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

REDCap Instructions

ANZICS Clinical Trials Group

THE GEORGE INSTITUTE for Global Health

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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).

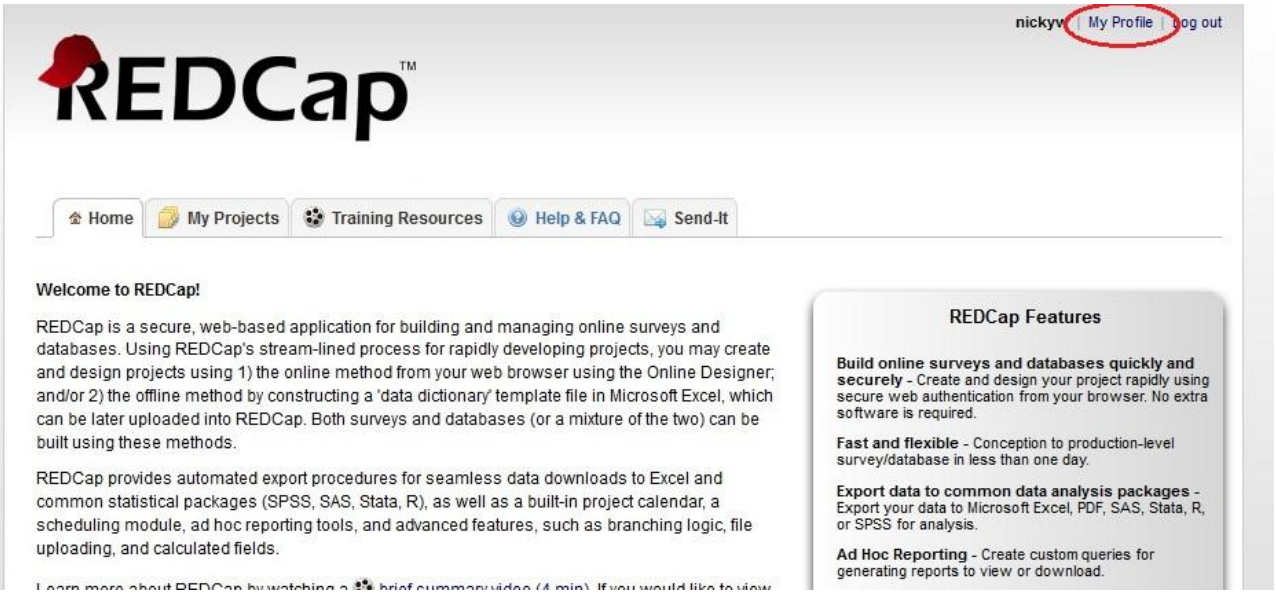
To begin entering data into the eCRF, access the project using this link: https://redcap.thegeorgeinstitute.org

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.

