

TRAINING MANUAL: REDCAP

GETTING STARTED WITH REDCAP

Training Prerequisites:

- *Brain-CODE Portal Overview* Training Module
- *Brain-CODE Subject Naming Convention* Training Module

What is REDCap?

REDCap stands for **R**esearch **E**lectronic **D**ata **C**apture. It is a platform within the Brain-CODE portal used for collecting clinical data electronically.

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OVERVIEW OF CLINICAL ELECTRONIC DATA CAPTURE (EDC)

Brain-CODE studies use web-based data capture. REDCap collects patient-reported and clinician administered measures.

What are the ways in which clinical electronic data capture can occur?

1. **Data may be captured electronically at its source (direct EDC).**
This ensures the accuracy and completeness of the data. Furthermore, electronic prompts can be utilized to alert users of missing or inconsistent data.
2. **Data may be captured via paper form and later transcribed into the EDC system.**

Direct EDCs allow for the promotion of real-time data entry during subject visits. An eCRF is the source document. Direct EDCs ensure that no transcription errors occur.

DATA CAPTURE WORKFLOW

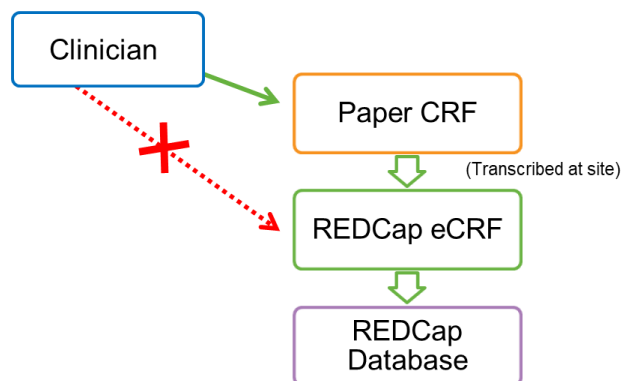
Clinician Administered Scales

Site clinical staff use paper CRFs and transcribe to REDCap eCRFs

- Paper CRFs are the source documents
- Potential for incomplete data, transcription errors
- Site monitoring

Site clinical staff enter directly to REDCap eCRF

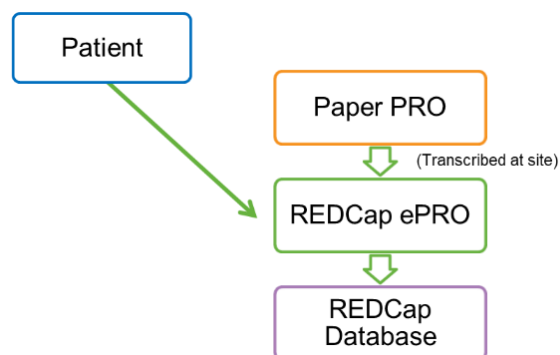
- eCRF is the source document
- Warning, prompts for missing or inconsistent responses; range checks
- No Transcription errors
- eCRFs are designed as data capture tools not just data entry
- Preferred



Patient- Reported Outcomes:

Option 1: Patients enter data directly into ePROs (REDCap)

- ePRO is source document
- Warning, prompts for missing or inconsistent responses; range checks
- In Clinic or at home (email)



Option 2: Patients use paper PROs and site clinical staff transcribes to ePROs

- If preferred by patient and for selected scales
- Paper PRO is source document
- Potential for incomplete data, transcription errors
- Site monitoring

ROLES AND ACCESS

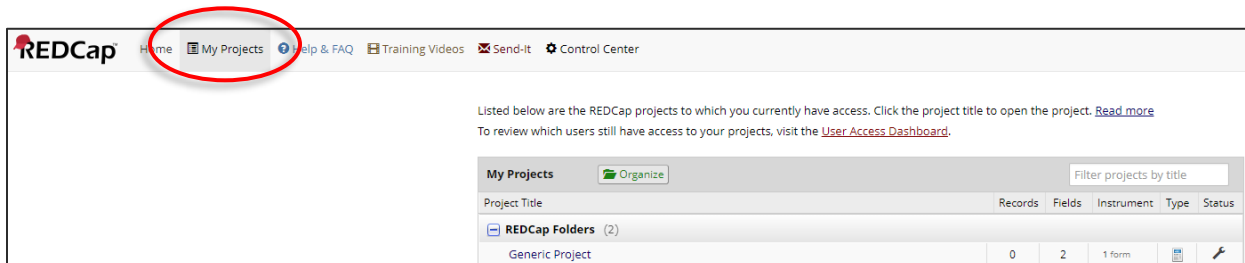
There are two primary roles within REDCap.

