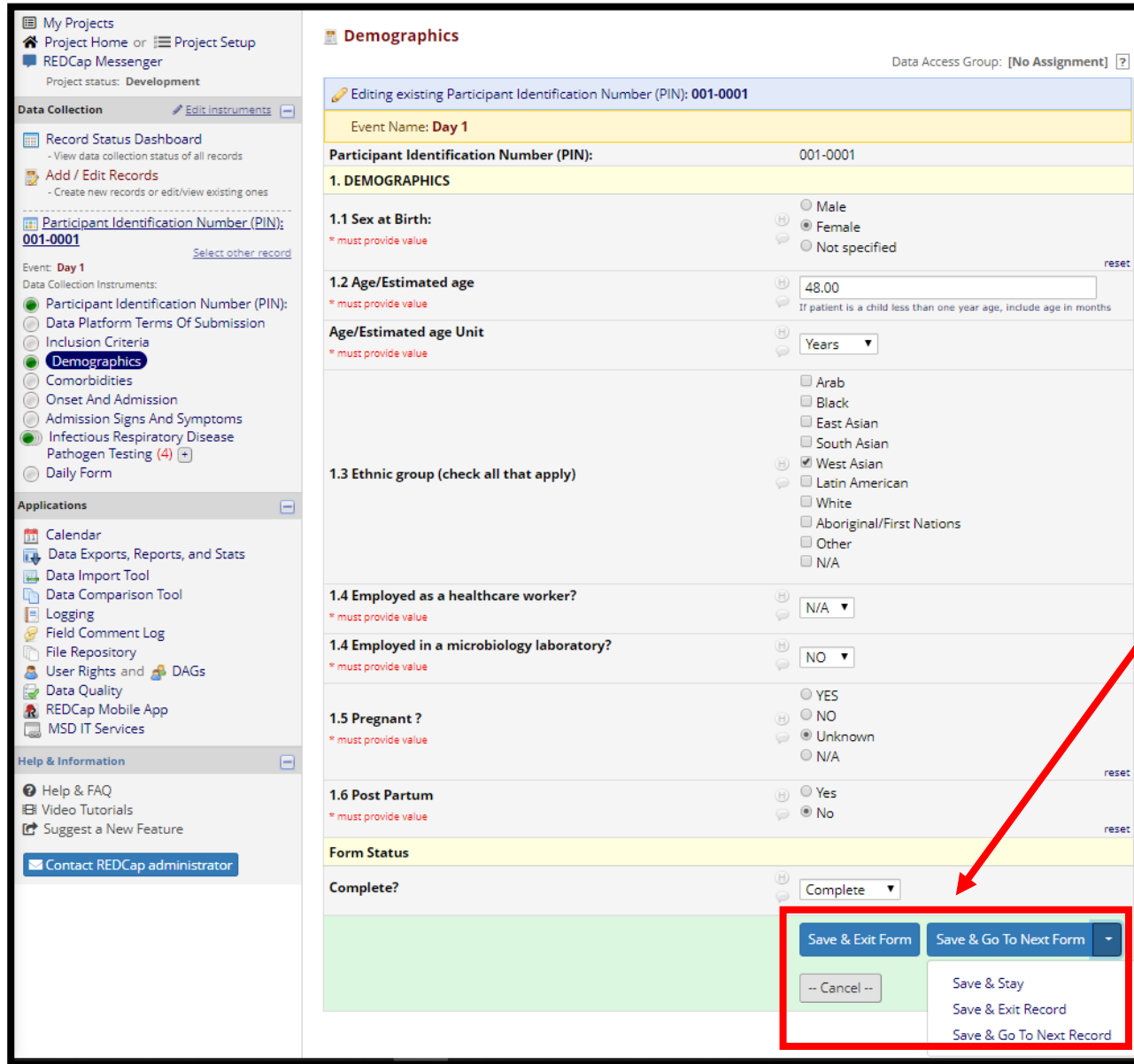
The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event. If you wish, you may modify the events below by navigating to the Define My Events page.

