

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.



Log In



Please log in with your user name and password. If you are having trouble logging in, please contact REDCap Administrator (katerina.sibravova@esgo.org).

Username:

Password:

Log In

[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:

✉ 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.

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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 x 🔍					
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.



Home My Projects Help & FAQ Training Videos Send-It Messenger Logged in as mark.f.muns

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 [REDCap Administrator \(katerina.sibravova@esgo.org\)](mailto:katerina.sibravova@esgo.org).

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.

e-Consent - Perform informed consent electronically for participants via survey.

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.

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Step 3:

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

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

ESGO Database
European Society of Gynaecological Oncology

Ovarian Cancer Patient Data PID 19

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
anegerda@gmail.co (Ane Gerda Zahl Erik)	never
christoph.grimm@r (Christoph Grimm)	never
katerina.sibravova@ (Katerina Sibravova)	never
mark.f.munsell (Mark Munsell)	never
mark.f.munsell@gn (Mark Munsell)	never
nicole.concin@i-me (Nicole Concin)	never
opoleckah@esgom (Helena Opolecka)	never
renata.brandtnerov (Renata Brandtnero)	never

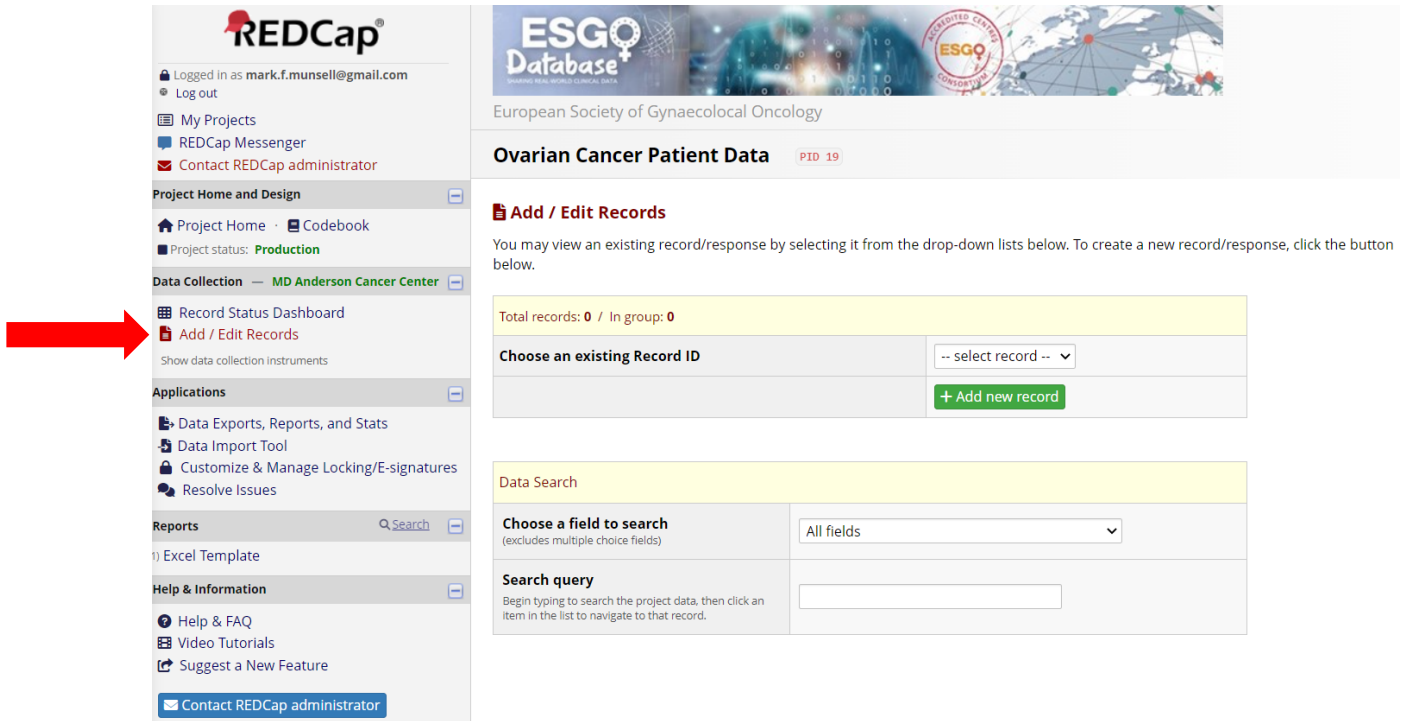
Project Statistics	
Records in project	Total: 0 / In group: 0
Most recent activity	04-01-2023 20:31
Space usage for docs	0.01 MB

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.

