



Public Health
England



St George's
University of London



periCOVID



REDCap
Research Electronic Data Capture

User manual for clinicians

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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
set your new password and log in.

Click the link below to

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 your REDCap account

2.1. Visit URL <https://pidrg-database.sgul.ac.uk/redcap/> to be directed to the log in page

REDCap

Log In

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

Username:

Password:

Log In [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 [Yingfen Hsia](#).

REDCap Features

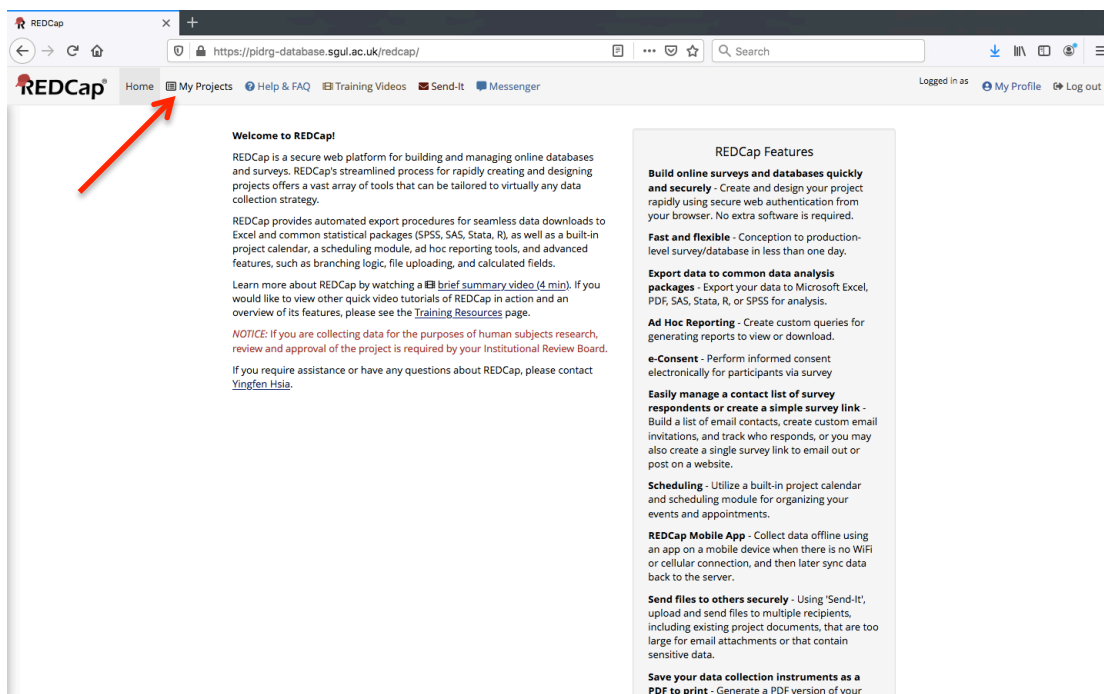
- Build online surveys and databases quickly and securely** - Create and design your project rapidly using secure web authentication from your browser. No extra software is required.
- Fast and flexible** - Conception to production-level survey/database in less than one day.
- Export data to common data 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 invitations, and track who responds, or you may also create a single survey link to email out or post on a website.
- Scheduling** - Utilize a built-in project calendar

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

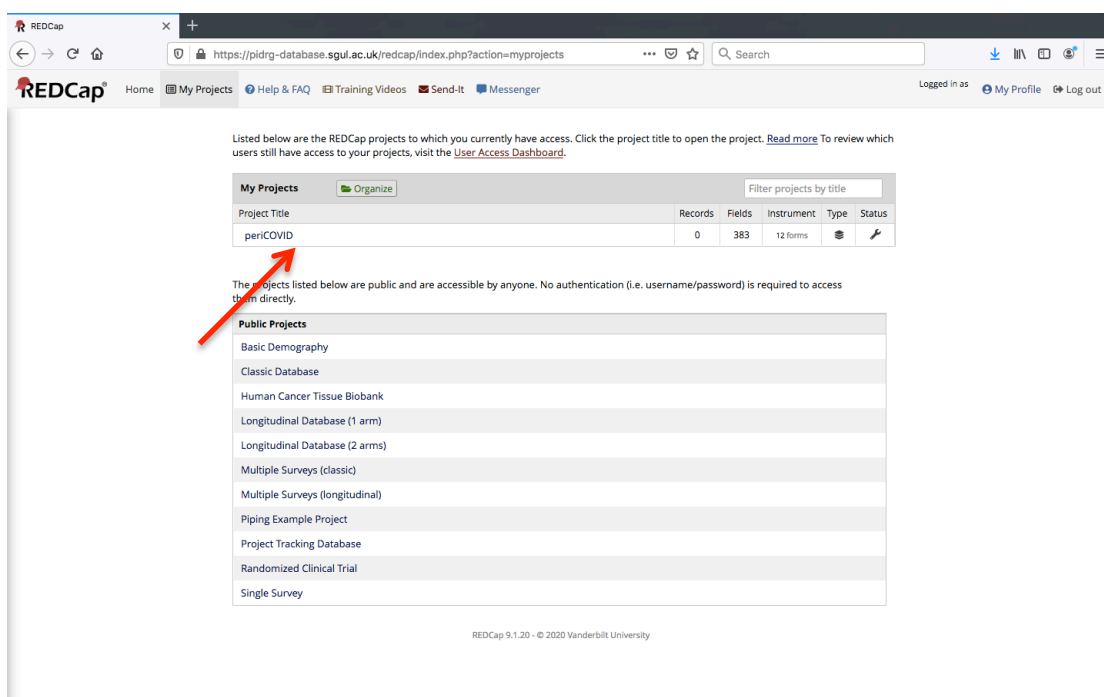
2.3. Once logged in, you will be directed to your REDCap home page where you can enter the periCOVID database

