



REDCap main user guide for Non-Quality of life sites

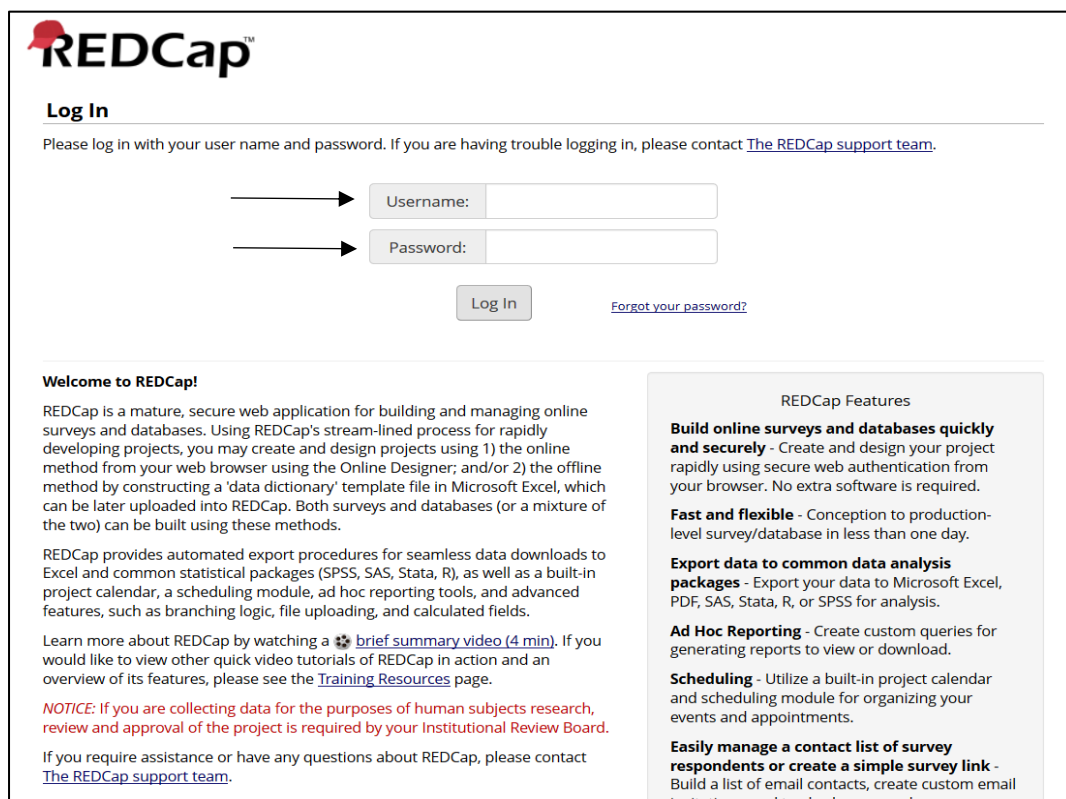
Uploading data onto REDCap

Research Electronic Database Capture (REDCap) is a secure web application allowing secure online data collection.

Accessing the website

1. Go to <http://redcap.slms.ucl.ac.uk/>

Enter your log-in details. These have already been emailed to you.



The screenshot shows the REDCap login interface. At the top left is the REDCap logo. Below it is a 'Log In' section with a heading and a paragraph: 'Please log in with your user name and password. If you are having trouble logging in, please contact [The REDCap support team](#).' There are two input fields: 'Username:' and 'Password:', each with an arrow pointing to it from the left. Below these fields is a 'Log In' button and a link for 'Forgot your password?'. Below the login section is a 'Welcome to REDCap!' section with a paragraph describing the application, a paragraph about export procedures, and a paragraph about video tutorials. To the right of the welcome section is a 'REDCap Features' section with a list of features: 'Build online surveys and databases quickly and securely', 'Fast and flexible', 'Export data to common data analysis packages', 'Ad Hoc Reporting', 'Scheduling', and 'Easily manage a contact list of survey respondents or create a simple survey link'.

REDCap

Log In

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

Username:

Password:

[Forgot your password?](#)

Welcome to REDCap!

