



Database Access

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

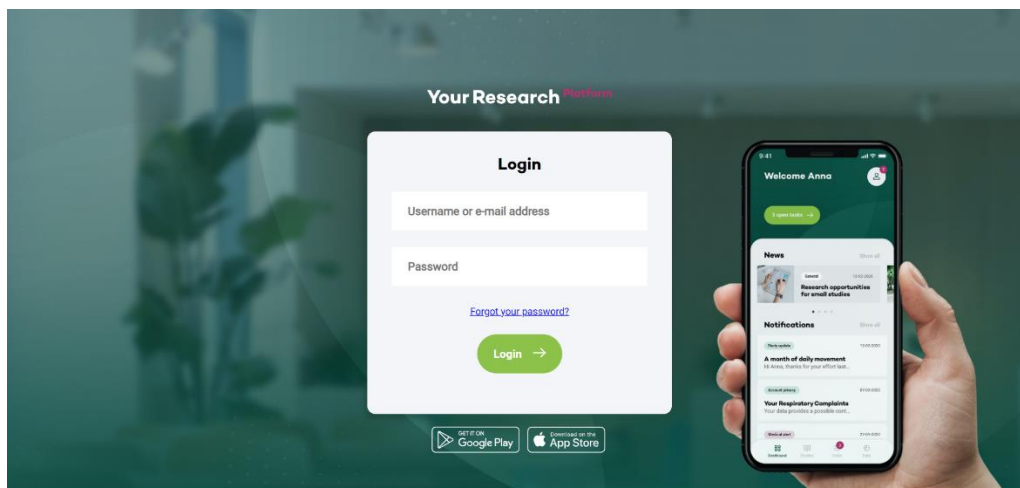
<https://portal.yourresearch.com>

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

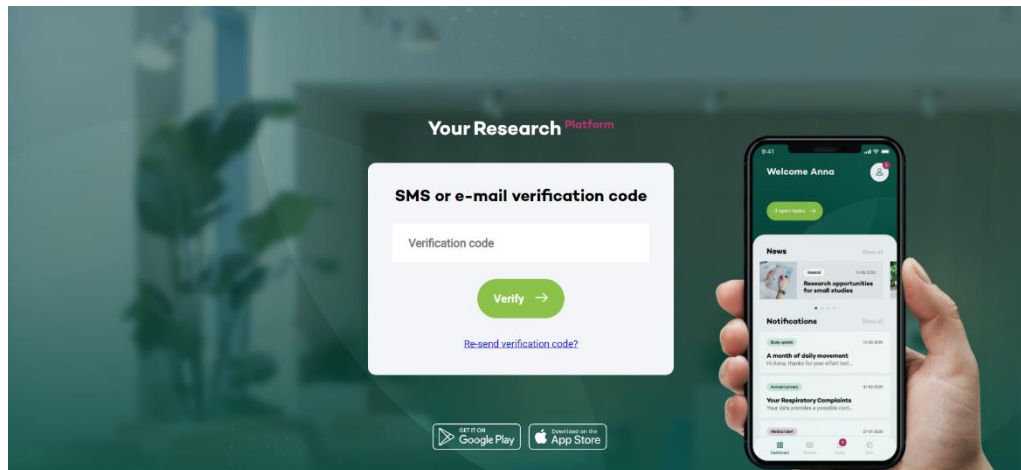
Enter the username and password.



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

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

Adding A New Participant

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

The screenshot shows the 'Study Management' page of the BALLOON app. At the top, there is a search bar and a login status: 'Logged in as: Mahumpi Perez-Alias, Admin Version: 202502.10'. Below this is a 'Study Management' header with a 'Participants' tab selected. A green 'Add participant' button is visible in the top right corner. The main area contains a table of participants with columns for checkboxes, ParticipantID, Status, Site, and StartDate. Each row represents a participant, with some details redacted by black bars. The table is sorted by StartDate, showing dates from February to June 2025.