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

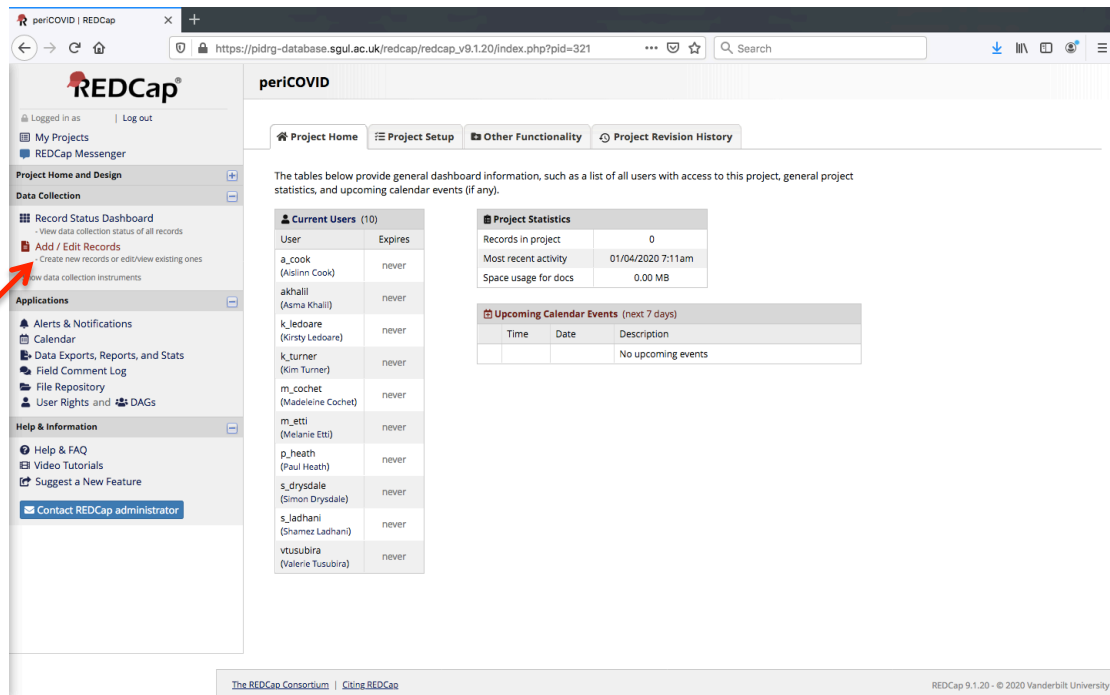


3.2. Select “**periCOVID**” from the My Projects list



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



The screenshot shows the REDCap interface for the periCOVID project. The left sidebar contains a menu with the following sections:

- Project Home and Design
 - Data Collection
 - Add / Edit Records** (highlighted with a red arrow)
- Applications
 - Alerts & Notifications
 - Calendar
 - Data Exports, Reports, and Stats
 - Field Comment Log
 - File Repository
 - User Rights and DAGs
- Help & Information
 - Help & FAQ
 - Video Tutorials
 - Suggest a New Feature
 - Contact REDCap administrator

The main content area displays the periCOVID dashboard with the following sections:

- Project Home** (selected tab)
- Project Setup**
- Other Functionality**
- Project Revision History**

The dashboard text states: "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 (10)

