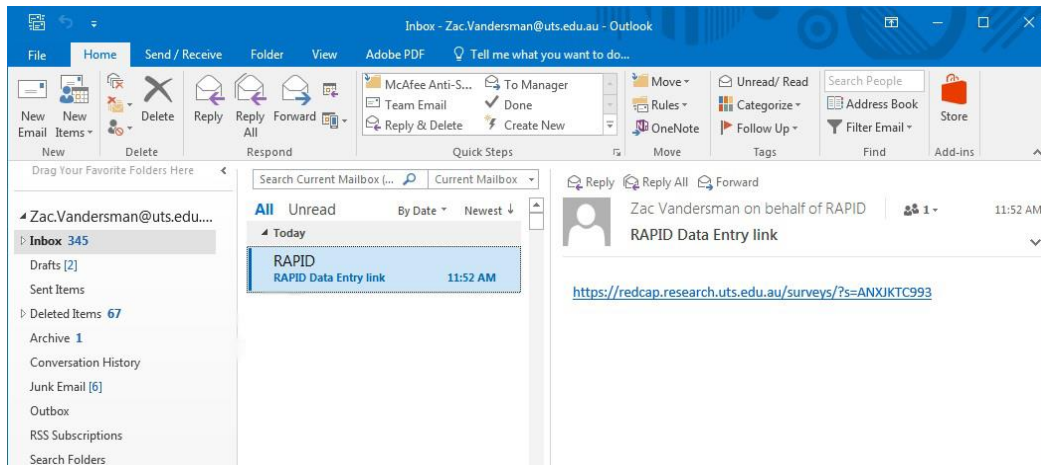


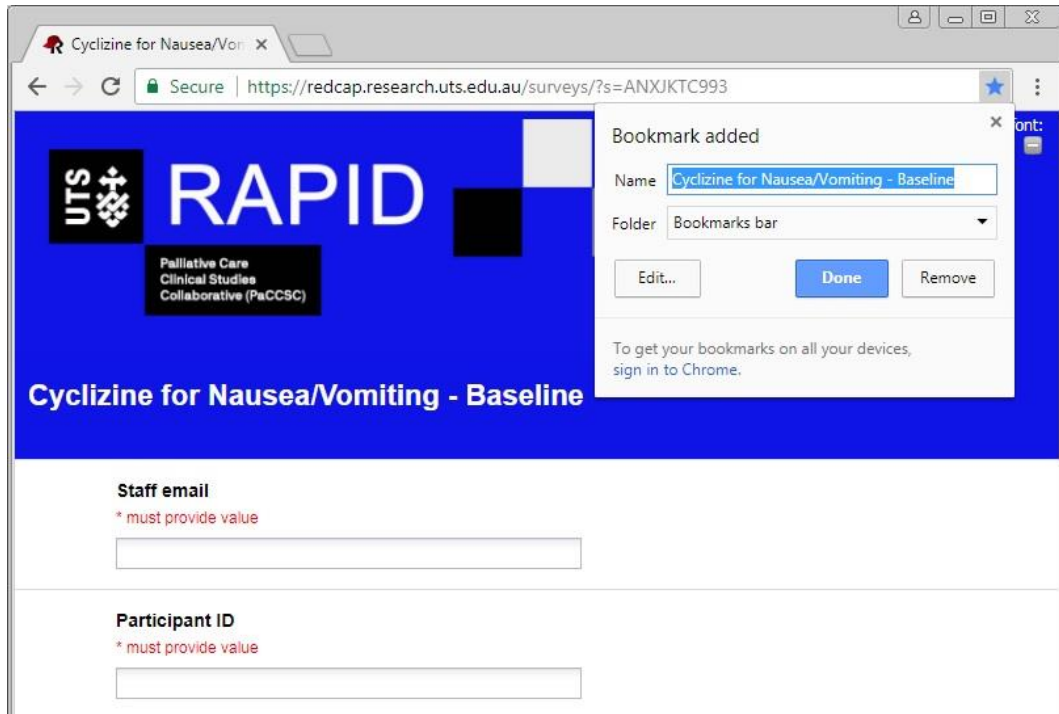
UTS IMPACCT Rapid Program REDCap Instructions

Step 1. Storing the link

A link will be sent to you that will enable you to enter data for a particular Rapid series. The email with the link will look something like this:



Following the link will take you to the first page of the particular Rapid series survey. From there, we advise you to 'bookmark' or 'add to favourites' (depending on which browser you use) and save it as the Rapid data entry link for that particular series as shown below (you will only need to do this step once).



