

# Importing 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 within 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 import 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 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 'Project Home' with a description and two tables: 'Current Users (8)' and 'Project Statistics'.

**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 Brandtnero)	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

# Importing Data in REDCap Ovarian Cancer Patient Data

## Step 4:

Click on “Codebook” to see a list of variable/field names, field labels, and field attributes (formats, and codes). You should then see something like the following.

The screenshot shows the REDCap interface for the 'Ovarian Cancer Patient Data' project. The left sidebar contains navigation options like 'Project Home and Design', 'Data Collection', 'Applications', and 'Reports'. The main content area is titled 'Data Dictionary Codebook' and includes a 'Print page' button and a 'Field finder' search box. Below these is a table with the following structure:

#	Variable / Field Name	Field Label <small>Field Note</small>	Field Attributes (Field Type, Validation, Choices, Calculations, etc.)
<b>Instrument: Diagnosis (diagnosis)</b>			
1	[record_id]	Record ID	text
2	[pin]	Section Header: Patient presented at your center in Quarter 1 or Quarter 2 (six months period only) of the years 2020, 2021 or 2022 with 1) newly diagnosed FIGO stage III/IV OC (importantly, surgical and non-surgical cases) or 2) relapsed OC undergoing secondary or tertiary cytoreductive surgery (importantly, surgical cases only). Q3 note: All consecutively incoming OC patients in the specified time-frame must be documented, in order to avoid selection bias. Patient identification number	text
3	[primary_diagnosis_centre]	Was presentation at primary diagnosis at your centre?	dropdown 1 yes 0 no
4	[info_primary_diagnosis]	Do you have information about primary diagnosis from another centre?	dropdown 1 yes 0 no

If you wish you can print the Codebook as a pdf file by clicking on “Print page”.

You will need to create a CSV (Excel) file with the variable **record\_id** in the first column. Note that the variable names in the CSV file do not include the square brackets [ ]. It is important that **record\_id** is in the first column of the CSV file.

The second column should contain the variable **pin**, which is a unique patient identification number for your centre. You will need a **pin** for each patient so that you can locate the patient in the REDCap database should you need to update their data, such as treatment for relapse disease, follow-up, and survival data.

## Importing Data in REDCap Ovarian Cancer Patient Data

**IMPORTANT:** Each patient should be entered into the database only once.

**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. For example, if your centre number is 37 the first patient **record\_id** should be 37-1. If you do not know your centre number enter a record for 1 patient manually (see alternate instructions). Once you enter this one patient you will see how your patients are numbered.

**IMPORTANT:** You must assign each patient you enter in the database a unique patient identification (**pin**) number. This unique **pin** 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 **pin**. You should use the same 2- or 3-digit number that identifies your center as a prefix to your unique **pin**. For example, if your centre number is 37 a unique patient identification number might be 37-48KW03. REDCap will not allow the same **pin** to be assigned to more than 1 patient.

The third column should contain the variable **primary\_diagnosis\_centre**, with values either **1** for “yes” or **0** for “no”.

The fourth column should contain the variable **info\_primary\_diagnosis**, with values either **1** for “yes” or **0** for “no”. Note that this variable should only have a value if **primary\_diagnosis\_centre** has the value **0**.

You should continue adding variables and data to the CSV file until all variables in the Codebook are represented.

**IMPORTANT:** All dates must be entered in **YYYY-MM-DD** format. Be sure to format the cells containing dates in the CSV file with this format.

**IMPORTANT:** Do not include in your CSV file any calculated fields. Examples of calculated fields are **scs\_1st** and **scs\_group\_1st** (shown below). Calculated fields will be calculated automatically when the data file is imported into REDCap.

