

Entering Data in REDCap

Accreditation in Advanced Ovarian Cancer Surgery - Centre Level 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 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 \(katerina.sibravova@esgo.org\)](mailto:katerina.sibravova@esgo.org).

Username:

Password:

[Forgot your password?](#)

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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	■	✓

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

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





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**
- Show data collection instruments

Applications

- Data Exports, Reports, and Stats
- Field Comment Log
- Customize & Manage Locking/E-signatures

Help & Information

- Help & FAQ
- Video Tutorials
- Suggest a New Feature
- Contact REDCap administrator



European Society of Gynaecological Oncology

Accreditation in Advanced Ovarian Cancer Surgery - Centre Level Data PID

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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 (13)

User	Expires
anegerda@gmail.cc (Ane Gerda Zahl Erik)	never
chernihivtrials@gm (Eva Vladova)	never
christoph.grimm@r (Christoph Grimm)	never
dr.palii94@gmail.cc (Roman Palii)	never
katerina.sibravova@ (Katerina Sibravova)	never

Project Statistics

Records in project	Total: 1 / In group: 0
Most recent activity	04-01-2023 20:32
Space usage for docs	0.01 MB

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Step 3:

You should then see something like the following.

The screenshot displays the REDCap web interface. On the left is a sidebar with navigation links: 'Project Home and Design' (containing Project Home, Codebook, and Project status: Production), 'Data Collection' (containing Record Status Dashboard, Add / Edit Records, and Show data collection instruments), 'Applications' (containing Data Exports, Reports, and Stats, Field Comment Log, and Customize & Manage Locking/E-signatures), and 'Help & Information' (containing Help & FAQ, Video Tutorials, Suggest a New Feature, and Contact REDCap administrator). The main content area at the top features the REDCap logo, login information for 'mark.f.munsell@gmail.com', and a header for the 'ESGO Database' (European Society of Gynaecological Oncology) with an 'Accredited Centre' seal. Below this, the project title 'Accreditation in Advanced Ovarian Cancer Surgery - Centre Level Data' is shown with a 'PID' link. The 'Add / Edit Records' section includes a message about viewing or creating records. It features a 'Total records: 1 / In group: 0' summary, a 'Choose an existing Record ID' dropdown menu (currently showing '-- select record --'), and a green '+ Add new record' button. A 'Data Search' section at the bottom includes a 'Choose a field to search' dropdown (set to 'All fields') and a 'Search query' text input field.

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Accreditation in Advanced Ovarian Cancer Surgery - Centre Level Data

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

REDCap®

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 **188-1** [Select other record](#)
Data Collection Instruments:
Quality Indicators

Applications

Data Exports, Reports, and Stats
Field Comment Log
Customize & Manage Locking/E-signatures

Help & Information

Help & FAQ
Video Tutorials
Suggest a New Feature

Contact REDCap administrator

ESGO Database
European Society of Gynaecological Oncology

Accreditation in Advanced Ovarian Cancer Surgery - Centre Level Data **PID**

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Actions: [Download PDF of instrument\(s\)](#) [Video: Basic data entry](#)

Quality Indicators

Adding new Record ID **188-1**.

Record ID 188-1

Name of your centre

Is a structured ERAS programme established and applied at your centre?

Does your centre participate in prospective clinical trials in gynaecological oncology?

Do you have a multidisciplinary tumour board fulfilling ESGO criteria?

SPECIFICATION: A multidisciplinary tumour board meeting according to ESGO criteria is a team including at least a specialized surgeon (as defined below), a radiologist, a pathologist (if a biopsy is available), and a physician certified to deliver chemotherapy (a gynaecological oncologist in countries where the subspecialty is structured and/or a medical oncologist with special interest in gynaecological oncology).

-
-
-

Does your center have a structured operative report (e.g. ESGO template or similar)?

