# WVPICCS Quick-Reference Guide for REDCap

# **Request a REDCap Account**

- To begin the process of obtaining a REDCap account, complete the following survey: <u>https://redcap.link/WVUGuestAccountSurvey</u>. 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 <u>https://redcaplive.wvctsi.org/redcap/</u>
- 2. Log in using your WVU guest account credentials.
- 3. Select the 'WVPICCS Registry' project from the 'My Projects' section.

Log In	
Wes	t Virginia Clinical and Translational Science Institute
REDCap Updates:	
REDCap Security Up	odate:
	WVCTSI now requires the use of DUO Two-Factor Authentication to access the REDCap system. Please om/TDClient/RB/ArticleDetID=44017 for instructions on how to use DUO.
	been made to the WVU credentialing system. If you are unable to log in to REDCap and previously had
access, please visit login.vvvu.edu. still need to claim your WVU accour	and re-claim your account. Please visit this page if you are having trouble remembering your password or it. You may also contact the service desk at 204-223-4444 for direct assistance. ut logging in, creating accounts, or modifying projects? Please check the <u>F.A.O.</u> and see if your
access, please visit jogin.www.edu. still need to claim your WVU accour & New! & Have questions abo questions are answered prior	nd re-clim ryour account. Please with this page if you are having trouble remembering your pursions of or 't you may also constant the service else X302-232-444 for divers assistance. All logging in, creating accounts, or modifying projects? Please check the <u>FA.0</u> , and see if your to contacting the admin. Thank you
access, please visit login.vvvu.edu. still need to claim your WVU accour New! & Have questions abo questions are answered prior Please log in with your user name a	and re-claim your account. Please visit this page if you are having trouble remembering your password or it. You may also contact the service desk at 204-223-4444 for direct assistance. ut logging in, creating accounts, or modifying projects? Please check the <u>F.A.O.</u> and see if your
access, please visit login.vvv.edu. still need to claim your WVU account New! & Have questions abo questions are answered prior	nd re-clim your account. Please with this page if you are having trouble remembering your pursiver's or '' to vom you' account the service else x 302-32-444 for direct assistance. A second the second second to contacting the admin. Thank you!
access, please visit login.vvu.edu. still need to claim your WVU account of the second second second second second second questions are answered prior Please log in with your user name a	and re-clin your account. Hose wild this page if you are having trouble remembering your pussions on try our may also occurs, the service cleak it. 304 233-4446 for direct assistance. Use logging in, creating accounts, or modifying projects? Please check the <u>EA.Q.</u> and see if your to contacting the admin. Thank you!

# **View the Record Status Dashboard**

REDCap	WVPICCS Registry -	Demo						
Logged In as alcalkins   Log out     E My Projects     REDCap Messenger	ERECORD STATUS Dash	ting all existing	records/res					
Project Home and Design	buttons in the table to open	a new tab/wind	low in your l	prowser to	view that record	f on that	Legend for status i	CODE
	particular data collection ins restricted for certain data co and if you belong to a Data A group.	llection instrum	nents, you w	il only be a	able to view those	se instruments,	<ul> <li>Incomplete </li> <li>Inverified </li> </ul>	icomplete (no data saved) ? Many statuses (all same) Many statuses (mixed)
Data Collection     Execute Status Dashboard     View data collection status of all records     Add / Eldit Records     Craste new records or edit/View existing ones	Dashboard displayed: [[ Displaying Data Access Gr Displaying record Page	oup - ALL		of 2 record			<ul> <li>custom dashboard</li> <li>records per page</li> </ul>	
Applications								
Alerts & Notifications	+ Add new record							
<ul> <li>Calendar</li> <li>Data Exports, Reports, and Stats</li> </ul>	Displaying: Instrument status only   Lock status only   All status types							
Data Exports, Reports, and Stats		Demographics PICCS						
	Record ID	Patient Info	Screening Colonoscopy	Cologuard	Fecal Immunochemical Test/Fecal Occult Blood Test			
<ul> <li>File Repository</li> <li>User Rights and A DAGs</li> </ul>	1 Person, Test - Chart # 123456	۲			•			
Data Quality	2 Patient, Test - Chart # 123456	۲	• +	• +	<b>()</b> +			
REDCap Mobile App     P.A.Q.								

