



## PENTA FOUNDATION SERVER



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### Attention:

- We recommend internet browsers **Chrome, Firefox or Safari**. If using Internet Explorer, we suggest the latest versions (from 9 on).
  - For a normal functioning of the REDCap web application, make sure that your internet browser can accept and save “cookies”.
  - The REDCap system is fully compatible with:
    - **tablet** (iPad and those that use the Android system)
    - **smartphones**
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### Logging into REDCap and accessing the database:

1. You will receive an email containing your “username” and directing you to the PENTA REDCap platform to choose your personal “password” by clicking on the link: “[Set your new REDCap password](#)”. If you can’t find the email, please search in your **spam folder**.

This message was automatically generated by REDCap]

A REDCap account has been created for you in which your REDCap username is "**redcap.admin**". Click the link below to set your new password and log in.

[Set your new REDCap password](#)

2. You will be redirect to the website:  
<https://redcap.pentafoundation.org/redcap>

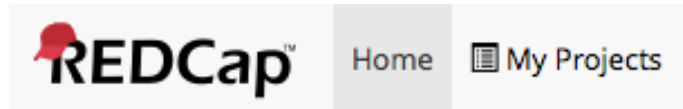
Username:	<input type="text" value="xxx.yyy"/>
Password:	<input type="password"/>
Re-type password:	<input type="password"/>



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3. At the first access, you will be asked to choose a **new password**. This password should contain at least:
  - one uppercase letter
  - one lowercase letter
  - one number
  - 9 characters.
4. You will be asked a series of questions useful for restoring a forgotten password and recoverable clicking “Forgot your password?” in the home page.
5. Once you have logged into the PENTA REDCap server homepage, click on the “**My Projects**” tab across the top.



6. You will be directed to a list of projects to which you have access, which you can enter the project home page directly by clicking on the title of the project.

### **Adding a new record or editing previously recorded data**

7. To create a new record within a project from the project homepage:
  - in the left column, in the “**Data Collection**” section, select
  - “**Add / Edit Records**”



and then select “**Add New Record**”.

8. Once you have finished entering data on the page/form, in the “**Form Status**” section at the end of the page, select if the data entry form is **complete, incomplete or unverified**.



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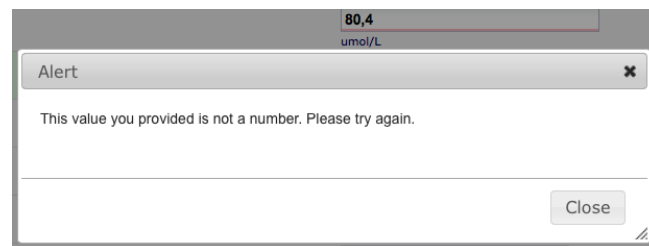
9. Then save the inserted data, clicking on one of the following buttons:
  - “**Save & Exit Form**”: save and exit, returning on the list of available pages;
  - “**Save & Stay**”: save and remain on the same page (useful in case of temporary interruptions on data insertion).
  - “**Save and Go To Next Form**”: save and go to the next section of the project.
10. Remember always **to save any changes to a data entry form before exiting**, as reminded by the system.
11. If you want to edit a record after saving and exiting the data entry forms, select “**Add / Edit Records**” from the left column on the project home page as specified above and then select the number of record you want to modify from the drop down menu.

### Some useful tips:

1. If data are missing in **mandatory fields**, when you try to exit, the system will ask you what to do (exit anyway, return to complete). Below an example of this system prompt.



2. Decimal numbers must be inserted with the anglo-saxon notation: with the decimals separated by a **dot**. (If you insert a number with the comma, the system will notify the error).



3. Returning to the project homepage, in the left column, you could find “**Bookmarks**”, documents or websites useful to the project.
4. To leave the application, click on “**Log out**” on the top left.



## What to do if you have a problem with REDCap data entry, or an error message

- 1) If you encounter any problem you can send an email to the PENTA REDCap administrator at this email address [redcap@pentafoundation.org](mailto:redcap@pentafoundation.org).
- 2) You can also use the messaging function within REDCap to send quick queries for any issue with data entry and we will try to help as soon as possible. To send an instant message, click on “REDCap Messenger” in the top left hand menu. Select the recipient and type your message, then press Enter. Please remember not to include any personal details of study participants in your message, only study numbers if needed. You can use the messenger for any query, for example:
  - If extra details have been provided as notes on the paper form, and you cannot see how to enter these into the REDCap database
  - If you get an error message when entering data into the REDCap database and don't understand why or think that the error message is not valid