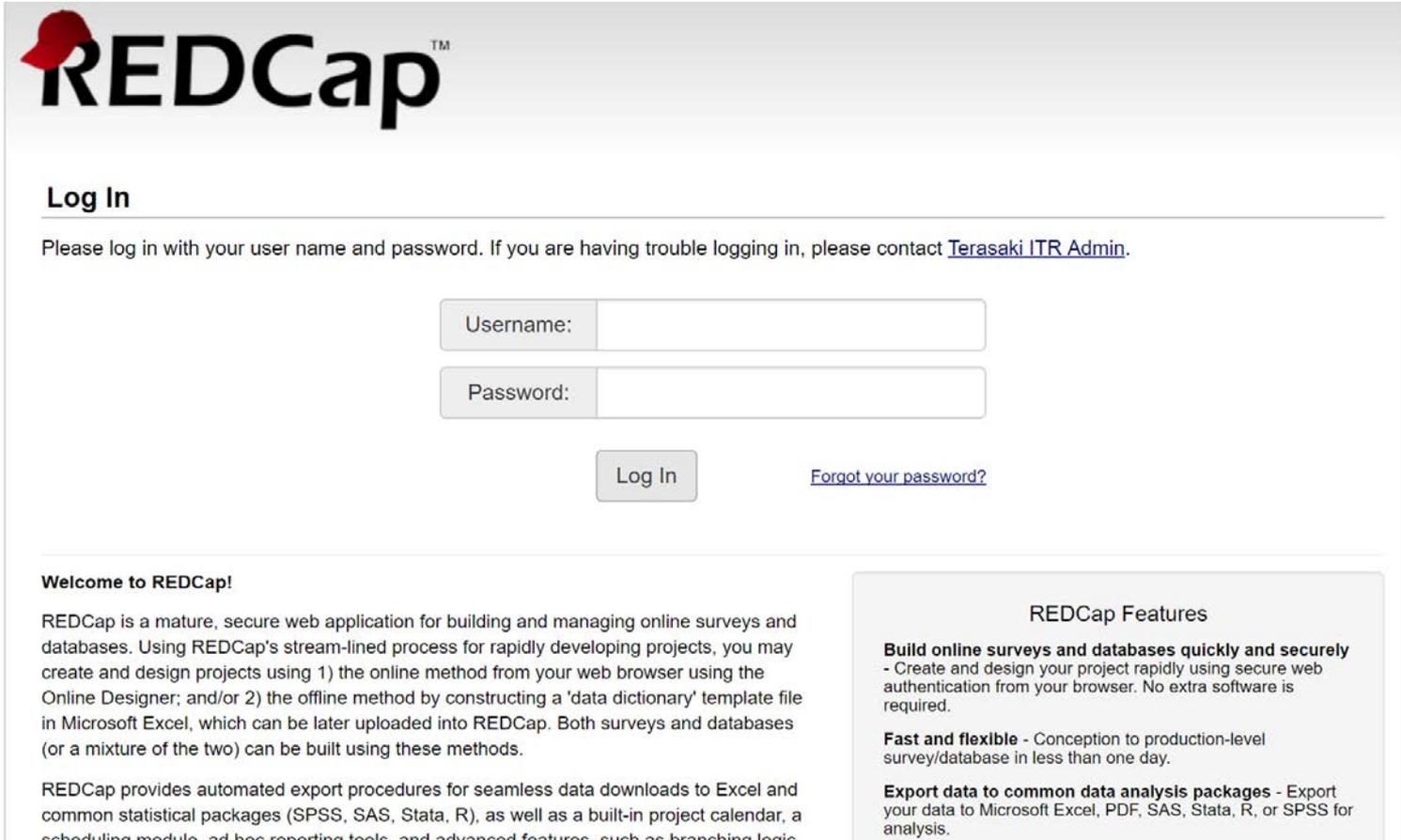


How to Edit or Add a Patient in the new ITRA (using RedCap)

Log in to the registry

Your user name and password should have been sent to you.



The image shows a screenshot of the REDCap login page. At the top left is the REDCap logo, which consists of a red circular icon with a white shape inside, followed by the text "REDCap" in a bold, black, sans-serif font. Below the logo is a horizontal line, and under that line is the heading "Log In". A paragraph of text follows, stating: "Please log in with your user name and password. If you are having trouble logging in, please contact [Terasaki ITR Admin](#)." Below this text are two input fields: the first is labeled "Username:" and the second is labeled "Password:". To the right of the "Password:" field is a link that says "Forgot your password?". Below the input fields is a "Log In" button. At the bottom of the page, there are two columns of text. The left column is titled "Welcome to REDCap!" and contains a paragraph describing the application. The right column is titled "REDCap Features" and contains three bullet points, each starting with a bolded phrase: "Build online surveys and databases quickly and securely", "Fast and flexible", and "Export data to common data analysis packages".

