

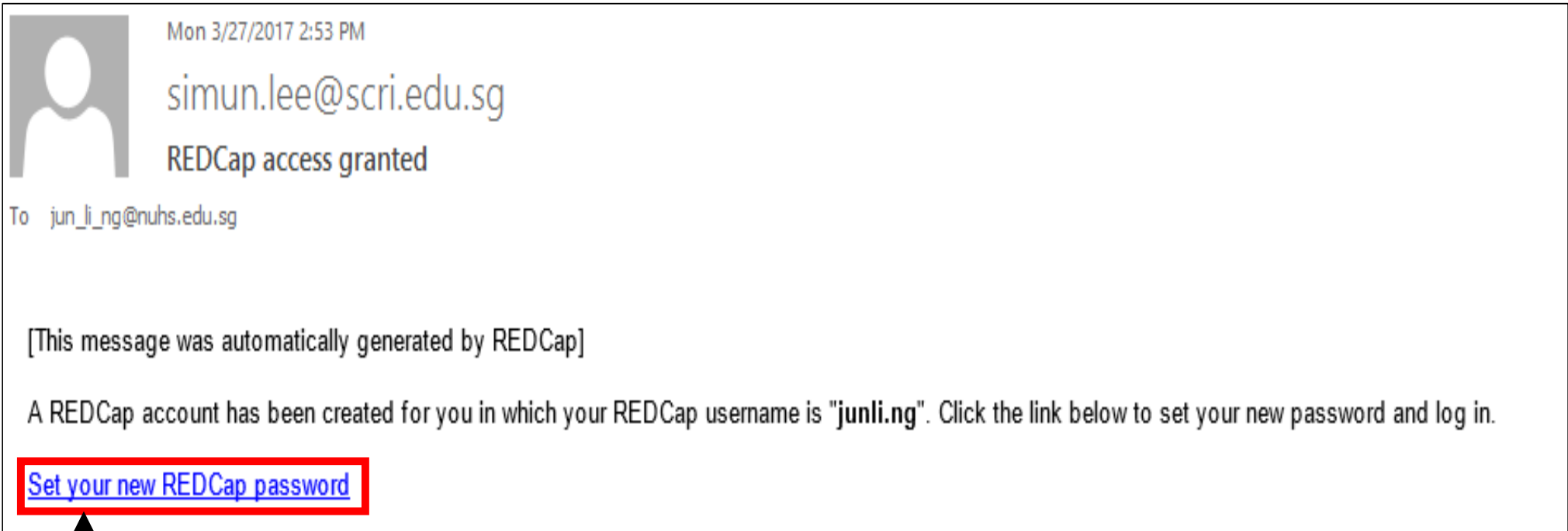


A collaboration with Singapore Clinical Research Institute (SCRI)

Instructions for DRAGoN online database

Version 1.1_Jun2017

You should have received an email from SCRI entitled “REDCap Project access granted”. Click on the link to set up the password with your user ID given in the email.



Click here to set up your password with the provided user ID.

Log into Redcap (<https://redcap.scri.edu.sg/>) to enter, edit, review, download or view reports of your data



Log In

Please log in with your user name and password. If you are having trouble logging in, please contact [SCRI REDCap 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

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.

Click on the project title “Dragon”

Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#)

My Projects  Filter projects by title

Project Title	Records	Fields	Instruments	Type	Status
Dragon	0	1,178	15 forms		

REDCap 7.0.5 - © 2017 Vanderbilt University

Click here

Entry of baseline database

To start a new subject or edit a previously entered subject, click *“Add/Edit Records”*

The screenshot shows the REDCap interface for the 'Dragon' project. The left sidebar contains a navigation menu with the following items: 'My Projects', 'Project Home', 'Project Setup', 'Data Collection' (expanded), 'Scheduling', 'Record Status Dashboard', 'Add / Edit Records' (highlighted with a red box), 'Applications' (expanded), 'Field Comment Log', 'E-signature and Locking Mgmt', 'Help & Information' (expanded), 'Help & FAQ', 'Video Tutorials', 'Suggest a New Feature', and 'Contact REDCap administrator'. The main content area displays the 'Dragon' project name, 'Project Home' and 'Project Setup' buttons, 'Quick Tasks' section with a 'Codebook' button, and 'Project Dashboard' section with 'Current Users' and 'Project Statistics' buttons. The URL in the browser is https://redcap.scri.edu.sg/redcap_v7.0.5/index.php?pid=183.

