



*Electronic Data Capturing システム*  
*REDCap*

# データの登録・入力手順

国立循環器病研究センター Cardiovascular Center

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National Cerebral and Cardiovascular Center

# (1) ログイン

参考: 入力要領  
2.2.1 『ログイン』

**REDCap™**

Log In

**国立循環器病研究センター**  
National Cerebral and Cardiovascular Center

国立循環器病研究センターでのREDCapをご利用、いただくための共通のログインページとなります。ID、パスワードを未申請の方は、該当研究の事務局までご連絡ください。パスワードを忘れた方は、下記の「forgot your password?」のリンクより手続きを行ってください。

Please log in with your user name and password. If you are having trouble logging in, please contact .

Username:

Password:

[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

**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

ID, パスワードを入力

ohtak@ncvc.go.jp | My Profile | Log out

**REDCap™**

Home My Projects [Create New Project](#) [Training Resources](#) [Help & FAQ](#) Control Center

**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 (Early-phase clinical trial center improvement project)).

**NOTICE:** If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board.

If you require assistance or have any questions about REDCap, please contact .

**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.

**Send files to others securely** - Using 'Send-It', upload and send files to multiple recipients, including existing project documents, that are too large for email attachments or that contain sensitive data.

**Save your data collection instruments as a PDF to print** - Generate a PDF version of your forms and surveys for printing to collect data offline.

**Advanced features** - Auto-validation, calculated fields.

ログイン後に表示される画面

## (2) FH画面の呼び出し

参考:入力要領  
2.2.1『ログイン』

①このタブを選択し、

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		Filter projects by title						
Project Name	Records	Fields	Instruments	Type	Status			
Reg_FH	10	524	16 forms					
JASPER	7	344	9 forms					

②「Reg\_FH」のリンクをクリックして下さい。

REDCap Software - Version 2.11.0 - © 2014 Vanderbilt University

# (3) 症例入力/呼出し画面

参考: 入力要領  
2.3.1『新規症例追加(Add/Edit Records)』

The screenshot shows the REDCap interface for project 'Reg\_FH'. The left sidebar contains a menu with 'Add / Edit Records' highlighted in a red box. A green callout bubble points to this menu item with the text '画面左のメニューから「Add/Edit Records」をクリック'. The main content area shows 'Quick Tasks' and 'Project Dashboard' sections.

**Quick Tasks**

- Manage Survey Participants: Invite participants to complete your survey by emailing a public survey link or building a participant list for batch notification.
- Export data: Export your data from REDCap to open or view in Excel or various stats packages.
- Create a report: Build custom reports for quick views of your data, and export reports to Excel/CSV.
- Check data quality: Build or execute data quality rules to find discrepancies and errors in your project data.
- User Rights: Grant new users access to this project or modify user privileges for current users.
- Online Designer and Data Dictionary Upload: Create new fields/questions on your data collection instruments or modify existing ones using the Online Designer or by uploading a Data Dictionary. Quick link: [Download the current Data Dictionary](#)
- Data Access Groups: Create groups of users to limit user access to certain records/responses, in which only users within a given Data Access Group can access records created by users within that group.

**Project Dashboard**

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).

Statistics	
Project	10

画面左のメニューから  
「Add/Edit Records」をクリック



## (4) 新規症例登録

参考:入力要領  
2.3.1『新規症例追加(Add/Edit Records)』

**REDCap™**

Logged in as **emtera@ncvc.go.jp**  
Log out

My Projects  
Project Home  
Project Setup  
Project status: **Development**

**Data Collection** [Edit instruments](#)

Manage Survey Participants  
- Get a public survey link or build a participant list for inviting respondents

Scheduling  
- Generate schedules for the calendar using your defined events

Record Status Dashboard  
- View data collection status of all records

Add / Edit Records  
- Create new records or edit/view existing ones

### Reg\_FH

#### Add / Edit Records

You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, click the button below.

