

When you log into REDCap you will see the screen below:

Home My Projects Help & FAQ Training Videos Send-It Messenger

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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	Records	Fields	Instrument	Type	Status
LTC Data Collection tool for COVID-19 Reporting	1	36	2 forms		✓

REDCap 9.3.4 - © 2020 Vanderbilt University

(Shown Below) Click the “Record Status Dashboard”

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My Projects REDCap Messenger

Project Home and Design

Project Home · Codebook

Project status: **Production**

Data Collection

Record Status Dashboard ←

Add / Edit Records

Show data collection instruments

Applications

Data Exports, Reports, and Stats

Data Import Tool

Field Comment Log

LTC Data Collection tool for COVID-19 Reporting

Project Home

The tables below provide general dashboard information, such as a list of all users with access to this project, general statistics, and upcoming calendar events (if any).

Current Users (4)	
User	Expires
jsatre (John Satre)	never
mmurdock (Michael Murdock)	never
mmurdock0077 (Michael Murdock)	never
ssmith (Shasta Smith)	never

Project Statistics	
Records in project	Total: 1 / In group: 0
Most recent activity	03/09/2020 4:29pm
Space usage for docs	0,00 MB

Each Facility will only need one record per facility to which the “patients” and “test results” are added.
****DO NOT CLICK “ADD NEW RECORD”** (Shown below with a red arrow)**

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LTC Data Collection tool for COVID-19 Reporting

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
- Partial Survey
- Completed
- Man

Dashboard displayed: [Default dashboard]

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	Patient	Test Results
1		

(Shown Above) Click on the “+” next to the “Test Results” column.

Editing existing Record ID 1 (Instance #34)

Record ID 1

Patient Name

Specimen Collected Date 09-03-2020 Today M-D-Y

Testing Device Quidel Sofia 2

Test Result Negative

Pregnancy Status Not Pregnant

Symptomatic? Yes No

Date of Record 09-03-2020 M-D-Y

Form Status

Complete? Incomplete

Save & Exit Form Save & ... -- Cancel --

1. Fill in the Patient’s Name by either typing into the dropdown or using the dropdown to manually select the patient’s name.
2. Verify all the pre-entered data is correct.
3. Change the “Complete?” status from Incomplete to Complete.
4. Hit “Save and Add New Instance” if you are entering in more Test Results.

