

**COVID-19**  
**Critical Care**  
**Consortium**  
Incorporating **ECMO**CARD

# REDCap Data Entry Guide

Version 2.3, 22 July 2020

## CONTACTS:

Data queries: Research Coordination Team

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Database queries: [ncov@isaric.org](mailto:ncov@isaric.org)

# Access to ECMOCARD Project

- Access to the ECMOCARD REDCap Project is controlled via individual user accounts that are created once ethics and regulatory approvals have been received. Please contact [ECMOCARD@health.qld.gov.au](mailto:ECMOCARD@health.qld.gov.au) who will organise access
- **If you already have access to the ISARIC\_nCoV database, your ECMOCARD access will take the place of this. Only use the CoV\_EOT database from now on**
- 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](mailto:ncov@isaric.org) to obtain a new temporary password*).
  - Site code

# Logging in to REDCap

1) Open your browser (*Google Chrome is recommended*) and enter the following URL:  
<https://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.

data downloads to well as a built-in and advanced fields.

eo (4 min). If you on and an e.

When 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. The browser address bar displays 'ncov.medsci.ox.ac.uk/index.php?action=myprojects'. The navigation menu includes 'Home', 'My Projects', '+ New Project', 'Help & FAQ', 'Training Videos', 'Send-It', and 'Messenger'. Below the menu, 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](#).' A table titled 'My Projects' is displayed, featuring an 'Organize' button and a search filter 'Filter projects by title'. The table has columns for 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. Annotations include a red box around the 'My Projects' menu item with an arrow pointing to it, and another red box around the 'CoV\_EOT' project title with an arrow pointing to it.

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

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		✓

2) Click here (*CoV\_EOT*) to access the project

# Adding a New Participant Record – Step 1

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

REDCap®

Logged in as | 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

## CoV\_EOT

### 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:

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 7-digit Participant Identification Number (PIN) here and then press "Enter".

# The Participant Identification Number (PIN)

REDCap®

Logged in as | 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

CoV\_EOT

**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:

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

Enter a new or existing Participant Identification Number (PIN): 001

The first three digits are the code allocated for your site

REDCap®

Logged in as | 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

CoV\_EOT

**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:

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

Enter a new or existing Participant Identification Number (PIN): 001-0001

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 | 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

Participant Identification Number (PIN): 001-0001

Select other record

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

## CoV\_EOT

**Record Home Page**

**Record "001-0001" 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): 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	Day 12	Day 13	Day 14	Additional days	Discharge/Outcome
Participant Identification Number Pin	⦿															
Data Platform Terms Of Submission	⦿															
Inclusion Criteria	⦿															
Demographics	⦿															
Onset And Admission	⦿															
Admission Signs And Symptoms	⦿															
pre_admission_medication	⦿															
Comorbidities	⦿															
Daily Form	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿
Treatment																⦿
Complications																⦿
Infectious Respiratory Disease Diagnosis																⦿
Infectious Respiratory Disease Pathogen Testing	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿
medication																⦿
Outcome																⦿
core_additional_information																⦿
EOT ICU Admis	⦿															
EOT Start Mech Vent	⦿															
EOT Start ECMO	⦿															
EOT Final																⦿
EOT Daily	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿	⦿

**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®

Logged in 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

Participant Identification Number (PIN):  
001-0001  
[Select other record](#)

Event: Day 1

Data Collection Instruments:

- Participant Identification Number Pin
- Data Platform Terms Of Submission
- Inclusion Criteria
- Demographics
- Comorbidities
- Onset And Admission
- Admission Signs And Symptoms
- Infectious Respiratory Disease Pathogen Testing
- Daily Form
- EOT ICU Admis
- EOT Start Mech Vent
- EOT Start ECMO

CoV\_EOT

Actions: [Download PDF of instrument\(s\)](#) [Share instrument in the Library](#) [VIDEO: Basic data entry](#)

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

Assign record to a Data Access Group? -- select a group --

Adding new Participant Identification Number (PIN): 001-0001

Event Name: Day 1

Participant Identification Number (PIN): 001-0001

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"

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

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



# Completing the Terms of Submission (ToS)

**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.pdf](#) (0.3 MB)

I confirm I have read and agree to the nCoV Data Platform Data Sharing Agreement Terms of Data Submission.

