



**REDCap Instructions**  
Explanatory notes for data entry into the  
REDCap eCRF

**The Fluid Translation of Research into  
Practice Study  
(Fluid TRIPS)**

**REDCap Instructions**





## REDCap Instructions

### Explanatory notes for data entry into the REDCap eCRF

REDCap (Research Electronic Data Capture) is a secure online data collection tool, and is the platform being used for the Fluid TRIPS electronic Case Report Form (eCRF).

To begin entering data into the eCRF, access the project using this link: <https://redcap.thegeorgeinstitute.org>

Your **username** is a 3- or 4-digit code followed by the initials of your site. Your username and password will be emailed to you once we receive confirmation that your site has received ethics approval.

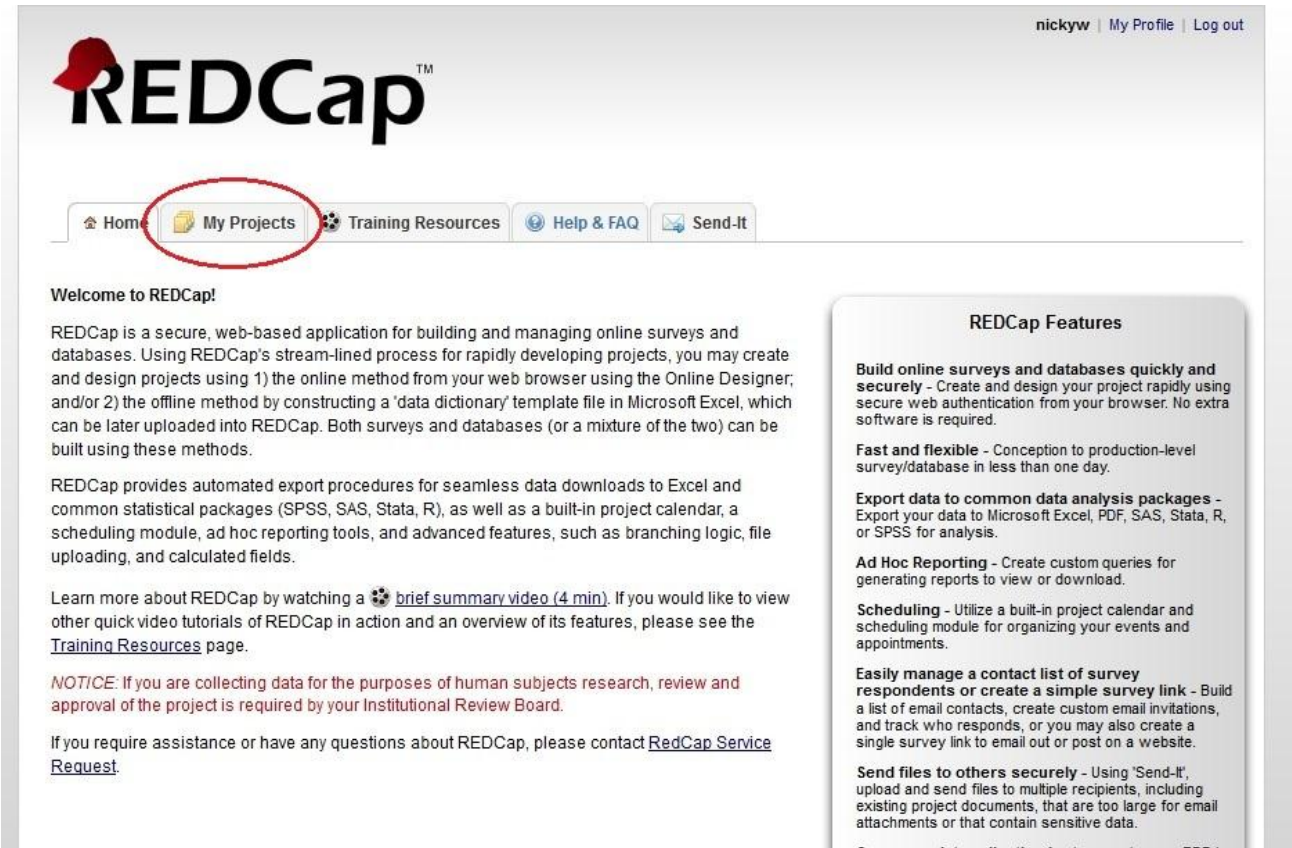
Please keep your password confidential and only share it with staff who have permission to view patient data. Accounts are secure and data entered by each site will only be visible to that site.

