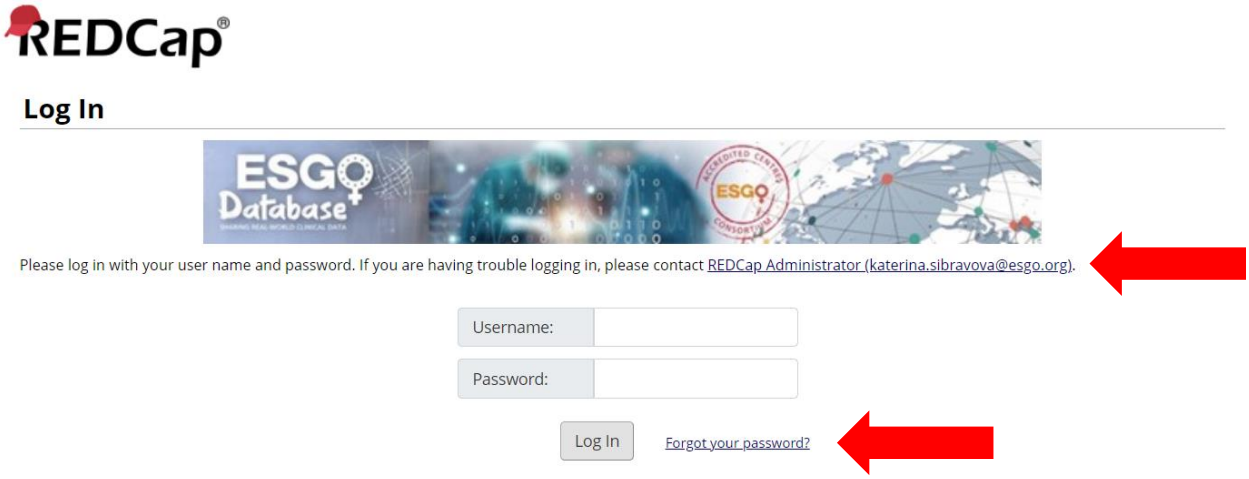
Entering Data in REDCap
Ovarian Cancer Patient Data

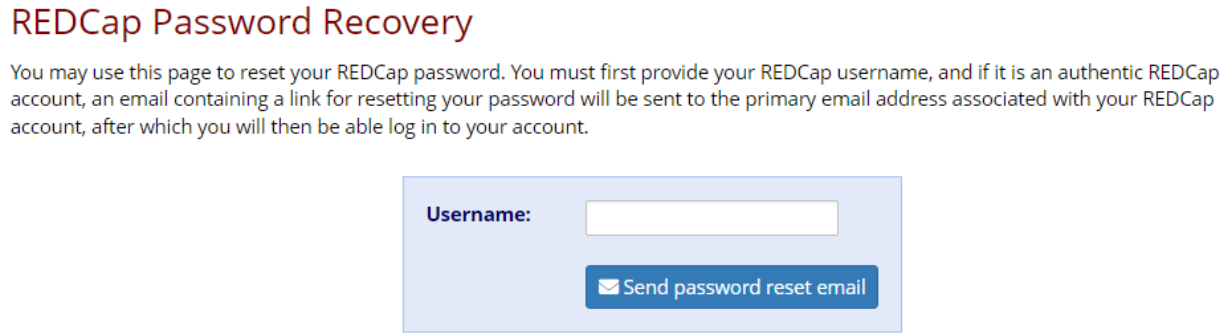
Step 1:

Open your browser and navigate to https://esgo-redcap.org/. The Chrome browser is recommended. You should see the following "Log In" page.

You should have received an email from the REDCap Administrator (katerina.sibravova@esgo.org) with instructions on how to activate your account. Your email address will be your username, and you will have created a password when you activated your account. If you have not received an email with instructions on how to activate your REDCap account, please contact katerina.sibravova@esgo.org.



If you have forgotten your password, click on "Forgot your password?" and you will see the following.



Your username should be your email address. Entering your username and clicking on "Send password reset email" will alert REDCap to send you an email with instructions on how to reset your password. The email should arrive withing a few minutes. Please check your spam folder if you do not see the email within a few minutes.

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Step 2:

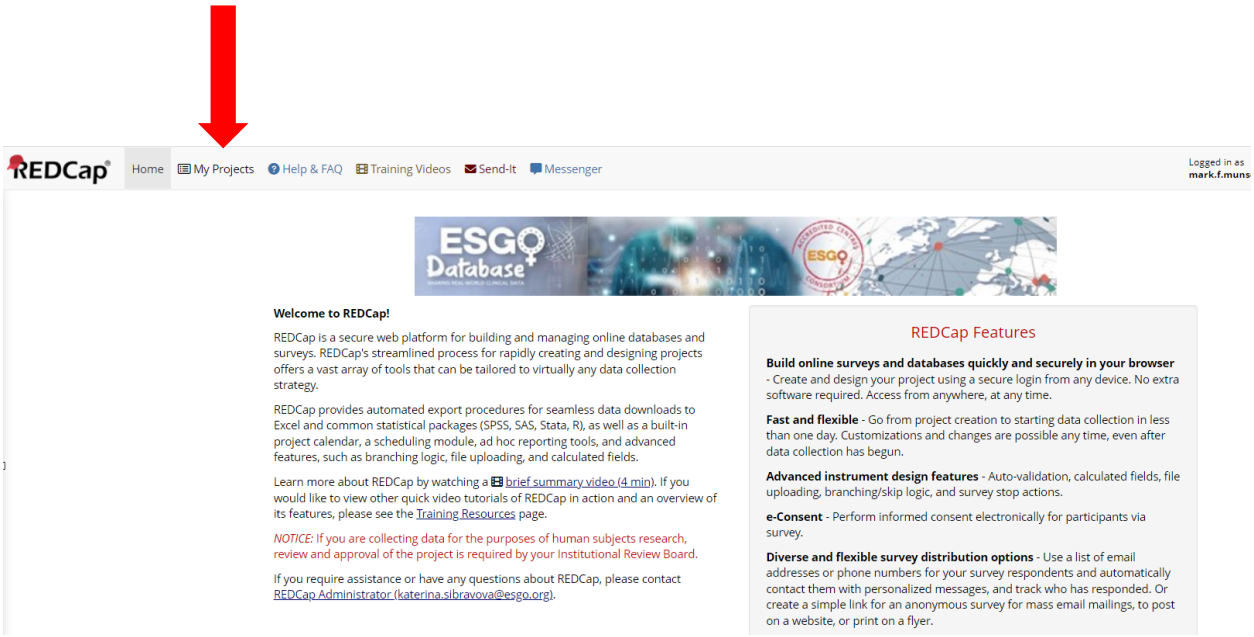
Once you have logged in you should see the projects that you are able to access.

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
Ovarian Cancer Patient Data	0	136	6 forms	■	☑
Accreditation in Advanced Ovarian Cancer Surgery - Centre Level Data	1	36	1 form	■	☑

If you don't see a list of projects, you should see something like the following. Go to the top of the page and click on "My Projects. You should then see a list of the projects you can access.



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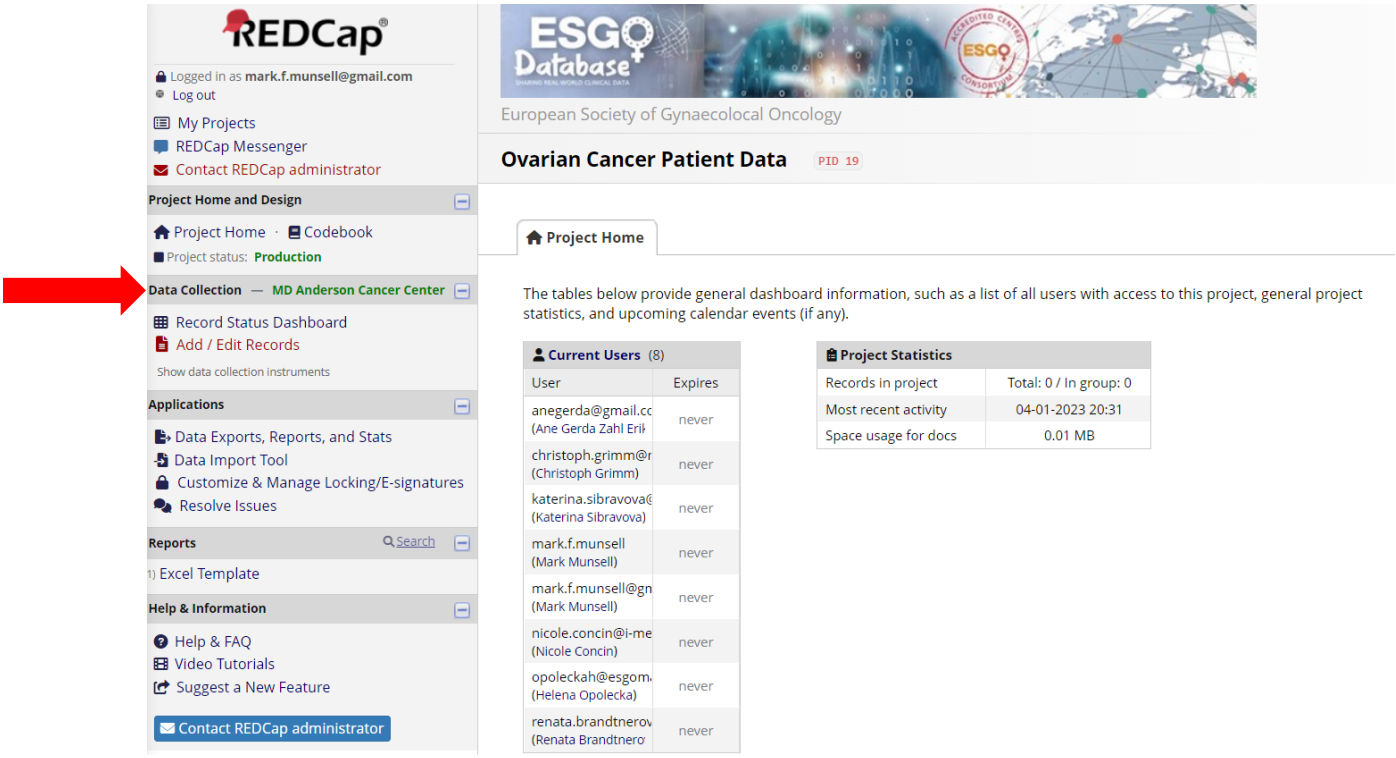
Step 3:

Select the project for which you would like to enter data by moving your curser over the Project Title and clicking your mouse.

Select "Ovarian Cancer Patient Data" and you should see something like the following.



You should see the name of your centre in green letters on the left side of the page. If you do not see the name of your centre, do not enter any data, and contact the REDCap administrator as shown in Step 1.

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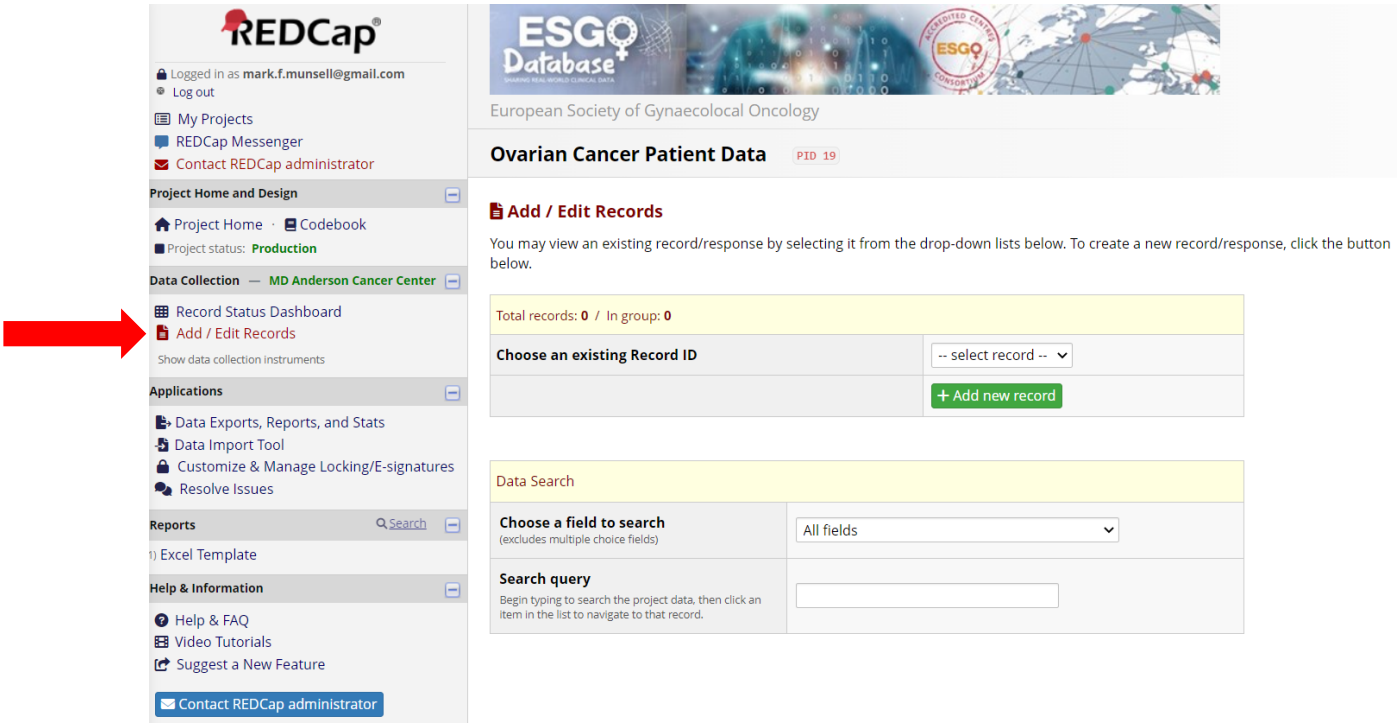
Step 4:

Click on "Add / Edit Records" to add a patient record to the database. You should then see something like the following.



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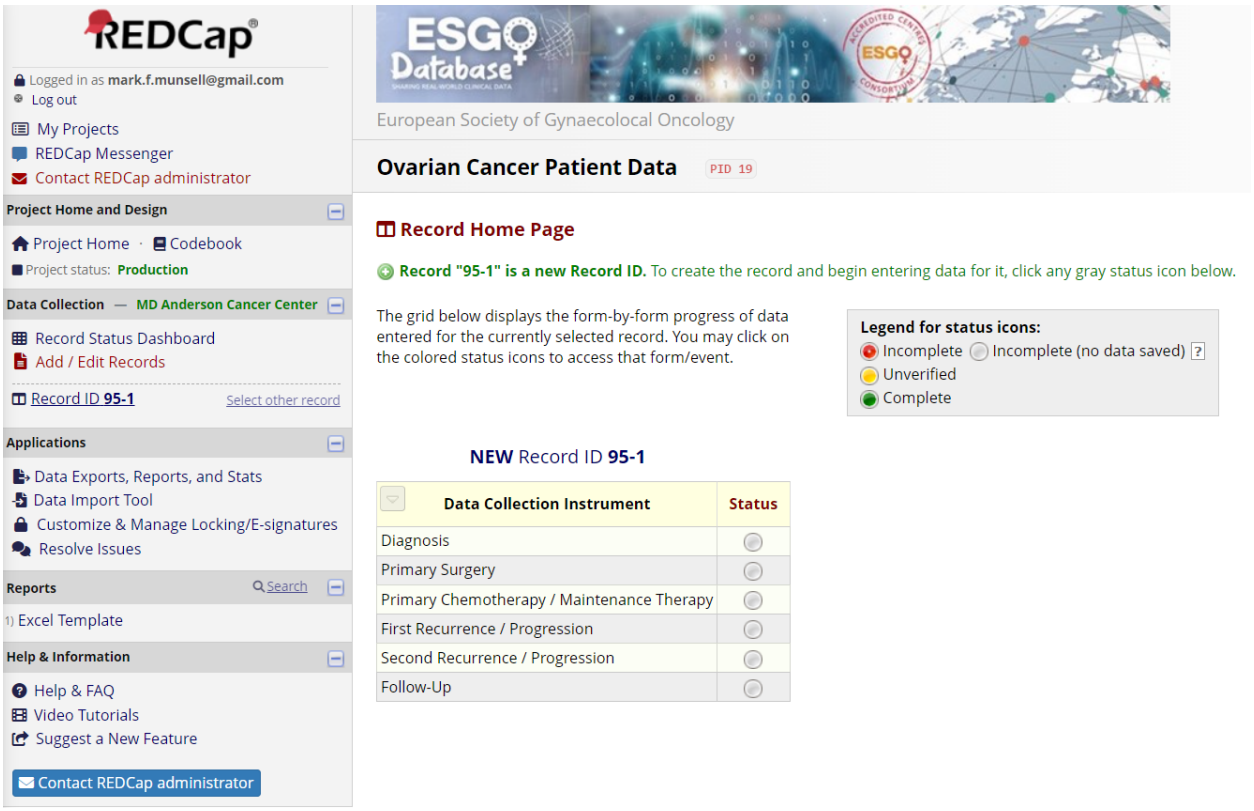
Step 5:

Click on the + Add new record button. You should then see something like the following.



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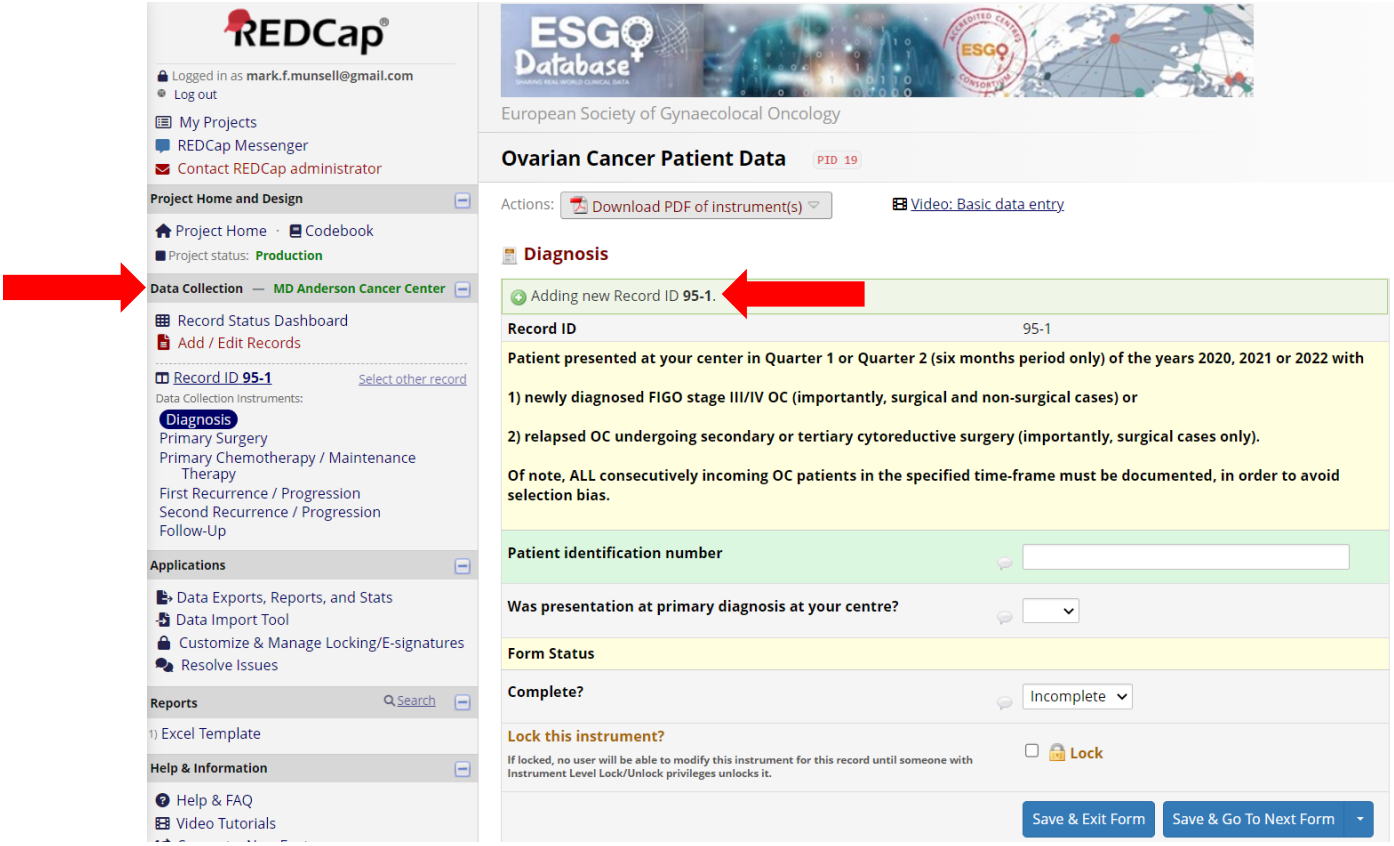
Step 6:

Choose the form for which you wish to enter data by clicking on the corresponding dot in the "Status" column. For example, if you wish to enter data in the "Diagnosis" form, click on the dot in the "Status" column next to "Diagnosis". You should then see something like the following.



Enter data in the fields that appear. Additional fields may appear depending on the selected value(s) for some fields.

IMPORTANT: Your centre will be identified using a 2- or 3-digit number (Record ID). Patient records that you enter in the database will be numbered sequentially. The numbering of patient records will be automatic. In the example above this number is 95, and the first patient record is automatically numbered 95-1.

IMPORTANT: You must assign each patient you enter in the database a unique patient identification number. You should record this number on the identification log so that when you need to update information (i.e., treatment for relapse disease, follow-up and survival data) for the patient record you can identify the patient in your medical records using this unique patient identification number. You may use the same 3-digit number that identifies your center as a prefix to your unique patient identification number. In the example above a unique patient identification number might be 095-001.

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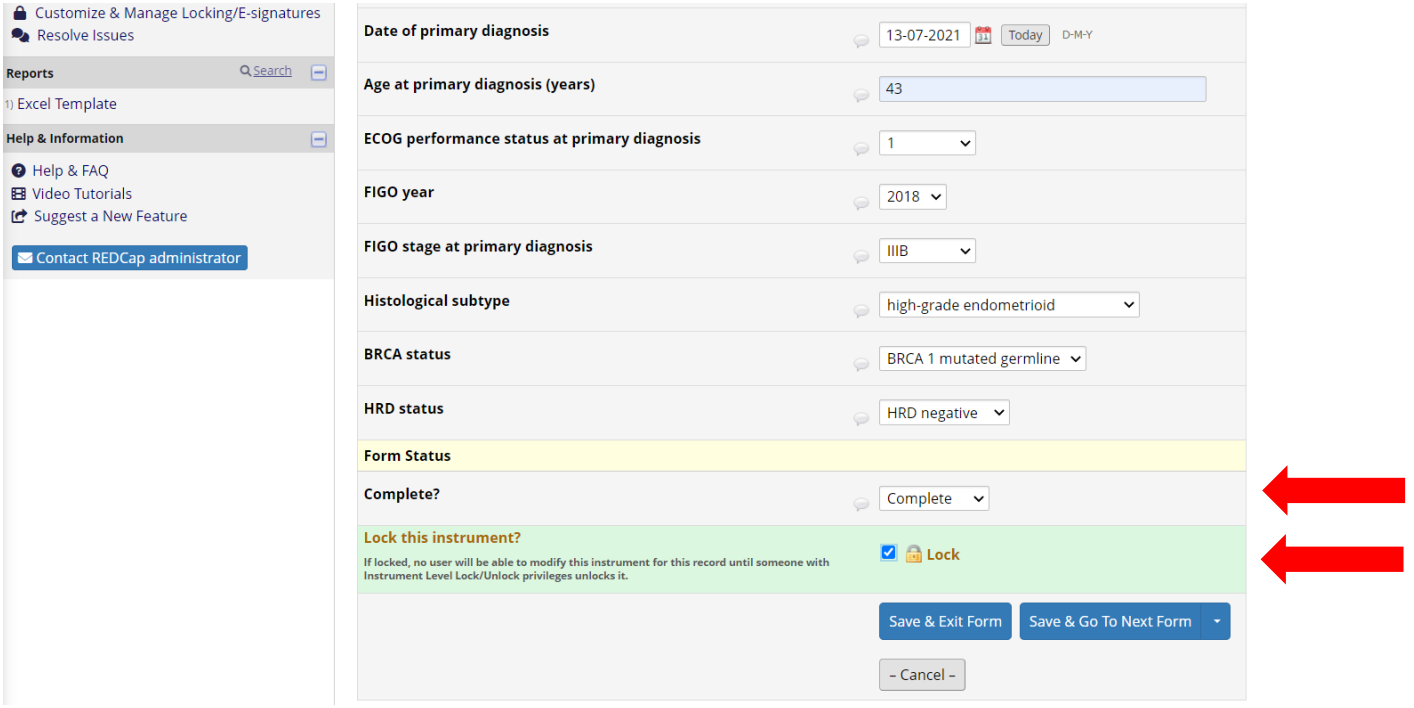
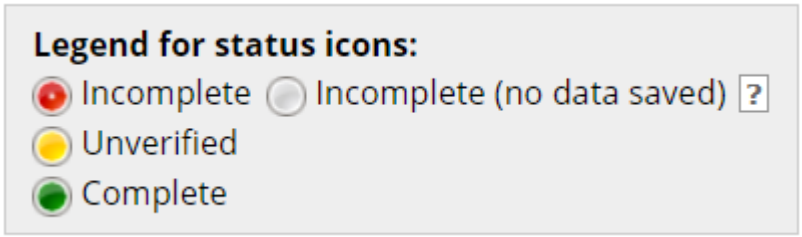
Step 7:

Once you have completed data entry on this form mark it "Complete" and lock the form. To unlock a locked form simply click on the Unlock form **button you will see at the bottom of the page.**



If you have not completed all data fields on the form because you don't have the necessary data for one or more fields, you may mark it "Incomplete". If you have completed all data fields on the form but are uncertain as to the value of any field, you may mark the form "Unverified".

REDCap will keep track of the form status (Incomplete, Unverified, Complete) according to the following legend. The color scheme is a visual reminder that some patient records need to be further addressed before they can be marked complete.



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Step 8:

Once you have marked the form "Complete" and locked it, you can click on "Save & Exit Form". You should then see something like the following. Locking a form is a way to help ensure that no one accidently changes data for a completed form.

You may then select another form for which to enter data by clicking on the corresponding dot in the "Status" column. You should continue to enter data until all forms are completed, marked complete, and locked.

You may edit the data for a patient record by clicking on the green dot (or red dot or yellow dot). This will reopen the patient record. If a form is locked, you must unlock it before it can be edited. Once you have completed any edits mark the form "Complete" (or "Incomplete" or "Unverified"). If the form is completed, then lock it. Then click "Save & Exit Form".

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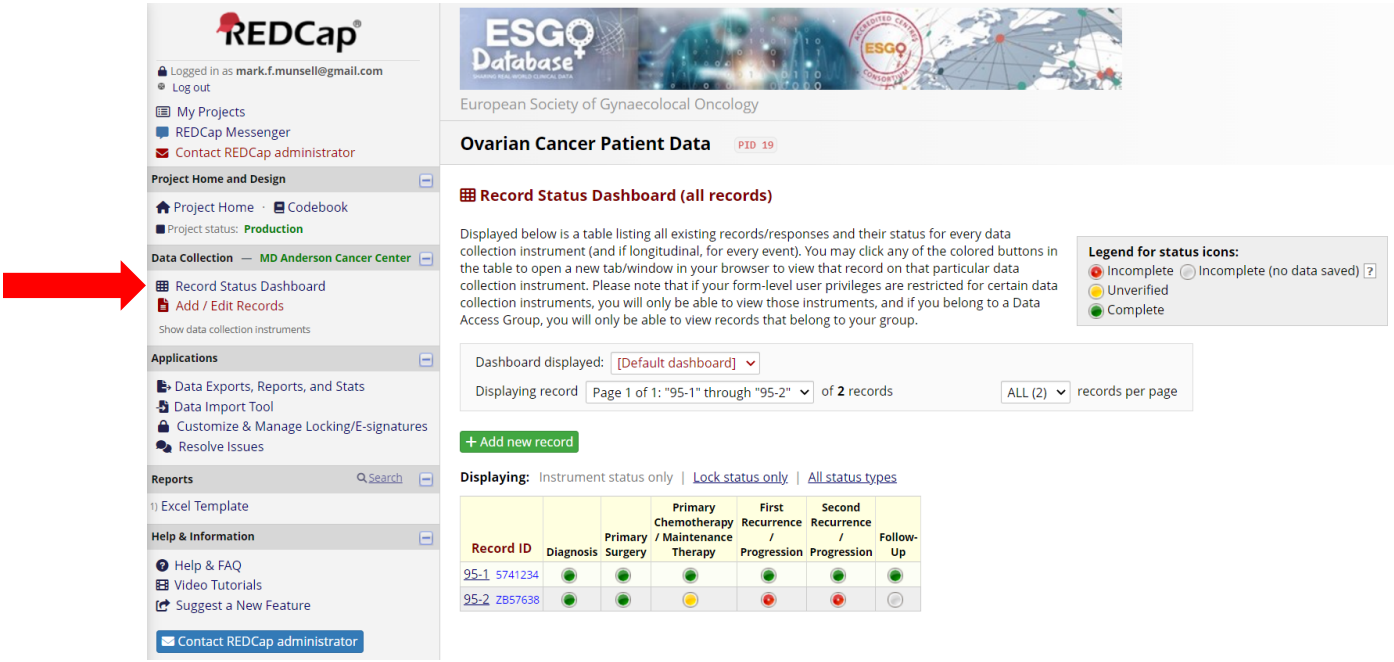
Step 9:

There are 3 methods you can use to access the forms for a patient record. These 3 methods are illustrated below.

Method 1

Once you have entered one or more patient records you can see a list of all patient records by clicking on the "Record Status Dashboard" on the left of the page.



You can edit the data for a patient record by clicking on the dot under the form name for a patient record. This will reopen the form for that patient record. If a form is locked, you must unlock the form before it can be edited. Once you have completed any edits mark the form "Complete" or "Incomplete" or "Unverified" as appropriate. If the form is completed, then lock it. Then click "Save & Exit Form".

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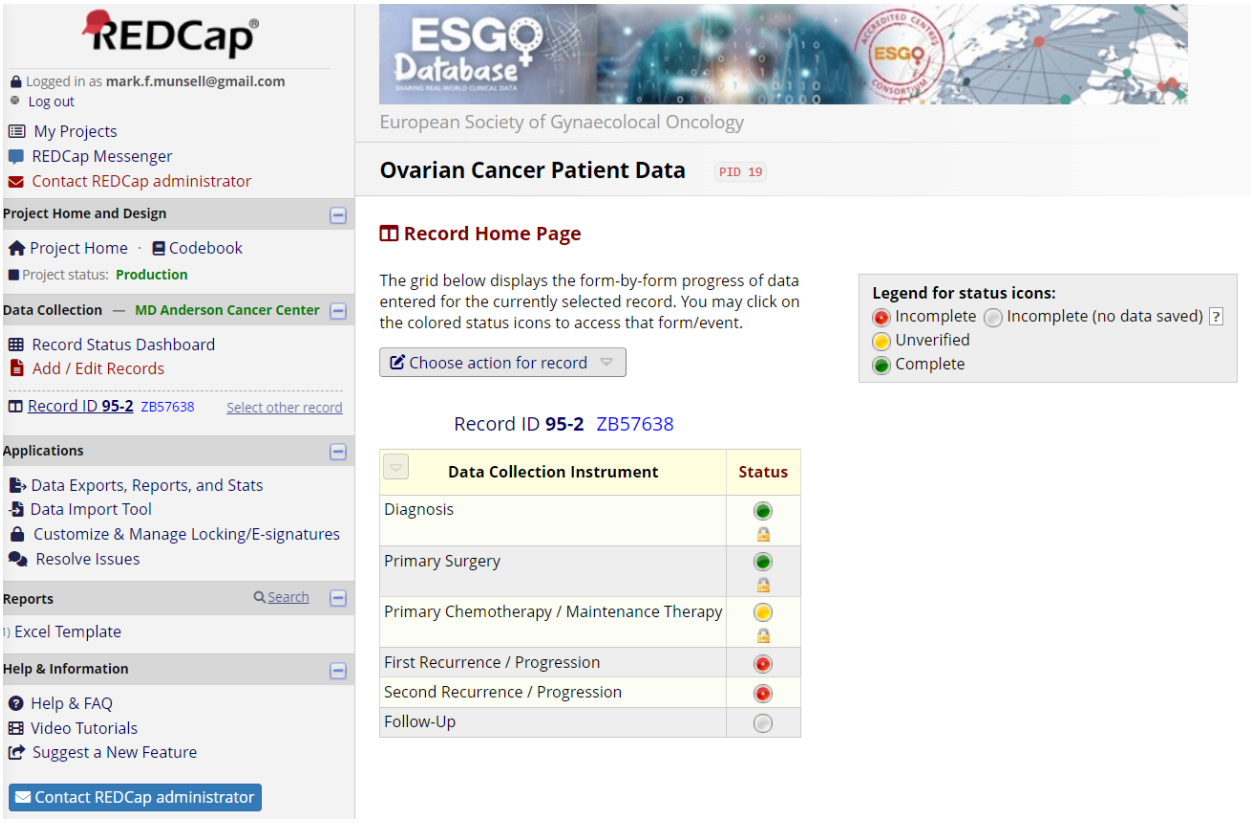
Method 2

By clicking on the "Record ID" you can open the dashboard for that patient record, as shown below.