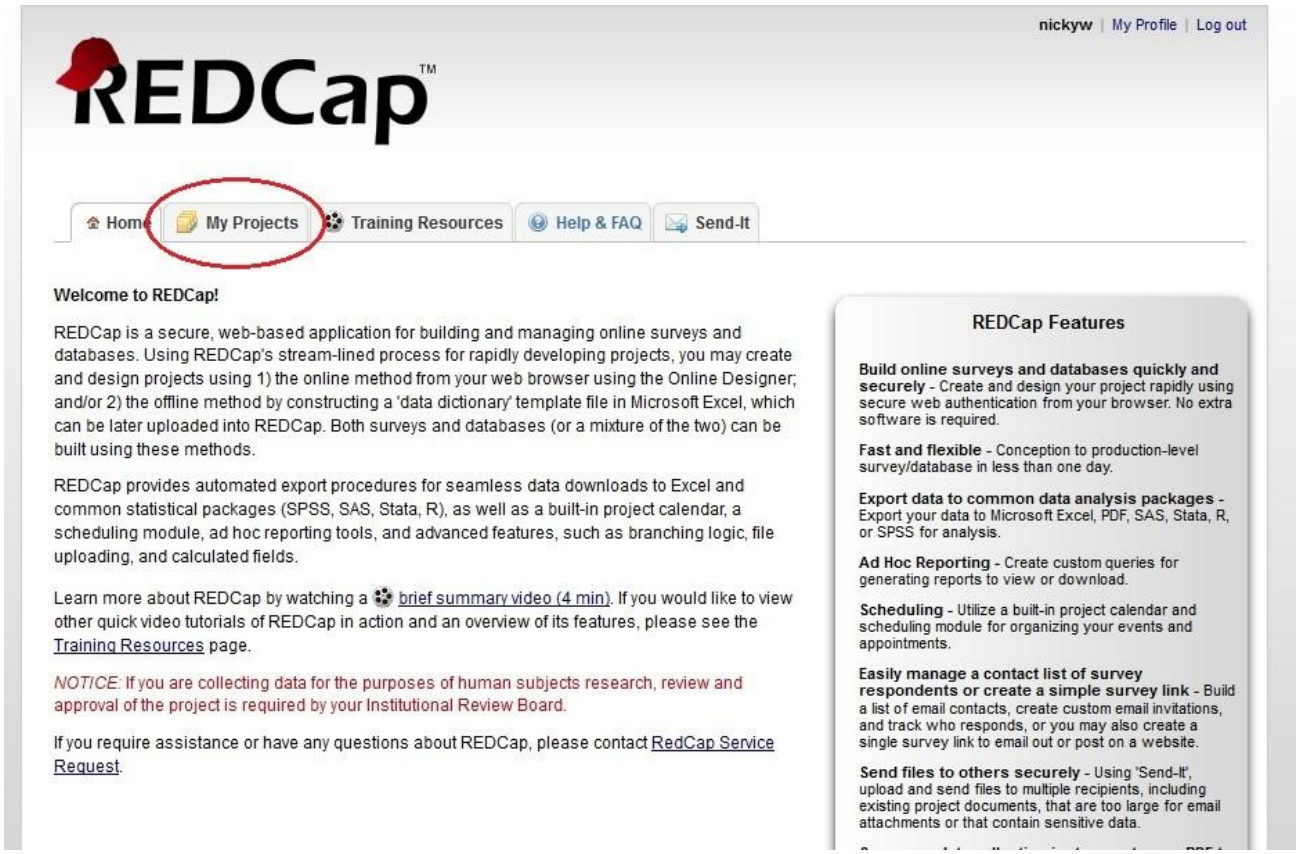
Please keep your password confidential and only share it with staff who have permission to view patient data. Accounts are secure and data entered by each site will only be visible to that site.

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

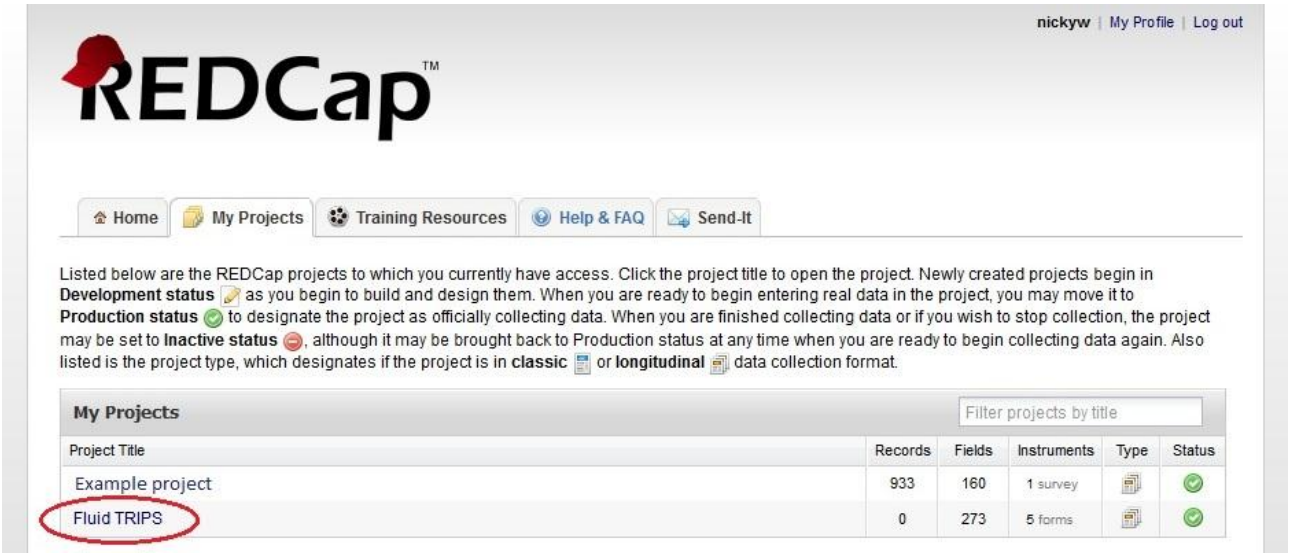
Once you have logged in, you will reach the welcome page shown below (you may be prompted to set a new password first). Please update your profile with your email address so that you are able to reset your password if you forget it. To do this, click on the ***My Profile*** link and follow the instructions.



