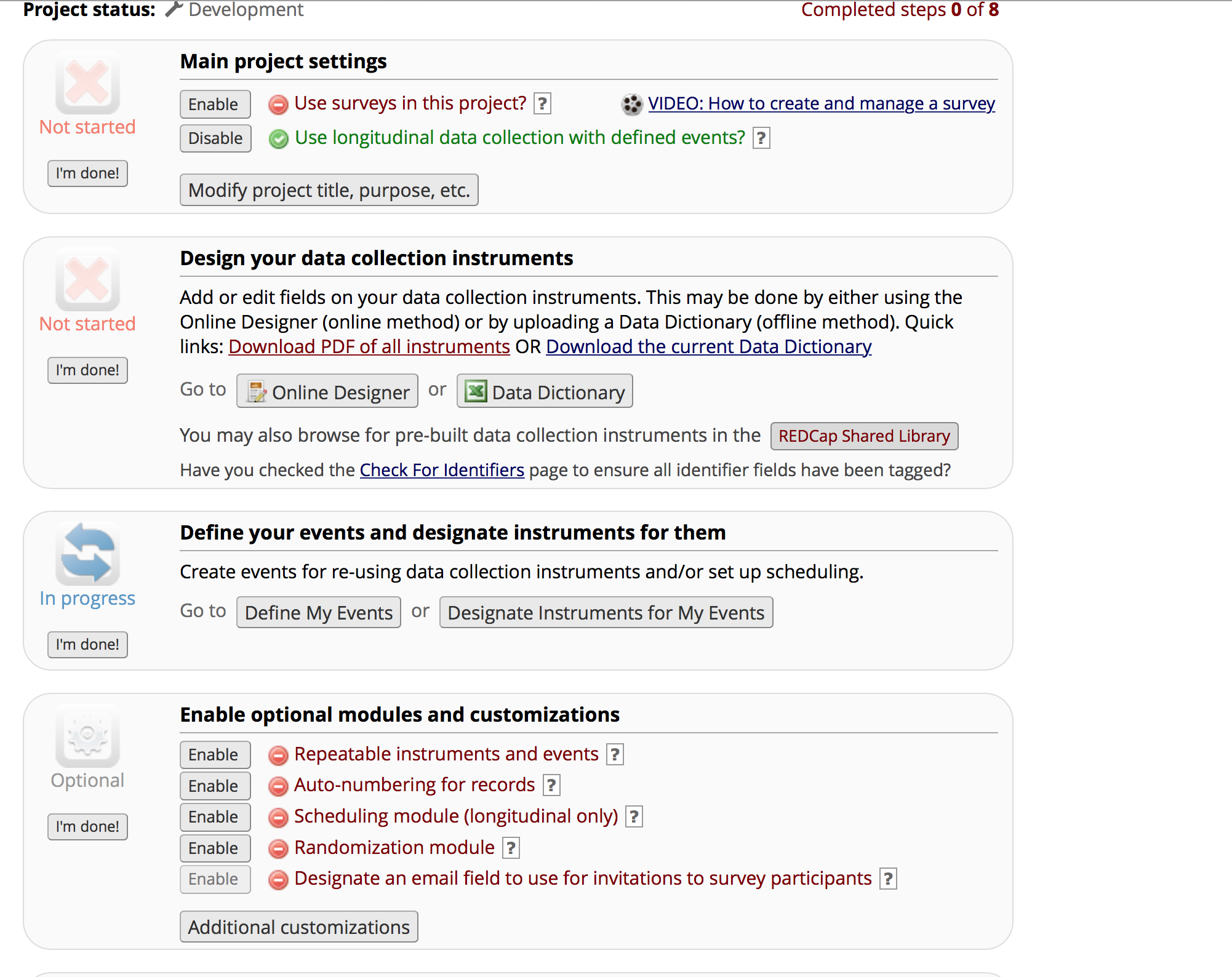
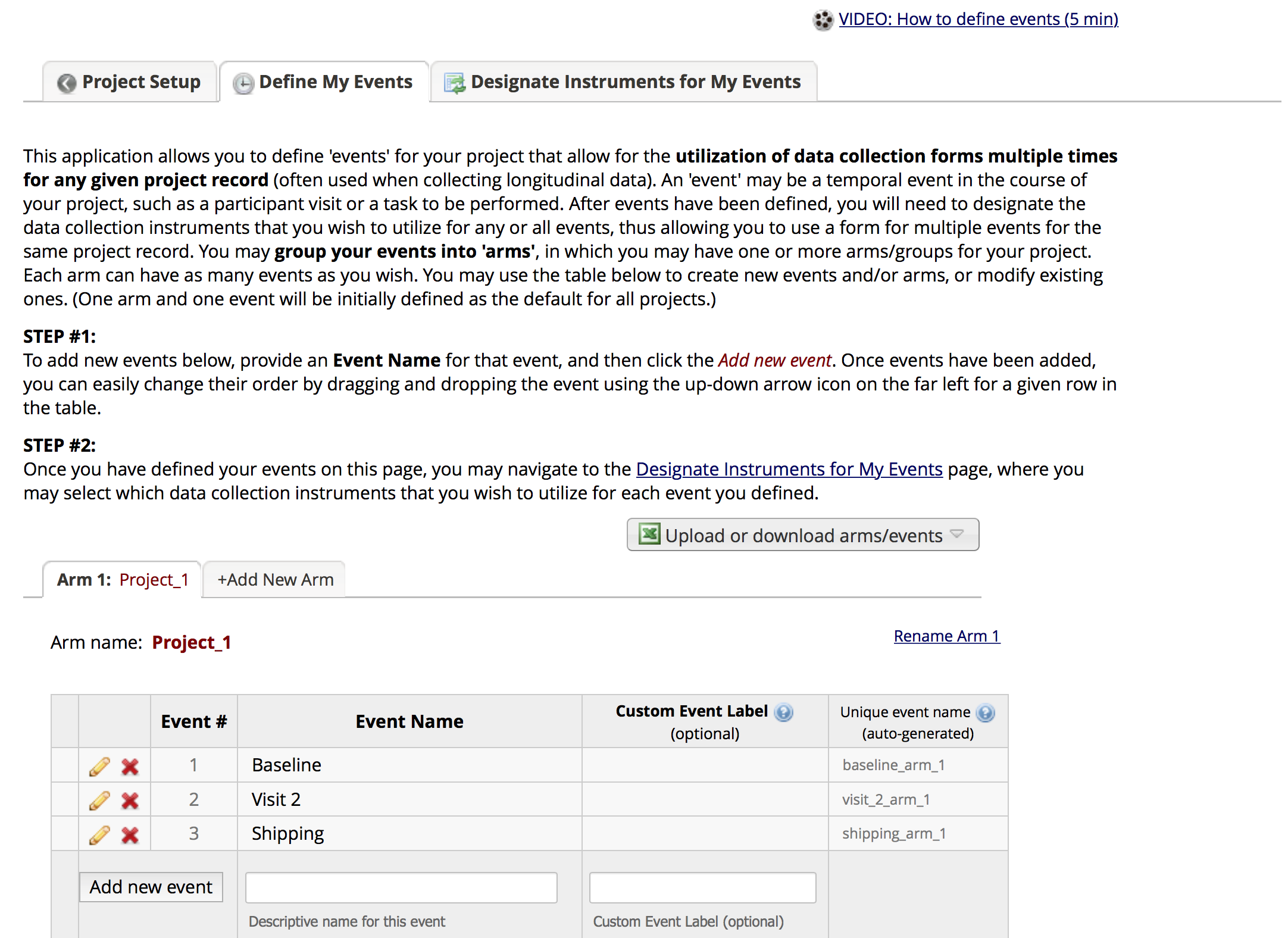