SPECIFICATION of minimum required elements of operative report: Operative report is structured. Size and location of disease at the beginning of the operation must be described. All areas of the abdominal cavity must be described. If applicable, the size and location of residual disease at the end of the operation, and the reasons for not achieving complete cytoreduction, must be reported.

Does your center have a structured pathology report (in line with ESGO criteria)?

SPECIFICATION of ESGO criteria for structured pathology report: Pathology report contains all the required elements listed in the ICCR histopathology reporting guide.

Does your centre prospectively record serious post-operative complications in a structured way?

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 & ...

- Cancel -

Note that additional fields may be revealed depending on the values of some fields.

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Step 4:

Once you have completed data entry on this form mark it “Complete” and lock the form. 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”.

Does your center have a structured operative report (e.g. ESGO template or similar)? yes

What is the rate of operative reports at your centre that include minimum required elements? ≥ 90%

SPECIFICATION of minimum required elements of operative report: Operative report is structured. Size and location of disease at the beginning of the operation must be described. All areas of the abdominal cavity must be described. If applicable, the size and location of residual disease at the end of the operation, and the reasons for not achieving complete cytoreduction, must be reported.

Does your center have a structured pathology report (in line with ESGO criteria)? yes

SPECIFICATION of ESGO criteria for structured pathology report: Pathology report contains all the required elements listed in the ICCR histopathology reporting guide.

What is the rate of pathology reports at your centre that include minimum required elements? ≥ 90%

Does your centre prospectively record serious post-operative complications in a structured way? ALL serious complications are prospectively r

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 & ... - Cancel -

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.

REDCap
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 188-1 [Select other record](#)

Applications
Data Exports, Reports, and Stats
Field Comment Log
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ESGO Database
European Society of Gynaecological Oncology

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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 188-1 successfully added.

Record ID 188-1

Data Collection Instrument	Status
Quality Indicators	Complete

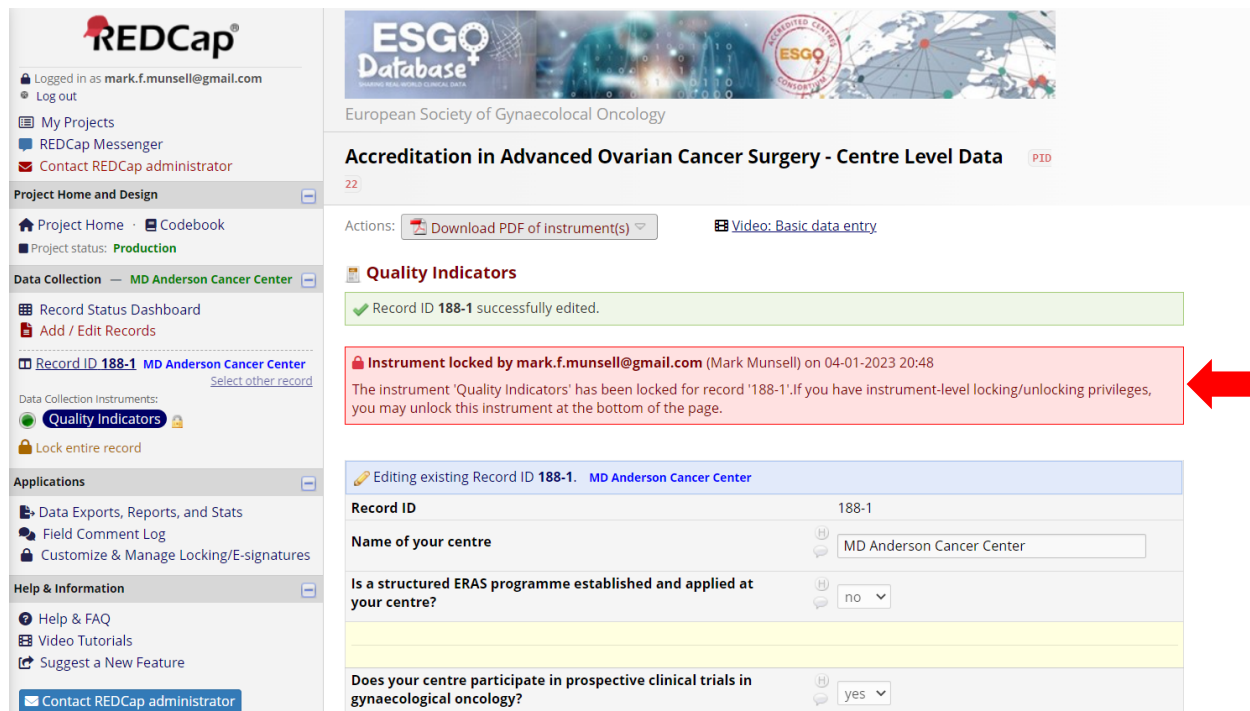
Legend for status icons:
● Incomplete ● Incomplete (no data saved) ?
● Unverified
● Complete