Total records: 10

Choose an existing 研究ID

**Add new record**

Data Search

Choose a field to search (excludes multiple choice fields)

Search query

**「Add / Edit Records」をクリック**



# (5) 収集スケジュール (Event Grid)

## 「Event Grid」

Event Grid

"11" is a new 研究ID. You will need to click any of the red buttons below to create a record for this 研究ID and begin entering data for it.

参考:入力要領  
2.3.1『新規症例追加(Add/Edit Records)』

The grid below displays the form-by-form progress of data entered into the project for one particular 研究ID for all defined events. You may click on the colored buttons to access that form for that event. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.

Legend for status icons:

- Incomplete
- Unverified
- Complete

フォーム  
と呼んでいます

イベント  
と呼んでいます

それぞれの項目を入力する際は、画面上の「●」をクリック

NEW 研究ID 11

Data Collection Instrument	Baseline ベースライン (1)	After1year 追跡1年後 (2)	After2year 追跡2年後 (3)	After3year 追跡3年後 (4)	After4year 追跡4年後 (5)	After5year 追跡5年後 (6)	After6year 追跡6年後 (7)	After7year 追跡7年後 (8)	After8year 追跡8年後 (9)	After9year 追跡9年後 (10)	After10year 追跡10年後 (11)	Dis_continue 中止 (12)
Entry	●											
Demographics	●											
Untreated	●											
Blood	●											
Blood 2	●											
Physiologic	●											
Family History	●											
Meidcal History	●											
Medicine	●											
Living Habit	●											
Dna	●											
Outcome		●	●	●	●	●	●	●	●	●	●	
Outcome 2		●	●	●	●	●	●	●	●	●	●	
Outcome 3		●	●	●	●	●	●	●	●	●	●	
Outcome 4		●	●	●	●	●	●	●	●	●	●	
Discontinue												●

「Entry」フォームより入力



# (6) データの入力：画面の構成

参考：入力要領  
2.3.1『新規症例追加  
(Add/Edit Records)』

フォーム名

研究IDは自動発番されます

**注意**

必ずIDと対象者氏名  
を連結表に記録する  
こと!!

該当フォームの  
入力項目

Form Status  
次のスライドで説明  
します

The screenshot shows a data entry form for 'Baseline ベースライン'. At the top, there are buttons for 'Entry' and 'Modify this instrument', and a video link 'VIDEO: Basic data entry (16 min)'. Below that is a 'Download PDF of' dropdown menu. The main form area is titled 'Adding new 研究ID 11' and 'Event Name: Baseline ベースライン'. It contains several input fields: '研究ID' (11), '診断年(西暦: yyyy)' (dropdown), '診断月' (dropdown), '診断日' (dropdown), '原発性高脂血症レジストリの登録対象症例である' (radio buttons for 'はい' and 'いいえ'), '同意確認年(西暦: yyyy)' (dropdown), '同意確認月' (dropdown), '同意確認日' (dropdown), and '同意・非同意(ベースライン)' (radio buttons for '同意' and '非同意'). At the bottom, there is a 'Form Status' section with a 'Complete?' dropdown (set to 'Incomplete'), a 'Lock this record for this form?' checkbox, and buttons for 'Save Record', 'Save and Continue', 'Save and go to Next Form', and 'Cancel'.

# (6-1) データの入力 : Form status

## ■ Form statusの変更

どのページの最後にも、Form Statusの表示があります。

The image shows a screenshot of a data entry form. The top section is titled "Form Status" and contains a "Complete?" field with a dropdown menu currently set to "Incomplete". Below this are buttons for "Save Record", "Save and Continue", and "-- Cancel --". A red box highlights the "Incomplete" dropdown. A green callout bubble points to this dropdown with the text: "ページの入力が完了したら、ドロップダウンより「Complete」を選択し、保存" and "一時保存の場合は、「Incomplete」のまま保存でもよいが、最終的には「Complete」にする".

