



# USER'S MANUAL IHR

The Registry is built to work on Chrome, however other navigators (Safari, Firefox) can be used, but display defects may be present.

**a)** Login and password are necessary in order to enter a case. See **Access Rights** above.

**b)** If you have Access Rights, to enter the Registry, or use <https://qualite.hug.ch> and after **logging in**, select Hypothermia.

Example:

## c) Main Menu:

Once login and password are seized, you access the main menu.

### ADD A NEW PATIENT

- To enter a new patient, navigate to "Add /Edit records"
- Navigate to "Add new record"
- The database consists of "Demographics", "Prehospital Data", "Hospital Data" and "Outcome". Click on the button "status" next to "Demographics" to enter a new patient.
- Fill in every item you want to fill in, it is always possible to return to this page to fill in missing data.
- At the end of every section, you will find "Form status"- Complete-Incomplete-Unverified.
  - o Complete= all data are entered
  - o Incomplete= still new data to enter
  - o Unverified= still data to control
- Once a section is completed, you tap "Save and Exit Form" if you only want to fill in this section, "Save and Go to the next Form" if you want to complete the "Prehospital Data", "Hospital Data" or "Outcome" data.

### ADD/MODIFY DATA OF A NEW RECORD

- Navigate to "Add /Edit records"
- Choose the record you want to edit



Steps for entering data :

This is the REDCap HUG Server at HUG (Hôpitaux Universitaires de Genève) - Administrated by SQS (HUG SQS)

Vous trouverez ci-dessous les projets REDCap auxquels vous avez actuellement accès. Cliquez sur le titre du projet pour l'ouvrir. [Plus...](#) Pour vérifier quels utilisateurs ont toujours accès à vos projets, consultez le [Tableau de bord d'accès utilisateur](#).

Titre du projet	Enreg.	Champs	Formulaire	Type	Statut
Hypothermia	8	206	4 formulai		

REDCap 8.6.0 - © 2020 Vanderbilt University

**Hypothermia**

Project status: Development Completed steps 0 of 7

**Main project settings**

- Disable  Use surveys in this project? [?](#) [VIDEO: How to create and manage a survey](#)
- Enable  Use longitudinal data collection with defined events? [?](#)

**Design your data collection instruments & enable your surveys**

Add or edit fields on your data collection instruments (survey and forms). This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method). You may then enable your instruments to be used as surveys in the Online Designer. Quick links: [Download PDF of all instruments](#) OR [Download the current Data Dictionary](#)

Go to [Online Designer](#) or [Data Dictionary](#) Explore the [REDCap Shared Library](#)

Have you checked the [Check For Identifiers](#) page to ensure all identifier fields have been tagged?

Learn how to use: [Smart Variables](#) [Piping](#) [Action Tags](#)

**Enable optional modules and customizations**

- Optional  [Repeatable Instruments](#) [?](#)
- Disable  [Auto-numbering for records](#) [?](#)
- Enable  [Scheduling module \(longitudinal only\)](#) [?](#)
- Enable  [Randomization module](#) [?](#)
- Enable  [Designate an email field for sending survey invitations](#) [?](#)

**Set up project bookmarks (optional)**



Hypothermia | REDCap

qualite.hug.ch/prod/redcap\_v8.6.0/DataEntry/record\_home.php?pid=89

Apps HP Connected Météo Genève 14 j... Genève, Genève, Su... New Tab Imported From IE REDCap BHW

**REDCap**

Logged in as bwalpoth | Log out

My Projects  
Project Home or Project Setup  
REDCap Messenger  
Project status: Development

Data Collection Edit Instruments

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

Record Status Dashboard  
View data collection status of all records

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

Show data collection instruments

Applications

Calendar  
Data Exports, Reports, and Stats  
Data Import Tool  
Field Comment Log  
File Repository  
User Rights and DAGs  
Data Quality

Help & Information

Help & FAQ  
Video Tutorials  
Suggest a New Feature

Contact REDCap administrator

**Hypothermia**

**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: 8

Choose an existing Identity -- select record --  
Add new record

Data Search

Choose a field to search (excludes multiple choice fields) All fields

Search query  
Begin typing to search the project data, then click an item in the list to navigate to that record.

**NOTICE:**  
This project is currently in Development status. Real data should NOT be entered until the project has been moved to Production status.

The REDCap Consortium | Citing REDCap | Hôpitaux Universitaires de Genève

Hypothermia | REDCap

qualite.hug.ch/prod/redcap\_v8.6.0/DataEntry/record\_home.php?pid=89&id=9&auto=1&arm=1

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Identity 9 Select other record

Applications

Calendar  
Data Exports, Reports, and Stats  
Data Import Tool  
Field Comment Log

**Hypothermia**

**Record Home Page**

Record "9" is a new Identity. To create the record and begin entering data for it, click any gray status icon below.

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.

**Legend for status icons:**

- Incomplete
- Unverified
- Complete
- Many statuses (mixed)
- Incomplete (no data saved)
- Partial Survey Response
- Completed Survey Response
- Many statuses (all same)

**NEW Identity 9**

Data Collection Instrument	Status
Demographics	⊖
Prehospital Data	⊖
Hospital data	⊖
Outcome Data	⊖