



Guida alle principali funzioni di REDCap per il progetto Sorveglianze AID, Regione Toscana

*Sorveglianza e il controllo delle infezioni da
Enterobatteri resistenti ai carbapenemi (CRE)
Circolare CRE prot 1479 - 17 gen 2020*

I contenuti della Sorveglianza CRE

Sono oggetto della sorveglianza i seguenti isolati da SANGUE:

- *Klebsiella pneumoniae* o *Escherichia coli* R/I ad almeno uno tra imipenem, ertapenem e meropenem
- *Klebsiella pneumoniae* o *Escherichia coli* S ai carbapenemi ma produttori di carbapenemasi
- qualsiasi batterio produttore di carbapenemasi NDM, VIM o IMP



- REDCap (Research Electronic Data Capture) è una piattaforma software sviluppata per la gestione e raccolta di dati di ricerca. Originariamente progettata dal Vanderbilt University Medical Center, REDCap è oggi ampiamente utilizzata in ambito accademico, ospedaliero e nella ricerca clinica.
- Strumento di raccolta dati online
- Non necessita di essere scaricato
- Vi si può accedere in qualsiasi momento, da qualsiasi pc, tablet o altro dispositivo con accesso a internet
- **Sicurezza:** REDCap offre controlli di accesso granulare, crittografia dei dati sia in transito che a riposo e un'ampia tracciabilità delle modifiche effettuate nei dati. Questo lo rende particolarmente **adatto per la gestione di dati sensibili**, come quelli sanitari.
- **conforme alle normative di protezione dei dati:** REDCap permette di aderire a standard rigorosi di privacy e sicurezza.



La struttura è in inglese e non deve essere tradotta in italiano

Le schede da compilare sono in italiano

Prima di vedere come funziona la piattaforma, vediamo come è strutturata

La piattaforma prevede vari Progetti per ciascuna Sorveglianza a cui accedono gli utenti identificati dai referenti dei TEAM AID a partire da gennaio 2025:

- 1) Sorveglianza CRE
- 2) Sorveglianza PPS
- 3) Sorveglianza SNICH
- 4) ...

Prima di vedere come funziona la piattaforma, vediamo come è strutturata

La piattaforma prevede due livelli di utenti:

I referenti dei TEAM AID:

- Identificano per ciascuna Sorveglianza gli utenti che possono inserire le schede per ciascun ospedale a loro assegnato e li inseriscono nel «gestionale utenti»
- Possono inserire, vedere e modificare schede per tutte le Sorveglianze e ospedali loro assegnati

Gli Utenti identificati dai referenti dei TEAM AID per ciascuna Sorveglianza e ospedale (GRUPPO)

- Possono inserire, vedere e modificare schede per le Sorveglianze e gli ospedali a loro assegnati (GRUPPO)



Accesso



Impostazione password

Riceverete una **email** da no-reply@ars.toscana.it con la vostra **username** (la vostra email) e l'invito a **modificare la password** (Set Your new REDCap password)

----- Forwarded message -----

Da: <no-reply@ars.toscana.it>
Date: gio 12 dic 2024 alle ore 15:59
Subject: REDCap access granted
To: <orsinicri1973@gmail.com>

[This message was automatically generated by REDCap]

A REDCap account has been created for you in which your REDCap username is "**criors_gmail**". Click the link below to [set](#) your new password and log in.

[Set your new REDCap password](#) Additionally, please be aware that REDCap has a user access policy in place, in which it will auto-suspend a user's account if the user has not logged into REDCap after an extended period of time. For details regarding this, please contact your REDCap administrator.



Riceverete una **seconda email** con il link al progetto, su cui dovrete cliccare per entrare in piattaforma



REDCap project access granted

22 agosto 2024 10:38

Da: Roberto Berni

A: francesca.ierardi@ars.toscana.it

[This message was automatically generated by REDCap]

[32_Proms](#)

You have been given access to the REDCap project named "50_SITE VISIT 2024". Using your user name "francesca.ierardi@ars.toscana.it", you may log in to the project using the link below.

<https://redcap.ars.toscana.it/>



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Avvertenza: Gli allegati ricevuti sono scansionati automaticamente per la ricerca di software malevolo. Nel caso di file o archivi protetti da password potrebbe non essere possibile analizzarne correttamente il contenuto. Si invita, pertanto, ad adottare le cautele previste dalle norme sull'utilizzo della postazione di lavoro.

