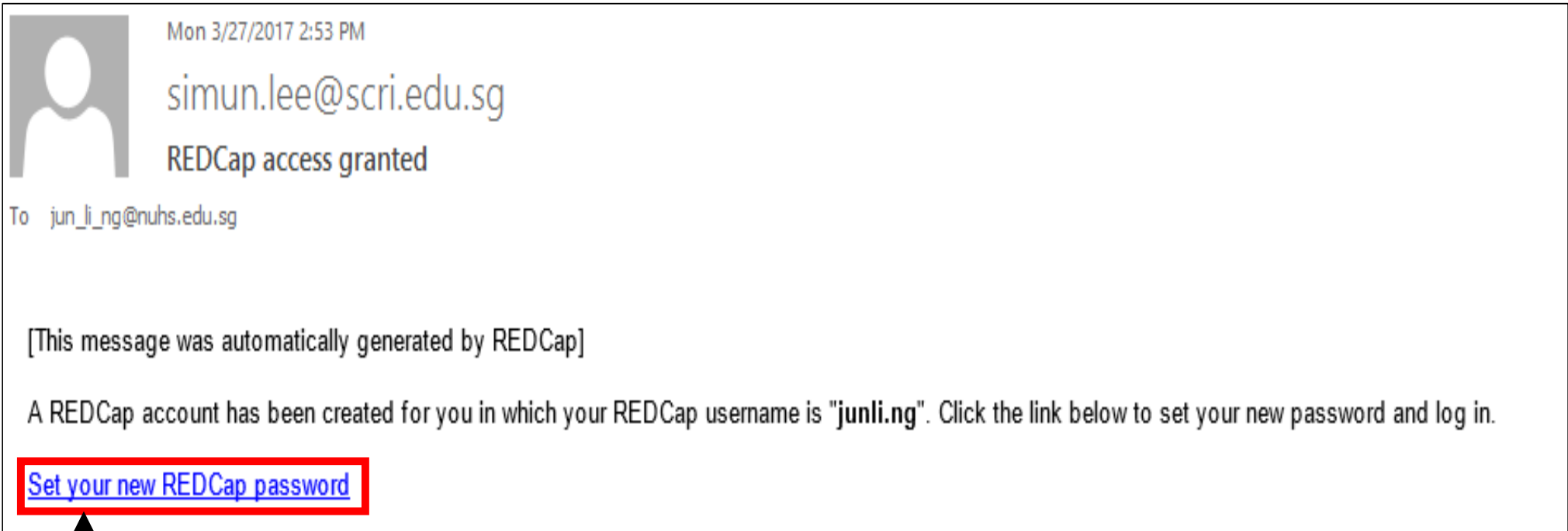# REDCap
Research Electronic Data Capture

A collaboration with Singapore Clinical Research Institute (SCRI)

Instructions for DRAGoN online database

Version 1.1_Jun2017

You should have received an email from SCRI entitled "REDCap Project access granted". Click on the link to set up the password with your user ID given in the email.

Mon 3/27/2017 2:53 PM

simun.lee@scri.edu.sg

REDCap access granted

To   jun_li_ng@nuhs.edu.sg

[This message was automatically generated by REDCap]

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

Set your new REDCap password

Click here to set up your password with the provided user ID.

Log into Redcap (https://redcap.scri.edu.sg/) to enter, edit, review, download or view reports of your data

Click on the project title *"Dragon"*

Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. Read more

My Projects	📂 Organize				Filter projects by title	
Project Title		Records	Fields	Instruments	Type	Status
Dragon		0	1,178	15 forms	🗐	☑

Click here

Entry of <u>baseline</u> database

To start a new subject or edit a previously entered subject, click *"Add/Edit Records"*

Click *"Add new record" (for new subjects) or "select record (for previously entered subjects).*

Click on each button to go into each form. Start with Baseline Form 1: Data Entry Details

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 b

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 (red)
- Incomplete (gray)
- Unverified (yellow)
- Complete (green)

NEW Record Id 1

Data Collection Instrument	Baseline	Update 1	Update 2	Update 3	Update 4	Update 5
Baseline Form 1 Data Entry Details	○					
Baseline Form 2 Demographics	○					
Baseline Form 3 First Manifestation	○					
Baseline Form 4 Extrarenal Manifestations	○					
Baseline Form 5 Renal Biopsies	○					
Baseline Form 6 Drug Treatment	○					
Baseline Form 7 Renal Replacement Therapy	○					
Baseline Form 8 Family History	○					
Baseline Form 9 Latest Patient Encounter	○					

Click on the buttons to fill up each form. For "Baseline", you need to fill all 9 forms. You may take about 10-20 minutes per case for baseline entry, depending on its complexity. **You should start from Form 1** and work down in order of the Form numbers.