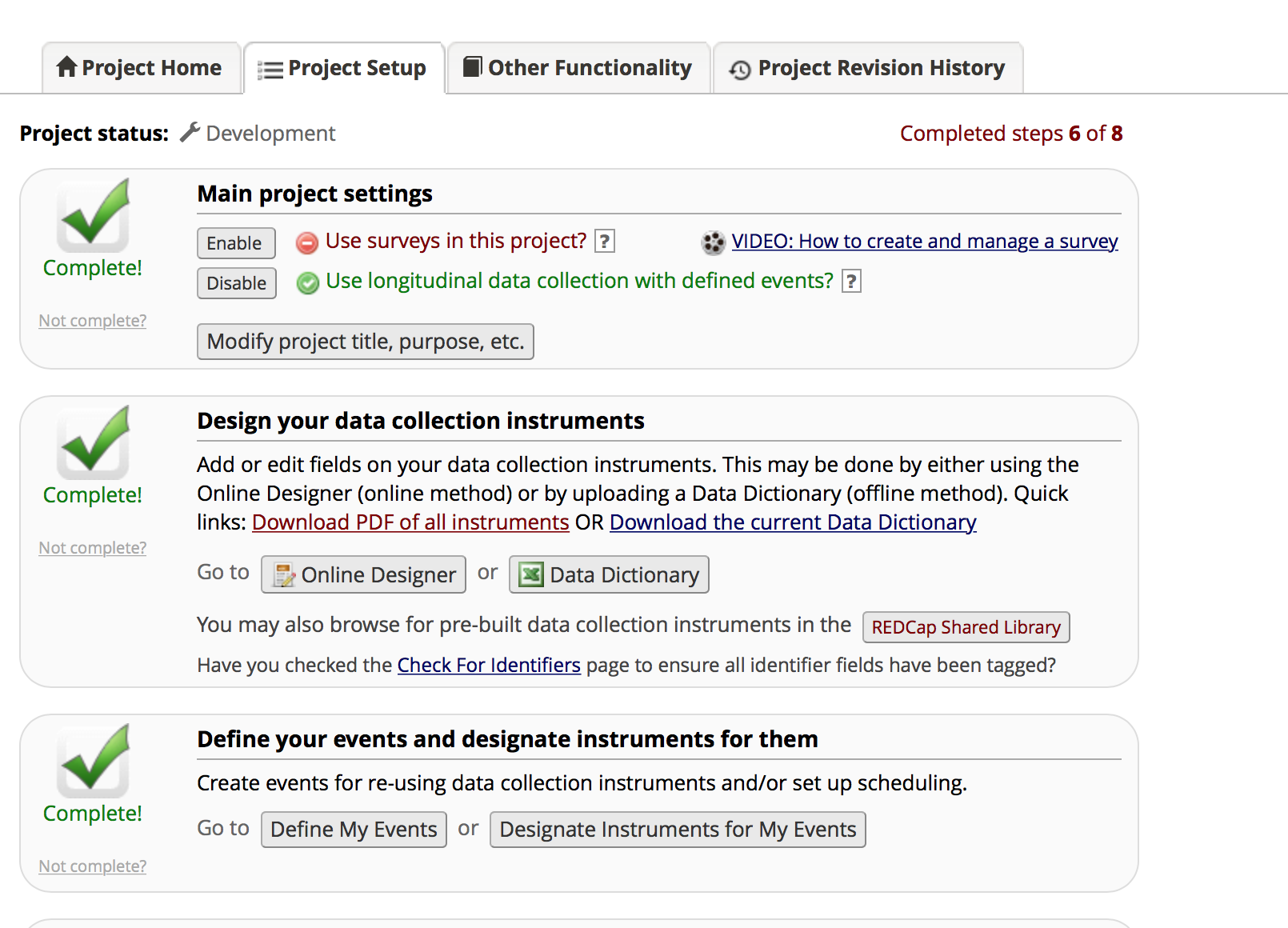
Download the files from github in the same way you downloaded files for Project1 REDCAP clinical database.