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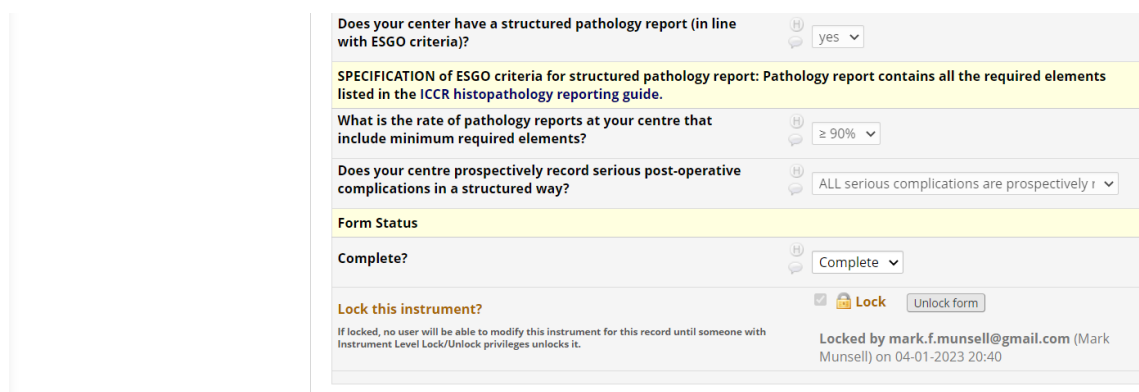
Step 5:

You may edit the data for a record by clicking on the green dot (or red dot or yellow dot). This will reopen the record. If the record is locked you will see a notice in red near the top of the form.



The screenshot shows the REDCap interface for the 'Accreditation in Advanced Ovarian Cancer Surgery - Centre Level Data' project. The left sidebar contains navigation links for 'Project Home and Design', 'Data Collection', 'Applications', and 'Help & Information'. The main content area displays the 'Quality Indicators' form for Record ID 188-1. A red message box at the top of the form states: 'Instrument locked by mark.f.munsell@gmail.com (Mark Munsell) on 04-01-2023 20:48. The instrument 'Quality Indicators' has been locked for record '188-1'. If you have instrument-level locking/unlocking privileges, you may unlock this instrument at the bottom of the page.' A red arrow points to this message box. Below the message box, the form fields are visible, including 'Record ID', 'Name of your centre', 'Is a structured ERAS programme established and applied at your centre?', and 'Does your centre participate in prospective clinical trials in gynaecological oncology?'. The 'Form Status' section at the bottom shows 'Complete?' as 'Complete' and 'Lock this instrument?' as 'Lock'.

You must unlock the record before it can be edited.



The screenshot shows the 'Form Status' section of the REDCap form. The 'Complete?' field is set to 'Complete'. The 'Lock this instrument?' section shows a 'Lock' button and an 'Unlock form' button. A red arrow points to the 'Unlock form' button. The 'Form Status' section also includes a 'Form Status' label and a 'Complete?' label.

Once you have completed any edits mark the form "Complete" and lock it. Then click "Save & Exit Form".