

# 日本補体学会用 REDCap 入力マニュアル

接続先: <http://osku.jp/b021>

- ① 《Username》にユーザ名を入力します。
- ② 《Password》にパスワードを入力します。
- ③ [Log In]ボタンをクリックします。

**REDCap**<sup>TM</sup>

Log In

大阪大学 Data Coordinating Center

REDCapシステムのご利用について詳しく知りたい場合は、こちらのページをご覧ください。: [大阪大学REDCapポータル](#)

Please log in with your user name and password. If you are having trouble logging in, please contact [大阪大学REDCapサポート窓口](#).

Username:  ①

Password:  ②

③ [Forgot your password?](#)

**Welcome to REDCap!**

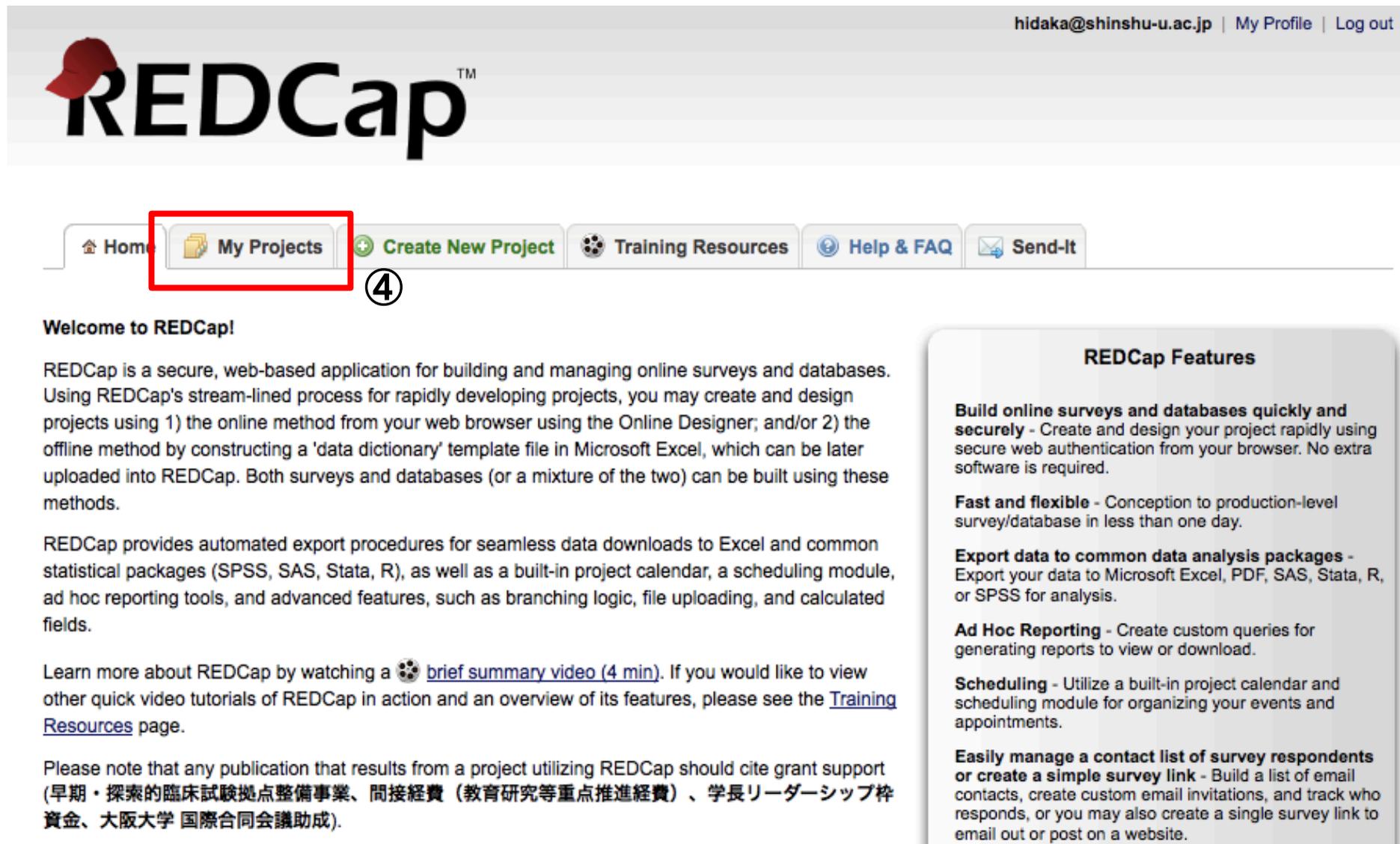
REDCap is a secure, web-based application for building and managing online surveys and databases. Using REDCap's stream-lined process for rapidly developing projects, you may create and design projects using 1) the online method from your web browser using the Online Designer; and/or 2) the offline method 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 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.