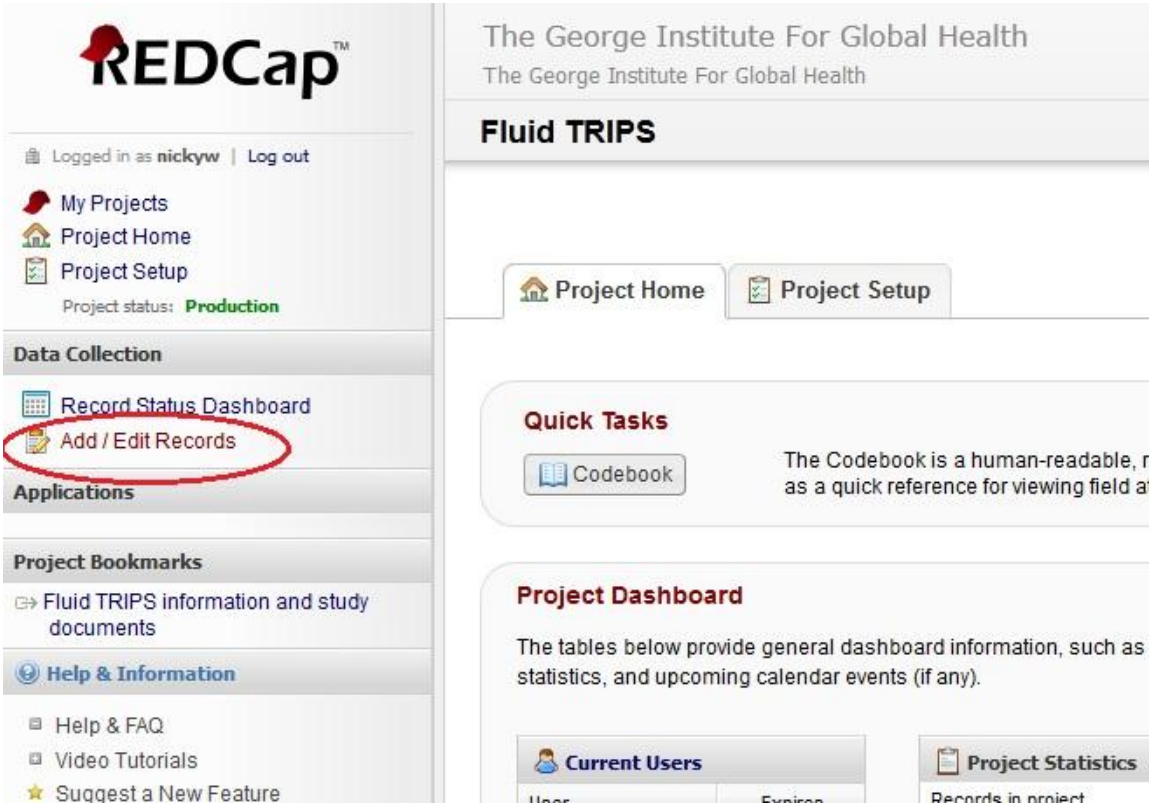
Once you have updated your profile and have returned to the welcome page, click on the ***My Projects*** tab.