- 1. Data Entry Role**
 - a. Add and manage subjects for your site
 - b. View and enter data into eCRFs for events
 - c. Add notes and discrepancies
- 2. Data Monitor Role**
 - a. Add and manage subjects for your site

- b. View and enter data in eCRFs for events
- c. Add notes and discrepancies
- d. Check data integrity

NAVIGATION TO PROJECTS

1. Select "My Projects"



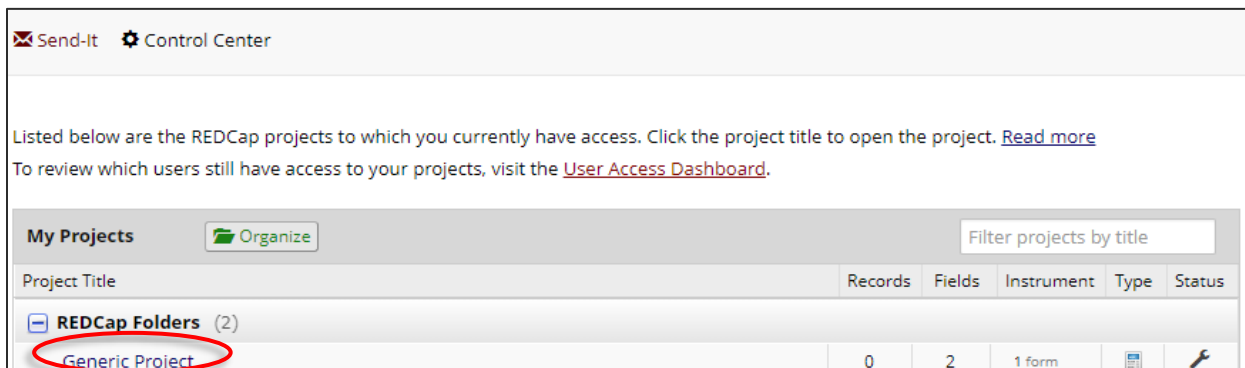
REDCap Home **My Projects** Help & FAQ Training Videos Send-It Control Center

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 [Organize](#)

Project Title	Records	Fields	Instrument	Type	Status
REDCap Folders (2)					
Generic Project	0	2	1 form		

2. Select the title of your study



[Send-It](#) [Control Center](#)

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 [Organize](#)

Project Title	Records	Fields	Instrument	Type	Status
REDCap Folders (2)					
Generic Project	0	2	1 form		

3. You will now see your Project Homepage

4. To add a new record or edit a pre-existing one, select “Add / Edit Records” from the navigation panel within the Project Home page view.

REDCap
 Logged in as slatour | Log out
 My Projects
 Project Home
 Project Setup
 Project status: Development

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 Brain-CODE

Generic Project

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

Data Collection | Edit Instruments

Manage Survey Participants
 - Get a public survey link or build a participant list for inviting respondents

Record Status Dashboard
 - View data collection status of all records

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

Applications

Field Comment Log
 AutoNotify

Help & Information

Help & FAQ
 Video Tutorials
 Suggest a New Feature

Contact REDCap administrator

Quick Tasks

Codebook
 The Codebook is a human-readable, read-only version of the project's Data Dictionary and serves as a quick reference for viewing field attributes.

Manage Survey Participants
 Invite participants to complete your survey by emailing a public survey link or building a participant list for batch notification.

Online Designer and Data Dictionary Upload
 Create new fields/questions on your data collection instruments or modify existing ones using the Online Designer or by uploading a Data Dictionary. Quick link: [Download the current Data Dictionary](#)

Project Dashboard

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	
User	Expires
klutz (Kristen Lutz)	never
slatour (Sara Latour)	never

Project Statistics	
Records in project	3
Most recent activity	03/08/2018 2:42pm
Space usage for docs	0.00 MB

ADDING NEW SUBJECTS

Adding Subjects for Studies without Arms:

1. Enter a new Subject ID by typing into the text field.
 - a. Ensure that the participant ID conforms with the standard Brain-CODE naming convention. If you require clarification on the Brain-CODE naming standards please refer to the “*Subject Naming Convention Training Module*”.

