

REDCap® eLogbook Manual

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.



Log In



THE WIND OF INNOVATION IN WOMEN'S CANCER

For questions regarding the ESGO Database please email database@esgo.org.

For questions regarding ESGO Accreditations please email centre.accreditations@esgo.org.

Please log in with your user name and password. If you are having trouble logging in, try clicking the "Forgot your password" link below.

Username:	<input type="text"/>
Password:	<input type="password"/>

[Forgot your password?](#)



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

REDCap Password Recovery

You may use this page to reset your REDCap password. You must first provide your REDCap username, and if it is an authentic REDCap account, an email containing a link for resetting your password will be sent to the primary email address associated with your REDCap account, after which you will then be able log in to your account.

Username:	<input type="text"/>
<input type="button" value="Send password reset email"/>	

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.

REDCap® eLogbook Manual

Step 2:

Once you have logged in you should see the projects that you are able to access, as shown below.



THE WIND OF INNOVATION IN WOMEN'S CANCER

For questions regarding the ESGO Database please email database@esgo.org.

For questions regarding ESGO Accreditations please email centre.accreditations@esgo.org.

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](#).

Dashboard pages:

- [User Access Dashboard](#)
- [Sponsor Dashboard \(9 users\)](#)

Project Title	PID	Records	Fields	Instruments	Type	Status
eLogbook	101	157	471	17 forms 1 survey		

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.



REDCap® → PID Home My Projects + New Project Help & FAQ Training Videos Send-It Messenger Control Center

THE WIND OF INNOVATION IN WOMEN'S CANCER

For questions regarding the ESGO Database please email database@esgo.org.

For questions regarding ESGO Accreditations please email centre.accreditations@esgo.org.

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.

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.

Step 3:

Select the eLogbook by moving your cursor over the Project Title and clicking your mouse.

You should see something like the following.

The screenshot shows the REDCap interface. At the top, it says "You are currently viewing this project as the user 'rene.h.m.verheijen@gmail.com' (René Verheijen), and their user privileges". Below this is a banner for "ESGO 2026 Congress" (27th European Congress on Gynaecological Oncology). The main content area is titled "eLogbook" with a sub-header "PID 101". A red arrow points to the "Record Status Dashboard" link in the left sidebar under the "Data Collection" section.

Click on the "Record Status Dashboard".

Step 4:

If you have a record in the eLogbook, you should see something like the following. You should have only 1 record in the database.

The screenshot shows the "Record Status Dashboard (all records)" for PID 101. It includes a legend for status icons, a dashboard display selector, a data access group dropdown (René Verheijen), and a table of records. A red arrow points to the legend.

Legend for status icons:

- Incomplete
- Unverified
- Complete
- Many statuses (mixed)
- Incomplete (no data saved) ?
- Partial Survey Response
- Completed Survey Response
- Many statuses (all same)

Dashboard displayed: [Default dashboard] | Displaying Data Access Group: René Verheijen | Displaying record: Page 1 of 1: "1" through "1" of 1 records | ALL (1) records per page

+ Add new record

Displaying: Instrument status only | Lock status only | All status types

ID	Registration	Surgical Procedures		Ultrasound Procedures		Competency Assessment	Postgraduate Education	Publications	Multi-Source Feedback	Additional Files	Self Assessment
	Application Form	Documentation of Surgical Procedures	Skills Assessment	Documentation of Ultrasound Procedures	Skills Assessment	Competency Assessments	Postgraduate Education	Publications	Multi-Source Feedback	Additional Files	Self Assessment
1 René Verheijen	✓	●	●	●	●	●	● +	●	● +	●	●

Colored dots have data, and the status of the form is as described in the legend.

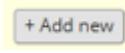
REDCap® eLogbook Manual

Clicking on the ID number will open a full dashboard, as shown below.

ID 1 René Verheijen

René Verheijen

Data Collection Instrument	Registration	Surgical Procedures 2025-10-23 06:31:09 (#1)	▶▶ + Add new 2026-01-11 15:26:20 (#13)	+ Add new Ultrasound Procedures
Application Form (survey)	✔			
Documentation of Surgical Procedures		●	●	
Skills Assessment (survey)		●	✔	
Documentation of Ultrasound Procedures				●
Skills Assessment				●

Clicking on any dot in the record dashboard will open that form. Clicking on  will add a new column of forms.

Clicking on  will expand the columns to reveal all the forms completed over time in that section.

Clicking on  will collapse the columns in that section, as shown below.

