






# MONITORERING OG LOGNING


- Feltkommentarer og felthistorik
- Data resolution workflow
- Log og audit trail

# Feltkommentarer og historik

I forbindelse med indtastning af data er der mulighed for at knytte en kommentar til det indtastede, samt for at se al historik på et indtastet data element

<b>Fornavn</b> <i>* must provide value</i>	 	<input type="text" value="Egon"/>
<b>Efternavn</b> <i>* must provide value</i>	 	<input type="text" value="Hansen"/>

Historik 

Kommentar 

# Feltkommentarer og historik

Kommentarer og historik for det enkelte felt kan tilgås direkte ved feltet.

The image shows two overlapping pop-up windows from a data management system. The background window, titled "Data History for variable 'bl\_last\_name' for record '1001'", displays a table of data changes. The foreground window, titled "Field Comment Log", provides details for a specific field comment, including the patient ID, event, and field name, and shows a table of comments for that field.

**Data History for variable "bl\_last\_name" for record "1001"**

Listed below is the history of all data entered for the variable "bl\_last\_name" for Patient ID "1001". The data history results are sorted from earliest to most recent.

Date/Time of Change	User	Data Changes Made
	Olesen	
	Hansen	

**Field Comment Log**

This pop-up displays all the field comments for the record and field specified below. Users with access to data entry forms may leave one or more comments on any field on a data collection instrument, after which the balloon icon will stay lit up to signify that comments exist for that field for this record. All field comments for all records/fields can also be viewed, keyword searched, and filtered on the [Field Comment Log](#) page in this project.

Patient ID: **1001**  
Event: **Baseline**  
Field: **bl\_last\_name** ("Efternavn")

Date/Time	User	Comments
03/23/2015 10:17pm	pbjensen	læste forkert i journalen
03/23/2015 10:17pm	pbjensen	

Buttons: Comment, Cancel, Close

# Feltkommentarer og historik

Derudover kan man via 'Field Comment log' punktet i applications menuen i venstre side få overblik over alle kommentarer på tværs af felter og records

**Applications**

- Calendar
- Data Export Tool
- Data Import Tool
- Data Comparison Tool
- Logging
- Field Comment Log

## Field Comment Log

This page displays the Field Comment Log for all records/events/fields in this project. You may use the controls below to perform keyword searches in the comments as well as filter the comments by record, event, field, or data access group. Keep in mind that if you do not have user privileges to view some data collection instruments, then comments for any fields on those instruments will not be displayed in the table. Also, if you belong to a data access group, then you will only see results for records that belong to your group. The entire Field Comment Log is downloadable as a file in Excel/CSV format.

**Field Comment Log** Filters: All records ▼ for All events ▼

All fields ▼

All users ▼

Keyword search [Search tips](#)

[Apply filters](#) [Reset](#)

[Export entire log](#)

Results returned: **1**

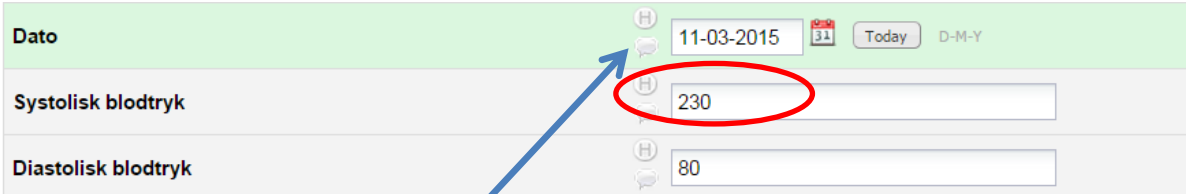
Click button to view comment log	Record	Field	Comments
1 comment	<a href="#">1001</a> Baseline	bl_last_name (Efternavn)	pbjensen (03/23/2015 10:17pm): "læste forkert i journalen"

# Data Resolution Workflow

In addition to the 'simple' field comment log, REDCap allows for a more advanced type of commenting called Data Resolution Workflow. This allows a monitor or a member of the project team to comment on a specific dataelement and assign the comment to a specific other user for resolution

## Example

**1:** Username "dit3ha\_ep1" makes a typo while entering data





The screenshot shows a data entry form with three rows. The first row is labeled 'Dato' and contains a date field with the value '11-03-2015', a calendar icon, a 'Today' button, and the format 'D-M-Y'. The second row is labeled 'Systolisk blodtryk' and contains a text input field with the value '230'. The third row is labeled 'Diastolisk blodtryk' and contains a text input field with the value '80'. A blue arrow points from the text 'Open up a dataquery' below to the 'Systolisk blodtryk' field. A red circle highlights the '230' value in the 'Systolisk blodtryk' field.