REDCap™

Logged in as slatour | Log out

My Projects
Project Home
Project Setup
Project status: Development

Data Collection [Edit instruments](#)

Manage Survey Participants
- Get a public survey link or build a participant list for inviting respondents

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 ▼

Applications

Field Comment Log
AutoNotify

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Generic Project - TEST

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, type a new value in the text box below and hit Tab or Enter. To quickly find a record without using the drop-downs, the text box will auto-populate with existing record names as you begin to type in it, allowing you to select it.

Total records: 1

Choose an existing Record ID: -- select record --

Enter a new or existing Record ID:

Adding Subject for Studies with Arms:

If your study has arms (Example: Experimental and Control), you will need to select the arm for which you are adding a new subject to before entering the Subject ID.

1. Select the arm of the study of interest.

REDCap™

Logged in as slatour | Log out

My Projects
Project Home
Project Setup
Project status: Development

Data Collection [Edit instruments](#)

Manage Survey Participants
- Get a public survey link or build a participant list for inviting respondents

Record Status Dashboard
- View data collection status of all records

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

Applications

Field Comment Log
AutoNotify

Help & Information

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Generic Project

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, type a new value in the text box below and hit Tab or Enter. To quickly find a record without using the drop-downs, the text box will auto-populate with existing record names as you begin to type in it, allowing you to select it.

Total records: 3

Choose an existing Subject ID: Arm 1: Experimental

Enter a new or existing Subject ID: Arm 1: Experimental

2. Enter the standard Brain-CODE Subject ID

Logged in as slatour | Log out

My Projects
Project Home
Project Setup
Project status: Development

Data Collection [Edit Instruments](#)

Manage Survey Participants
- Get a public survey link or build a participant list for inviting respondents

Record Status Dashboard
- View data collection status of all records

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

Applications

Field Comment Log
AutoNotify

Help & Information

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Generic Project

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, type a new value in the text box below and hit Tab or Enter. To quickly find a record without using the drop-downs, the text box will auto-populate with existing record names as you begin to type in it, allowing you to select it.

Total records: 3

Choose an existing Subject ID	Arm 1: Experimental	-- select record --
Enter a new or existing Subject ID	Arm 1: Experimental	<input type="text"/>

***Note:** Ensure you have selected the appropriate study arm before beginning to add a new ID. Otherwise data may be inappropriately added to the incorrect study arm.

VISIT SCHEDULE

What is the Visit Schedule?

The Visit Schedule is a grid which communicates to users which forms have been completed.

How is the Visit Schedule used?

After you add successfully add a new subject ID you will be re-directed to the Visit Schedule page. Select the bubble icon to enter data into a form. Each column represents a study visit.

Ensure the subject is entered in the correct form. This is important since you cannot transfer data between events and will have to re-enter all data into the appropriate form/visit. Be sure to check for the correct visit in the study event schedule *before* starting data entry.

Generic Project

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. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.

Choose action for record

Subject ID **GEN01_TST_0003**
Arm 1: Experimental

Data Collection Instrument	Visit 1	Visit 2	Visit 3
Subject Enrollment/Informed Consent	●		
Demographic Data	●		
Medical History	●		
Aim (survey)	●	●	●
Delete all data on event:	✘		

ENTERING DATA: CLINICIAN ADMINISTERED SCALES

Form Statuses:

1. **A red bubble indicates that the form is “Incomplete”.**
 - a. Incomplete signifies the form is NOT ready for review

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. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.

Choose action for record ▾

Subject ID **GEN01_TST_0002**
Arm 2: Control

Data Collection Instrument	Visit 1	Visit 2	Visit 3
Subject Enrollment/Informed Consent			
Demographic Data			
Medical History			
Aim (survey)			
Delete all data on event:			

Legend for status icons:

- Incomplete
- Incomplete (no data saved)
- Unverified
- Partial Survey Response
- Complete
- Completed Survey Response

2. **A green bubble indicates that the form is marked as “Complete”.**
 - a. Complete signifies all data entry is complete and all discrepancies have been resolved.

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. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.

Choose action for record ▾

Subject ID **GEN01_TST_0099**
Arm 1: Experimental

Data Collection Instrument	Visit 1	Visit 2	Visit 3
Subject Enrollment And Informed Consent			
Demographic Data			
Medical History			
Aim (survey)			
Delete all data on event:			


Legend for status icons:

- Incomplete
- Incomplete (no data saved)
- Unverified
- Partial Survey Response
- Complete
- Completed Survey Response


3. A yellow bubble indicates the form is “Unverified”.


- Unverified signifies that the form is ready for review.
- For studies with verification procedures only though.
- Please check with your data monitor to ensure your study utilizes a verification procedure.