	ParticipantID	Status	Site	StartDate
<input type="checkbox"/>	00100	Enrolled	Test Centre	20-Feb-2025
<input type="checkbox"/>	[REDACTED]	Enrolled	[REDACTED]	18-Apr-2025
<input type="checkbox"/>	00108	Enrolled	Test Centre	22-Apr-2025
<input type="checkbox"/>	00109	Enrolled	Test Centre	22-Apr-2025
<input type="checkbox"/>	00117	Enrolled	Test Centre	06-May-2025
<input type="checkbox"/>	[REDACTED]	Enrolled	[REDACTED]	06-May-2025
<input type="checkbox"/>	00123	Enrolled	Test Centre	06-May-2025
<input type="checkbox"/>	[REDACTED]	Enrolled	[REDACTED]	15-May-2025
<input type="checkbox"/>	[REDACTED]	Enrolled	[REDACTED]	22-May-2025
<input type="checkbox"/>	[REDACTED]	Enrolled	[REDACTED]	12-Jun-2025
<input type="checkbox"/>	[REDACTED]	Enrolled	[REDACTED]	24-Jun-2025
<input type="checkbox"/>	[REDACTED]	Enrolled	[REDACTED]	24-Jun-2025
<input type="checkbox"/>	00130	Enrolled	Test Centre	24-Jun-2025
<input type="checkbox"/>	[REDACTED]	Enrolled	[REDACTED]	24-Jun-2025
<input type="checkbox"/>	[REDACTED]	Enrolled	[REDACTED]	24-Jun-2025
<input type="checkbox"/>	[REDACTED]	Enrolled	[REDACTED]	25-Jun-2025

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A pop-up window will appear to complete the general information, notification preferences and additional information.

General information

A screenshot of the 'Add participant' form in the BALLOON app. The form is titled 'Add participant' and has a close button (X) in the top right corner. On the left side, there is a sidebar with three sections: 'General' (selected), 'Preferences', and 'Additional'. The 'General' section contains the following fields: 'Site *' (a dropdown menu), 'Baby balloon id *' (a text field), 'First name *' (a text field), 'Last name *' (a text field), 'Email *' (a text field), and 'Phone number' (a text field). At the bottom right of the form, there is a green 'Next' button.

For the BALLOON ID please enter the REDCap ID. Please note this is the parent's first name and surname details. The baby's name and surname will be entered in the additional preferences.

Notification preferences

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Add participant ×

General

Preferences

Additional

☒ Email notifications

☒ Push notifications

☒ Sms notifications

[Next](#)

And additional information

Add participant ×

General

Preferences

Additional

Additional configuration ^

Baby name *

Baby birth date *

Expected due date *

[Add](#)

Note the name displayed on the participant dashboard is the parents' name and surname, not the baby. It will take a minute for the participant status to be shown as enrolled on the dashboard.

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Participant Dashboard

To view the participant dashboard, click on the 3 lines icon on the right.

ParticipantID	Status	Site	StartDate
00100	Enrolled	Test Centre	20-Feb-2025
[REDACTED]	Enrolled	[REDACTED]	18-Apr-2025
00108	Enrolled	Test Centre	22-Apr-2025
00109	Enrolled	Test Centre	22-Apr-2025

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.

00100 - Mahuampi Tester

Status: Enrolled

Gender: Unknown, Birthday: 01-Jan-2001, Email: [REDACTED], Phone number: [REDACTED], Study site: Test Centre

Timeline:

- Diary - Friday (20-Jun-2025): Expired
- Diary - Saturday (21-Jun-2025): Expired
- Diary - Sunday (22-Jun-2025): Expired
- Diary - Monday (23-Jun-2025): Completed
- Diary - Tuesday (24-Jun-2025): Completed
- Respiratory symptoms (24-Jun-2025): Completed
- Respiratory symptoms (24-Jun-2025): Completed

Additional Properties:

- Baby Name: Regina George
- Baby Birth date: 2025-01-01
- Expected Due Date: 2025-02-05
- Used sprays: 3
- Missed or Expired sprays: 60

Activity Log:

- Respiratory symptoms** (a5ba457a-e0e7-4140-aa73-61b3f4942cbc): Expired - PRO, Start date: 25-Jun-2025, 5:15 PM, Completed: [REDACTED]
- Weekly Journal**: Open - PRO, Start date: 25-Jun-2025, 1:23 PM, Completed: [REDACTED]
- Weekly Journal episode**: Open - PRO, Start date: 25-Jun-2025, 1:23 PM, Completed: [REDACTED]
- Respiratory symptoms**: Completed - PRO, Start date: 24-Jun-2025, 12:06 PM, Completed: 24-Jun-2025, 12:07 PM
- Respiratory symptoms**: Completed - PRO, Start date: 24-Jun-2025, 11:43 AM, Completed: 24-Jun-2025, 11:43 AM



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.