REDCap is a mature, secure web application for building and managing online surveys and databases. Using REDCap's stream-lined process for rapidly developing projects, you may create and design projects using 1) the online method from your web browser using the Online Designer; and/or 2) the offline method by constructing a 'data dictionary' template file in Microsoft Excel, which can be later uploaded into REDCap. Both surveys and databases (or a mixture of the two) can be built using these methods.

REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.

Learn more about REDCap by watching a [brief summary video \(4 min\)](#). If you would like to view other quick video tutorials of REDCap in action and an overview of its features, please see the [Training Resources](#) page.

NOTICE: 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 [The REDCap support team](#).

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.

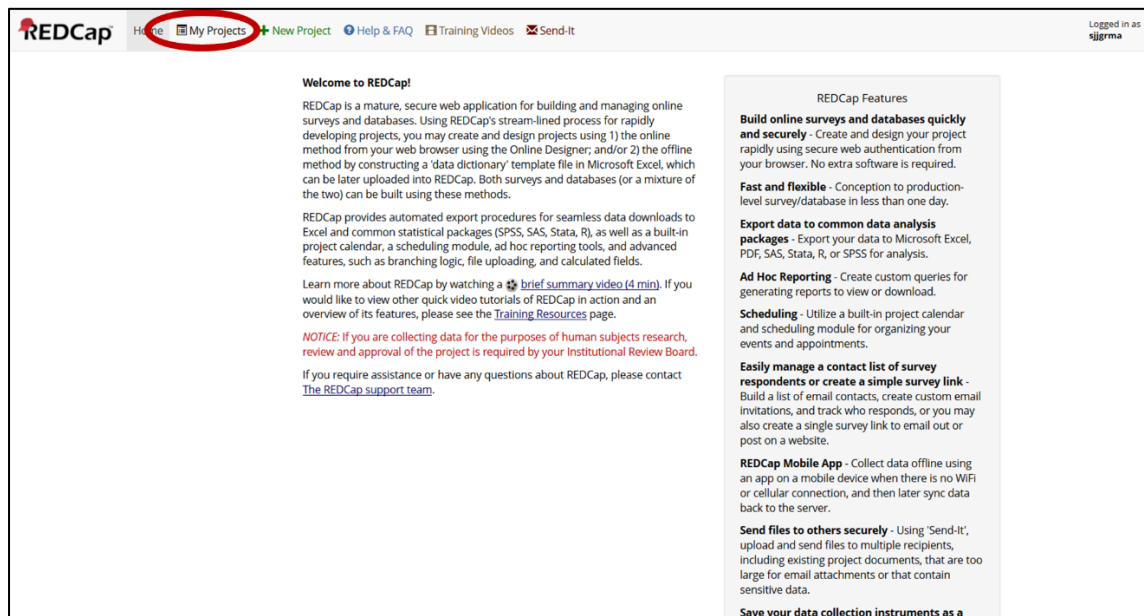
Ad Hoc Reporting - Create custom queries for generating reports to view or download.

Scheduling - Utilize a built-in project calendar and scheduling module for organizing your events and appointments.