Click here

Click “Add new record” (for new subjects) or “select record (for previously entered subjects).

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Add / Edit Records

You may view an existing record/response button below.

Total records: 0

Choose an existing Record Id

Add new record

Data Search

Choose a field to search

All fields

Click here to start a new patient

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Dragon

Add / Edit Records

You may view an existing record/response button below.

Total records: 5


Choose an existing Record Id


- select record --
- select record --
- 1 (DRAGoN Subject Code VN-01-F001-PB)
- 2 (DRAGoN Subject Code VN-01-F002-PB)
- 3 (DRAGoN Subject Code VN-01-F003-PB)
- 4 (DRAGoN Subject Code VN-01-F4-PB)
- 5 (DRAGoN Subject Code VN-01-F005-PB)

Data Search

Click “select record” to select a previously entered subject that you want to edit





Click on each button to go into each form. Start with Baseline Form 1: Data Entry Details

 **Record Home Page**










 Record "1" is a new Record Id. To create the record and begin entering data for it, click any gray status icon b

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
-  Unverified
-  Complete

NEW Record Id 1

Data Collection Instrument	Baseline	Update 1	Update 2	Update 3	Update 4	Update 5
Baseline Form 1 Data Entry Details						
Baseline Form 2 Demographics						
Baseline Form 3 First Manifestation						
Baseline Form 4 Extrarenal Manifestations						
Baseline Form 5 Renal Biopsies						
Baseline Form 6 Drug Treatment						
Baseline Form 7 Renal Replacement Therapy						
Baseline Form 8 Family History						
Baseline Form 9 Latest Patient Encounter						

Click on the buttons to fill up each form. For "Baseline", you need to fill all 9 forms. You may take about 10-20 minutes per case for baseline entry, depending on its complexity. **You should start from Form 1** and work down in order of the Form numbers.

DRAGoN Subject code: Baseline Form 1 Data Entry Details Baseline Form 8 Family History

Record Id **1**
To rename the record, see the record action drop-down [Home Page](#).

Save & Exit Form
Save & Stay ▾
-- Cancel --

Baseline data entry
This entire baseline data entry consists of 9 forms (including this form). It should take about 20-40 minutes to complete depending on the complexity of the case.

DRAGoN Subject Code
* must provide value

Other Codes (where applicable)

Date of baseline data entry (today's date)
* must provide value

Date of Research Consent (dd-mm-yyyy)

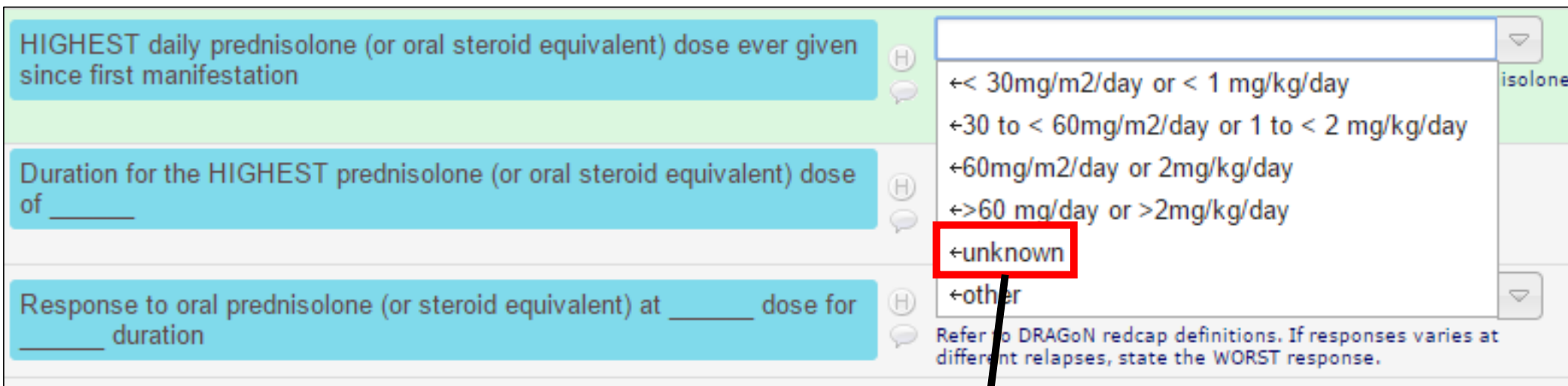
VN-01-F001-PB

Enter the subject DRAGoN Code as in the given format : LL-NN-LNNN-LX, where L = letter, N = number, X = letter or number.