Entering Data in REDCap Ovarian Cancer Patient Data

Step 4:

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



The screenshot displays the REDCap interface for the ESGO Database project. The left sidebar contains navigation links, with a red arrow pointing to the "Add / Edit Records" link under the "Data Collection" section. The main content area shows the "Add / Edit Records" form, which includes a dropdown menu for "Choose an existing Record ID" and a green button labeled "+ Add new record". Below this is a "Data Search" section with a dropdown for "Choose a field to search" and a text input for "Search query".

Entering Data in REDCap Ovarian Cancer Patient Data

Step 5:

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



Logged in as **mark.f.munsell@gmail.com**
Log out

My Projects
REDCap Messenger
Contact REDCap administrator

Project Home and Design

Project Home · Codebook
Project status: **Production**

Data Collection — MD Anderson Cancer Center

Record Status Dashboard
Add / Edit Records

Record ID **95-1** [Select other record](#)

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European Society of Gynaecological Oncology

Ovarian Cancer Patient Data

PID 19

Record Home Page

Record "95-1" is a new Record ID. To create the record and begin entering data for it, click any gray status icon below.

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.

Legend for status icons:

 Incomplete  Incomplete (no data saved) ?

 Unverified

 Complete

NEW Record ID 95-1

Data Collection Instrument	Status
Diagnosis	
Primary Surgery	
Primary Chemotherapy / Maintenance Therapy	
First Recurrence / Progression	
Second Recurrence / Progression	
Follow-Up	

Entering Data in REDCap Ovarian Cancer Patient Data

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.

The screenshot displays the REDCap interface for the ESGO Database Ovarian Cancer Patient Data project. The left sidebar shows the project navigation menu with 'Diagnosis' selected under 'Record ID 95-1'. The main content area shows the 'Diagnosis' form with fields for Record ID (95-1), Patient presentation details, Patient identification number, Was presentation at primary diagnosis at your centre?, Form Status, Complete?, and Lock this instrument?.

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REDCap Messenger
Contact REDCap administrator

Project Home and Design
Project Home · Codebook
Project status: **Production**

Data Collection — MD Anderson Cancer Center
Record Status Dashboard
Add / Edit Records
Record ID 95-1
Data Collection Instruments:
Diagnosis
Primary Surgery
Primary Chemotherapy / Maintenance Therapy
First Recurrence / Progression
Second Recurrence / Progression
Follow-Up

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ESGO Database
European Society of Gynaecological Oncology

Ovarian Cancer Patient Data PID 19

Actions: Download PDF of Instrument(s) Video: Basic data entry

Diagnosis
Adding new Record ID 95-1

Record ID 95-1

Patient presented at your center in Quarter 1 or Quarter 2 (six months period only) of the years 2020, 2021 or 2022 with

1) newly diagnosed FIGO stage III/IV OC (importantly, surgical and non-surgical cases) or

2) relapsed OC undergoing secondary or tertiary cytoreductive surgery (importantly, surgical cases only).

Of note, ALL consecutively incoming OC patients in the specified time-frame must be documented, in order to avoid selection bias.

Patient identification number

Was presentation at primary diagnosis at your centre?

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.

Save & Exit Form Save & Go To Next Form

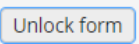
Enter data in the fields that appear. Additional fields may appear depending on the selected value(s) for some fields.

