Public Health England

St George's
University of London

periCOVID

REDCap
Research Electronic Data Capture

User manual
for clinicians

Contents

1. Setting up your REDCap account

1.1. To create your account, email the periCOVID team
(pericovid@sgul.ac.uk) with your full name and NHS email address

1.2. Once your account has been created, you will receive the following
email:

REDCap access granted

[This message was automatically generated by REDCap]

A REDCap account has been created for you in which your REDCap username is   Click the link below to
set your new password and log in.

After logging in, please make sure to set up your password recovery question, which will allow you to use the 'Forgot
your password?' link on the login page without the need to contact the REDCap Administrator. You will be prompted
to set your recovery question on the My Projects page, but you can also set it on your 'My Profile' page under 'Login-
related options'.

Set your new REDCap password

1.3. Click the "Set your new REDCap password" link to be directed the
REDCap password set up page

1.4. Your allocated username will already be entered in the username
dialogue box. Enter your chosen password in the password dialogue
box and re-enter the same password in the "re-type password" box.
Your chosen password must be at least **9 characters long** with **one
uppercase letter** and **one number**

1.5. Once you have entered and retyped your password, press enter

1.6. You will then be directed to your REDCap home page where you can
enter the periCOVID database

1.7. If you encounter any problems with setting up your REDCap account, please email the periCOVID team (pericovid@sgul.ac.uk) for further assistance

