

## Important information to all users:

### Account suspension & deletion

All REDCap user accounts will be automatically suspended after two years of inactivity. In order to keep your REDCap user account active, you need to log into your account at least once every two years. If you do get suspended but wish to keep your account, email redcap@ki.se to get the suspension lifted.

Suspended accounts will be deleted after an additional six months (i.e. after a total of 2.5 years of inactivity). After this, you would need to create a new account to access REDCap again.

### Two-step verification using authenticator now mandatory

Since the 20<sup>th</sup> November 2023, two-step verification **using the authenticator app is the only way to log into your REDCap account** at Karolinska Institutet. This applies to all users in REDCap, internal and external. If someone working in your project is experiencing issues with signing in and have not yet set up the Authenticator app for their REDCap account, they need to contact us at redcap@ki.se to acquire the QR code.

For more **information on MFA and instructions on how to use it**, please see the PDF Set up the Authenticator app for two-step verification in REDCap , where both users with KI-ID and external users can follow the steps on how to enable the function.

If you have any questions related to this, please contact redcap@ki.se.

### Welcome to REDCap!

REDCap is a secure web platform for building and managing online databases and surveys. REDCap's streamlined process for rapidly creating and designing projects offers a vast array of tools that can be tailored to virtually any data collection strategy.

REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.

### REDCap Features

#### Build online surveys and databases quickly and securely in your browser -

Create and design your project using a secure login from any device. No extra software required. Access from anywhere, at any time.

**Fast and flexible** - Go from project creation to starting data collection in less than one day. Customizations and changes are possible any time, even after

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Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#) To review which users still have access to your projects, visit the [User Access Dashboard](#).

Project Title	PID	Records	Fields	Instruments	Type	Status
<a href="#">PRINCESS2</a>	986	45	261	6 forms 4 surveys		

redcap.ki.se

# REDCap®

Logged in as **annaha8@ki.se** | Log out

- My Projects
- REDCap Messenger
- Contact REDCap administrator

### Project Home and Design

- Project Home · Project Setup
- Designer · Dictionary · Codebook
- Project status: **Development**

### Data Collection

- Survey Distribution Tools
  - Get a public survey link or build a participant list for inviting respondents
- Record Status Dashboard** (circled)
  - View data collection status of all records
- Add / Edit Records
  - Create new records or edit/view existing ones
- Show data collection Instruments

### Applications

- Project Dashboards
- Alerts & Notifications
- Multi-Language Management
- Calendar
- Data Exports, Reports, and Stats
- Email Logging
- Field Comment Log
- File Repository
- User Rights and DAGs

### External Modules

Manage View Logs

### Help & Information

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

## PRINCESS2 TEST PID 986

Project Home Project Setup Other Functionality Project Revision History

Project status: **Development** Completed steps **4 of 8**

### Main project settings

Complete!   Use surveys in this project? [?](#) [VIDEO: How to create and manage a survey](#)

Not complete?   Use longitudinal data collection with defined events? [?](#)

Not complete?   Use the MyCap participant-facing mobile app? [Learn more about MyCap](#)

### Design your data collection instruments & enable your surveys

Complete! Add or edit fields on your data collection instruments (survey and forms). This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method). You may then enable your instruments to be used as surveys in the Online Designer. Quick links: [Download PDF of all instruments](#) OR [Download the current Data Dictionary](#)

Not complete? Go to  or  Explore the

Have you checked the [Check For Identifiers](#) page to ensure all identifier fields have been tagged?

Learn how to use

### Enable optional modules and customizations

Optional

Repeating instruments [?](#)

Auto-numbering for records [?](#)

Scheduling module (longitudinal only) [?](#)

Randomization module [?](#)

Designate an email field for communications (including survey invitations and alerts) [?](#)

Mosio SMS services for surveys and alerts [?](#)

SendGrid Template email services for Alerts & Notifications [?](#)

[Learn about Data Collection Strategies for Repeating Surveys](#)

**REDCap**  
 Logged in as annaha8@ki.se | Log out

My Projects  
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**Project Home and Design**

Project Home · Project Setup  
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 Project status: **Development**

**Data Collection**

Survey Distribution Tools  
 - Get a public survey link or build a participant list for inviting respondents

**Record Status Dashboard**  
 - View data collection status of all records

**Add / Edit Records**  
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Show data collection instruments

**Applications**

Project Dashboards  
 Alerts & Notifications  
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**External Modules** Manage View Logs

**Help & Information**

**Record Status Dashboard (all records)**

Displayed below is a table listing all existing records/responses and their status for every data collection instrument (and if longitudinal, for every event). You may click any of the colored buttons in the table to open a new tab/window in your browser to view that record on that particular data collection instrument. Please note that if your form-level user privileges are restricted for certain data collection instruments, you will only be able to view those instruments, and if you belong to a Data Access Group, you will only be able to view records that belong to your group.

**Legend for status icons:**

- Incomplete
- Unverified
- Complete
- Many statuses (mixed)
- Incomplete (no data saved) ?
- Partial Survey Response
- Completed Survey Response
- Many statuses (all same)

Dashboard displayed: [Default dashboard] Create custom dashboard

Displaying Data Access Group -- ALL --

Displaying record Page 1 of 1: "1" through "1" of 1 records ALL (1) records per page

+ Add new record

Displaying: Instrument status only | Lock status only | All status types

Record ID (generated by database)	Randomization	Prehospital	Inhospital	Followup	Adverse event	Sub study E-CPR	Sub study Ventilation	Sub study extended neurologic FU	Sub study extracellular vesicles profile	Sub study extracellular vesicles profile
1 (SWE999) (Stockholm, )										

Add data per patient and eCRF. Don't forget to save your entries.