

ESCP 2019 audit:

Management of Acute Severe Ulcerative Colitis (MASC)

REDCap User Guide

V1.0 (31st January 2019)

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Web: www.escp.eu.com/research/cohort-studies/2019-management-of-acute-severe-ulcerative-colitis-audit

Twitter: [@ESCP_studies](https://twitter.com/ESCP_studies)

Email: escp@contacts.bham.ac.uk

Please note IT updates will be applied to REDCap on the 2nd Friday of the month between the hours of 7:30am-9:30am GMT. At these times REDCap may be unavailable.

To log in to REDCap

Once your team has signed up to take part in MASC you will receive an email, from BhamRed@contacts.bham.ac.uk, with a link for you to follow to access REDCap, the online data collection database.

Set Your Password

Your password has not been set yet or has been reset. You will need to set your password here to whatever value you wish. Please enter your desired password below and click the 'Submit' button. Once your password has been set, you may use it with your username whenever you log in to REDCap. Please make sure that you write down or remember your new password for future use. **The new password entered must be AT LEAST 9 CHARACTERS IN LENGTH and must consist of AT LEAST one lower-case letter, one upper-case letter, and one number.**

Username: dsmith
Password:
Re-type password:

The MASC study is collecting data on the BiSTC REDCap system, and once you have signed in the first time you can access REDCap directly via the following link www.bistc.redcap.bham.ac.uk.

Once you are logged in click on the MASC project to access the electronic data collection forms.

REDCap Home **My Projects** New Project Help & FAQ Training Videos Send-It Messenger

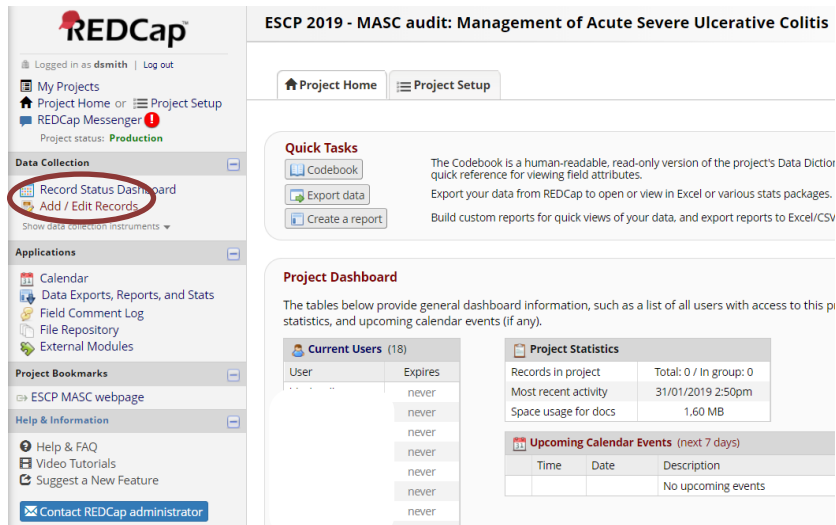
Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#) To review which users still have access to your projects, visit the [User Access Dashboard](#).

My Projects Filter projects by title

Project Title	Records	Fields	Instrument	Type	Status
ESCP 2019 - MASC audit: Management of Acute Severe Ulcerative Colitis	0	256	5 forms		

REDCap 8.3.2 - © 2019 Vanderbilt University

Creating patient records



Select **Add/Edit Records**, then choose **Add new record**.

Add / Edit Records

You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, click the button below.

Total records: 0 / In group: 0

Choose an existing Record ID

This will take you to case report forms.

Record Home Page

Record "5855-1" is a new Record ID. To create the record and begin entering data for it, click any gray status icon below.

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.

Legend for status icons:

- Incomplete (red circle with exclamation mark)
- Unverified (yellow circle with exclamation mark)
- Complete (green circle with checkmark)
- Incomplete (no data saved) (gray circle with question mark)

NEW Record ID 5855-1

Data Collection Instrument	Status
CRF A - Patient Data at Admission	<input type="radio"/>
CRF B - Medical Management	<input type="radio"/>
CRF C - Surgical Data and Postoperative Complications	<input type="radio"/>
CRF D - Discharge and Follow-up	<input type="radio"/>
Confirm Data Entry	<input type="radio"/>

Select the 'radio button' for the form you require.

REDCap will automatically generate a unique Record ID for each patient. Make a note of this in your link sheet so you can identify which Record ID belongs to which patient.

REDCap does not autosave, so save frequently

Complete the form, and mark it as complete when you have finished.