2. Logging into you REDCap account

2.1. Visit URL https://pidrg-database.sgul.ac.uk/redcap/ to be directed to

the log in page

2.2. Enter your username and chosen password into the dialogue boxes
and press the "**Log in**" button

2.3. Once logged in, you will be directed to your REDCap home page
where you can enter the periCOVID database

3. Accessing the periCOVID database

3.1. Once logged into account, select "**My Projects**" from the menu bar along the top of your home page
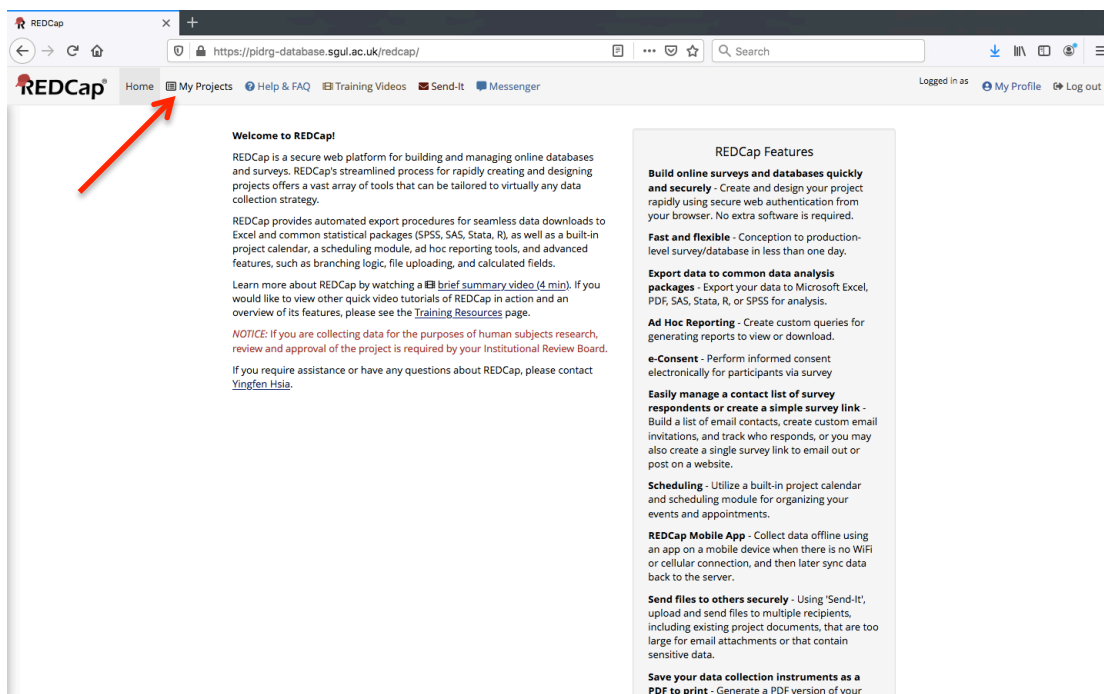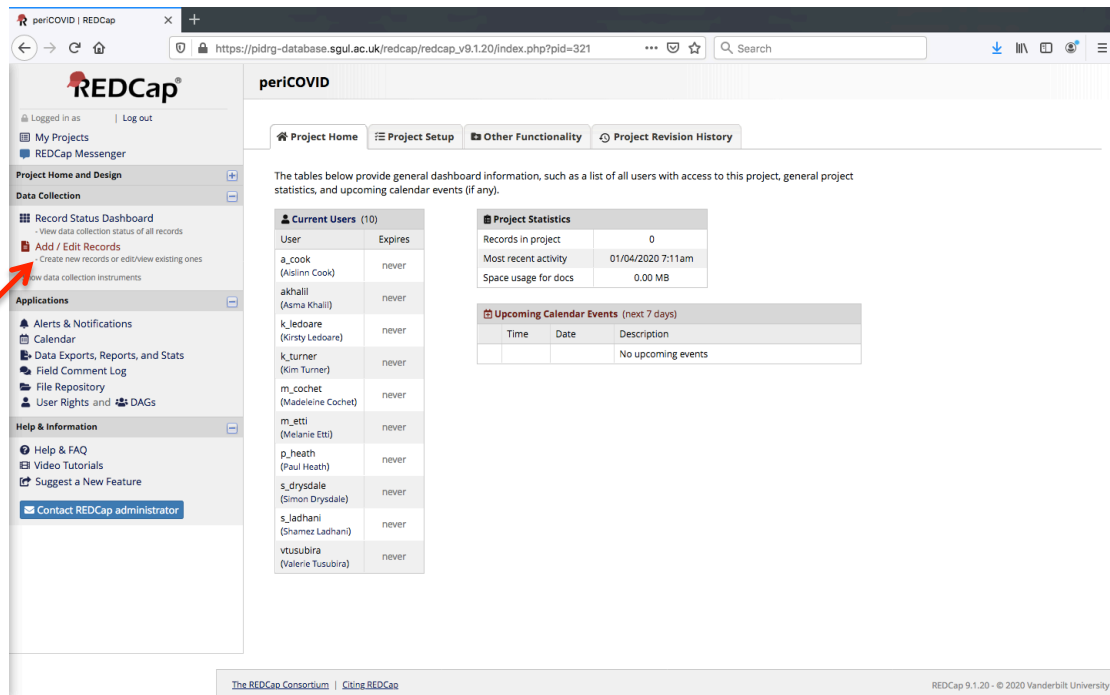
3.2. Select "**periCOVID**" from the My Projects list
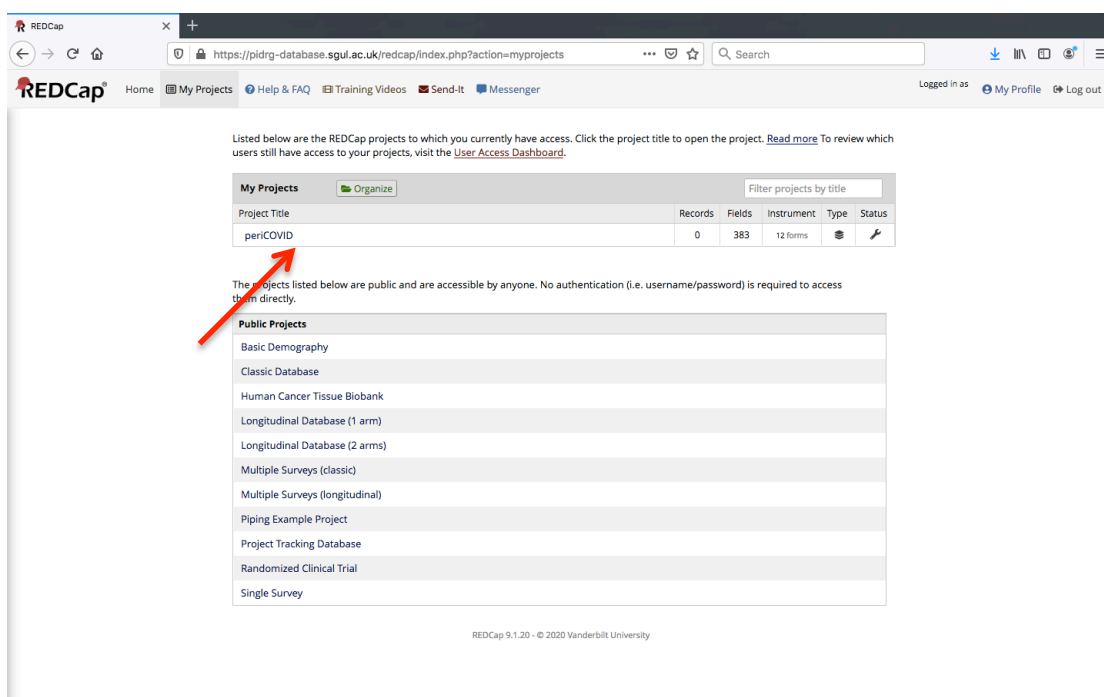
4. Creating/editing a participant's record in the periCOVID database