④ 《Home》ページが表示されますので、《My Projects》タブをクリックしてください。



hidaka@shinshu-u.ac.jp | My Profile | Log out

# REDCap™

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

④

## 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.

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.

Please note that any publication that results from a project utilizing REDCap should cite grant support (早期・探索的臨床試験拠点整備事業、間接経費(教育研究等重点推進経費)、学長リーダーシップ枠資金、大阪大学 国際合同会議助成).

### 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.
- 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.

⑤ 《My Projects》の〔補体関連遺伝子疾患データベース〕をクリックします。

**REDCap**<sup>TM</sup>

Home My Projects Training Resources Help & FAQ Send-It

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.

**My Projects** Organize Filter projects by title

Project Title	Records	Fields	Instruments	Type	Status
補体関連疾患データベース	19	354	6 forms		

⑤

The projects listed below are public and are accessible by anyone. No authentication (i.e. username/password) is required to access them directly.

**Public Projects**

- Basic Demography
- Classic Database
- Human Cancer Tissue Biobank
- Longitudinal Database (1 arm)
- Longitudinal Database (2 arms)
- Multiple Surveys (classic)
- Multiple Surveys (longitudinal)
- Piping Example Project
- Project Tracking Database
- Randomized Clinical Trial
- Single Survey

⑥ 左側メニューバーの〔View/Edit Records〕をクリックします。

The screenshot displays the REDCap interface for a project titled "補体関連疾患データベース". The left sidebar contains the following elements:

- REDCap logo
- Logged in as fukui@asahikawa-med.ac.jp
- Log out
- My Projects
- Project Home
- Project Setup
- Project status: Production
- Data Collection section with a minus sign icon
- Record Status Dashboard
- View / Edit Records** (highlighted with a red box and circled number 6)
- Data Collection Instruments:
  - Baseline Information
  - Disease Tma
  - Tma Exam
  - Tma Treat
  - Test Results

The main content area includes:

- Project Home and Project Setup buttons
- Quick Tasks section:
  - Codebook: The Codebook is a human-readable, read-only version of the project's Data Dictionary and serves as a quick reference for viewing field attributes.
  - Export data: Export your data from REDCap to open or view in Excel or various stats packages.
- Project Dashboard section:

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

⑦ 《Patient ID》の画面 (Form) になっていることを確認してください。

⑧ 《Complete Records》のプルダウンメニューから該当者シートを選択してください。

The screenshot displays the REDCap interface for the project '補体関連疾患データベース'. The left sidebar contains navigation options such as 'My Projects', 'Project Home', 'Project Setup', 'Data Collection', 'Applications', and 'Help & Information'. The main content area shows the 'Patient ID' instrument selected, with a circled 7 next to it. Below this, there are two dropdown menus for selecting records: 'Incomplete Records (0)' and 'Complete Records (19)'. The 'Complete Records (19)' dropdown is highlighted with a red box and a circled 8. Below the dropdowns is a text input field labeled 'Enter a new or existing 識別番号'. At the bottom, there is a 'Data Search' section with a dropdown for 'Choose a field to search' and a text input for 'Search query'.

⑨ 該当者シートになっていることを確認してください。

⑩ [Baseline Information][Disease Tma][Tma Exam][Tma Treat]の4つのFormにそれぞれのデータを入力します(各Formで入力したデータの保存方法は次ページ以降で説明)。

補体関連疾患データベース

Actions: [Download PDF of instrument\(s\)](#) [Share instrument in the Library](#) [VIDEO: Basic data entry](#)

**Patient ID**

Assign record to a Data Access Group? -- select a group --

Editing existing 識別番号 00001 日高 義彦

識別番号	00001
Form Status	
Complete?	Complete

**Save Record**  
Save and Continue  
Save and go to Next Form

-- Cancel --

**Data Collection**

- Record Status Dashboard
- Add / Edit Records
- 識別番号

**Applications**

- Calendar
- Data Exports, Reports, and Stats
- Field Comment Log
- File Repository
- User Rights and DAGs

