

To enter data into REDCap:

1. Go to <https://redcap.kennedy.ox.ac.uk/kirredcap/> and log in using your unique REDCap login

← → ↻ 🏠 <https://redcap.kennedy.ox.ac.uk>

# REDCap®

## Log In

Please log in with your user name and password. If you are having trouble logging in, please contact [REDCap Administrator](#).

Username:

Password:

[Forgot your password?](#)

**Welcome to REDCap!**

REDCap is a secure web platform for building and managing online databases and surveys. REDCap's streamlined process for rapidly creating and designing projects offers a vast array of tools that can be tailored to virtually any data collection strategy.

REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.

Learn more about REDCap by watching a [brief summary video \(4 min\)](#). If you would like to view other quick video tutorials of REDCap in action and an overview of its features, please see the [Training Resources](#) page.

**NOTICE:** If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board.

If you require assistance or have any questions about REDCap, please contact [REDCap Administrator](#).

**REDCap Features**

- Build online surveys and databases quickly and securely** - Create and design your project rapidly using secure web authentication from your browser. No extra software is required.
- Fast and flexible** - Conception to production-level survey/database in less than one day.
- Export data to common data analysis packages** - Export your data to Microsoft Excel, PDF, SAS, Stata, R, or SPSS for analysis.
- Ad Hoc Reporting** - Create custom queries for generating reports to view or download.
- Easily manage a contact list of survey respondents or create a simple survey link** - Build a list of email contacts, create custom email

2. Of the list of projects click on the project name: **RSTN COVID STEROID**

← → ↻ 🏠 [redcap.kennedy.ox.ac.uk/kirredcap/index.php?action=myprojects](https://redcap.kennedy.ox.ac.uk/kirredcap/index.php?action=myprojects)

# REDCap®

Home My Projects Help & FAQ Training Videos Send-It Messenger !

Listed below are the REDCap projects to which you currently have access. Click the project title to view project details. If you are a project administrator and you wish to remove project access, users still have access to your projects, visit the [User Access Dashboard](#).

**My Projects**

Project Title
<a href="#">BSSH Open Fracture Audit</a>
<a href="#">BSSH Open Fracture Tendon Audit</a>
<a href="#">RSTN COVID STEROID</a>

REDCap 3.1.14 © 2020 Vanderbilt University

3. Click on **Add / Edit Records** on the left hand side

redcap.kennedy.ox.ac.uk/kirredcap/redcap\_v9.1.14/index.php?pid=80

**REDCap**

Logged in as selamin | Log out

My Projects  
REDCap Messenger

**Project Home and Design**

Project Home · Project Setup  
Designer · Dictionary · Codebook  
Project status: Development

**Data Collection**

Record Status Dashboard  
View data collection status of all records

**Add / Edit Records**  
Create new records or edit/view existing ones

Show data collection instruments

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Calendar  
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**Help & Information**

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Contact REDCap administrator

**RSTN COVID STEROID**

Project Home | Project Setup | Other Functionality | Project Revision History

The tables below provide general dashboard information, such as a list of all users with access to this project, general project statistics, and upcoming calendar events (if any).

**Current Users (8)**

User	Expires
ashaw (Abigail Shaw)	never
dholmes (David Holmes)	never
dthomson (David Thomson)	never
ereay (Emma Reay)	never
ggiddins (Grey Giddins)	never
lhardman (Lotte Hardman)	never
mgardiner (Matthew Gardiner)	never
selamin (Salma Elamin)	never

**Project Statistics**

Records in project	0
Most recent activity	21/06/2020 20:39
Space usage for docs	0.00 MB

**Upcoming Calendar Events (next 7 days)**

Time	Date	Description
		No upcoming events

4. Click on **+ Add new record**

redcap.kennedy.ox.ac.uk/kirredcap/redcap\_v9.1.14/DataEntry/record\_home.php?pid=80

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**RSTN COVID STEROID**

**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.

**NOTICE:** This project is currently in Development status. Real data should NOT be entered until the project has been moved to Production status.

Total records: 0

Choose an existing Record ID

-- select record --

**+ Add new record**

**Data Search**

Choose a field to search (excludes multiple choice fields)

All fields

**Search query**

Begin typing to search the project data, then click an item in the list to navigate to that record.

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REDCap 9.1

5. Click in the circle to access domain and input data

← → ↻ 🏠 🔒 redcap.kennedy.ox.ac.uk/kirredcap/redcap\_v9.1.14/DataEntry/record\_home.php?pid=80&id=1&auto=1&arm=1

**REDCap**  
 Logged in as **selamin** | [Log out](#)

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Record ID 1 [Select other record](#)

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**RSTN COVID STEROID**

**Record Home Page**

Record "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 ● Incomplete (no data saved) ?

● Unverified

● Complete

**NEW Record ID 1**

Data Collection Instrument	Status
Patient Information	<span style="color: gray;">●</span>
Medical background	<span style="color: gray;">●</span>
Covid status	<span style="color: gray;">●</span>
Steroid information	<span style="color: gray;">●</span>
Follow up - 6 weeks	<span style="color: gray;">●</span>

6. Enter your data securely in the form and click save.

7. Download and save a PDF copy of all data entry in a local hospital computer

← → ↻ 🏠 🔒 redcap.kennedy.ox.ac.uk/kirredcap/redcap\_v9.1.14/DataEntry/record\_home.php?pid=80&arm=1&id=1

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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 ● Incomplete (no data saved) ?

● Unverified

● Complete

[Choose action for record](#)

● Download PDF of record data for all instruments

● Download PDF of record data for all instruments (compact)

Data Collection Instrument	Status
Patient Information	<span style="color: red;">●</span>
Medical background	<span style="color: gray;">●</span>
Covid status	<span style="color: gray;">●</span>
Steroid information	<span style="color: gray;">●</span>
Follow up - 6 weeks	<span style="color: gray;">●</span>

8. **IMPORTANT!** Ensure you save the Record ID and hospital number securely offline so the FOLLOW UP data can be added later – e.g. using the Excel sheet attached to this email

← → ↻ 🏠 🔒 redcap.kennedy.ox.ac.uk/kirredcap/redcap\_v9.1.14/DataEntry/record\_home.php?pid=80&arm=1&id=1

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### RSTN COVID STEROID

**Record Home Page**

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.

Choose action for record ▾

Record ID 1

Data Collection Instrument	Status
Patient Information	🔴
Medical background	⊖
Covid status	⊖
Steroid information	⊖
Follow up - 6 weeks	⊖

**Legend for status icons:**

🔴 Incomplete   ⊖ Incomplete (no data saved) ?

🟡 Unverified

🟢 Complete

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9. To add follow up data, log back into REDCap and return to Add/ Edit records. Then click on the drop down menu to find the record using the Record\_ID

← → ↻ 🏠 🔒 redcap.kennedy.ox.ac.uk/kirredcap/redcap\_v9.1.14/DataEntry/record\_home.php?pid=80

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**NOTICE:** This project is currently in Development status. **Real data should NOT be entered** until the project has been moved to Production status.

Total records: **1**

Choose an existing Record ID 1 ▾

[+ Add new record](#)

**Data Search**

Choose a field to search  
(excludes multiple choice fields)   All fields ▾

Search query  
Begin typing to search the project data, then click an item in the list to navigate to that record.

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