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Agenzia regionale di sanità della Toscana

Please log in with your user name and password. If you are having trouble logging in, try clicking the "Forgot your password" link below.

Username:

Password:

Log In

[Forgot your password?](#)

Welcome to REDCap!

REDCap is a secure web platform for building and managing online databases and surveys. REDCap's streamlined process for rapidly creating and designing projects offers a vast array of tools that can be tailored to virtually any data collection strategy.

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.

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 Administrator](#).

REDCap Features

Build online surveys and databases quickly and securely in your browser -

Create and design your project using a secure login from any device. No extra software required. Access from anywhere, at any time.

Fast and flexible - Go from project creation to starting data collection in less than one day. Customizations and changes are possible any time, even after data collection has begun.

Advanced instrument design features - Auto-validation, calculated fields, file uploading, branching/skip logic, and survey stop actions.

Diverse and flexible survey distribution options - Use a list of email addresses or phone numbers for your survey respondents and automatically contact them with personalized messages, and track who has responded. Or create a simple link for an anonymous survey for mass email mailings, to post on a website, or print on a flyer.

Data quality - Use field validation, branching/skip logic, and Missing Data Codes to improve and protect data quality during data entry. Open data queries to automatically identify and resolve discrepancies and other issues real-time.

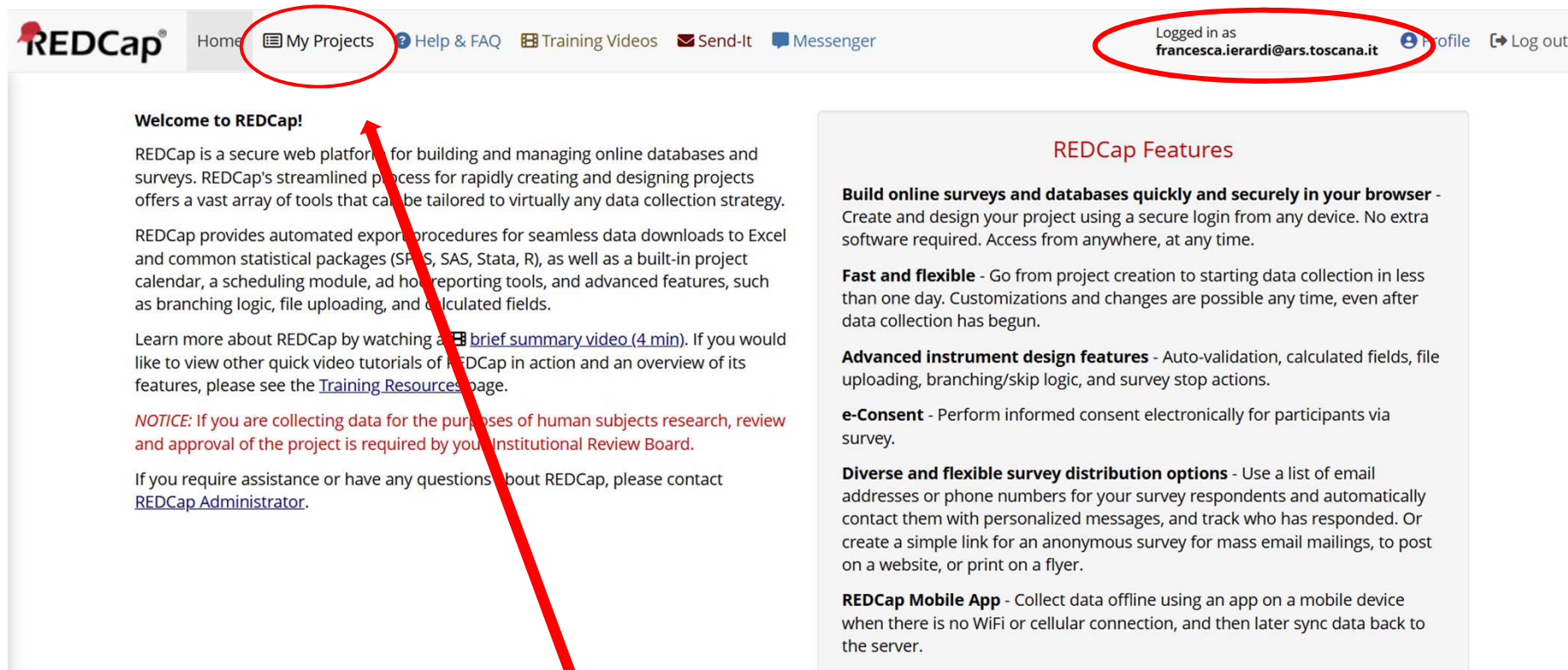
Custom reporting - Create custom searches for generating reports to view aggregate data. Identify trends with built-in basic statistics and charts.