I am authorised to agree to the terms of submission on behalf of the organisation on whose behalf I submit data to the NCOVDP.  Accept  Not accept

\* must provide value

**Form Status**

Complete?  Incomplete

-- Cancel --

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



# Data Entry Schedule Basic CRF

- Hospital admission
- Basic CRF – ICU Admission

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	Day 12	Day 13	Day 14	Additional days	Discharge/Outcome
Participant Identification Number Pin	<input type="radio"/>															
Data Platform Terms Of Submission	<input type="radio"/>															
Inclusion Criteria	<input type="radio"/>															
Demographics	<input type="radio"/>															
Onset And Admission	<input type="radio"/>															
Admission Signs And Symptoms	<input type="radio"/>															
pre_admission_medication	<input type="radio"/>															
Comorbidities	<input type="radio"/>															
Daily Form	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treatment	<input type="radio"/>															
Complications	<input type="radio"/>															
Infectious Respiratory Disease Diagnosis	<input type="radio"/>															
Infectious Respiratory Disease Pathogen Testing	<input type="radio"/>															
medication	<input type="radio"/>															
Outcome	<input type="radio"/>															
core_additional_i	<input type="checkbox"/>															
EOT ICU Admis	<input type="checkbox"/>															
EOT Start Mech V	<input type="checkbox"/>															
EOT Start ECMO	<input type="checkbox"/>															
EOT Final	<input type="checkbox"/>															
EOT Daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

● Data from when the patient is admitted

● To be completed on discharge or final outcome

● Complete a Daily form for key events 1-7

2a Start Mech Vent

3 ICU Day 5 Mech Vent

4a Start ECMO

5 Stop ECMO

6 Stop Mech Vent

7 Outcome

1 Admission to ICU

2b Start Mech Vent

4b Start ECMO

The basic CRF negates daily completion of the daily EOT form, you will complete the form for the events highlighted above in blue. Across a 40 day ICU admission you will complete 5 Daily and 5 EOT Daily forms rather than 40.

# Accessing Basic CRF (New Admission)

**REDCap** CoV\_EOT

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.

Legend for status icons:  
● Incomplete ● Incomplete (no data saved) ?  
● Unverified ● ● ● Many statuses (all same)  
● Complete ● Many statuses (mixed)

Participant Identification Number (PIN): 001-0002 successfully edited

Participant Identification Number (PIN): 001-0002

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	Day 12	Day 13	Day 14	Additional days	Discharge/Outcome
Participant Identification Number Pin	●															
Data Platform Terms Of Submission	●															
Inclusion Criteria	●															
Demographics	●															
Onset And Admission	●															
Admission Signs And Symptoms	●															
pre_admission_medication	●															
Comorbidities	●															
Daily Form	●	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Treatment																○
Complications																○
Infectious Respiratory Disease Diagnosis																○
Infectious Respiratory Disease Pathogen Testing	● +	○	○							○	○	○	○	○	○	○
medication																○
Outcome																○
core_additional_information																○
EOT ICU Admis	○															
EOT Start Mech Vent	○															
EOT Start ECMO	○															
EOT Final																○
EOT Daily	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	

For new admissions to ICU select the EOT ICU admission form – the option to select the basic CRF is in this form, not the EOT Daily form.

Select the EOT ICU Admission form.

# Accessing Basic CRF

**EOT ICU Admis** Data Access Group: [No Assignment] ?

Editing existing Participant Identification Number (PIN): **001-0002**

Event Name: **Day 1**

Participant Identification Number (PIN): 001-0002

**1. UPON ICU ADMISSION - Please complete the below data as of the date and time of the patient's admission to the ICU**

**Is this patient's data collected using Full or Basic daily data forms?**  Full (forms completed every day of stay)  Basic (reduced frequency of daily data collection) reset

**ECMOCARD 1. CORE CASE RECORD**

(Inclusion Criteria) Site name: Desmoedecici Hospital  
(REDCap assigned) Data access group: \_\_\_\_\_

Race  
(Demographics) White

Sex  
(Demographics) Female

Date Of ICU Admission   D-M-Y  
(Treatment) 6.1 Date of ICU admission \_\_\_\_\_  
(14/12/2019 ...)

