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.

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.

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, as shown below.

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.

2

Step 3:

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

You should see something like the following.

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.

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

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 + Add new **will add a new column of forms.**
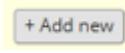
Clicking on ▶▶ **will expand the columns to reveal all the forms completed over time in that section.**

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)
🟢	🟢	🟢
⚪	⚪	🟠

<u>Step 5:</u>

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 ▾
	Incomplete
	Unverified
	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

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.

Marking "Yes" will reveal the following additional fields.

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).

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

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	ⓗ 💬 [_____] 📅🕐 [Now] Y-M-D H:M:S
Name of assessor * must provide value	ⓗ 💬 [_____]
Email address of assessor * must provide value	ⓗ 💬 [_____]
Role in team	ⓗ 💬 [_____]

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?	ⓗ 💬 [Incomplete ▾]
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**
	[Save & Exit Form] [Save & Stay ▾]

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

ESGO eLogbook Multisource Feedback ▸ Inbox ×

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).

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	○1 ○2 ○3 reset	○1 ○2 ○3 reset
Set learning goals	○1 ○2 ○3 reset	○1 ○2 ○3 reset
Identify and perform appropriate learning activities	○1 ○2 ○3 reset	○1 ○2 ○3 reset
Incorporate formative evaluation feedback into daily practice	○1 ○2 ○3 reset	○1 ○2 ○3 reset
Adequate use of scientific evidence	○1 ○2 ○3 reset	○1 ○2 ○3 reset
Adequate use of information technology	○1 ○2 ○3 reset	○1 ○2 ○3 reset
Participation in education	○1 ○2 ○3 reset	○1 ○2 ○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?	⊞💬 [Incomplete ▾]
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
	Save & Exit Form Save & Stay ▾

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.

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

ESGO eLogbook: Summative Assessment (2 Years) ➤ Inbox ×

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:

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: