

Importing 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:

[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:

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 within 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 import 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.



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
- Data Import Tool
- Customize & Manage Locking/E-signatures
- Resolve Issues

Reports

- Excel Template

Help & Information

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



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

Importing Data in REDCap Ovarian Cancer Patient Data

Step 4:

Click on “Codebook” to see a list of variable/field names, field labels, and field attributes (formats, and codes). You should then see something like the following.

The screenshot shows the REDCap interface for the 'Ovarian Cancer Patient Data' project. The left sidebar contains navigation links, with 'Codebook' highlighted. The main content area displays the 'Data Dictionary Codebook' for the 'Diagnosis' instrument. A table lists variables with their names, labels, and attributes. A 'Print page' button is located above the table.

#	Variable / Field Name	Field Label Field Note	Field Attributes (Field Type, Validation, Choices, Calculations, etc.)
Instrument: Diagnosis (diagnosis)			
1	[record_id]	Record ID	text
2	[pin]	Section Header: 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). Q: note. All consecutively incoming OC patients in the specified time-frame must be documented, in order to avoid selection bias. Patient identification number	text
3	[primary_diagnosis_centre]	Was presentation at primary diagnosis at your centre?	dropdown 1 yes 0 no
4	[info_primary_diagnosis] Show the field ONLY if: [primary_diagnosis_centre] = '0'	Do you have information about primary diagnosis from another centre?	dropdown 1 yes 0 no

If you wish you can print the Codebook as a pdf file by clicking on “Print page”.

You will need to create a CSV (Excel) file with the variable **record_id** in the first column. Note that the variable names in the CSV file do not include the square brackets []. It is important that **record_id** is in the first column of the CSV file.

The second column should contain the variable **pin**, which is a unique patient identification number for your centre. You will need a **pin** for each patient so that you can locate the patient in the REDCap database should you need to update their data, such as treatment for relapse disease, follow-up, and survival data.

Importing Data in REDCap Ovarian Cancer Patient Data

IMPORTANT: Each patient should be entered into the database only once.

IMPORTANT: Your centre will be identified using a 2- or 3-digit number. Patient records that you enter in the database will be numbered sequentially, with this 2- or 3-digit number as a prefix. For example, if your centre number is 37 the first patient **record_id** should be 37-1. If you do not know your centre number enter a record for 1 patient manually (see alternate instructions). Once you enter this one patient you will see how your patients are numbered.

IMPORTANT: You must assign each patient you enter in the database a unique patient identification (**pin**) number. This unique **pin** may include numbers and letters. You should record this number for your records 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 **pin**. You should use the same 2- or 3-digit number that identifies your center as a prefix to your unique **pin**. For example, if your centre number is 37 a unique patient identification number might be 37-48KW03. REDCap will not allow the same **pin** to be assigned to more than 1 patient.

The third column should contain the variable **primary_diagnosis_centre**, with values either **1** for “yes” or **0** for “no”.

The fourth column should contain the variable **info_primary_diagnosis**, with values either **1** for “yes” or **0** for “no”. Note that this variable should only have a value if **primary_diagnosis_centre** has the value **0**.

You should continue adding variables and data to the CSV file until all variables in the Codebook are represented.

IMPORTANT: All dates must be entered in YYYY-MM-DD format. Be sure to format the cells containing dates in the CSV file with this format.

IMPORTANT: Do not include in your CSV file any calculated fields. Examples of calculated fields are **scs_1st** and **scs_group_1st** (shown below). Calculated fields will be calculated automatically when the data file is imported into REDCap.

42	[scs_1st] Show the field ONLY if: [cyto_surg_1st] = '1'	Section Header: Surgical complexity score	calc Calculation: sum([scs1_1st], [scs2_1st], [scs3_1st], [scs4_1st], [scs5_1st], [scs6_1st], [scs7_1st], [scs7_1st], [scs7_1st], [scs8_1st], [scs8_1st], [scs9_1st], [scs9_1st], [scs10_1st], [scs10_1st], [scs11_1st], [scs11_1st], [scs11_1st], [scs11_1st])
43	[scs_group_1st] Show the field ONLY if: [cyto_surg_1st] = '1'	Surgical complexity score group	text Field Annotation: @CALCTEXT(if([scs_1st]>=0 and [scs_1st]< 4,'low',if([scs_1st]>=4 and [scs_1st]< 8,'intermediate',if([scs_1st]>=8,'high',''))))

Importing Data in REDCap Ovarian Cancer Patient Data

IMPORTANT: Note that the last variable on each instrument is used to indicate the form status. These variables are usually composed of the name of the form and the word complete. If you have complete data for a patient, you should assign this variable the value **2**. If the data are incomplete, you should assign the variable the value **0**. If you have data values that need to be verified, you should assign this variable the value **1**.

