

# Entering Data in REDCap Ovarian Cancer Patient 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 the REDCap Administrator ([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



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:

[Forgot your password?](#)

If you have forgotten your password, click on “Forgot your password?” and you will see the following.

## REDCap Password Recovery

You may use this page to reset your REDCap password. You must first provide your REDCap username, and if it is an authentic REDCap account, an email containing a link for resetting your password will be sent to the primary email address associated with your REDCap account, after which you will then be able log in to your account.

Username:

Your username should be your email address. Entering your username and clicking on “Send password reset email” will alert REDCap to send you an email with instructions on how to reset your password. The email should arrive withing a few minutes. Please check your spam folder if you do not see the email within a few minutes.

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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	■	✓

If you don't see a list of projects, you should see something like the following. Go to the top of the page and click on "My Projects. You should then see a list of the projects you can access.



A screenshot of the REDCap website home page. The navigation bar includes "Home", "My Projects", "Help &amp; FAQ", "Training Videos", "Send-It", and "Messenger". The main content area features a "Welcome to REDCap!" section with introductory text and a "REDCap Features" section listing capabilities like "Build online surveys and databases quickly and securely in your browser", "Fast and flexible", "Advanced instrument design features", "e-Consent", and "Diverse and flexible survey distribution options". A red arrow points to the "My Projects" link in the navigation bar.

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## Step 3:

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

Select “Ovarian Cancer Patient Data” and you should see something like the following.

The screenshot shows the REDCap interface for the 'Ovarian Cancer Patient Data' project (PID 19). The left sidebar contains navigation options, with 'Data Collection' highlighted by a red arrow. The main content area displays project statistics and a list of current users.

**Current Users (8)**

User	Expires
anegerda@gmail.cc (Ane Gerda Zahl Erik)	never
christoph.grimm@r (Christoph Grimm)	never
katerina.sibravova@ (Katerina Sibravova)	never
mark.f.munsell (Mark Munsell)	never
mark.f.munsell@gn (Mark Munsell)	never
nicole.concin@l-me (Nicole Concin)	never
opoleckah@esgom. (Helena Opolecka)	never
renata.brandtnerov (Renata Brandtnerov)	never

**Project Statistics**

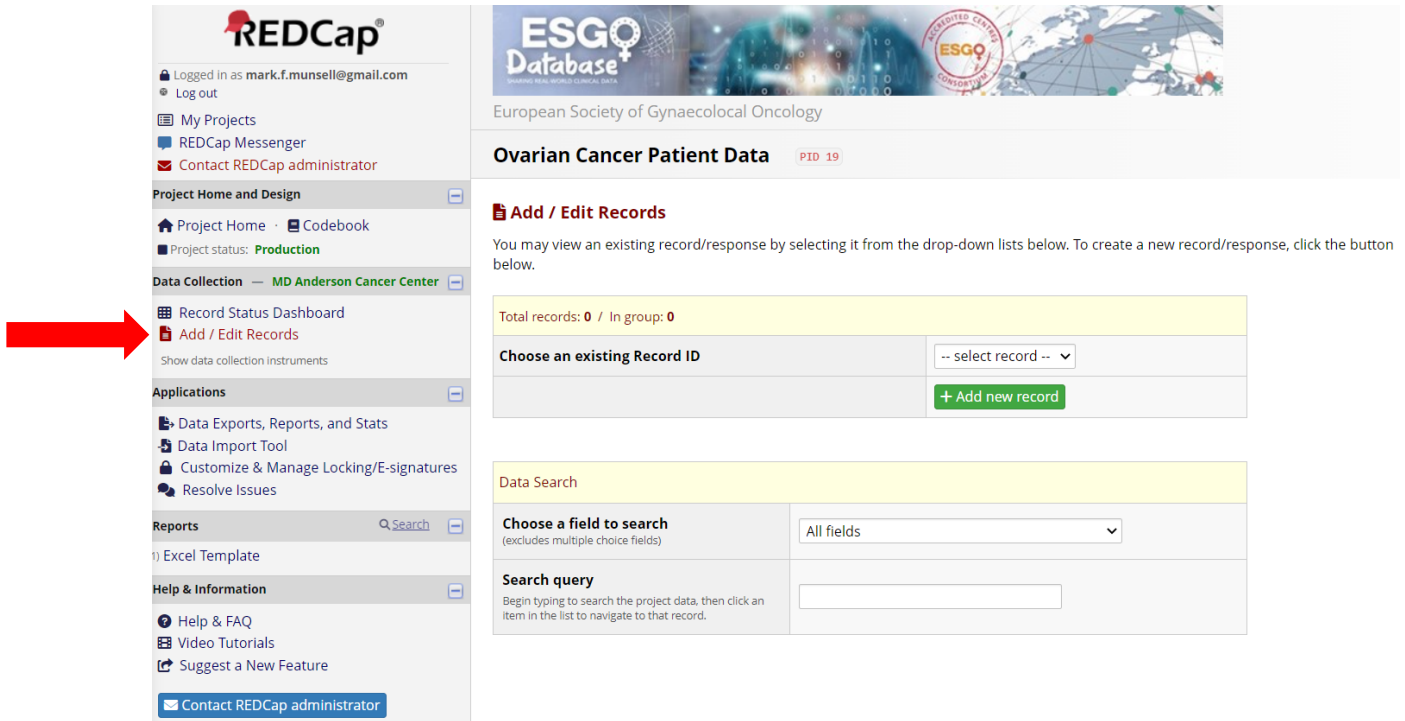
Records in project	Total: 0 / In group: 0
Most recent activity	04-01-2023 20:31
Space usage for docs	0.01 MB