**1.3 Arterial hypertension?**  
*If this data has already been entered into the 'Co-Morbidities & Risk Factors' section of the ISARIC CRF, please DO NOT re-enter the data here. Leave this '1.3 Hypertension' box blank.*  Yes  No reset

**1.4 PRE-HOSPITAL ADMISSION CREATININE AVAILABLE?**  Yes  No reset

**1.4a PRE-HOSPITAL ADMISSION CREATININE**

Select the full or Basic option here.

# Accessing Basic CRF (Current Admission)

**REDCap**  
Logged in: | Log out  
My Projects  
REDCap Messenger  
Project Home and Design  
Project Home · Codebook  
Project status: Development  
Data Collection  
Record Status Dashboard  
Add / Edit Records  
Participant Identification Number (PIN): 170-0002  
Applications  
Data Exports, Reports, and Stats  
Field Comment Log  
Data Quality

## CoV\_EOT

**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.

Choose action for record

**Legend for status icons:**

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

Participant Identification Number (PIN): successfully edited

Participant Identification Number (PIN):

Data Collection Instrument	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10
Participant Identification Number Pin	●									
Data Platform Terms Of Submission	●									
Inclusion Criteria	●									
Demographics	●									
Onset And Admission	●									
Admission Signs And Symptoms	●									
pre_admission_medication	●									
Comorbidities	●									
Daily Form	●	●	●	●	●	●	●	●	●	●
Treatment										
Complications										
Infectious Respiratory Disease Diagnosis										
Infectious Respiratory Disease Pathogen Testing medication	● +	● +	● +	● +	● +	● +	● +	● +	● +	● +
Outcome										
core_additional_information										
EOT ICU Admis	●									
EOT Start Mech Vent	●									
EOT Start ECMO	●									
EOT Final										
EOT Daily	●	●	●	●	●	●	●	●	●	●

Select the EOT ICU Admission form.

For an existing admission to ICU where you have entered multiple days of data. You will need to go back to the EOT ICU Admission form. Please do not delete any of your existing data, just complete the EOT Daily Form for the key events in the Basic CRF Schedule.

# Accessing Basic CRF

Please do not delete any of your existing data, just complete the EOT Daily Form for the key events in the Basic CRF Schedule.

**EOT ICU Admis** Data Access Group: [No Assignment] ?

Editing existing Participant Identification Number (PIN): **001-0002**

Event Name: **Day 1**

Participant Identification Number (PIN): 001-0002

**1. UPON ICU ADMISSION - Please complete the below data as of the date and time of the patient's admission to the ICU**

Is this patient's data collected using Full or Basic daily data forms?  Full (forms completed every day of stay)  Basic (reduced frequency of daily data collection) [reset](#)

**ECMOCARD 1. CORE CASE RECORD**

(Inclusion Criteria) Site name: Desmocedici Hospital  
(REDCap assigned) Data access group: \_\_\_\_\_

Race  
(Demographics) White

Sex  
(Demographics) Female

Date Of ICU Admission  
(Treatment) 6.1 Date of ICU admission \_\_\_\_\_   D-M-Y  
(14/12/2019 ...)

**1.3 Arterial hypertension?**  
If this data has already been entered into the 'Co-Morbidities & Risk Factors' section of the ISARIC CRF, please DO NOT re-enter the data here. Leave this '1.3 Hypertension' box blank.  Yes  No [reset](#)

**1.4 PRE-HOSPITAL ADMISSION CREATININE AVAILABLE?**  Yes  No [reset](#)

**1.4a PRE-HOSPITAL ADMISSION CREATININE**

Select the Basic option here.



# 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:  Male  Female  Not specified reset

1.2 Age/Estimated age: 48 reset  
If patient is a child less than one year age, include age in months

1.2a Age group: 4 View equation

Age/Estimated age Unit: Years reset

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?: NO reset

1.4 Employed in a microbiology laboratory?: NO reset

1.5 Pregnant?:  YES  NO  Unknown  N/A reset

1.6 Post Partum:  Yes  No reset

**Form Status**

Complete? Complete reset

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

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

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):	Complete			
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				

Legend for status icons:  
Incomplete Unverified Complete

# Data Entry – Required Questions

The screenshot shows a data entry form titled "Comorbidities" with a "Data Access Group: [No Assignment]" label. The form is for editing an existing participant identification number (PIN) of 001-0001. It contains several rows of questions, each with radio button options for "YES", "NO", and "N/A". The questions include:

- including congenital heart disease (not hypertension) \* must provide value
- 4b.2. Chronic pulmonary disease (not asthma) \* must provide value
- 4b.3. Asthma (physician diagnosed) \* must provide value
- 4b.8. Malignant neoplasm \* must provide value

An error message dialog box is overlaid on the form, titled "NOTE: Some fields are required!". The message states: "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." Below the message, it lists "4b.8. Malignant neoplasm" as the required field. At the bottom of the dialog, there are three buttons: "Okay", "Ignore and leave record", and "Ignore and go to next form".