2026-01-11 15:15:52 (#11)	2026-01-11 15:18:18 (#12)	◀◀ + Add new 2026-01-11 15:26:20 (#13)
●	●	●
●	●	✔

Step 5:

Once you have completed data entry on any form mark it “Complete”. If you have not completed the form, you may mark it “Incomplete”. If it is complete, but you need to verify one or more fields, you can mark it “Unverified”.

Form Status

Complete? Complete ▾

Lock this instrument?
If locked, no user will be able to modify this instrument for this record until someone with Instrument Level Lock/Unlock privileges unlocks it.

Save & Exit Form
Save & ... ▾

- Cancel -

You can always return to a form to edit it, regardless of the form status, by simply clicking on the dot for the form.

However, if you need to edit the “Application Form” you must click on “Edit response” at the top of the form after you open it.

Application Form

Data Access Group: **René Verheijen** ?

✎ Survey response is editable
Edit response
Survey options ▾

✔ **Response was completed on 01-11-2026 22:59. Response was initially started on 01-04-2026 22:38.** The total completion time of the response is 7 days, 0 hours. You have permission to edit this survey response from its original values. In order to begin editing the response, you must click the Edit Response button above. [View all contributors to this response.](#)

ID 1 – Registration René Verheijen

ID	1
Fellow personal details	
Date/time	2021-02-12 17:19:08

REDCap® eLogbook Manual

Step 6 (Skills Assessment):

Once you complete the “Documentation of Surgical Procedures” form, you will have to decide on a skills assessment (OSATS), and you will see the following question at the bottom of the form.

Would you like to request a Skills Assessment?	<input type="radio"/> Yes <input type="radio"/> No	reset
--	--	-------

Marking “Yes” will reveal the following additional fields.

Would you like to request a Skills Assessment?	<input checked="" type="radio"/> Yes <input type="radio"/> No	reset
Name of person to perform the Skills Assessment	<input type="text"/>	
Email of person to perform Skills Assessment	<input type="text"/>	
Form Status		
Complete?	<input type="text" value="Complete"/>	
Lock this instrument? <small>If locked, no user will be able to modify this instrument for this record until someone with Instrument Level Lock/Unlock privileges unlocks it.</small>	<input type="checkbox"/> Lock	
<input type="button" value="Save & Exit Form"/> <input type="button" value="Save & ..."/> <input type="button" value="- Cancel -"/>		

You must provide the name and email address of the person you want to perform the “Skills Assessment”.

Once you provide the name and email address of the person you want to perform the “Skills Assessment” and mark the form “**Complete**”, an email will be sent to the person you named asking them to perform the “Skills Assessment” by completing the “Skills Assessment” form (see below).

ESGO eLogbook Skills Assessment Inbox x

ESGO eLogbook <elogbook@esgo.org> <REDCap-Support@esgo.org>
to me ▾

Please perform a Skills Assessment for your Fellow René Verheijen (ID: 1).

Clicking on the link below will open the Skills Assessment form.

[Skills Assessment](#)

The person performing the “Skills Assessment” does not have to have a REDCap account.

REDCap® eLogbook Manual

Step 7 (Multi-Source Feedback):

When you are ready to request multi-source feedback from members of your oncology team, simply provide the date of your request, the name of the assessor, the email address of the assessor, and their role on the team on the “Multi-Source Feedback” form found in the “Multi-Source Feedback” column (see below).

ID	1
If you would like multi-source feedback, please provide the name and email address of the person whom you would like to provide multi-source feedback. Then mark the form "Incomplete".	
Date time	<input type="text"/>  <input type="button" value="Now"/> Y-M-D H:M:S
Name of assessor <small>* must provide value</small>	<input type="text"/>
Email address of assessor <small>* must provide value</small>	<input type="text"/>
Role in team	<input type="text"/>

Then at the bottom of the form select “**Incomplete**” and then click on “Save & Exit Form” (see below). The person you named as the assessor will then complete the form.

Form Status	
Complete?	<input type="text" value="Incomplete"/>
Lock this instrument? <small>If locked, no user will be able to modify this instrument for this record until someone with Instrument Level Lock/Unlock privileges unlocks it.</small>	<input type="checkbox"/>  Lock
<input type="button" value="Save & Exit Form"/> <input type="button" value="Save & Stay"/>	

The person you named as the assessor will receive an email like the following:

ESGO eLogbook Multisource Feedback  Inbox x

ESGO eLogbook <elogbook@esgo.org> <REDCap-Support@esgo.org>
to me ▾

Please provide Multisource Feedback for your Fellow René Verheijen (ID: 1).

Clicking on the link below will open the Multi-Source Feedback form.

[Multi-Source Feedback](#)

NOTE: It is important to request multi-source feedback periodically during your training. You must have requested multi-source feedback before a “Summative Assessment” can be performed (see Step 8).

