1. **REDCap™ Log-in** (https://redcap.gpcnetwork.org/)

   Select your School, Organization, or Identity Provider from the drop-down list. Click **next**.

2. A Login screen will appear. This login is site specific (ie. The University of Iowa staff will log onto REDCap via their HawkID). You will be required to enter a username and password. Click **Log In** (or equivalent).

3. The Basic User Information Form appears next. Enter your First name, Last name, and Email address. Click **Submit**.

4. To complete the set-up process, you must confirm your email address by checking the email account you submitted. Click **Access REDCap** once you have confirmed your email address.
5. Welcome to REDCap™

Select My Projects tab to move on.
6. My Projects

Select **GPC Breast Cancer Survey Tracker** to move on.
7. **Project Home**

Select **Add/Edit Records** on the left side of the screen to move on.
8. **Patient Info**

Enter a new or existing Study ID in the appropriate box. Once Study ID has been entered, click anywhere on the screen to move on.
9. Patient Info – New Screen

There is nothing that needs to be edited on this page. Click **Save and go to Next Form** to move on to the Parcel Status page or select which form you’d like to go to using the form names on the left.
10. Parcel Status

Form to be completed by Site Coordinator/Staff to keep track of the status of the mailing. Click **Save and go to Next Form** to move on to the Study Contacts page if your site has been contacted by the subject. If your site has not been contacted by the subject, click **Save Record** and exit REDCap™ unless your site needs to enter data for any of the other forms.
11. Study Contacts

Form to be completed by Site Coordinator/Staff if they are contacted regarding the mailing. Can also be filled out by University of Iowa staff if they are contacted regarding the mailing.
12. Consent Declined Study Coordinator

Form to be completed by Site Coordinator/Staff if they are contacted and told by the subject that they decline ANY part of the study or do not wish to participate in future research. Can also be completed by University of Iowa staff if they are contacted and told by the subject that they decline ANY part of the study or do not wish to participate in future research.
13. Reportable Events

Form to be completed by Site Coordinator/Staff if they become aware of a reportable event. Can also be completed by University of Iowa staff if they become aware of a reportable event.

Form if reportable event ‘type a’ occurs.
14. Reportable Events (Expanded form if reportable event 'type b' occurs)
15. Reportable Events (Expanded form if reportable event ‘type c’ occurs)
16. Reportable Events (Expanded form if reportable event ‘type d’ occurs)
17. Survey Status

Form to be completed by University of Iowa staff if survey is returned, either complete or blank, or they are contacted saying the subject is deceased or does not have breast cancer.
18. Survey Status (Expanded form if ‘Deceased’ or any ‘Declined’)

**Survey Status**

- **Study ID**
  - Not received (default value)
  - Complete
  - **Deceased**
  - Declined - survey not emailed
  - Declined - survey returned blank
  - Declined - does not have breast cancer

- **Who reported the status?**
  - Patient / none specified
  - Health care provider
  - Patient relative / friend / other proxy
  - Research team
  - Other

- **How was the status reported?**
  - Business reply envelope
  - Phone call / message
  - Other envelope / ground mail
  - Email
  - Internet search
  - Other mode

- **Comments related to deceased / declined status**

- **Status Date**
  - [ ] Yes

- **Returned Cash or Gift Card**
  - Yes

- **Form Status**
  - Complete? [ ] Incomplete
19. Consent Status Medical Record

Form to be completed by University of Iowa staff if Informed Consent document is returned or they are contacted and told by subject that they decline the Medical Record portion of the study.
20. Consent Status Medical Record (Expanded form if ‘Returned-Information Provided’)

<table>
<thead>
<tr>
<th>Study ID</th>
<th>TEST2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Coordinator</td>
<td>______</td>
</tr>
</tbody>
</table>

- **Medical Record Consent Status**
  - *must provide value*
  - Not returned
  - Returned - Blank
  - Returned - Information Provided
  - Declined

- **Consent Signed?**
  - *must provide value*
  - Yes
  - No

- **Consent Dated?**
  - *must provide value*
  - Yes
  - No

- **Consent Status Date**
  - [Date Field]

- **Comments**
  - [Text Area]

- **Form Status**
  - Complete?
  - [Incomplete]

- [Action Options]
  - Save Record
  - Save and Continue
  - Save and go to Next Form
  - Cancel
21. Consent Status Future

Form to be completed by University of Iowa staff if Medical Record Consent document is returned or they are contacted and told by subject that they decline the use of their data from the study for future research.
22. Consent Status Future (Expanded form if ‘Returned-Information Provided’)

**GPC Breast Cancer Survey Tracker**

**Consent Status Future**

- **Study ID**: TEST2
- **Study Coordinator**: _______

**Future Use Consent Status**

- **Not returned**
- **Returned - Blank**
- **Returned - Information Provided**
- **Declined**

Patient response to: "I agree that information from this study that does not identify me and can be used for research in the future."

- **Yes**
- **No**

Patient response to: "I am willing to have my name and contact information given to researchers who might want to contact me about future studies."

- **Yes**
- **No**

**Consent Signed?**

- **Yes**
- **No**

**Consent Dated?**

- **Yes**
- **No**

**Consent Status Date**

**Comments**

**Form Status**

- **Complete?** **Incomplete**

**Save Record**

- **Save and Continue**

- **Cancel**