REDCapTM

Log In

Please log in with your user name and password. If you are having trouble logging in, please contact [Terasaki ITR Admin](#).

Username:

Password:

[Forgot your password?](#)

Welcome to REDCap!

REDCap is a mature, secure web application for building and managing online surveys and databases. Using REDCap's stream-lined process for rapidly developing projects, you may create and design projects using 1) the online method from your web browser using the Online Designer; and/or 2) the offline method by constructing a 'data dictionary' template file in Microsoft Excel, which can be later uploaded into REDCap. Both surveys and databases (or a mixture of the two) can be built using these methods.

REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic.

REDCap Features

- Build online surveys and databases quickly and securely** - Create and design your project rapidly using secure web authentication from your browser. No extra software is required.
- Fast and flexible** - Conception to production-level survey/database in less than one day.
- Export data to common data analysis packages** - Export your data to Microsoft Excel, PDF, SAS, Stata, R, or SPSS for analysis.

To add or edit a patient to the ITRA registry

testredcap1 | My Profile | Log out

REDCap™

Home My Projects Request New Project Training Resources Help & FAQ Send-It

Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. Newly created projects begin in **Development status** as you begin to build and design them. When you are ready to begin entering real data in the project, you may move it to **Production status** to designate the project as officially collecting data. When you are finished collecting data or if you wish to stop collection, the project may be set to **Inactive status**, although it may be brought back to Production status at any time when you are ready to begin collecting data again. Also listed is the project type, which designates if the project is in **classic** or **longitudinal** data collection format.

My Projects Organize Filter projects by title

| Project Title | Records | Fields | Instruments | Type | Status |
|------------------------------|---------|--------|-------------|------|--------|
| IRTA Registry | 3,240 | 214 | 6 forms | | |
| Event Form HLA (DSA) Testing | 0 | 33 | 1 form | | |

REDCap 6.17.2 - © 2017 Vanderbilt University

1. Click on title

Selecting a patient

REDCap™
Logged in as **testredcap1** | Log out

My Projects
Project Home
Project Setup
Project status: **Production**

Data Collection

- Record Status Dashboard**
- Add / Edit Records

Applications

- Data Exports, Reports, and Stats
- Field Comment Log

Help & Information

- Help & FAQ
- Video Tutorials
- Suggest a New Feature

Contact REDCap administrator

IRTA Registry

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

Displaying record "2657" through "2756" of 603 records

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

| Patient ID | Irta Registry Intake Form Update 2016 Baseline | Recipient HLA Typing Form Baseline | Donor HLA Typing Form Baseline | HLA Antibody Testing Form Baseline | Transplant Follow Up Form Year1 | HLA Antibody Testing Form Year1 | Transplant Follow Up Form Year2 | HLA Antibody Testing Form Year2 | Transplant Follow Up Form Year3 | HLA Antibody Testing Form Year3 | Transplant Follow Up Form Year4 | HLA Antibody Testing Form Year4 | Transplant Follow Up Form Year5 | HLA Antibody Testing Form Year5 | Transplant Follow Up Form Year6 | HLA Antibody Testing Form Year6 |
|----------------------|--|------------------------------------|--------------------------------|------------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| 2657 | | | | | | | | | | | | | | | | |
| 2658 | | | | | | | | | | | | | | | | |
| 2659 | | | | | | | | | | | | | | | | |

Selecting Record Status Dashboard will show you all the patients that are currently in the registry from your center with their follow-up information set from time of transplant.

Selecting a patient

REDCap™

Logged in as **testredcap1** | Log out

My Projects
Project Home
Project Setup
Project status: **Production**

Data Collection

Record Status Dashboard
Add / Edit Records

Applications

Data Exports, Reports, and Stats
Field Comment Log

Help & Information

Help & FAQ
Video Tutorials
Suggest a New Feature
Contact REDCap administrator

IRTA Registry

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Legend for status icons:

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

Displaying record "2657" through "2756" of 603 records

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

| Patient ID | Irta Registry Intake Form Update 2016 Baseline | Recipient HLA Typing Form Baseline | Donor HLA Typing Form Baseline | HLA Antibody Testing Form Baseline | Transplant Follow Up Form Year1 | HLA Antibody Testing Form Year1 | Transplant Follow Up Form Year2 | HLA Antibody Testing Form Year2 | Transplant Follow Up Form Year3 | HLA Antibody Testing Form Year3 | Transplant Follow Up Form Year4 | HLA Antibody Testing Form Year4 | Transplant Follow Up Form Year5 | HLA Antibody Testing Form Year5 | Transplant Follow Up Form Year6 | HLA Antibody Testing Form Year6 |
|----------------------|--|------------------------------------|--------------------------------|------------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| 2657 | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 265 | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 265 | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

A. Selecting an individual patient ID will take you into his/her complete record (see page 6).

B. Selecting a individual form (colored radio button) for a patient will take you to that specific form for a patient (see page 7).

