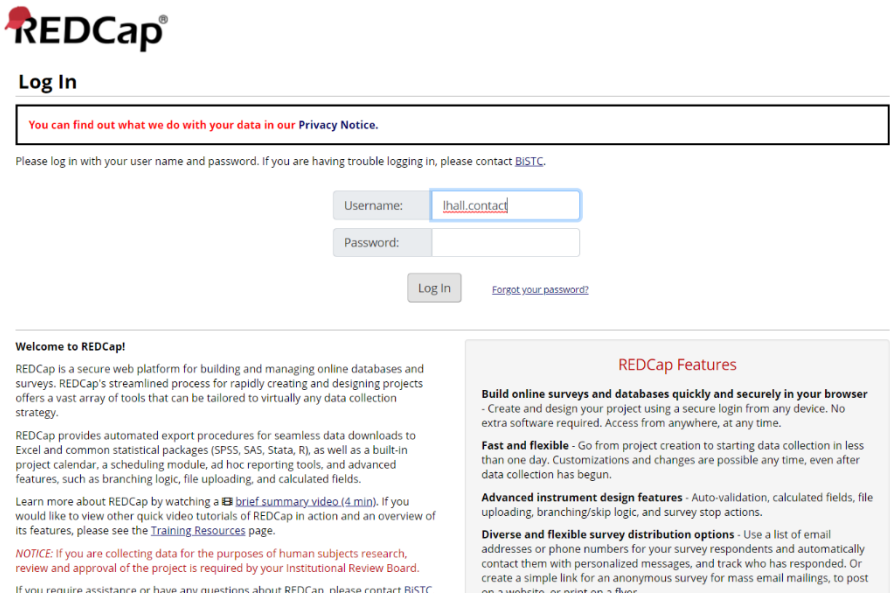
Covid-19 impact On paNcreaTic cAncer Care paThway

A national pan-Specialty, Multi-Centre Study of the Impact of SARS-CoV-2 on New Diagnosed Pancreatic Cancer Treatment

A REDCap user guide for data collection

REDCap (Research Electronic Data Capture) is an online data collection tool that will be used for the entry of all data for the CONTACT study. The secure website can be accessed from any device with Internet access.

