

COMPASS Study

Guide to using REDCap for data collection

To be read and used in conjunction with COMPASS protocol

Project Hub: <http://eurosurg.org/compass-study-hub/>.

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Contents

Section 1: Getting Started	3
Section 2: Entering Data for New Patients	5
Section 3: Returning to Pre-Existing Patients	8
Section 4: Declaring and Checking Data Completeness	9
Section 5: Locking Data	10
Section 6: FAQs	11

This guide is to be read and used in conjunction with the COMPASS study protocol available at our Project Hub:
<http://eurosurg.org/compass-study-hub/>.

Save your progress at frequent intervals on REDCap as REDCap does not automatically save any entered data.

Section 1: Getting Started

1. All registered collaborators will receive an email granting access to the REDCap system. Follow the instructions on the email. Contact your Local Lead if you have not received this at the start of the project.
2. Click on the email link to login the first time. You will be prompted to change your password (**Figure 1**). Follow the instructions to set up a new password.

Ensure that *only you* have access to these login details to ensure data security. Please also set a security question so you can quickly recover your account if you forget your password.

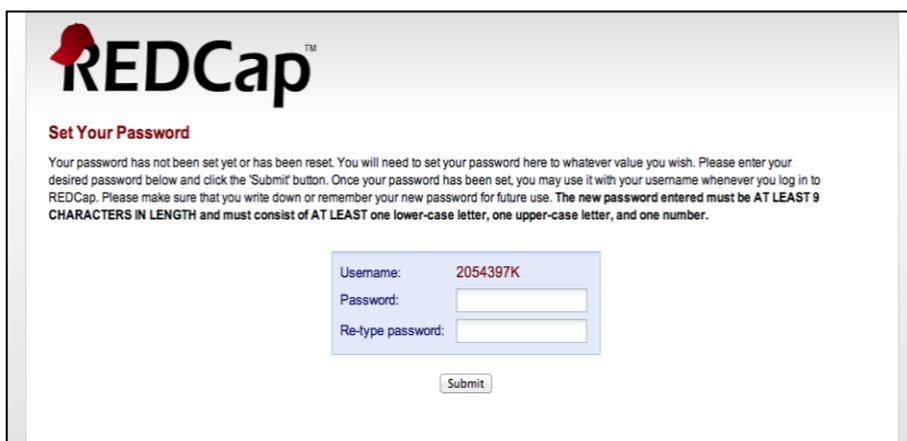


Figure 1

3. Completing the password reset will lead you to the Project Homepage (**Figure 2**). All subsequent logins will lead you to this page. From this screen select **My Projects**.