Shown on next 2 pages

Selecting a patient - part A

Complete Individual patient record



Logged in as **testredcap1** | [Log out](#)

My Projects

- [Project Home](#)
- [Project Setup](#)

Project status: **Production**

Data Collection

- [Record Status Dashboard](#)
- [Add / Edit Records](#)
- [Patient ID 2657](#) [Select other record](#)

Applications

- [Data Exports, Reports, and Stats](#)
- [Field Comment Log](#)
- Help & Information**
 - [Help & FAQ](#)
 - [Video Tutorials](#)
 - [Suggest a New Feature](#)
- [Contact REDCap administrator](#)

IRTA Registry

[Record Home Page](#)

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.

Legend for status icons:

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

Patient ID 2657

| Data Collection Instrument | Baseline | Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 | Year8 | Year9 | Year10 | Year11 | Year12 | Year13 | Year14 | Year15 | Year16 | Year17 | Year18 |
|---------------------------------------|--------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------------------|-----------------------|-----------------------|-----------------------|
| Irta Registry Intake Form Update 2016 | ● | | | | | | | | | | | | | | | | | | |
| Transplant Follow Up Form | | <input type="radio"/> | ● | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Recipient HLA Typing Form | <input type="radio"/> | | | | | | | | | | | | | | | | | | |
| Donor HLA Typing Form | <input type="radio"/> | | | | | | | | | | | | | | | | | | |
| HLA Antibody Testing Form | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Selecting a patient - part B

Individual form (baseline intake form) for a patient

REDCap™

Logged in as **testredcap1** | Log out

- My Projects
- Project Home
- Project Setup
- Project status: **Production**

Data Collection

- Record Status Dashboard
- Add / Edit Records
- Patient ID 2657** [Select other record](#)
- Event: **Baseline**
- Data Collection Instruments:
 - Irta Registry Intake Form Update 2016**
 - Recipient HLA Typing Form
 - Donor HLA Typing Form
 - HLA Antibody Testing Form

Applications

- Data Exports, Reports, and Stats
- Field Comment Log
- Help & Information**
- Help & FAQ
- Video Tutorials
- Suggest a New Feature
- Contact REDCap administrator

IRTA Registry

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

Irta Registry Intake Form Update 2016

Editing existing Patient ID 2657

Event Name: **Baseline**

Patient ID: 2657

Intestinal Transplant Registry (ITR) Legacy ID:

Recipient UNOS ID:

Is this a re-transplant? Yes No [reset](#)

Gender: Male Female [reset](#)

Date of transplant: M-D-Y

Age at transplant:

Height at Transplant (cm):

Weight at Transplant (kg):

Total Wait time (months):

Diagnosis

- Volvulus
- Gastroschisis
- Trauma
- Necrotizing Enterocolitis

Save Record

Save and Continue

Save and Go To Next Form

The navigation pane on the side also shows you the patient id and form you are currently using. You can select these to move elsewhere in the patient record.

Adding a patient -1



Logged in as testredcap1 | Log out

- My Projects
- Project Home
- Project Setup

Project status: **Production**

Data Collection

- Record Status Dashboard
- Add / Edit Records

Applications

- Data Exports, Reports, and Statistics
- Field Comment Log

Help & Information

- Help & FAQ
- Video Tutorials
- Suggest a New Feature

Contact REDCap administrator

IRTA Registry

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

Displaying record "2657" through "2756" of 603 records

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

Enable floating table headers

| Patient ID | Irta Registry Intake Form Update 2016 Baseline | Recipient HLA Typing Form Baseline | Donor HLA Typing Form Baseline | HLA Antibody Testing Form Baseline | Transplant Follow Up Form Year1 | HLA Antibody Testing Form Year1 | Transplant Follow Up Form Year2 | HLA Antibody Testing Form Year2 | Transplant Follow Up Form Year3 | HLA Antibody Testing Form Year3 | Transplant Follow Up Form Year4 | HLA Antibody Testing Form Year4 | Transplant Follow Up Form Year5 | HLA Antibody Testing Form Year5 | Transplant Follow Up Form Year6 | HLA Antibody Testing Form Year6 |
|----------------------|--|------------------------------------|--------------------------------|------------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| 2657 | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2658 | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2659 | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

To add a new patient click on Add records (you can also edit records this way) – see page 9

Adding a patient -2

REDCap™

Logged in as **testredcap1** | Log out

- My Projects
- Project Home
- Project Setup

Project status: **Production**

Data Collection

- Record Status Dashboard
- Add / Edit Records

Applications

- Data Exports, Reports, and Stats
- Field Comment Log

Help & Information

- Help & FAQ
- Video Tutorials
- Suggest a New Feature

Contact REDCap administrator

IRIA Registry

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: 3,240 / In group: 603

Choose an existing Patient ID

Data Search

Choose a field to search (excludes multiple choice fields)

Search query
Begin typing to search the project data, then click an item in the list to navigate to that record.