Step 1: Log in

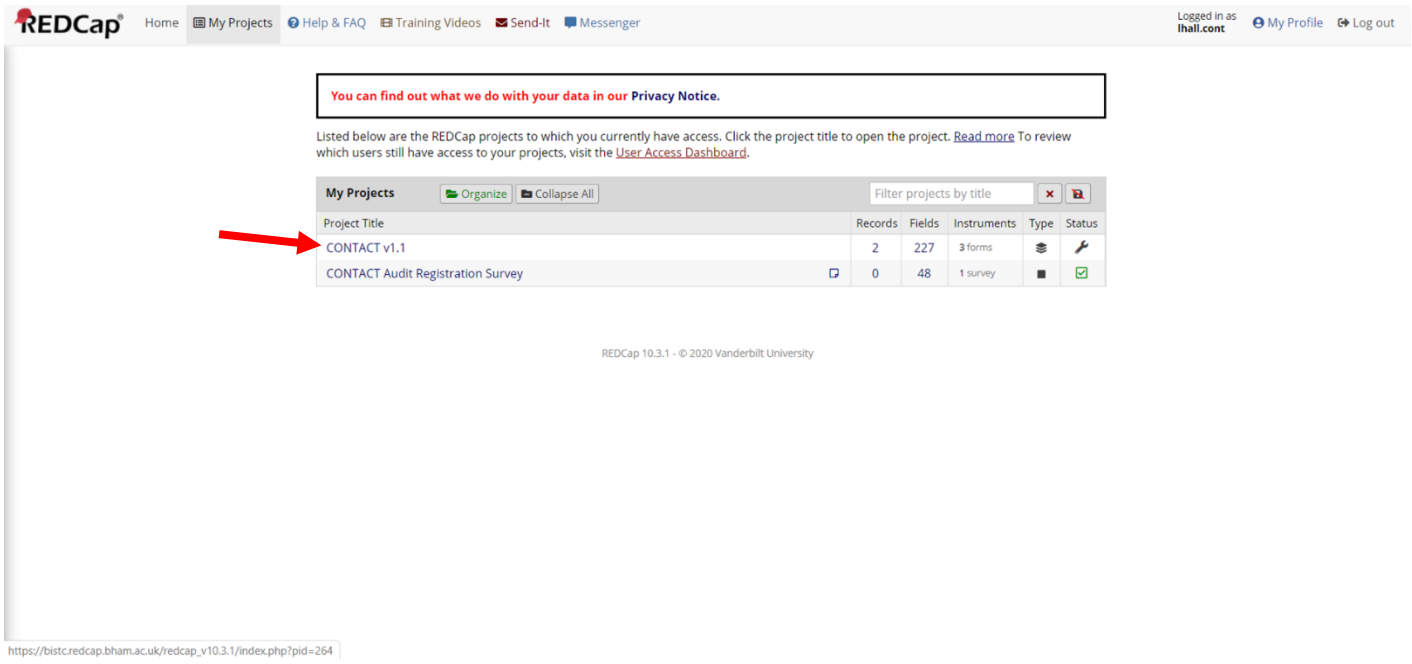


Your username will have been emailed out to the email address that you confirmed with us. Your username will be your **'first initial'** then **'surname'** then **'.'** then **'contact'** e.g. Tom Smith would be **'tsmith.contact'**. *See the troubleshooting page at the end of this guide for any username/password issues.*

The following link will take you to the log in page above: https://bistc.redcap.bham.ac.uk/

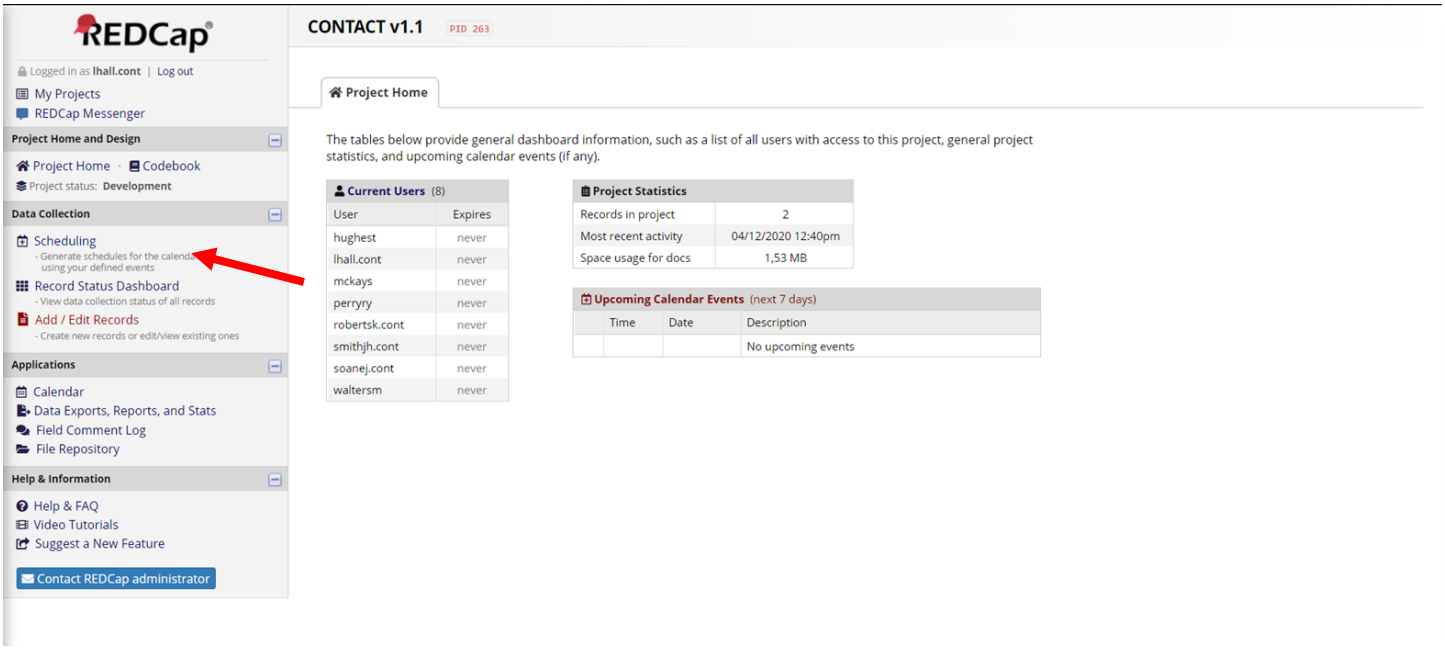
Step 2: Open main 'CONTACT' project

When you log in, ensure you are on the **'My projects'** tab (see arrow) - it will look similar to the screen below. Follow the '**CONTACT v1.1'** project title to continue further