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, so you may

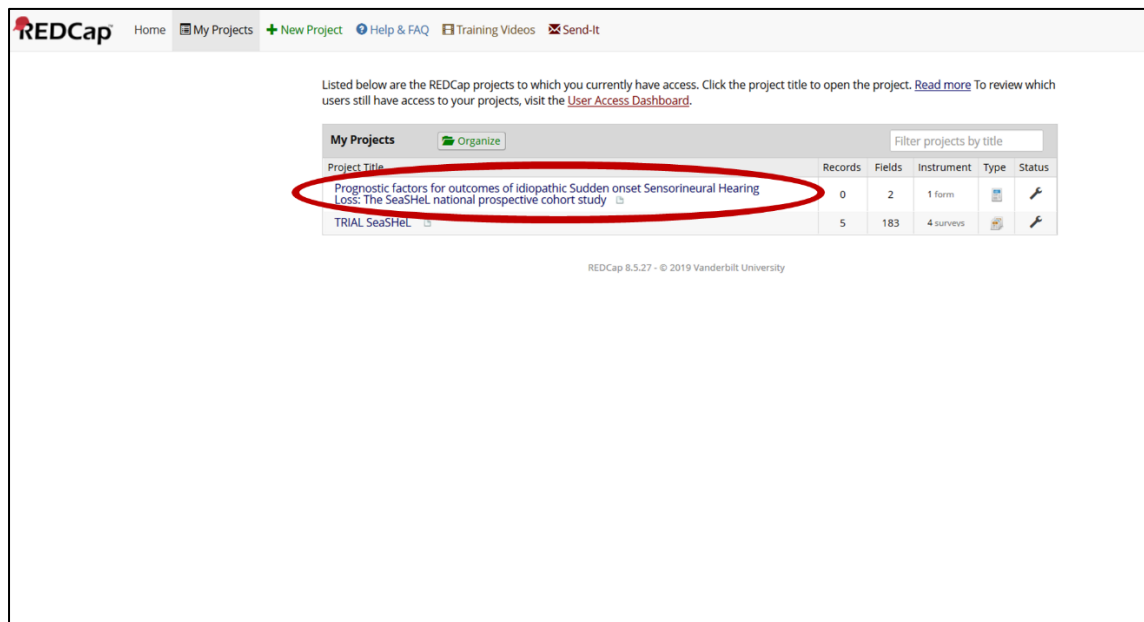
If you have difficulty logging in, please contact seashelstudy@gmail.com

2. Select the 'My Projects' tab.



The screenshot shows the REDCap home page. The navigation bar at the top includes 'Home', 'My Projects' (highlighted with a red circle), 'New Project', 'Help & FAQ', 'Training Videos', and 'Send-It'. The user is logged in as 'sjigma'. The main content area is divided into two columns. The left column contains a 'Welcome to REDCap!' message, a brief description of the application, and links to a 'brief summary video' and 'Training Resources'. The right column lists 'REDCap Features' such as 'Build online surveys and databases quickly and securely', 'Fast and flexible', 'Export data to common data analysis packages', 'Ad Hoc Reporting', 'Scheduling', 'Easily manage a contact list of survey respondents or create a simple survey link', 'REDCap Mobile App', 'Send files to others securely', and 'Save your data collection instruments as a'.

3. Select the appropriate project ('Prognostic factors for outcomes of idiopathic Sudden onset Sensorineural Hearing Loss: The SeaSheL national prospective cohort study')



The screenshot shows the 'My Projects' page in REDCap. The navigation bar is the same as in the previous screenshot. Below the navigation bar, there is a message: '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 message is a table titled 'My Projects' with a 'Filter projects by title' search bar. The table has columns: 'Project Title', 'Records', 'Fields', 'Instrument', 'Type', and 'Status'. Two projects are listed: 'Prognostic factors for outcomes of idiopathic Sudden onset Sensorineural Hearing Loss: The SeaSheL national prospective cohort study' (highlighted with a red circle) and 'TRIAL SeaSheL'. The first project has 0 records, 2 fields, 1 form instrument, and is of type 'Form'. The second project has 5 records, 183 fields, 4 surveys instruments, and is of type 'Survey'.

Project Title	Records	Fields	Instrument	Type	Status
Prognostic factors for outcomes of idiopathic Sudden onset Sensorineural Hearing Loss: The SeaSheL national prospective cohort study	0	2	1 form	Form	
TRIAL SeaSheL	5	183	4 surveys	Survey	

4. Click on the Project Home Tab. This will take you to the homepage for the SeaSheL project which should look like this:

REDcap
 Logged in as **sjjgma** | Log out

My Projects
 Project Home
 Project Setup
 Project status: Development

Data Collection [Edit instruments](#)
 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
 Data Import Tool
 Data Comparison Tool
 Logging
 Field Comment Log
 File Repository
 DAGs
 Data Quality

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

Prognostic factors for outcomes of idiopathic Sudden onset Sensorineural Hearing Loss: The SeaSheL national prospective cohort study

