

# REDCap introduction

(Research Electronic Data Capture)

Department of Bioinformatics,  
Faculty of Medicine, Semmelweis University



# Log In

Open the following link:  
<http://193.6.208.178/redcap/>



## Log In

Please log in with your user name and password. If you are having trouble logging in, please contact [REDCap Administrator \(123-456-7890\)](#).

Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Log In"/>	<a href="#">Forgot your password?</a>

OR

Click on the [REDCap icon](#) at the main page of Onkobank

### 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 \(123-456-7890\)](#).

### REDCap Features

#### Build online surveys and databases quickly and securely in your browser

- Create and design your project using a secure login from any device. No extra software required. Access from anywhere, at any time.

**Fast and flexible** - Go from project creation to starting data collection in less than one day. Customizations and changes are possible any time, even after data collection has begun.

**Advanced instrument design features** - Auto-validation, calculated fields, file uploading, branching/skip logic, and survey stop actions.

**Diverse and flexible survey distribution options** - Use a list of email addresses or phone numbers for your survey respondents and automatically contact them with personalized messages, and track who has responded. Or create a simple link for an anonymous survey for mass email mailings, to post on a website, or print on a flyer.

**Data quality** - Use field validation, branching/skip logic, and Missing Data

# REDCap main site



REDCap® Home My Projects New Project Help & FAQ Training Videos Send-It Messenger Control Center

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**REDCap Features**

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Click on “My projects

REDCap® Home My Projects New Project Help & FAQ Training Videos Send-It Messenger Logged in as onkobank My Profile Log out

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 Collapse All Filter projects by title

Project Title	Records	Fields	Instruments	Type	Status
Semmelweis Onkobank	3	80	4 forms		
Asklepios Klinik	0	80	4 forms		

Choose “Asklepios Klinik” project

# Fill the form (project)

**Record Status Dashboard = Previous records listed**

**Add/Edit records = New data entry, recording. Whenever you want to register a patient and start a new**

- My Projects
- REDCap Messenger
- Project Home and Design**
  - Project Home · Codebook
  - Project status: Development
- Data Collection**
  - Survey Distribution Tools
    - 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**
  - Calendar
  - Data Exports, Reports, and Stats
  - Data Import Tool
  - Field Comment Log
  - File Repository
- Help & Information**
  - Help & FAQ
  - Video Tutorials
  - Suggest a New Feature
- Contact REDCap administrator

## Project Home

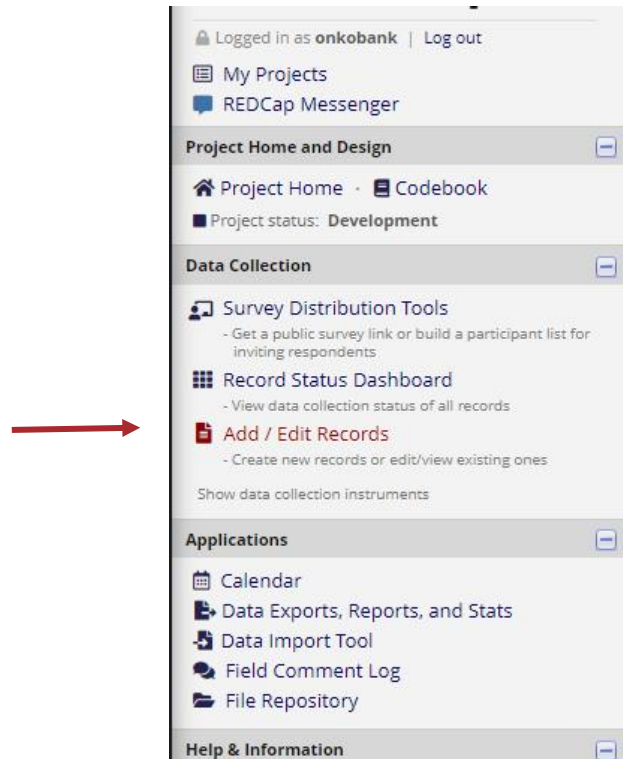
The tables below provide general dashboard information, such as a list of all users with access to this project, general project statistics, and upcoming calendar events (if any).

Current Users (3)	
User	Expires
balazs.gyorffy (Balazs Gyorffy)	never
onkobank (Semmelweis Onkot)	never
szonja.kovacs (Szonja Kovacs)	never

Project Statistics	
Records in project	6
Most recent activity	12-12-2020 22:20
Space usage for docs	0.04 MB

Upcoming Calendar Events (next 7 days)			
	Time	Date	Description
			No upcoming events

# Click “Add / Edit Records” Then “Add new record”



Logged in as onkobank | Log out

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  - File Repository
- Help & Information**

## 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: 6

Choose an existing Onkobank azonosító

-- 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.