If you forget your password and have difficulties resetting it or if you have any problems accessing REDCap, please email Maryam at [fluidtrips@georgeinstitute.org.au](mailto:fluidtrips@georgeinstitute.org.au)

Once you have logged in, you will reach the welcome page shown below (you may be prompted to set a new password first). Please update your profile with your email address so that you are able to reset your password if you forget it. To do this, click on the **My Profile** link and follow the instructions.

A screenshot of the REDCap user interface. At the top right, the user's name "nickyv" is displayed next to two links: "My Profile" and "log out". The "My Profile" link is circled in red. Below the navigation bar, there is a "Welcome to REDCap!" section with introductory text. To the right, there is a "REDCap Features" box listing several key capabilities: building surveys and databases quickly and securely, fast and flexible development, exporting data to common analysis packages, and ad hoc reporting.

Once you have updated your profile and have returned to the welcome page, click on the **My Projects** tab.



nickyw | My Profile | Log out

# REDCap™

Home My Projects Training Resources Help & FAQ Send-It

**Welcome to REDCap!**

REDCap is a secure, web-based application for building and managing online surveys and databases. Using REDCap's stream-lined process for rapidly developing projects, you may create and design projects using 1) the online method from your web browser using the Online Designer, and/or 2) the offline method by constructing a 'data dictionary' template file in Microsoft Excel, which can be later uploaded into REDCap. Both surveys and databases (or a mixture of the two) can be built using these methods.

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.

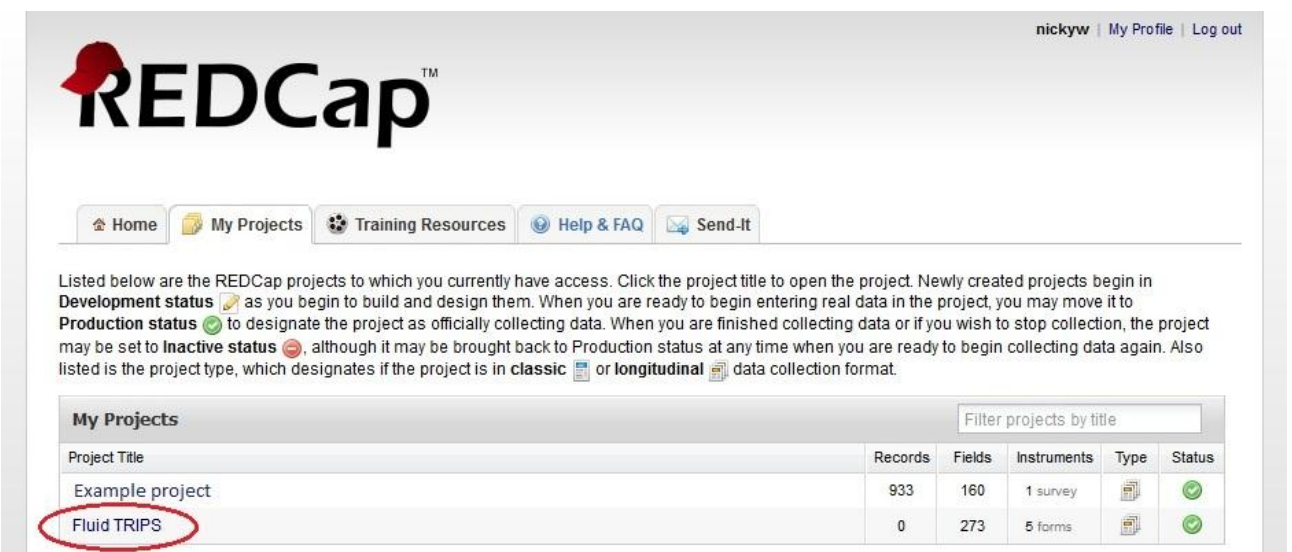
**NOTICE:** If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board.