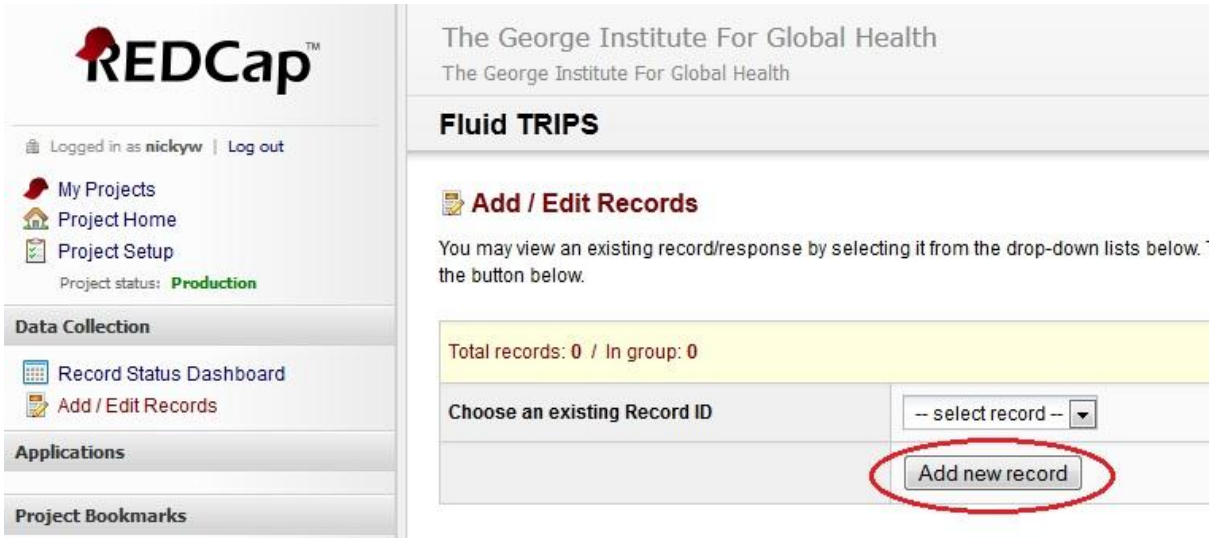
A page will then be displayed with one or more projects listed, as shown below. Select the ***Fluid TRIPS*** link to access the Fluid TRIPS project.



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.



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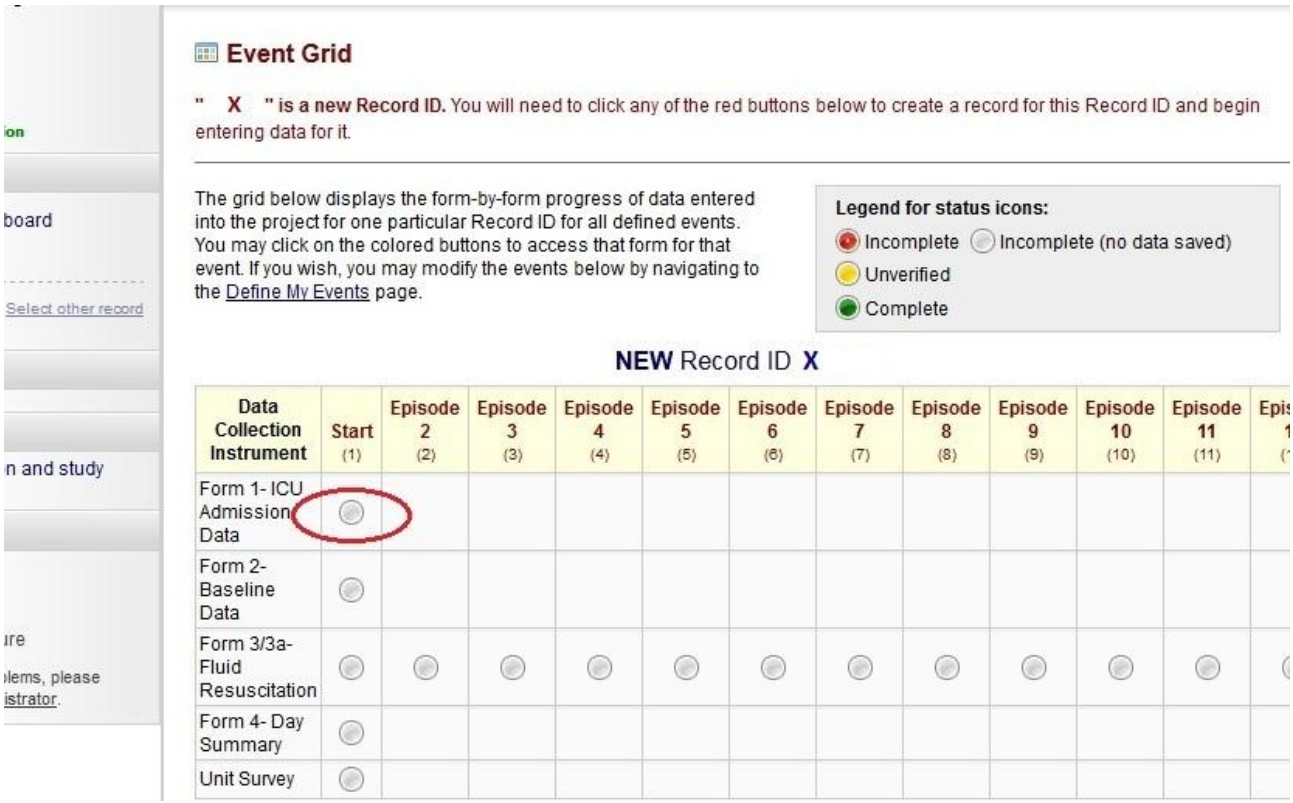
Please note: on the next page, REDCap will assign a unique ***Record ID*** to this patient (circled in red below). You will need to record this for each patient so that you can identify which record belongs to which patient when editing or completing data entry at a later time.