You should see the name of your centre in green letters on the left side of the page. If you do not see the name of your centre, do not enter any data, and contact the REDCap administrator as shown in Step 1.

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## Step 4:

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



The screenshot displays the REDCap interface for the 'Ovarian Cancer Patient Data' project. On the left sidebar, the 'Add / Edit Records' link is highlighted with a red arrow. The main content area features a header for the project, followed by the 'Add / Edit Records' section. This section includes a message about viewing or creating records, a summary of 'Total records: 0 / In group: 0', and a form with a dropdown menu for 'Choose an existing Record ID' and a '+ Add new record' button. Below this is a 'Data Search' section with a dropdown for 'Choose a field to search' and a 'Search query' input field.

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## Step 5:

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

The screenshot displays the REDCap interface for the 'Ovarian Cancer Patient Data' project. The left sidebar contains navigation options such as 'Project Home and Design', 'Data Collection', 'Applications', 'Reports', and 'Help & Information'. The main content area shows the 'Record Home Page' for Record ID 95-1, which is marked as a new Record ID. A table lists the data collection instruments and their status for this record.

**Legend for status icons:**

- Incomplete
- Unverified
- Complete

**NEW Record ID 95-1**

Data Collection Instrument	Status
Diagnosis	<span style="color: gray;">●</span>
Primary Surgery	<span style="color: gray;">●</span>
Primary Chemotherapy / Maintenance Therapy	<span style="color: gray;">●</span>
First Recurrence / Progression	<span style="color: gray;">●</span>
Second Recurrence / Progression	<span style="color: gray;">●</span>
Follow-Up	<span style="color: gray;">●</span>

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## Step 6:

Choose the form for which you wish to enter data by clicking on the corresponding dot in the “Status” column. For example, if you wish to enter data in the “Diagnosis” form, click on the dot in the “Status” column next to “Diagnosis”. You should then see something like the following.

The screenshot displays the REDCap interface for the ESGO Database Ovarian Cancer Patient Data project. The top navigation bar includes the REDCap logo, user information (Logged in as mark.f.munsell@gmail.com), and project details (ESGO Database, European Society of Gynaecological Oncology). The main content area shows the 'Diagnosis' form, which includes a 'Record ID' field (95-1), a 'Patient identification number' field, and a 'Was presentation at primary diagnosis at your centre?' dropdown. The form is currently in an 'Incomplete' state. A red arrow points to the 'Adding new Record ID 95-1.' button, and another red arrow points to the 'Diagnosis' form title.

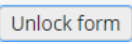
Enter data in the fields that appear. Additional fields may appear depending on the selected value(s) for some fields.