Export data to common analysis packages - Export your data as a PDF or as

Dopo aver cliccato sul link, si aprirà questa pagina dove inserirete la vostra username (indirizzo email) e la password, modificata precedentemente

Cliccate poi su **Log In**

Siete adesso dentro la vostra Homepage



REDCap® Home **My Projects** Help & FAQ Training Videos Send-It Messenger

Logged in as **francesca.ierardi@ars.toscana.it** Profile Log out

Welcome to REDCap!

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- Fast and flexible** - Go from project creation to starting data collection in less than one day. Customizations and changes are possible any time, even after data collection has begun.
- Advanced instrument design features** - Auto-validation, calculated fields, file uploading, branching/skip logic, and survey stop actions.
- e-Consent** - Perform informed consent electronically for participants via survey.
- Diverse and flexible survey distribution options** - Use a list of email addresses or phone numbers for your survey respondents and automatically contact them with personalized messages, and track who has responded. Or create a simple link for an anonymous survey for mass email mailings, to post on a website, or print on a flyer.
- REDCap Mobile App** - Collect data offline using an app on a mobile device when there is no WiFi or cellular connection, and then later sync data back to the server.

Cliccate in alto a sinistra su **My Projects** per avere accesso al progetto a voi assegnato

Dopo aver cliccato su **My Projects**, si apre la schermata seguente.

Cliccate sulla scritta **60_gestione utenti delle Sorveglianza** per avere accesso al progetto

redcap.ars.toscana.it/index.php?action=myprojects

REDCap Home My Projects Help & FAQ Training Videos Send-It Messenger

Logged in as silvia.forni@ars.toscana.it Profile Log out

Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#) To review which users still have access to your projects, visit the [User Access Dashboard](#).

My Projects [Organize](#) [Collapse All](#) Filter projects by title

Project Title	PID	Records	Fields	Instruments	Type	Status
	35	434	117	2 surveys	■	☑
38_Test Survey	38	5	9	1 survey	■	🔧
60_Gestione utenti delle Sorveglianze	60	73	16	3 forms	■	🔧
62_Sorveglianza CRE	62	1	68	1 form	■	🔧

REDCap 14.8.0 - © 2025 Vanderbilt University

A questo punto vi trovate in questa pagina.

Sulla sinistra avete la barra dei comandi, nella **parte centrale** il contenuto di ciò che via via viene cliccato nei comandi

The screenshot shows the REDCap interface for the project '62_Sorveglianza CRE'. The left sidebar contains navigation options like 'My Projects', 'REDCap Messenger', and 'Contact REDCap administrator'. The main content area displays a 'Project Home' button and a dashboard with sections for 'Current Users', 'Project Statistics', and 'Upcoming Calendar Events'. The 'Current Users' section is highlighted with a red box, and an arrow points from it to a text box explaining the list.

User	Expires
a.dercole@ao-pisa. (Alfonso D'Ercole)	never
a.tinturini@ao-sien. (Angelarita Tinturini)	never
alessandro.sindoni (Alessandro Sindoni)	never
barbara.belli@uslce (Barbara Belli)	never
barbara.corticini@u (Barbara Corticini)	never
barbara.gini@uslnc (Barbara Gini)	never
carmen.cecchini@u (Carmen Cecchini)	never
caterina.pianadei@ (Caterina Pianadei)	never
caterina.rizzo@unip (Caterina Rizzo)	never

Time	Date	Description
		No upcoming events

Elenco dei colleghi abilitati all'accesso in piattaforma per il gruppo specifico

A questo punto vi trovate in questa pagina.
In alto è possibile passare da un gruppo ad un altro

The screenshot shows the REDCap interface. At the top, the browser address bar displays the URL: redcap.ars.toscana.it/redcap_v14.8.0/index.php?pid=16&__record_cache_complete=1. The REDCap logo is in the top left. Below it, the user is logged in as silvia.forni@ars.toscana.it. The main header area shows the current data access group as "16_Careggi" with a "Switch" button next to it. A red oval highlights this area, and a red arrow points to it from the right. Below the header, the project name "16_Snitch2" and "PID 16" are displayed. The main content area includes a "Project Home" button and a paragraph of text: "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).". There are three main sections: "Current Users (4)", "Project Statistics", and "Upcoming Calendar Events (next 7 days)".

