

Guidance Sheet 6b:

DATA ENTRY GUIDANCE APP



Database Access

BALLOON will be using an online database for data collection located here -

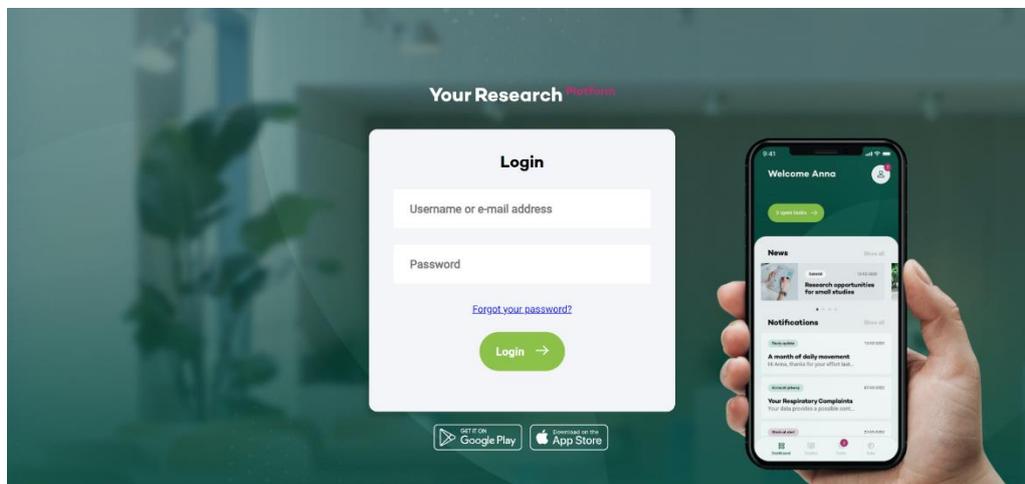
[Your Research](#)

Research nurses will be given access to the database on receipt of –

- GCP certificate
- Current CV
- Signed delegation log
- Signed training log

Logging onto Your Research

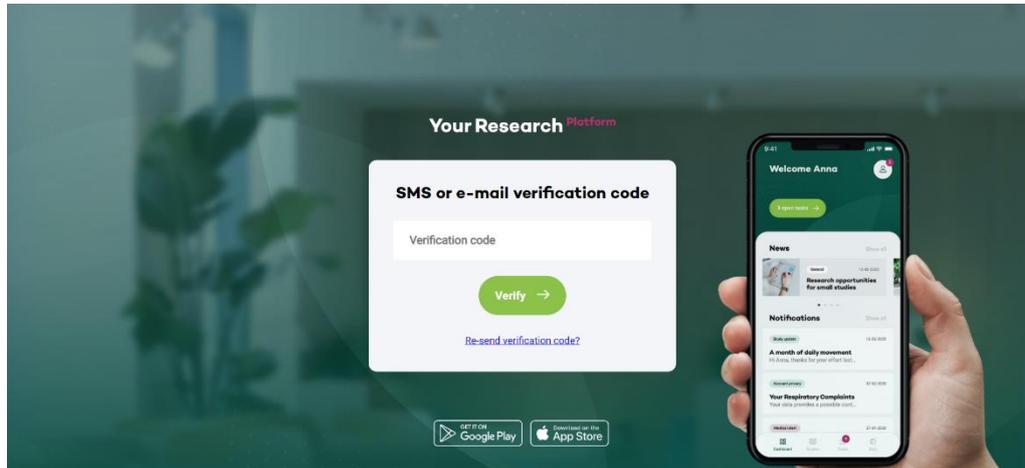
Enter the username and password.



You will receive a text or an email with a login verification code. The code will only be valid for 5 minutes.

Guidance Sheet 6b:

DATA ENTRY GUIDANCE APP



Once you enter the code you will be directed to the participant's page.

Search on StudyID, Firstname, Lastname, Email or Phone

Logged in as: Mahuampi Perez-Alijas, Admin

Participants

Add participant

#	Baby Balloon ID	Site	FirstName	LastName				
<input type="checkbox"/>	11	00110	Cardiff		TheTester			
<input type="checkbox"/>	12	00111	Cardiff		TheTesterTwo			
<input type="checkbox"/>	13	00112	Cardiff	Mahuampi	Tester			
<input type="checkbox"/>	14	00113	Cardiff					
<input type="checkbox"/>	15	00114	Cardiff					
<input type="checkbox"/>	16	00115	Cardiff					

Results: 18

View: 10

Adding A New Participant

Once logged in, you can then add a new trial participant as follows – click add participant

Guidance Sheet 6b:

DATA ENTRY GUIDANCE APP



Search on StudyID, Firstname, Lastname, Email or Phone

Logged in as: Mahuampi Perez-Alijas, Admin

Participants Add participant

#	Baby Balloon ID	Site	FirstName	LastName				
<input type="checkbox"/>	11	00110	Cardiff		TheTester			
<input type="checkbox"/>	12	00111	Cardiff		TheTesterTwo			
<input type="checkbox"/>	13	00112	Cardiff	Mahuampi	Tester			
<input type="checkbox"/>	14	00113	Cardiff					
<input type="checkbox"/>	15	00114	Cardiff					
<input type="checkbox"/>	16	00115	Cardiff					

Results: 18

View: 10

Complete the general information, notification preference and additional information.
The baby BALLOON ID will be generated automatically.

General information

Guidance Sheet 6b:

DATA ENTRY GUIDANCE APP



Add participant



	Site *
	Baby balloon id *
	First name *
	Last name *
	Email *
	Phone number

Next

Notification preferences

<h4>Add participant</h4>		
	<input checked="" type="checkbox"/> Email notifications	
	<input checked="" type="checkbox"/> Push notifications	
	<input checked="" type="checkbox"/> Sms notifications	

Next

And additional information

Guidance Sheet 6b:

DATA ENTRY GUIDANCE APP



Add participant ×

General

Additional configuration ^

Baby name *

Baby birth date * 📅

Expected due date * 📅

Preferences

Additional

Add

Note the name displayed on the participant dashboard is the parents' name and surname, not the baby.

Participant Dashboard

There are 4 icons next to the participant.

<input type="checkbox"/>	1...	00112	Cardiff	Mahuampi	Tester	📅	07/31/20...	📧 📄 👤 ✎
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The status, the inbox, the participant record and the participant edit.

Viewing Participant Records and Compliance

On the participant record dashboard, you can view the activity. You can check if a form is open, closed or expired. If a form is closed it means the participant has completed it, if open, the form hasn't been completed but they have time to complete it (forms expired after 3 days) and finally expired means the form was not completed within the time stipulated and is now expired, meaning they cannot complete it anymore.

Guidance Sheet 6b:

DATA ENTRY GUIDANCE APP



The screenshot displays the BALLOON app interface. At the top, there is a search bar and a user profile for 'Mahuampi Tester'. Below this, the 'Activity view' shows a timeline of events for various days of the week. The 'Additional Properties' section lists 'Baby Name: Regina George' and 'Baby Birth date: 2024-06-11'. The 'Tasks' section shows a task for 'Diary - Saturday' with a start date of 08/12/2024. On the right, the 'Inbox' contains several notifications, including 'Respiratory symptoms', 'Weekly Journal', 'Mail', 'New Questionnaire/Task', and 'Participant missed diary'.

On the right side you can view the events and tasks. You can check if the participant hasn't completed the weekly journal, the participant has respiratory symptoms or has been hospitalised.

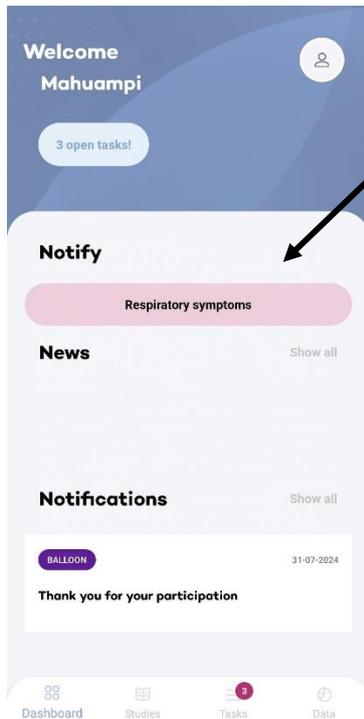
Study Forms

- Daily Diary: Triggers every day.
- Respiratory symptoms: Triggers if parents answer 'yes' to respiratory symptoms on a daily journal.
- Weekly Journal: Triggers on a weekend.
- Weekly Journal Episode: Triggers if parents have completed the weekly journal but their child has new symptoms.

All forms expire after 3 days and can be reopened by the research team once expired. If the parents have completed the daily diary but their child has new symptoms, they can press the 'respiratory symptoms' bottom on their app dashboard, this will trigger a new daily diary.

