

KALENDER OG SCHEDULING

- Brug af REDCaps kalender og scheduling modul

Kalender

REDCap indeholder et kalender modul der tillader alle projektets brugere at dele en fælles kalender. Den kan bla. anvendes til at føre en oversigt over kommende patientbesøg. Kalenderen kan printes til eksempelvis pdf.

Calendar

 [VIDEO: How to use this page \(5 min\)](#)

The Calendar application can be used as a project calendar within this project to help organize your schedule and keep track of any upcoming events. It will allow you to add or modify calendar events and then view them either in a daily, weekly, or monthly format below. To add a new note or calendar event to any day, click **+New** at the top of that day's box to begin entering the information.

Day Week Month Agenda

March 2015 [Print Calendar](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
+ New 1	+ New 2	+ New 3	+ New 4	+ New 5	+ New	
+ New 8	+ New 9	+ New 10	+ New 11	+ New 12	+ New	

Add New Calendar Event

Date: 03-02-2015 (Monday)

Time: HH:MM (24-hr format)
(optional)

Notes:

Patient ID:
- not applicable -
1001
1002

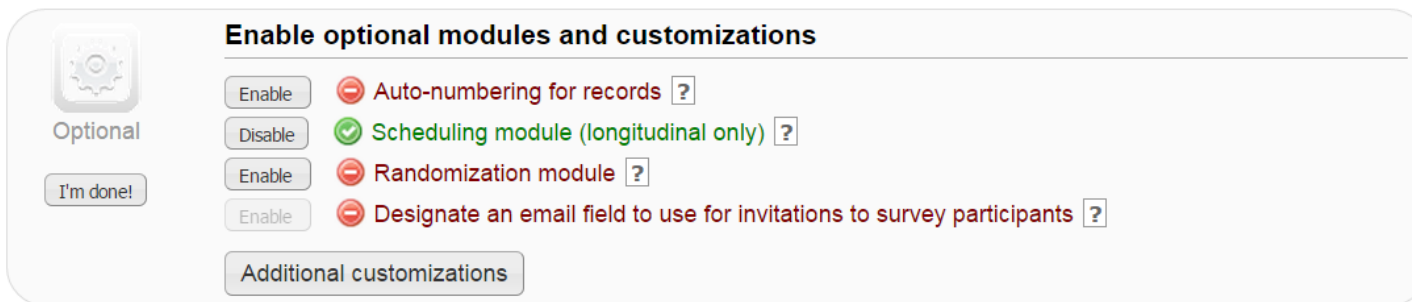
Select from drop-down if calendar event is for existing Patient ID

Direkte tilknytning af kalenderindlægget til en oprettet patient

Scheduling

REDCaps scheduling modul kan anvendes i longitudinale projekter til at forhåndsbooke alle events for en nyoprettet forsøgsperson. Det sker ud fra de tidsintervaller der er indtastet i opsætningen af projektets events samt en startdato. Disse aftaler føres direkte ind i kalenderen linket til forsøgspersonen

Aktivering af Scheduling modulet i project setup



Enable optional modules and customizations

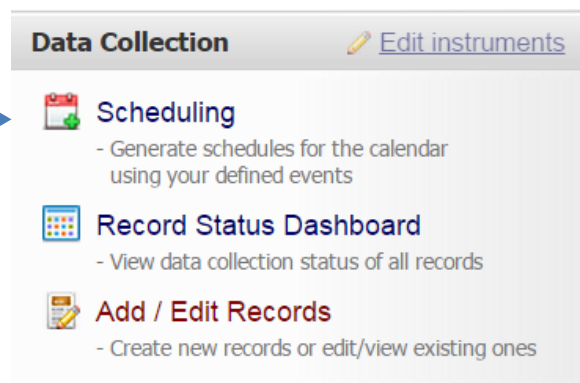
Optional

I'm done!

- Enable Auto-numbering for records ?
- Disable **Scheduling module (longitudinal only) ?**
- Enable Randomization module ?
- Enable Designate an email field to use for invitations to survey participants ?