Project Home | Project Setup | Other Functionality | Project Revision History

Quick Tasks

- Codebook**: The Codebook is a human-readable, read-only version of the project's Data Dictionary and serves as a quick reference for viewing field attributes.
- Export data**: Export your data from REDCap to open or view in Excel or various stats packages.
- Create a report**: Build custom reports for quick views of your data, and export reports to Excel/CSV.
- Check data quality**: Build or execute data quality rules to find discrepancies and errors in your project data.
- Online Designer and Data Dictionary Upload**: Create new fields/questions on your data collection instruments or modify existing ones using the Online Designer or by uploading a Data Dictionary. Quick link: [Download the current Data Dictionary](#)
- Copy this project**: Create an exact duplicate of this project, which copies over all data collection instruments, any surveys that exist, as well as the option to copy all users and reports to the new project.
- Data Access Groups**: Create groups of users to limit user access to certain records/responses, in which only users within a given Data Access Group can access records created by users within that group.

Project Dashboard

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 (2)

User	Expires
sjjgma	never
sjjgma (Rishi Mandavia)	never

Project Statistics

Records in project	0
Most recent activity	07/03/2019 12:49pm
Space usage for docs	0.00 MB

Upcoming Calendar Events (next 7 days)

Time	Date	Description
No upcoming events		

Entering a new record

1. On the left hand of your homepage look click 'Add/Edit Records'

REDcap
 Logged in as **sjjgma** | Log out

My Projects
 Project Home
 Project Setup
 Project status: Development

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Prognostic factors for outcomes of idiopathic Sudden onset Sensorineural Hearing Loss: The SeaSheL national prospective cohort study

Project Home | Project Setup | Other Functionality | Project Revision History

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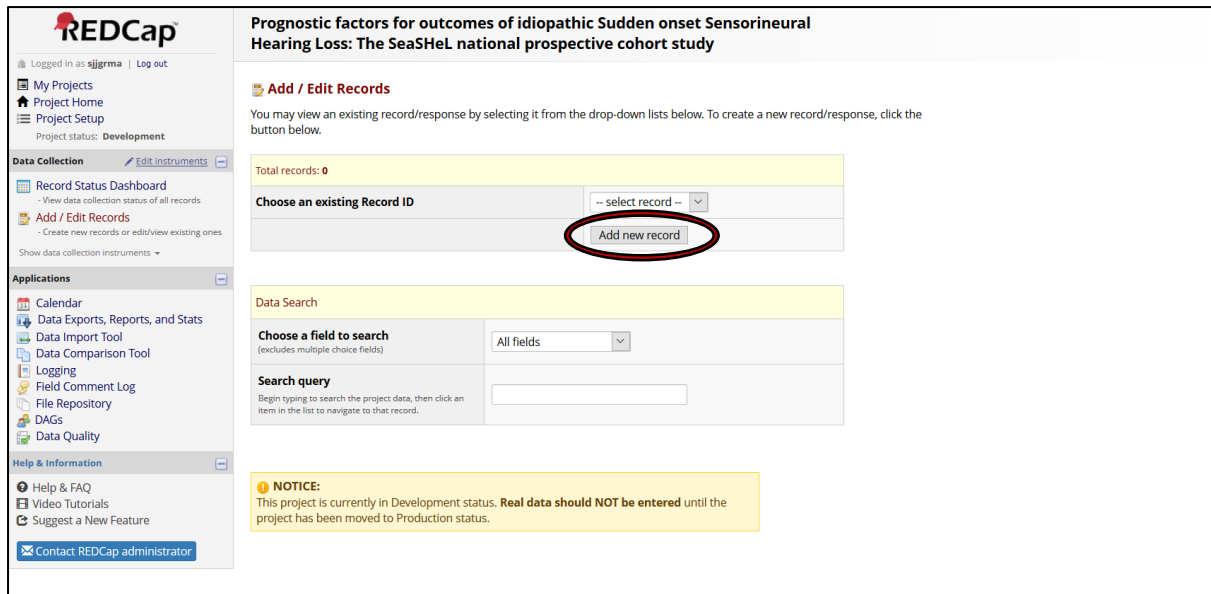
Project Statistics