13	[hrd_status] Show the field ONLY if: [primary_diagnosis_centre] = '1' or [info_primary_diagnosis] = '1'	HRD status	dropdown 0 HRD negative 1 HRD positive 2 HRD unknown
14	[diagnosis_complete]	Section Header: Form Status Complete?	dropdown 0 Incomplete 1 Unverified 2 Complete

Assignment of the appropriate values for the “Form Status” variables is important, because once the data are imported the “Record Status Dashboard” will show the status of each form for each patient record, according to the “Legend for status icons”. The colored dots serve as a visual cue reminder that some forms require further attention to either complete data entry or verify data values.

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
Data Import Tool
Customize & Manage Locking/E-signatures
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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.

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 5053215						

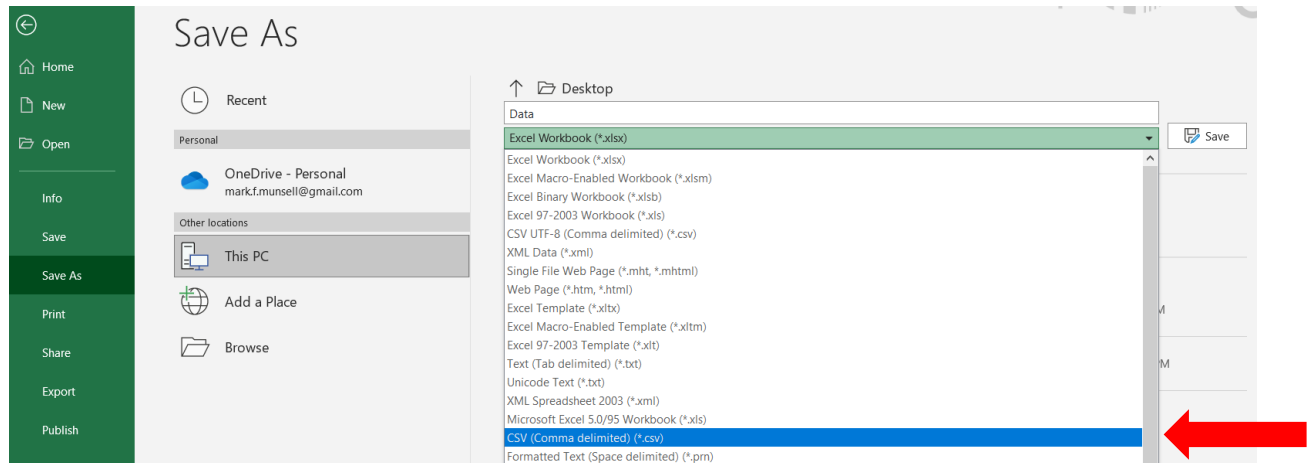
Legend for status icons:

Incomplete Incomplete (no data saved) Unverified Complete

Importing Data in REDCap Ovarian Cancer Patient Data

Step 5:

If you created an Excel file, you need to save it as a CSV file, as shown below. REDCap can only import data from a CSV file.



Step 6:

Once you have your CSV file ready to import into REDCap, click on “Data Import Tool”.



Importing Data in REDCap Ovarian Cancer Patient Data

Step 7:

You should then see something like the following.

The screenshot displays the REDCap interface for the 'Ovarian Cancer Patient Data' project (PID 19). The left sidebar contains navigation links such as 'My Projects', 'REDCap Messenger', 'Contact REDCap administrator', 'Project Home and Design', 'Data Collection', 'Applications', 'Reports', and 'Help & Information'. The main content area is titled 'Data Import Tool' and includes instructions for importing data from CSV or CDISC ODM (XML) files. A note states: 'NOTE: Since you have been assigned to a Data Access Group, you are only able to import data for your group.' Below the note are two tabs: 'CSV import' and 'CDISC ODM (XML) import'. The 'Instructions' section lists four steps: 1) Download the data import template (rows or columns), 2) Fill the template with data, 3) Click 'Browse' or 'Choose File' to upload the file, and 4) The data will be displayed and checked for errors. At the bottom, there is a form for 'Record format' with the following options: 'Format for date and datetime values' set to 'DD/MM/YYYY or YYYY-MM-DD', 'Allow blank values to overwrite existing saved values?' set to 'No, ignore blank values in the file (default)', 'Name the imported records automatically (force record auto-numbering)' set to 'Yes, rename all record names in uploaded file', and 'Choose the delimiter for the uploaded file' set to 'Comma (,)'.

