

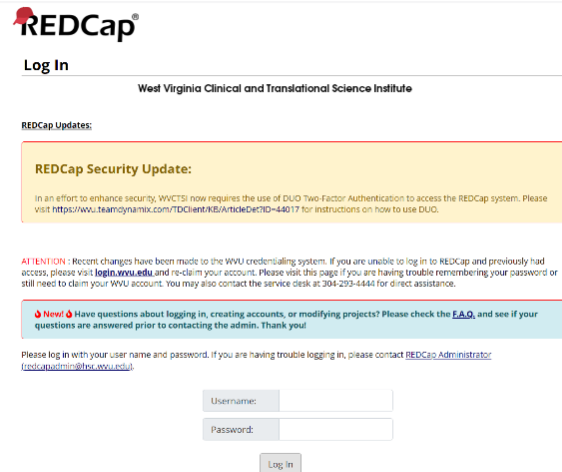
# WVPICCS Quick-Reference Guide for REDCap

## Request a REDCap Account

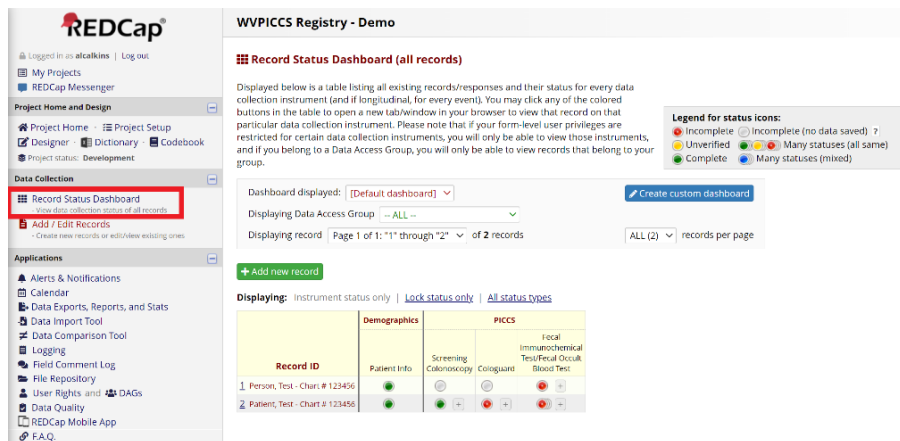
1. To begin the process of obtaining a REDCap account, complete the following survey: <https://redcap.link/WVUGuestAccountSurvey>. This survey will give us the necessary information to request your WVU guest account on your behalf.
2. Once WVU ITS creates your WVU guest account, you will receive an email with instructions to claim the guest account and to submit your REDCap account request.

## Log in

1. Go to <https://redcaplive.wvctsi.org/redcap/>
2. Log in using your WVU guest account credentials.
3. Select the 'WVPICCS Registry' project from the 'My Projects' section.



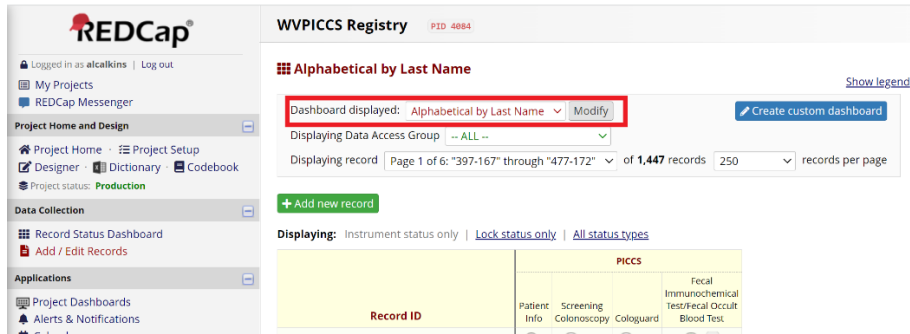
## View the Record Status Dashboard



The Record Status Dashboard displays all of your patient records. You can navigate to a record by clicking on the Record ID or by selecting a status icon to go to a specific form. To view the Record Status Dashboard:

1. Click on 'Record Status Dashboard' in the Data Collection section of the left-hand menu.

## Sort the Record Status Dashboard Alphabetically by Last Name

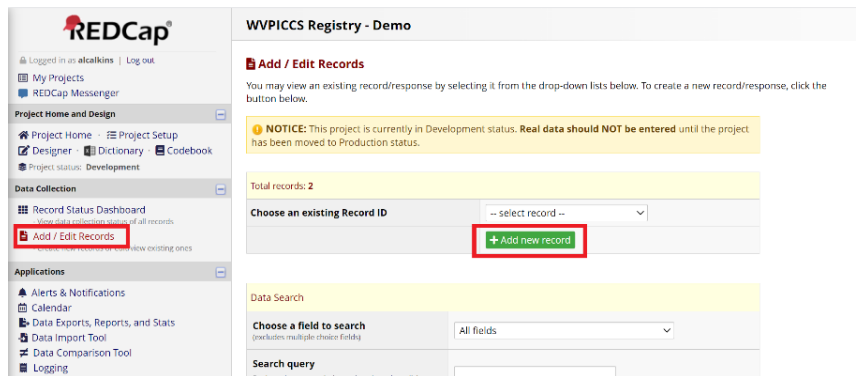


A custom dashboard is available to sort the records alphabetically by last name. To use the 'Alphabetical by Last Name' dashboard:

1. Click on 'Alphabetical by Last Name' in the 'Dashboard displayed' dropdown at the top of the Record Status Dashboard page.

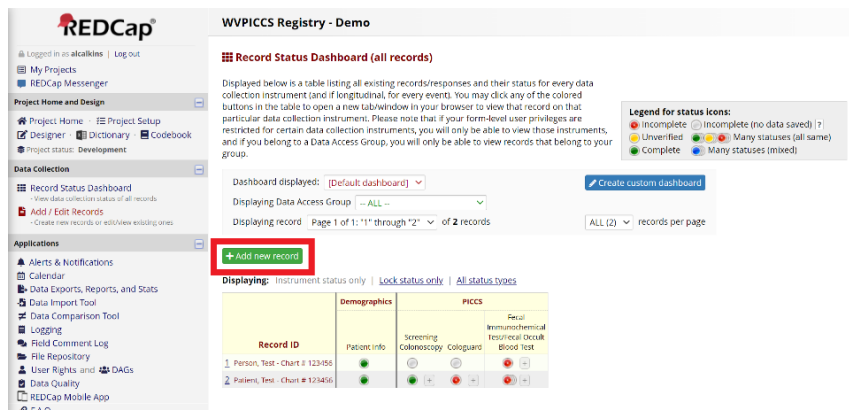
## Add a new record

1. Click on 'Add/Edit Records' in the Data Collection section of the left-hand menu.
2. Click the green '+ Add new record' button.



OR

1. Click on 'Record Status Dashboard' in the Data Collection section of the left-hand menu.
2. Click on the green '+ Add new record' button.



THEN

1. Click the gray status icon for Patient Info.

**NEW Record ID 3**

Data Collection Instrument	Demographics	PICCS
Patient Info	⊖	
Screening Colonoscopy		⊖
Cologuard		⊖
Fecal Immunochemical Test/Fecal Occult Blood Test		⊖

2. Complete the data fields for demographics. If all data fields are complete, mark the Form Status as 'Complete.' If not, make another choice. Click Save & Exit Form.

**WVPICCS Registry** PID: 4884

Actions: Download PDF of Instrument(s) | Share Instrument in the Library | VIDEO: Basic data entry

**Patient Info**

Adding new Record ID 154

Event Name: **PICCS**

Record ID: 154

Chart Number: 123456

PICCS Partner Location - Clinic Site: [Dropdown]

First Name: Test

Last Name: Person

Date of Birth: 01-01-1970 (Today: M-D-Y)

Age: 52 (Reminders: Patients should be between 45-75 years old)

Insured?  Insured  Uninsured

What is the risk level for this patient?  Average risk and asymptomatic (Screening)  High risk (Surveillance)

Form Status: Complete

Buttons: Save & Exit Form, Save & ...

3. Click the gray status icon for the screening type you'd like to enter information and complete the form.

**Record ID 3 Person, Test - Chart # 654321**

Data Collection Instrument	Demographics	PICCS
Patient Info	●	
Screening Colonoscopy		⊖
Cologuard		⊖
Fecal Immunochemical Test/Fecal Occult Blood Test		⊖
Delete all data on event:	✖	

## Search for a record

1. Click on 'Add/Edit Records' in the Data Collection section of the left-hand menu.
2. In the Data Search box, limit your search to a specific field (i.e. Chart Number or last name) or begin typing in the Search Query text box.

**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.

**NOTICE:** This project is currently in Development status. Real data should NOT be entered until the project has been moved to Production status.

Total records: 1

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: [Input field]

## Built in Reporting

Reports have been prebuilt into REDCap and are available for use. If you have additional reporting needs, please contact Andrea Calkins ([alcalkins@hsc.wvu.edu](mailto:alcalkins@hsc.wvu.edu)) or Adam Baus ([abaus@hsc.wvu.edu](mailto:abaus@hsc.wvu.edu)).