If you require assistance or have any questions about REDCap, please contact [RedCap Service Request](#).

### REDCap Features

- Build online surveys and databases quickly and securely** - Create and design your project rapidly using secure web authentication from your browser. No extra software is required.
- Fast and flexible** - Conception to production-level survey/database in less than one day.
- Export data to common data analysis packages** - Export your data to Microsoft Excel, PDF, SAS, Stata, R, or SPSS for analysis.
- Ad Hoc Reporting** - Create custom queries for generating reports to view or download.
- Scheduling** - Utilize a built-in project calendar and scheduling module for organizing your events and appointments.
- Easily manage a contact list of survey respondents or create a simple survey link** - Build a list of email contacts, create custom email invitations, and track who responds, or you may also create a single survey link to email out or post on a website.
- Send files to others securely** - Using 'Send-It', upload and send files to multiple recipients, including existing project documents, that are too large for email attachments or that contain sensitive data.

A page will then be displayed with one or more projects listed, as shown below. Select the **Fluid TRIPS** link to access the Fluid TRIPS project.



nickyw | My Profile | Log out

# REDCap™

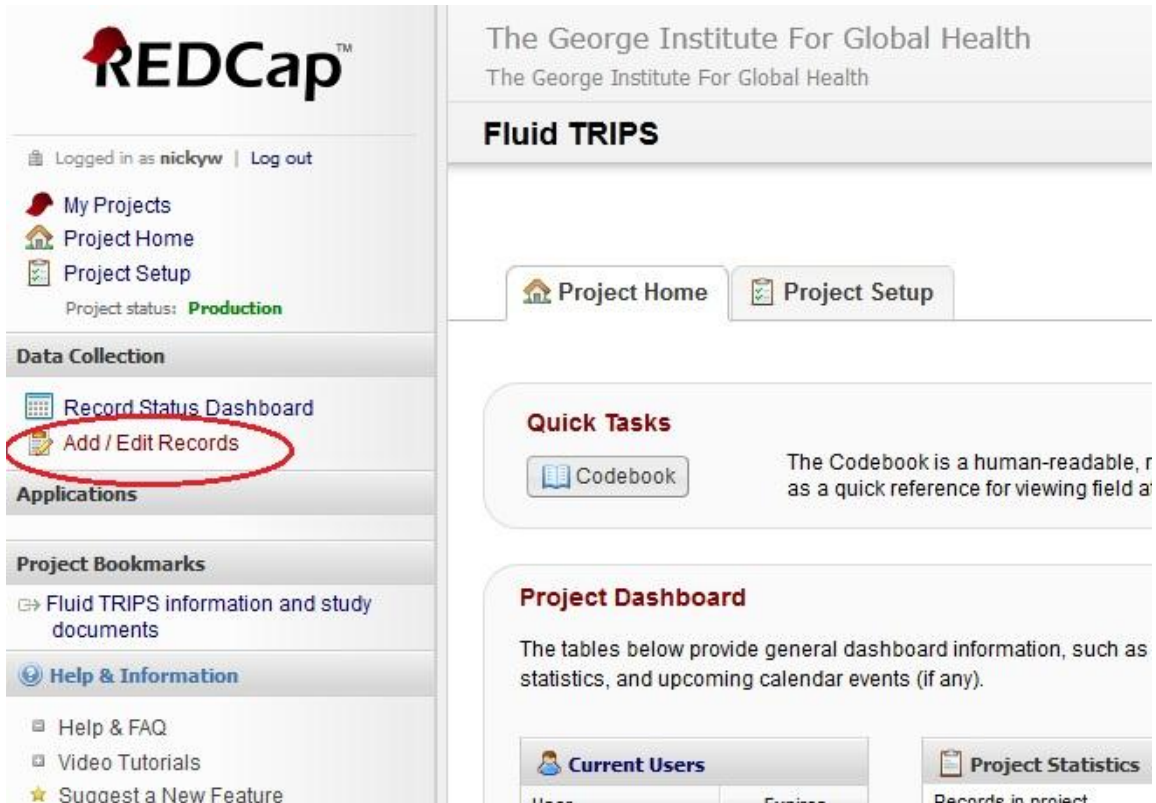
Home My Projects Training Resources Help & FAQ Send-It

Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. Newly created projects begin in **Development status** as you begin to build and design them. When you are ready to begin entering real data in the project, you may move it to **Production status** to designate the project as officially collecting data. When you are finished collecting data or if you wish to stop collection, the project may be set to **Inactive status**, although it may be brought back to Production status at any time when you are ready to begin collecting data again. Also listed is the project type, which designates if the project is in **classic** or **longitudinal** data collection format.