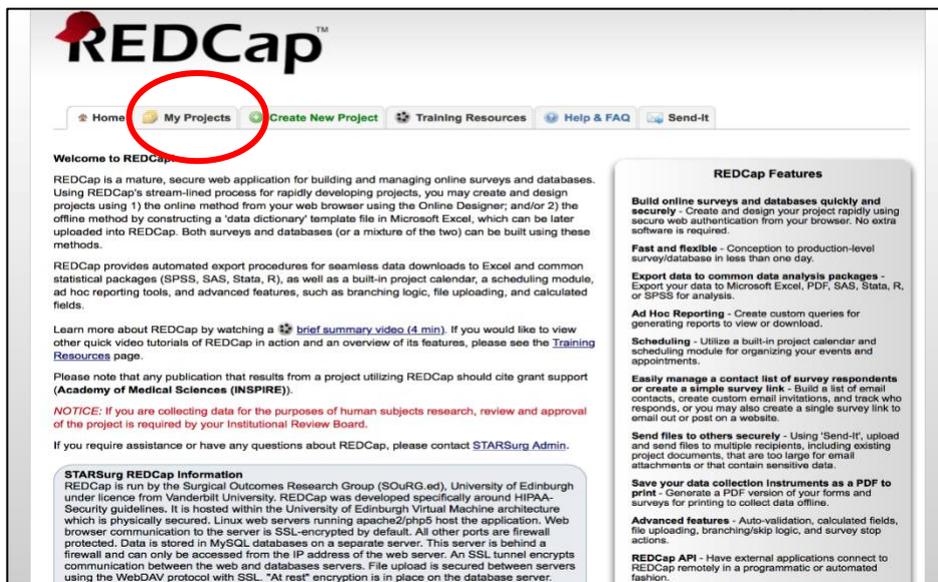


Figure 2

4. Select **COMPASS** under My Projects (**Figure 3**)

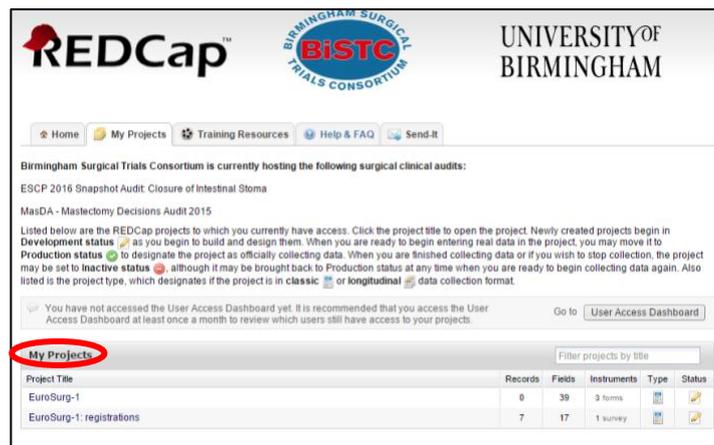


Figure 3

5. This will lead you to the COMPASS study homepage (**Figure 4**). This page will allow you to perform data entry and data export.

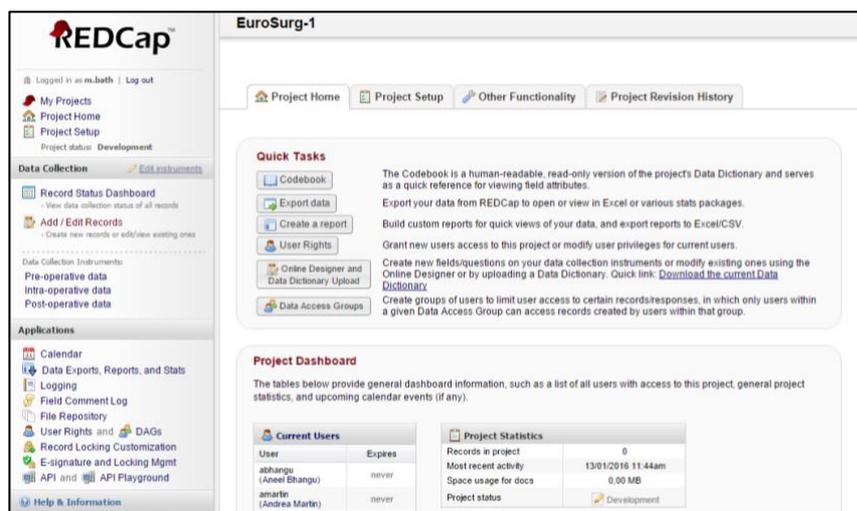


Figure 4

Section 2: Entering Data for New Patients

1. Each patient requires the creation of a [new record](#) on REDCap.
2. On the left column of the **COMPASS Homepage**, users can find the **Data Collection** section (**Figure 5**) and click **Add/Edit Records**.

