

# PROPOLIS REDCap Database How-to:

## Use the PROPOLIS Plasma Tracking Database (Cerus)

- 1) The record ID convention in PROPOLIS is “site\_id number”, where site is the PROPOLIS center site number and ID number is the number assigned at each site. For the plasma tracking database, we will use the same convention, where the record ID is “site plasma is being shipped to\_Donation Identification Number”. **REDCap will not automatically assign an ID to a record for you**, so this is the first step.
  - a. Site numbers are:
    1. US Army Burn Center
    2. UAB
    3. UW
    4. VU
    5. UTMB
    6. UTSW/Parkland
  - b. For the plasma ID number, the convention will be “site\_DIN\_product code”. It’s important to use the DIN on the plasma unit AND the product code in combination. This is the only way to identify each individual bag of product. So, if this plasma unit is being shipped to UAB (site 2), the record ID in the tracking database should be 2\_W067118071225\_E9007V00.

**DIN #** →

**Product Code** →

The diagram shows a plasma unit label with two blue arrows. The first arrow points from the text 'DIN #' to a barcode with the number 'W0671 18 071225' and a small 'E' in a box. The second arrow points from the text 'Product Code' to a barcode with the number 'E9007V00'. The label also includes other information: 'THE BLOOD CENTER NEW ORLEANS, LA', 'FDA Registration Number 2374536', '2800', 'AB', 'Rh NEGATIVE', 'VOLUNTEER DONOR', 'Expiration Date', '0221382359', '18 MAY 2022', 'POOLED PLASMA', 'PSORALEN - TREATED', 'FROZEN WITHIN 24 HOURS AFTER PHLEBOTOMY', 'mL from CPD Whole Blood', 'Number of units in pool', and 'Store at - 18 C or colder'.

W0671 18 071225 E

THE BLOOD CENTER  
NEW ORLEANS, LA  
FDA Registration Number 2374536

2800

AB

Rh NEGATIVE

Properly identify Intended Recipient.  
See Circular of Information for indications,  
contraindications, cautions and methods of infusion.  
This product may transmit infectious agents.  
Rx Only

VOLUNTEER DONOR

E9007V00

POOLED  
PLASMA  
PSORALEN - TREATED  
FROZEN WITHIN 24 HOURS  
AFTER PHLEBOTOMY

Expiration Date

0221382359  
18 MAY 2022

mL from CPD Whole Blood  
Number of units in pool  
Store at - 18 C or colder

# PROPOLIS REDCap Database How-to:


## Use the PROPOLIS Plasma Tracking Database (Cerus)

- 2) To enter a new plasma unit for tracking, first select "Add/Edit Records."
- 3) Enter the record ID (named based on the rules described above) into the blank field.

The screenshot displays the PROPOLIS Plasma Tracking Database interface. The left sidebar contains navigation options such as 'Project Home and Design', 'Data Collection', and 'Applications'. The 'Add / Edit Records' link is highlighted with a blue arrow and the number '2'. The main content area shows the 'Add / Edit Records' section with a dropdown menu for 'Choose an existing Donation Identification Number' and a text input field for 'Enter a new or existing Donation Identification Number'. A blue arrow and the number '3' point to this text input field. Below this is a 'Data Search' section with a dropdown for 'Choose a field to search' and a 'Search query' input field.



# PROPOLIS REDCap Database How-to: Use the PROPOLIS Plasma Tracking Database (Cerius)

- 4) On the form that appears, fill in the data access group, expiration date, the shipment date, and the receiving hospital. The receiving hospital will fill in the rest of the information on the form.
  - a. Assign a Data Access Group that corresponds to the center the plasma is getting shipped to.
  - b. When you've finished entering that information, mark the Form Status as "Unverified." The receiving hospital will mark the record as complete once the unit has been transfused or discarded.
  - c. Finally, hit the "Save and Exit Form" button.


**PROPOLIS Plasma Tracking** 4a 

Assign record to a Data Access Group?

Adding new Donation Identification Number **dd**.

<b>Donation Identification Number</b>	dd
<b>Cerius Tracking Information:</b>	
<b>Expiration date (mm/dd/yyyy)</b>	<input type="text"/>  Today M-D-Y
<b>Shipment date (mm/dd/yyyy)</b>	<input type="text"/>  Today M-D-Y
<b>Receiving hospital</b>	<input type="radio"/> US Army Burn Center - 1 <input type="radio"/> UAB - 2 <input type="radio"/> UW - 3 <input type="radio"/> VU - 4 <input type="radio"/> UTMB - 5 <input type="radio"/> UTSW/Parkland - 6

# PROPOLIS REDCap Database How-to: Use the PROPOLIS Plasma Tracking Database (Cerius)

 Editing existing Donation Identification Number **2\_W067118071225**

**Donation Identification Number** 2\_W067118071225  
To rename the record, see the record action drop-down at top of the [Record Home Page](#).

**Cerius Tracking Information:**

**Expiration date (mm/dd/yyyy)**   M-D-Y

**Shipment date (mm/dd/yyyy)**   M-D-Y

**Receiving hospital**

- US Army Burn Center - 1
- UAB - 2
- UW - 3
- VU - 4
- UTMB - 5
- UTSW/Parkland - 6

reset

**PROPOLIS Center Tracking Information:**

**Date received (mm/dd/yyyy)**   M-D-Y

**Condition unit received in**

- Usable
- Non-usable (unit broken or in otherwise unacceptable condition)

reset


**Final disposition**


- Expired
- Transfused
- Discarded

reset

**Date of final disposition (mm/dd/yyyy)**   M-D-Y

**Form Status**

**Complete?**   **4b**



4c