DRAGoN Subject code:
Baseline Form 1 Data Entry Details
Baseline Form 8 Family History

Example of how the DRAGoN code should be entered

Data entry tips:

Complete all data fields. Click "Unknown" if you do not know or no information is available. Do not leave it blank.

For any data that is not available, please choose "UNKNOWN" and NOT leave it blank.

Data entry tips:
REDCap Definitions

To enter some fields, you need to know the definitions.

Duration for the HIGHEST prednisolone (or oral steroid equivale of _____

Response to oral prednisolone (or steroid equivalent) at _____ dose for _____ duration

Refer to DRAGoN redcap definitions. If responses varies at different relapses, state the WORST response.

Attachment: DRAGoN_Redcap_definitions_2017.pdf (0.07 MB)

Oral steroids- Start date

dd-mm-yyyy. Ignore periods when drug was stopped for brie periods for various reasons (eg intercurrent illness).

Is patient still taking oral steroids now?

Has patient been compliant / adherent to oral steroid?

You may download the "Definitions" PDF file through this link

Saving data

You may click the options in the top right corner of each form to save data

Record Id	1
	To rename the record, see the record action drop-down. Home Page.

Save & Exit Form

Save & Stay ▾

-- Cancel --

Baseline data entry
This entire baseline data entry consists of 9 forms (including this form). It should take about 20-40 minutes to complete depending on the complexity of the case.

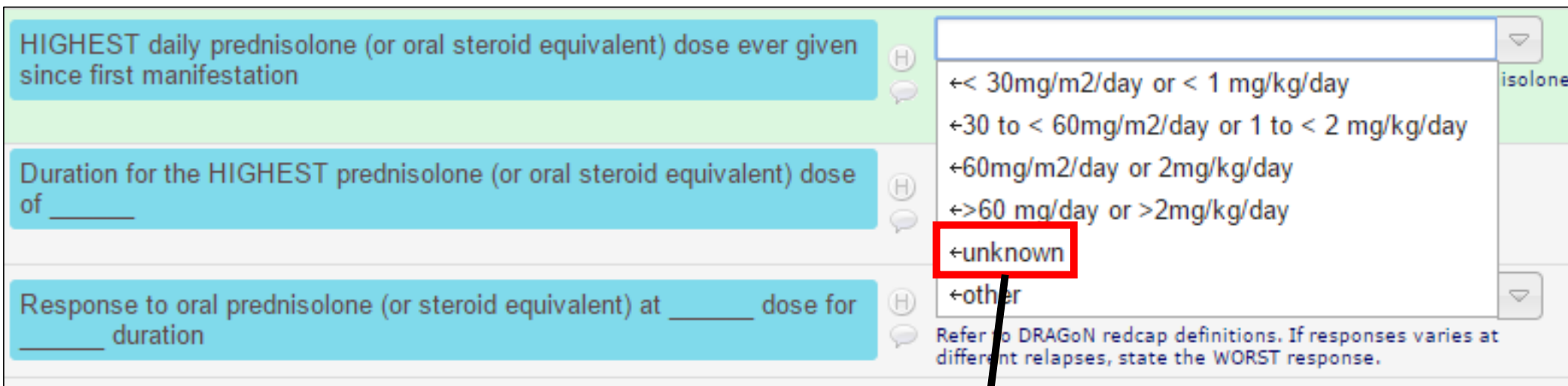|		
DRAGoN Subject Code * must provide value	Ⓗ	VN-01-F001-PB
	💬	Enter the subject DRAGoN Code as in the given format : LL-NN-LNNN-LX, where L = letter, N = number, X = letter or number.
Other Codes (where applicable)	Ⓗ 💬	
Date of baseline data entry (today's date) * must provide value	Ⓗ	04-04-2016 📅 [Today] D-M-Y
	💬	This date MUST be entered to avoid errors in the data.
Date of Research Consent (dd-mm-yyyy)	Ⓗ	📅 [Today] D-M-Y
	💬	If day is unknown, enter as first day of month. If day and month are unknown, enter as 1st Jan.