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).



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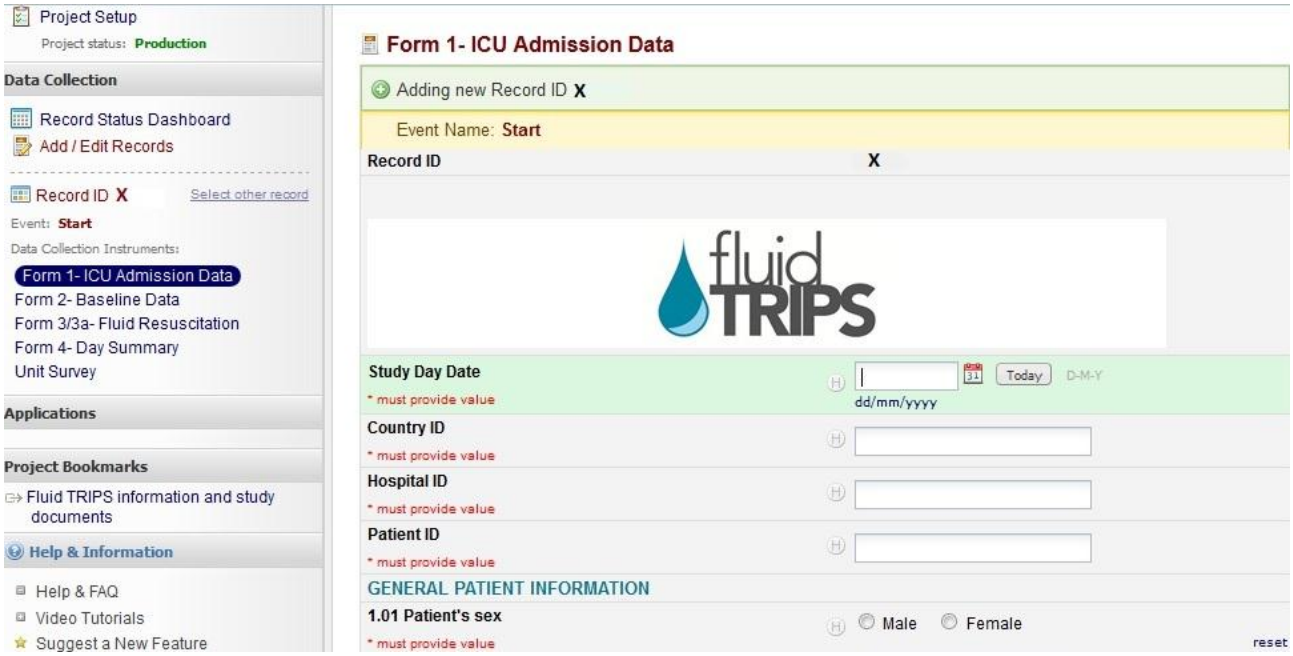
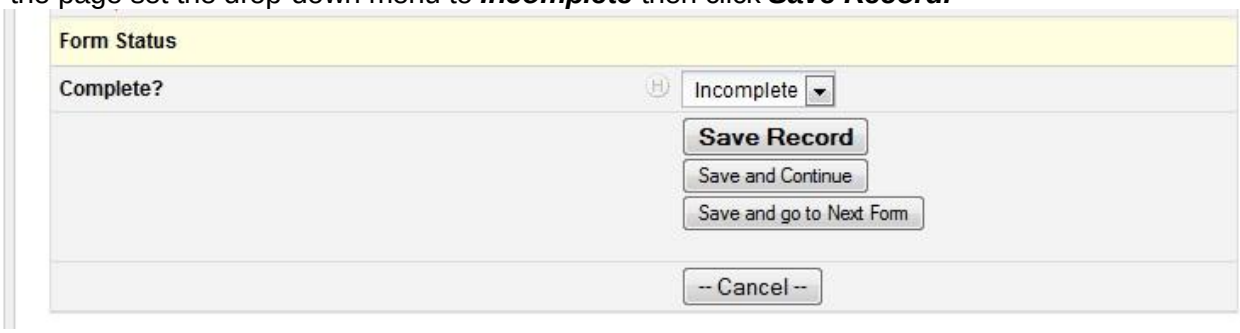
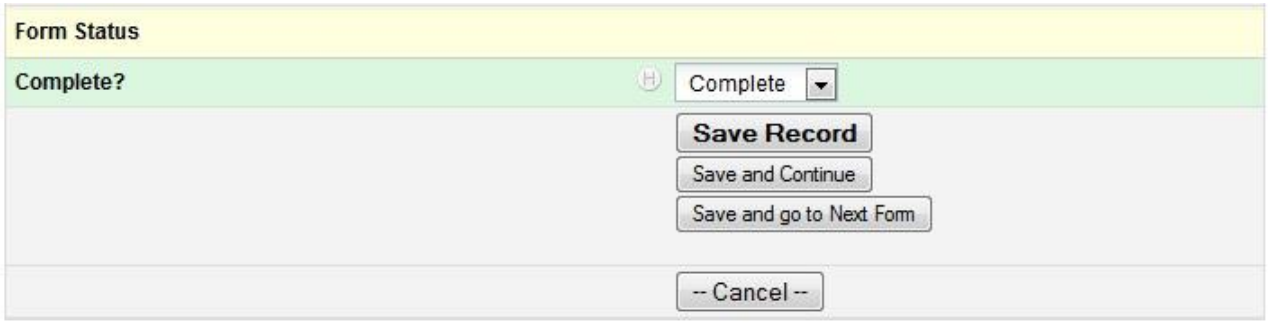
Selecting a button will bring you to the eCRF (see below) and you can fill in the questions. Some questions are hidden and will appear depending on the answer to previous questions (for example, the post-operative diagnosis options will appear only if the answer to question 1.08 is yes, indicating that 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.