Current Data Access Group: 16_Careggi [Switch](#)

16_Snitch2 PID 16

Project Home

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).

Current Users (4)	
User	Expires
criors (criors ars)	never
criors_tecno (Presidio Ospedaller)	never
robber (Roberto Berni)	never
silvia.forni@ars.tos (Silvia Forni)	never

Project Statistics	
Records in project	Total: 8 / In group: 2
Most recent activity	08/01/2025 16:00
Space usage for docs	0.02 MB

Upcoming Calendar Events (next 7 days)		
Time	Date	Description
		No upcoming events



**Inserimento delle schede di
*Sorveglianza e il controllo delle
infezioni da Enterobatteri
resistenti ai carbapenemi
(CRE)***

L'inserimento degli utenti avviene cliccando su **Record Status 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).

Current Users (18)	
User	Expires
accursot@aou-care (Teresa Accurso)	never
annapatrizia.poli@aou-care (Anna Poli)	never
becchii@aou-care (Ilaria Becchi)	never
carlotta.montagnar@aou-care (Carlotta Montagnar)	never
criors@aou-care (AUSL AA)	never
g.gemignani@aou-care (Giulia Gemignani)	never
grazzinim@aou-care (Maddalena Grazzini)	never
luisa.galli@unifi.it	never

Project Statistics	
Records in project	3
Most recent activity	10/12/2024 09:48
Space usage for docs	0.00 MB

Upcoming Calendar Events (next 7 days)		
Time	Date	Description
		No upcoming events

NB. E' possibile inserire le schede anche cliccando su Add/Edit Record

Dopo aver cliccato su **Record Status Dashboard**, cliccare su **+ Add new record**

← → ↻ redcap.ars.toscana.it/redcap_v14.8.0/DataEntry/record_home.php?pid=60

REDCap
Logged in as **silvia.forni@ars.toscana.it**
Log out
My Projects
REDCap Messenger
Contact REDCap administrator

Project Home and Design
Project Home · Codebook
Project status: **Development**

Data Collection
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
Field Comment Log
File Repository

Help & Information
Help & FAQ
Video Tutorials
Suggest a New Feature
Contact REDCap administrator

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60_Gestione utenti delle Sorveglianze PID 60

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.

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

Total records: **3**

Choose an existing Record ID -- 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.

REDCap

Logged in as silvia.forni@ars.toscana.it
 Log out

My Projects
 REDCap Messenger
 Contact REDCap administrator

Project Home and Design

Project Home · Codebook
 Project status: Development

Data Collection

Record Status Dashboard
 - View data collection status of all records
 Add / Edit Records
 - Create new records or edit/view existing ones

Record ID 1 [Select other record](#)
 Data Collection Instruments:
Form 1

Applications

Calendar
 Data Exports, Reports, and Stats
 Field Comment Log
 File Repository

Reports [Search](#) [Organize](#) [Edit](#)

cri

Help & Information

Help & FAQ
 Video Tutorials
 Suggest a New Feature

Contact REDCap administrator

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Save & Exit Form
 Save & ...
 - Cancel -

62_Sorveglianza CRE PID 62

Actions: [Download PDF of instrument\(s\)](#) [Video: Basic data entry](#)

Form 1

Assign record to a Data Access Group? -- select a group --

Adding new Record ID 1.

Record ID 1

Codice univoco (identificativo anonimo del paziente)
 * must provide value 30 characters remaining

Data di compilazione Today D-M-Y

Sezione A

Data di nascita
 * must provide value Today D-M-Y

Numero Cartella clinica

Data del ricovero Today D-M-Y

SEZIONE B

Sesso 1 characters remaining
 Maschio
 Femmina reset

Età in anni

Se l'età è minore di un anno indicare i mesi

Comune di residenza

Nazione di residenza

Infezione della cute e dei tessuti molli (non isc) [dropdown]

Colonizzazione intestinale [dropdown]

Note [text area] Expand

Form Status

Complete? [dropdown: Incomplete]

[Save & Exit Form] [Save & ...] [- Cancel -]

Per salvare i dati cliccate sul bottone
“Save & Exit Form”.

E' necessario dichiarare se i dati sono completi o incompleti

SONO OBBLIGATORI I DATI RICHIESTI DA ISS MA NON VINCOLANTI →

Al momento del salvataggio, compare l'elenco delle variabili che non avete inserito.