Records in project	0
Most recent activity	07/03/2019 12:49pm
Space usage for docs	0.00 MB

Upcoming Calendar Events (next 7 days)

Time	Date	Description
No upcoming events		

2. Select 'Add new record'



Prognostic factors for outcomes of idiopathic Sudden onset Sensorineural Hearing Loss: The SeaSHeL national prospective cohort study

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: 0

Choose an existing Record ID:

Add new record

Data Search

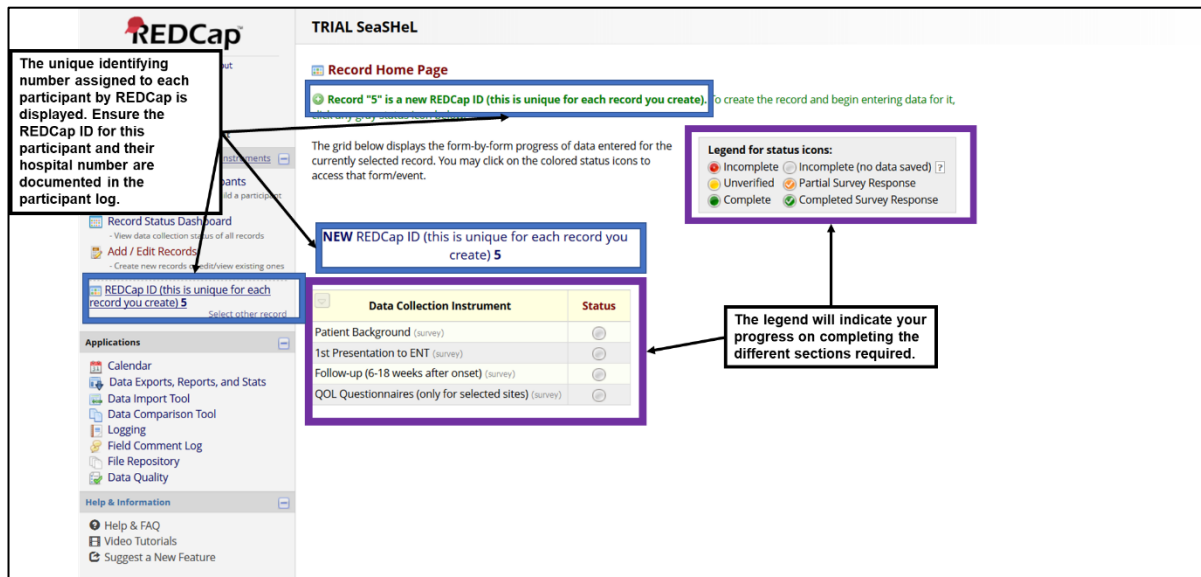
Choose a field to search (excludes multiple choice fields):

Search query

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

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

3. This is what your screen should look like:



REDCap

TRIAL SeaSHeL

Record Home Page

Record "5" is a new REDCap ID (this is unique for each record you create). To create the record and begin entering data for it, click the "Add new record" button.

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.

NEW REDCap ID (this is unique for each record you create) 5

REDCap ID (this is unique for each record you create) 5

Legend for status icons:

- Incomplete (no data saved)
- Unverified
- Complete
- Partial Survey Response
- Completed Survey Response

Data Collection Instrument

Data Collection Instrument	Status
Patient Background (survey)	Incomplete
1st Presentation to ENT (survey)	Incomplete
Follow-up (6-18 weeks after onset) (survey)	Incomplete
QOL Questionnaires (only for selected sites) (survey)	Incomplete

The legend will indicate your progress on completing the different sections required.

4. Take note of the patient's REDCap Record ID and record this onto the document 'Participant Recruitment Log' (Document #4) along with the patient's hospital number. This will be the patient's REDCap ID for the duration of the study, and is therefore crucial for entering follow-up data for the patient.