Filter projects by title

Project Title	Records	Fields	Instruments	Type	Status
Example project	933	160	1 survey		✓
Fluid TRIPS	0	273	5 forms		✓

You will then reach the Project Home screen. To begin entering data for a patient, click on the **Add/Edit Records** link. On this page, you can also check the progress of data entry for all patients by clicking on the **Record Status Dashboard** in the left column, and there is a link to **Fluid TRIPS information and study documents**, where you can access the Data Dictionary and CRFs if needed. You can return to this page at any time by clicking on the **Project Home** tab.



Once you have clicked *Add/Edit Records*, there is an option to **Choose an existing Record ID**, which will allow you to view and edit patients you have already entered. To start entering data for a **new** patient, click the button **Add new record** as shown below.



**Please note:** on the next page, REDCap will assign a unique **Record ID** to this patient (circled in red below). You will need to record this for each patient so that you can identify which record belongs to which patient when editing or completing data entry at a later time.



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### Fluid TRIPS

**Event Grid**

" X " is a new Record ID. You will need to click any of the red buttons below to create a record for this entering data for it.

The grid below displays the form-by-form progress of data entered into the project for one particular Record ID for all defined events. You may click on the colored buttons to access that form for that event. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.

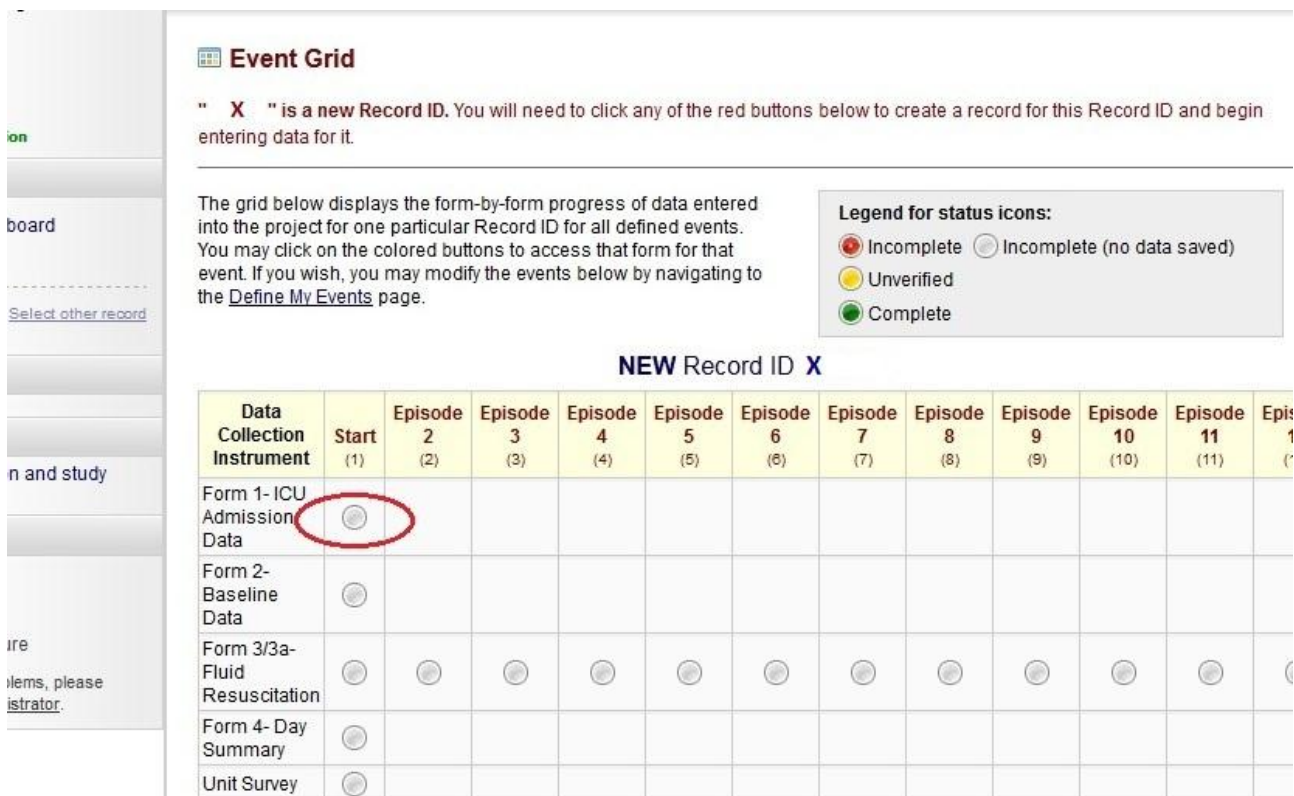
**Legend for status icons:**

- Incomplete
- Unverified
- Complete

**NEW Record ID X**

Data Collection Instrument	Start (1)	Episode 2 (2)	Episode 3 (3)	Episode 4 (4)	Episode 5 (5)	Episode 6 (6)	Episode 7 (7)	Episode 8 (8)	Episode 9 (9)
