Guidance Sheet 6b:

DATA ENTRY GUIDANCE APP

Database Access

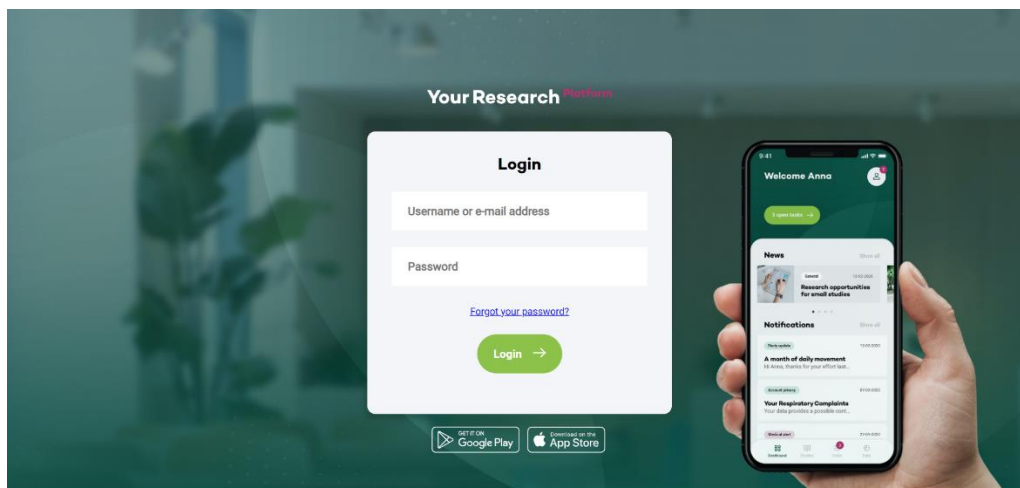BALLOON will be using an online database for data collection located here -

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

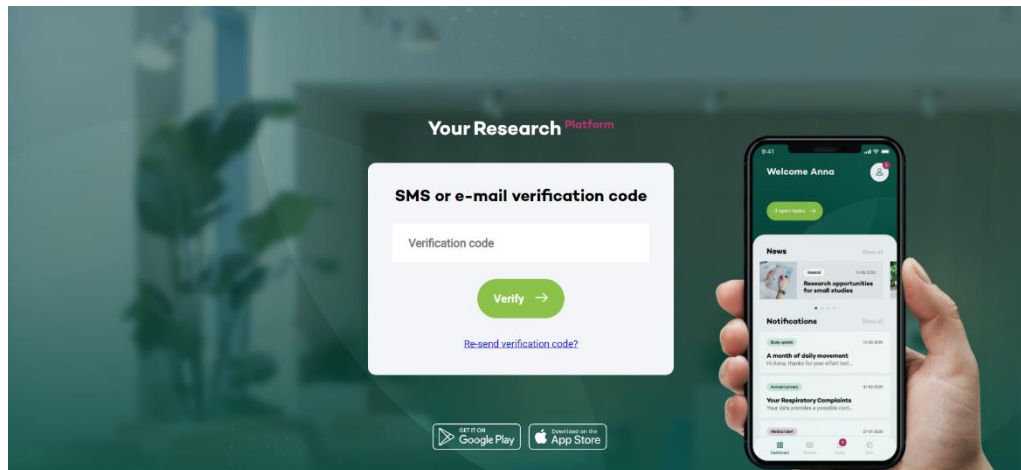## Logging onto Your Research

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

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

General information

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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And additional information

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.

Participant Dashboard

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

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.

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.

DATA ENTRY GUIDANCE APP
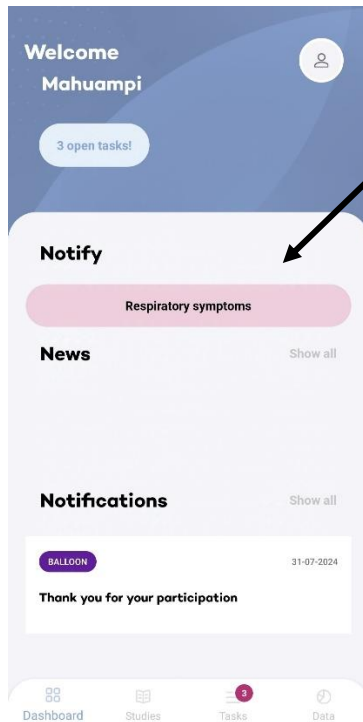
Amending Forms

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

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

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.

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

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.

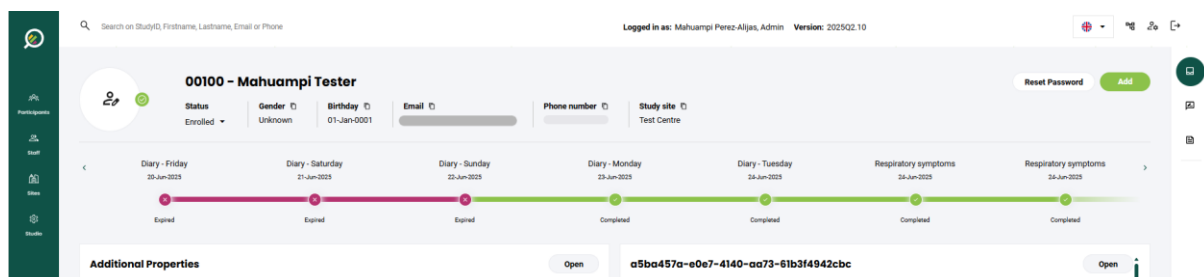Guidance Sheet 6b:

DATA ENTRY GUIDANCE APP
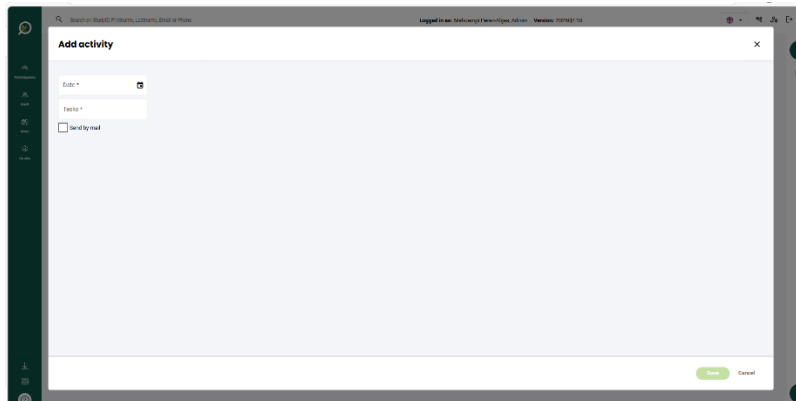
Checking Completeness and Participant Status

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