European Society of
ESCP | COLOPROCTOLOGY

ESCP 2019 audit:

Management of Acute Severe Ulcerative Colitis (MASC)

REDCap User Guide

V1.0 (31st January 2019)

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

Twitter: @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.

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.

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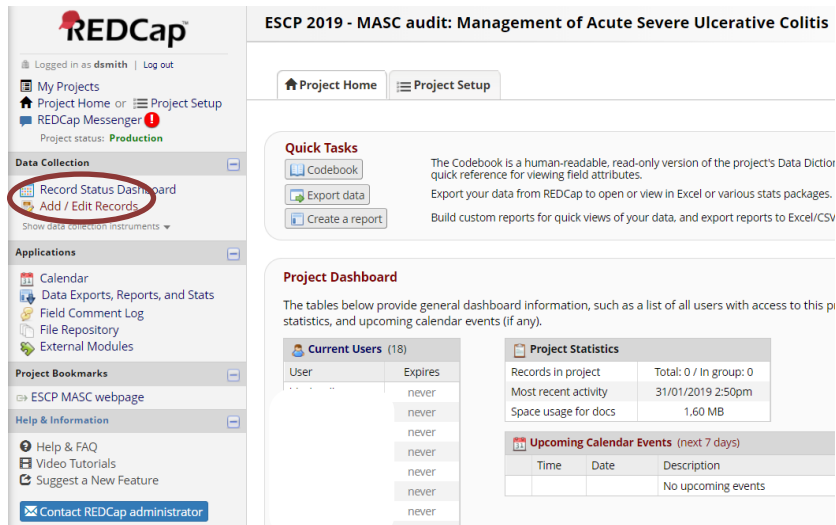
Select **Add/Edit Records**, then choose **Add new record**.

This will take you to case report forms.

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

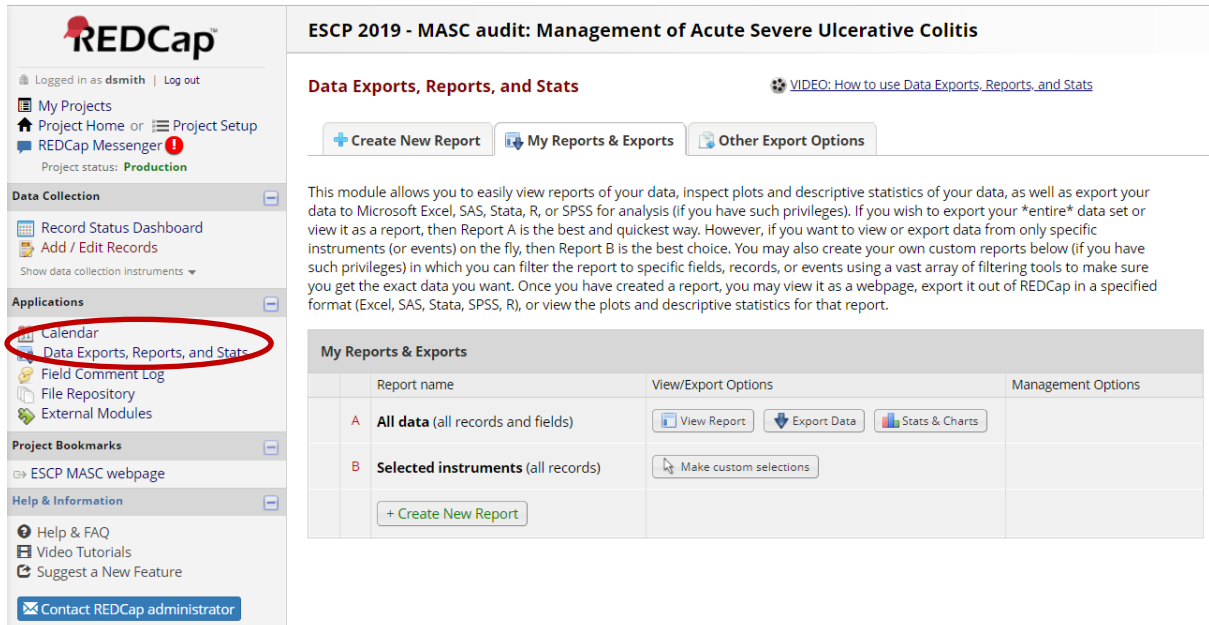Complete the form, and mark it as complete when you have finished.

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.

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.

Useful documents and where to find help
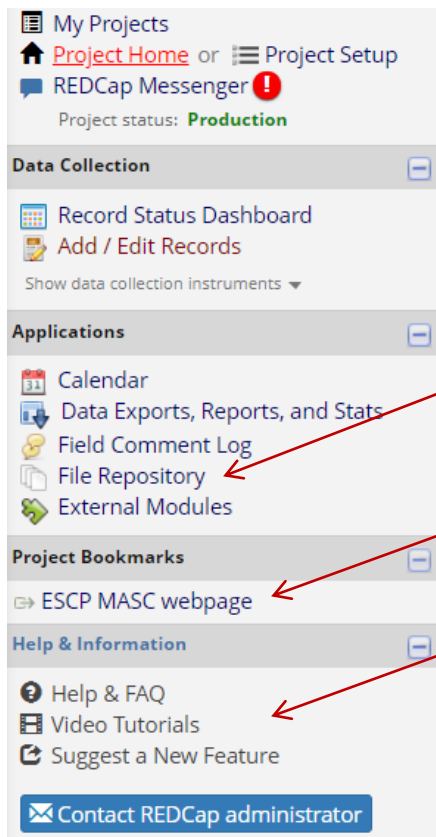
You can find the MASC protocol in the "File Repository".

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.