Generic Project











 **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. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.



 Subject ID **GEN01_TST_0002** successfully edited

Subject ID **GEN01_TST_0002**
Arm 2: Control

 Data Collection Instrument	Visit 1	Visit 2	Visit 3
Subject Enrollment And Informed Consent			
Demographic Data			
Medical History			
Aim (survey)			
Delete all data on event:			

Subject Enrollment and Informed Consent Forms:

What are Subject Enrollment/ICFs?

Subject Enrollment and Informed Consent Forms (ICFs) are usually the first form for data entry. Only at the point this form is filled out and completed will a subject be confirmed within the database.

Subject Enrollment And Informed Consent

Editing existing Subject ID **GEN01_TST_0003**

Event Name: **Visit 1 (Arm 1: Experimental)**

Subject ID GEN01_TST_0003
To rename the record, see the record action drop-down at top of the [Record Home Page](#).

Subject ID
* must provide value

Was Informed Consent obtained? Yes
 No
* must provide value [reset](#)

Date consent was signed by subject: Today D-M-Y
* must provide value

Consent Form Version Date: Today D-M-Y
* must provide value

Consent Form Version:
* must provide value

Health Card Number:

Please follow the link below to enter the subject's Ontario Health Card Number in the secure Brain-CODE Subject Registry.

This information is NOT being stored in the study database.

[Go to Secure Brain-CODE Subject Registry](#)

Has the subject's Health Card Number been entered into the Subject Registry? Yes
 No
* must provide value [reset](#)

Form Status

Complete?

Save & Exit Form
Save & ...

-- Cancel --

Example Subject Enrollment form

Navigating to Other Forms During Data Entry:

Within a form there are a few options to navigate to the another form for the same Subject ID.

The first is to select the next form directly from the navigation panel on the left side of the form in progress. The second option is to navigate back to the “Visit Schedule” overview page where you are able to select another form. You may also select another form from the “Save Options”