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.

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:

2. DAILY LABORATORY RESULTS (on admission, on any admission to ICU, then daily)  
Record the worst value from 00:00-24:00 taken on day of assessment (if Not Available write 'N/A'):

2.1 Results available for sample taken on the date in section 1  Yes  No reset

24-03-2020 Today D-M-Y

Yes  No reset

Haemoglobin  reset

\* must provide value

Haemoglobin Unit  reset

\* must provide value

2.3 WBC count available  reset

WBC count  reset

\* must provide value

WBC Unit  reset

\* must provide value

2.4 Lymphocyte count available  reset

No

2.5 Neutrophil count available  reset

Yes  No

Alert

The value you provided is outside the suggested range. (0 - 200). This value is admissible, but you may wish to double check it.

Close

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

# Data Entry – Repeating Instruments

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	Day 12	Day 13	Day 14	Additional days	Discharge/Outcome
Participant Identification Number Pin	<input type="radio"/>															
Data Platform Terms Of Submission	<input type="radio"/>															
Inclusion Criteria	<input type="radio"/>															
Demographics	<input type="radio"/>															
Onset And Admission	<input type="radio"/>															
Admission Signs And Symptoms	<input type="radio"/>															
pre_admission_medication	<input type="radio"/>															
Comorbidities	<input type="radio"/>															
Daily Form	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>											<input type="radio"/>	<input type="radio"/>
Treatment																<input type="radio"/>
Complications																<input type="radio"/>
Infectious Respiratory Disease Diagnosis																<input type="radio"/>
Infectious Respiratory Disease Pathogen Testing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
medication																<input type="radio"/>
Outcome																<input type="radio"/>
core_additional_information																<input type="radio"/>
EOT ICU Admis	<input type="radio"/>															
EOT Start Mech Vent	<input type="radio"/>															
EOT Start ECMO	<input type="radio"/>															
EOT Final																<input type="radio"/>
EOT Daily	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

This form (instrument) can be repeated as many times as needed (e.g., the patient had 4 pathogens tested on Day 1, you can repeat this form 4 times with the information on each pathogen)

Infectious Respiratory Disease Pathogen Testing

## Repeating Instruments

Infectious Respiratory Disease Pathogen Testing  
Day 1  
(1)  
1  
+ Add new

This list of all instances appears here

# Data Entry – Adding Repeating Instruments

✓ Participant Identification Number (PIN): 001-0001 successfully edited

Participant Identification Number (PIN): 001-0001

Data Collection Instrument	Day 1	Day 2	Day 3	Day 4	Day 5
Participant Identification Number (PIN):	<input checked="" type="radio"/>				
Data Platform Terms Of Submission	<input type="radio"/>				
Inclusion Criteria	<input type="radio"/>				
Demographics	<input type="radio"/>				
Comorbidities	<input type="radio"/>				
Onset And Admission	<input type="radio"/>				
Admission Signs And Symptoms	<input type="radio"/>				
Infectious Respiratory Disease Diagnosis	<input type="radio"/>				
Infectious Respiratory Disease Pathogen Testing	<input checked="" type="radio"/> +	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Daily Form	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Complications					
Treatment					
Outcome					
Core Additional Information					

Repeating Instruments

Infectious Respiratory Disease Pathogen Testing

Day 1

1	<input checked="" type="radio"/>
2	<input checked="" type="radio"/>
3	<input checked="" type="radio"/>
4	<input checked="" type="radio"/>
<input type="button" value="+ Add new"/>	

You can add a new page/instance by clicking on any of these three options:

### Infectious Respiratory Disease Pathogen Testing

Current instance: 1 Data Access Group: [No Assignment] ?