Step 3: Project home page

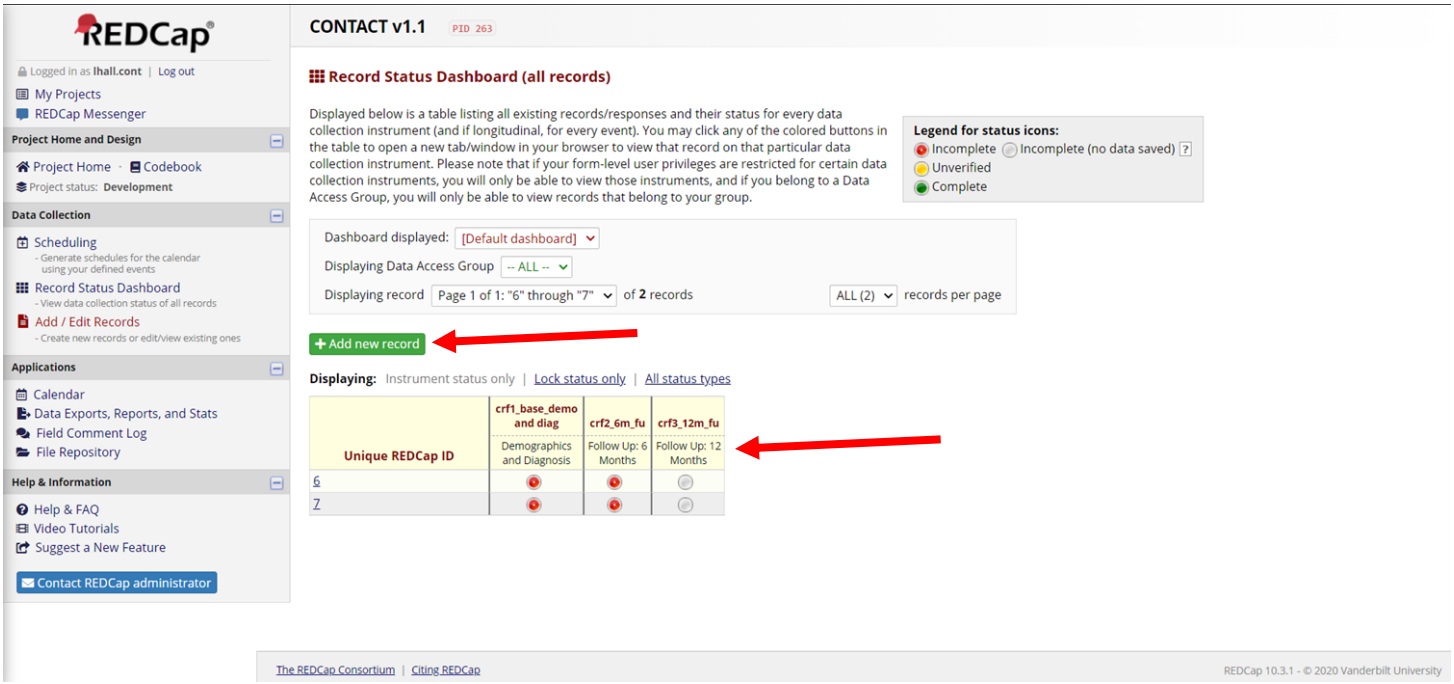
The following screen will be displayed:
The menu on the left shows you **'Record Status Dashboard'** (see arrow). Please click here to see current cases entered for your site and their status (complete vs incomplete). You may also enter cases from here.



Step 4: Select patient ID

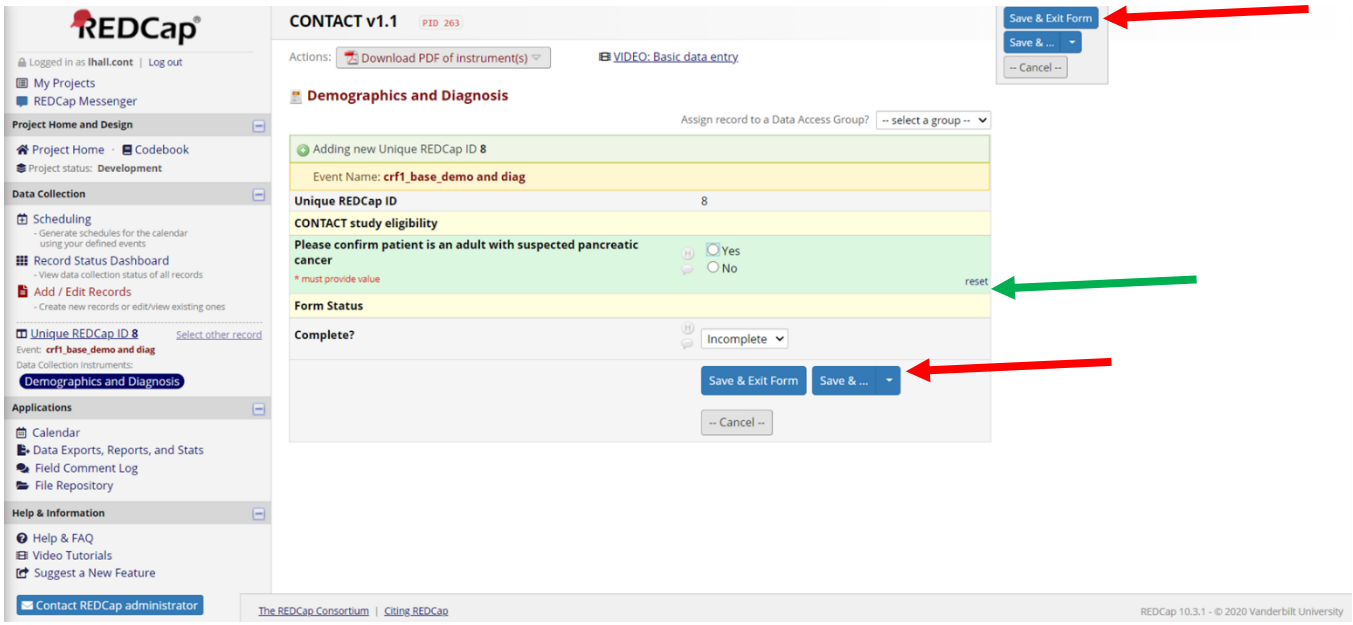
The following screen will appear:

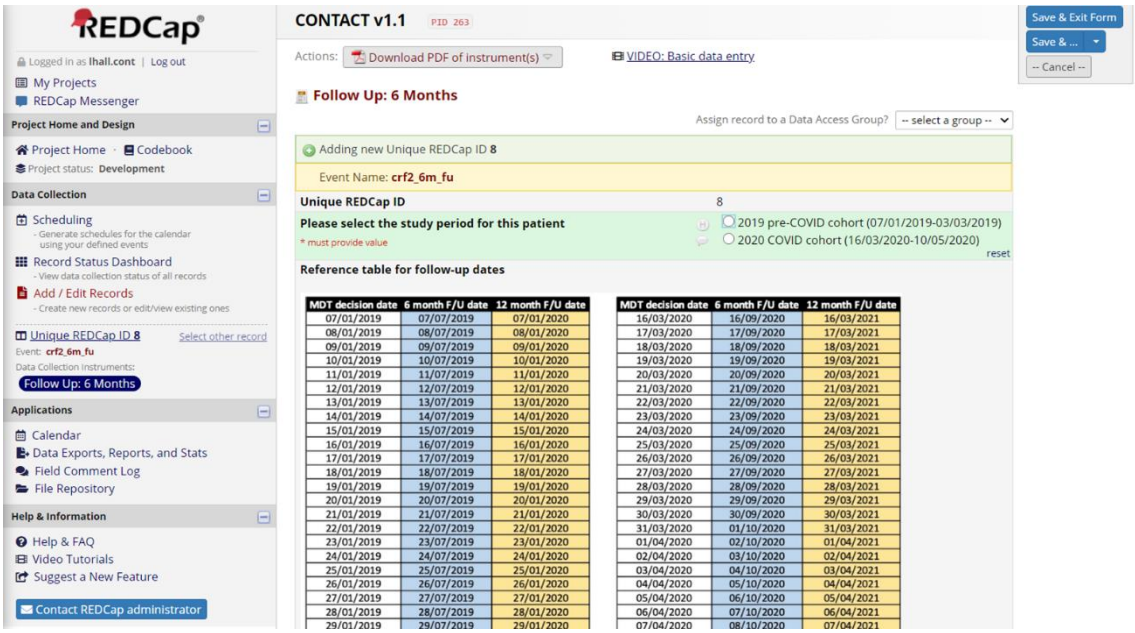
Please select ‘add new record’ to start data entry for your first case (see arrow).



