

# Entering Data in REDCap

## Accreditation in Advanced Ovarian Cancer Surgery - Centre Level Data

### Step 1:

Open your browser and navigate to <https://esgo-redcap.org/>. The Chrome browser is recommended. You should see the following “Log In” page.

You should have received an email from [katerina.sibravova@esgo.org](mailto:katerina.sibravova@esgo.org) with instructions on how to activate your account. Your email address will be your username, and you will have created a password when you activated your account. If you have not received an email with instructions on how to activate your REDCap account, please contact [katerina.sibravova@esgo.org](mailto:katerina.sibravova@esgo.org).



### Log In

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Please log in with your user name and password. If you are having trouble logging in, please contact [REDCap Administrator \(katerina.sibravova@esgo.org\)](mailto:katerina.sibravova@esgo.org).

Username:

Password:

Log In

[Forgot your password?](#)

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### Step 2:

Once you have logged in you should see the projects that you are able to access.

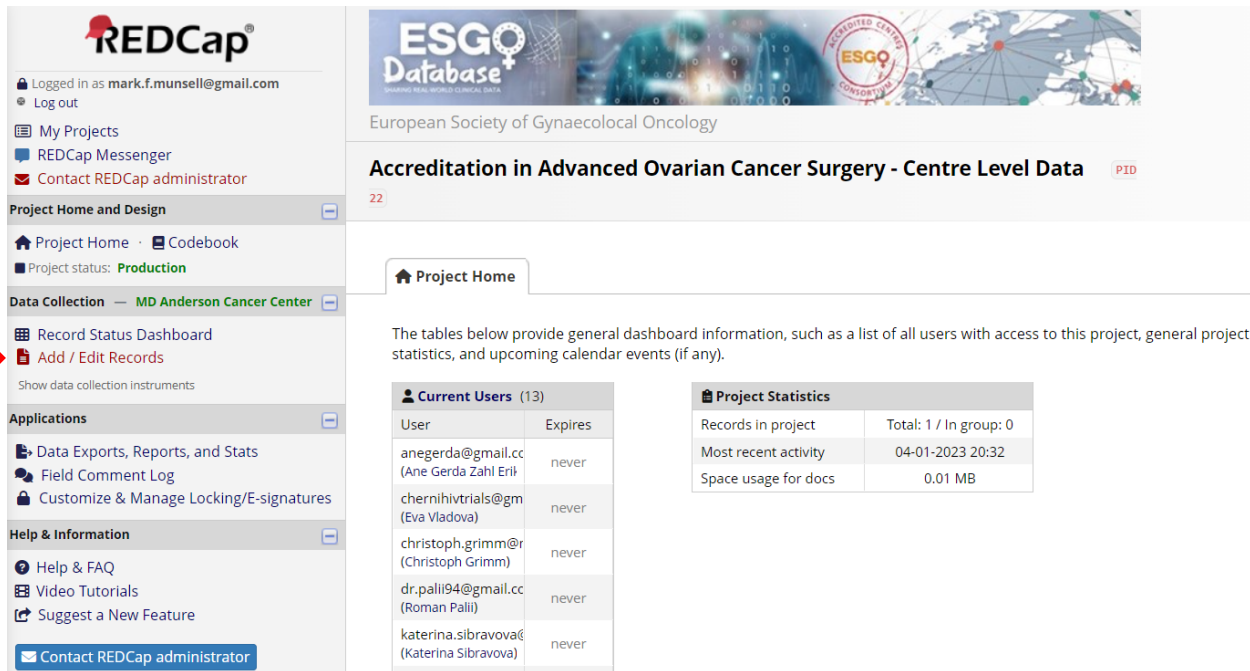


Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#) To review which users still have access to your projects, visit the [User Access Dashboard](#).

Project Title	Records	Fields	Instruments	Type	Status
Ovarian Cancer Patient Data	0	136	6 forms	■	✓
Accreditation in Advanced Ovarian Cancer Surgery - Centre Level Data	1	36	1 form	■	✓

Select the project for which you would like to enter data by moving your cursor over the Project Title and clicking your mouse.

You should see something like the following. Click on “Add / Edit Records” to add a record to the database.



The screenshot shows the REDCap interface. On the left, a sidebar contains navigation options. A red arrow points to the 'Add / Edit Records' button. The main content area displays the project title, a 'Project Home' button, and two tables: 'Current Users' and 'Project Statistics'.

User	Expires
anegerda@gmail.cc (Ane Gerda Zahl Erik)	never
chernihivtrials@gm (Eva Vladova)	never
christoph.grimm@r (Christoph Grimm)	never
dr.palii94@gmail.cc (Roman Palii)	never
katerina.sibravova@ (Katerina Sibravova)	never

Project Statistics	
Records in project	Total: 1 / In group: 0
Most recent activity	04-01-2023 20:32
Space usage for docs	0.01 MB

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### Step 3:

You should then see something like the following.