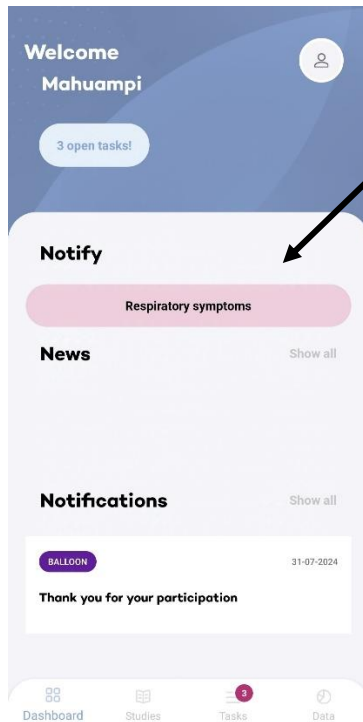
Study Forms

- Respiratory symptoms: Triggers if parents press 'respiratory symptoms' on the main dashboard of the app. The form will appear under tasks and if the parents answer 'yes' to the question 'did the respiratory symptoms develop today?' It will trigger a daily diary.
- Daily Diary: Once the parents have reported breathing symptoms, a daily diary will be triggered every day until the parents stop reporting breathing symptoms. Once a parent answer 'My baby has no symptoms anymore today' the daily diaries will stop being triggered.
- Weekly Journal: Triggers on a weekend. This form contains all the treatment compliance.
- 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.

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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 3-line icon on form (Note this will only work if the form has been completed).

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The screenshot shows the BALLOON app interface for participant 00100 - Mahuampi Tester. The top bar includes a search function and login information. The main area displays a timeline of tasks from Friday, 25-Jun-2025 to Sunday, 24-Jun-2025. Tasks include 'Diary - Friday', 'Diary - Saturday', 'Diary - Sunday', 'Diary - Monday', 'Diary - Tuesday', 'Respiratory symptoms', and 'Respiratory symptoms'. The 'Additional Properties' section shows details like Baby Name (Regina George), Baby Birth date (2025-01-01), Expected Due Date (2025-02-05), Used sprays (3), and Missed or Expired sprays (60). The 'Open' button is visible next to the 'Additional Properties' section.

It will open the tasks, click on the form and click edit. Please note when making any changes you will be asked for a reason for the change. It will be recorded in the audit log.

The screenshot shows the 'Tasks' section of the BALLOON app. The participant ID is 00100, and the task is 'Diary - Monday'. The task is marked as 'Completed'. The form includes a 'Yes/No' question, a 'Question 29. Have you given your baby any medication for these symptoms? (Also include over the counter medication such as colpol)*', a 'Question 35. Did you keep your baby home from childcare because of breathing symptoms?*', and a 'Question 36. Did you or the other parent/guardian have to take a day off work because of your baby's respiratory symptoms?*. The form is displayed in a modal window with 'Edit' and 'Delete' buttons.

Reopening a Form

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To reopen a form, go onto the participant record dashboard, activity view and click on the 3-line icon on the form you want to reopen (the form needs to be expired). It will open the tasks. Click on reopen.

A screenshot of the BALLOON app interface. The top bar shows the URL 'https://portal.yourresearch.com/uk/balloon/participant/00100'. Below the bar, the 'Tasks' section is visible. On the left, a list of tasks for participant ID 00100 is shown, including 'Respiratory symptoms', 'Diary - Friday', 'Respiratory symptoms', 'Weekly Journal', 'Weekly Journal episode', 'Respiratory symptoms', 'Respiratory symptoms', and 'Diary - Tuesday'. The 'Diary - Friday' task is highlighted with a red circle and the word 'Expired' next to it. A black arrow points from this task to the 'Reopen' button in the top right corner of the task list. The 'Reopen' button is next to a 'ForceClose' button. The main content area shows a form titled 'Question 1. Which breathing symptoms does your baby have?'. The form contains several checkboxes for symptoms: 'Runny or blocked nose for at least 12 hours', 'Moist Cough (coughing up sputum/sticky mucus/snot)', 'Fever (measured higher than 38.0C) for at least 12 hours', 'Shortness of breath', 'Wheezing (noisy when breathing out)', 'Breathing fast', 'Poor feeding', and 'Chest sucked in when breathing'.