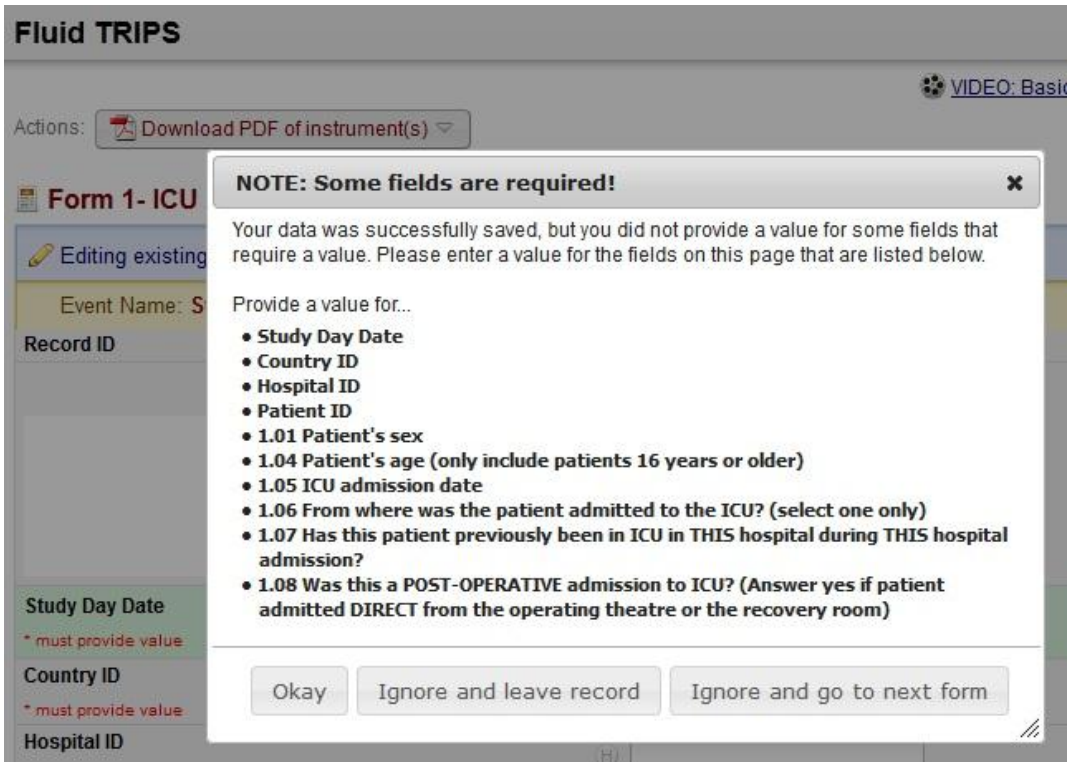
If you have entered some of the data but wish to complete data entry for this form later, at the bottom of the page set the drop-down menu to ***Incomplete*** then click ***Save Record.***



