

# PROPOLIS REDCap Database How-to:

## Use the PROPOLIS Plasma Tracking Database (PROPOLIS Center)

- 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 \_Donation Identification Number\_product code”. **When you receive plasma units, they will already be entered by Cerus into the PROPOLIS Plasma Tracking Database.**
  - a. Site numbers are:
    1. US Army Burn Center
    2. UAB
    3. UW
    4. VU
    5. UTMB
    6. UTSW/Parkland
  - b. For the ID number, the DIN on the plasma unit AND the product code are used. If this plasma unit was received at UAB (site 2), the record ID in the tracking database should be 2\_W067118071225\_E9007V00. Look for that record already entered into the database.

DIN #



W0671 18 071225 SE

THE BLOOD CENTER  
NEW ORLEANS, LA  
FDA Registration Number 2374536

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



2800

AB

Rh NEGATIVE

Product Code



E9007V00

POOLED  
PLASMA  
PSORALEN – TREATED  
FROZEN WITHIN 24 HOURS  
AFTER PHLEBOTOMY  
\_\_\_\_ mL from CPD Whole Blood  
Number of units in pool \_\_\_\_  
Store at – 18 C or colder



Expiration  
Date

0221382359

18 MAY 2022



PROPOLIS  
PLASMA RESUSCITATION  
WITHOUT LUNG INJURY

# PROPOLIS REDCap Database How-to:

## Use the PROPOLIS Plasma Tracking Database (PROPOLIS Center)

- 2) To update information for each plasma unit you have received, first select “Add/Edit Records.”
- 3) Enter the record ID into the blank field.

The screenshot displays the PROPOLIS Plasma Tracking Database interface. The left sidebar contains navigation options such as 'My Projects', 'Control Center', 'REDCap Messenger', 'Project Home and Design', 'Data Collection', 'Applications', and 'Help & Information'. The 'Add / Edit Records' link is highlighted in the 'Data Collection' section. The main content area shows the 'Add / Edit Records' form, which includes a 'Total records: 1' indicator, a dropdown menu for 'Choose an existing Donation Identification Number', and a text input field for 'Enter a new or existing Donation Identification Number'. 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 (PROPOLIS Center)

- 4) The record dashboard will appear. To update the information needed from your center, hit the yellow radio button.

Donation Identification  
Number **2\_W067118071225**

Data Collection Instrument	Status
PROPOLIS Plasma Tracking	<input checked="" type="radio"/>

- 5) Some of the information on the form (“Expiration date”, “Shipping date”, and “Receiving hospital”) has already been filled out by Cerus. As the PROPOLIS Center, you need to enter “Date received”, “Condition received in”, “Final disposition”, and “Date of final disposition”. **When you’ve finished entering that info, mark the Form Status as “Complete.”** If the unit arrives damaged, mark “Non-usable” for condition and “Discarded” for final disposition.
- Finally, hit the “Save and Exit Form” button.
  - The database will trigger Cerus to send more plasma units when you have used 20 units and marked them in the database.

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.

**Cerus Tracking Information:**

Expiration date (mm/dd/yyyy): 09-09-2021 Today M-D-Y

Shipment date (mm/dd/yyyy): 06-09-2021 Today 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): 06-15-2021 Today 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): 06-21-2021 Today M-D-Y

**Form Status**

Complete?  Complete reset

5a