



**REDCap使用说明**  
如何输入数据到REDCap电子病例报告表  
(eCRF)的解释性信息

## 液体复苏治疗转化为临床实践的研究 (Fluid TRIPS)

# REDCap使用说明



**ANZICS**

Clinical Trials Group



**THE GEORGE INSTITUTE**  
for Global Health



## REDCap使用说明

### 如何输入数据到REDCap电子病例报告表(eCRF)的解释性信息

REDCap(研究电子数据采集)是一个安全的在线数据收集系统, Fluid TRIPS项目目前正在使用该系统支持的电子病例报告表(eCRF)进行数据收集。

将数据输入至电子病例报告表(eCRF)之前, 请先使用这个链接访问Fluid TRIPS项目:

<https://redcap.thegeorgeinstitute.org>

您的**用户名**是由3或4位数字代码, 后加您所在ICU的名称缩写俩部分组成。一旦我们确认您所在ICU已经通过了伦理委员会批准, 我们将通过电子邮件发送给您用户名和密码。

请将您的密码妥善加密保存。该密码只须告知有权查看病人资料的工作人员。每一个账户都很安全, 每个ICU所输入的数据只有该ICU的授权人员可以浏览。

如果您忘记了密码, 并且无法重置密码, 或者你有任何有关登陆REDCap的问题, 请发送电子邮件向Maryam女士咨询: [fluidtrips@georgeinstitute.org.au](mailto:fluidtrips@georgeinstitute.org.au)

一旦您登录REDCap成功, 您将进入到如下所示的REDCap欢迎页面(系统有可能会提示您先设置一个新的密码)。请先更新您的个人资料并添加您的电子邮件地址, 以便如果您忘记了密码需要重新设置密码。进行个人资料的更新, 请点击 **My Profile** (即: 个人资料) 然后按照说明进行操作。

yangli My Profile Log out

# REDCap™

Home My Projects Request New Project Training Resources Help & FAQ Send-It

### Welcome to REDCap!

REDCap is a secure, web-based application for building and managing online surveys and databases. Using REDCap's stream-lined process for rapidly developing projects, you may create and design projects using 1) the online method from your web browser using the Online Designer; and/or 2) the offline method by constructing a 'data dictionary' template file in Microsoft Excel, which can be later uploaded into REDCap. Both surveys and databases (or a mixture of the two) can be built using these methods.

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** - Create and design your project rapidly using secure web authentication from your browser. No extra software is required.
- Fast and flexible** - Conception to production-level survey/database in less than one day.
- Export data to common data analysis packages** - Export your data to Microsoft Excel, PDF, SAS, Stata, R, or SPSS for analysis.
- Ad Hoc Reporting** - Create custom queries for generating reports to view or download.



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### 如何输入数据到REDCap电子病例报告表(eCRF)的解释性信息

完成了您的个人资料的更新, 并且返回到欢迎页面中, 请点击 **My Projects** (即: 我的项目).

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Learn more about REDCap by watching a [brief summary video \(4 min\)](#). If you would like to view other quick video tutorials of REDCap in action and an overview of its features, please see the [Training Resources](#) page.

**NOTICE:** If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board.

If you require assistance or have any questions about REDCap, please contact [RedCap Service Request](#).

**REDCap Features**

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- Export data to common data analysis packages** - Export your data to Microsoft Excel, PDF, SAS, Stata, R, or SPSS for analysis.
- Ad Hoc Reporting** - Create custom queries for generating reports to view or download.
- Scheduling** - Utilize a built-in project calendar and scheduling module for organizing your events and appointments.
- Easily manage a contact list of survey respondents or create a simple survey link** - Build a list of email contacts, create custom email invitations, and track who responds, or you may also create a single survey link to email out or post on a website.
- Send files to others securely** - Using 'Send-It', upload and send files to multiple recipients, including existing project documents, that are too large for email attachments or that contain sensitive data.

随后打开的一个页面(如下图所示)将显示一个或多个项目的项目名称. 请点击 **Fluid TRIPS\_CHINESE** 进入Fluid TRIPS项目.

Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. Newly created projects begin in **Development status** as you begin to build and design them. When you are ready to begin entering real data in the project, you may move it to **Production status** to designate the project as officially collecting data. When you are finished collecting data or if you wish to stop collection, the project may be set to **Inactive status**, although it may be brought back to Production status at any time when you are ready to begin collecting data again. Also listed is the project type, which designates if the project is in **classic** or **longitudinal** data collection format.

You have not accessed the User Access Dashboard yet. It is recommended that you access the User Access Dashboard at least once a month to review which users still have access to your projects. [Go to User Access Dashboard](#)

**My Projects**

Project Title	Records	Fields	Instruments	Type	Status
Fluid TRIPS_ENGLISH	0	273	5 forms		
Fluid TRIPS_CHINESE	2	273	5 forms		



## REDCap使用说明

### 如何输入数据到REDCap电子病例报告表(eCRF)的解释性信息

然后您将到达Fluid TRIPS项目的主页. 开始输入一个病人的数据, 请点击 **添加/编辑记录**. 在这个页面上, 您可以点击左侧菜单栏中的 **记录状态进度统计表** 用来查看所有患者的数据输入进度. 如果需要, 您可以点击 **Fluid TRIPS资料和项目文件** 参阅数据词典和电子病例报告表(CRFs)等项目文件. 您可以在任何时候通过点击 **项目主页** 返回至Fluid TRIPS项目的主页.

点击 **添加/编辑记录** 之后, 如果您要查看和编辑已经输入的病人数据, 请点击 **选择记录**. 如果您要开始输入一个**新**病人的数据, 如下图所示, 请点击 **点击这里添加新记录**.

**请注意：**在接下来的页面中，REDCap将为这位病人分配一个独有的 *Record ID* (即：记录编号；如下图中红色圆圈部分所示)。您需要记录每一位病人的记录编号，这样日后您在数据上进行编辑或补充时可以通过记录编号辨认哪些数据属于哪位病人。



出

Edit Instruments

记录

选择其他记录

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**Fluid TRIPS\_CHINESE**

**事件格**

**"X" 是一个新的 Record ID.** 需要点击以下任何一个红色按钮创建这条记录 Record ID 并开始为它输入数据。

下面的网格显示逐表单输入进度为某一个 Record ID 所有定义的事件。您可以点击颜色按钮来访问该事件的表格。如果您愿意，您可以修改下面的事件通过导航到 [定义事件](#) 页面。

**状态图标的图例：**

-  不完整
-  不完整（无数据保存）
-  未验证
-  完成

**新 Record ID X**

数据录入表单	Start (1)	Episode 2 (2)	Episode 3 (3)	Episode 4 (4)	Episode 5 (5)	Episode 6 (6)	Episode 7 (7)	Episode 8 (8)	Episode 9 (9)	Episode 10 (10)
Form 1- ICU										

该页面显示有关这个病人的所有数据表格。如果您想要访问其中的某一个表格，请点击相应的按钮。输入数据请从 **Form 1- ICU Admission Data** (即：表1；红色圆圈部分所示) 开始。右上角的图注解按钮颜色的含义。如果有关这个病人的某一表格中的数据已经输入了一部分，但数据输入还没有完成，那么该表格按钮的颜色显示为红色 (不完整)。如果某表格的数据输入已经完成，该表格的按钮颜色会显示为绿色 (完成)。

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**新 Record ID X**

数据录入表单	Start (1)	Episode 2 (2)	Episode 3 (3)	Episode 4 (4)	Episode 5 (5)	Episode 6 (6)	Episode 7 (7)	Episode 8 (8)	Episode 9 (9)	Episode 10 (10)	Episode 11 (11)	Episode 12 (12)
Form 1- ICU Admission Data												
Form 2- Baseline Data												
Form 3/3a- Fluid Resuscitation												
Form 4- Day Summary												
Unit Survey												