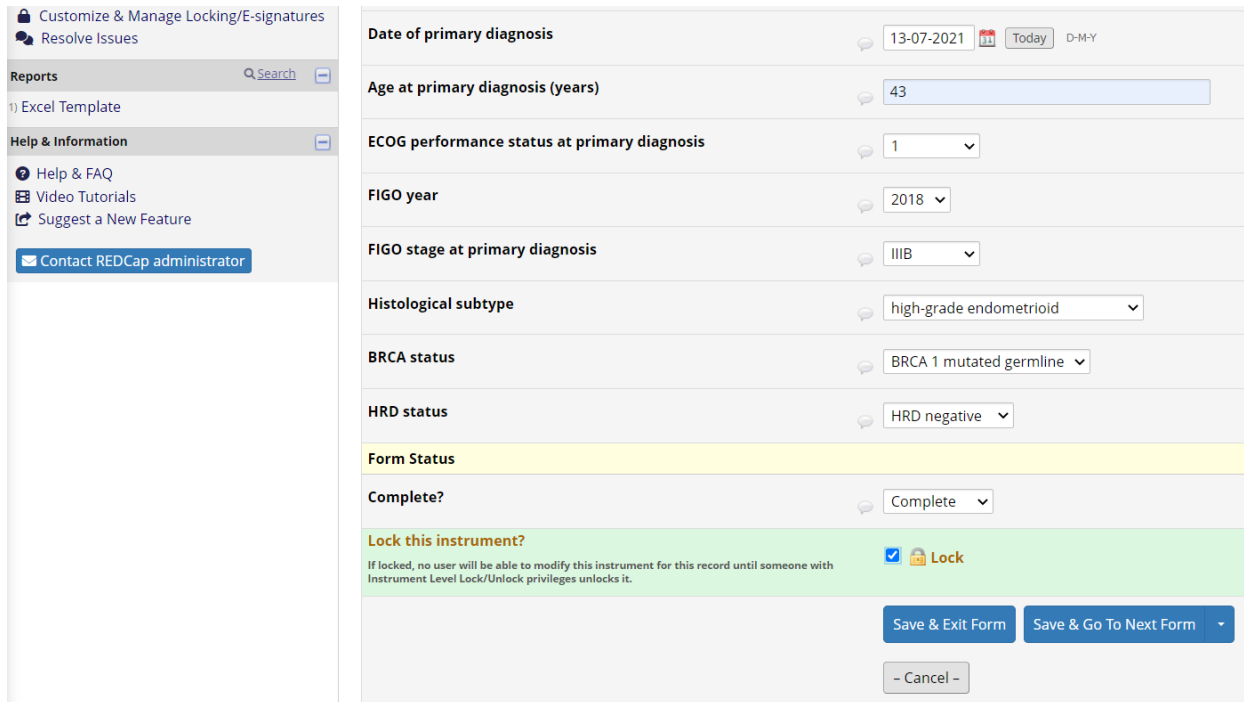
IMPORTANT: Your centre will be identified using a 2- or 3-digit number (Record ID). Patient records that you enter in the database will be numbered sequentially. The numbering of patient records will be automatic. In the example above this number is 95, and the first patient record is automatically numbered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



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Date of primary diagnosis 13-07-2021 Today D-M-Y

Age at primary diagnosis (years) 43

ECOG performance status at primary diagnosis 1

FIGO year 2018

FIGO stage at primary diagnosis IIIB

Histological subtype high-grade endometrioid

BRCA status BRCA 1 mutated germline

HRD status HRD negative

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. ☒ Lock

Save & Exit Form Save & Go To Next Form

- Cancel -

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.

Legend for status icons:

-  Incomplete  Incomplete (no data saved) ?
-  Unverified
-  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 accidentally changes data for a completed form.

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Log out

My Projects
REDCap Messenger
Contact REDCap administrator

Project Home and Design

Project Home · Codebook
Project status: **Production**

Data Collection — MD Anderson Cancer Center

Record Status Dashboard
Add / Edit Records

Record ID 95-1 5741234 [Select other record](#)

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ESGO Database
European Society of Gynaecological Oncology

Ovarian Cancer Patient Data PID 19

Record Home Page

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.

[Choose action for record](#)

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

✔ Record ID 95-1 successfully added.

Record ID 95-1 5741234

Data Collection Instrument	Status
Diagnosis	●
Primary Surgery	●
Primary Chemotherapy / Maintenance Therapy	●
First Recurrence / Progression	●
Second Recurrence / Progression	●
Follow-Up	●

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”.