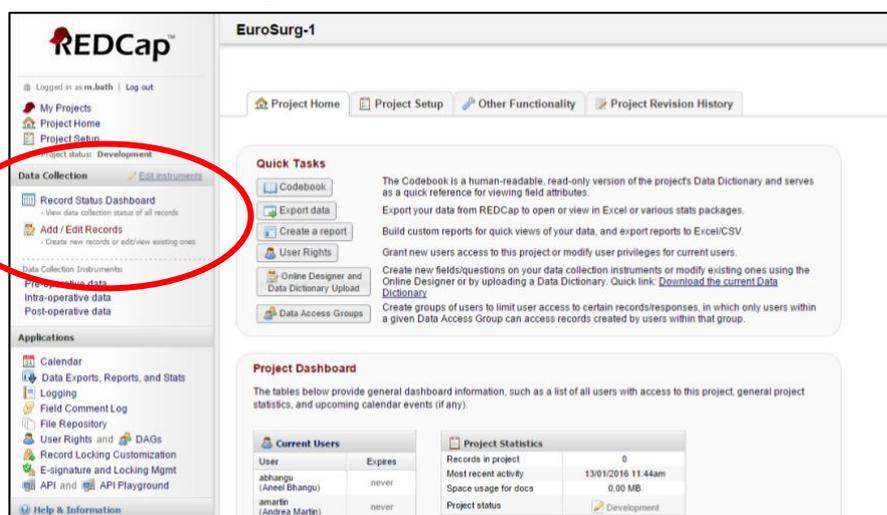


Figure 5

3. This will lead you to the page showed in **Figure 6**.

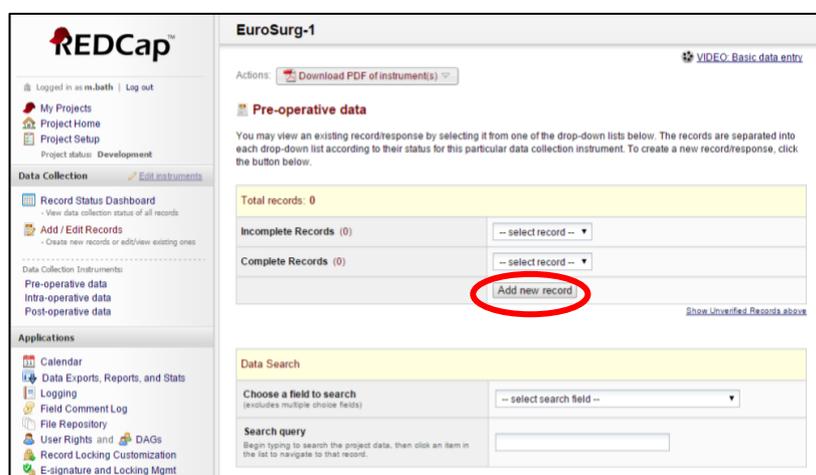


Figure 6

4. Select **Add new record** for each new patient in your centre (**Figure 6**). A REDCap study ID will be automatically generated for each patient. This is displayed as the **Record ID**.

TIP:

As per the COMPASS protocol, it will **not** be possible to store patient identification numbers (hospital numbers) on REDCap. Hence, a unique 'Record ID' will be generated as explained in **Step 4**. To keep track, you can keep a local cross-reference of hospital number and REDCap IDs on a secure, encrypted spreadsheet on a hospital, password-protected computer (See **Figure A**)

	A	B	C	D	E	F	G
1	Hospital number	Date recruited	REDCAP ID				
2	AAA123	01.01.2020	1				
3	ABB123	01.01.2020	2				
4	ABC123	01.01.2020	3				
5							
6							
7							
8							

Figure A

5. Once **Add new record** has been clicked. This will take you to the *first* data collection page shown in **Figure 7**.

The screenshot shows the REDCap interface for the 'EuroSurg-1' project. The main content area is titled 'Pre-operative data' and contains several data entry fields:

- Record ID:** 1
- Age:** A text input field with a red asterisk indicating it is required.
- Gender:** Radio buttons for Male and Female, with a red asterisk indicating it is required.
- ASA Grade:** A dropdown menu with a red asterisk indicating it is required. A definition link is provided below.
- History of previous abdominal surgery:** Radio buttons for Yes and No, with a red asterisk indicating it is required. A detailed definition is provided below.
- History of Ischaemic Heart Disease:** Radio buttons for Yes and No, with a red asterisk indicating it is required.
- History of Congestive Heart Failure:** Radio buttons for Yes and No, with a red asterisk indicating it is required.
- History of Cerebrovascular Disease:** Radio buttons for Yes and No, with a red asterisk indicating it is required. A definition is provided below.
- History of insulin dependent diabetes:** Radio buttons for Yes and No.

On the right side, there are buttons for 'Save Record', 'Save and Continue', and 'Save and go to Next Form'. The left sidebar contains navigation options like 'My Projects', 'Data Collection', and 'Applications'.

Figure 7

6. Use this form to enter the patient data you have collected for the study.

Please note that different variables have different data formats (i.e. date as dd/mm/yyyy OR age as a numerical number).

TIP: Ensure that the data you are entering corresponds to the correct **Record ID**

The form has **three** separate pages for:

- 'pre-operative data',
- 'intra-operative data'
- 'post-operative data'.

Please complete all pages.

7. When the pre-operative data form is complete, you may save the data on the form by clicking the buttons at the bottom of each data collection form (**Figure 8**).

The **Save Record** button saves all the data entered so far and returns to the main menu. The **Save and Continue** button saves the data entered so far, refreshes the page and allows the user to continue data input.

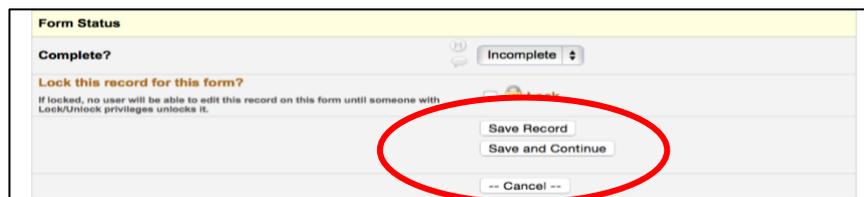
The image shows a screenshot of a REDCap form's status bar. At the top, it says 'Form Status' in a yellow header. Below that, there's a 'Complete?' section with a dropdown menu currently set to 'Incomplete'. A warning message reads 'Lock this record for this form?' followed by a smaller note: 'If locked, no user will be able to edit this record on this form until someone with Lock/Unlock privileges unlocks it.' At the bottom of the status bar, there are three buttons: 'Save Record', 'Save and Continue', and '-- Cancel --'. The 'Save Record' and 'Save and Continue' buttons are circled in red.