User	Expires
a_cook (Aislinn Cook)	never
akhalil (Asma Khalil)	never
k_ledoare (Kirsty Ledoare)	never
k_turner (Kim Turner)	never
m_cochet (Madeleine Cochet)	never
m_etti (Melanie Etti)	never
p_heath (Paul Heath)	never
s_drysdale (Simon Drysdale)	never
s_ladhani (Shamez Ladhani)	never
vtusubira (Valerie Tusubira)	never

Project Statistics

Records in project	0
Most recent activity	01/04/2020 7:11am
Space usage for docs	0.00 MB

Upcoming Calendar Events (next 7 days)

Time	Date	Description
		No upcoming events

The footer of the page reads: "The REDCap Consortium | Citing REDCap REDCap 9.1.20 - © 2020 Vanderbilt University"

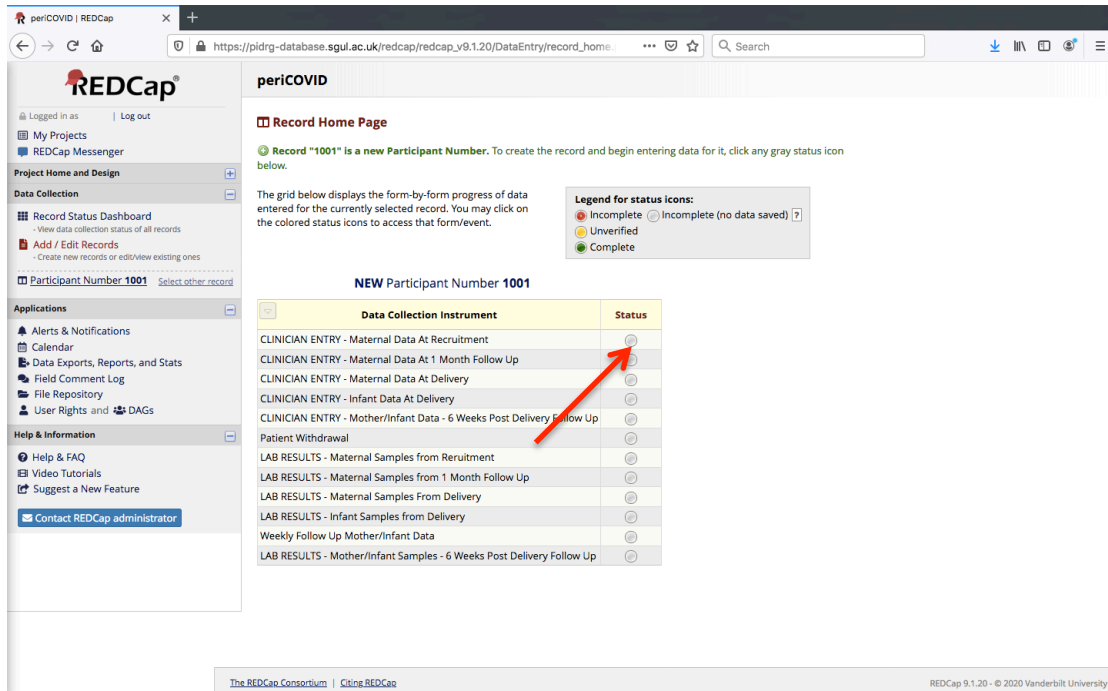
4.2. To **create** a new record, enter the allocated participant number into the dialogue box “Enter a new or existing Participant Number” and press enter