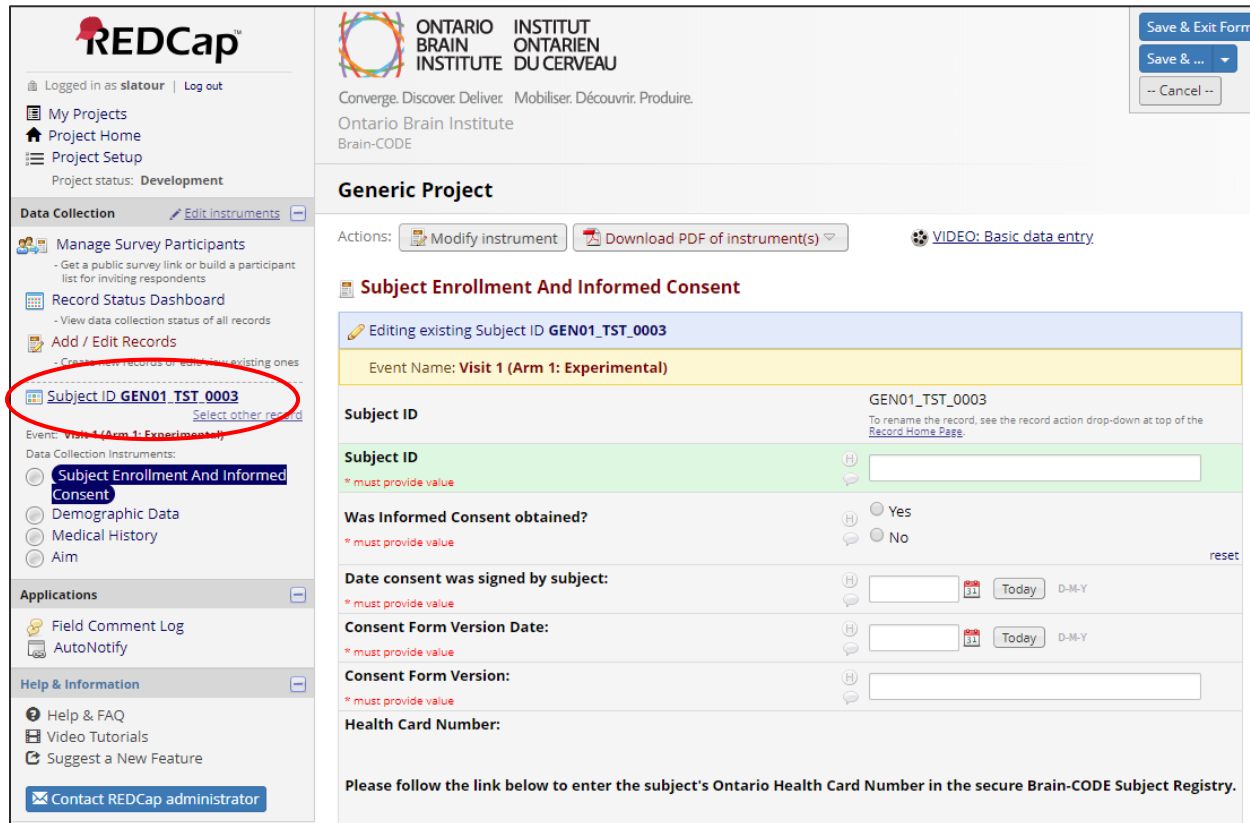
Option 1: Navigation Panel

- This is a good option when you want to remain within the same arm/event and for the same Subject ID.

The screenshot displays the REDCap interface for a project titled "Generic Project" at the Ontario Brain Institute. The left navigation panel is expanded to show "Data Collection" options. The "Subject ID GEN01_TST_0003" link is circled in red, and the "Subject Enrollment And Informed Consent" form is selected. The main content area shows the form for editing the subject ID, with fields for "Subject ID", "Was Informed Consent obtained?", "Date consent was signed by subject:", "Consent Form Version Date:", and "Consent Form Version:". The "Subject ID" field is highlighted in green and contains the value "GEN01_TST_0003". The "Was Informed Consent obtained?" field has radio buttons for "Yes" and "No". The "Date consent was signed by subject:" and "Consent Form Version Date:" fields have date pickers set to "Today". The "Consent Form Version:" field is empty. The "Health Card Number:" field is empty. A link at the bottom of the form reads: "Please follow the link below to enter the subject's Ontario Health Card Number in the secure Brain-CODE Subject Registry."

Option 2: Visit Schedule

- Select the calendar icon to return to the “Visit Schedule” page where you can select the next form



REDCap
 Logged in as slatour | Log out
 My Projects
 Project Home
 Project Setup
 Project status: Development

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Generic Project
 Actions: [Modify Instrument](#) [Download PDF of instrument\(s\)](#) [VIDEO: Basic data entry](#)

Subject Enrollment And Informed Consent
 Editing existing Subject ID **GEN01_TST_0003**
 Event Name: **Visit 1 (Arm 1: Experimental)**

Subject ID GEN01_TST_0003
To rename the record, see the record action drop-down at top of the Record Home Page

Subject ID * must provide value

Was Informed Consent obtained? * must provide value Yes No [reset](#)

Date consent was signed by subject: * must provide value Today D-M-Y

Consent Form Version Date: * must provide value Today D-M-Y

Consent Form Version: * must provide value

Health Card Number:

Please follow the link below to enter the subject's Ontario Health Card Number in the secure Brain-CODE Subject Registry.

Option 3: Save Options

- You can select “Save and go to Next Form” to Navigate to the next form within the event.

The screenshot displays the REDCap interface for a 'Generic Project' in 'Development' status. The left sidebar contains navigation options under 'Data Collection', 'Applications', and 'Help & Information'. The main content area shows the 'Subject Enrollment And Informed Consent' form for subject ID 'GEN01_TST_0002' at 'Visit 1 (Arm 2: Control)'. The form includes fields for 'Subject ID', 'Was Informed Consent obtained?', 'Date consent was signed by subject', 'Consent Form Version Date', 'Consent Form Version', and 'Health Card Number'. A red warning message states: 'This information is NOT being stored in the study database.' Below this, a link points to the 'Secure Brain-CODE Subject Registry'. The 'Form Status' section shows 'Complete?' set to 'Complete'. At the bottom right, the 'Save & ...' dropdown menu is open, with 'Save and go to Next Form' selected and circled in red.

Editing Data on a Completed eCRF:








Before a form is locked, any form can be entered and edited.

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. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.

Choose action for record ▾

Subject ID **GEN01_TST_0099**
Arm 1: Experimental

Data Collection Instrument	Visit 1	Visit 2	Visit 3
Subject Enrollment And Informed Consent			
Demographic Data			
Medical History			
Aim (survey)			
Delete all data on event:			










Legend for status icons:

-  Incomplete
-  Incomplete (no data saved) ?
-  Unverified
-  Partial Survey Response
-  Complete
-  Completed Survey Response

Entering Data for the Next Event:

1. Navigate to the Visit Schedule and select a form from the next visit column.

Subject ID **GEN01_TST_0100**
Arm 1: Experimental

Data Collection Instrument	Visit 1	Visit 2	Visit 3
Subject Enrollment And Informed Consent			
Demographic Data			
Medical History			
Aim (survey)			
Delete all data on event:			

NOTES AND DISCREPANCIES

What are Notes and Discrepancies?