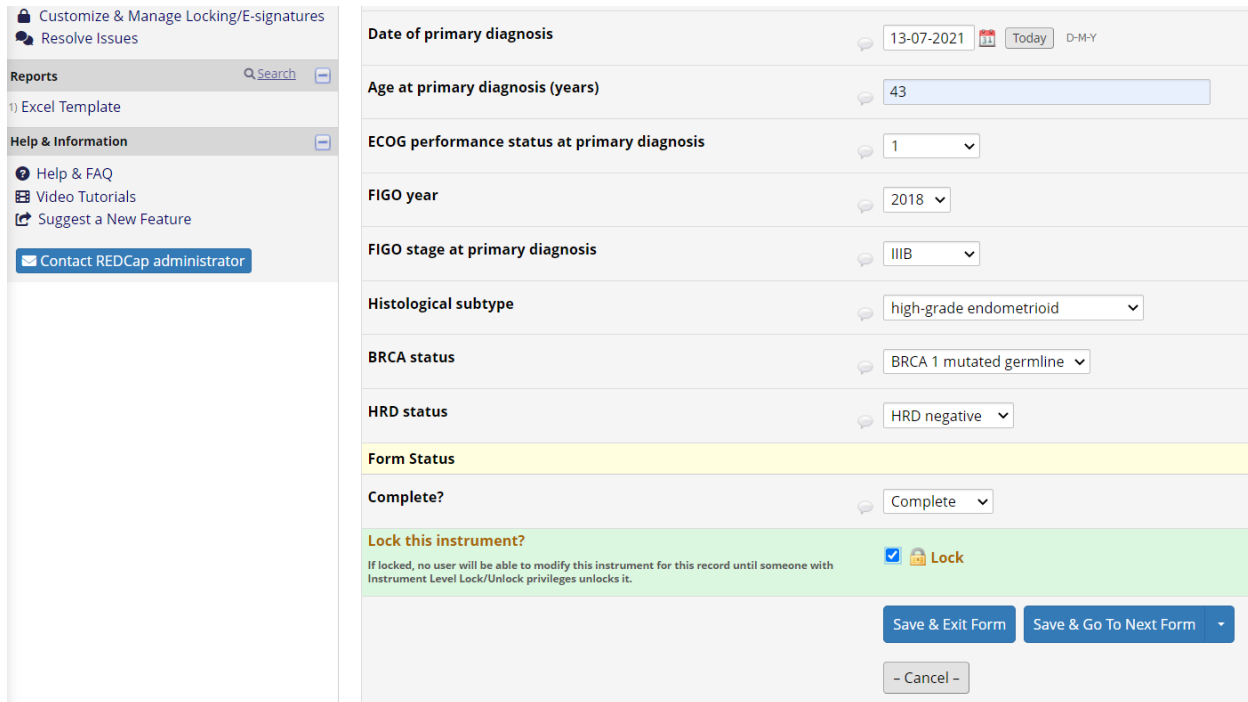
**IMPORTANT:** Your centre will be identified using a 2- or 3-digit number. Patient records that you enter in the database will be numbered sequentially, with this 2- or 3-digit number as a prefix. The numbering of patient records will be automatic. In the example above this number is 95, and the first patient record is automatically numbered 95-1. Note that the centre name is MD Anderson Cancer Center in this example.

**IMPORTANT:** You must assign each patient you enter in the database a unique patient identification number. This unique patient identification number may include numbers and letters. You should record this number for your records so that when you need to update information (i.e., treatment for relapse disease, follow-up and survival data) for the patient record you can identify the patient in your medical records using this unique patient identification number. You should use the same 2- or 3-digit number that identifies your center as a prefix to your unique patient identification number. In the example above a unique patient identification number might be 95-48KW03.

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## Step 7:

Once you have completed data entry on this form mark it “Complete” and lock the form. To unlock a locked form simply click on the  button you will see at the bottom of the page.



The screenshot shows a REDCap form for Ovarian Cancer Patient Data. The form includes the following fields:






- Date of primary diagnosis: 13-07-2021 (Today)
- Age at primary diagnosis (years): 43
- ECOG performance status at primary diagnosis: 1
- FIGO year: 2018
- FIGO stage at primary diagnosis: IIIIB
- Histological subtype: high-grade endometrioid
- BRCA status: BRCA 1 mutated germline
- HRD status: HRD negative
- Form Status: Complete (highlighted in yellow)
- Lock this instrument? (checked)

At the bottom of the form, there are buttons for "Save & Exit Form", "Save & Go To Next Form", and "Cancel". Two red arrows point to the "Complete" dropdown menu and the "Lock" checkbox.