Legend for status icons:

- Incomplete
- Unverified
- Complete

The bottom part of the image shows the same form with the dropdown menu open, displaying options: "Incomplete", "Unverified", and "Complete". A red box highlights the "Complete" option, with a red arrow pointing from the "Incomplete" dropdown in the top screenshot to it.

## (6-2) データの入力 : Form status

### ■ 保存 (Save) する

The screenshot shows a dialog box titled "Form Status" with a yellow header. Below the header is a green bar with the text "Complete?" and a dropdown menu set to "Complete". Below this are four buttons: "Save Record" (labeled 1), "Save and Continue" (labeled 2), "Save and go to Next Form" (labeled 3), and "-- Cancel --" (labeled 4). Red arrows point from each button to a corresponding text box below.

①  
本ページの入力内容が保存され、症例の収集スケジュールの画面 (EventGrid) に移動します。

②  
本ページの入力内容が保存され、本ページに留まります。

③  
本ページの入力内容が保存され、次ページに移動します。  
※最終ページの場合は表示されません

④  
本ページの入力or編集内容が破棄されます。

# (7-1) 既存症例の呼び出し：パターン1

参考：入力要領  
2.3.2『既存データ呼出し  
(Add/Edit Records)』

REDCap™

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Log out

My Projects  
Project Home  
Project Setup  
Project status: Development

Data Collection Edit instruments

Manage Survey Participants  
- Get a public survey link or build a participant list for inviting respondents

Scheduling  
- Generate schedules for the calendar using your defined events

Record Status Dashboard  
View data collection status of all records

Add / Edit Records  
Create new records or edit/view existing ones

## Reg\_FH

### Add / Edit Records

You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, click the button below.

Total records: 10

Choose an existing 研究ID

-- select record --

Add new record

### Data Search

Choose a field to search  
(excludes multiple choice fields)

-- select search field --

Search query

② ドロップダウンボックスから  
編集を行いたい患者IDを選択

① 「Add/Edit Records」をクリック

Choose an existing 研究ID

-- select record --

-- select record --

1

2

3

4

5

# (7-2) 既存症例の呼び出し：パターン2

参考：入力要領(基本操作編)  
 2.3.3『既存データ呼出し  
 (Record Status Dashboard)』

①「Records Status Dashboard」をクリック

Data Collection [Edit instruments](#)

Scheduling  
 - Generate schedules for the calendar using your defined events

**Record Status Dashboard**  
 - view data collection status of all records

Add / Edit Records  
 - Create new records or edit/view existing ones

## Record Status Dashboard (all records)

Displayed below is a table listing all existing records/responses and their status for every data collection instrument (and if longitudinal, for every event). You may click any of the colored buttons in the table to open a new tab/window in your browser to view that record on that particular data collection instrument. Please note that if your form-level user privileges are restricted for certain data collection instruments, you will only be able to view those instruments, and if you belong to a Data Access Group, you will only be able to view records that belong to your group.

**Legend for status icons:**

- Incomplete
- Unverified
- Complete

Displaying record "01" through "11" of 11 records

研究 ID	Entry Baseline ベースライン	Demographics Baseline ベースライン	Untreated Baseline ベースライン	Blood Baseline ベースライン	Blood 2 Baseline ベースライン	Physiologic Baseline ベースライン	Family History Baseline ベースライン	Meidcal History Baseline ベースライン	Medicine Baseline ベースライン	Living Habit Baseline ベースライン	Dna Baseline ベースライン	Our After 追跡
01												
2												
3												
4												
5												
6												

② 入力したいフォームをクリック

# (7-3) 他のイベント画面の呼び出し

データ入力中に、他のページの入力に戻りたいときは、  
「研究ID」をクリック  
Event Grid画面が表示されます。

参考:入力要領  
2.3.4『既存データの呼び出し  
(Event Grid(収集スケジュール))』

Project Home  
Project Setup  
Project status: Development

Data Collection

- Manage Survey Participants  
- Get a public survey link or build a participant list for inviting respondents
- Scheduling  
- Generate schedules for the calendar using your defined events
- Record Status Dashboard  
- View data collection status of all records
- Add / Edit Records  
- Create new records or edit/view existing ones