This way, you can simply click on the ‘bookmark/favourites’ to enter data for subsequent participants (please note, if you are entering data for more than one Rapid series, you will need to do the same above process for the links to the other series too).

Participant ID

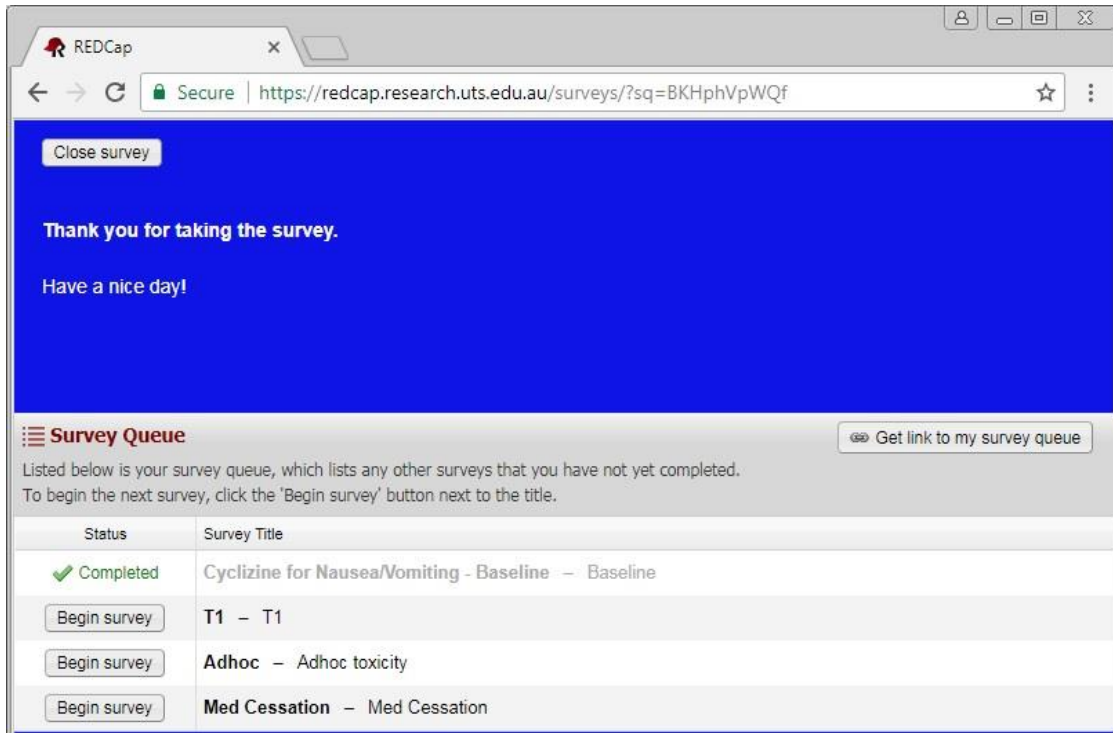
The PID is structured by the ‘Site code’/ series code’/’order of participant’.

So **an example** would be if your site had a code of ‘24’ and you were entering data for the ‘Dexamethasone for Fatigue’ series which has a series code of ‘30’ and this was the second participant to be entered from your site into this series. Then the Participant ID for this one will be 24/30/001, followed by 24/30/002... and so on.

When you return to enter further data simply click on the bookmark/favourite and this will take you directly to that particular Rapid series.

Step 2. Handling the survey queue

The REDCap data entry system splits each time point of the Rapid series into its own individual survey. Upon the successful completion of the Rapid series baseline survey, you will be redirected to a page with a list of the relevant time points for the series .