## REDCap使用说明

### 如何输入数据到REDCap电子病例报告表(eCRF)的解释性信息

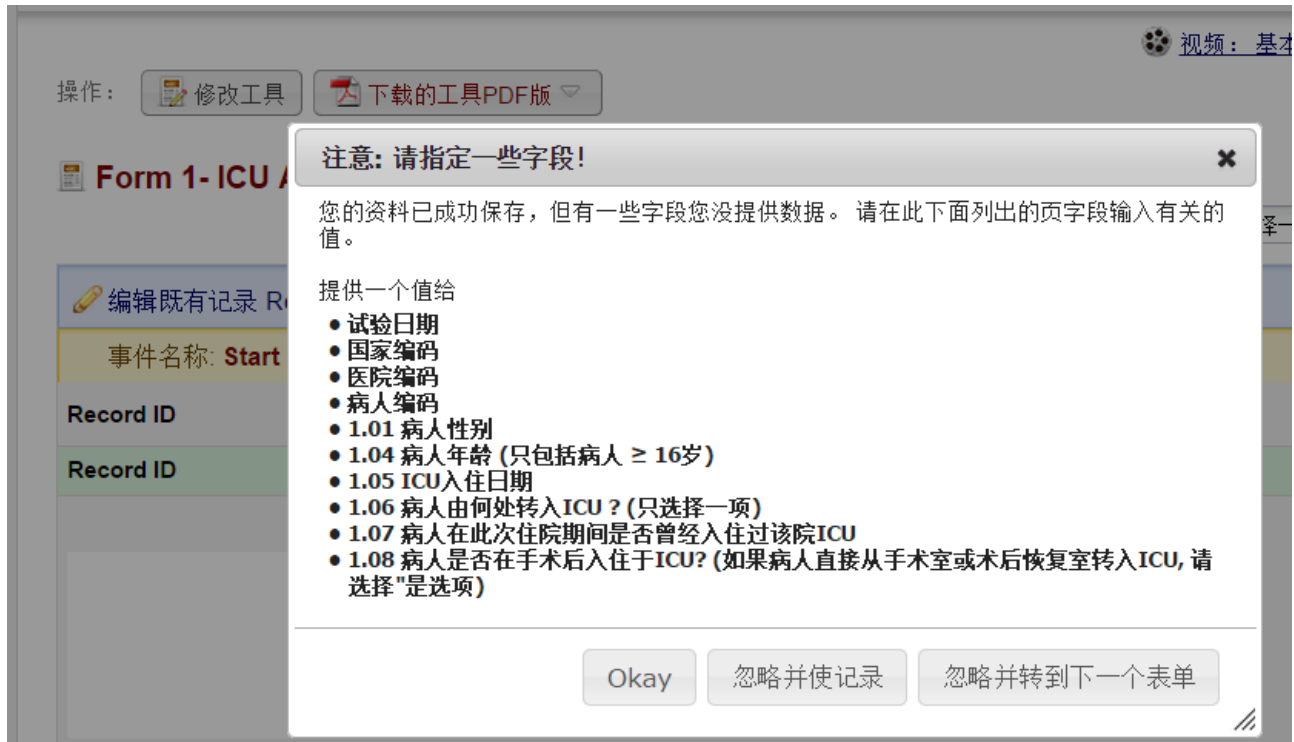
如下图所示, 您点击某一个表格按钮后, 便打开相应的电子病例报告表 (eCRF) 从而可以进行数据输入。有些问题是隐藏的。这些问题是否显示取决于之前一个问题的答案 (例如: 只有问题1.08的回答是“是”, 即提示病人是手术后入住ICU, 问题1.09术后诊断的选项才会显示)。对于有选项按钮的多选问题, 请点击 **重置** 清除所有已选项目。

如果您已经就一个表格输入了一部分数据, 但希望日后再完成这个表格的数据输入, 请在页面的底部的下拉菜单中选择 **Incomplete** (即: 不完整), 然后点击 **保存记录**。

当有关这个病人的该表格的数据输入完全结束, 请选择 **Complete** (即: 完整), 然后点击 **保存记录**。



保存记录后, 如果某些必选/添项目的数据缺失, 系统将显示一条错误信息 (参见下面的例子). 如果您想返回表格补充缺失的数据, 请点击 **Okay**. 如果您想忽略该错误信息, 并且结束该表格的数据填写, 请单击 **忽略并使记录** (即: 忽略并离开该记录).



如果想要访问该病人的其它表格, 请点击左侧菜单中的 **Record ID** 链接, 这将带您返回到显示有关该病人的所有表格按钮的页面。





## REDCap使用说明

### 如何输入数据到REDCap电子病例报告表 (eCRF) 的解释性信息

对于经历一次以上液体复苏事件的病人，不同的电子病例报告表 (eCRF) 用来记录不同液体复苏事件的相关数据。要访问这些表格，请如之前所示点击左侧菜单中的 **Record ID** 链接，然后选择相应液体复苏事件的按钮。例如：如果要输入有关第二次液体复苏事件的数据，如下图所示，请首先选择 **Form 3/3a- Fluid Resuscitation** (即：表3/3a) 后的 **Episode 2** (即：事件2) 按钮。

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s, and Stats

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Fluid TRIPS\_CHINESE

事件格

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不完整 (无数据保存)

未验证

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新 Record ID X

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Form 1- ICU Admission Data												
Form 2- Baseline Data												
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Form 4- Day Summary												
Unit Survey												

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