

PROPOLIS REDCap Database How-to: Data Entry

- 1) Once you have a record ID assigned and the participant has consented and been randomized, you're ready to enter the rest of the data from the PROPOLIS Data Collection Forms.
 - a. Reminder: for information on how to assign the record ID and randomize, see the separate training sheet called "PROPOLIS REDCap Database How-to: Assign and Participant ID and Randomize a Participant"
- 2) The REDCap database is split into forms by type of data and mirrors the order of the data collection forms.
 - a. To fill in data after the participant has been randomized, start with the "Admission Information" form. Select the blank radio button and it will take you to that form.

Record ID **7_1**

Admission ▾


<input type="checkbox"/> Data Collection Instrument	Admission
Demographics	<input checked="" type="radio"/>
Injury Information	<input checked="" type="radio"/>
Inclusion Criteria	<input checked="" type="radio"/>
Exclusion Criteria	<input checked="" type="radio"/>
Consent	<input checked="" type="radio"/>
Randomization	<input checked="" type="radio"/>
Admission Information	<input type="radio"/>
Lab: Arterial Blood Gas	<input type="radio"/>
Admission Lab: Blood Sample	<input type="radio"/>
Ventilator Data	<input type="radio"/>
Pre-BICU Intake/Output	<input type="radio"/>
Research Lab Values	<input type="radio"/>
Vital Signs	<input type="radio"/>

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- 3) Fill in all the information on that form, mark as complete, and hit "Save and Exit Form."
 - a. Note that you are using the correct units where appropriate. For example, height should be entered in centimeters and weight should be entered in kilograms.



Admission Information



 Editing existing Record ID 7_1



Event Name: **Admission**

Record ID 7_1



Past medical history   High blood pressure Expand

Current medications   Lisinopril Expand

Height (cm)   170.2

Weight (kg)   69.4

Form Status

Complete?   Complete ▾

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- 4) Continue to enter all data for the admission timepoint, form by form.
 - a. Some of the items have the appropriate range set in REDCap. You will get a warning if you attempt to enter data that falls outside of that range.
 - b. Once you've completed the admission timepoint, all radio buttons will be marked as complete.
 - i. The exception is the "Research Lab Values," which will be entered differently. You can leave all fields in this form blank and mark the field as "Unverified." Then the radio button will show up as yellow until that data is entered into REDCap.

The screenshot shows the 'Lab: Arterial Blood Gas' form in REDCap. The 'Event Name' is 'Admission' and the 'Record ID' is '7_1'. The 'Arterial blood pH (temp corrected)' field contains the value '12', which is highlighted in red. An alert dialog box is open over this field, stating: 'Alert: The value you provided is outside the suggested range. (6.5 - 8). This value is admissible, but you may wish to double check it.' A 'Close' button is visible in the bottom right of the alert dialog.

Record ID 7_1

Admission

Data Collection Instrument	Admission
Demographics	<input checked="" type="radio"/>
Injury Information	<input checked="" type="radio"/>
Inclusion Criteria	<input checked="" type="radio"/>
Exclusion Criteria	<input checked="" type="radio"/>
Consent	<input checked="" type="radio"/>
Randomization	<input checked="" type="radio"/>
Admission Information	<input checked="" type="radio"/>
Lab: Arterial Blood Gas	<input checked="" type="radio"/>
Admission Lab: Blood Sample	<input checked="" type="radio"/>
Ventilator Data	<input checked="" type="radio"/>
Pre-BICU Intake/Output	<input checked="" type="radio"/>
Vital Signs	<input checked="" type="radio"/>
Research Lab Values	<input type="radio"/>

4a

4b

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- 5) Once you have the data collection form for the next timepoint (Hour 6) filled out, navigate there in REDCap using the dropdown timepoint box. Enter the data form by form and mark each form as complete once it is finished. REDCap is set up so that the appropriate forms appear for each timepoint.
- a. **Note:** The Intake/Output table that collects intake and output values for hours 1-48 post-burn (indicated by PBH, post-burn hours) **is on the 48-hour timepoint in REDCap.** Once you have that table completely filled out, go to that timepoint to enter data.

Record ID 7_1

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Hour 6

Data Collection Instrument	Hour 6
Lab: Arterial Blood Gas	<input type="radio"/>
Ventilator Data	<input type="radio"/>
Vital Signs	<input type="radio"/>

Record ID 7_1

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Hour 48

Data Collection Instrument	Hour 48
Lab: Arterial Blood Gas	<input type="radio"/>
Lab: Blood Sample	<input type="radio"/>
Ventilator Data	<input type="radio"/>
SOFA Score	<input type="radio"/>
Norepinephrine Equivalent	<input type="radio"/>
Vital Signs	<input type="radio"/>
Intake/Output	<input type="radio"/>
Research Lab Values	<input type="radio"/>