

Data Entry User Guide

V1.0

Logging In To REDCap

Log in to REDCap by going to <https://redcap.abdn.ac.uk/> and entering your username and password (figure 1).

Figure 1 – REDCap Log In Screen

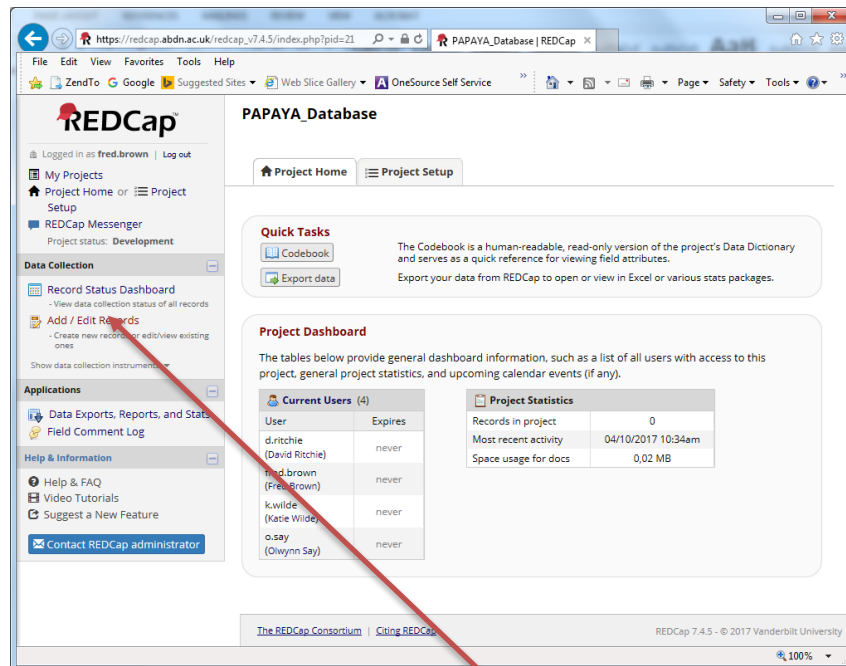
Once logged in the REDCap Home screen will be displayed. Click on the 'My Projects' heading at the top to display the list of projects you have been granted access to (figure 2).

Figure 2 – My Projects

Project Title	Records	Fields	Instrument	Type	Status
PAPAYA_Database	0	31	1 form		

Under **Project Title** the '**PAPAYA_Database**' should be displayed. Click on the database title to open the **PAPAYA_Database** screen (figure 3).

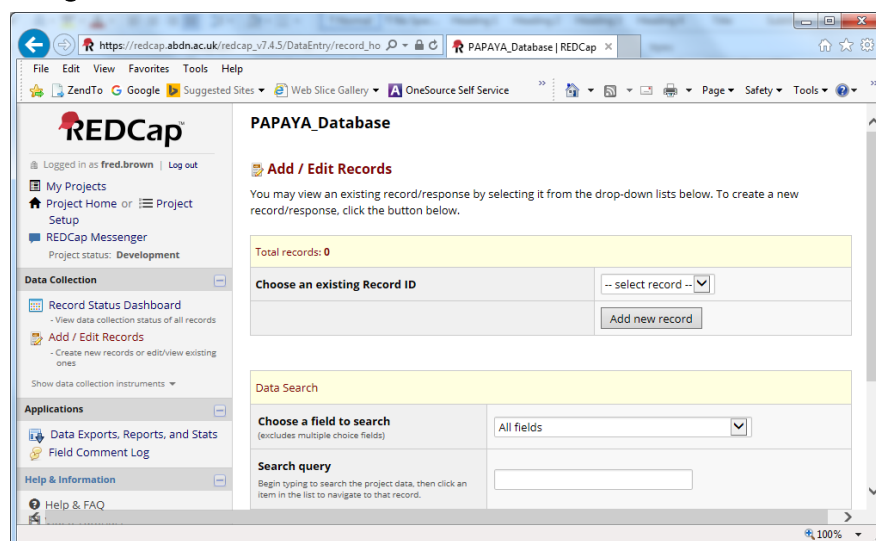
Figure 3 - PAPAYA_Database Screen



Entering Data

To enter a new record into the database click on the **Add / Edit Records** under Data Collection on the left hand side of the screen. The **Add / Edit Records** screen will be displayed (figure 4).