Example of how the DRAGoN code should be entered

Data entry tips:

Complete all data fields. Click “Unknown” if you do not know or no information is available. Do not leave it blank.



The screenshot shows a data entry interface with three rows of fields. The first row is labeled "HIGHEST daily prednisolone (or oral steroid equivalent) dose ever given since first manifestation". The second row is labeled "Duration for the HIGHEST prednisolone (or oral steroid equivalent) dose of ____". The third row is labeled "Response to oral prednisolone (or steroid equivalent) at ____ dose for ____ duration". A dropdown menu is open for the first field, showing the following options: " $\leftarrow < 30\text{mg}/\text{m}^2/\text{day}$ or $< 1\text{ mg}/\text{kg}/\text{day}$ ", " $\leftarrow 30$ to $< 60\text{mg}/\text{m}^2/\text{day}$ or 1 to $< 2\text{ mg}/\text{kg}/\text{day}$ ", " $\leftarrow 60\text{mg}/\text{m}^2/\text{day}$ or $2\text{mg}/\text{kg}/\text{day}$ ", " $\leftarrow > 60\text{ mg}/\text{day}$ or $> 2\text{mg}/\text{kg}/\text{day}$ ", " **\leftarrow unknown**", and " \leftarrow other". The "unknown" option is highlighted with a red box. A black arrow points from the "unknown" option to a grey box below the form. The text in the grey box reads: "For any data that is not available, please choose 'UNKNOWN' and NOT leave it blank." At the bottom right of the form, there is a note: "Refer to DRAGoN redcap definitions. If responses varies at different relapses, state the WORST response."

For any data that is not available, please choose “UNKNOWN” and NOT leave it blank.

Data entry tips: REDCap Definitions

To enter some fields, you need to know the definitions.

Duration for the HIGHEST prednisolone (or oral steroid equivalent) of _____

Response to oral prednisolone (or steroid equivalent) at _____ dose for _____ duration

Refer to DRAGoN redcap definitions. If responses varies at different relapses, state the WORST response.

Attachment: [DRAGoN_Redcap_definitions_2017.pdf](#) (0.07 MB)

Oral steroids- Start date

dd-mm-yyyy. Ignore periods when drug was stopped for brief periods for various reasons (eg intercurrent illness).

Is patient still taking oral steroids now?

Has patient been compliant / adherent to oral steroid?

You may download the “Definitions” PDF file through this link

Saving data

You may click the options in the top right corner of each form to save data

Record Id 1

To rename the record, see the record action drop-down on the [Home Page](#).

Save & Exit Form

Save & Stay ▾

-- Cancel --

Baseline data entry
This entire baseline data entry consists of 9 forms (including this form). It should take about 20-40 minutes to complete depending on the complexity of the case.

DRAGoN Subject Code <small>* must provide value</small>	<input type="text" value="VN-01-F001-PB"/> <small>Enter the subject DRAGoN Code as in the given format : LL-NN-LNNN-LX, where L = letter, N = number, X = letter or number.</small>
Other Codes (where applicable)	<input type="text"/>
Date of baseline data entry (today's date) <small>* must provide value</small>	<input type="text" value="04-04-2016"/> <small>31</small> Today D-M-Y <small>This date MUST be entered to avoid errors in the data.</small>
Date of Research Consent (dd-mm-yyyy)	<input type="text"/> <small>31</small> Today D-M-Y <small>If day is unknown, enter as first day of month. If day and month are unknown, enter as 1st Jan.</small>

At the end of each form

If the above fields are correct and final, please select "Complete" in "Form Status" below, then click "Save and go the Next Form .



You may enter any comments here (if any).

Expand

Form Status

Complete?

Lock this record for

If locked, no user will be able to edit this record unless they have the appropriate privileges to unlock it.