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

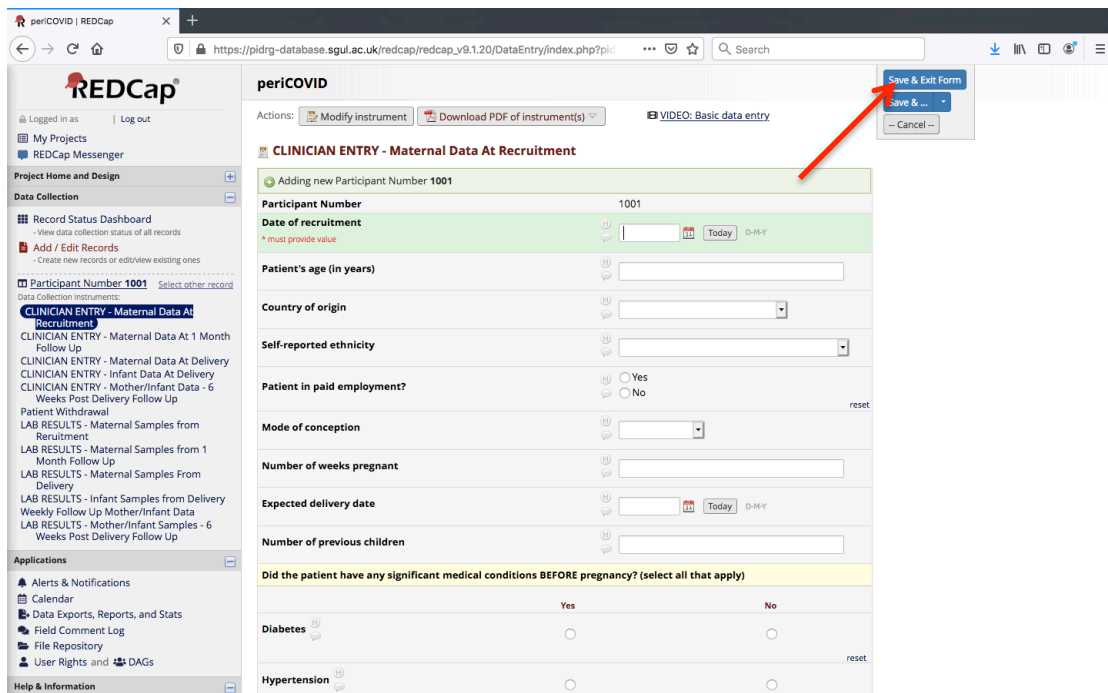
Both steps will take you to the “**Record Home Page**” of the participant whose participant number has been entered

The screenshot displays the REDCap interface for the 'periCOVID' project. On the left is a sidebar with navigation links including 'My Projects', 'Data Collection', and 'Applications'. The main area is titled 'Add / Edit Records' and provides instructions for viewing or creating records. It features two input fields: a dropdown menu for 'Choose an existing Participant Number' and a text box for 'Enter a new or existing Participant Number'. A red arrow points to the text box. Below these is a 'Data Search' section with a dropdown for 'Choose a field to search' (set to 'All fields') and a 'Search query' text box. The footer includes 'The REDCap Consortium | Citing REDCap' and 'REDCap 9.1.20 - © 2020 Vanderbilt University'.

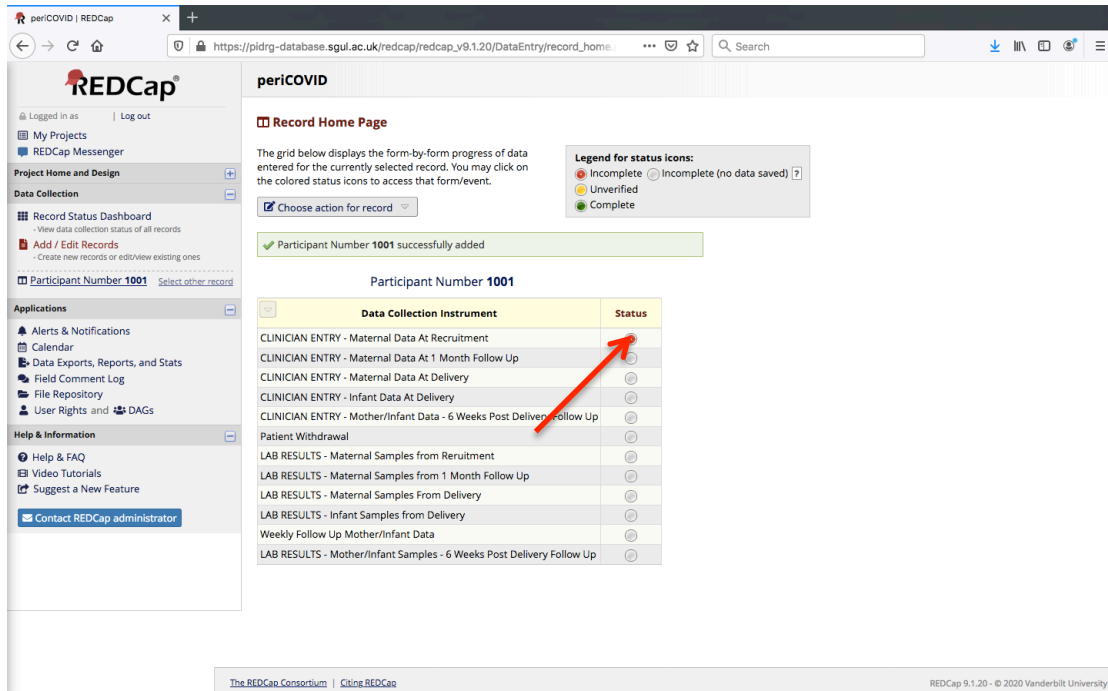
- 4.4. To create or edit a participant's data form, press the white circle to the right of the form to open it. Please note: clinicians are only required to complete the forms marked **"CLINICIAN ENTRY"**