A means for users to document, communicate, and manage issues about data in a clinical trial, in order to facilitate verification of the accuracy and completeness of the data.

How are they useful?

- To flag an item as incomplete or as having a value that is not expected.
- A means for users to communicate within REDCap
 - Not a replacement for notes fields (Notes field type).

Entering Notes and Discrepancies:

1. Select the comment bubble icon next to the field for which you want to open a note/discrepancy comment.

Generic Project

Actions: Modify instrument Download PDF of instrument(s) [VIDEO: Basic data entry](#)

Demographic Data

Editing existing Subject ID **GEN01_TST_0100**

Event Name: **Visit 1 (Arm 1: Experimental)**

Subject ID GEN01_TST_0100

What is the subject's date of birth? 08-03-2018 Today D-M-Y

What is the subject's date of birth?

Age

Sex

What is the sex of the subject? Female Male Unknown Unspecified reset

* must provide value

Note: Unspecified indicates that a medical differentiation of sex has not yet been made. Unknown indicates that the sex is not known or is missing

Ethnicity

2. Open a new query by entering in the note/discrepancy in the text field and selecting “Open Query”

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Generic Project

Actions:

Subject Enrollment And Informed

Editing existing Subject ID GEN01_TST_0001

Event Name: Visit 1 (Arm 1: Experimental)

Subject ID

Subject ID

* must provide value

Was Informed Consent obtained?

* must provide value

Date consent was signed by subject:

* must provide value

Consent Form Version Date:

* must provide value

Consent Form Version:

* must provide value

Health Card Number:

Please follow the link below to enter the su

Data Resolution Workflow

VIDEO: Data Resolution Workflow

This pop-up displays the Data Resolution Workflow for the specified record for a given field and/or Data Quality rule. Users with appropriate user privileges may open data queries to begin a documented process of resolving an issue with the data. Opened data queries may thus be responded to by users with appropriate privileges, and then they may be closed once the issue has been resolved. All data queries can also be viewed on the Resolve Issues page in this project.

Subject ID: [GEN01_TST_0001](#)

Event: **Visit 1 (Arm 1: Experimental)**

Field: **consent_date** ("Date consent was signed by subject:")

Status:

Date/Time	User	Comments and Details
03/09/2018 10:41 am	slatour	<input type="radio"/> Verified data value — OR — <input checked="" type="radio"/> Open query Assign query to a user (optional): -- select user -- Comment: <input type="text"/>

This information is NOT being stored in the study database.

What is the Data Resolution Workflow View?

It is a view of all the fields for which there are notes or queries made. Assigned queries will be visible to you on this page. Queries may be assigned to an individual or a group of users. Any queries assigned to either you or the group will be visible on this page. You will not be notified when a data query is assigned to you, you must check this dashboard regularly!

Responding to Data Queries:

In order to access the Data Resolution workflow you have two options. The first of which is to access the Data Resolution workflow by selecting “Resolve Issues” within the REDCap toolbar. The second option is to directly access the Data Resolution workflow from selecting the comment bubble icon directly next to a discrepant field.

Option 1: Select the “Resolve Issues” icon within the REDCap toolbar on the left hand side.

The screenshot shows the REDCap interface for a 'Generic Project'. On the left-hand side, there is a toolbar with various icons. The 'Resolve Issues' icon, which is a lightbulb with a question mark, is circled in red. The main content area shows the 'Subject Enrollment And Informed Consent' form for Subject ID GEN01_TST_0001. The form includes fields for 'Subject ID', 'Was Informed Consent obtained?', 'Date consent was signed by subject', 'Consent Form Version Date', and 'Consent Form Version'. A red warning message at the bottom states: 'This information is NOT being stored in the study database.'

Option 2: Accessible next to the field on the form by selecting the comment bubble icon.

The screenshot shows the same REDCap interface as above. In this view, the 'Resolve Issues' icon is not circled. Instead, the comment bubble icon (a speech bubble) next to the 'Consent Form Version' field is circled in red. The form fields and the red warning message are the same as in the previous screenshot. The 'Go to Secure Brain-CODE Subject Registry' link is visible at the bottom of the form.