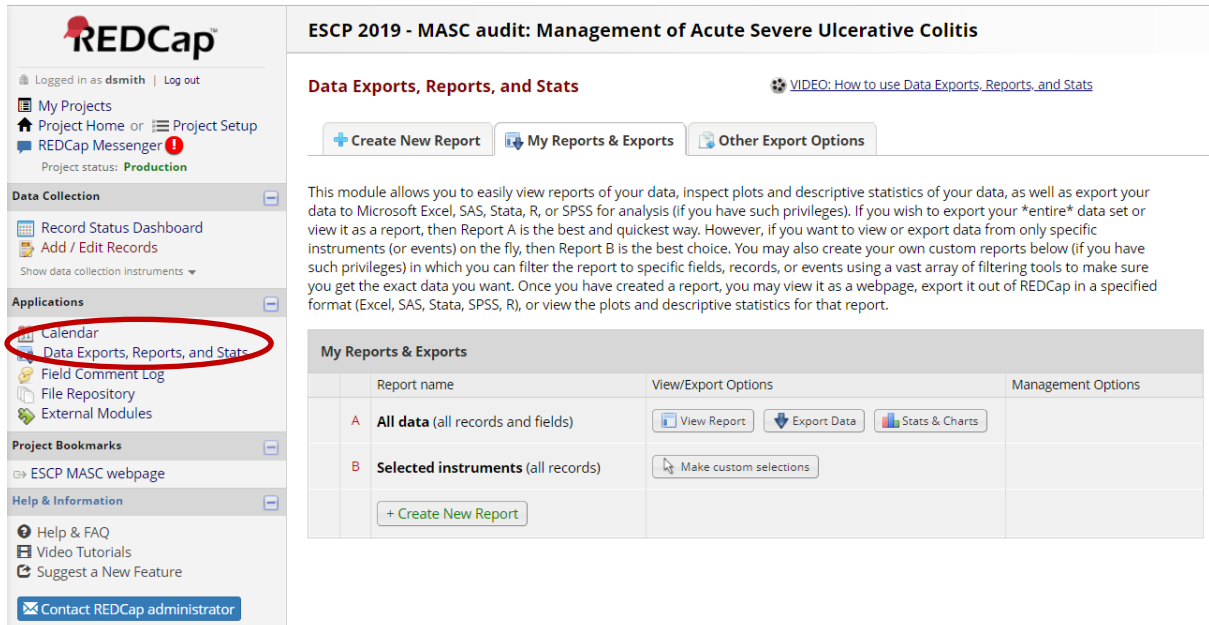
The Record Status Dashboard will give you an overview of your records. Clicking on the coloured dots ('radio buttons') will take you to the relevant form.

You can use the traffic light system to review your forms.

Record ID	CRF A - Patient Data at Admission	CRF B - Medical Management	CRF C - Surgical Data and Postoperative Complications	CRF D - Discharge and Follow-up	Confirm Data Entry
5855-1	●	●	●	●	●
5855-2	●	●	●	●	●

To view and export data from your unit

Select the **Data Exports, Reports and Stats** option from the Applications menu on the left hand side of the screen.



The screenshot shows the REDCap interface for the project 'ESCP 2019 - MASC audit: Management of Acute Severe Ulcerative Colitis'. The left-hand navigation menu is visible, with the 'Applications' section expanded. The option 'Data Exports, Reports, and Stats' is circled in red. The main content area displays the 'Data Exports, Reports, and Stats' module, which includes a video link, navigation buttons for creating reports, and a table of existing reports.

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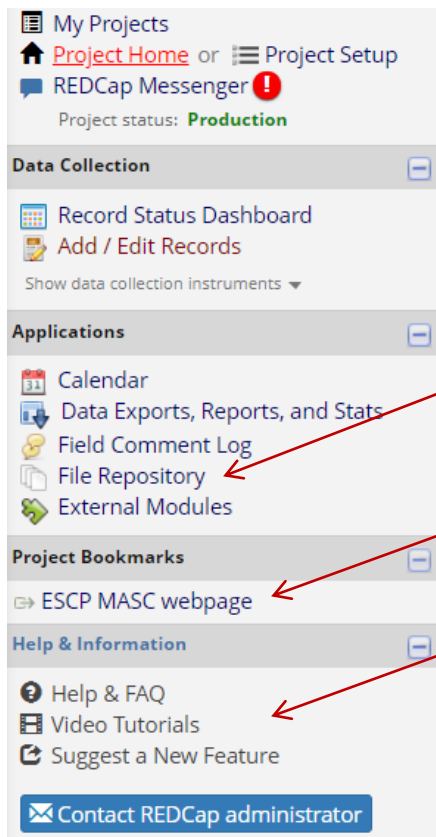
Data Exports, Reports, and Stats [VIDEO: How to use Data Exports, Reports, and Stats](#)

[+ Create New Report](#) [My Reports & Exports](#) [Other Export Options](#)

This module allows you to easily view reports of your data, inspect plots and descriptive statistics of your data, as well as export your data to Microsoft Excel, SAS, Stata, R, or SPSS for analysis (if you have such privileges). If you wish to export your *entire* data set or view it as a report, then Report A is the best and quickest way. However, if you want to view or export data from only specific instruments (or events) on the fly, then Report B is the best choice. You may also create your own custom reports below (if you have such privileges) in which you can filter the report to specific fields, records, or events using a vast array of filtering tools to make sure you get the exact data you want. Once you have created a report, you may view it as a webpage, export it out of REDCap in a specified format (Excel, SAS, Stata, SPSS, R), or view the plots and descriptive statistics for that report.

My Reports & Exports			
	Report name	View/Export Options	Management Options
A	All data (all records and fields)	View Report Export Data Stats & Charts	
B	Selected instruments (all records)	Make custom selections	
	+ Create New Report		

Useful documents and where to find help



You can find the MASC protocol in the “File Repository”.

There is also a link to the ESCP MASC webpage in REDCap.

For more general help with REDCap see the “Help & Information” menu

Contact us

If you have any problems accessing REDCap, or have any questions about the study, please email us at escp@contacts.bham.ac.uk.