Open up a dataquery


# Data Resolution Workflow

**2:** User "pbjensen" inspects data and opens a data query addressed to "dit3ha\_ep1" concerning the specific data element

 **Data Resolution Workflow** ✕

 [VIDEO: Data Resolution Workflow](#)

This pop-up displays the Data Resolution Workflow for the specified record for a given field and/or Data Quality rule. Users with appropriate user privileges may open data queries to begin a documented process of resolving an issue with the data. Opened data queries may thus be responded to by users with appropriate privileges, and then they may be closed once the issue has been resolved. All data queries can also be viewed on the Resolve Issues page in this project.

Record ID: [PT007](#)  
Event: **Baseline og besøg 1**  
Field: **vi\_bpsys** ("Systolisk blodtryk")  
Status:  **Not Opened**

← Which field for which patient

Date/Time	User	Comments and Details
03/11/2015 11:03am	dit3ha_ep1	Data Changes Made: vi_bpsys = '230'
03/11/2015 11:04am	pbjensen	<input type="radio"/> <b>Verified data value</b> — OR — <input checked="" type="radio"/> <b>Open query</b> Assign query to a user (optional): <input type="text" value="dit3ha_ep1 (Peter Bjødstrup Jensen)"/> Comment: <input type="text" value="Mon ikke her er tale om en tastefejl?"/>

# Data Resolution Workflow

**Applications**

- Calendar
- Data Export Tool
- Data Import Tool
- Data Comparison Tool
- Logging
- File Repository
- User Rights and DAGs
- Record Locking Customization
- E-signature and Locking Mgmt
- Graphical Data View & Stats
- Data Quality and Resolve Issues

3: Next time "dit3ha\_ep1" logs in to REDCap, a data query is available for resolution



Data Resolution Dashboard		Filters: Open / unresolved issues (1) ▼				
		All fields and rules ▼				
		All events ▼				
		User assigned (all users) or not assigned ▼				
Click button to view data query	Record	Data Quality rule and/or Field	User Assigned	Days Open	First Update	Last Update
1 comment	<a href="#">PT007</a> Baseline og besøg 1	Field: vi_bpsys (Systolisk blodtryk)	dit3ha_ep1	0	pbjensen (03/11/2015 11:05am): "Mon ikke her er tale om en tastefejl?"	[same as first update]

# Data Resolution Workflow

"dit3ha\_ep1" reads query, acknowledges mistake, corrects it and closes query (if he has this privilege)

**Data Resolution Workflow**

[VIDEO: Data Resolution Workflow](#)

This pop-up displays the Data Resolution Workflow for the specified record for a given field and/or Data Quality rule. Users with appropriate user privileges may open data queries to begin a documented process of resolving an issue with the data. Opened data queries may thus be responded to by users with appropriate privileges, and then they may be closed once the issue has been resolved. All data queries can also be viewed on the Resolve Issues page in this project.

Record ID: [PT007](#)  
Event: **Baseline og besøg 1**  
Field: **vi\_bpsys** ("Systolisk blodtryk")  
Status: **Open / Unresolved** (unresponded)

Date/Time	User	Comments and Details
03/11/2015 11:03am	dit3ha_ep1	Data Changes Made: vi_bpsys = '230'
03/11/2015 11:05am	pbjensen	Action: <b>Opened query</b> Assigned to user: <b>dit3ha_ep1</b> (Peter Bjødstrup Jensen) Comment: "Mon ikke her er tale om en tastefejl?"
03/11/2015 11:06am	dit3ha_ep1	<input type="radio"/> <b>Reply with response:</b> -- choose response -- Upload file (optional): <input type="button" value="Upload document"/> — OR — <input checked="" type="radio"/> <b>Close the query</b> Comment: Jo der skulle have stået 130 - det er rettet



# Data Resolution Workflow

Full history of the datapoint is retained in the log and easily accessible next to the data point

Systolisk blodtryk 130

Diastolisk blodtryk 80

**Data History for variable "vi\_bpsys" for record "PT007"**


Listed below is the history of all data entered for the variable "vi\_bpsys" for Record ID "PT007". The data history results are sorted from earliest to most recent.