Form 1- ICU	<span style="color: red;">●</span>								

This page shows all the forms for this patient. To access an individual form, click on the relevant button. Start with Form 1 (circled in red below). The legend at the top right explains the meaning of the button colours. When some data has been entered into a form but the patient has not been completed, the button for that form will be red (incomplete). When a form is finished, the button will be green (complete).



**Event Grid**

" X " is a new Record ID. You will need to click any of the red buttons below to create a record for this Record ID and begin entering data for it.

The grid below displays the form-by-form progress of data entered into the project for one particular Record ID for all defined events. You may click on the colored buttons to access that form for that event. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.

**Legend for status icons:**

- Incomplete
- Incomplete (no data saved)
- Unverified
- Complete

**NEW Record ID X**

Data Collection Instrument	Start (1)	Episode 2 (2)	Episode 3 (3)	Episode 4 (4)	Episode 5 (5)	Episode 6 (6)	Episode 7 (7)	Episode 8 (8)	Episode 9 (9)	Episode 10 (10)	Episode 11 (11)	Episode 12 (12)
Form 1- ICU Admission Data	<span style="color: red;">●</span>											
Form 2- Baseline Data	<span style="color: grey;">●</span>											
Form 3/3a- Fluid Resuscitation	<span style="color: grey;">●</span>	<span style="color: grey;">●</span>	<span style="color: grey;">●</span>	<span style="color: grey;">●</span>	<span style="color: grey;">●</span>	<span style="color: grey;">●</span>	<span style="color: grey;">●</span>	<span style="color: grey;">●</span>	<span style="color: grey;">●</span>	<span style="color: grey;">●</span>	<span style="color: grey;">●</span>	<span style="color: grey;">●</span>
Form 4- Day Summary	<span style="color: grey;">●</span>											
Unit Survey	<span style="color: grey;">●</span>											