**4.1.** Select "Add/Edit Records" from the option list on the left side of the screen

4.2. To **create** a new record, enter the allocated participant number into the dialogue box "Enter a new or existing Participant Number" and press enter

4.3. To **edit** an existing record, choose the participant's number from the drop down menu next to "Choose an existing Participant Number"

Both steps will take you to the "**Record Home Page**" of the participant whose participant number has been entered

4.4. To create or edit a participant's data form, press the white circle to the right of the form to open it. Please note: clinicians are only required to complete the forms marked "**CLINICIAN ENTRY**"
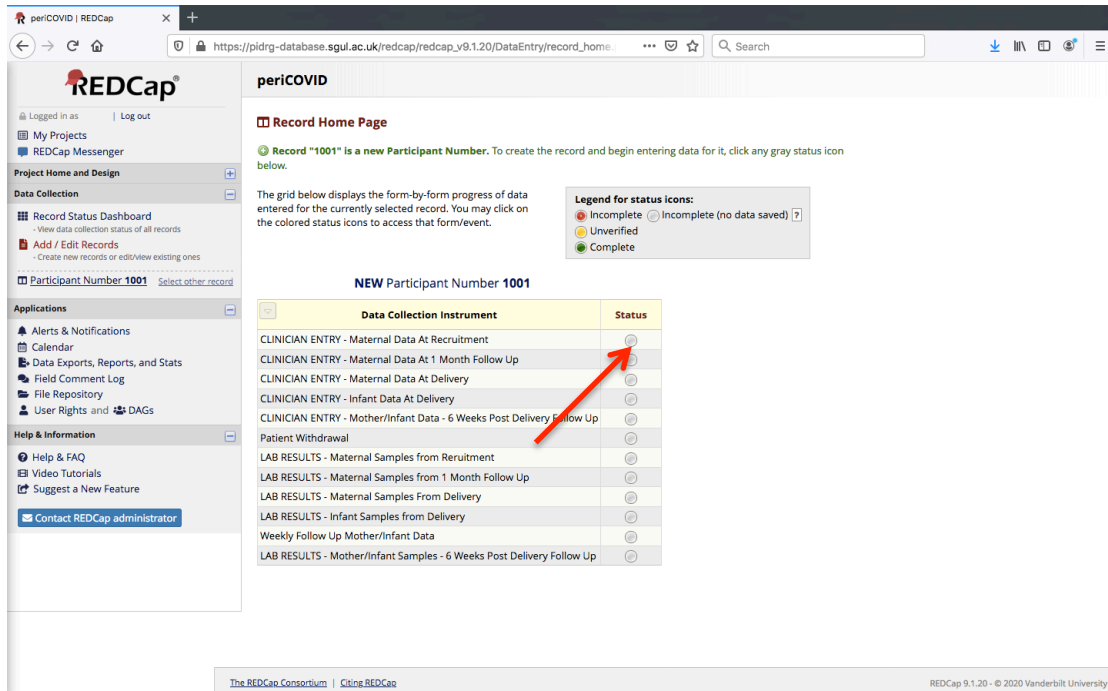