You can select a specific record (of a current ITRA registry patient) or ADD a new record

Adding a patient -3

Logged in as testUCLA | Log out

- My Projects
- Project Home
- Project Setup

Project status: **Production**

Data Collection

- Record Status Dashboard
- Add / Edit Records
- Patient ID **29-1** Select other record

Applications

- Data Exports, Reports, and Stats
- Field Comment Log

Help & Information

- Help & FAQ
- Video Tutorials
- Suggest a New Feature

Contact REDCap administrator

Record Home Page

Record "29-1" is a new Patient ID. To create the record and begin entering data for it, click any gray status icon below.

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.

Legend for status icons:

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

NEW Patient ID 29-1

| Data Collection Instrument | Baseline | Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 | Year8 | Year9 | Year10 | Year11 | Year12 | Year13 | Year14 | Year15 | Year16 | Year17 |
|--|---|---|---|---|---|---|--|---|---|---|---|---|---|---|---|---|---|---|
| Irita Registry Intake Form Update 2016 |  | | | | | | | | | | | | | | | | | |
| Transplant Follow Up Form | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Recipient HLA Typing Form |  | | | | | | | | | | | | | | | | | |
| Donor HLA Typing Form |  | | | | | | | | | | | | | | | | | |
| HLA Antibody Testing Form |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

A new nomenclature exists, it is a hyphenated number that has no relation to your previous patient numbers (from the previous registry)

Adding a patient -4

Logged in as **testUCLA** | Log out

- My Projects
- Project Home
- Project Setup

Project status: **Production**

Data Collection

- Record Status Dashboard
- Add / Edit Records

Patient ID 29-1 [Select other record](#)

Applications

- Data Exports, Reports, and Stats
- Field Comment Log

Help & Information

- Help & FAQ
- Video Tutorials
- Suggest a New Feature

Contact REDCap administrator

Record Home Page

Record "29-1" is a new Patient ID. To create the record and begin entering data for it, click any gray status icon below.

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.

Legend for status icons:

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

NEW Patient ID 29-1

| Data Collection Instrument | Baseline | Year1 | Year2 | Year3 | Year4 | Year5 | Year6 | Year7 | Year8 | Year9 | Year10 | Year11 | Year12 | Year13 | Year14 | Year15 | Year16 | Year17 |
|---------------------------------------|---|---|---|---|---|---|--|---|---|---|---|---|---|---|---|---|---|---|
| Irta Registry Intake Form Update 2016 |  | | | | | | | | | | | | | | | | | |
| Transplant Follow Up Form | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Recipient HLA Typing Form |  | | | | | | | | | | | | | | | | | |
| Donor HLA Typing Form |  | | | | | | | | | | | | | | | | | |
| HLA Antibody Testing Form |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Next you can select the intake form and start entering data for the patient.

Adding a patient -5

Logged in as testUCLA | Log out

My Projects
Project Home
Project Setup

Project status: **Production**

Data Collection

Record Status Dashboard
Add / Edit Records

Patient ID 29-1 [Select other record](#)

Event: **Baseline**

Data Collection Instruments:

Irta Registry Intake Form Update 2016
Recipient HLA Typing Form
Donor HLA Typing Form
HLA Antibody Testing Form

Applications

Data Exports, Reports, and Stats
Field Comment Log

Help & Information

Help & FAQ
Video Tutorials
Suggest a New Feature

Contact REDCap administrator

IRTA Registry

Actions: [Download PDF of instrument\(s\)](#)

[VIDEO: Basic data entry](#)

Save Record
Save and Continue
Save and Go To Next Form

Irta Registry Intake Form Update 2016

Adding new Patient ID 29-1

Event Name: **Baseline**

Patient ID 29-1

Intestinal Transplant Registry (ITR) Legacy ID:

Recipient UNOS ID

Is this a re-transplant? Yes No reset

Gender Male Female reset

Date of transplant: M-D-Y

Age at transplant

Height at Transplant (cms)

Weight at Transplant (kg)

Total Wait time (months):

Diagnosis

Volvulus
 Gastroschisis
 Trauma
 Necrotizing Enterocolitis
 Ischemia
 Short Gut (Massive Intestinal Resection)

Complete each form and then select save record at the top or bottom of the screen.