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 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.
Entering Data in REDCap
Accreditation in Advanced Ovarian Cancer Surgery - Centre Level Data

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.

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Records</th>
<th>Fields</th>
<th>Instruments</th>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ovarian Cancer Patient Data</td>
<td>0</td>
<td>136</td>
<td>6 forms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accreditation in Advanced Ovarian Cancer Surgery - Centre Level Data</td>
<td>1</td>
<td>36</td>
<td>1 form</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
**Step 3:**

You should then see something like the following.

![Image of REDCap interface](image-url)
Click on the **Add new record** button. You should then see something like the following.

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

You must unlock the record before it can be edited.

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

![REDCap interface screenshot showing data entry form and unlocking options.](image-url)