Responding to Data Queries:

1. In order to respond to a query, navigate to the Data Resolution Workflow view and select the comment button next to the field of interest.

Generic Project


Data Quality

Find Issues Resolve Issues **1** Resolution Metrics

[VIDEO: Data Resolution Workflow](#) or [Read introduction to Data Resolution Workflow](#)

This page displays all data queries that are currently unresolved or have already been resolved using the Data Resolution Workflow. Some issues may have been initiated by users on data collection instruments, and others may have been initiated after executing Data Quality rules on the Find Issues tab. The table lists the name of the record and the specific field or Data Quality rule to which the data query belongs, as well as the user assigned to the query (if applicable), the number of days the data query has been open, and a brief snippet of the query's first and last comment. The results in the table can be filtered by the query status type (e.g., open, closed), by certain fields or Data Quality rules, and also by users assigned to it. Each data query may be viewed by clicking the button to its left.

Data Resolution Dashboard Filters: Open / unresolved issues (1) All fields and rules All events User assigned (all users) or not assigned

Click button to view data query	Record	Data Quality rule and/or Field	User Assigned	Days Open	First Update	Last Update
 1 comment	GEN01_TST_000 Visit 2 (Arm 1: Experimental)	Field: mh_glob_asmnt_indctr (Does the subject have a history of any medical problems/co...)	slatour	0	slatour (03/09/2018 10:44am): "Is the wording for these field correct?"	[same as first update]

2. This opens up a window to select the option to "Reply with a Response". You can select a response to the query from the drop-down menu and also include text comments.

Data Resolution Workflow

[VIDEO: Data Resolution Workflow](#)

This pop-up displays the Data Resolution Workflow for the specified record for a given field and/or Data Quality rule. Users with appropriate user privileges may open data queries to begin a documented process of resolving an issue with the data. Opened data queries may thus be responded to by users with appropriate privileges, and then they may be closed once the issue has been resolved. All data queries can also be viewed on the Resolve Issues page in this project.

Subject ID: **GEN01_TST_0001**
Event: **Visit 2 (Arm 1: Experimental)**
Field: **mh_glob_asmnt_indctr** ("Does the subject have a history of any medical problems/conditions in the following body systems? (consider the past 12 months) Use BODY SYSTEM categories for medical history: • Constitutional symptoms (e.g., fever,• Respiratory• Neurological weight loss)• Gastrointestinal• Psychiatric• Eyes• Genitourinary• Endocrine• Ears, Nose, Mouth, Throat• Musculoskeletal• Hematological/Lymphatic• Cardiovascular• Integumentary (skin and/or breast)• Allergic/Immunologic")
Status: **Open / Unresolved** (unresponded)

Date/Time	User	Comments and Details
03/09/2018 10:44am	slatour	Action: Opened query Assigned to user: slatour (Sara Latour) Comment: "Is the wording for these field correct?"
03/09/2018 10:51am	slatour	<input checked="" type="radio"/> Reply with response: -- choose response -- Upload file (optional): Upload document OR — <input type="radio"/> Close the query Comment:

Respond to query Cancel

Closing Data Queries:

1. To close a data query, ensure that the issue/discrepancy was resolved and then navigate to the Data Resolution Workflow. Select the comment button next to the field of interest.

Generic Project

Data Quality

Find Issues
Resolve Issues 1
Resolution Metrics

[VIDEO: Data Resolution Workflow](#) or [Read introduction to Data Resolution Workflow](#)

This page displays all data queries that are currently unresolved or have already been resolved using the Data Resolution Workflow. Some issues may have been initiated by users on data collection instruments, and others may have been initiated after executing Data Quality rules on the Find Issues tab. The table lists the name of the record and the specific field or Data Quality rule to which the data query belongs, as well as the user assigned to the query (if applicable), the number of days the data query has been open, and a brief snippet of the query's first and last comment. The results in the table can be filtered by the query status type (e.g., open, closed), by certain fields or Data Quality rules, and also by users assigned to it. Each data query may be viewed by clicking the button to its left.

Data Resolution Dashboard Filters: Open / unresolved issues (1) ▼
All fields and rules ▼
All events ▼
User assigned (all users) or not assigned ▼

Click button to view data query	Record	Data Quality rule and/or Field	User Assigned	Days Open	First Update	Last Update
 1 comment 	GEN01_TST_000 <small>Visit 2 (Arm 1: experimental)</small>	Field: mh_glob_asmnt_indctr (Does the subject have a history of any medical problems/co...)	slatour	0	slatour (03/09/2018 10:44am): "Is the wording for these field correct?"	[same as first update]

- This opens up a window to select the option to “Close the query”. Text comments may also be included.