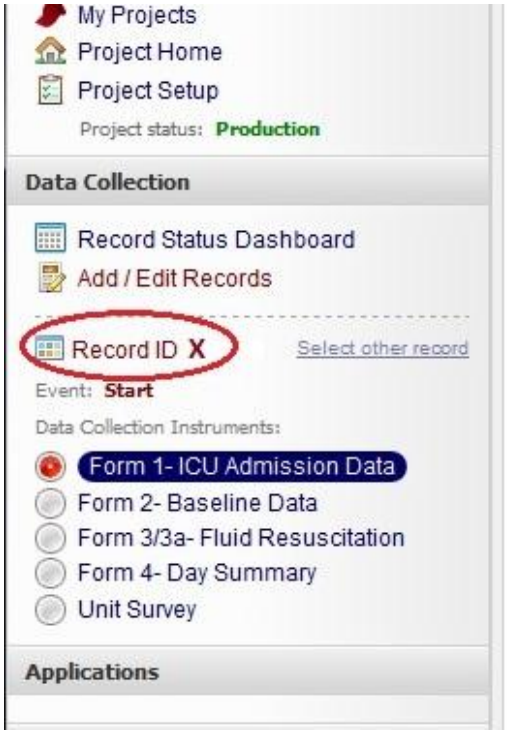
Once data entry has been completed for this form for this patient, select ***Complete*** then click ***Save Record***.