You may enter any comments, eg XXX data is not available because the patient is followed up at another hospital previously; or you need to elaborate on certain data you have entered

Save & Exit Form

Save & Stay

-- Cancel --

Save & Go To Next Form

Delete data for THIS FORM only

At the end of each form

If the above fields are correct and final, please select "Complete" in "Form Status" below, then click "Save and go the Next Form .

Select "Complete" when you have completed the form. If you intend to return later to edit the data, do not select "Complete".

Form Status

Complete?

Incomplete ▼

Lock this record for this form?

If locked, no user will be able to edit this record unless they have the appropriate privileges to unlock it.

Click on these options to save. You can save the data and come back to continue on another day.

Save & Exit Form

Save & Stay ▼










Save & Go To Next Form

-- Cancel --

Delete data for THIS FORM only

When all forms are “completed”, you should see all buttons as green.

Record Id **20** (DRAGoN Subject Code **VN-01-F020-PB**)

<input type="checkbox"/> Data Collection Instrument	Baseline	Update 1	Update 2	Update 3	Update 4	Update 5
Baseline Form 1 Data Entry Details						
Baseline Form 2 Demographics						
Baseline Form 3 First Manifestation						
Baseline Form 4 Extrarenal Manifestations						
Baseline Form 5 Renal Biopsies						
Baseline Form 6 Drug Treatment						
Baseline Form 7 Renal Replacement Therapy						
Baseline Form 8 Family History						
Baseline Form 9 Latest Patient Encounter						

Entering Updates (6-monthly)

An email reminder will be sent at 5 months after your last entry.

Go to “Add/Edit Records”. Select the record based on the code.

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Dragon

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: 5

Choose an existing Record Id

- select record --
- select record --
- 1 (DRAGoN Subject Code VN-01-F001-PB)
- 2 (DRAGoN Subject Code VN-01-F002-PB)
- 3 (DRAGoN Subject Code VN-01-F003-PB)
- 4 (DRAGoN Subject Code VN-01-F4-PB)
- 5 (DRAGoN Subject Code VN-01-F005-PB)

Data Search

Choose a field to search
(excludes multiple choice fields)

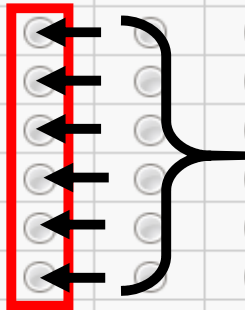
All fields

Click on the record that you want to update

Click on the buttons to go into each form.

Record Id **20** (DRAGoN Subject Code **VN-01-F020-PB**)

Data Collection Instrument	Baseline	Update 1	Update 2	Update 3	Update 4	Update 5
Baseline Form 1 Data Entry Details	<input checked="" type="radio"/>					
Baseline Form 2 Demographics	<input checked="" type="radio"/>					
Baseline Form 3 First Manifestation	<input checked="" type="radio"/>					
Baseline Form 4 Extrarenal Manifestations	<input checked="" type="radio"/>					
Baseline Form 5 Renal Biopsies	<input checked="" type="radio"/>					
Baseline Form 6 Drug Treatment	<input checked="" type="radio"/>					
Baseline Form 7 Renal Replacement Therapy	<input checked="" type="radio"/>					
Baseline Form 8 Family History	<input checked="" type="radio"/>					
Baseline Form 9 Latest Patient Encounter	<input checked="" type="radio"/>					
Update Form A Extrarenal Manifestations		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Update Form B Renal Biopsy		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Update Form C Renal Replacement Therapy		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Update Form D Family History		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Update Form E Latest Patient Encounter		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Update Form F Clinical Course And Medications		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delete all data on event:	<input checked="" type="checkbox"/>					



You need to fill all 6 forms. You may take about 5-15 minutes per case for update entry, depending on its complexity. **You should start from Update Form A.**

At top of Update Form A (extrarenal manifestations), you must first enter the date of data entry (today's date)

Update Form A Extrarenal Manifestations

Data Access Group: [No Assignment] ?

Editing existing Record Id 7 (DRAGoN Subject Code VN-01-F007-PB)

Event Name: Update 1

Record Id

7

Date of update data entry (today's date)

* must provide value

23-05-2017 Today
This date MUST be entered to avoid

It is very important to enter the date you started this update.

This update consists of 6 forms, including this form. It may take about 20 minutes to complete.