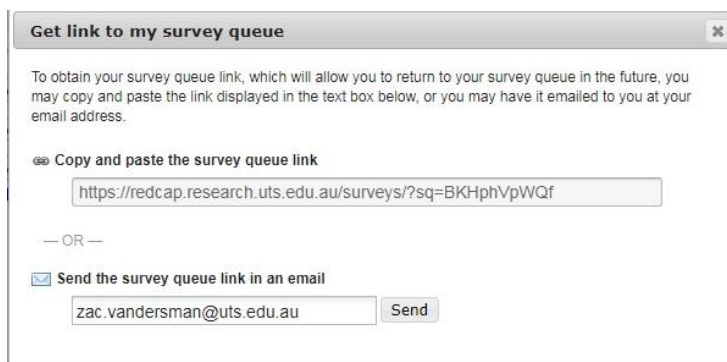


The screenshot shows a web browser window with the URL `https://redcap.research.uts.edu.au/surveys/?sq=BKHphVpWQf`. The page has a blue header with a "Close survey" button and the text "Thank you for taking the survey. Have a nice day!". Below this is a section titled "Survey Queue" with a "Get link to my survey queue" button. The queue contains the following items:

Status	Survey Title
Completed	Cyclizine for Nausea/Vomiting - Baseline -- Baseline
Begin survey	T1 -- T1
Begin survey	Adhoc -- Adhoc toxicity
Begin survey	Med Cessation -- Med Cessation

At this point you have the following options:

- If you have data for any of the other time points i.e. you're entering data retrospectively and not in real time. Then you can simply click on the **Begin survey** button for the relevant time point.
- Otherwise you can close the survey and return to this page when the time is right by completing either of the following two tasks:
 - Click on the "Get link to my survey queue" which will bring up the following window:



The dialog box titled "Get link to my survey queue" contains the following text: "To obtain your survey queue link, which will allow you to return to your survey queue in the future, you may copy and paste the link displayed in the text box below, or you may have it emailed to you at your email address." Below this text are two options:

- Copy and paste the survey queue link: A text box containing the URL `https://redcap.research.uts.edu.au/surveys/?sq=BKHphVpWQf`.
- Send the survey queue link in an email: A text box containing the email address `zac.vandersman@uts.edu.au` and a "Send" button.

We recommend you select the **send the survey queue link in an email** option, however please choose the option that works best for you.

You may also simply click on the **close survey** button at the top of the survey queue page which will close the survey down.

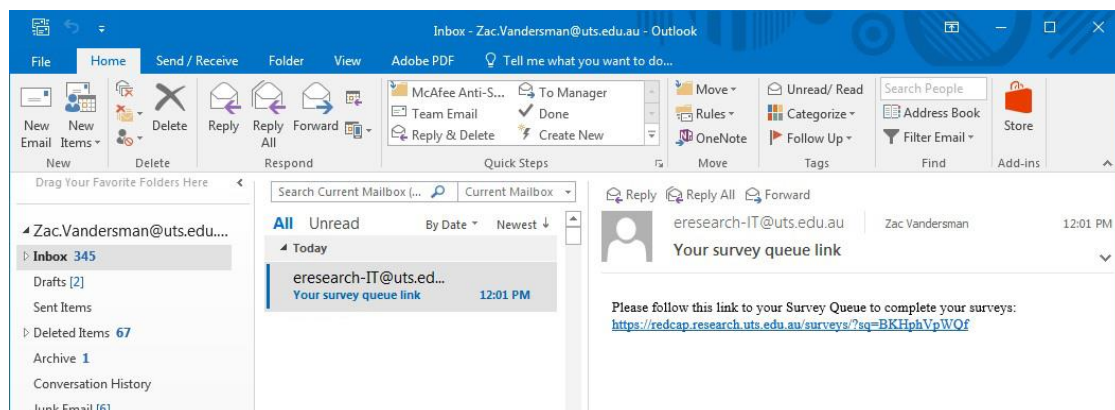
In all cases the system will generate reminders that will be sent to your email with a link to enter data for the next timepoint in a particular series.

Step 3. Resuming data entry

There are several ways to enter data for subsequent timepoints. These are outlined below.