If you have not completed all data fields on the form because you don’t have the necessary data for one or more fields, you may mark it “Incomplete”. If you have completed all data fields on the form but are uncertain as to the value of any field, you may mark the form “Unverified”.

REDCap will keep track of the form status (Incomplete, Unverified, Complete) according to the following legend. The color scheme is a visual reminder that some patient records need to be further addressed before they can be marked complete.

**Legend for status icons:**

-  Incomplete  Incomplete (no data saved) 
-  Unverified
-  Complete

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## Step 8:

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. Locking a form is a way to help ensure that no one accidentally changes data for a completed form.

The screenshot shows the REDCap interface for the Ovarian Cancer Patient Data project. The sidebar on the left contains navigation options such as "Project Home and Design", "Data Collection", "Applications", "Reports", and "Help & Information". The main content area displays the "Record Home Page" for Record ID 95-1 (5741234). A message indicates that the record was successfully added. Below this, a table lists the data collection instruments and their status.

Data Collection Instrument	Status
Diagnosis	Complete
Primary Surgery	Incomplete
Primary Chemotherapy / Maintenance Therapy	Incomplete
First Recurrence / Progression	Incomplete
Second Recurrence / Progression	Incomplete
Follow-Up	Incomplete

You may then select another form for which to enter data by clicking on the corresponding dot in the “Status” column. You should continue to enter data until all forms are completed, marked complete, and locked.

You may edit the data for a patient record by clicking on the green dot (or red dot or yellow dot). This will reopen the patient record. If a form is locked, you must unlock it before it can be edited. Once you have completed any edits mark the form “Complete” (or “Incomplete” or “Unverified”). If the form is completed, then lock it. Then click “Save & Exit Form”.



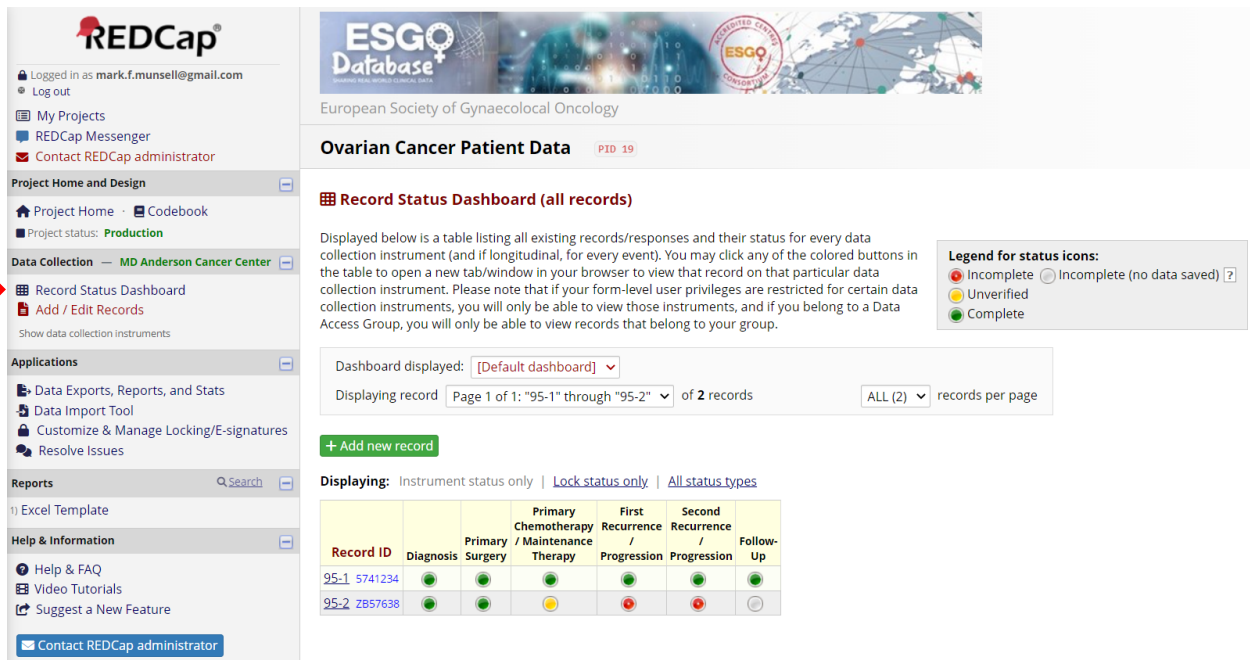
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## Step 9:

There are 3 methods you can use to access the forms for a patient record. These 3 methods are illustrated below.