**REDCap**  
Logged in as mark.f.munsell@gmail.com  
Log out  
My Projects  
REDCap Messenger  
Contact REDCap administrator

**ESGO Database**  
SHARING REAL-WORLD CLINICAL DATA  
ACCREDITED CENTRE  
ESGO  
CONSORTIUM

European Society of Gynaecological Oncology

**Accreditation in Advanced Ovarian Cancer Surgery - Centre Level Data** PID  
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**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.

Total records: 1 / In group: 0

Choose an existing Record ID

[+ Add new record](#)

**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.

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Click on the + Add new record button. You should then see something like the following.

The screenshot shows the REDCap interface for a project titled "Accreditation in Advanced Ovarian Cancer Surgery - Centre Level Data". The user is logged in as mark.f.munsell@gmail.com. The left sidebar contains navigation options like "My Projects", "REDCap Messenger", and "Project Home and Design". The main content area shows the form for "Quality Indicators" with the following fields:

- Record ID: 188-1
- Name of your centre: [Text input field]
- Is a structured ERAS programme established and applied at your centre?: [Dropdown menu]
- Does your centre participate in prospective clinical trials in gynaecological oncology?: [Dropdown menu]
- Do you have a multidisciplinary tumour board fulfilling ESGO criteria?: [Dropdown menu]

A specification note is provided for the multidisciplinary tumour board: "SPECIFICATION: A multidisciplinary tumour board meeting according to ESGO criteria is a team including at least a specialized surgeon (as defined below), a radiologist, a pathologist (if a biopsy is available), and a physician certified to deliver chemotherapy (a gynaecological oncologist in countries where the subspecialty is structured and/or a medical oncologist with special interest in gynaecological oncology)."

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This screenshot shows the continuation of the accreditation form with the following fields:

- Does your center have a structured operative report (e.g. ESGO template or similar?): [Dropdown menu]
- SPECIFICATION of minimum required elements of operative report: Operative report is structured. Size and location of disease at the beginning of the operation must be described. All areas of the abdominal cavity must be described. If applicable, the size and location of residual disease at the end of the operation, and the reasons for not achieving complete cytoreduction, must be reported.
- Does your center have a structured pathology report (in line with ESGO criteria?): [Dropdown menu]
- SPECIFICATION of ESGO criteria for structured pathology report: Pathology report contains all the required elements listed in the ICCR histopathology reporting guide.
- Does your centre prospectively record serious post-operative complications in a structured way?: [Dropdown menu]
- Form Status
  - Complete?: [Dropdown menu, value: Incomplete]
- Lock this instrument?
  - Lock

At the bottom, there are buttons for "Save & Exit Form", "Save & ...", and "- Cancel -".

Note that additional fields may be revealed depending on the values of some fields.

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### Step 4:

Once you have completed data entry on this form mark it “Complete” and lock the form. If you have not completed the form you may mark it “Incomplete”. If it is complete, but you need to verify one or more fields, you can mark it “Unverified”.

Once you have marked the form “Complete” and locked it, you can click on “Save & Exit Form”. You should then see something like the following.

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### Step 5:

You may edit the data for a record by clicking on the green dot (or red dot or yellow dot). This will reopen the record. If the record is locked you will see a notice in red near the top of the form.

The screenshot shows the REDCap interface for the 'ESGO Database' project. The left sidebar contains navigation options like 'My Projects', 'Record Status Dashboard', and 'Add / Edit Records'. The main content area displays a notification: 'Record ID 188-1 successfully edited.' Below this is a red warning box: 'Instrument locked by mark.f.munsell@gmail.com (Mark Munsell) on 04-01-2023 20:48. The instrument 'Quality Indicators' has been locked for record '188-1'. If you have instrument-level locking/unlocking privileges, you may unlock this instrument at the bottom of the page.' A red arrow points to this warning box. Below the warning is the 'Editing existing Record ID 188-1' form, which includes fields for 'Record ID', 'Name of your centre', and questions about structured ERAS programs and clinical trials. The 'Name of your centre' field is filled with 'MD Anderson Cancer Center'.

You must unlock the record before it can be edited.

This screenshot shows the 'Lock this instrument?' section of the form. It includes a 'Lock' checkbox which is checked, and an 'Unlock form' button. Below this, it states: 'Locked by mark.f.munsell@gmail.com (Mark Munsell) on 04-01-2023 20:40'. A red arrow points to the 'Lock' checkbox area.

Once you have completed any edits mark the form "Complete" and lock it. Then click "Save & Exit Form".