

ESCP 2019 audit:

Management of Acute Severe Ulcerative Colitis (MASC)

REDCap User Guide

V1.0 (31st January 2019)

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

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 <u>BhamRed@contacts.bham.ac.uk</u>, with a link for you to follow to access REDCap, the online data collection database.

REDCap	BIS BIS	SURGICE TC	UNIVERSITY ^{OF} BIRMINGHAM
Set Your Password			
Your password has not been set yet or has been resel password below and click the "Submit" button. Once y Please make sure that you write down or remember yo CHARACTERS IN LENGTH and must consist of AT	t. You will need to set yo our password has been our new password for fu r LEAST one lower-case	our password here to whatever set, you may use it with your u uture use. The new password se letter, one upper-case lette	value you wish. Please enter your desired semame whenever you log in to REDCap. entered must be AT LEAST 9 er, and one number.
	Username:	dsmith	
	Password:		
	Re-type password:		
	(Submit	

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 <u>www.bistc.redcap.bham.ac.uk</u>.

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	H Training Videos	🐱 Send-It	🗭 Messenger 🕘						
		Listed below ar users still have	re the REDCap p access to your	projects to which you projects, visit the <u>Us</u>	currently ha er Access Da	ve access. Click the <u>shboard</u> .	e project title to	o open th	e project	. <u>Read more</u>	To revie	ew which
		wy Projects	Urga	anize					FIN	er projects b	ytitle	
		Project Title						Records	Fields	Instrument	Туре	Status
		ESCP 2019 - I	MASC audit: Ma	anagement of Acute S	Severe Ulcera	ative Colitis		0	256	5 forms		C
					REDCap 8.3.2	2 - © 2019 Vanderbilt U	Jniversity					

Creating patient records

REDCap	ESCP 2019 - I	MASC audit: Ma	anagement of Acu	e Severe Ulcerative Co	litis
Logged in as dsmith Log out My Projects Project Home or IIII Project Setup REDCap Messenger Ⅰ	A Project Hor	me ≡ Project Set	up		
Project status: Production Data Collection Record Status Dashtoard Add / Edit Records Show data contection instruments	Quick Tasks	The Code quick ref Export yo port Build cus	ebook is a human-readable, re rence for viewing field attrib our data from REDCap to oper tom reports for quick views o	ad-only version of the project's Data ites. or view in Excel or various stats pa f your data, and export reports to Ex	a Diction ckages. xcel/CS\
Applications					
Calendar Image: Data Exports, Reports, and Stats Image: Field Comment Log Image: Display Expository Image: Expository Image: Expository	Project Dash The tables belo statistics, and the	board ow provide general da upcoming calendar ev	ishboard information, such vents (if any).	as a list of all users with access to	o this p
Project Bookmarkr		Expires	Records in project	Total: 0 / In group: 0	
ESCE MASC webpage		never	Most recent activity	31/01/2019 2:50pm	
Help & Jafarmatian		never	Space usage for docs	1,60 MB	
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Help & FAQ Video Tutorials		never	Time Date	Description	
C Suggest a New Feature		never	nine Date	No upcoming events	
		never		no upcoming events	
Contact REDCap administrator		never			

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 Add new record - 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	ESCP 2019 - MASC audit: Ma	inagement of Acute Seve	re Ulcerative colit	Save & Exit Form	
Logged in as dsmith Log out	Actions: 🛃 Download PDF of instrume	ent(s) 🖘 😧 VIDEO: Basic d	lata entry		
 ☑ My Projects ♠ Project Home or I Project Setup ➡ REDCap Messenger ● Project status: Production 	CRF A - Patient Data at Adm	ission	4	Save & Stay Save & Go To Next Form Save & Exit Record Save & Go To Next Record	
Data Collection	Record ID		5855-1		
Record Status Dashboard	CRF	F A to be completed at <u>admission /</u>	diagnosis of ASUC	T T	
Diagonal Add / Edit Records	Welcome to the MASC	: study - thank you for takin	ng part in this ESCP sr	napshot audit	
Record ID 5855-1 Select other record Data Collection Instruments: CRF A - Patient Data at Admission CRF B - Medical Management CRF C - Surgical Data and Postoperative	INCLUSION CRITERIA - Patient with previous diagnosis of u OR - Patient without a orevious diagnosi	ulcerative colitis, hospitalized for acur	te severe ulcerative colitis (/ r acute severe colitis, in wh	REDCap does no autosave, so sav	
Compications CRF D - Discharge and Follow-up Confirm Data Entry	colitis has been discarded. Note that the patient can be admitted j	for the treatment of ASUC or this could	l have developed whilst an in	frequently	
Applications	EXCLUSION CRITERIA				
Calendar Jata Exports, Reports, and Stats Field Comment Log Data Describer	 Patient younger than 16 years old Diagnosis of infectious or ischemic 	colitis in patients without previous d	liagnosis of UC		
Sector Action Sector Se	Date of admission * must provide value		DD-MM-YYYY		
Project Bookmarks	- Was the nationt admitted primarily f	for the treatment of ASUC?	• Yes		
B ESCP MASC webpage	* must provide value	e de	No No		
Help & Information				reset	
Help & FAQ Video Tutorials Suggest a New Feature	Acute severe ulcerative colitis is defined bpm, temperature >37.8 °C, haemoglob	d as bloody stool frequency ≥6 per da bin < 10.5 g/dL, ESR > 30 mm/h or CR	ay <u>and at least ONE of the f</u> RP >30 mg/l.	ollowing; pulse rate >90	
D poggest a new reactive	Bloody stools/day≥6	Bloody stools/day≥6 ⑧ Yes			
Contact REDCap administrator	* must provide value	9	No	reset	
		Yes	No	Unknown	
	Pulse >90bpm				
	* must provide value 🧼				

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.



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.

	ESCP 2019 - MASC audit: Management of Acute Severe Ulcerative Colitis									
 Logged in as dsmith Log out My Projects Project Home or I Project Setup REDCap Messenger Ⅰ Project status: Production 	Data Ex	eate New Report 🛛 🙀 My Reports & I	WIDEO: How to use Data Exports, f	Reports, and Stats						
Data Collection ■	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 on 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.									
Field Comment Log		Report name	View/Export Options	Management Options						
Sector Se	А	All data (all records and fields)	View Report 🕹 Export Data 🔒 Stats & Charts							
Project Bookmarks → ESCP MASC webpage	В	Selected instruments (all records)	Make custom selections							
Help & Information Help & FAQ Holp & FAQ Video Tutorials Suggest a New Feature Contact REDCap administrator		+ Create New Report								

Useful documents and where to find help



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.