Date/Time of Change	User	Data Changes Made
03/11/2015 11:03am	dit3ha_ep1	230
03/11/2015 11:07am <i>(most recent data change)</i>	dit3ha_ep1	130

Close

Access to full history of data element



# Aktivering af Data Resolution Workflow







Optional



I'm done!

### Enable optional modules and customizations

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

Under Project Setup – Enable optional modules and customizations vælges ‘additional customizations’

 **Enable the Field Comment Log or Data Resolution Workflow (Data Queries)?**

For this project, you may enable either the Field Comment Log or Data Resolution Workflow (also known as the Data Queries module). The Field Comment Log (enabled by default) allows users to leave comments for any given field on a data entry form by clicking the balloon icon next to the field. All comments can also be viewed, searched, and downloaded on the Field Comment Log page. Alternatively, if the Data Resolution Workflow is enabled, users will be allowed to open a workflow for documenting the process of resolving issues with data in the project (i.e. opening, responding to, and closing data queries). [View more details](#)

Enable:

I dropdown menuen vælges imellem aktivering af ‘simpel’ field comment log eller data resolution workflow

This module lists all changes made to this project, including data exports, data changes, and the creation or deletion of users.

Filter by event: All event types (excluding page views) ▾  
 Filter by user name: All users ▾  
 Filter by record: All records ▾  
 Displaying events (by most recent): 1 - 100 ▾

# REDCap Log

All actions in REDCap (design, data-entry, page views, edits, exports, etc) are logged with information about user and timestamp.

Only individuals with proper user rights can access the log

Time / Date	Username	Action	List of Data Changes OR Fields Exported
9:58am 03/12/2015	pbjensen	Manage/Design	Download exported data file (CSV labels)
9:58am 03/12/2015	pbjensen	Data Export	study_id, date_enrolled, patient_document, first_name, last_name, email, dob, age, sex, gym, aerobics, eat, drink, specify_mood, meds, height, weight, bmi, comments, demographics_complete
9:53am 03/12/2015	pbjensen	Updated Record PT103	date_enrolled = '2015-03-26'
9:51am 03/12/2015	pbjensen	Created Record 1001	date_enrolled = '2015-03-12', first_name = 'Ole', last_name = 'Hansen', email = 'mail@mail.dk', demographics_complete = '2', study_id = '1001'
10:18am 03/04/2015	pbjensen	Created Record test	first_name = 'æsel', demographics_complete = '0', study_id = 'test'
9:52pm 02/28/2015	pbjensen	Manage/Design	Modify project settings
9:52pm 02/28/2015	pbjensen	Manage/Design	Modify project settings
12:53pm 12/09/2014	pbjensen	Updated Record PT105	completion_data_complete = '2'
12:53pm 12/09/2014	pbjensen	Updated Record PT105	month_3_data_complete = '2'
12:53pm 12/09/2014	pbjensen	Updated Record PT105	month_2_data_complete = '1'
12:53pm 12/09/2014	pbjensen	Updated Record PT105	month_1_data_complete = '2'
12:53pm 12/09/2014	pbjensen	Updated Record PT105	baseline_data_complete = '2'
12:53pm 12/09/2014	pbjensen	Created Record PT105	demographics_complete = '2', study_id = 'PT105'
12:53pm 12/09/2014	pbjensen	Updated Record PT104	completion_data_complete = '0'
12:53pm 12/09/2014	pbjensen	Updated Record PT104	month_3_data_complete = '2'
12:53pm 12/09/2014	pbjensen	Updated Record PT104	month_2_data_complete = '2'
12:53pm 12/09/2014	pbjensen	Updated Record PT104	month_1_data_complete = '1'
12:52pm 12/09/2014	pbjensen	Updated Record PT104	baseline_data_complete = '1'
12:52pm 12/09/2014	pbjensen	Created Record PT104	demographics_complete = '2', study_id = 'PT104'