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 dashboard and click on the icon add.

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The screenshot shows the BALLOON app interface. At the top, there is a search bar and a login status: "Logged in as: Mahuampi Perez Alijas, Admin". Below this, the participant's profile is displayed for "00100 - Mahuampi Tester". The profile includes fields for Status (Enrolled), Gender (Unknown), Birthday (01-Jan-0001), Email, Phone number, and Study site (Test Centre). A timeline of activities is shown below the profile, with markers for "Diary - Friday", "Diary - Saturday", "Diary - Sunday", "Diary - Monday", "Diary - Tuesday", "Respiratory symptoms", and "Respiratory symptoms". An "Add" button is visible in the top right corner of the timeline. Below the timeline, there are two sections: "Additional Properties" and "a5ba457a-e0e7-4140-a073-61b3f4942cbc". The "Additional Properties" section includes fields for Baby Name, Baby Birth date, Expected Due Date, Used sprays, and Missed or Expired sprays. The "a5ba457a-e0e7-4140-a073-61b3f4942cbc" section contains a list of activities with their start and completion dates and times.

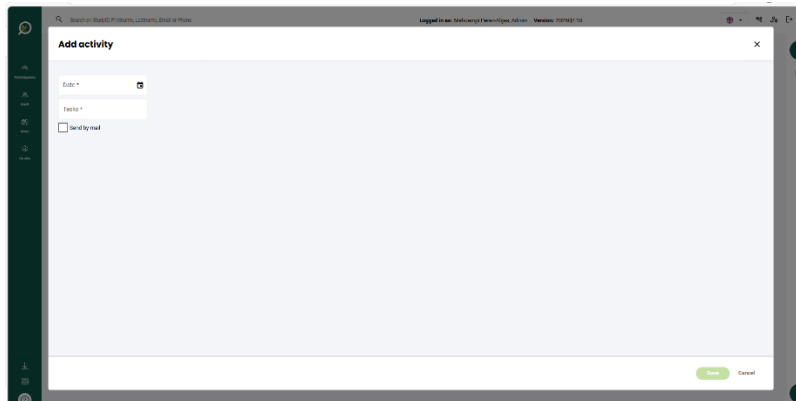
A pop-up window will appear, select add activity.

The screenshot shows the BALLOON app interface with a "SelectAction" pop-up window. The pop-up window has a title bar "SelectAction" and a close button. It contains a list of actions: "Add activity", "Add comment", "Schedule visit", "Send notification", "Electronic consent", and "Cancel electronic consent". Each action has a right-pointing arrow. The background of the app is dimmed, showing the participant's profile and activity timeline.

Select the date and task (daily diary, respiratory symptoms, weekly journal or weekly journal episode). You can schedule multiple forms. Please note you can only select today's date or a date in the future.

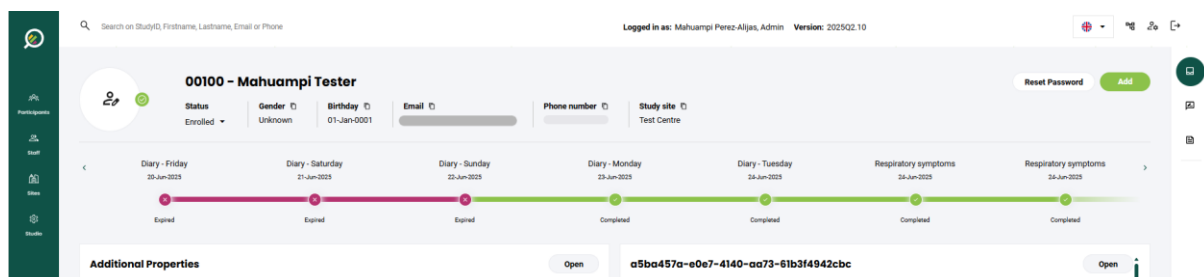
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Checking Completeness and Participant Status

You can check if a participant has missed any forms on the participant's dashboard.



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.

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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