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

REDCap		WVPICCS Registry PID 4084					
Logged in as alcalkins   Log out     My Projects     REDCap Messenger		Alphabetical by Last Name     Dashboard displayed: Alphabetical by Last	Nome	✓ Modify			<u>Show lege</u> ✓ Create custom dashboard
Project Home and Design	-	Displaying Data Access Group ALL	Name	< Modily			Create custom dashboard
<ul> <li>☆ Project Home · ≅ Project Setup</li> <li>☑ Designer · </li> <li>☑ Dictionary · </li> <li>☑ Codeba</li> <li>☑ Project status: Production</li> </ul>	ook	Displaying record Page 1 of 6: "397-167" th	rough "		of 1,44	7 records 250	✓ records per page
Data Collection	-	+ Add new record					
Record Status Dashboard		Displaying: Instrument status only   Lock sta	atus onl	l <u>y</u>   <u>All statı</u>	<u>us types</u>		
Add / Edit Records		PICCS					
Applications						Fecal	
Project Dashboards Alerts & Notifications		Record ID		Screening Colonoscopy	Cologuard	Immunochemical Test/Fecal Occult Blood Test	
A colorador				0	-		

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

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



OR

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



#### THEN

#### 1. Click the gray status icon for Patient Info.

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

ns: 🛃 Download PDF of instrument(s) 🐑 🔔 Share instrument in the Library

UDEO: Basic data entry

NEW Record ID 3

 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.

<ul> <li>My Projects</li> <li>REDCap Messenger</li> </ul>	🚆 Patient Info	
Project Home and Design		Assign record to a Data Access Group? - select a group 🗸
✿ Project Home · E Project Setup	Adding new Record ID 154	
C Designer · Dictionary · Codebool Project status: Production	Event Name: PICCS	
ata Collection	Record ID	154
Record Status Dashboard	Chart Number	123456
Add / Edit Records     General ID 154     Select other record     Select otherecotherecord     Select other record     Select other record     Se	PICCS Partner Location - Clinic Site	φ <b>τ</b>
	First Name	Ça Test
	Last Name	Person
Blood Test	Date of Birth     Reminder: Patients should be between 45-75 years old	01-01-1970 1 Today M-D-Y
Project Dishboards     Alerris Notifications     Glendar     Data Exports, Reports, and Stats     Data Exports, On Job     Data Companyon Tool     Data Companyon Tool     Legging     Field Comment Log	Age Reminder: Patients should be between 45-75 years old	S2 View equation
	Insured?	😞 🖲 insured 🔿 Uninsured 👘
	What is the risk level for this patient?	Average risk and asymptomatic (Screening)     O High risk (Surveillance)     reset
File Repository Second Seco	Form Status	
Data Quality REDCap Mobile App	Complete?	👳 Complete 🗸
Ø F.A.Q. Imports Q.Search So Organize ⊮Edit	-	Save & Exit Form Save & 👻
Reports Gistart # Record ID / Chart # IAge ITIT date check		Cancel

WVPICCS Registry PID 4884

REDCap

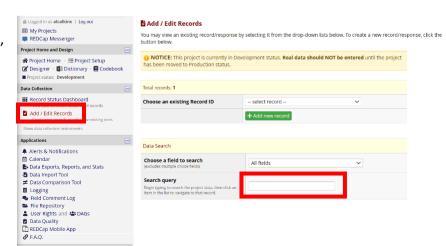
 Click the gray status icon for the screening type you'd like to enter information and complete the form.

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

Data Collection Instrument	Demographics	PICCS
Patient Info	۲	
Screening Colonoscopy		
Cologuard		$\bigcirc$
Fecal Immunochemical Test/Fecal Occult Blood Test		$\odot$
Delete all data on event:	×	

### Search for a record

- Click on 'Add/Edit Records' in the Data Collection section of the left-hand menu.
- 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.



# **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) or Adam Baus (abaus@hsc.wvu.edu).

#### Reports Q Search Drganize Description Search

#### 🛨 Ebenezer

- □ FIT (PICCS Reporting Age 45-75)
  - 1) FITs Disseminated
  - 2) FIT not returned
  - 3) FIT Completed
  - 4) Positive FITs
- Cologuard (PICCS Reporting Age 45-75)
  - 1) Cologuards Ordered
  - 2) Cologuards Completed
  - 3) Positive Cologuards
- Colonoscopy (PICCS Reporting Age 45-75)
  - 1) Colonoscopies Ordered
  - 2) Colonoscopies Completed
  - 3) Colonoscopies Not Completed