42	[scs_1st] Show the field ONLY if: [cyto_surg_1st] = '1'	Section Header: Surgical complexity score	calc Calculation: sum([scs1_1st], [scs2_1st], [scs3_1st], [scs4_1st], [scs5_1st], [scs6_1st], [scs7_1st], [scs7_1st], [scs7_1st], [scs8_1st], [scs8_1st], [scs8_1st], [scs9_1st], [scs9_1st], [scs10_1st], [scs10_1st], [scs11_1st], [scs11_1st], [scs11_1st], [scs11_1st])
43	[scs_group_1st] Show the field ONLY if: [cyto_surg_1st] = '1'	Surgical complexity score group	text Field Annotation: @CALCTEXT(If([scs_1st]>=0 and [scs_1st]< 4,'low',If([scs_1st]>=4 and [scs_1st]< 8,'intermediate',If([scs_1st]>=8,'high',''))))

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**IMPORTANT:** Note that the last variable on each instrument is used to indicate the form status. These variables are usually composed of the name of the form and the word complete. If you have complete data for a patient, you should assign this variable the value **2**. If the data are incomplete, you should assign the variable the value **0**. If you have data values that need to be verified, you should assign this variable the value **1**.

13	[hrd_status]  Show the field ONLY if: [primary_diagnosis_centre] = '1' or [info_primary_diagnosis] = '1'	HRD status	dropdown 0 HRD negative 1 HRD positive 2 HRD unknown
14	[diagnosis_complete]	Section Header: Form Status Complete?	dropdown 0 Incomplete 1 Unverified 2 Complete

Assignment of the appropriate values for the “Form Status” variables is important, because once the data are imported the “Record Status Dashboard” will show the status of each form for each patient record, according to the “Legend for status icons”. The colored dots serve as a visual cue reminder that some forms require further attention to either complete data entry or verify data values.

**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.

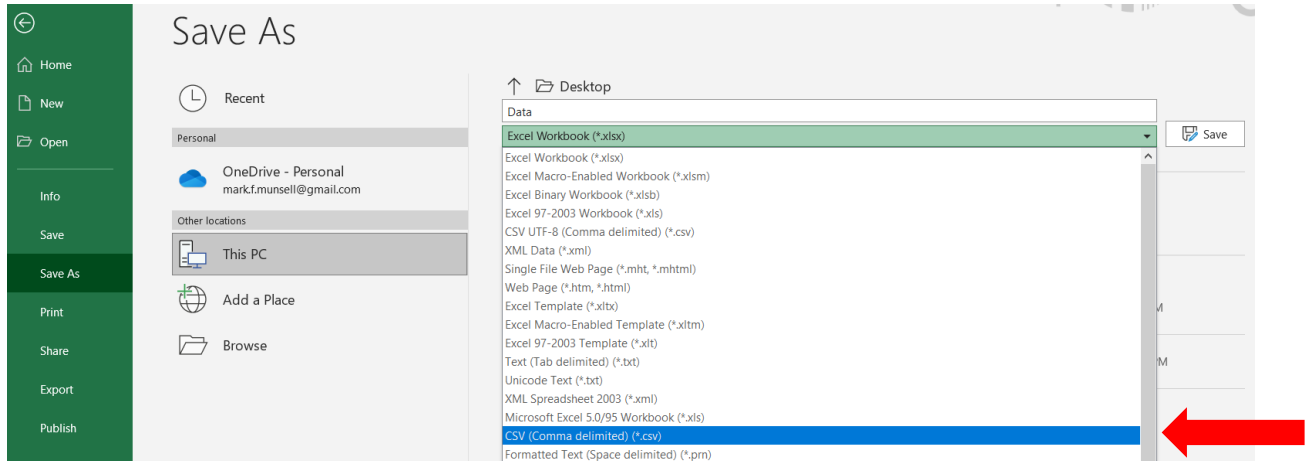
**Legend for status icons:**  
● Incomplete ● Incomplete (no data saved) ● Complete  
● Unverified

Record ID	Diagnosis	Primary / Maintenance Surgery	Primary Chemotherapy / Therapy	First Recurrence / Progression	Second Recurrence / Progression	Follow-Up
95-1 5741234	●	●	●	●	●	●
95-2 5053215	●	●	●	●	●	●

# Importing Data in REDCap Ovarian Cancer Patient Data

## Step 5:

If you created an Excel file, you need to save it as a CSV file, as shown below. REDCap can only import data from a CSV file.