Choose action for record

Participant Identification Number (PIN): 001-0001

Data Collection Instrument	Day 1	Day 2	Day 3	Day 4
Participant Identification Number (PIN):				
Data Platform Terms Of Submission				
Inclusion Criteria				
Demographics				
Comorbidities				
Onset And Admission				
Admission Signs And Symptoms				
Infectious Respiratory Disease Diagnosis				
Infectious Respiratory Disease Pathogen Testing				
Daily Form				
Complications				
Treatment				
Outcome				
Core Additional Information				

Data Entry – Saving a Form



Demographics

Data Access Group: [No Assignment] ?

Editing existing Participant Identification Number (PIN): 001-0001

Event Name: Day 1

Participant Identification Number (PIN): 001-0001

1. DEMOGRAPHICS

1.1 Sex at Birth: * must provide value

☐ Male
☒ Female
☐ Not specified

1.2 Age/Estimated age: * must provide value

48.00
If patient is a child less than one year age, include age in months

Age/Estimated age Unit: * must provide value

Years

1.3 Ethnic group (check all that apply)

☐ Arab
☐ Black
☐ East Asian
☐ South Asian
☒ West Asian
☐ Latin American
☐ White
☐ Aboriginal/First Nations
☐ Other
☐ N/A

1.4 Employed as a healthcare worker? * must provide value

N/A

1.4 Employed in a microbiology laboratory? * must provide value

NO

1.5 Pregnant ? * must provide value

☐ YES
☒ NO
☐ Unknown
☐ N/A

1.6 Post Partum * must provide value

☐ Yes
☒ No

Form Status

Complete? Complete

Save & Exit Form Save & Go To Next Form

-- Cancel -- Save & Stay Save & Exit Record Save & Go To Next Record

There are different options for saving:

Save & Exit Form – click here to save your progress and go to the Record Home Page for this patient

Save & Go To Next Form – click here to save your progress and go to the next data entry form (*Comorbidities*) for this patient

Save & Stay – click here to save your progress and stay on this form

Save & Exit Record – click here to save your progress and return to the Add/Edit Records homepage

Save & Go To Next Record – click here to save your progress and go to the Record Home Page for the next patient (e.g., clicking this on the page for patient 001-0001 will take you to the Record Home Page for patient 001-0002) *If there is no other patient, this will return you to the current patient's Record Home Page

Data Entry – Required Questions

Most questions in the database are marked as *Required*. If you try to save a page without completing them this error message will appear:

If you missed the question and want to enter the answer, click here (*Okay*) to stay on this page and enter the data.

NOTE: Some fields are required!

Your data was successfully saved, but you did not provide a value for some fields that require a value. Please enter a value for the fields on this page that are listed below.

Provide a value for...