You can edit the data for a patient record by clicking on the dot under the form name for a patient record. This will reopen the form for that patient record. If a form is locked, you must unlock the form before it can be edited. Once you have completed any edits mark the form "Complete" or "Incomplete" or "Unverified" as appropriate. If the form is completed, then lock it. Then click "Save & Exit Form".

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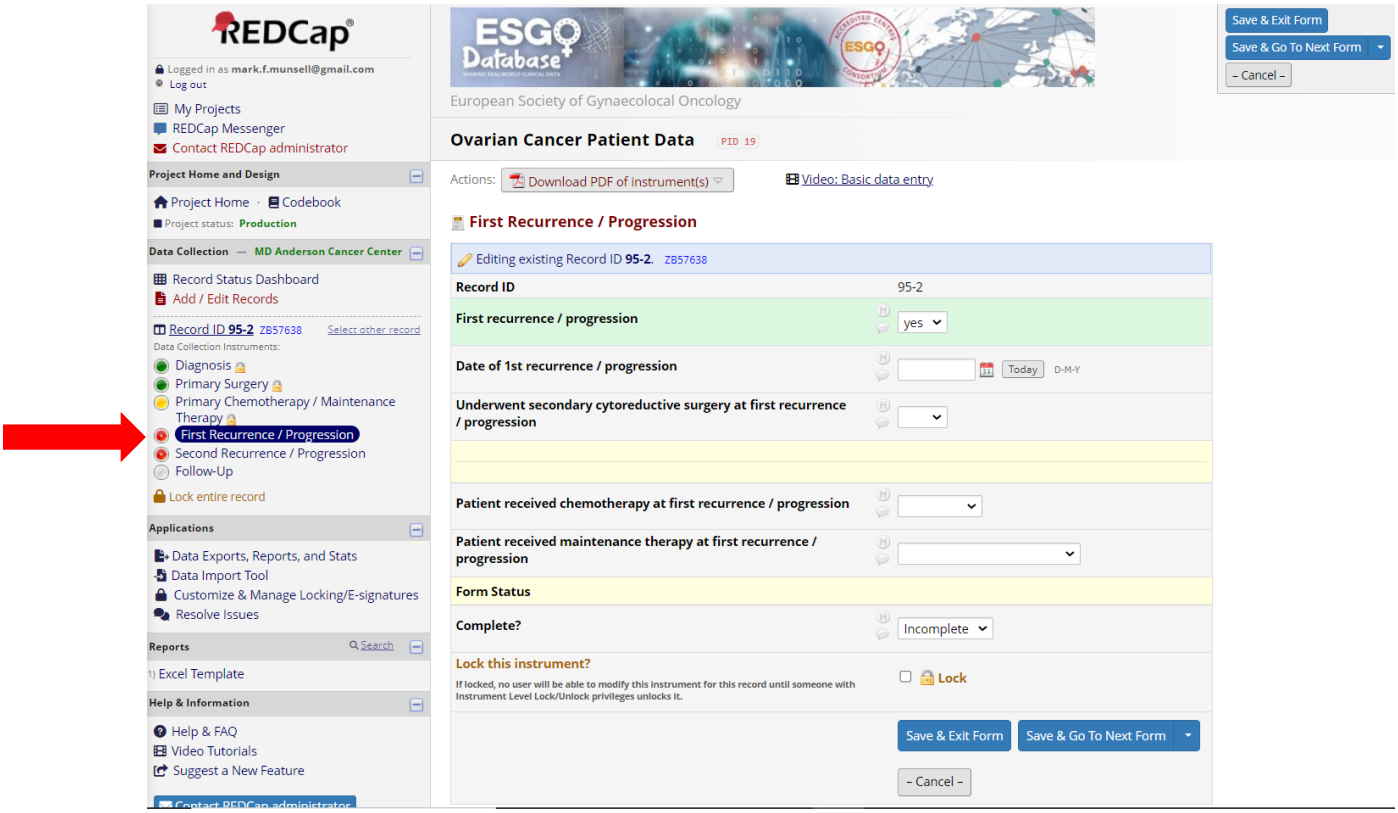
Method 3

Once you open a form from the "Record Status Dashboard" you will see a list of forms for the selected patient record on the left side of the page as shown below.



From this list you can select any form for which to enter data. You may edit the data for a patient record by clicking on the dot next to the form name. This will reopen the corresponding form for the patient record. If a form is locked, you must unlock it before it can be edited. Once you have completed any edits mark the form "Complete" or "Incomplete" or "Unverified" as appropriate. If the form is completed, then lock it. Then click "Save & Exit Form".