### Method 1

Once you have entered one or more patient records you can see a list of all patient records by clicking on the “Record Status Dashboard” on the left of the page.



The screenshot shows the REDCap interface for the 'Ovarian Cancer Patient Data' project. The left sidebar contains navigation options, with a red arrow pointing to 'Record Status Dashboard'. The main content area displays a 'Record Status Dashboard (all records)' with a table of records and their statuses. A legend explains the status icons: a red circle for 'Incomplete', a grey circle for 'Incomplete (no data saved)', a yellow circle for 'Unverified', and a green circle for 'Complete'.

Record ID	Diagnosis	Surgery	Primary Chemotherapy / Maintenance Therapy	First Recurrence / Progression	Second Recurrence / Progression	Follow-Up
95-1 5741234	●	●	●	●	●	●
95-2 2857638	●	●	●	●	●	●

You can edit the data for a patient record by clicking on the dot under the form name for a patient record. This will reopen the form for that patient record. If a form is locked, you must unlock the form before it can be edited. Once you have completed any edits mark the form “Complete” or “Incomplete” or “Unverified” as appropriate. If the form is completed, then lock it. Then click “Save & Exit Form”.

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## Method 2

By clicking on the “Record ID” you can open the dashboard for that patient record, as shown below.

The screenshot shows the REDCap interface for the 'Ovarian Cancer Patient Data' project. The user is logged in as mark.f.munsell@gmail.com. The main content area displays the 'Record Home Page' for Record ID 95-2 ZB57638. A table shows the progress of data collection for various instruments. A legend explains the status icons: Incomplete (red dot), Incomplete (no data saved) (grey dot), Unverified (yellow dot), and Complete (green dot).

Data Collection Instrument	Status
Diagnosis	Complete
Primary Surgery	Complete
Primary Chemotherapy / Maintenance Therapy	Unverified
First Recurrence / Progression	Incomplete
Second Recurrence / Progression	Incomplete
Follow-Up	Incomplete (no data saved)

You can edit the data for a patient record by clicking on the dot under the form name for a patient record. This will reopen the form for that patient record. If a form is locked, you must unlock the form before it can be edited. Once you have completed any edits mark the form “Complete” or “Incomplete” or “Unverified” as appropriate. If the form is completed, then lock it. Then click “Save & Exit Form”.

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## Method 3

Once you open a form from the “Record Status Dashboard” you will see a list of forms for the selected patient record on the left side of the page as shown below.

The screenshot displays the REDCap interface for the 'Ovarian Cancer Patient Data' project. The left-hand navigation menu is expanded to show the 'Record Status Dashboard' for Record ID 95-2 (ZB57638). A red arrow points to the 'First Recurrence / Progression' form, which is highlighted in blue. The main content area shows the form for this instrument, with fields for 'First recurrence / progression' (set to 'yes'), 'Date of 1st recurrence / progression' (set to 'Today'), 'Underwent secondary cytoreductive surgery at first recurrence / progression', 'Patient received chemotherapy at first recurrence / progression', 'Patient received maintenance therapy at first recurrence / progression', and 'Form Status' (set to 'Incomplete'). The 'Complete?' field is also set to 'Incomplete'. The form is currently unlocked, and the 'Lock this instrument?' checkbox is unchecked. The 'Save & Exit Form' and 'Save & Go To Next Form' buttons are visible at the bottom right of the form area.

From this list you can select any form for which to enter data. You may edit the data for a patient record by clicking on the dot next to the form name. This will reopen the corresponding form for the patient record. If a form is locked, you must unlock it before it can be edited. Once you have completed any edits mark the form “Complete” or “Incomplete” or “Unverified” as appropriate. If the form is completed, then lock it. Then click “Save & Exit Form”.