## Step 6:

Once you have your CSV file ready to import into REDCap, click on “Data Import Tool”.



# Importing Data in REDCap Ovarian Cancer Patient Data

## Step 7:

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 links such as 'Project Home and Design', 'Data Collection', 'Applications', 'Reports', and 'Help & Information'. The main content area features the 'Data Import Tool' section, which includes a description of the tool's purpose and a list of instructions. Below the instructions is a form for configuring the import process. Two red arrows highlight specific options in the form: one points to the 'Format for date and datetime values' dropdown menu, which is set to 'YYYY-MM-DD', and the other points to the 'Name the imported records automatically' dropdown menu, which is set to 'Yes, rename all record names in uploaded file'.

**IMPORTANT:** You must select the proper date format (YYYY-MM-DD), and you may choose to select “Yes, rename all record names in the uploaded file”.

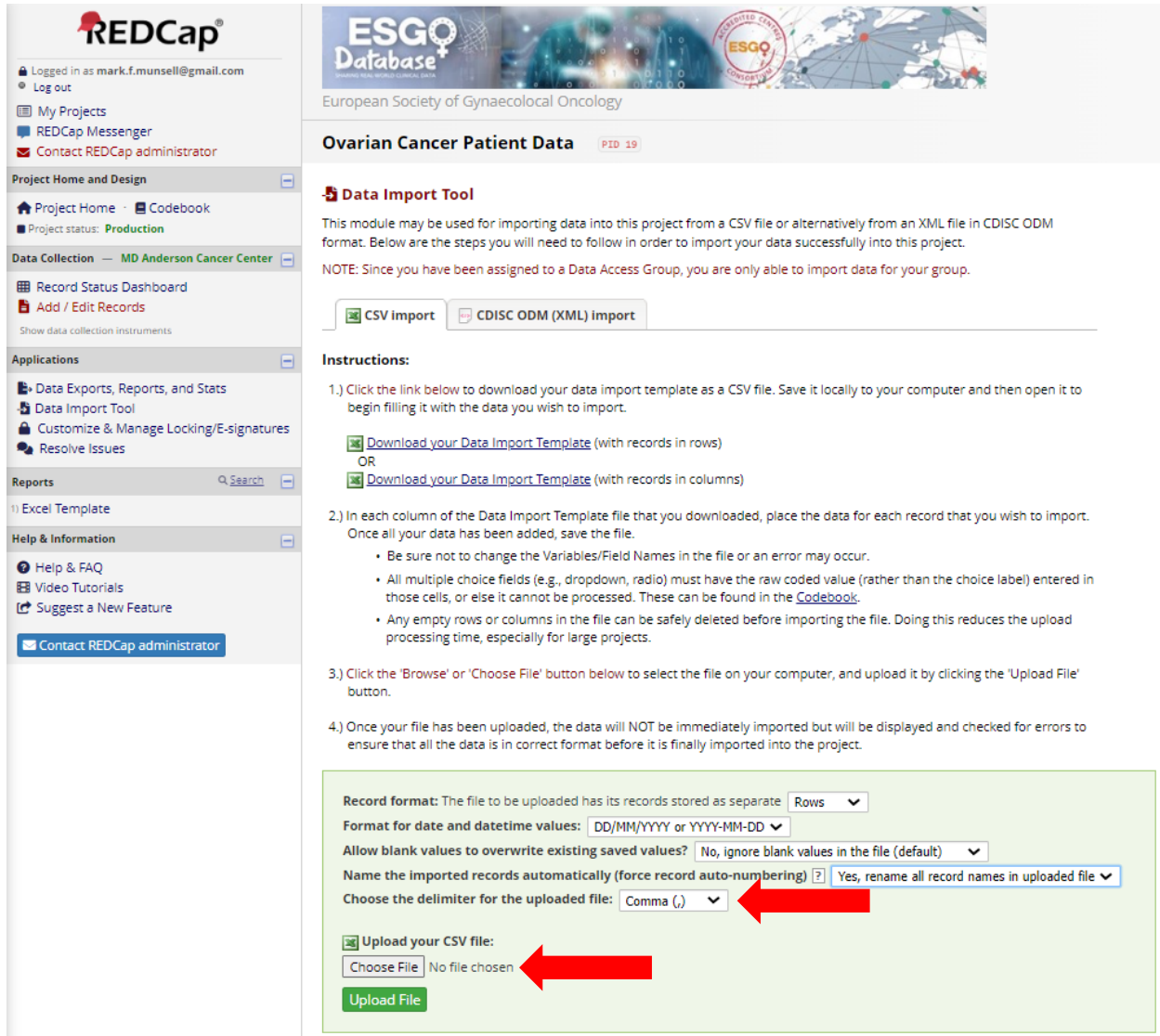
By renaming the records the **record\_id** will be changed when the data are imported. Each centre adding data to the database will be assigned a unique 2- or 3-digit number. This number will be added as a prefix to the **record\_id**. For example, if your institution is assigned the prefix 37, your first patient will have **record\_id** 37-1, your second patient will have **record\_id** 37-2, etc. This number will be assigned automatically by REDCap when the data file is imported. REDCap will ensure that patients are numbered sequentially. For example, if you have 247 patients already in the database and you are uploading a new data file, the first patient in the data file will automatically be renumbered 37-248. This will happen regardless of the values of **record\_id** in your CSV file.