5. Click the grey button next to “General Information”

REDCap

Logged in as t.chu1@newcastle.ac.uk
Log out

My Projects
Project Home
Project Setup
Project status: Development

Data Collection / Edit Instruments

Record Status Dashboard
View data collection status of all records
Add / Edit Records
Create new records or edit/view existing ones

Record ID 1 Select other record

Applications

- Calendar
- Data Exports, Reports, and Stats
- Data Import Tool
- Data Comparison Tool
- Logging
- Field Comment Log
- File Repository
- DAGs
- Data Quality

Help & Information

- Help & FAQ
- Video Tutorials
- Suggest a New Feature

Contact REDCap administrator

Prognostic factors for outcomes of idiopathic Sudden onset Sensorineural Hearing Loss: The SeaSheL national prospective cohort study

Record Home Page

Record "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 1

Data Collection Instrument	Status
General Information	
Patient's First Presentation To ENT	
Follow-up (6-16 weeks after onset)	
QoL Questionnaires (only For selected sites)	

The REDCap Consortium | Citing REDCap

REDCap 8.5.27 - © 2019 Vanderbilt University

6. A data entry form will appear

REDCap

Logged in as yaami.p@gmail.com
Log out

My Projects
Project Home
Project Setup
Project status: Development

Data Collection / Edit Instruments

Record Status Dashboard
View data collection status of all records
Add / Edit Records
Create new records or edit/view existing ones

Record ID 1 Select other record

Applications

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Help & Information

- Help & FAQ

Prognostic factors for outcomes of idiopathic Sudden onset Sensorineural Hearing Loss: The SeaSheL national prospective cohort study

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

General Information

Editing existing Record ID 1

Record ID 1

REDCap ID (this is unique for each record you create)

Name of participant

Region of hospital

Patient Demographics

Date of birth

Save & Exit Form
Save & ...
Cancel

You may opt to watch a video to help familiarise yourself with the website.

Ensure the REDCap ID for this participant is documented on the Participant log (alongside their hospital number).

You can navigate through sections of the form.

7. Enter the data as prompted. Please complete all fields. The fields correspond to the questions on the paper form for data collection.

8. At the end of the form there will be option to select the form status. **Select 'Complete'**.

Smoking status
* must provide value

☐ Smoker
☐ Ex-smoker
☒ Never smoked

Alcohol consumption
* must provide value

☐ None
☒ Moderate (< 21 units/week for men, < 14 units/week for women)
☐ Hazardous (21-50 units/week for men, 14-35 units/week for women)
☐ Harmful (>50 units/week for men, >35 units/week for women)

Name of data collector who completed this section
* must provide value

Test

Form Status

Complete?

Incomplete
Unverified
Complete

Save & Exit Form Save & Go To Next Form -- Cancel --

9. Click **"Save & Go to Next form"**

These are your navigation options.
You must save the form.
Click 'Save & Go To Next Form'

'Save & Stay' - saves the data you have entered, keeps you on the same page of this participant

'Save & Go To Next Form' - saves the data and takes you to the next section for this participant (e.g. First presentation)

'Save & Go To Next Record' - saves the data and takes you to a *different* participant's record

'Save & Exit Form' - saves the data and takes you to the Record Homepage

Form Status

Complete?

Save & Exit Form Save & Exit Record -- Cancel --

Save & Stay
Save & Go To Next Form
Save & Go To Next Record

10. Enter data into the page 'Patients first presentation to ENT'. The fields correspond to the questions on the paper form for data collection.

11. At the end of this page there will be option to select the form status. **Select 'Complete'**.

12. Click the down arrow and select on “**Save & Exit form**”

Laboratory tests performed? ☐ Yes ☐ No
* must provide value

Treatments provided for SSNHL since first visit to ENT

Were any other treatments provided for this patient's SSNHL since their first visit to ENT? ☐ Yes ☐ No
* must provide value

Outcomes of this presentation episode

Was a cause for the SSNHL identified on this occasion? ☐ Yes ☐ No
* must provide value

Was a Follow-up appointment booked? ☐ Yes ☐ No ☐ Not Applicable
* must provide value

Name of data collector who completed this section

Form Status

Complete? Incomplete

Save & Exit Form

13. If you try to save the form but have **missed fields**, your screen will look like this:

Take note of the fields missing data entries.
Click 'Okay' and enter data for the missing values.
If you select the 'Ignore' options, the data you have entered will be saved but you will not be prompted to enter the missing values again.