1. Ensure you have filled in today's date to the entry above.
2. Note which update you are entering now (Update 1 or 2 or 3 or 4 or 5) and between which this update is based on (defined as "update period").

Update 1: enter data between 04-01-2016 and 23-05-2017

Update 2: enter data between 23-05-2017 and _____

Update 3: enter data between _____ and _____

Update 4: enter data between _____ and _____

Update 5: enter data between _____ and _____

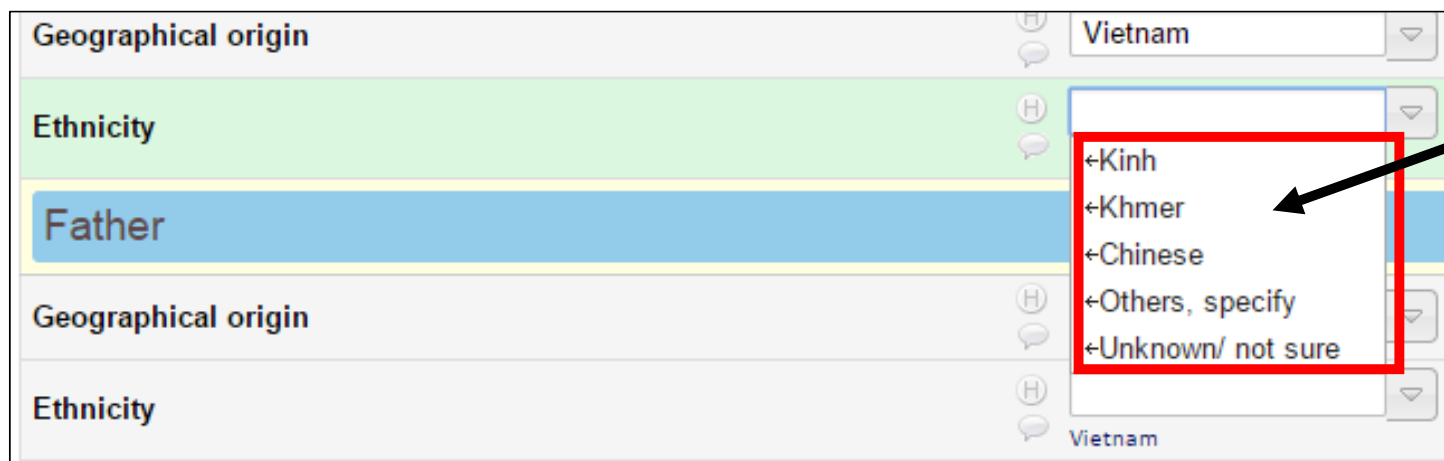
Note the dates of the current update period. These dates are generated only if you have entered the "Date of update data entry" above.

Enter data only within the current update period.

For the subsequent forms in this update, enter only
Thank you.

Common problems encountered during data entry

Problem 1: Halfway through the data entry, you cannot select or change the options from the dropdown list.