# Importing Data in REDCap Ovarian Cancer Patient Data

## Step 8:

Choose the CSV file that you wish to import and click .



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

**ESGO Database**  
European Society of Gynaecological Oncology

### Ovarian Cancer Patient Data

**Data Import Tool**

This module may be used for importing data into this project from a CSV file or alternatively from an XML file in CDISC ODM format. Below are the steps you will need to follow in order to import your data successfully into this project.

NOTE: Since you have been assigned to a Data Access Group, you are only able to import data for your group.

CSV import  CDISC ODM (XML) import

**Instructions:**

- 1.) Click the link below to download your data import template as a CSV file. Save it locally to your computer and then open it to begin filling it with the data you wish to import.  
[Download your Data Import Template](#) (with records in rows)  
OR  
[Download your Data Import Template](#) (with records in columns)
- 2.) In each column of the Data Import Template file that you downloaded, place the data for each record that you wish to import. Once all your data has been added, save the file.
  - Be sure not to change the Variables/Field Names in the file or an error may occur.
  - All multiple choice fields (e.g., dropdown, radio) must have the raw coded value (rather than the choice label) entered in those cells, or else it cannot be processed. These can be found in the [Codebook](#).
  - Any empty rows or columns in the file can be safely deleted before importing the file. Doing this reduces the upload processing time, especially for large projects.
- 3.) Click the 'Browse' or 'Choose File' button below to select the file on your computer, and upload it by clicking the 'Upload File' button.
- 4.) Once your file has been uploaded, the data will NOT be immediately imported but will be displayed and checked for errors to ensure that all the data is in correct format before it is finally imported into the project.

**Record format:** The file to be uploaded has its records stored as separate

**Format for date and datetime values:**

**Allow blank values to overwrite existing saved values?**

**Name the imported records automatically (force record auto-numbering)?**

**Choose the delimiter for the uploaded file:**

Upload your CSV file:  
 No file chosen

Be sure to choose the appropriate delimiter for your CSV file. The delimiter is the character that separates the columns of data in your data file. The default for a CSV (Comma Separated Value) file is a comma. Other choices for the delimiter are a "Tab" or a "Semicolon (;)".

**IMPORTANT:** The file size upload limit is 32 MB. If your CSV file is larger than 32 MB, you will need to separate it into smaller files and upload each of the smaller files separately.


# Importing Data in REDCap Ovarian Cancer Patient Data

## Step 9:

After you click  you should see something like the following.

If you included calculated fields in your data file you will see warnings. These warnings inform you that the calculated fields will be ignore when the file is uploaded.