Figure 8

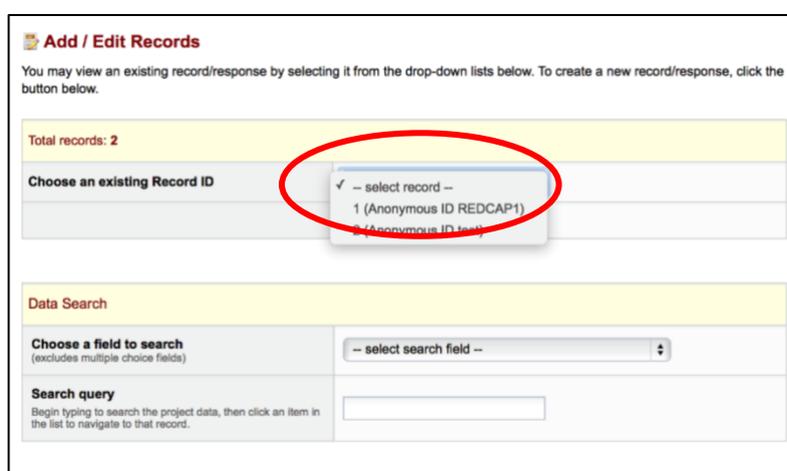
Save your progress at frequent intervals on REDCap as REDCap does not automatically save any entered data.

Section 3: Returning to Pre-Existing Patients

1. You may want to return to a patient at a later date to complete their forms. You can return to their forms by selecting **Add/Edit Records** under the **Data Collection** tab.

Each saved patient form can be previewed on the dropdown menu (Incomplete and Complete Records). To open their forms, click on the relevant record ID listed in this dropdown menu. (**Figure 9**).

Make sure you keep a secure list to correlate the patient data with the REDCap record ID.



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 (Anonymous ID REDCAP1)
- 2 (Anonymous ID test)

Data Search

Choose a field to search
(excludes multiple choice fields)

-- select search field --

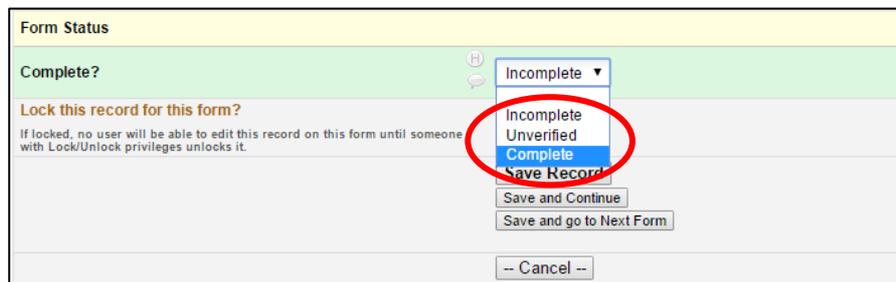
Search query
Begin typing to search the project data, then click an item in the list to navigate to that record.

Figure 9

tion 4: Declaring and Checking Data Completeness

1. You must ensure that for each patient, all fields are complete in all data collection forms.
2. When all the data fields are complete within a data collection form, mark your form as complete by selecting Complete in the **Form status** field. (Figure 10).

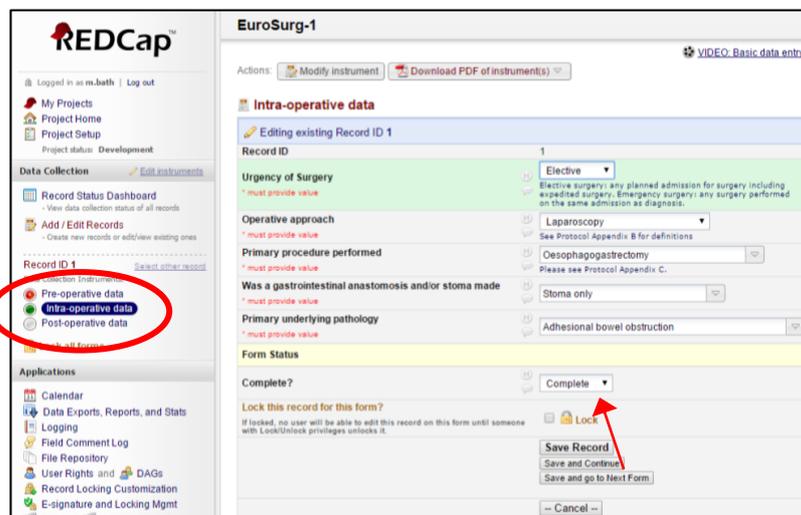
REDCap allows you to mark a form as complete even though your data fields are not filled up. Please ensure that all your data fields are complete before marking it as 'complete'.