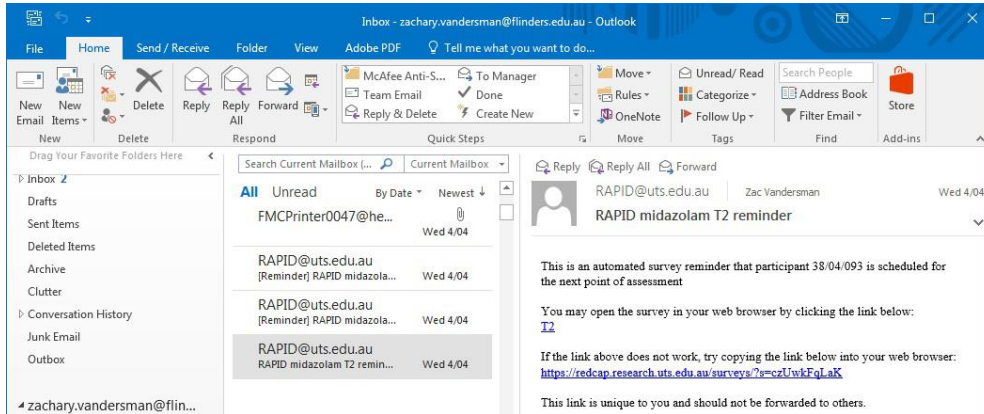
IF you have a link to the survey queue via either email or 'copied and saved'

- Click on the link and it will take you back to the Survey Queue as shown within **Step 2**.
- You can then proceed to enter data by clicking on 'Begin survey' on the relevant time point. (the following image shows an example of how the survey queue link will be presented via the email method).




IF you have a link to the survey upon receiving an email reminder

- You will receive an email reminder to complete the next time point for the particular participant identified by displaying the **PID** in the message of the email as shown below:



Before you can commence entering data, you will need to enter the PID:



The 'Survey Login' form contains the following elements:

- Survey title:** "T2"
- Instructions:** Before beginning or continuing this survey, you must first log in by successfully entering the correct values below. You must successfully enter a value for the field below. Please note that the login is *not* case sensitive.
- Participant ID:** A text input field with a 'Show value' checkbox below it.
- Log In:** A button at the bottom right of the form.

This login page has been put in place to remove the risk of entering the wrong participant's data especially if you have more than one participant from your site on this program. To proceed, simply enter in the **PID** exactly as how it was entered in the baseline survey and click the **Log In** button (to make things easier you can click on the **show value** box button to display what you're entering).

You should then be able to enter data for the next survey/time point.

For your convenience

If you are a site that is going to be collecting data for multiple participants around the same time we recommend you rely on the **email reminders** for entering in data because as shown in the image on page 3. The email reminder identifies the PID and provides the link exclusive to a particular **time point** thereby making it less confusing for trying to keep track of which data item is associated to which link.

The email reminders will occur regardless if you choose to save a copy of the **link to the survey queue** so we simply advise you to try and find whichever method works best for you.

FYI: handling common occurrences

- **You need the REDCap data entry link for a particular series**
 - Please email rapid@uts.edu.au to retrieve the link for the particular series or to the REDCap repository which has links for all series.

- **You receive an email reminder for a time point that you know you will not have data for**
 - Begin the particular survey. At the start of the survey, one of the first questions will relate to whether this time point was completed or not. Answer that one key question and the survey should automatically close pending on your answer and the rest of the time points for that participant will cease to pop up in your email.

- **You lost your copy of the link to the Survey Queue**
 - You will eventually receive an email reminder to provide you a link, however if you have data to be entered email the UTS Rapid Program team, provide us with the participants **PID** and you will be sent a new link.

- **Entering in a new participant**
 - Assuming you bookmarked/add to favourites the link mentioned in **Step 1**: find that bookmark/favourite and click it.
 - IF you did not have it stored AND you no longer have the original email containing the link: email the Rapid Program team - rapid@uts.edu.au and they will resend the email as soon as possible.

- **Accidentally clicked a radio button that you didn't mean to.**
 - To the bottom right-hand corner of each radio button question, there is a link called '**reset**', which when clicked will remove the selection for the particular radio button.