You can click on any of the grey dots to start data entry.

**REDCap**  
Asklepios Klinik PID 18

Record Home Page

Record "1" is a new Semmelweis Onkobank Identifier. 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
- Partial Survey Response
- Complete
- Completed Survey Response

**NEW Semmelweis Onkobank Identifier 1**

Data Collection Instrument	Status
PATIENT REGISTRY	
ONKOBANK - BIOSPECIMEN DATA	
PATHOLOGY DATA	
FOLLOW-UP	

name of surveys



You should see a form similar like this during data entry.

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Data Collection

Survey Distribution Tools

Record Status Dashboard

Add / Edit Records

Semmelweis Onkobank Identifier 1

Data Collection Instruments:

PATIENT REGISTRY

ONKOBANK - BIOSPECIMEN DATA

PATHOLOGY DATA

FOLLOW-UP

Applications

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Asklepios Klinik PID 18

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

Save & Exit Form

Save & ...

-- Cancel --

**PATIENT REGISTRY**

Adding new Semmelweis Onkobank Identifier 1

Semmelweis Onkobank Identifier 1

Doctor's name?

Patient's social security number?

Patient's gender?

Patient's birthdate?

Name of the department/ clinic in which the patient was registered?

Sampling date?

Surgeon's name?

**EPIDEMIOLOGY**

Would you like to add additional informations? (e.g. smoking status, viral infection...)  Yes  No

Please upload the informed consent here. [Upload file](#)

**Answer the questions. You can find fields where you have to provide text-based or number-based values. Or sometimes, you can choose from multiple or single choices. After saving the record, you can always go back to that specified record and implement missing or wrong data or just simply continue the filling.**

**There's no auto-save function! Click on "Save & Stay Form" in order to avoid data loss.**

Save & Exit Form

Save & Exit Record

-- Cancel --

Save & Stay

Save & Go To Next Form

Save & Go To Next Record

**There are many “hidden” questions where you may see extra questions only after you clicked on the “right” answer.  
E.g. if you collect ovarian tumor data, you can give informations about CA125 level etc.**

**1.**

**2.**

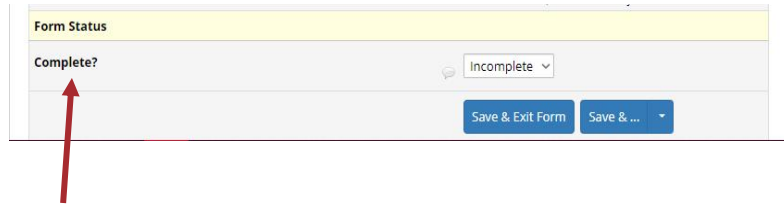
The image displays two screenshots of a REDCap form interface, illustrating how selecting a specific answer reveals additional questions.

**Screenshot 1 (Left):** Shows the initial form state. The sidebar on the left includes sections for 'Data Collection', 'Survey Distribution Tools', 'Record Status Dashboard', 'Add / Edit Records', 'Simmelweis Onkobank Identifier 1', 'Data Collection Instruments', 'Applications', and 'Help & Information'. The 'PATHOLOGY DATA' instrument is selected. The main form area contains fields for 'Pathologist's name?', 'Patient's social security number?', and a list of tumor types with checkboxes. The 'Ovary' checkbox is selected. Below this, there are fields for 'Tumor size (cm)?', 'How many lymph nodes were counted, investigated?', 'How many lymph nodes were positive?', and 'From where was the sample collected?'. The 'Debulk?' dropdown is not visible.

**Screenshot 2 (Right):** Shows the form after the 'Ovary' checkbox is selected. The 'PATHOLOGY DATA' section in the sidebar is highlighted. The main form area now includes additional fields: 'Pre-treatment CA125 level (U/ml)?' and 'Debulk?' (a dropdown menu), which were not visible in the first screenshot. A red arrow points from the 'Ovary' checkbox in the first screenshot to the 'Debulk?' dropdown in the second screenshot, indicating that selecting 'Ovary' triggers the appearance of these additional questions.