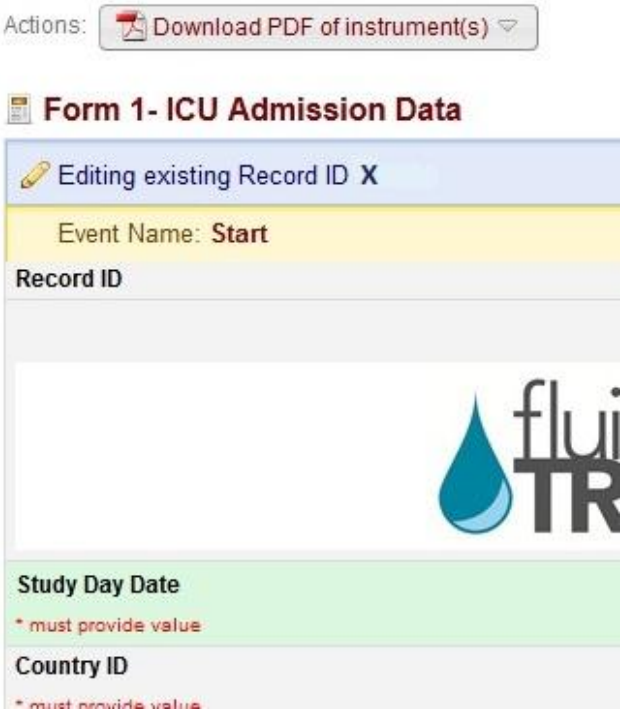
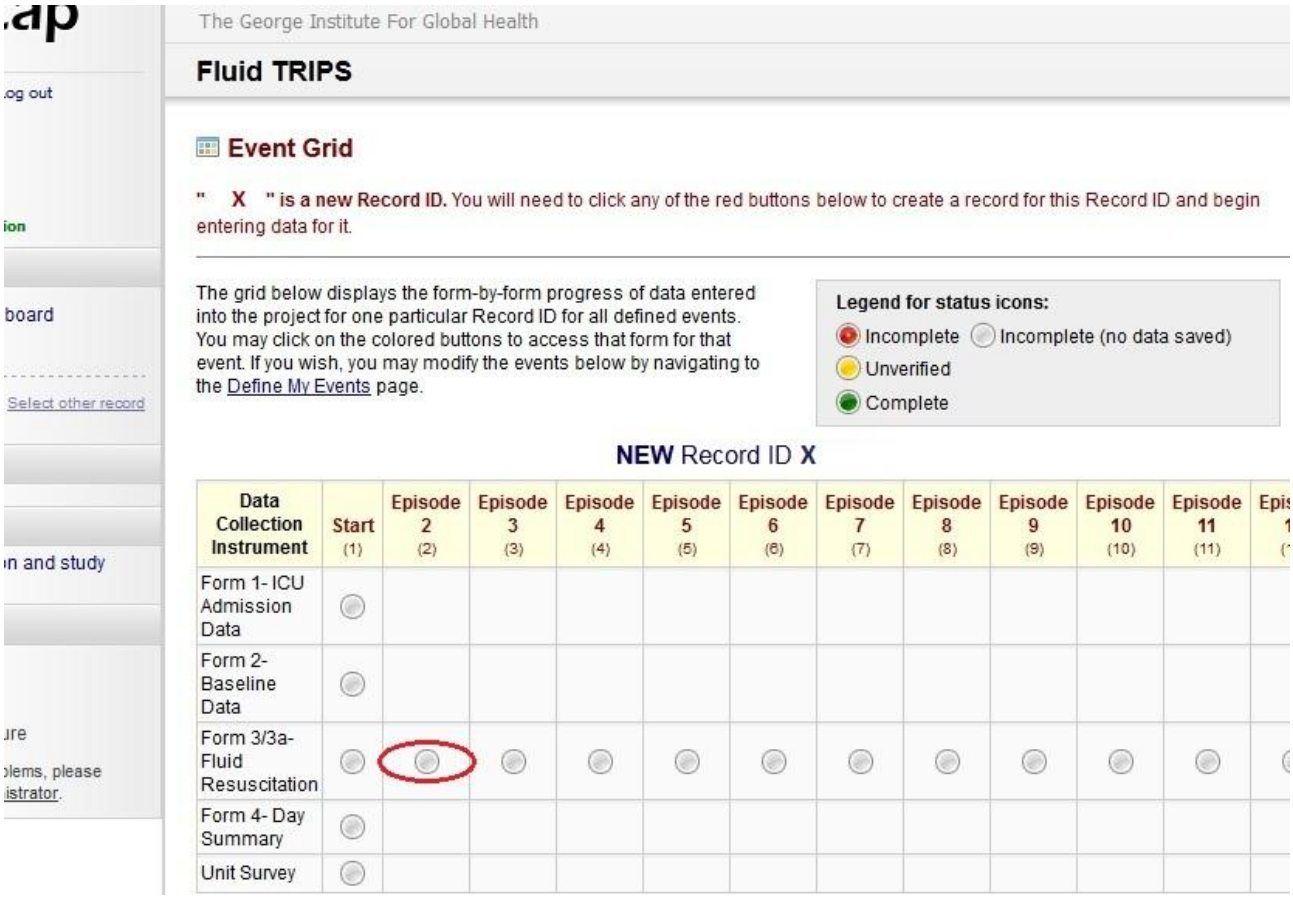


After saving, an error message will appear if there are any compulsory fields where no value or answer has been provided (see example below). To go back to the form and edit any missed fields, click ***Okay***. To ignore the error message and leave the form, click ***Ignore and leave record***.



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.