4.5. Once you have entered the participant's data into the form, select "**Save & Exit Form**" to go back to the participant's Record Home Page
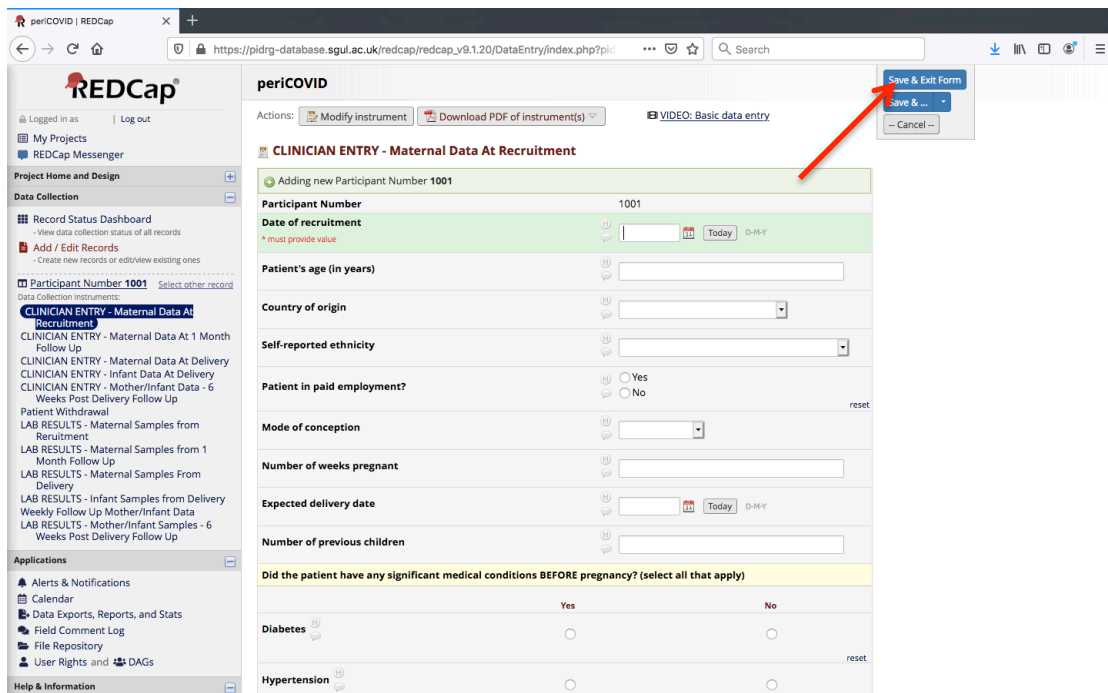
4.6. If there are data fields missing in the form, the circle to the right of the form on the Record Home Page will turn red, indicating that the form is incomplete
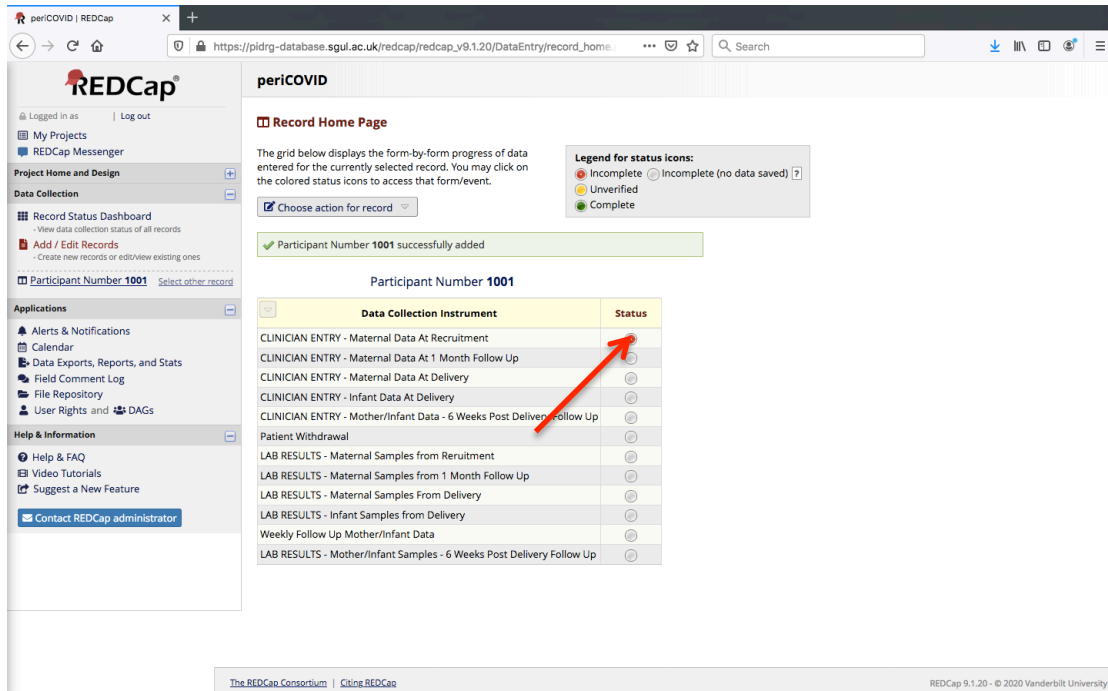