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Data Resolution Workflow

[VIDEO: Data Resolution Workflow](#)

This pop-up displays the Data Resolution Workflow for the specified record for a given field and/or Data Quality rule. Users with appropriate user privileges may open data queries to begin a documented process of resolving an issue with the data. Opened data queries may thus be responded to by users with appropriate privileges, and then they may be closed once the issue has been resolved. All data queries can also be viewed on the Resolve Issues page in this project.

Subject ID: [GEN01_TST_0001](#)
 Event: **Visit 2 (Arm 1: Experimental)**
 Field: **mh_glob_asmnt_indctr** ("Does the subject have a history of any medical problems/conditions in the following body systems? (consider the past 12 months) Use BODY SYSTEM categories for medical history: • Constitutional symptoms (e.g., fever, • Respiratory • Neurological weight loss) • Gastrointestinal • Psychiatric • Eyes • Genitourinary • Endocrine • Ears, Nose, Mouth, Throat • Musculoskeletal • Hematological/Lymphatic • Cardiovascular • Integumentary (skin and/or breast) • Allergic/Immunologic ")
 Status: **Open / Unresolved** (unresponded)

Date/Time	User	Comments and Details
03/09/2018 10:44am	slatour	Action: Opened query Assigned to user: slatour (Sara Latour) Comment: "Is the wording for these field correct?"
03/09/2018 10:51am	slatour	<input type="radio"/> Reply with response: -- choose response -- Upload file (optional): Upload document — OR — <input checked="" type="radio"/> Close the query Comment: The issue has been resolved.

Close the query Cancel

ve Issues **1**

[VIDEO: Data Reso](#)

es that are curre
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 is the user assign
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 Quality rules, an

Filters:

Data Qualit
and/or Field

Field: **mh_gl**
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 (Does the su
 history of an
 problems/co

ENTERING DATA: PATIENT REPORTED OUTCOMES (SURVEYS)

Patient Scales Example (Transcribing a PRO):

Generic Project

Actions: [Modify instrument](#) [Download PDF of instrument\(s\)](#) [VIDEO: Basic data entry](#)

Aim

Invitation status: Survey options:

[Editing existing Subject ID GEN01_TST_0003](#)

Event Name: **Visit 3 (Arm 1: Experimental)**

Subject ID: GEN01_TST_0003

Affect Intensity Measure Questionnaire (AIM)

DIRECTIONS: The following questions refer to the emotional reactions to typical life-events. Please indicate how YOU react to these events by placing a number from the following scale in the blank space preceding each item. Please base your answers on how YOU react, not on how you think others react or how you think a person should react.

	NEVER (1)	ALMOST NEVER (2)	OCCASIONALLY (3)	USUALLY (4)	ALMOST ALWAYS (5)	ALWAYS (6)
1. When I accomplish something difficult I feel delighted or elated. <small>* must provide value</small>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. When I feel happy it is a strong type of exuberance. <small>* must provide value</small>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. I enjoy being with other people very much. <small>* must provide value</small>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. I feel pretty bad when I tell a lie. <small>* must provide value</small>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. When I solve a small personal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Above is the **Data Entry View** for transcribing a PRO.

Below is an example of a **Survey View/ Patient View** for the same PRO:

Aim

Please complete the survey below.

Thank you!

Affect Intensity Measure Questionnaire (AIM)

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2. When I feel happy it is a strong type of exuberance. <small>* must provide value</small>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. I enjoy being with other people very much. <small>* must provide value</small>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Administering an ePRO in Clinic:

1. Within the clinic Login to REDCap and select “Open Survey” within the form. The survey will open in a new tab.

Generic Project

Actions: Modify instrument Download PDF of instrument(s) VIDEO: Basic data entry

Aim

Invitation status: Survey options

Editing existing Subject ID **GEN01_TST_0003**

Event Name: **Visit 3 (Arm 1: Experimental)**

Subject ID: GEN01_TST_0003

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2. Log out of REDCap in the original tab to ensure that your information/account credentials remain private.

CONTACT INFORMATION

REDCap Administrator: redcapadmin@braincode.ca

Brain-CODE Administrator: help@braincode.ca

RESOURCES

Brain-CODE Portal:

<https://www.braincode.ca/>

REDCap Brain-CODE Training Video:

<https://www.youtube.com/watch?v=DEmbodf0es>

REDCap Resources:

<https://projectredcap.org/resources/videos/>