Additional customizations

Dette tilføjer ny funktion til Data Collection i venstre side menuen




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

Scheduling af ny eller eksisterende patient

 Scheduling


 [VIDEO: How to use this page \(6 min\)](#)

Create Schedule

View or Edit Schedule

The Schedule Generator will allow you to **generate a new schedule** based upon your Events and their Days Offset that have been defined on the [Define My Events](#) page. You may generate a schedule for a new or existing Patient ID below by selecting a Start Date, which will be used as the starting point for projecting schedule dates using your Days Offset. Once scheduled, you may then view it on the [Calendar](#), after which, if desired, you may also perform data entry for that calendar event. You may create a new project record here while performing scheduling or you may choose a currently existing one that has not yet been scheduled.

Add new Patient ID: OR

Start Date:  M-D-Y

Projected Schedule for "1005" (NOTE: The dates below have NOT yet been scheduled.)

The projected schedule below was automatically generated for Patient ID "1005" based on your pre-defined Events. You may change the value of any dates generated below simply by clicking inside the date box and selecting a new date. Any dates generated below that fall on weekends will be listed in red. Click the [Create Schedule](#) button to finalize this schedule, which will then be added to the Calendar.

	Time (optional)	Date / Day of Week	Event Name
✗	<input type="text"/>	03-02-2015 Monday	Baseline
✗	<input type="text"/>	03-09-2015 Monday	1. Kontrol
✗	<input type="text"/>	03-16-2015 Monday	2. Kontrol
✗	<input type="text"/>	03-23-2015 Monday	3. Kontrol
✗	<input type="text"/>	03-24-2015 Tuesday	Løbende

NOTE: Clicking the [Create Schedule](#) button will additionally add "1005" as a new Patient ID.

En ny patient kan oprettes direkte via scheduling modulet som alternativ til den almindelige oprettelse via Add/Edit records under Data Collection.

Der indtastes et Record ID samt en start dato svarende til datoen for den tidligst definerede event. Ud fra denne dato og tidsintervallerne angivet imellem projektets events foreslås et skema for patienten. Dette kan justeres inden man gemmer og dermed tilføjer det til kalenderen

Visning af scheduled patient i kalender

En kalender begivenhed der er tilføjet via scheduling modulet vil automatisk tilføje direkte adgang til det eller de instrumenter der er relevante for indtastning for den konkrete begivenhed (event). Det er defineret ud fra projektets eventgrid

View/Edit Calendar Event

Patient ID: **1002** [view schedule](#)

Event Name: **1. Kontrol**

Status: ☆ **Due Date** [change status](#)

Date: **03-31-2015 (Tuesday)**

Time: HH:MM

Notes:

Data Entry Forms

 [Kontrolbesoeg](#)



Hurtig adgang til indtastning af data for denne begivenhed

View og edit schedule

Create Schedule




View or Edit Schedule













To view or edit the calendar events of a previously scheduled Patient ID, select it from the drop-down menu below.


Select a previously scheduled Patient ID:

1002

View/Edit Existing Schedule for "1002"

Below are the calendar events for Patient ID "1002". Dates that fall on weekends will be listed in red. You may edit any calendar event by clicking the  Edit icon, remove an event by clicking the  Delete icon, or view the full details of the event by clicking the  View icon. You may also add a new unscheduled event at the bottom of the table by selecting a date and clicking the Add button.

	Time	Date / Day of Week (M-D-Y)	Event Name	Status	Notes
  		03-24-2015 Tuesday	Baseline	☆ Due Date	
<input type="button" value="Save"/>	<input type="text"/>	03-31-2015 Tuesday	1. Kontrol	Due Date ▾	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div> <p style="text-align: right;">↓ Expand</p>
  		04-07-2015 Tuesday	2. Kontrol	☆ Due Date	
  		04-14-2015 Tuesday	3. Kontrol	☆ Due Date	
  		04-15-2015 Wednesday	Løbende	☆ Due Date	

 Add new Ad Hoc calendar event on

 [Print Schedule](#)

Schedule for en konkret patient kan let gennemses, ændres eller kommenteres via View og Edit Schedule fanen.

Schedule kan også printes.