研究ID 01 [Select other record](#)

Event: After2year 追跡2年後  
Data Collection Instruments:

- Outcome
- Outcome 2
- Outcome 3

Editing existing 研究ID 01

Event Name: After2year 追跡2年後

研究ID 01

調査票記入日  西暦 年 月 日  
イベントが選択された日

冠動脈疾患

冠動脈疾患の有無  急性冠動脈疾患  狭心症  その他の冠動脈疾患  上記以外  
複数選択可

Form Status

Complete?  Incomplete

Save Record  
Save and Continue  
Save and Exit

Event Grid

The grid below displays the form-by-form progress of data entered into the project for one particular 研究ID for all defined events. You may click on the colored buttons to access that form for that event. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.

研究ID 01

Data Collection Instrument	Baseline ベースライン (1)	After1year 追跡1年後 (2)	After2year 追跡2年後 (3)	After3year 追跡3年後 (4)
Entry	<input checked="" type="radio"/>			
Demographics	<input checked="" type="radio"/>			
Untreated	<input checked="" type="radio"/>			
Blood	<input checked="" type="radio"/>			
Blood 2	<input checked="" type="radio"/>			
Physiologic	<input checked="" type="radio"/>			
Family History	<input checked="" type="radio"/>			
Medical History	<input checked="" type="radio"/>			
Medicine	<input checked="" type="radio"/>			
Living Habit	<input checked="" type="radio"/>			
Dna	<input checked="" type="radio"/>			
Outcome		<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Outcome 2		<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Outcome 3		<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Outcome 4		<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

# (8-1) 全般ルール：必須入力箇所

**「※ must provide value」  
⇒この記載がある項目は、入力が必須**

**「Okay」を押して修正して下さい。**  
どうしても回答が不明な場合・・・  
**空欄のまま保存も可**  
エラーが発生しますが、「Ignore（無視する）」を選択すれば、空欄のままでもデータは保存されます。

**NOTE: Some fields are required!**  
Your data was successfully saved, but you did not provide a value for some fields that require a value. Please enter a value for the fields on this page that are listed below.  
Provide a value for...  
● 原発性高脂血症レジストリの登録対象症例である\_高カイロミクロン血症例である

Okay    Ignore and leave record    Ignore and go to next form

## (8-2) 全般ルール：不整合エラー



誤入力の可能性があるデータを入力すると、システム上でアラームが表示

例) 体重 = 80と入力するところ、“800”と入力してしまった。

身長	190
* must provide value	cm
<b>体重</b>	<b>800</b>
* must provide value	kg
ウエスト周囲長(臍周囲)	70
* must provide value	cm
血压(外来血压、上腕) 最初の二回を記録(一回しか測定していない場合は一回のみ)	
血压 1回目SBP	128
* must provide value	mmHg
血压 1回目DBP	82

Alert

The value you provided is outside the suggested range (3 - 200). This value is admissible, but you may wish to verify.

Close

Closeボタンをクリックしてデータを修正してください。

# (8-3) 全般ルール：論理的データの訂正

- 下記の手順どおりに訂正しなくても、訂正することはできるが、アラート画面が連続して表示される
- 手順どおりに訂正すると、アラートは出ない

②まず、「<1日に吸う本数>消しますか？」メッセージ⇒  
OKボタンをクリック。

①「現在喫煙」、「1日本数8本」、「継続年数12年」を取り消したい。  
⇒「やめた」に訂正したい。

③次に「<現在喫煙年数>消しますか？」メッセージ⇒OKボタンをクリック。

④現在喫煙データ入力欄が閉じられる。