At the end of each form

If the above fields are correct and final, please select "Complete" in "Form Status" below, then click "Save and go the Next Form .

You may enter any comments here (if any).

Form Status

Complete?

Lock this record f
If locked, no user will be
privileges unlocks it.

You may enter any comments, eg XXX data is not available because the patient is followed up at another hospital previously; or you need to elaborate on certain data you have entered

Save & Exit Form   Save & Stay

-- Cancel --   Save & Go To Next Form

Delete data for THIS FORM only

At the end of each form

If the above fields are correct and final, please select "Complete" in "Form Status" below, then click "Save and go the Next Form .

You may enter any comments here (if any).

Expand

Form Status

Complete?

Incomplete ▼

Lock this record for this form?

If locked, no user will be abl... ...k/Unlock privileges unlocks it.

☐ 🔒 Lock

Click on these options to save. You can save the data and come back to continue on another day.

Save & Exit Form   Save & Stay ▾

-- Cancel --

Save & Go To Next Form

Delete data for THIS FORM only

When all forms are "completed", you should see all buttons as green.

Record Id **20** (DRAGoN Subject Code **VN-01-F020-PB**)

Data Collection Instrument	Baseline	Update 1	Update 2	Update 3	Update 4	Update 5
Baseline Form 1 Data Entry Details	🟢					
Baseline Form 2 Demographics	🟢					
Baseline Form 3 First Manifestation	🟢					
Baseline Form 4 Extrarenal Manifestations	🟢					
Baseline Form 5 Renal Biopsies	🟢					
Baseline Form 6 Drug Treatment	🟢					
Baseline Form 7 Renal Replacement Therapy	🟢					
Baseline Form 8 Family History	🟢					
Baseline Form 9 Latest Patient Encounter	🟢					

Entering Updates (6-monthly)

An email reminder will be sent at 5 months after your last entry.

Go to "Add/Edit Records". Select the record based on the code.

Click on the buttons to go into each form.

Record Id **20** (DRAGoN Subject Code **VN-01-F020-PB**)

Data Collection Instrument	Baseline	Update 1	Update 2	Update 3	Update 4	Update 5
Baseline Form 1 Data Entry Details	🟢					
Baseline Form 2 Demographics	🟢					
Baseline Form 3 First Manifestation	🟢					
Baseline Form 4 Extrarenal Manifestations	🟢					
Baseline Form 5 Renal Biopsies	🟢					
Baseline Form 6 Drug Treatment	🟢					
Baseline Form 7 Renal Replacement Therapy	🟢					
Baseline Form 8 Family History	🟢					
Baseline Form 9 Latest Patient Encounter	🟢					
Update Form A Extrarenal Manifestations		⦿	⦿	⦿		
Update Form B Renal Biopsy		⦿	⦿	⦿		
Update Form C Renal Replacement Therapy		⦿	⦿	⦿		
Update Form D Family History		⦿	⦿	⦿		
Update Form E Latest Patient Encounter		⦿	⦿	⦿		
Update Form F Clinical Course And Medications		⦿	⦿	⦿		
Delete all data on event:	✖					
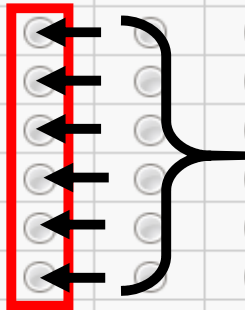
You need to fill all 6 forms. You may take about 5-15 minutes per case for update entry, depending on its complexity. **You should start from Update Form A.**

At top of Update Form A (extrarenal manifestations), you must first enter the date of data entry (today's date)

Update Form A Extrarenal Manifestations

Data Access Group: **[No Assignment]** ?