You will see “Instructions for Data Review”. These instructions explain how the data will be uploaded. Some data will be new (**black text**), some may already exist (**gray text**) if the record\_id already exists in the database , and some will be overwritten (**red text**) if the record\_id already exists in the database. If you see something here that you did not intend you can click “Cancel” to cancel the data import and amend your data file.

 Warnings were detected in the file that was uploaded.

There are 2 warnings (shown in orange) in this dataset. Please review the warnings below before importing the data.

### ERROR DISPLAY TABLE

Record	Field Name	Value	Error Message
95-1	scs_1st	5	(calc) Calculated fields cannot be imported because they will be calculated automatically during the import process. All calculated fields will simply
95-1	scs_group_1st	intermediate	(calc) Pseudo-calc fields (i.e., fields with the @CALCDATE or @CALCTEXT action tag) cannot be imported because they will be calculated automati pseudo-calc fields will simply be ignored during the import.

### Instructions for Data Review

The data you uploaded from the file is displayed in the Data Display Table below. Please inspect it carefully to ensure that it is all correct. After reviewing it, **click the 'Import Data' button at the bottom of this page** to import this data into the project.


#### KEY for Data Display Table below

Black text = New Data
Gray text = Existing data (will not change)
(Red text) = Data that will be overwritten

### DATA DISPLAY TABLE

record_id	pin	primary_diagnosis_centre	info_primary_diagnosis	date_diagnosis	age_presentation	ecog_diagnosis	figo_year	figo_stage_diagnosis
95-1 (tentative new record)	5741234	1		2022-07-05	43	1	2018	1
95-2 (tentative new record)	5053215	0	0					

Do you wish to import the new data (displayed above) into the project?  
(Click the button below to import the data.)

 [Cancel](#)

You will see a list of patient records that will be imported once you click on . Notice that the centre number here is 95. Your centre number will be different.

# Importing Data in REDCap Ovarian Cancer Patient Data

## Step 10:

Once the data are imported you will see something like the following.



European Society of Gynaecological Oncology

### Ovarian Cancer Database (Patient Data) PID 19

#### 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.

#### Legend for status icons:

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

Dashboard displayed: [Default dashboard] ▾

Displaying record Page 1 of 1: "95-1" through "95-2" ▾ of **2** records ALL (2) ▾ records per page

[+ Add new record](#)

Displaying: [Instrument status only](#) | [Lock status only](#) | [All status types](#)

Record ID	Diagnosis	Primary Surgery	Primary Chemotherapy / Maintenance Therapy	First Recurrence / Progression	Second Recurrence / Progression	Follow-Up
<a href="#">95-1</a> 5741234	<span style="color: green;">●</span>	<span style="color: green;">●</span>	<span style="color: green;">●</span>	<span style="color: green;">●</span>	<span style="color: green;">●</span>	<span style="color: green;">●</span>
<a href="#">95-2</a> 5053215	<span style="color: green;">●</span>	<span style="color: green;">●</span>	<span style="color: green;">●</span>	<span style="color: green;">●</span>	<span style="color: green;">●</span>	<span style="color: green;">●</span>

**NOTE:** You may import additional data files but remember that each **record\_id** and **pin** may be used only once. For example, if you try to import a data file that includes a **pin** that is already in the database, you will see an error message and something like the following. You will need to delete duplicate records from the CSV file before it can be imported.

! **Errors were detected in the import file that prevented it from being loaded.**

There are 2 errors (shown in red in the error table below) in this dataset. Please correct any errors and upload the file again.

ERROR DISPLAY TABLE			
Record	Field Name	Value	Error Message
95-3	pin	5741234	Duplicate value for the Secondary Unique Field (i.e. "pin"). This value cannot be imported because another record already has this same value for this field. The value can never duplicate in other records.
95-4	pin	5053215	Duplicate value for the Secondary Unique Field (i.e. "pin"). This value cannot be imported because another record already has this same value for this field. The value can never duplicate in other records.