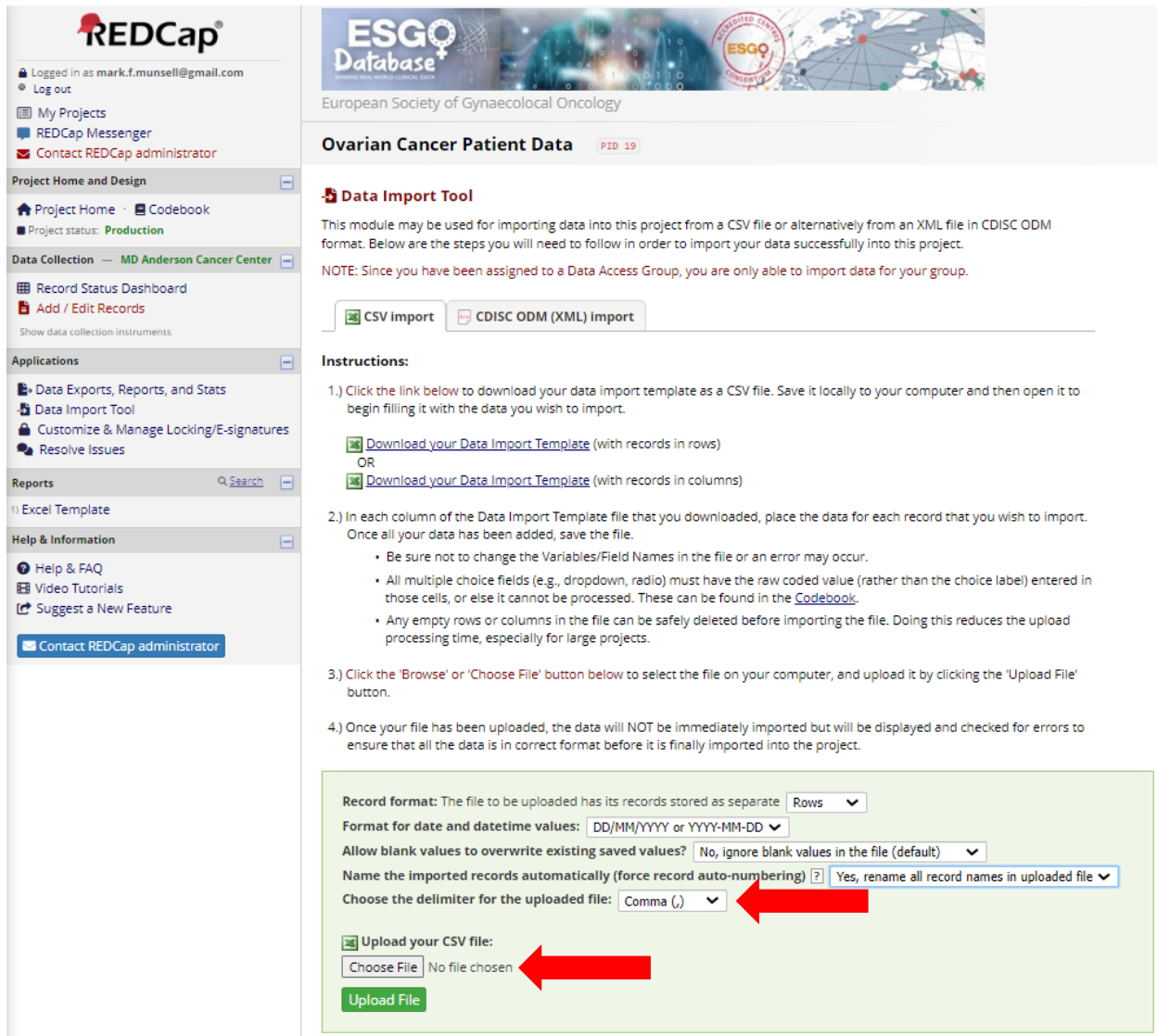
IMPORTANT: You must select the proper date format (YYYY-MM-DD), and you may choose to select “Yes, rename all record names in the uploaded file”.

By renaming the records the **record_id** will be changed when the data are imported. Each centre adding data to the database will be assigned a unique 2- or 3-digit number. This number will be added as a prefix to the **record_id**. For example, if your institution is assigned the prefix 37, your first patient will have **record_id** 37-1, your second patient will have **record_id** 37-2, etc. This number will be assigned automatically by REDCap when the data file is imported. REDCap will ensure that patients are numbered sequentially. For example, if you have 247 patients already in the database and you are uploading a new data file, the first patient in the data file will automatically be renumbered 37-248. This will happen regardless of the values of **record_id** in your CSV file.

Importing Data in REDCap Ovarian Cancer Patient Data

Step 8:

Choose the CSV file that you wish to import and click .