Geographical origin Vietnam

Ethnicity

Father

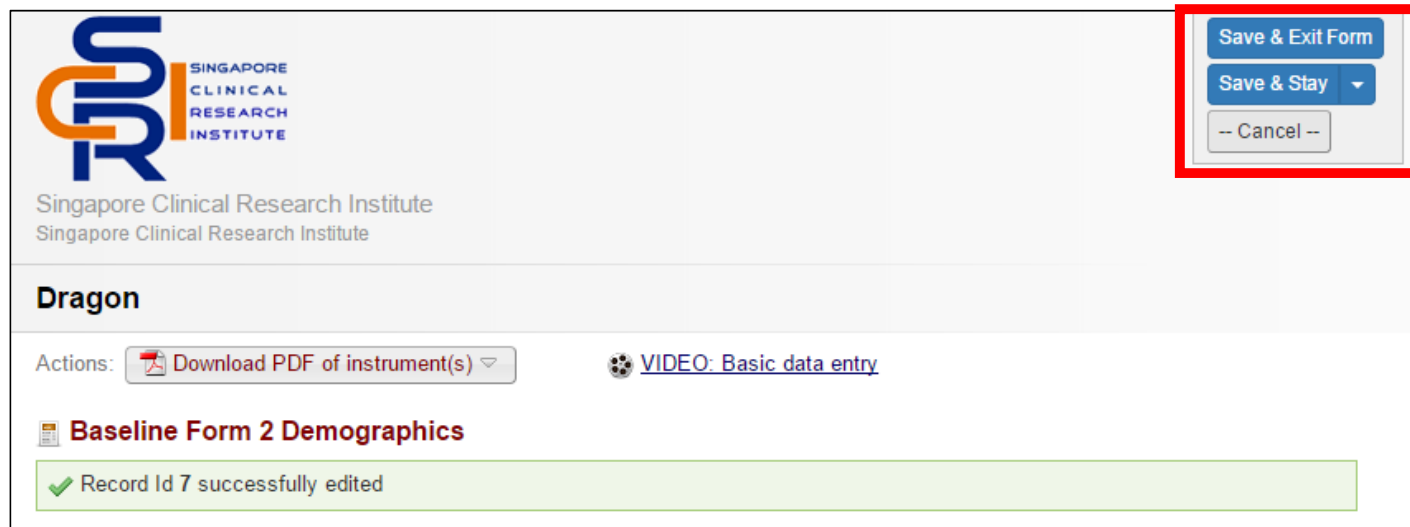
Geographical origin

Ethnicity

Vietnam

- ←Kinh
- ←Khmer
- ←Chinese
- ←Others, specify
- ←Unknown/ not sure

You could not select any options in the dropdown box.



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

Baseline Form 2 Demographics

Record Id 7 successfully edited

Save & Exit Form
Save & Stay
-- Cancel --

Solution: Go to the top left corner of the form. Click on "Save & Stay" to refresh the page.

Preliminary data analysis

You can view the report of data from your institution

Viewing report

The screenshot displays the REDCap user interface. On the left is a navigation sidebar with the following sections:

- REDCap™** logo and user information: Logged in as karhui.ng | Log out
- My Projects**: Project Home, Project Setup
- Data Collection**: Scheduling, Record Status Dashboard, Add / Edit Records
- Applications**: **Data Exports, Reports, and Stats** (highlighted with a red box), Field Comment Log, E-signature and Locking Mgmt
- Help & Information**: Help & FAQ, Video Tutorials, Suggest a New Feature, Contact REDCap administrator

On the right, the main content area shows the **Dragon** project details:

- Add / Edit Records** section with a note: "You may view an existing record/response by selecting it from the button below."
- Total records: 22**
- Choose an existing Record Id** dropdown menu (currently showing "-- select record") and an **Add new record** button.
- Data Search** section.

Click here to view report

Viewing report

- Scheduling
- Record Status Dashboard
- Add / Edit Records

Applications

- Data Exports, Reports, and Stats
- Field Comment Log
- E-signature and Locking Mgmt

Help & Information

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

Contact REDCap administrator

Data Exports, Reports, and Stats

[VIDEO: How to use Data Exports, Reports, and Stats](#)

[+ Create New Report](#) [My Reports & Exports](#)

This module allows you to easily view reports of your data, inspect plots and descriptive statistics of your data, as well as export your data to Microsoft Excel, SAS, Stata, R, or SPSS for analysis (if you have such privileges). If you wish to export your *entire* dataset as a report, then Report A is the best and quickest way. However, if you want to view or export data from only specific instruments (or events) on the fly, then Report B is the best choice. You may also create your own custom reports below (if you have such privileges) which you can filter the report to specific fields, records, or events using a vast array of filtering tools to make sure you get exactly what you want. Once you have created a report, you may view it as a webpage, export it out of REDCap in a specified format (Excel, Stata, SPSS, R), or view the plots and descriptive statistics for that report.

My Reports & Exports

	Report name	View/Export Options	Management Options
	All data (all records and fields)	View Report	
B	Selected instruments and/or events (all records)	Make custom selections	
1	VN-01	View Report	Edit Copy Delete

[+ Create New Report](#)

Click here to view report

If you need your data to be exported in **Microsoft excel** or **SPSS statistical** or **SAS statistical** or **R statistical** or **STATA statistical** formats , feel free to email Ms Ng Jun Li at jun_li_ng@nuhs.edu.sg.

We will be happy to send you the data in the format that you want.

If you encounter any difficulties or have questions, feel free to email Ms Ng Jun Li at

jun_li_ng@nuhs.edu.sg