- 4b.8. Malignant neoplasm

Okay

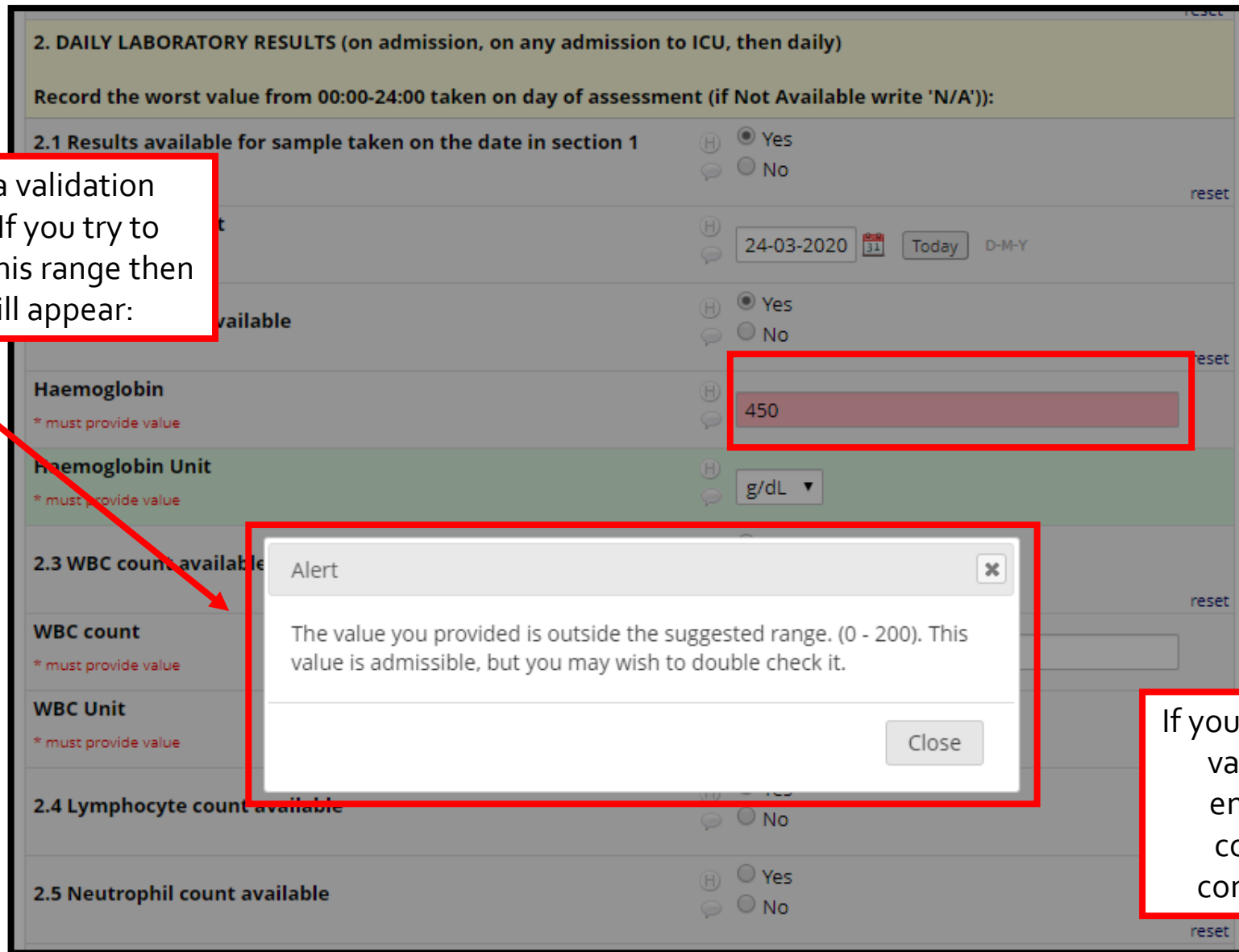
Ignore and leave record

Ignore and go to next form

If you meant to leave the question blank, click here (*Ignore and go to next form*) to continue data entry.

Data Entry – Results Out of Range

Some questions have a validation range for data quality. If you try to enter a value outside of this range then this error message will appear:



The screenshot shows a data entry form for '2. DAILY LABORATORY RESULTS'. It includes sections for '2.1 Results available for sample taken on the date in section 1', 'Haemoglobin', 'Haemoglobin Unit', '2.3 WBC count available', 'WBC count', 'WBC Unit', '2.4 Lymphocyte count available', and '2.5 Neutrophil count available'. A red box highlights the 'Haemoglobin' input field where the value '450' has been entered. Another red box highlights an 'Alert' dialog box that appears, stating: 'The value you provided is outside the suggested range. (0 - 200). This value is admissible, but you may wish to double check it.' A red arrow points from the text box on the left to the 'Alert' dialog box.

If you have entered the wrong value, change what you entered. If your value is correct, click *Close* and continue with data entry.

Data – Renaming a Record

You may sometimes need to rename a record

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. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.