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...

- Name of Hospital
- Region of hospital
- Date of birth
- Gender
- Ethnicity
- Educational level
- Occupation
- Co-morbidities

Okay Ignore and leave record Ignore and go to next form

Accessing a pre-existing record to enter follow-up data (6-16 weeks after onset)

1. Find the REDCap ID associated with the participant you wish to enter data for by referring to your 'Participant Recruitment Log'.
2. Log into REDCap.
3. Select the '**My Projects**' tab.

4. Select the project 'Prognostic factors for outcomes of idiopathic Sudden onset Sensorineural Hearing Loss: The SeaSHeL national prospective cohort study')
5. Go to 'Add/Edit Records' and select the participant's REDCap ID number from the drop-down menu.

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

Choose an existing Record ID

☒ -- select record --
☐ 1
☒ 2

6. Click the grey button next to 'Follow-up 6-16 weeks after onset'.

Data Collection Instrument	Status
General Information	<input checked="" type="radio"/>
Patient's First Presentation To ENT	<input checked="" type="radio"/>
Follow-up (6-16 weeks after onset)	<input type="radio"/>
QoL Questionnaires (only For selected sites) - First Presentation	<input type="radio"/>
QoL Questionnaires (only For selected sites) - Follow-up	<input type="radio"/>

7. Enter data into the page 'Follow-up 6-16 weeks after onset'. The fields correspond to the questions on the paper form for data collection.
8. At the end of this page there will be option to select the form status. **Select 'Complete'**.
9. Select **'Save & Go To Next Form'**

reset

Name of data collector who completed this section

Form Status

Complete?

Save & Exit Form Save & Go To Next Form

-- Cancel --

Delete data for THIS Form

NOTE: To delete the entire record (all forms/events), see the record action drop-down at top of the [Record Home Page](#).

10. You will now be taken to the QoL Questionnaire. You do not need to enter any data on this form. Just select “No” for the question “Were Quality of Life (QoL) questionnaires used for this patient and enter your name in the box ‘Name of data collector’

11. Select ‘Complete’ and then ‘Save & Go To Next Form’

12. Repeat the same step for the page ‘QOL questionnaires - Follow-up’

13. Select ‘Save & Exit Form’

Monitoring data entry

You may oversee all the records you have entered for your participants and whether or not sections are complete by accessing your ‘Record Status Dashboard’:

REDCap

Logged in as [sijgrma](#) | Log out

My Projects
Project Home
Project Setup
Project status: Development

Data Collection [Edit Instruments](#)

Manage Survey Participants
- Get a public survey link or build a participant

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

Prognostic factors for outcomes of idiopathic Sudden onset Sensorineural Hearing Loss: The SeaSHeL national prospective cohort study

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.

Dashboard displayed: [\[Default dashboard\]](#) [Custom dashboard](#)

Displaying record [Page 1 of 1: "1" through "5"](#) of 5 records [Records per page](#)

Displaying: [Instrument status only](#) | [Lock status only](#) | [All status types](#)

REDCap ID (this is unique for each record you create)	Patient Background	1st Presentation to ENT	Follow-up (6-18 weeks after onset)	QOL Questionnaires (only for selected sites)
1				
2				
3				
4				
5				

Legend for status icons:

- Incomplete
- Incomplete (no data saved)
- Unverified
- Partial Survey Response
- Complete
- Completed Survey Response

You may monitor your data completion.

Please note: ‘QOL Questionnaires’ will show up as ‘Complete’ (green) or ‘Unverified’ (yellow) depending on what you click for ‘Form status’.

We recommend selecting ‘Unverified’ until you have entered both the initial visit and follow-up visit questionnaires. Once you have entered both you may change it to ‘Complete’. This will facilitate keeping track of which participants are complete.