



Ean NEuro-covid ReGistrY (ENERGY)

Please follow the instructions below to navigate to the questionnaire

Website:	https://redcap.i-med.ac.at/
Username:	(got per eMail)
Password:	(got per eMail)

Step 1: Open your Webbrowser and navigate to <https://redcap.i-med.ac.at/>
There insert your Username and Password and press **[Login]**

Step 2: Select the Project you want to work on it, in this case – “EAN COVID 19 MANIFESTATIONS STUDY (v8)”

Step 3: Now you are in the Study-System, on the left hand there is the menu for navigation.

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Project status: **Production**

Data Collection — MSIG_DAG_1

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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 (4)		Project Statistics	
User	Expires	Records in project	Total: 1 / In group: 1
msig_test1 (PTCA MSIG)	never	Most recent activity	06/15/2020 9:36am
msig_test2 (OEPAR MSIG)	never	Space usage for docs	0.00 MB
msig_test3 (ABLATION MSIG)	never		
q003lk (Lalit Kaltenbach)	never		

Step 4: In the Menu (left), press **Add / Edit Records** for add a new record or edit existing records

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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: 1

Choose an existing Patient Number -- 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.

On this Page you have the option to ADD a new record, edit an open not finished record. You also can search for an existig record.

Step 5: For a new patient always start with the „Day 0“ form!

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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.

Legend for status icons:
 Incomplete (red circle with exclamation mark) Incomplete (no data saved) (grey circle with exclamation mark) Unverified (yellow circle) Complete (green circle)

Dashboard displayed: [Default dashboard] v
 Displaying record Page 1 of 1: "81-1" through "81-1" v of 1 records ALL (1) v records per page

+ Add new record

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

	Day 0	Day 30 (NCC Addon only!)	Day 90 (NCC Addon only!)	6-Month Follow-Up	12-Month Follow-Up
Patient Number	Ean NEuro-covid ReGistrY (ENERGY) [Day 0]	Ean NEuro-covid ReGistrY (ENERGY) [Day 30]	Ean NEuro-covid ReGistrY (ENERGY) [Day 90]	Ean NEuro-covid ReGistrY (ENERGY) [6 mo - Followup]	Ean NEuro-covid ReGistrY (ENERGY) [12 mo - Followup]
81-1	Incomplete	Incomplete (no data saved)	Incomplete (no data saved)	Incomplete (no data saved)	Incomplete (no data saved)

...

Dashboard displayed: [Default dashboard] v
 Displaying record Page 1 of 1: "81-1" through "81-1" v of 1 records ALL (1) v records per page

+ Add new record

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

	Day 0	Day 30 (NCC Addon only!)	Day 90 (NCC Addon only!)	6-Month Follow-Up	12-Month Follow-Up
Patient Number	Ean NEuro-covid ReGistrY (ENERGY) [Day 0]	Ean NEuro-covid ReGistrY (ENERGY) [Day 30]	Ean NEuro-covid ReGistrY (ENERGY) [Day 90]	Ean NEuro-covid ReGistrY (ENERGY) [6 mo - Followup]	Ean NEuro-covid ReGistrY (ENERGY) [12 mo - Followup]
81-1	Incomplete	Incomplete (no data saved)	Incomplete (no data saved)	Incomplete (no data saved)	Incomplete (no data saved)

!!! ATTENTION !!!

Please document on your for your own, the „Patient ID“ (here 81-1) and your Patient separately, for Example in an Excel-List, like:

81-1	Max Exemplemen
81-2	Holy Molly

for the follow-up's you need these information on your own, and these information should not be stored within this formular, because of datasecurity rules (DSGVO).

Step 6: Now fillout the formular, just a few things about it:

The Field **“Username”** & **“Patient number”** will be filled or stored automatically

* must provide value

this value have to be filled out!

A form element showing three radio buttons labeled 'Yes', 'No', and 'Unknown'. Below the buttons is a 'reset' link.

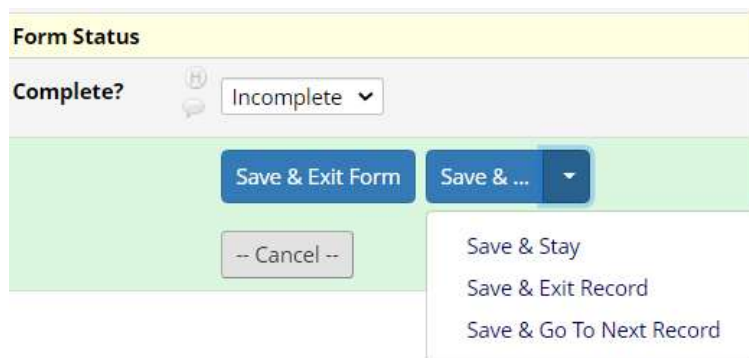
with the reset, you can reset your choice in a group of radio buttons



if you change a form many times, you can see the history of the values of a filed



you have the option to leave an additional comment on a field

A screenshot of the 'Form Status' section. It includes a 'Complete?' label with a history icon and a dropdown menu currently set to 'Incomplete'. Below this are three buttons: 'Save & Exit Form', 'Save & ...' (with a dropdown arrow), and '-- Cancel --'. The 'Save & ...' dropdown is open, showing options: 'Save & Stay', 'Save & Exit Record', and 'Save & Go To Next Record'.

At the end and on the right hand side, there are special blocks for handling the questionnaire:

Complete: You can decide if the form is „Incomplete“ .. some data will be entered later on, or „unverified“ .. if someone needs to look over in your center or finally „complete“. Only Primary Investigators are allowed to „Unlock“ ,completed‘ forms

Save & Exit Form Will save the form and exit from it (like [Submit]), other options are „Save & Stay“, „Save & Exit Record“ or „Save & Go To Next Record“

If you did not fillout some „must“-fields you will get a warning!

Step 7: To get an overview of your patients .. just click on „Record Status Dashboard“ in the Menu and you will get an overview of your forms ..

Some words on the forms:

Day 30 & Day 90 are only followup items, if you filled out the „NCC Questionnaire Supplementary in the Day-0-Form

Additional Feature for „Primary Investigators“ (PI)

As a PI of a centre you have the ability to request new users for your centre using the “AN COVID 19 MANIFESTATION STUDY (Usermanagement)” Project

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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
EAN COVID 19 MANIFESTATIONS STUDY (v8)	1	162	5 forms		✓
EAN COVID 19 MANIFESTATIONS STUDY (Usermanagement)	0	24	1 form		✓

REDCap 10.0.2 - © 2020 Vanderbilt University

Add a new record and answer all the questions, these are **must**-fields.

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Project Home and Design Project Home Codebook Project status: **Production**

Data Collection — Center 1 Record Status Dashboard **Add / Edit Records** Show data collection instruments

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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/resp below.

Total records: 0 / In group: 0

Choose an existing Record ID -- 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.

After submission of the formular, the Systemadministrator will be informed to add the new user. This may take up to 48h. The new user will be informed directly from the system.

Support

Medical -questionnaire	raimund.helbok@tirol-kliniken.at	Austria, GMT +1h
Technical – WebSystem	lalit.kaltenbach@i-med.ac.at	

Attachment:

- Printable version of all forms