Editing existing Record Id **7** (DRAGoN Subject Code **VN-01-F007-PB**)

Event Name: **Update 1**

Record Id	7

Date of update data entry (today's date)

23-05-2017 📅 Today

* must provide value

This date MUST be entered to avoid ___ in the ___

It is very important to enter the date you started this update.

This update consists of 6 forms, including this form. It may take about 20 minutes to complete.

1. Ensure you have filled in today's date to the entry above.
2. Note which update you are entering now (Update 1 or 2 or 3 or 4 or ___ between which this update is based on (defined as "update period").

Update 1: enter data between 04-01-2016 and 23-05-2017

Update 2: enter data between 23-05-2017 and _____

Update 3: enter data between _____ and _____

Update 4: enter data between _____ and _____

Update 5: enter data between _____ and _____
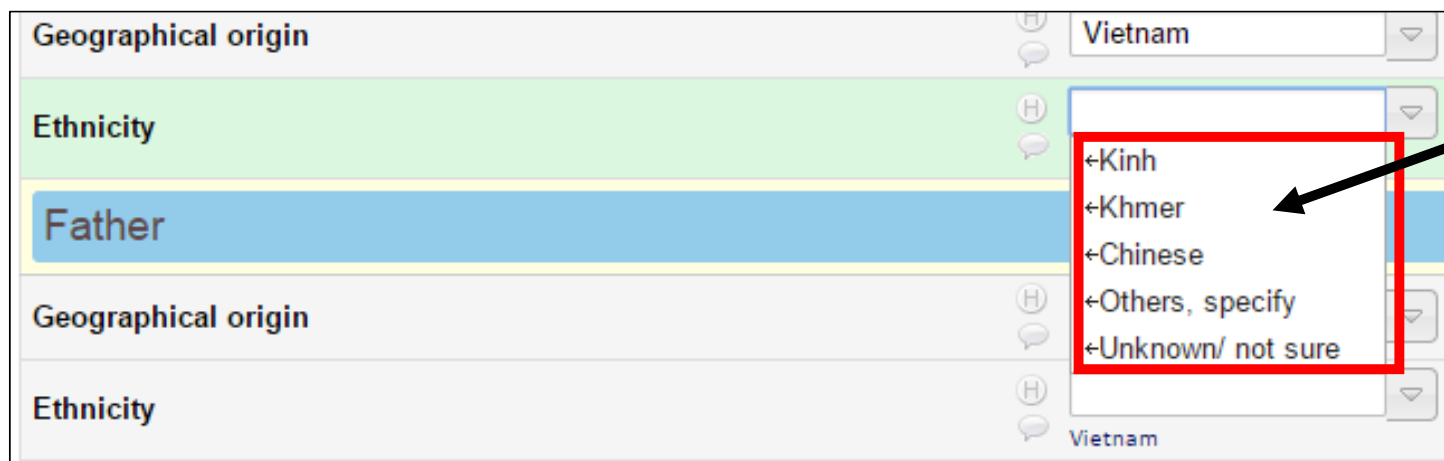
Note the dates of the current update period. These dates are generated only if you have entered the "Date of update data entry" above.

Enter data only within the current update period.

For the subsequent forms in this update, enter only ___
Thank you.