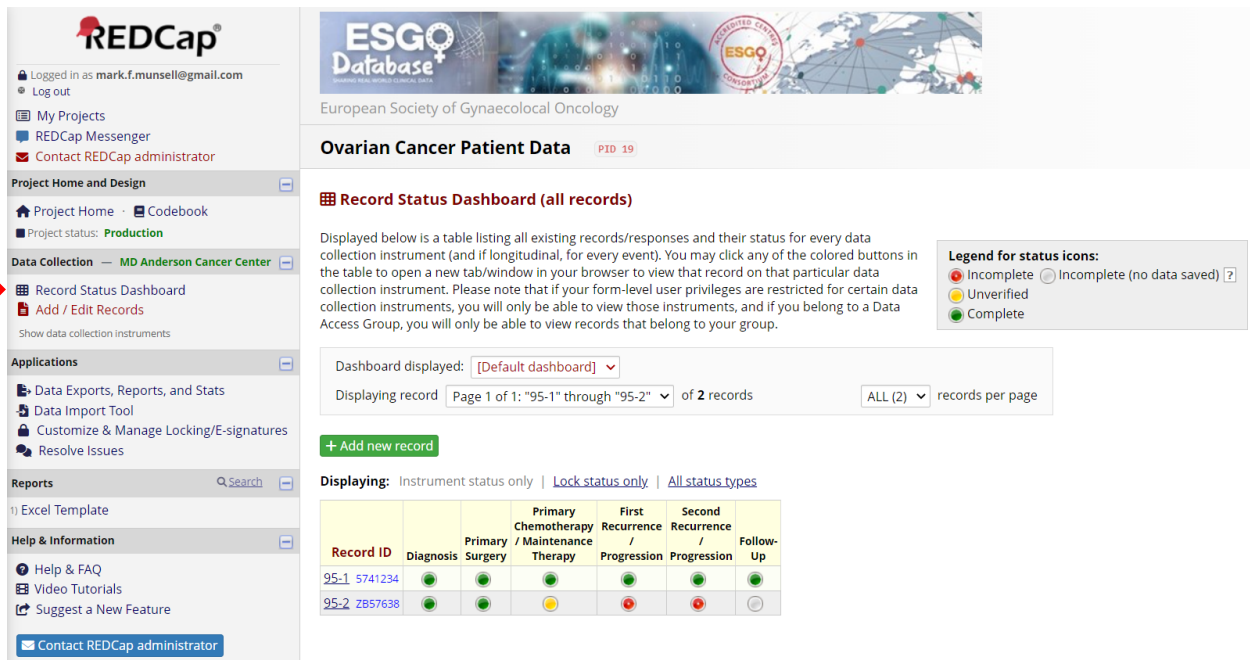
Entering Data in REDCap Ovarian Cancer Patient Data

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.



ESGO Database
European Society of Gynaecological Oncology

Ovarian Cancer Patient Data PID 19

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 record Page 1 of 1: "95-1" through "95-2" ▼ of 2 records ALL (2) ▼ records per page

+ Add new record

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

Record ID	Diagnosis	Primary Surgery	Primary Chemotherapy / Maintenance Therapy	First Recurrence / Progression	Second Recurrence / Progression	Follow-Up
95-1 5741234	●	●	●	●	●	●
95-2 ZB57638	●	●	●	●	●	●

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.

The screenshot shows the REDCap interface for the 'Ovarian Cancer Patient Data' project. The left sidebar contains navigation links for 'My Projects', 'REDCap Messenger', 'Contact REDCap administrator', 'Project Home and Design', 'Data Collection', 'Applications', 'Reports', and 'Help & Information'. The main content area displays the 'Record Home Page' for Record ID 95-2 ZB57638. It includes a table of data collection instruments with their status icons. A legend explains the status icons: Incomplete (red dot), Incomplete (no data saved) (grey dot), Unverified (yellow dot), and Complete (green dot).

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Log out
My Projects
REDCap Messenger
Contact REDCap administrator

Project Home and Design
Project Home · Codebook
Project status: **Production**

Data Collection — MD Anderson Cancer Center
Record Status Dashboard
Add / Edit Records
Record ID 95-2 ZB57638 Select other record

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Ovarian Cancer Patient Data PID 19

Record Home Page
The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.

Choose action for record

Record ID 95-2 ZB57638

Data Collection Instrument	Status
Diagnosis	Complete
Primary Surgery	Incomplete
Primary Chemotherapy / Maintenance Therapy	Unverified
First Recurrence / Progression	Incomplete
Second Recurrence / Progression	Incomplete
Follow-Up	Incomplete (no data saved)

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

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”.

Entering Data in REDCap Ovarian Cancer Patient Data

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.

The screenshot displays the REDCap interface for the 'ESGO Database' (European Society of Gynaecological Oncology). The user is logged in as 'mark.f.munsell@gmail.com'. The main content area shows the 'First Recurrence / Progression' form for Record ID 95-2 (ZB57638). The form includes fields for 'Record ID', 'First recurrence / progression' (set to 'yes'), 'Date of 1st recurrence / progression' (set to 'Today'), 'Underwent secondary cytoreductive surgery at first recurrence / progression', 'Patient received chemotherapy at first recurrence / progression', 'Patient received maintenance therapy at first recurrence / progression', 'Form Status' (set to 'Incomplete'), and a 'Complete?' checkbox. A red arrow points to the 'First Recurrence / Progression' form in the left sidebar, which is highlighted in blue. The sidebar also shows other forms like 'Diagnosis', 'Primary Surgery', 'Primary Chemotherapy / Maintenance Therapy', 'Second Recurrence / Progression', and 'Follow-Up'. The bottom of the form has 'Save & Exit Form', 'Save & Go To Next Form', and 'Cancel' buttons.

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”.