Step 5: Data collection

Please fill out the form, by checking the relevant boxes. The form uses branching logic and so the fields will change depending on the data entered.





There is a box (see red arrow), which remains in place as you scroll down through the data collection sheet. This enables you quick access to save data as you progress by selecting '**Save & Stay**'.

Please ensure you save regularly as you enter data - <u>there is no Autosave feature</u>.

You will also notice that to the right of all data entry fields there is a 'reset' option (see green arrow), which can be used to remove any data for that given field in the event of any errors whilst completing data entry.

The save options are also present at the end of the data collection sheet (see red arrow):

Click ***'Save & Exit Form'*** once you have filled in as much data as you can.

If all the data fields required have not been completed, you will then see a pop-up box appearing indicating to you the fields where data has yet to be entered.

You can choose to click **'Okay'** to enter more data now or simply click '**Ignore and leave record'** if you have entered all the data you wish and want to leave the record. All data will be saved and you can come back to any record and complete further data entry at a later date.

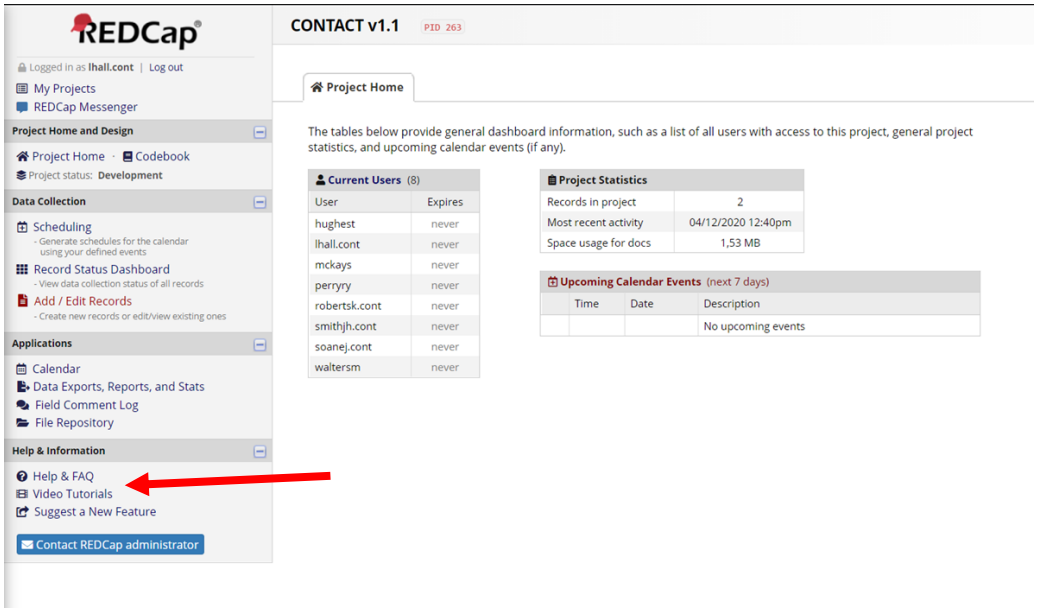
You are also given an option to **'Save & Go To Next Record'** if you wish to enter another patient's data.

(REDCap will automatically select the next available REDCap Record ID if you move onto a different record – note the REDCap Record ID shown may not be the number that chronologically follows the case you have just entered depending on other entries within the online database).

CONTACT

Troubleshooting

If you have any queries about REDCap after reading through this guide then you should contact your meta-coordinator and make use of the generic user friendly guides available by clicking '**Help & FAQ**' under '**Help & Information**' on the left hand menu (see arrow).



If you are still having difficulties despite this then please contact the REDCap administrator directly (contactaudit@contacts.bham.ac.uk).

There is a 'forgot your password' link on the REDCap homepage and any REDCap username/password issues should be directed to the REDCap administrator.