Common problems encountered during data entry

Problem 1: Halfway through the data entry, you cannot select or change the options from the dropdown list.
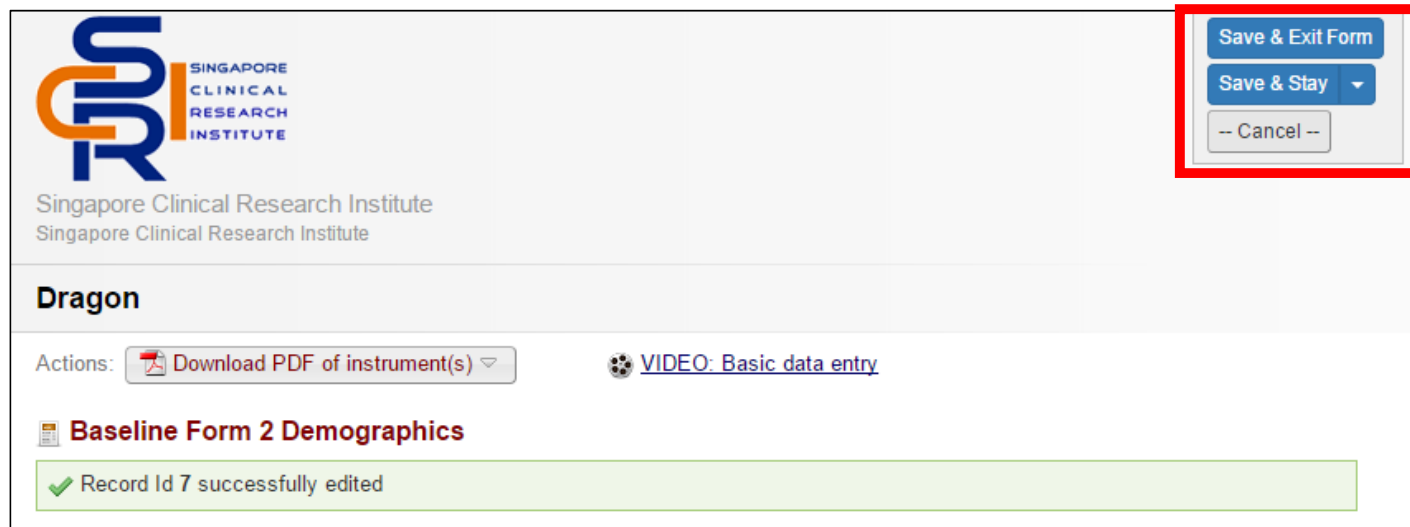
You could not select any options in the dropdown box.

Solution: Go to the top left corner of the form. Click on "Save & Stay" to refresh the page.

Preliminary data analysis
You can view the report of data from your institution

Viewing report

Click here to view report

Viewing report

Example of the report

VIDEO: How to use Data Exports, Reports, and Stats

| Create New Report | My Reports & Exports | View Report: VN-01 |

Number of results returned: 39
Total number of records queried: 39
('records' = total available data across all designated events)

Print Page | Edit Report

VN-01

Enable floating table headers

Record Id (record_id)	Event Name (redcap_event_name)	Date of first manifestation (dd-mm-yyyy) (fir_dat)	Age at first manifestation (years) (fir_age)	Was the renal condition diagnosed antenatally, at birth or in infancy? (fir_anten)	Asymptomatic/Incidental findings (fir_incid)	Edema (fir_ede)	Severity of Edema (fir_ede_sv)	Hypertension (fir_htn)	Renal failure (eGFR =< 60ml/min/1.73m2) (fir_renfail)	Type of renal failure at first manifestation (fir_renalfailtyp)	Other diseases at time of first manifestation (fir_otdis)	Other diseases at first manifestation, specify (fir_otdis_sp)	Height at first manifestation (fir_ht)	Weight at first manifestation (fir_wt)	Body surface area (BSA) (fir_bsa)	Serum creatinine at first manifestation (fir_scr)	Serum creatinine unit (fir_scr_un)	eGFR at first manifestation (ml/min/1.73m2) (fir_egfr)	Serum protein at first manifestation (fir_sprot)	Pr un (fi sp un
1 (DRAGoN Subject Code VN-01-F001-PB)	Baseline																			
2 (DRAGoN Subject Code VN-01-F002-PB)	Baseline																			
3 (DRAGoN Subject Code VN-01-F003-PB)	Baseline																			
4 (DRAGoN Subject Code VN-01-F004-PB)	Baseline																			
5 (DRAGoN Subject Code VN-01-F005-PB)	Baseline			(0)																
6 (DRAGoN				No,																

If you need your data to be exported in **Microsoft excel** or **SPSS statistical** or **SAS statistical** or **R statistical** or **STATA statistical** formats , feel free to email Ms Ng Jun Li at jun_li_ng@nuhs.edu.sg.

We will be happy to send you the data in the format that you want.

If you encounter any difficulties or have questions, feel free to email Ms Ng Jun Li at

jun_li_ng@nuhs.edu.sg