The screenshot shows the 'Form Status' section of a REDCap form. It includes a 'Complete?' dropdown menu currently set to 'Incomplete'. A red circle highlights the dropdown menu, and a red arrow points to the 'Complete' option. Below the dropdown are buttons for 'Save Record', 'Save and Continue', and 'Save and go to Next Form'. At the bottom is a '-- Cancel --' button.

Figure 10

3. As you complete each section of the data collection form for each patient, REDCap will inform you which sections are incomplete (red dot) and which sections are complete (green dot) (Figure 11).



The screenshot shows the REDCap interface for the 'EuroSurg-1' form. The left sidebar shows the 'Data Collection' section with a red circle around the 'Intra-operative data' item, which has a green dot indicating it is complete. The main form area shows the 'Intra-operative data' section with various fields like 'Urgency of Surgery', 'Operative approach', and 'Primary procedure performed'. The 'Form Status' section at the bottom shows a dropdown menu set to 'Complete', with a red arrow pointing to it. Below the dropdown are buttons for 'Save Record', 'Save and Continue', and 'Save and go to Next Form'. At the bottom is a '-- Cancel --' button.

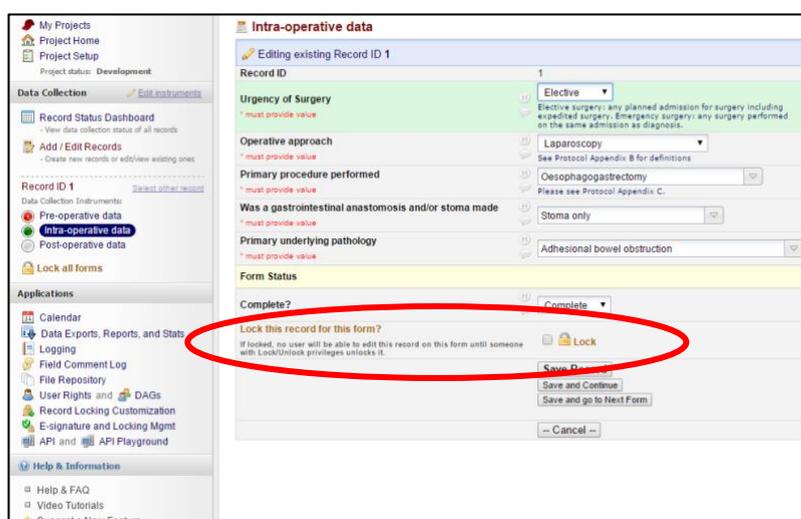
Figure 11

Section 5: Locking Data

1. Locking data indicates that the data from that patient is **final** and **accurate** to the COMPASS Data Analysis Team.

It is important to lock all data for patients before the deadline.

2. Only records which are complete (i.e. having green circles on the Record Status Dashboard) may be locked.
3. To lock data, click Lock Record on the relevant Data Collection form (**Figure 12**)



The screenshot displays the 'Intra-operative data' form for Record ID 1. The form includes several sections: 'Urgency of Surgery' (set to 'Elective'), 'Operative approach' (set to 'Laparoscopy'), 'Primary procedure performed' (set to 'Oesophagogastrectomy'), 'Was a gastrointestinal anastomosis and/or stoma made' (set to 'Stoma only'), and 'Primary underlying pathology' (set to 'Adhesional bowel obstruction'). The 'Form Status' is 'Complete'. A red circle highlights the 'Lock this record for this form?' button, which is accompanied by a warning message: 'If locked, no user will be able to edit this record on this form until someone with Lock/Unlock privileges unlocks it.' Other buttons visible include 'Save', 'Save and Continue', 'Save and go to Next Form', and 'Cancel'.

Figure 12

4. Unlocking data is possible but will create a log on your team's profile and therefore is not recommended.

Section 6: FAQs

<http://eurosurg.org/faq-redcap/>