

# 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 choosing an existing record ID. It includes a label 'Total records: 1', a dropdown menu labeled '-- select record --', and a green button labeled '+ Add new record'. The '+ Add new record' 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

PRIOR to the SMM event, what was the antenatal care pathway assigned to this woman?

Date of clinical event (day-month-year) Today D-M-Y

Time of onset of clinical event (hour-minute) Now H:M

Woman's age

Were there any pre-existing medical problems?  Yes  No

Was this woman a private or public or semi-private patient?  Private  Public  Semi-private

Did the woman have any previous pregnancies?  Yes  No

Height at booking in Centimetres

Weight at booking in kilograms

BMI

Date of delivery Today D-M-Y

Time of delivery Now H:M

Hospital of delivery



# 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”

Form Status

Complete? Complete

Save & Exit Form Save & Go To Next Record

- Cancel -

Delete data for THIS FORM only

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	
<b>Choose an existing Record ID</b>	<input type="button" value="-- select record -- ▾"/>
	<input type="button" value="+ 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
1 (LRF Test1)   (DCE 10-05-2023)		
2 (LRF Test2)   (DCE 10-05-2023)		
3 (LRF Test3)   (DCE 10-05-2023)		
4 (LRF Test4)   (DCE 10-05-2023)		
5 (LRF Test5)   (DCE 05-03-2021)		
6 (LRF Test 5)   (DCE 17-05-2023)		
7 (LRF TEST7)   (DCE 12-05-2021)		
8 (LRF TEST 8)   (DCE 17-05-2023)		
9 (LRF TEST 9)   (DCE 17-05-2023)		
10 (LRF Test10)   (DCE 17-05-2023)		
11 (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) <a href="#">?</a>
	Unverified		Partial Survey Response
	Complete		Completed Survey Response