**Help & Information**

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

Contact REDCap administrator

## データの保存方法

⑪ 各Formの一番下にある《Form Status》から保存方法を選択します。

The screenshot shows a medical form with several sections, each containing radio buttons for '無' (None) and '有' (Yes). The sections are:

- 患者の兄弟・姉妹 (Patient's siblings)
- 患者の子ども (Patient's children)
- 上記以外の血縁者でTMA (TTP/HUS) の既往 (Previous TMA (TTP/HUS) in blood relatives other than the above)
- 近親婚 (Consanguinity)

The 'Form Status' section is highlighted in yellow and has a red box around it with the number 11. It contains a dropdown menu with the option 'Incomplete' selected. Below the dropdown are four buttons: 'Save Record', 'Save and Continue', 'Save and go to Next Form', and '-- Cancel --'. A callout box on the right side of the form shows these three options in a dark background.

## ⑫ 《Complete?》のプルダウンメニューから

《Incomplete》⇒一時保存の場合、選択します。

《Complete》⇒確定保存の場合、選択します。

(《Complete》を選択しても後から修正可能です。)

※Unverifiedは使用しません。またIncompleteかCompleteを選択しただけでは保存されません。

The screenshot shows a medical form with several sections. Each section has radio buttons for '無' (None) and '有' (Yes). The sections are:

- 患者の兄弟・姉妹 (Patient's siblings)
- 患者の子ども (Patient's children)
- 上記以外の血縁者でTMA (TTP/HUS) の既往 (Previous TMA (TTP/HUS) in blood relatives other than the above)
- 近親婚 (Consanguinity)

At the bottom, there is a 'Form Status' section with a dropdown menu for 'Complete?'. The dropdown menu is open, showing options: 'Incomplete', 'Unverified', and 'Complete'. A red box highlights the dropdown menu and the 'Save and go to Next Form' button below it. A circled '12' is next to the dropdown menu.

On the right side, there is a dark overlay with three buttons: 'Save Record', 'Save and Continue', and 'Save and go to Next Form'.

At the bottom center, there is a button labeled '-- Cancel --'.

⑬ ⑫《Incomplete》、《Complete》の選択後、以下のいずれかを選択してください。

[Save Record]⇒データを保存し、《Add/Edit Records》画面に戻ります。

[Save and Continue]⇒データを保存し、現在の入力画面に留まります。

[Save and go to Next Form]⇒データを保存し、次の入力画面(Form)に移ります。

[Cancel]⇒データを保存せず、《Add/Edit Records》画面に戻ります。

※右側にある[Save Record][Save and Continue][Save and go to Next Form]ボタンからも選択が可能です。

The screenshot shows a medical form with several sections. The 'Form Status' section is highlighted in yellow and contains a 'Complete?' dropdown menu. The dropdown menu is open, showing 'Incomplete' selected. Below the dropdown menu are three buttons: 'Save Record', 'Save and Continue', and 'Save and go to Next Form'. A red box highlights these three buttons. To the right of the form, there is a separate box containing the same three buttons: 'Save Record', 'Save and Continue', and 'Save and go to Next Form'. This box is also highlighted with a red border and has a red asterisk symbol next to it. A circled number '13' is placed next to the 'Save Record' button in the bottom right of the form.

⑭ 入力が終わりましたら左メニューバー上部の[Log out]をクリックし、終了してください。

※Log outせずに画面を閉じても、その前に保存してあれば問題はありません。

The screenshot shows the REDCap interface. On the left sidebar, the 'Log out' button is highlighted with a red box and a circled '14'. The main content area is titled '補体関連疾患データベース' (Database for Diseases Related to Prosthetics). It includes a 'VIDEO: Basic data entry' link, 'Actions' for 'Download PDF of instrument(s)' and 'Share instrument', and a 'Baseline Information' section. The 'Baseline Information' section contains a table with 'Total records: 1', 'Incomplete Records (1)', and 'Complete Records (0)', each with a dropdown menu to select a record. There is also an 'Add new record' button and a link to 'Show Unverified Records above'. Below this is a 'Data Search' section with a dropdown for 'Choose a field to search' and a text input for 'Search query'.

※一度登録した Record を削除する必要がある場合は、日本補体学会事務局までご連絡ください。(e-mail: [hotai-gakkai@umin.org](mailto:hotai-gakkai@umin.org))