



## 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

**REDCap**

**Log In**

You can find out what we do with your data in our [Privacy Notice](#).

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

Username:

Password:

[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.

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 BISTC.

**REDCap Features**

- Build online surveys and databases quickly and securely in your browser** - Create and design your project using a secure login from any device. No extra software required. Access from anywhere, at any time.
- Fast and flexible** - Go from project creation to starting data collection in less than one day. Customizations and changes are possible any time, even after data collection has begun.
- Advanced instrument design features** - Auto-validation, calculated fields, file uploading, branching/skip logic, and survey stop actions.
- Diverse and flexible survey distribution options** - Use a list of email addresses or phone numbers for your survey respondents and automatically contact them with personalized messages, and track who has responded. Or create a simple link for an anonymous survey for mass email mailings, to post on a website, or print on a flyer.

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

REDCap Home My Projects Help & FAQ Training Videos Send-It Messenger Logged in as lhall.cont My Profile Log out

You can find out what we do with your data in our Privacy Notice.

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](#).

My Projects Organize Collapse All Filter projects by title

Project Title	Records	Fields	Instruments	Type	Status
CONTACT v1.1	2	227	3 forms		
CONTACT Audit Registration Survey	0	48	1 survey		

REDCap 10.3.1 - © 2020 Vanderbilt University

https://bistc.redcap.bham.ac.uk/redcap\_v10.3.1/index.php?pid=264

## 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.

REDCap CONTACT v1.1 PID 263

Project Home

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 (8)**

User	Expires
hughest	never
lhall.cont	never
mckays	never
perryry	never
robertsk.cont	never
smithjh.cont	never
soanej.cont	never
waltersm	never

**Project Statistics**

Records in project	2
Most recent activity	04/12/2020 12:40pm
Space usage for docs	1,53 MB

**Upcoming Calendar Events (next 7 days)**

Time	Date	Description
		No upcoming events

Logged in as lhall.cont | Log out

My Projects REDCap Messenger

Project Home and Design

- Project Home
- Codebook
- Project status: Development

Data Collection

- Scheduling
- Record Status Dashboard
- Add / Edit Records

Applications

- Calendar
- Data Exports, Reports, and Stats
- Field Comment Log
- File Repository

Help & Information

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

Contact REDCap administrator

## 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).

**REDCap**  
 CONTACT v1.1 PID 263

**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.

**Legend for status icons:**  
● Incomplete ○ Incomplete (no data saved) ● Unverified ● Complete

Dashboard displayed: [Default dashboard]   
 Displaying Data Access Group: -- ALL --   
 Displaying record: Page 1 of 1: "6" through "7" of 2 records   
 ALL (2) records per page

**+ Add new record**

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

Unique REDCap ID	crf1_base_demo and diag Demographics and Diagnosis	crf2_6m_fu Follow Up: 6 Months	crf3_12m_fu Follow Up: 12 Months
6	<span style="color: red;">●</span>	<span style="color: red;">●</span>	<span style="color: grey;">○</span>
7	<span style="color: red;">●</span>	<span style="color: red;">●</span>	<span style="color: grey;">○</span>

The REDCap Consortium | Citing REDCap REDCap 10.3.1 - © 2020 Vanderbilt University

## 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.

The screenshot shows the REDCap interface for 'CONTACT v1.1'. The form is titled 'Demographics and Diagnosis'. It includes a sidebar with navigation options like 'Project Home and Design', 'Data Collection', and 'Applications'. The main form area contains the following sections:

- Adding new Unique REDCap ID 8**: Event Name: crf1\_base\_demo and diag
- Unique REDCap ID**: 8
- CONTACT study eligibility**: Please confirm patient is an adult with suspected pancreatic cancer. Radio buttons for Yes and No.
- Form Status**: Complete? dropdown menu set to 'Incomplete'.
- Buttons**: 'Save & Exit Form', 'Save & ...', and 'Cancel' buttons are visible at the top right and bottom of the form.

Annotations include a red arrow pointing to the top-right 'Save & Exit Form' button, a green arrow pointing to the 'Form Status' section, and another red arrow pointing to the bottom 'Save & ...' button.

The screenshot shows the REDCap interface for 'CONTACT v1.1'. The form is titled 'Follow Up: 6 Months'. It includes a sidebar with navigation options. The main form area contains the following sections:

- Adding new Unique REDCap ID 8**: Event Name: crf2\_6m\_fu
- Unique REDCap ID**: 8
- Please select the study period for this patient**: Radio buttons for '2019 pre-COVID cohort (07/01/2019-03/03/2019)' and '2020 COVID cohort (16/03/2020-10/05/2020)'.
- Reference table for follow-up dates**: A table with columns for MDT decision date, 6 month F/U date, and 12 month F/U date for both cohorts.