Choose action for record

- Download PDF of record data for all instruments/events
- Download PDF of record data for all instruments/events (compact)
- Assign to Data Access Group
- Rename record**
- Delete record (all forms/events)

Legend for status icons:

- Incomplete
- Incomplete (no data saved)
- Unverified
- Complete
- Many statuses (all same)
- Many statuses (mixed)

IN): 001-0001

	Day 4	Day 5	Day 6	Day	Day	Day	Day	Day
Inclusion Criteria								
Demographics								
Comorbidities								
Onset And Admission								
Admission Signs And Symptoms								
Infectious Respiratory Disease Diagnosis								
Infectious Respiratory Disease Pathogen Testing								
Daily Form								
Complications								
Treatment								
Outcome								
Core Additional Information								
Delete all data on event:	x	x	x					

Rename record "001-0001"

Rename record "001-0001" to the following record name:

001-0001

Rename record Cancel

1) Click here (*Choose action for record*) to open a dropdown and then click here (*Rename record*).

2) Enter the new record name in this box.

3) Click here (*Rename record*) to change the record name.

Data – Deleting Data (Form Level)

You may sometimes need to delete data from a single form/instrument for a patient.

Inclusion Criteria Data Access Group: [No Assignment] ?

Editing existing Participant Identification Number (PIN): 001-0001

Event Name: Day 1

Participant Identification Number (PIN): 001-0001

Date of Enrolment 25-03-2020 Today D-M-Y
* must provide value

Site name Site
* must provide value

Country Other
* must provide value

Other country

INCLUSION CRITERIA

1. Suspected or proven acute main cause for admission: reset
* must provide value

Form Status

Complete?

DELETE ALL DATA ON THIS FORM FOR RECORD "001-0001"?

Are you sure you wish to PERMANENTLY delete this record's data on THIS INSTRUMENT ONLY for THIS EVENT ONLY?

This process is permanent and CANNOT BE REVERSED.

Delete data for THIS FORM only Cancel

Save & Exit Form

Save & Go To Next Record -- Cancel --

Delete data for THIS FORM only

NOTE: To delete the entire record (all forms/events), see the record action drop-down at top of the [Record Home Page](#). Also, to delete all the data from THIS EVENT only, see the bottom row of the status table on the [Record Home Page](#).

2) Click here (*Delete this event*) to PERMANENTLY delete ALL DATA on this form for this patient.

1) Click here (*Delete data for THIS FORM only*)

Data – Deleting Data (Event Level)

You may sometimes need to delete data from an entire event/day for a patient.



























1) Click here on the X for the relevant event/day:

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. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.

[Choose action for record](#)

Participant Identification Number (PIN): 001-0001

Data Collection Instrument	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11
Participant Identification Number (PIN):											
Data Platform Terms Of Submission											
Inclusion Criteria											
Demographics											
Comorbidities											
Onset And Admission											
Admission Signs And Symptoms											
Infectious Respiratory Disease Diagnosis											
Infectious Respiratory Disease Pathogen Testing	 +	 +	 +								
Daily Form											
Complications											
Treatment											
Outcome											
Core Additional Information											
Delete all data on event:											

DELETE ALL DATA ON THIS EVENT FOR RECORD "001-0001"?

Are you sure you wish to PERMANENTLY delete this record's data for ALL INSTRUMENTS on THIS EVENT ONLY?

[Delete this event](#) [Cancel](#)

2) Click here (*Delete this event*) to PERMANENTLY delete ALL DATA for ALL FORMS on this selected event/day for this patient.

Data – Deleting Data (Patient Level)

You may sometimes need to delete ALL data for a patient and remove them from the database.

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. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.