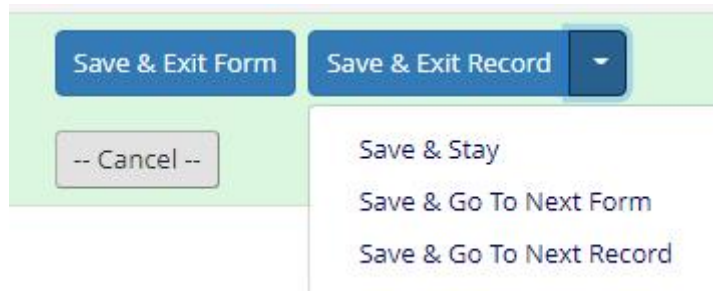


# Finish data entry



The screenshot shows a 'Form Status' bar. On the left, it says 'Complete?'. To the right, there is a dropdown menu currently showing 'Incomplete'. Below this, there are two buttons: 'Save & Exit Form' and 'Save & ...'. A red arrow points to the 'Complete?' label.

- **You can choose any from the “Complete?” choices. It doesn't affect your ability to modify the form later. It's just a visual feedback for the admins regarding the filling status.**



The screenshot shows a dropdown menu. The main button is 'Save & Exit Record'. The dropdown menu is open, showing three options: 'Save & Stay', 'Save & Go To Next Form', and 'Save & Go To Next Record'. To the left of the dropdown is a 'Save & Exit Form' button, and below it is a '-- Cancel --' button.

- **If you finished recording and doesn't want to fill another record: “Save & Exit Form”-ra**
- **If you finished recording and want to check other records: “Save & Exit Record”**
- **If you want to record more data about the same patient: “Save & Go To Next Form”**
- **If you're interested in the same survey but another record (e.g. another patient): “Save & Go To Next Record”**

# “Record Status Dashboard”

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### Record Status Dashboard (all records)

Displayed below is a table listing all existing records/responses and their status for every data collection instrument (and if longitudinal, for every event). You may click any of the colored buttons in the table to open a new tab/window in your browser to view that record on that particular data collection instrument. Please note that if your form-level user privileges are restricted for certain data collection instruments, you will only be able to view those instruments, and if you belong to a Data Access Group, you will only be able to view records that belong to your group.

Dashboard displayed: [Default dashboard] v

Displaying record 0 of 0 records 100 records per page

+ Add new record

Displaying: Instrument status only | Lock status only | All status types

Sammelweis Onkobank Identifier	PATIENT REGISTRY	ONKOBANK - BIOSPECIMEN DATA	PATHOLOGY DATA	FOLLOW-UP
No records exist yet				

Legend for status icons:

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

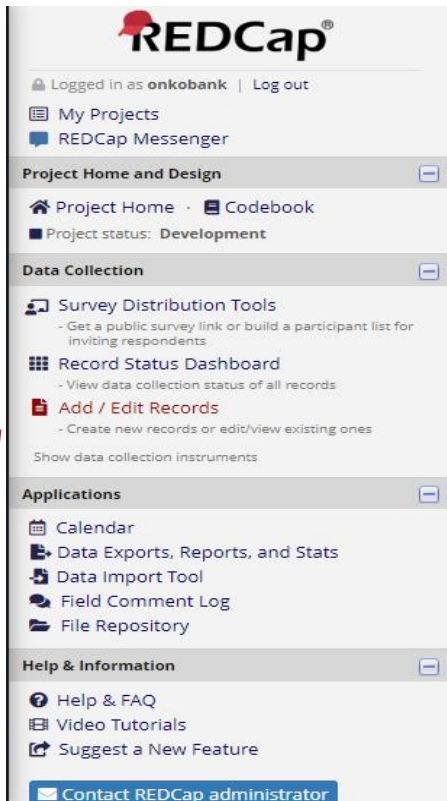
You can find the records here.

1 line = 1 record = 1 patient. After data collection, colorful (green, red, yellow) dots will be appeared. You can click on them if you want to see or modify the survey

Names of each records

# How to search? **“Choose an existing Onkobank azonosító”** if you want to search between each records.

Click on **“Add / Edit Records”**



Total records: 0

Choose an existing Semmelweis Onkobank Identifier

[+ Add new record](#)

**“Choose a field to search”** if you want to search in the metadata.

Total records: 0

Choose an existing Semmelweis Onkobank Identifier

**Data Search**

Choose a field to search (excludes multiple choice fields)

Search query

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

- id\_2 (Patient's social security number?)
- tumor\_tissue\_id (Onkobank IDs of tumor tissue(s).)
- normal\_tissue\_id (Onkobank IDs of normal tissue(s).)
- blood\_id (Onkobank IDs of blood samples.)
- autodate\_2 (Date of data entry in REDCap?)
- other\_2 (Other)
- pathologist (Pathologist's name?)

All fields

**Contact:**

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