Guidance Sheet 6b:

DATA ENTRY GUIDANCE APP

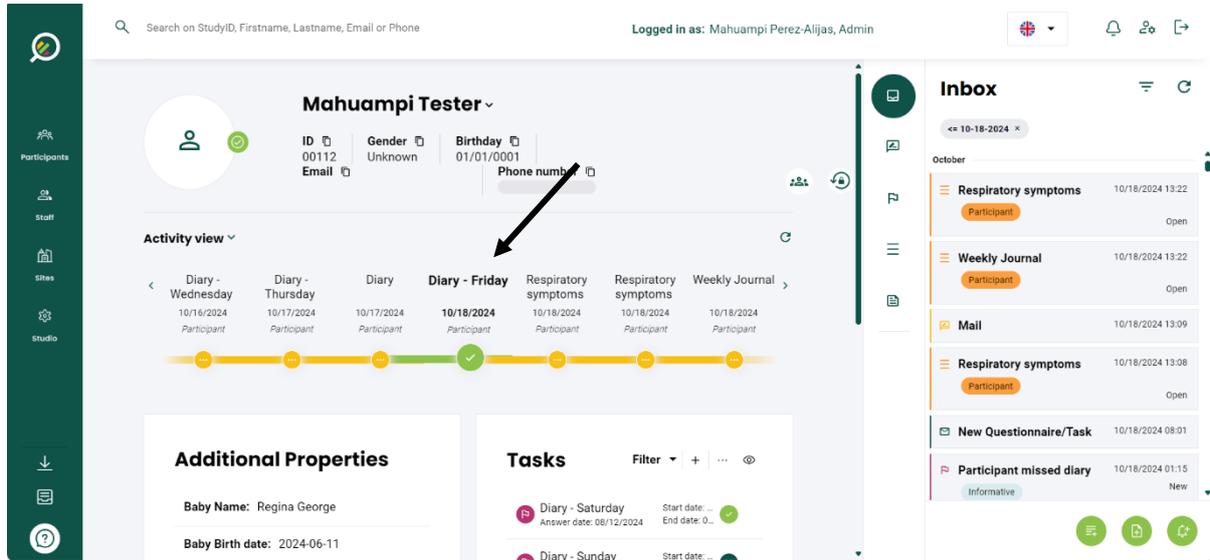


Amending Forms

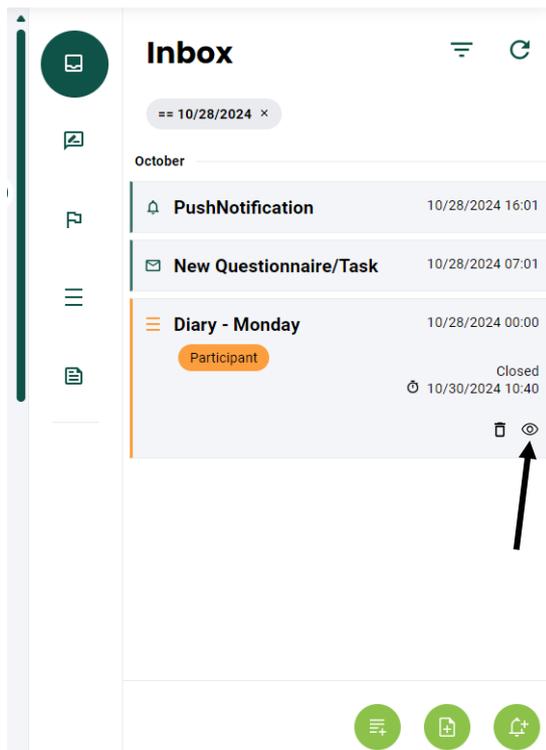
If parents have made a mistake while completing the form, you can amend the mistake. To do this, go to the participant record dashboard, look at activity view and click on the form (Note this will only work if the form has been completed).

Guidance Sheet 6b:

DATA ENTRY GUIDANCE APP



It will open the inbox, click on the form and click on the eye icon to view, it will open the edit task.



Guidance Sheet 6b:

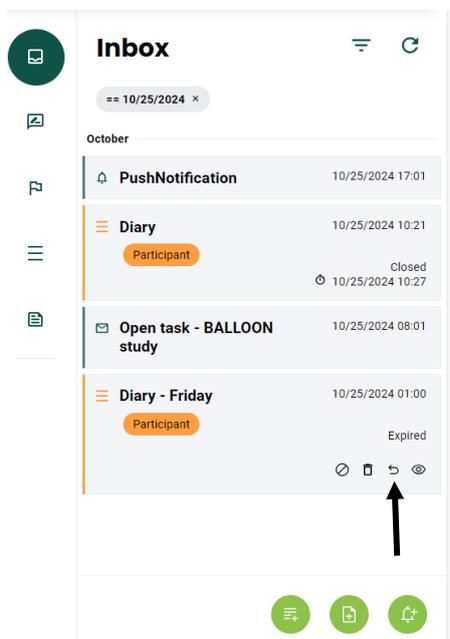
DATA ENTRY GUIDANCE APP



Click edit and make the changes. Once you save the changes it will ask you for a reason for the changes. Write the reason then save.