Choose action for record

Download PDF of record data for all instruments/events
Download PDF of record data for all instruments/events (compact)
Assign to Data Access Group
Rename record
Delete record (all forms/events)

Legend for status icons:

Incomplete

Incomplete (no data saved)

Unverified

Complete

Many statuses (all same)

Many statuses (mixed)

IN): 001-0001

	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11
Inclusion Criteria								
Demographics								
Comorbidities								
Onset And Admission								
Admission Signs And Symptoms								
Infectious Respiratory Disease Diagnosis								
Infectious Respiratory Disease Pathogen								
Daily Form								
Complications								
Treatment								
Outcome								
Core Additional Information								
Delete all data on event:								

1) Click here (*Choose action for record*) to open a dropdown and then click here (*Delete record (all forms/events)*).

DELETE RECORD "001-0001"?

Are you sure you wish to PERMANENTLY delete this record and its data? **This will delete ALL DATA for ALL EVENTS.**

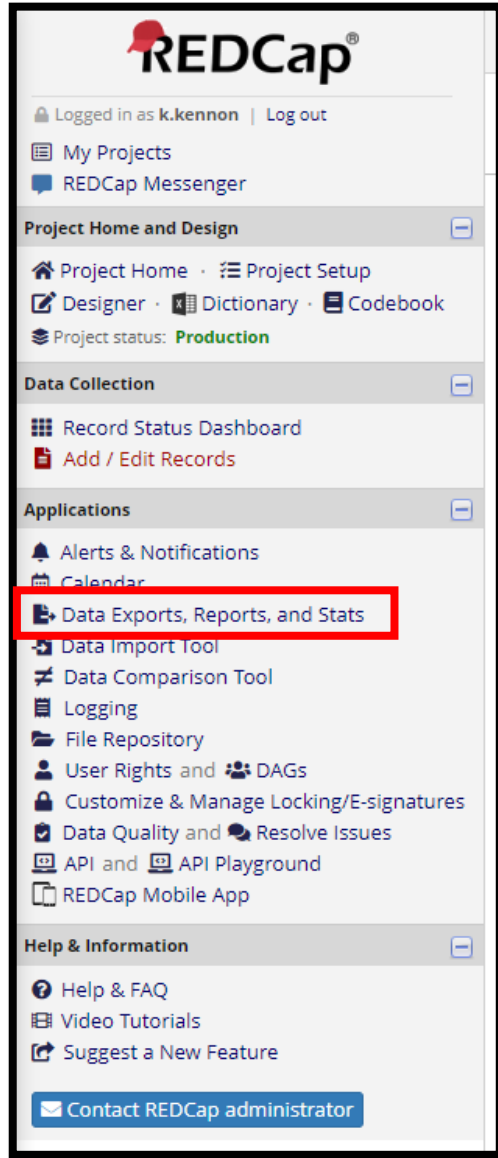
This process is permanent and CANNOT BE REVERSED.

DELETE RECORD

Cancel

2) Click here (*DELETE RECORD*) to PERMANENTLY delete ALL DATA and REMOVE this patient from the database.