1) Se volete aggiungere i dati mancanti, cliccate su **Okay** per tornare alla scheda paziente

2) Se siete d'accordo che quei dati siano mancanti e volete tornare alla homepage, cliccate su **Ignore and leave record**

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...

- **Data di nascita**
- **Età in anni**
- **Ospedale/Struttura**
- **Microorganismo isolato**
- **Data prelievo**
- **Almeno un criterio microbiologico per la definizione di caso deve essere scelto**

Se al momento del salvataggio compare questo messaggio cliccate OK e andate avanti

redcap.ars.toscana.it dice

ERASE THE VALUE OF THE FIELD "obbligatoria_fenotipo" ?

The current field for which you just entered data requires that the field named "obbligatoria_fenotipo" be hidden from view. However, that field already has a value, so its value might need to be reset back to a blank value.

Click OK to HIDE this field and ERASE its current value. Click CANCEL if you DO NOT wish to hide this field or erase its current value.

OK

Annulla



Consultazione delle schede di
Sorveglianza e il controllo delle
infezioni da Enterobatteri
resistenti ai carbapenemi
(CRE)

La consultazione delle schede inserite avviene cliccando su **Data Exports, Reports and Stats**

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62_Sorveglianza CRE

Data Exports, Reports, and Stats

VIDEO: [How to use Data Exports, Reports, and Stats](#)

+ Create New Report My Reports & Exports Other Export Options



This module allows you to easily view reports of your data, inspect plots and descriptive statistics of your data, as well as export your data to Microsoft Excel, SAS, Stata, R, or SPSS for analysis (if you have such privileges). If you wish to export your *entire* data set or view it as a report, then Report A is the best and quickest way. However, if you want to view or export data from only specific instruments (or events) on the fly, then Report B is the best choice. You may also create your own custom reports below (if you have such privileges) in which you can filter the report to specific fields, records, or events using a vast array of filtering tools to make sure you get the exact data you want. Once you have created a report, you may view it as a webpage, export it out of REDCap in a specified format (Excel, SAS, Stata, SPSS, R), or view the plots and descriptive statistics for that report.

My Reports & Exports

	Report name	View/Export Options	Management Options	Report ID (auto-generated)	Unique report name (auto-generated)
A	All data (all records and fields)	View Report Export Data Stats & Charts			
B	Selected instruments (all records)	Make custom selections			
1	cri	View Report Export Data Stats & Charts	Edit Copy Delete	126	R-415LNKEHF3

+ Create New Report

Successivamente cliccando su View Report

Logged in as [silvia.forni@ars.toscana.it](#)
[Log out](#)
[My Projects](#)
[REDCap Messenger](#)
[Contact REDCap administrator](#)

62_Sorveglianza CRE PID: 62

Data Exports, Reports, and Stats [VIDEO: How to use Data Exports, Reports, and Stats](#)

[+ Create New Report](#) [My Reports & Exports](#) [Other Export Options](#)

Number of results returned: **320**
 Total number of records queried: 320
 Report execution time: 0.1 seconds

[Stats & Charts](#) [Export Data](#) [Print Page](#)
 Live filters:

All data (all records and fields)

Record ID record_id	Data Access Group redcap_data_access_group	Codice univoco (identificativo anonimo del paziente) codiceunivoco	Data di compiazione datacompilazione	segnalatore segnalatore	codicefiscale codicefiscale	nome nome	cognome cognome	Data di nascita datanascita	Numero Cartella clinica cartellaclinica	Data del ricovero dataricovero	Sesso sesso	Età in anni anni	Se l'età è minore di un anno indicare i mesi mesi	Comune di residenza comunecodi
72-1	PO_Arezzo	13069-1940-09-26	22-08-2024					26-09-1940	13069	21-08-2024	Maschio (m)			Arezzo (5:
72-2	PO_Arezzo	11010-1951-12-15	11-07-2024					15-12-1951	11010	10-07-2024	Maschio (m)			Civitella in Chiana (5
72-3	PO_Arezzo	12555-1961-02-07	21-08-2024					07-02-1961	12555	09-08-2024	Femmina (f)			Arezzo (5:
73-1	PO_Volterra	02-1974-05-01	21-03-2022					01-05-1974	2022000151	07-03-2022	Maschio (m)			Terricciola (50036)

Cliccando sul **codice del Record ID** potete accedere e modificare i dati inseriti

Contatti

Silvia Forni – silvia.forni@ars.toscana.it

3357594609

Cristina Orsini – cristina.orsini@ars.toscana.it