The screenshot shows the REDCap interface for the 'Ovarian Cancer Patient Data' project (PID 19). The left sidebar contains navigation links for Project Home and Design, Data Collection (MD Anderson Cancer Center), Applications, Reports, and Help & Information. The main content area displays the 'Data Import Tool' with instructions for importing data from a CSV or CDISC ODM (XML) file. The 'CSV import' tab is selected. The instructions list four steps: 1) Download the Data Import Template (rows or columns), 2) Fill the template with data, 3) Click 'Browse' or 'Choose File' to select the file, and 4) Upload the file. Below the instructions, there is a form for configuring the import. The 'Record format' is set to 'Rows'. The 'Format for date and datetime values' is set to 'DD/MM/YYYY or YYYY-MM-DD'. The 'Allow blank values to overwrite existing saved values?' is set to 'No, ignore blank values in the file (default)'. The 'Name the imported records automatically (force record auto-numbering)' is set to 'Yes, rename all record names in uploaded file'. The 'Choose the delimiter for the uploaded file:' dropdown is set to 'Comma (,)', with a red arrow pointing to it. Below this, the 'Upload your CSV file:' section shows a 'Choose File' button and 'No file chosen' text, with a red arrow pointing to the 'Choose File' button. At the bottom of the form is an 'Upload File' button.

Be sure to choose the appropriate delimiter for your CSV file. The delimiter is the character that separates the columns of data in your data file. The default for a CSV (Comma Separated Value) file is a comma. Other choices for the delimiter are a “Tab” or a “Semicolon (;)”.

IMPORTANT: The file size upload limit is 32 MB. If your CSV file is larger than 32 MB, you will need to separate it into smaller files and upload each of the smaller files separately.

Importing Data in REDCap Ovarian Cancer Patient Data

Step 9:

After you click  you should see something like the following.

If you included calculated fields in your data file you will see warnings. These warnings inform you that the calculated fields will be ignored when the file is uploaded.

You will see “Instructions for Data Review”. These instructions explain how the data will be uploaded. Some data will be new (**black text**), some may already exist (**gray text**) if the record_id already exists in the database, and some will be overwritten (**red text**) if the record_id already exists in the database. If you see something here that you did not intend you can click “Cancel” to cancel the data import and amend your data file.

 Warnings were detected in the file that was uploaded.

There are 2 warnings (shown in orange) in this dataset. Please review the warnings below before importing the data.

ERROR DISPLAY TABLE

Record	Field Name	Value	Error Message
95-1	scs_1st	5	(calc) Calculated fields cannot be imported because they will be calculated automatically during the import process. All calculated fields will simply be ignored during the import.
95-1	scs_group_1st	intermediate	(calc) Pseudo-calc fields (i.e., fields with the @CALCDATE or @CALCTEXT action tag) cannot be imported because they will be calculated automatically during the import. Pseudo-calc fields will simply be ignored during the import.

Instructions for Data Review

The data you uploaded from the file is displayed in the Data Display Table below. Please inspect it carefully to ensure that it is all correct. After reviewing it, click the 'Import Data' button at the bottom of this page to import this data into the project.

KEY for Data Display Table below

Black text = New Data

Gray text = Existing data (will not change)

(Red text) = Data that will be overwritten

DATA DISPLAY TABLE

record_id	pin	primary_diagnosis_centre	info_primary_diagnosis	date_diagnosis	age_presentation	ecog_diagnosis	figo_year	figo_stage_diagnosis
95-1 (tentative new record)	5741234	1		2022-07-05	43	1	2018	1
95-2 (tentative new record)	5053215	0	0					

Do you wish to import the new data (displayed above) into the project?
(Click the button below to import the data.)

 [Cancel](#)

You will see a list of patient records that will be imported once you click on . Notice that the centre number here is 95. Your centre number will be different.

Importing Data in REDCap Ovarian Cancer Patient Data

Step 10:

Once the data are imported you will see something like the following.



European Society of Gynaecological Oncology

Ovarian Cancer Database (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 5053215	●	●	●	●	●	●

NOTE: You may import additional data files but remember that each **record_id** and **pin** may be used only once. For example, if you try to import a data file that includes a **pin** that is already in the database, you will see an error message and something like the following. You will need to delete duplicate records from the CSV file before it can be imported.

Errors were detected in the import file that prevented it from being loaded.

There are 2 errors (shown in red in the error table below) in this dataset. Please correct any errors and upload the file again.

ERROR DISPLAY TABLE			
Record	Field Name	Value	Error Message
95-3	pin	5741234	Duplicate value for the Secondary Unique Field (i.e. "pin"). This value cannot be imported because another record already has this same value for this field. The value can never duplicate in other records.
95-4	pin	5053215	Duplicate value for the Secondary Unique Field (i.e. "pin"). This value cannot be imported because another record already has this same value for this field. The value can never duplicate in other records.