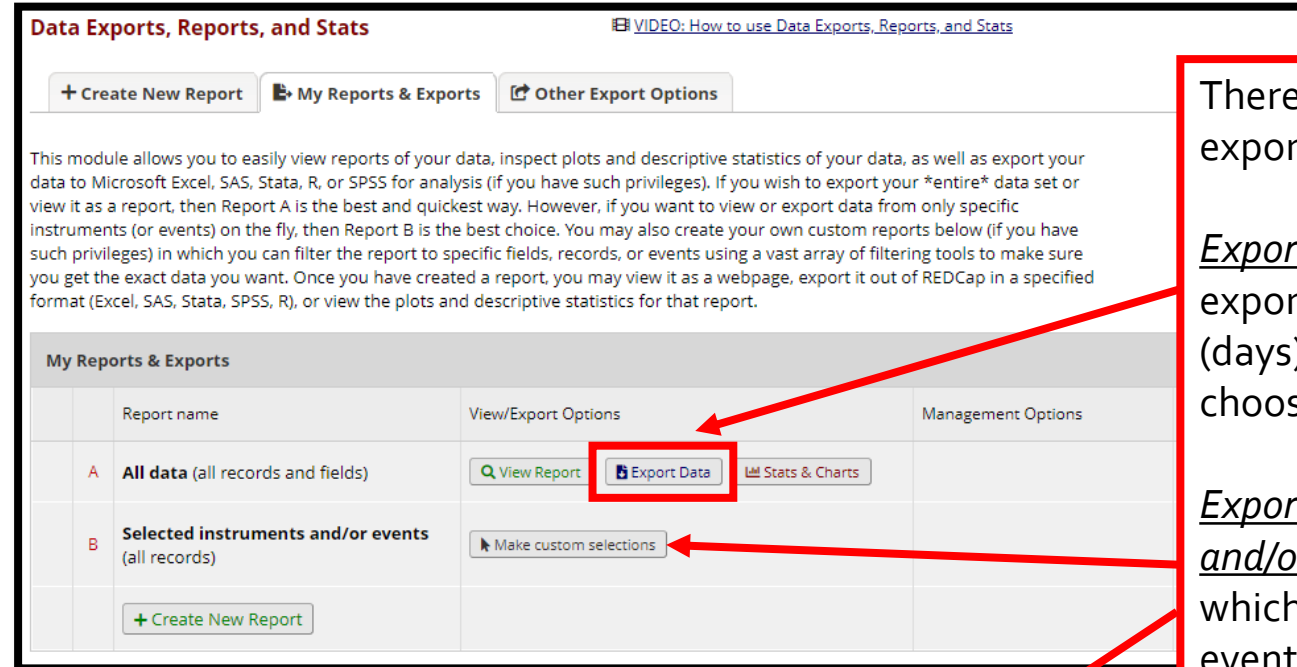
Data – Exporting Data



REDCap®

Logged in as k.kennon | Log out

- My Projects
- REDCap Messenger
- Project Home and Design
 - Project Home
 - Project Setup
 - Designer
 - Dictionary
 - Codebook
 - Project status: **Production**
- Data Collection
 - Record Status Dashboard
 - Add / Edit Records
- Applications
 - Alerts & Notifications
 - Calendar
 - Data Exports, Reports, and Stats**
 - Data Import Tool
 - Data Comparison Tool
 - Logging
 - File Repository
 - User Rights and DAGs
 - Customize & Manage Locking/E-signatures
 - Data Quality and Resolve Issues
 - API and API Playground
 - REDCap Mobile App
- Help & Information
 - Help & FAQ
 - Video Tutorials
 - Suggest a New Feature
 - Contact REDCap administrator



Data Exports, Reports, and Stats [VIDEO: How to use Data Exports, Reports, and Stats](#)

[+ Create New Report](#) [My Reports & Exports](#) [Other Export Options](#)

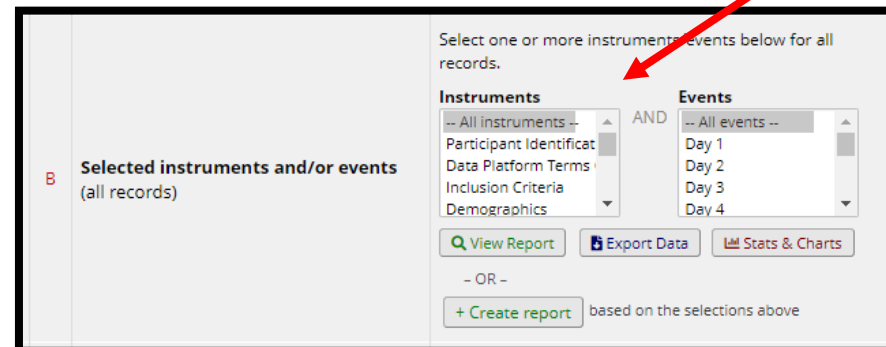
This module allows you to easily view reports of your data, inspect plots and descriptive statistics of your data, as well as export your data to Microsoft Excel, SAS, Stata, R, or SPSS for analysis (if you have such privileges). If you wish to export your **entire** data set or view it as a report, 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 Stats & Charts	
B	Selected instruments and/or events (all records)	Make custom selections	
+ Create New Report			

There are different options for exporting the data:

Export Data (All data) – click here to export **all** the variables for **all** events (days) for **all** patients in a format you choose (see next page)

Export Data (Selected instruments and/or events) – click here to choose which instruments (pages) and which events (days) you want to export for **all** patients in a format you choose (see next page)



B Selected instruments and/or events (all records)

Select one or more instruments/events below for all records.