Figure 4 – Add / Edit Records Screen



Click on the [Add new record] button to open the data entry form (figure 5).

Figure 5 – Data Entry Form

Anaesthetic

PAPAYA_Database

Actions: [Modify instrument](#) [Download PDF of instrument\(s\)](#) [VIDEO: Basic data entry](#)

Paediatric Unplanned Daycase Admissions Phase II

Assign record to a Data Access Group? -- select a group --

Adding new Record ID 2

Record ID 2

PAediatric unPlanned dAYcase Admissions Phase II
Unplanned Admission Proforma

Name of centre * must provide value

Age Years if over 12 months
 Months if under 1 year

Gender ☐ Male ☐ Female [reset](#)

ASA Grade ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 [reset](#)

Procedure

Speciality

Booking Category ☐ Elective ☐ Urgent /Emergency / Non-elective [reset](#)

Time of induction of anaesthetic / anaesthetic start time (24 hr) [H:M](#)

Time arriving in recovery (24 hr) [H:M](#)

Grade of most senior anaesthetist on case ☐ Consultant ☐ Fellow ☐ Registrar ☐ SHO CT1 or 2 ☐ Staff Grade ☐ Other [reset](#)

Grade of most senior surgeon on case ☐ Consultant ☐ Fellow ☐ Registrar ☐ SHO CT1 or 2 ☐ Staff Grade ☐ Other [reset](#)

Did this patient have pre-operative assessment? ☐ Yes ☐ No [reset](#)

REASON FOR UNPLANNED ADMISSION

Surgical

☐ Bleeding

☐ Unexpected surgical complexity / more extensive than expected

☐ Surgical complication

☐ IV antibiotics required post op

☐ Follow up surgery planned

☐ Not passed urine

☐ Other

The patient was admitted to:

☐ Ward ☐ HDU ☐ ICU ☐ Transferred or retrieved to another hospital

Please provide any further comments not discussed in the questionnaire:

Expand

Form Status

Complete?

Data should be entered by selecting from the drop-down box, clicking the radio buttons or entering into free-text boxes as appropriate.

Option fields can be cleared by clicking 'reset' on the right hand side of the field.

The Name of Centre is compulsory and must be populated to complete the record.

A warning message will appear if the 'Time arriving in recovery' is before the 'Time of induction of anaesthetic / anaesthetic start time.' (figure 6)

Figure 6 – Time Discrepancy Warning Message

Time of induction of anaesthetic / anaesthetic start time	<input type="text" value="16:30"/> <input type="button" value="H:M"/> (24 hr)
Time arriving in recovery	<input type="text" value="12:30"/> <input type="button" value="H:M"/> (24 hr)
Warning! The time arriving in recovery is before the Time of induction! Please correct the time(s) before proceeding.	

Routing

Some questions have routing rules that will show a follow up question (figure 7).

Figure 7 – Follow-up Question

Grade of most senior anaesthetist on case

☐ Consultant ☐ Fellow ☐ Registrar ☐ SHO CT1 or 2 ☐ Staff Grade ☐ Other

reset

Selecting other will show the additional information box (figure 8).

Figure 8 – Additional Information Box

Grade of most senior surgeon on case

☐ Consultant ☐ Fellow ☐ Registrar ☐ SHO CT1 or 2 ☐ Staff Grade ☒ Other

reset

Please Specify

Saving your data

By default, the Complete? status is marked as 'Incomplete'. When all the data for the record has been entered, 'Complete' should be chosen from the drop-down box before clicking the [Save & Exit Form] button (figure 9).

