

## REDCAP data entry manual

### 1. Access REDCap:

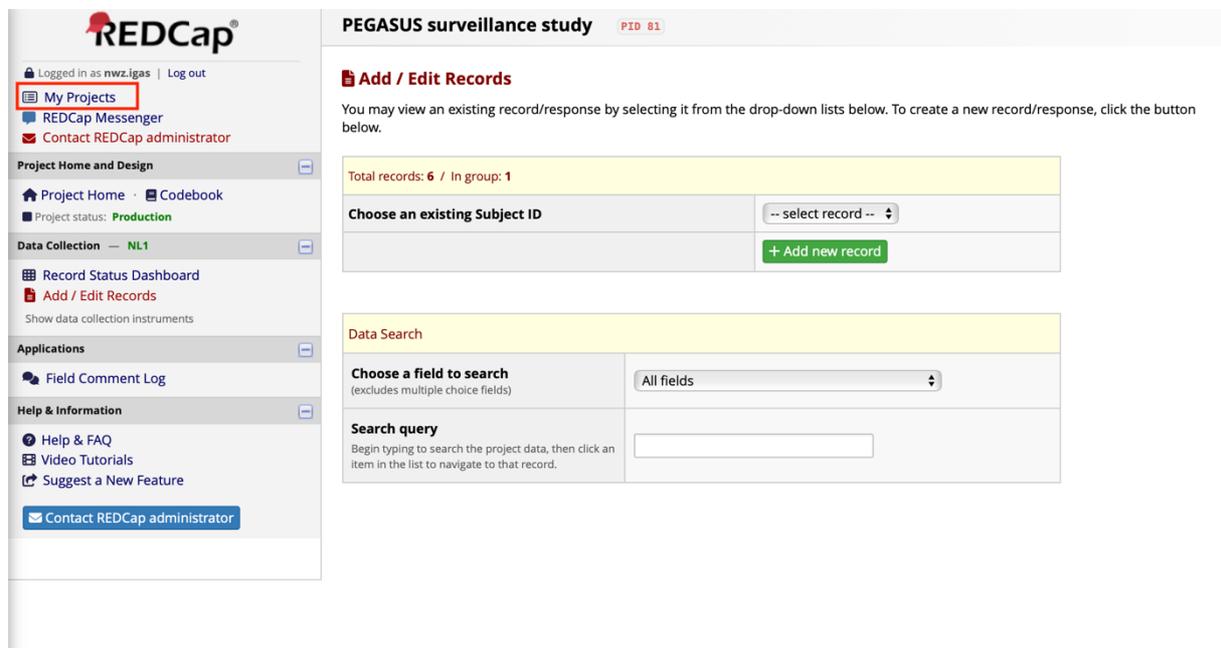
- Open your web browser and navigate to the URL below or click on the CRF link on the PEGASUS website:
- [https://database.redcap-paed-s-imperial-college-london.link/redcap\\_v12.5.12/DataEntry/record\\_home.php?pid=81](https://database.redcap-paed-s-imperial-college-london.link/redcap_v12.5.12/DataEntry/record_home.php?pid=81)
- Enter your username and password to log in.

### 2. Username and password

- If you have forgotten your password, click on the “forgot your password?” link or use the link below to reset your password.
- [https://database.redcap-paed-s-imperial-college-london.link/redcap\\_v12.5.12/Authentication/password\\_recovery.php](https://database.redcap-paed-s-imperial-college-london.link/redcap_v12.5.12/Authentication/password_recovery.php)
- A password reset link will then be sent to you.
- If you have forgotten your username, send an e-mail to [pegasus@pegasus-study.eu](mailto:pegasus@pegasus-study.eu).
- Your username will then be mailed to you.

### 3. Select the Project:

- After logging in, you'll see a list of available projects. Click on “my projects” and then choose “PEGASUS surveillance study”.