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

Event Name: Day 1

Participant Identification Number (PIN): 001-0001

**5.2 PATHOGEN TESTING: Details of pathogen testing and sample type (This is a repeating instrument, include as many as necessary)**

Pathogen testing done  Yes  No reset

Collection Date  Today D-M-Y \* must provide value

Bio specimen type  \* must provide value

Positive  Negative  N/A reset

\* must provide value

Form Status

Complete?  Complete reset

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

# Data Entry – Navigating Repeating Instruments

The screenshot displays the REDCap interface for a project titled "Infectious Respiratory Disease Pathogen Testing". On the left sidebar, under "Data Collection", the "Participant Identification Number (PIN): 001-0001" is selected. Below this, the "Event: Day 1" is chosen, and a list of instruments is shown. The "Infectious Respiratory Disease Pathogen Testing (1/4)" instrument is highlighted, and a dropdown menu is open, showing instances 1, 2, 3, and 4, with "1" selected. The main form area shows the data entry fields for the selected instance. The "Collection Date" is 24-03-2020, "Bio specimen type" is Throat swab, "Laboratory Test Method" is PCR, "Result" is Positive, "Pathogen Tested / Detected" is Influenza A/H3N2, and "Form Status" is Complete. The "Complete?" field is set to "Complete". At the bottom right, there are buttons for "Save & Exit Form", "Save & Go To Next Record", and "-- Cancel --".

You can navigate the instances through this dropdown (*Current instance:* ). This image shows the first instance (of a total of 4) of this form for this patient on this day.

The list of all instances for this event (Day 1) also appears here

# Data – Renaming a Record

You may sometimes need to rename a record

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

**Legend for status icons:**

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

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)

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								

Rename record "001-0001"

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

Rename record Cancel

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.

The screenshot shows a web form titled "Inclusion Criteria" for a patient with PIN 001-0001. The form includes fields for "Event Name: Day 1", "Participant Identification Number (PIN)", "Date of Enrolment" (25-03-2020), "Site name", "Country", and "Other country". A modal dialog box is open in the center, asking for confirmation to delete all data for this form. The dialog contains the text: "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?", and "This process is permanent and CANNOT BE REVERSED." Below the text are two buttons: "Delete data for THIS FORM only" and "Cancel".

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*)

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](#).

# 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:	×	×	×								

**Legend for status icons:**

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

**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.

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

**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.

**Legend for status icons:**

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

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)**

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:	x	x	x					

**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)	<a href="#">View Report</a> <a href="#">Export Data</a> <a href="#">Stats &amp; Charts</a>	
B	Selected instruments and/or events (all records)	<a href="#">Make custom selections</a>	

[+ 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 chose (see next page)

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

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

**Instruments**

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

**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 tes**

- Remove un than dates.
- Remove No

**Date and date**

- 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.

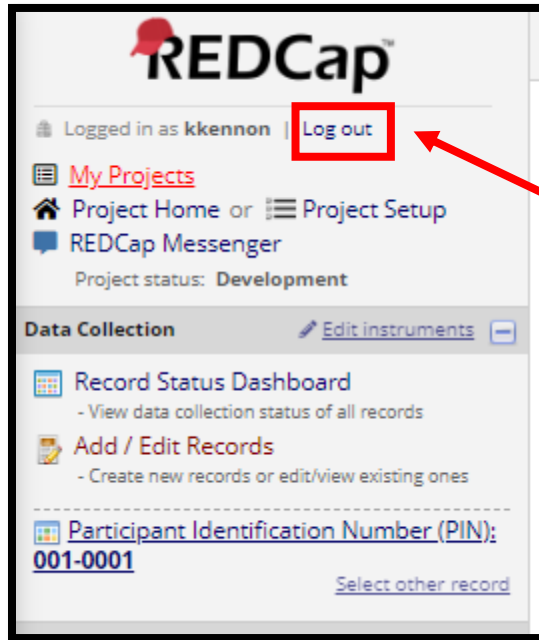
**Note:**  
File type **CSV/ Microsoft Excel (raw data)** will have the numeric codes for fields with controlled terminology (e.g., for a field with "Yes = 1, No = 0", exported data would be "1" and "0" format)

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 with ECMOCARD?
  - Data queries: [india.lye@health.qld.gov.au](mailto:india.lye@health.qld.gov.au)  
[amanda.corley@health.qld.gov.au](mailto:amanda.corley@health.qld.gov.au)
  - Database queries: [ncov@isaric.org](mailto:ncov@isaric.org)

