Steps for Setting up the REDCap App for Mobile Data Collection
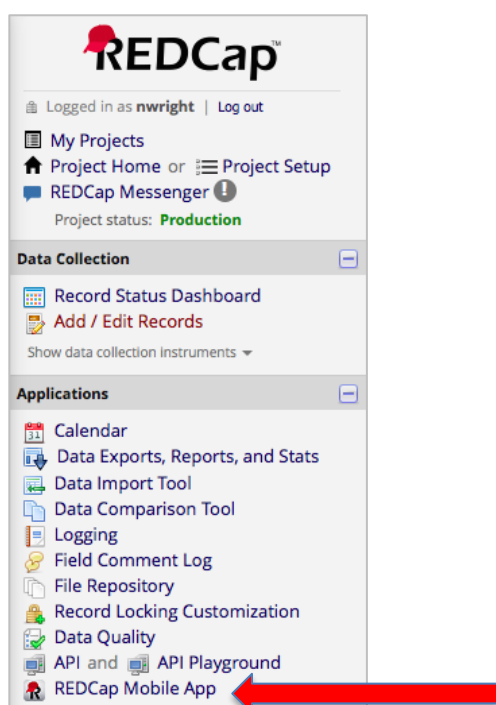
1) You need to download the App onto your mobile device entitled 'REDCap Mobile App' or similar.

2) Next login to the REDCap website on your computer, select 'Global PaedSurg Database' project and, once it is opened,

3) select the 'REDCap Mobile App' on the left hand side of the screen as shown below.

4) Follow the instructions to get an 'API' token. This will send a request to the REDCap administrator, Bolaji Coker.

5) You will then be sent an email by the REDCap administrator with a link (normally within 24-48 hours) – open this. It will take you back to the REDCap website and will show you an 'API' token.

6) Now, open the REDCap App on your mobile phone. Input a password (twice) for admin rights and a username and password (twice) for data collection rights. All collaborators do this (both admin and user, although you will not need to use admin, just the user for inputting data).

7) Once the App has opened, click on 'Set Up Mobile Project'.

8) Now go again to the REDCap Mobile App section of the website on your computer – it will have now picked up your API token and will have issued a 'QR

code'. You can either scan in this code to your mobile phone or enter the details. The App provides step-by-step details of how to do this.

9) The Global PaedSurg project should then show on your App. You will now be able to input data. To do this, click on 'My project', then click on the rectangle with 'Global PaedSurg' on, wait a second for it to load, now click on 'Collect Data' at the top, then click on the rectangle under 'select instrument', then at the bottom right click on 'Create New Record'. Now you can complete the form in the same way as on the REDCap website. Click save at the bottom.

10) All the data will be stored on your phone. When you want to upload it onto the REDCap website click on 'My projects', then the rectangle with 'Global PaedSurg', then 'Send Data to Server', wait a second for it to load, then click 'Begin send of all data', wait whilst it uploads.

Adding or changing data for a patient:

After any data has been uploaded to the REDCap website, any changes that you make to the data through the website, will not automatically be updated to the App. Therefore please make any changes to existing records created on the App either only through the App or only through the website.

If you decide to make changes through the App then you will have to resend the record to the server after the changes have been made. This is done using the same process as explained in step 10, however before the data is sent you will see the screen below. Click 'Show Details' and select 'Mobile Value' then 'Send Records With Changes'. This will upload your data to the website with the changes you have made.

Confirm Changes Made to Existing Records

Key: Mobile changed; server unchanged
Mobile changed; server also changed

Record 17 - Mobile changed
Send the data to the server? ⊙Yes ○No (Show details)

The highlighted cell below is what will be sent to the REDCap server. If you wish, you may change the value to be sent by tapping it.

Field Name	Server Value	Mobile Value
Procedure name	○ Server value	⊙ Mobile value

Send Records With Changes

If you make any changes to a record on the website, the copy on the App will not be updated. Therefore you must continue to make changes to that record ONLY through the website.

<u>Things to be aware about:</u>

You will need internet access to set it up. Once set up, you can enter data onto the App without any internet access and simply upload it all to the website via your phone when you have internet available.

If the button 'Refresh Setup & Data' is clicked on, this will delete ALL records on the App even if they haven't yet been sent to the server.

The record number on the App may not correspond with the numbers on the website but this will be updated when the record is sent to the server.

<u>Questions:</u>

Please let me know if you have any problems or have any questions as you go along. I'm afraid it involves a number of steps to set up, but once it is set up it should be easy to use.