REDCap® eLogbook Manual

Step 8 (Summative Assessment):

To initiate a “Summative Assessment”, complete the “Fellow” portion of the “Self-Assessment” form found under the “Summative Assessment” column. You must complete all 7 sections on this form: 1) Practice-Based Learning and Improvement, 2) Patient Care and Procedural Skills, 3) System-Based Practice, 4) Medical Knowledge, 5) Successfully attended courses, 6) Interpersonal and Communication Skills, and 7) Professionalism (see section 1 below).

Event: **Summative Assessment**

ID 1

Date/time Now Y-M-D H:M:S

Practice-Based Learning and Improvement
 1 = No competence, 2 = Some competence, 3 = Full competence

	Fellow	Supervisor
Identify personal limits	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 reset	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 reset
Set learning goals	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 reset	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 reset
Identify and perform appropriate learning activities	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 reset	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 reset
Incorporate formative evaluation feedback into daily practice	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 reset	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 reset
Adequate use of scientific evidence	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 reset	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 reset
Adequate use of information technology	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 reset	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 reset
Participation in education	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 reset	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 reset

Once you have completed all 7 sections mark the form “**Incomplete**” and click “**Save & Exit Form**” (see below). Your Educational Supervisor will then complete the form.

Form Status

Complete?

Lock this instrument?
If locked, no user will be able to modify this instrument for this record until someone with Instrument Level Lock/Unlock privileges unlocks it.
 Lock

NOTE: At 6-month intervals during training you and your Educational Supervisor will receive an email alerting you that it is time to complete a “Summative Assessment”. You must provide your name and email address as well as the name of your Educational Supervisor and their email address on the “Application Form” to receive these emails.

REDCap® eLogbook Manual

You and your Educational Supervisor will get an email like the following:

ESGO eLogbook: Summative Assessment (2 Years) Inbox x

ESGO eLogbook <elogbook@esgo.org> <REDCap-Support@esgo.org>
to me ▾

It is time to perform a Summative Assessment for your Fellow René Verheijen (ID: 1).

Clicking on the link below will take you to the ESGO REDCap login page. Once you log in you will be taken directly to the record for your Fellow René Verheijen (ID: 1).

[Click here to access the Summative Assessment.](#)

You and your Educational Supervisor will receive a similar email at 6 months, 1 year, 1.5 years, and 2 years after the “Intended period from” date on your “Application” form. Clicking on the link will take them to the REDCap login page, and when they log in they will see your last incomplete “Summative Assessment”.

Your Educational Supervisor will be able to review the following forms:

Self Assessment
Level of Proficiency
Educational Activities
Multi-Source Feedback
Research Activities
Summary

Your Educational Supervisor should then complete your “Summative Assessment”. They will see the number of Postgraduate Education activities you have completed, the number of Publications for which you are an author, and the average scores for your multi-source feedback evaluations.

Step 9 (Educational Supervisors):

If you supervise more than one person, you can only view one record at a time. When you login to REDCap and open the eLogbook project, you will see something like the following:

Current Data Access Group: **Luigi Congedo** [Switch](#)

ESGO 2026 Congress
27th European Congress on Gynaecological Oncology
FEBRUARY 26-28 | 2026
COPENHAGEN | DENMARK
congress.esgo.org

THE WIND OF INNOVATION IN WOMEN'S CANCER
European Society of Gynaecological Oncology

eLogbook PID 181

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
- Unverified
- Complete
- Many statuses (mixed)
- Incomplete (no data saved) ?
- Partial Survey Response
- Completed Survey Response
- Many statuses (all same)

Dashboard displayed: [Default dashboard] v

Displaying record Page 1 of 1: "411" through "411" v of 1 records ALL (1) v records per page

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

ID
411 Luigi Congedo

To view the record of another Fellow, simply click on the blue “Switch” button at the top of the page. You will then see something like the following:

Current Data Access Group: **Luigi Congedo** [Switch](#)

ESGO 2026 Congress
27th European Congress on Gynaecological Oncology
FEBRUARY 26-28 | 2026
COPENHAGEN | DENMARK
congress.esgo.org

THE WIND OF INNOVATION IN WOMEN'S CANCER
European Society of Gynaecological Oncology

eLogbook PID 181

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.

Switch Data Access Group

Select the Data Access Group to which you would like to switch:

- Andrea Rosati
- Andrea Rosati
- Carmine Conte
- Emanuele Perrone
- Ilaria Capasso
- Inge Peters

Dashboard displayed: [Default dashboard] v

Displaying record Page 1 of 1: "411" through "411" v of 1 records ALL (1) v records per page

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

ID
411 Luigi Congedo