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A video walk-through summary of all these steps can be found here:
https://youtu.be/tqiO00qRY8E
(1) Setting up your REDCap account

You should receive an automatic email (please see below) with a username and a link to log into REDCap to **set your new password**. If you don’t receive this email, please check your spam folder.

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**REDCap access granted**

To: Daoud Chaudhry (Medicine Clinical)  

[This message was automatically generated by REDCap]

A REDCap account has been created for you in which your REDCap username is "dchaudhry". Click the link below to set your new password and log in.

After logging in, please make sure to set up your password recovery question, which will allow you to use the ‘Forgot your password?’ link on the login page without the need to contact the REDCap Administrator. You will be prompted to set your recovery question on the My Projects page, but you can also set it on your ‘My Profile’ page under ‘Login-related options’.

**Set your new REDCap password**  

Additionally, please be aware that REDCap has a user access policy in place, in which it will auto-suspend a user’s account if the user has not logged into REDCap after an extended period of time. For details regarding this, please contact your REDCap administrator.
1. To login into REDCap, go to: [https://bistc.redcap.bham.ac.uk](https://bistc.redcap.bham.ac.uk)
2. This can be viewed on a tablet and mobile device via your web browser BUT make sure that Desktop mode is on otherwise it will be harder for you to work out where everything is.
3. You will be presented with this screen to fill in your login details:

![Login Screen](image)

**Note:** After logging in, please make sure to set up your password recovery question, which will allow you to use the ‘Forgot your password?’ link on the login page without the need to contact the REDCap Administrator. You will be prompted to set your recovery question on the My Projects page, but you can also set it on your ‘My Profile’ page under ‘Login-related options’.

4. Once you are logged in you will be at the home page.
5. Click on “My Projects” to get to the CASCADE project.
6. You will be presented with the “CASCADE – Site and User Registration Survey”

7. Click on the link to go to the project.
1. Once on the “CASCADE – Site and User Registration Survey” project home screen, on the left-hand menu click on ‘Add / Edit Records’

2. Click the green “Add new record” button to continue
3. Click on the ‘Centre Data’ status icon to proceed to the site registration form.

4. Here you need to enter the following details: (1) Centre information, (2) Audit registration and Caldicott/Ethical Approval, (3) Hospital Lead Information, and (4) Supervising Consultant Information.

**Note:** for guidance on maximum number and type of collaborators allowed please the FAQ section at the end of this guide.
5. There are 5 periods in which centres will be able to collect data. Click and complete all periods on the left-hand menu and indicate in which periods will your centre be entering data.

7. If data is being collected in a period you will be asked to add details of the collaborators who will be filling out the data for that period including: First & Last name, Grade, E-mail, and ORCIDs. (No collaborators will be assigned logins if these aren’t on REDCap).

8. If there is no participation for a certain data collection period, then selection ‘No’ and click ‘Save & Go To Next Form’.
1) When do collaborators get REDCap access?

After you have filled in the site data (and uploaded evidence of ethical or audit/Caldicott approvals), collaborator details and completed the site survey on REDCap, they should get login details to access the project after we run the next round of approvals internally through REDCap (usually every couple of days).

2) I do not have ethical/audit approval yet, can we still collect data?

No, data collection can only start once appropriate approvals have been granted and uploaded on to REDCap.

3) I do not have Caldicott approval yet (UK centres only), can we still collect data?

Yes, data collection can be started given that you have ethical/audit approval (but not Caldicott approval yet) but it cannot be uploaded on REDCap. The data will need to be collected and stored on a secure NHS device. It can then be transferred on to REDCap once Caldicott approval is granted.

4) In centres where the audit department has waived registration, what proof do I need to put on REDCap?

You can upload a screenshot of the email demonstrating this on REDCap.

5) I haven’t been able to get collaborators for all the study periods, is that okay?

Ideally, we would prefer as many periods active as possible but the minimum of 1 period should be active for data collection for inclusion.

6) Can data validators be added at a later date? Who will allocate them?

Yes, they can be added at a later date especially. We will be coordinating their allocation and provide them guidance centrally.

7) Will the centre not be included if 95% data is not complete?

For centre eligibility, the patients that are included need to have 95% data completeness.
8) Which specialities will be allowed to partake?

There will be 4 permitted speciality groups defined as (1) General surgery (UGI, Colorectal, and HPB); (2) vascular and transplant surgery; (3) urological surgery; and (4) gynaecological surgery.

9.) What is the maximum number and type of collaborators allowed?

A team of up to 3 people is responsible for data collection per speciality group over a specific 2-week period at a particular centre. Ideally, this should be formed by 1-2 medical students collaborating with a junior doctor (FY1 to senior registrar grade). Reflecting the cross-speciality nature of the CASCADE audit, one mini-team (3 members) will be permitted per speciality group. However, due to the extensive nature and workload of the general surgery speciality group, 4 collaborators will be permitted. Finally, for UK and ROI centres a maximum number of two supervising consultants will be allowed (surgeon and anaesthetist/intensivist) and for Europe a maximum number of 4 supervising consultants will be allowed (1 each specialty).

(5) Contact Details

General queries: Regional leads or mini-team WhatsApp group chat
Dedicated CASCADE queries: cascade.audit@gmail.com
Dedicated REDCap queries: cascade.redcap@gmail.com