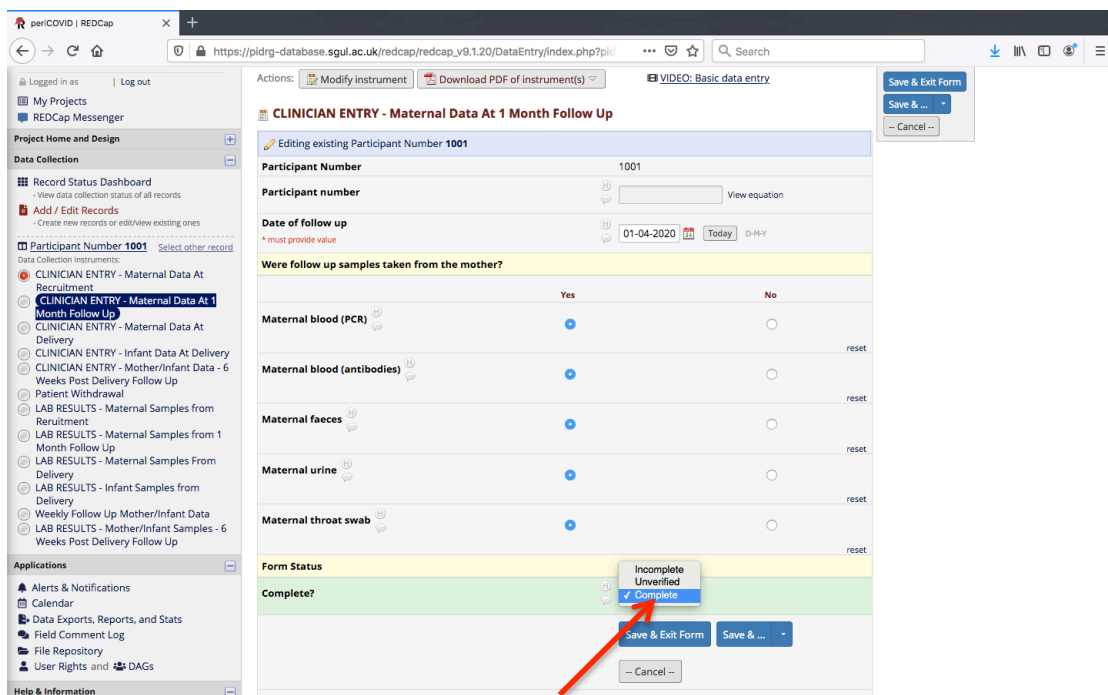
- 4.5. Once you have entered the participant's data into the form, select **"Save & Exit Form"** to go back to the participant's Record Home Page



- 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**

The screenshot shows the REDCap Record Home Page for participant 1001. The page displays a list of data collection instruments and their status. A red arrow points to the 'Complete' status icon (a green circle) for the 'CLINICIAN ENTRY - Maternal Data At Recruitment' form.

Data Collection Instrument	Status
CLINICIAN ENTRY - Maternal Data At Recruitment	Complete (Green circle)
CLINICIAN ENTRY - Maternal Data At 1 Month Follow Up	Incomplete (Yellow circle)
CLINICIAN ENTRY - Maternal Data At Delivery	Incomplete (Yellow circle)
CLINICIAN ENTRY - Infant Data At Delivery	Incomplete (Yellow circle)
CLINICIAN ENTRY - Mother/Infant Data - 6 Weeks Post Delivery Follow Up	Incomplete (Yellow circle)
Patient Withdrawal	Incomplete (Yellow circle)
LAB RESULTS - Maternal Samples from Recruitment	Incomplete (Yellow circle)
LAB RESULTS - Maternal Samples from 1 Month Follow Up	Incomplete (Yellow circle)
LAB RESULTS - Maternal Samples From Delivery	Incomplete (Yellow circle)
LAB RESULTS - Infant Samples from Delivery	Incomplete (Yellow circle)
Weekly Follow Up Mother/Infant Data	Incomplete (Yellow circle)
LAB RESULTS - Mother/Infant Samples - 6 Weeks Post Delivery Follow Up	Incomplete (Yellow circle)

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

The screenshot shows the REDCap form for 'CLINICIAN ENTRY - Maternal Data At Recruitment'. The left menu bar shows the form selected, and a red arrow points to it. The form fields include Patient Number, Date of recruitment, Patient's age, Country of origin, Self-reported ethnicity, Patient in paid employment?, Mode of conception, Number of weeks pregnant, Expected delivery date, Number of previous children, and a section for medical conditions.