Instruments

-- All Instruments --
Participant Identificat
Data Platform Terms
Inclusion Criteria
Demographics

AND

Events

-- All events --
Day 1
Day 2
Day 3
Day 4

[View Report](#) [Export Data](#) [Stats & Charts](#)

- OR -








[+ Create report](#) based on the selections above

Data – Data Export Formats

Exporting "All data (all records and fields)"

Select your export settings, which includes the export format (Excel/CSV, SAS, SPSS, R, Stata) and if you wish to perform de-identification on the data set.

Choose export format

- ☒  CSV / Microsoft Excel (raw data)
- ☐  CSV / Microsoft Excel (labels)
- ☐  SPSS Statistical Software
- ☐  SAS Statistical Software
- ☐  R Statistical Software
- ☐  Stata Statistical Software
- ☐  CDISC ODM (XML)

De-identification

The options amount of s exporting o apply.

Known Ident

- ☐ Remove al Dictionary)
- ☐ Hash the R unrecognized

Free-form tex

- ☐ Remove un than dates,
- ☐ Remove N

Date and dat

- ☐ Remove al
- OR —
- ☐ Shift all da (shifted am record) [W](#)

[Deselect all options](#)

1) Choose which format into which you'd like the data to be exported.

Note:
*File type **CSV/ Microsoft Excel (raw data)** will have the numeric codes for fields with controlled terminology (e.g., for a field with "Yes = 1, No = 0", exported data would be "1" and "0" format)*

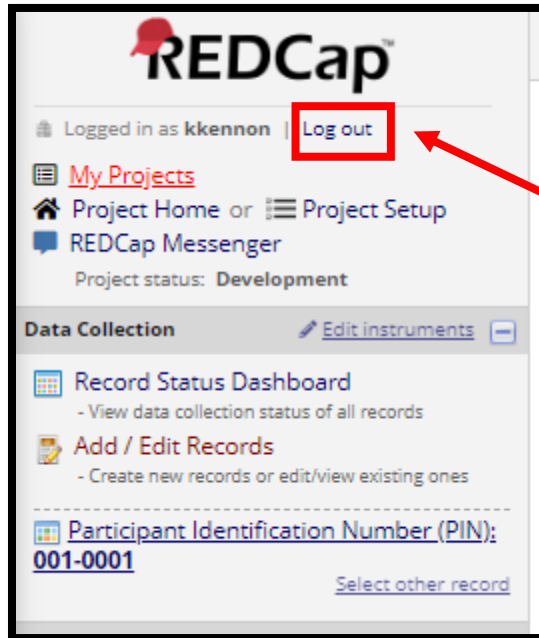
*File type **CSV/ Microsoft Excel (labels)** will have the text value for fields with controlled terminology (e.g., for a field with "Yes = 1, No = 0", exported data would be "Yes" and "No" format)*

2) Click here (*Export Data*) to download the data to your computer.

Export Data

Cancel

Data Security – Logging Out When Complete



Always log out using by clicking here (*Log out*) after completing your tasks.

Note: *Your session will time out after 60 minutes of inactivity, requiring you to log in again to continue with tasks.*

Additional Resources

- Where can I get REDCap training?
 - REDCap offers detailed video training online
 - Videos are available at:
<https://projectredcap.org/resources/videos/>



- What if I need further information or support?
 - Please direct all REDCap questions to ncov@isaric.org
 - Please direct all Protocol and Study related questions to ncov@isaric.org





Partners supporting research preparedness and response