# REDCap Instructions

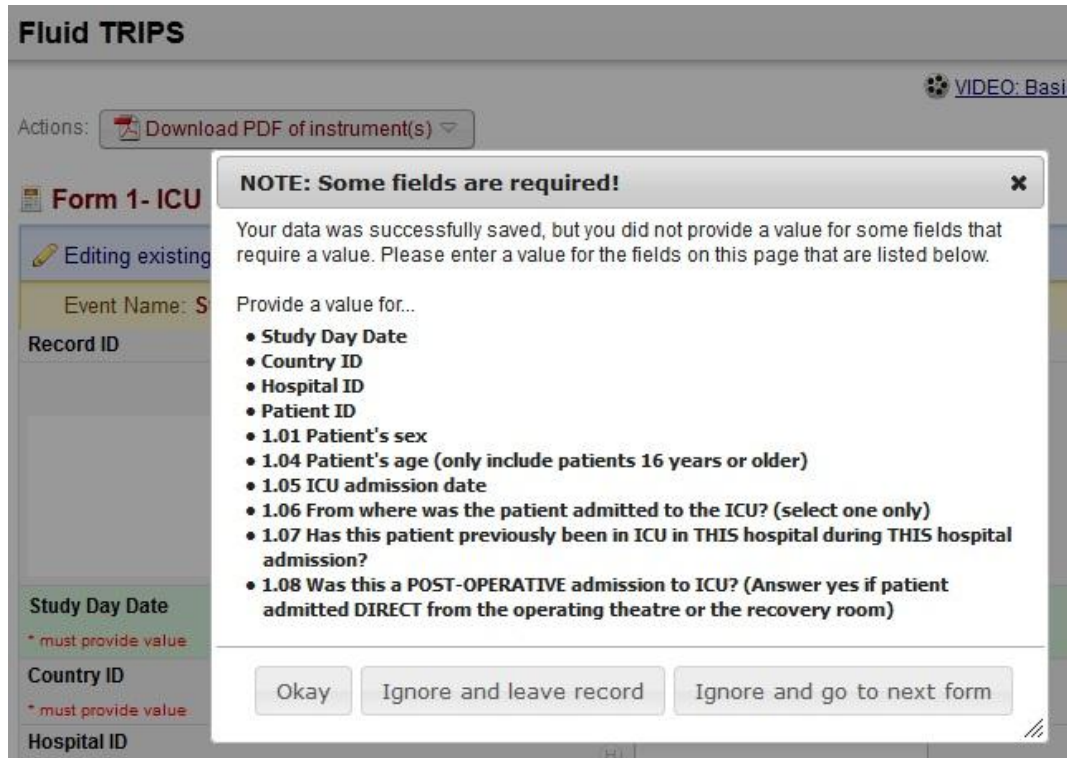
## Explanatory notes for data entry into the REDCap eCRF

Selecting a button will bring you to the eCRF (see below) and you can fill in the questions. Some questions are hidden and will appear depending on the answer to previous questions (for example, the post-operative diagnosis options will appear only if the answer to question 1.08 is yes, indicating that this is a post-operative admission). For multiple choice questions with radio buttons, clicking **reset** will clear that field so that no buttons are selected.

If you have entered some of the data but wish to complete data entry for this form later, at the bottom of the page set the drop-down menu to **Incomplete** then click **Save Record**.

Once data entry has been completed for this form for this patient, select **Complete** then click **Save Record**.


After saving, an error message will appear if there are any compulsory fields where no value or answer has been provided (see example below). To go back to the form and edit any missed fields, click **Okay**. To ignore the error message and leave the form, click **Ignore and leave record**.



To access other forms, click on the **Record ID** link in the left column and this will take you back to the screen with buttons for each form for that patient.



For patients who have more than one episode of fluid resuscitation, there are separate forms in the eCRF for each fluid resuscitation episode. To access these, click on the **Record ID** link as outlined above, then select the button for the appropriate fluid resuscitation episode. For example, for the second fluid resuscitation episode, select the **Episode 2** Form 3/3a button as shown below.



log out

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Select other record

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### Fluid TRIPS

**Event Grid**

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**Legend for status icons:**

- Incomplete
- Incomplete (no data saved)
- Unverified
- Complete

**NEW Record ID X**

Data Collection Instrument	Start (1)	Episode 2 (2)	Episode 3 (3)	Episode 4 (4)	Episode 5 (5)	Episode 6 (6)	Episode 7 (7)	Episode 8 (8)	Episode 9 (9)	Episode 10 (10)	Episode 11 (11)	Episode 12 (12)
Form 1- ICU Admission Data	<span style="color: gray;">●</span>											
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Form 3/3a- Fluid Resuscitation	<span style="color: gray;">●</span>	<span style="color: red;">●</span>	<span style="color: gray;">●</span>	<span style="color: gray;">●</span>	<span style="color: gray;">●</span>	<span style="color: gray;">●</span>	<span style="color: gray;">●</span>	<span style="color: gray;">●</span>	<span style="color: gray;">●</span>	<span style="color: gray;">●</span>	<span style="color: gray;">●</span>	<span style="color: gray;">●</span>
Form 4- Day Summary	<span style="color: gray;">●</span>											
Unit Survey	<span style="color: gray;">●</span>											