Reopening a Form

To reopen a form, go onto the participant record dashboard, activity view and click on the form you want to reopen (the form needs to be expired). It will open the inbox. Click on reopen.



It will open a new window to confirm you want to reopen the form and a text box. Write the reason for reopening the form and save.

Scheduling a Form

To schedule a form, go to the participant inbox and click on the icon add task.

Guidance Sheet 6b:

DATA ENTRY GUIDANCE APP



The screenshot shows the BALLOON app interface. On the left, there is a sidebar with navigation icons. The main area displays a list of participants with columns for #, Baby Balloon, Site, FirstName, LastName, Email, PhoneNumbe, and State. An 'Inbox' overlay is visible on the right, showing a list of notifications such as 'Respiratory symptoms', 'Weekly Journal', 'Mail', and 'New Questionnaire/Task'. A red circle highlights the 'Add task' button in the bottom right corner of the inbox overlay.

Select the date, time and the forms you want to schedule.

Participant Notifications

Participants can receive alerts via email, text or push notifications. You can select the notifications participants will receive when you add them, however, you can change them on the participant edit by changing the preferences.

#	Baby Balloon	Site	FirstName	LastName	Email	PhoneNumbe	State	Notifications
1...	00112	Cardiff	Mahuampi	Tester				

Guidance Sheet 6b:

DATA ENTRY GUIDANCE APP



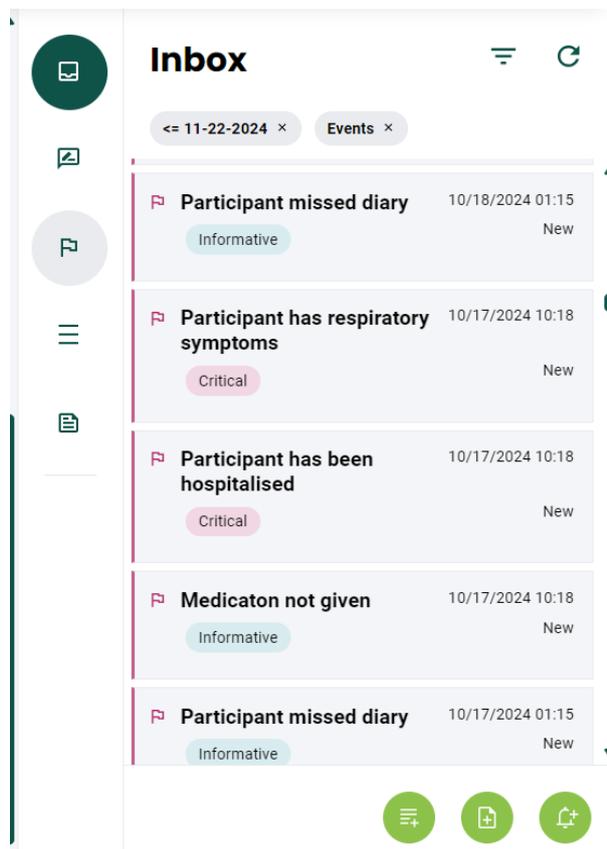
The screenshot shows the 'Edit participant' form in the BALLOON app. The form is divided into two main sections: 'General' and 'Additional properties'. The 'General' section contains fields for 'Baby balloon id *' (00112), 'First name *' (Mahuampi), 'Last name *' (Tester), 'Username *' (with a @hotmail.c placeholder), and 'Email *' (with a @hotmail.c placeholder). The 'Additional properties' section contains fields for 'Baby name *' (Regina George), 'Baby birth date *' (11-06-2024), and 'Expected due date *' (31-07-2024). The app interface includes a search bar at the top, a sidebar menu on the left, and a bottom navigation bar with 'Results: 18' and 'View: 10'.

Checking Completeness and Participant Status

To check if a participant has missed any forms, medications, has respiratory symptoms or has been hospitalised, go to the participant inbox and click the flag icon to go to events.

Guidance Sheet 6b:

DATA ENTRY GUIDANCE APP



If a participant has respiratory symptoms, please contact the participant and complete the LRTI verification form on REDCap.

Month 3,6,9,12 Follow-up - Checking Compliance with treatment

To check the amount of sprays a participant has missed, go to the participant dashboard, check under additional properties.

Guidance Sheet 6b:

DATA ENTRY GUIDANCE APP



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Additional Properties

Baby Birth date: 2024-06-11

Expected Due Date: 2024-07-31

Used sprays: 21

Missed or Expired sprays: 0