4.7. Once you have completed the data set, click on the "Complete?" drop down menu at the end of the form and select "**Complete**" before clicking "**Save & Exit Form**"
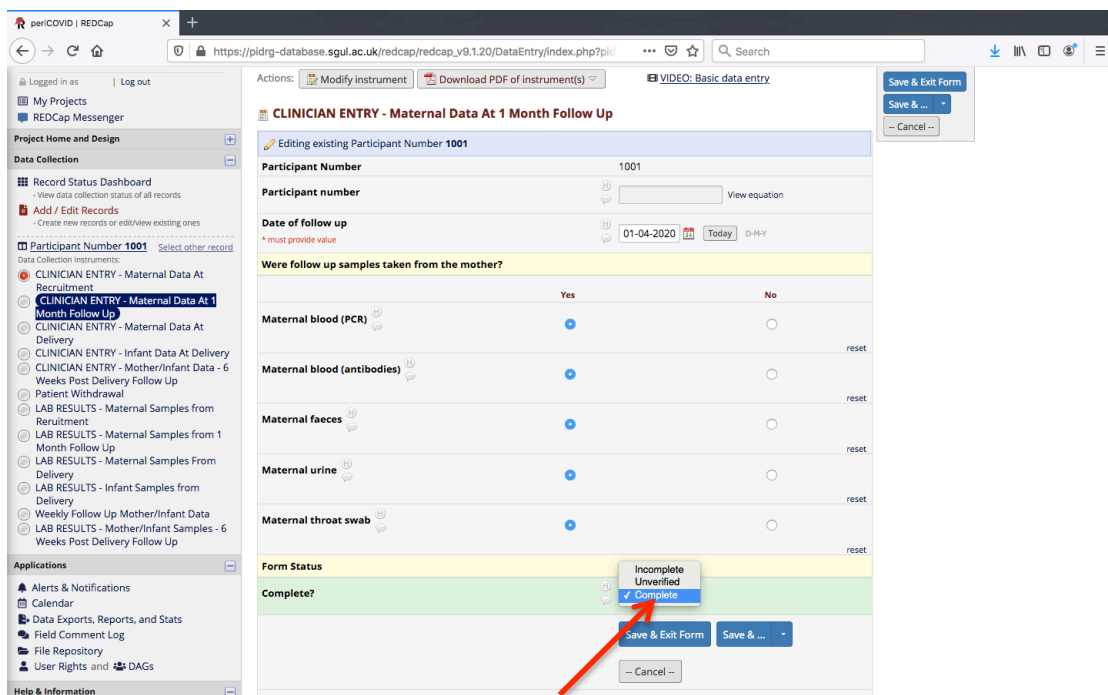
4.8. Once the form is marked as "**Complete**", the circle to the right of the form on the Record Home Page will turn green

4.9. It is also possible to navigate through the forms for each participant using the menu bar to the left of the screen