



# Redcap: Submitting cases

# Adding a new case



- To add a new case, click on “Add Record” on the left hand side menu and then click on the green button.



The screenshot shows a form for managing records. At the top, a yellow bar displays "Total records: 1". Below this is a section titled "Choose an existing Record ID" which contains a dropdown menu with the text "-- select record --" and a downward arrow. Below the dropdown is a green button with a plus sign and the text "+ Add new record". This button is highlighted with a red rectangular box.




# Adding a new case

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- Select which form you would like to fill in by clicking on the circle corresponding to it.

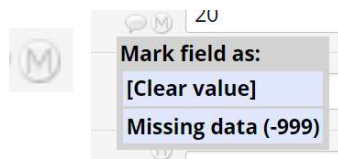
## NEW Record ID 2

 Data Collection Instrument	Status
Severe Maternal Morbidity form	<input type="radio"/>
Eclampsia	<input type="radio"/>

# Completing the form



- You will then be able to fill in the form.
- If you need to leave us a comment, please use the button marked in green that appears in every question.
- If the you do not have an answer for a question because the data is missing, please use the “M” button marked in blue for each relevant question and select -999, Missing data.



### Women's Details

Please notify all categories of Severe Maternal Morbidity, occurring during pregnancy or up to 42 days following delivery, miscarriage, termination of pregnancy or ectopic pregnancy

Place of delivery	<input type="text"/>
<b>PRIOR</b> to the SMM event, what was the antenatal care pathway assigned to this woman?	<input type="text"/>
Date of clinical event (day-month-year)	<input type="text"/> Today D-M-Y
Time of onset of clinical event (hour-minute)	<input type="text"/> Now H:M
Woman's age	<input type="text"/>
Were there any pre-existing medical problems?	<input type="radio"/> Yes <input type="radio"/> No
Was this woman a private or public or semi-private patient?	<input type="radio"/> Private <input type="radio"/> Public <input type="radio"/> Semi-private
Did the woman have any previous pregnancies?	<input type="radio"/> Yes <input type="radio"/> No
Height at booking in Centimetres	<input type="text"/>
Weight at booking in kilograms	<input type="text"/>
BMI	<input type="text"/> View equation
Date of delivery	<input type="text"/> Today D-M-Y
Time of delivery	<input type="text"/> Now H:M
Hospital of delivery	<input type="text"/>

# Submitting the form



- At the end of the form, you will be able to mark the form as “Incomplete”, “Unverified” or “Complete”
- To exit the form, please click “Save and exit form”

The screenshot shows a web interface for form submission. At the top, there is a yellow header bar labeled "Form Status". Below this, a grey bar contains the text "Complete?" followed by a dropdown menu currently set to "Complete". This entire row is enclosed in a red rectangular box. Below the grey bar is a green bar containing three buttons: "Save & Exit Form", "Save & Go To Next Record" (with a dropdown arrow), and "- Cancel -". Below the green bar is a light grey bar containing a button labeled "Delete data for THIS FORM only" in red text. At the bottom of the light grey bar, there is a note: "NOTE: To delete the entire record (all forms/events), see the record action drop-down at top of the [Record Home Page](#). Also, to delete all the data from THIS EVENT only, see the bottom row of the status table on the [Record Home Page](#)."

# Searching for an existing case

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- You can view or edit an existing record by searching for it in the dropdown menu, or you can create a new record by entering a new or existing patient number or alternatively you can use the function “Record Status Dashboard”

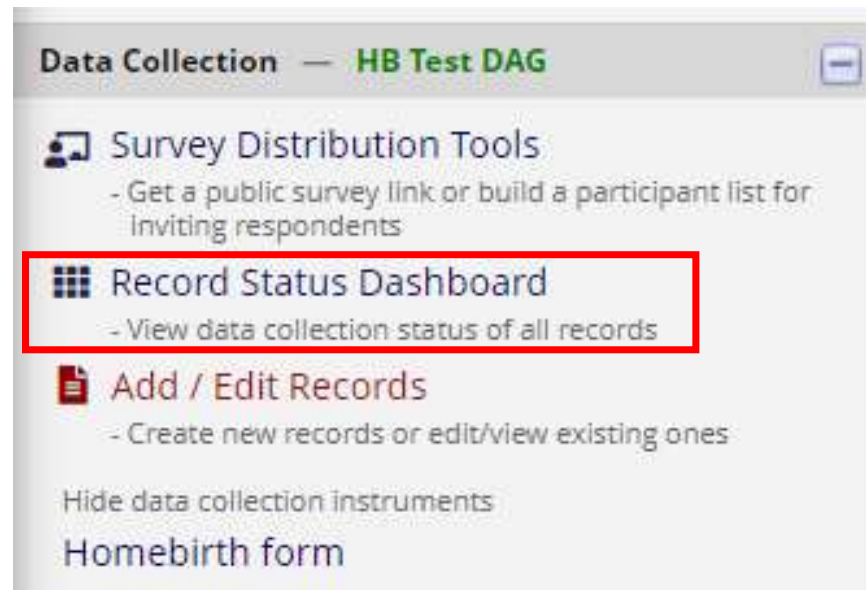
Total records: 1	
Choose an existing Record ID	-- select record -- ▾
	+ Add new record

# Searching for an existing case

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- To see your whole list of cases and instruments, click on “Record status dashboard” on the left hand side menu.



# Searching for an existing case



- The “Record Status Dashboard” shows a list of all the cases entered and, in the case of this form, displays the local reference number (LRF) for the case (which have been named test 1, 2, 3 etc. for this training) and the date of the clinical event (DCE). To view a form for an individual, please click on the relevant button (e.g., to see Test 1 I would click on the green circle marked with a red square)

+ Add new record

Displaying: [Instrument status only](#) | [Lock status only](#) | [All status types](#)

Local reference number	Severe Maternal Morbidity form	Eclampsia
<a href="#">1</a> (LRF Test1)   (DCE 10-05-2023)		
<a href="#">2</a> (LRF Test2)   (DCE 10-05-2023)		
<a href="#">3</a> (LRF Test3)   (DCE 10-05-2023)		
<a href="#">4</a> (LRF Test4)   (DCE 10-05-2023)		
<a href="#">5</a> (LRF Test5)   (DCE 05-03-2021)		
<a href="#">6</a> (LRF Test 5)   (DCE 17-05-2023)		
<a href="#">7</a> (LRF TEST7)   (DCE 12-05-2021)		
<a href="#">8</a> (LRF TEST 8)   (DCE 17-05-2023)		
<a href="#">9</a> (LRF TEST 9)   (DCE 17-05-2023)		
<a href="#">10</a> (LRF Test10)   (DCE 17-05-2023)		
<a href="#">11</a> (LRF Test 11)   (DCE 17-05-2023)		









# Searching for an existing case

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- The different colours show the status of the form.

## Legend for status icons:

 Incomplete	 Incomplete (no data saved) <input type="checkbox"/>
 Unverified	 Partial Survey Response
 Complete	 Completed Survey Response