The screenshot shows the REDCap interface for the 'PEGASUS surveillance study' (PID 81). The left sidebar contains navigation options: 'My Projects' (highlighted with a red box), 'REDCap Messenger', 'Contact REDCap administrator', 'Project Home and Design', 'Project Home', 'Codebook', 'Project status: Production', 'Data Collection - NL1', 'Record Status Dashboard', 'Add / Edit Records', 'Applications', 'Field Comment Log', 'Help & Information', 'Help & FAQ', 'Video Tutorials', 'Suggest a New Feature', and 'Contact REDCap administrator'. The main content area displays 'Add / Edit Records' with instructions on how to view or create records. It includes a 'Choose an existing Subject ID' dropdown menu (set to '-- select record --') and a '+ Add new record' button. Below this is a 'Data Search' section with a 'Choose a field to search' dropdown (set to 'All fields') and a 'Search query' input field.

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](#).

Project Title	Records	Fields	Instruments	Type	Status
<a href="#">PEGASUS surveillance study</a>	6	100	6 forms	■	✓

#### 4. Create a new patient record or edit an existing record:

- Click on “record status dashboard”
- click on an existing record to edit the record or
- click “add new record” to add a new patient record
- 

Logged in as **nwz.igas** | [Log out](#)

My Projects  
 REDCap Messenger  
 Contact REDCap administrator

**Project Home and Design**

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

**Data Collection — NL1**

**Record Status Dashboard**  
 Add / Edit Records  
 Show data collection instruments

**Applications**

Field Comment Log

**Help & Information**

Help & FAQ  
 Video Tutorials  
 Suggest a New Feature

Contact REDCap administrator

**REDCap**

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My Projects  
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**PEGASUS surveillance study** PID 81

**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: "333-1" through "333-1"** of **1** records **ALL (1)** records per page

**+ Add new record**

Displaying: Instrument status only | [Lock status only](#) | [All status types](#)

Subject ID	General Questions	History at presentation	Previous visit	Illness severity at presentation	Clinical diagnosis and microbiological data	Treatment and outcome
<b>333-1</b>	●	●	●	●	●	●

## 5. Navigate the Data Entry Form and enter data:

- Click on the radio button next to “general questions” to start entering data

Subject ID **333-1**

Data Collection Instrument	Status
General Questions	<input checked="" type="radio"/>
History at presentation	<input type="radio"/>
Previous visit	<input type="radio"/>
Illness severity at presentation	<input type="radio"/>
Clinical diagnosis and microbiological data	<input type="radio"/>
Treatment and outcome	<input type="radio"/>

- Fill in the form data
- When you’re done with data entry for general questions part, change the status from “incomplete” to “complete” and click on the second button “save and go to next form”, if you see a different option, click on the arrow on the second button to select “save and go to next form”

**Duration of symptoms at presentation**  
\* must provide value

**Preceding co-infection in the last 14 days**  
\* must provide value

**Recent contact (< 10 days) with a patient with group A streptococcal disease**  
\* must provide value

**Clinical symptoms at presentation/in the last week**  
\* must provide value

Save & Exit Form

Save & Go To Next Form ▾

- Cancel -

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**Form Status**

**Complete?**

Incomplete ▾

Save & Exit Form

Save & Go To Next Form ▾

Save & Stay

Save & Exit Record

Save & Go To Next Record

- if the form is incomplete, you will get a pop-up screen showing which data is missing. Please complete the data or fill in “unknown” if the specific data is not available.

- you will then be able to fill in the next parts of the patient crf: history, previous visit, illness severity, clinical diagnosis/microbiology and treatment/outcome.
- When the patient CRF has been completed, all parts should have a green radio button.

**Displaying:** Instrument status only | [Lock status only](#) | [All status types](#)

<b>Subject ID</b>	<b>General Questions</b>	<b>History at presentation</b>	<b>Previous visit</b>	<b>Illness severity at presentation</b>	<b>Clinical diagnosis and microbiological data</b>	<b>Treatment and outcome</b>
<a href="#">333-1</a>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

#### 6. Logging out:

- When you have finished entering data, log out of REDCap to ensure the security of your data.

#### 7. Questions

- If you have any questions, please visit the Q&A section at [www.pegasus-study.eu](http://www.pegasus-study.eu) or send an e-mail to [pegasus@pegasus-study.eu](mailto:pegasus@pegasus-study.eu)