Laparoscopy in Emergency General Surgery

GUIDE TO USING REDCAP FOR THE LEGS STUDY

IF ANY QUESTIONS PLEASE CONTACT THE LEGS STEERING COMMITTEE

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NWRC NORTH WEST RESEARCH COLLABORATIVE
INTRODUCTION

- REDCap is a secure web application for building and managing online databases.
- It is specifically geared to support online or offline data capture for research studies.
- REDCap permits multi-site access for data entry by researchers from multiple sites and institutions.
- A REDCap mobile phone app is also available.
- REDCap is secure, providing password-protected log in and meeting regulatory compliance with a variety of security standards (e.g. HIPAA, 21 CFR Part 11, FISMA).
- Audit trails track user activity.
- We present a step-wise guide for REDCap use and data input for the LEGS study.
BEFORE STARTING – REMEMBER YOUR SITE STUDY ID KEY SHEET

- All questionnaires will be assigned a unique Study ID by REDCap
- Example: the third questionnaire entered from Site Number 24 will be assigned the code 24-3
- You must keep a list locally of which questionnaire completed by which consultant corresponds to which Study ID
- Make sure this list is available to all members of your local team
- This will avoid any duplicate questionnaires being entered into the REDCap database
STEP ONE

• LOGIN
  • Your Username will be emailed to you
  • This is usually firstnamesurname
    e.g. stevensmith
  • Visit https://www.lcturedcap.org.uk/redcap/ to log in
  • Create a password on your first visit
STEP TWO

- Go to the ‘My projects’ tab
- Click on the ‘LEGS’ icon
STEP THREE

• Click on ‘Add / Edit Records’
STEP FOUR

• To add a new questionnaire into the study, select ‘Add new record’
STEP FIVE

• Complete the data entry boxes as indicated

Click the section headers to complete Section A, B, C and D
STEP SIX

- Once you have entered all available information, click either the ‘Save and Exit Form’ button or the ‘Save and Stay’ button
STEP SEVEN

- REDCap will save the answers that you have entered
- The rest can be completed at a later stage if you have not yet entered all the responses
STEP EIGHT

• To return to an incomplete form, click on the ‘View/Edit Records’ button
• Choose the correct questionnaire by selecting its “Study ID” from the dropdown list of questionnaires entered at your site
• There will be a red circle underneath the word “Status”
• Click this circle to open the form and continue to enter data
• Click either the ‘Save and Exit Form’ button or the ‘Save and Stay’ button once you have entered all available information
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