Figure 9 – Save & Exit Form Button

Form Status

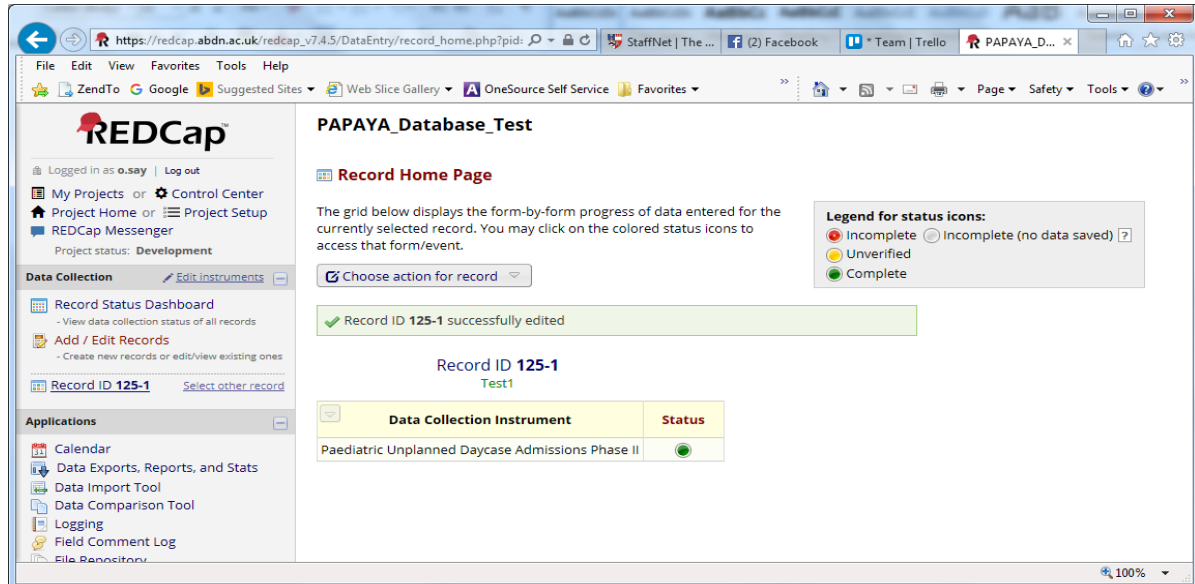
Complete? Complete

Save & Exit Form Save & Stay

-- Cancel --

The user will be directed to the **Record Home Page** (figure 10).

Figure 10 – Record Home Page



This procedure should be repeated for every record to be entered.

*** Please note that if you are going to be away from your screen for a period of time the record should be saved and edited at a later time if necessary as the system will time out after a period of inactivity.**

Edit an Existing Record

An existing record can be edited by clicking on the Add / Edit Records as above (figure 3). The record to edit can either be selected from the drop down list (figure 4) or by selecting a field from the Choose a Field to Search drop-down under the **Search Data** section then entering the criteria in the Search Query text box.

This will open the **Data Entry Form** (figure 5) to make the necessary changes to the data.

Deleting a Record

To delete a record the user should go to the Add / Edit Records screen (figure 4) then either select the record from the drop down list or search via a specific field as outlined above.

If the record ID selection method is used, the **Record Home Page** will be displayed (figure 10). Clicking the **[Choose Action for Record]** button will show the option to **Delete Record (All Forms)**.

Clicking this option will display a warning message asking the user if they are sure they want to delete all data for this record (figure 11). This action is non-reversible and the record cannot be reinstated.

Figure 11 - DELETE ALL DATA Warning Message

Clicking the **[Delete data for THIS FORM only]** will delete the record permanently and return the user to the **Record Home Page** (figure 10).

If searching for the record via the **Data Search** section (figure 4) the **Data Entry Form** will be displayed (figure 5) with the option at the bottom to **[Delete data for THIS FORM only]** (figure 12)

Figure 12 – Delete Data for THIS FORM Only

Clicking the **[Delete data for THIS FORM only]** button will permanently delete the data as outlined above.

Logging Out

Users should log out of the database by clicking the **Log Out** option on the left hand side of the screen under the REDCap logo.