The table data is as follows:

2019 pre-COVID cohort (07/01/2019-03/03/2019)			2020 COVID cohort (16/03/2020-10/05/2020)		
MDT decision date	6 month F/U date	12 month F/U date	MDT decision date	6 month F/U date	12 month F/U date
07/01/2019	07/07/2019	07/01/2020	16/03/2020	16/09/2020	16/03/2021
08/01/2019	08/07/2019	08/01/2020	17/03/2020	17/09/2020	17/03/2021
09/01/2019	09/07/2019	09/01/2020	18/03/2020	18/09/2020	18/03/2021
10/01/2019	10/07/2019	10/01/2020	19/03/2020	19/09/2020	19/03/2021
11/01/2019	11/07/2019	11/01/2020	20/03/2020	20/09/2020	20/03/2021
12/01/2019	12/07/2019	12/01/2020	21/03/2020	21/09/2020	21/03/2021
13/01/2019	13/07/2019	13/01/2020	22/03/2020	22/09/2020	22/03/2021
14/01/2019	14/07/2019	14/01/2020	23/03/2020	23/09/2020	23/03/2021
15/01/2019	15/07/2019	15/01/2020	24/03/2020	24/09/2020	24/03/2021
16/01/2019	16/07/2019	16/01/2020	25/03/2020	25/09/2020	25/03/2021
17/01/2019	17/07/2019	17/01/2020	26/03/2020	26/09/2020	26/03/2021
18/01/2019	18/07/2019	18/01/2020	27/03/2020	27/09/2020	27/03/2021
19/01/2019	19/07/2019	19/01/2020	28/03/2020	28/09/2020	28/03/2021
20/01/2019	20/07/2019	20/01/2020	29/03/2020	29/09/2020	29/03/2021
21/01/2019	21/07/2019	21/01/2020	30/03/2020	30/09/2020	30/03/2021
22/01/2019	22/07/2019	22/01/2020	31/03/2020	01/10/2020	31/03/2021
23/01/2019	23/07/2019	23/01/2020	01/04/2020	02/10/2020	01/04/2021
24/01/2019	24/07/2019	24/01/2020	02/04/2020	03/10/2020	02/04/2021
25/01/2019	25/07/2019	25/01/2020	03/04/2020	04/10/2020	03/04/2021
26/01/2019	26/07/2019	26/01/2020	04/04/2020	05/10/2020	04/04/2021
27/01/2019	27/07/2019	27/01/2020	05/04/2020	06/10/2020	05/04/2021
28/01/2019	28/07/2019	28/01/2020	06/04/2020	07/10/2020	06/04/2021
29/01/2019	29/07/2019	29/01/2020	07/04/2020	08/10/2020	07/04/2021

Annotations include a red arrow pointing to the top-right 'Save & Exit Form' button.

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 - there is no Autosave feature.



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.

**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...

- Why did they not receive neo-adjuvant chemotherapy (chemotherapy before surgery)?
- What year was recurrence diagnosed?

Okay    Ignore and leave record

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.

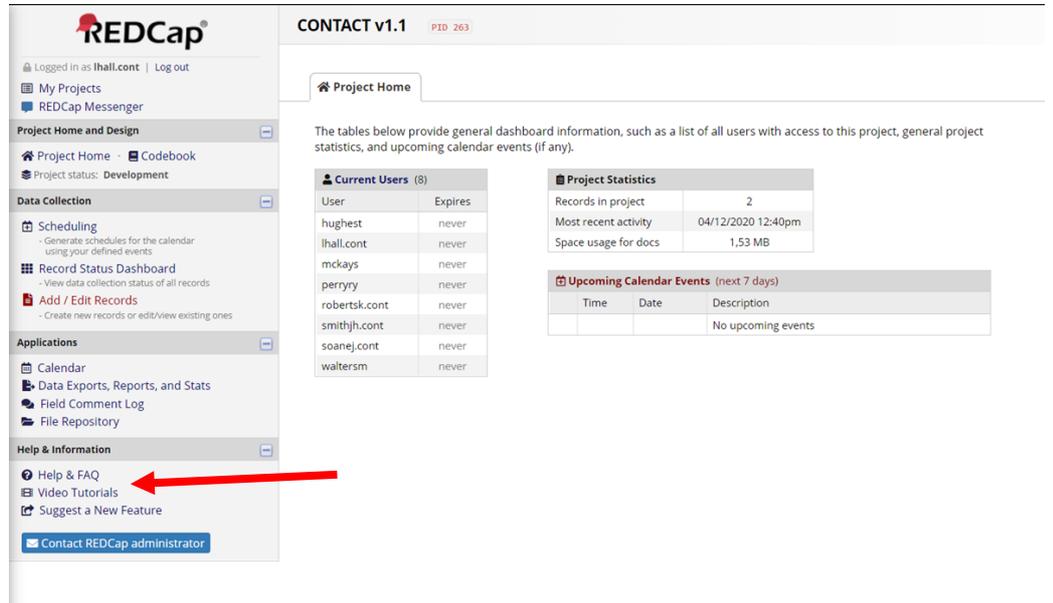
You are also given an option to '**Save & Go To Next Record**' if you wish to enter another patient's data.

*(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).*



## 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).



The screenshot shows the REDCap interface for project CONTACT v1.1 (PID 263). The left-hand navigation menu is expanded, showing the following sections:

- Project Home and Design
  - Project Home
  - Codebook
  - Project status: Development
- Data Collection
  - Scheduling
    - Generate schedules for the calendar using your defined events
  - Record Status Dashboard
    - View data collection status of all records
  - Add / Edit Records
    - Create new records or edit/view existing ones
- Applications
  - Calendar
  - Data Exports, Reports, and Stats
  - Field Comment Log
  - File Repository
- Help & Information
  - Help & FAQ (indicated by a red arrow)
  - Video Tutorials
  - Suggest a New Feature
  - Contact REDCap administrator

The main content area displays the Project Home page, which includes a table of Current Users (8) and Project Statistics.

User	Expires
hughest	never
lhall.cont	never
mckays	never
perryry	never
robertsk.cont	never
smithjh.cont	never
soanej.cont	never
waltersm	never

Project Statistics	
Records in project	2
Most recent activity	04/12/2020 12:40pm
Space usage for docs	1,53 MB

Upcoming Calendar Events (next 7 days)		
Time	Date	Description
		No upcoming events

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