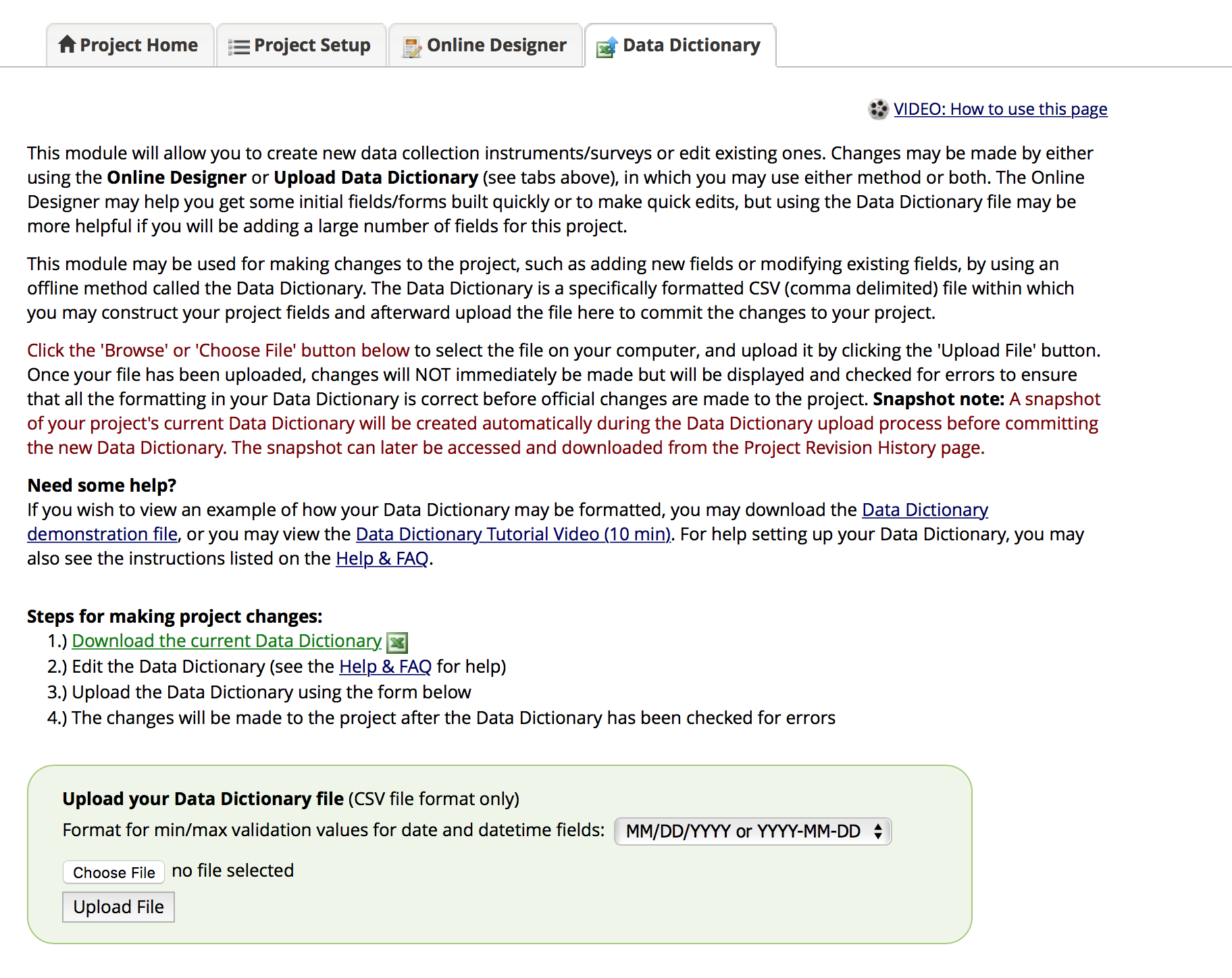
In REDCAP, this is the page you will see when you open the project.



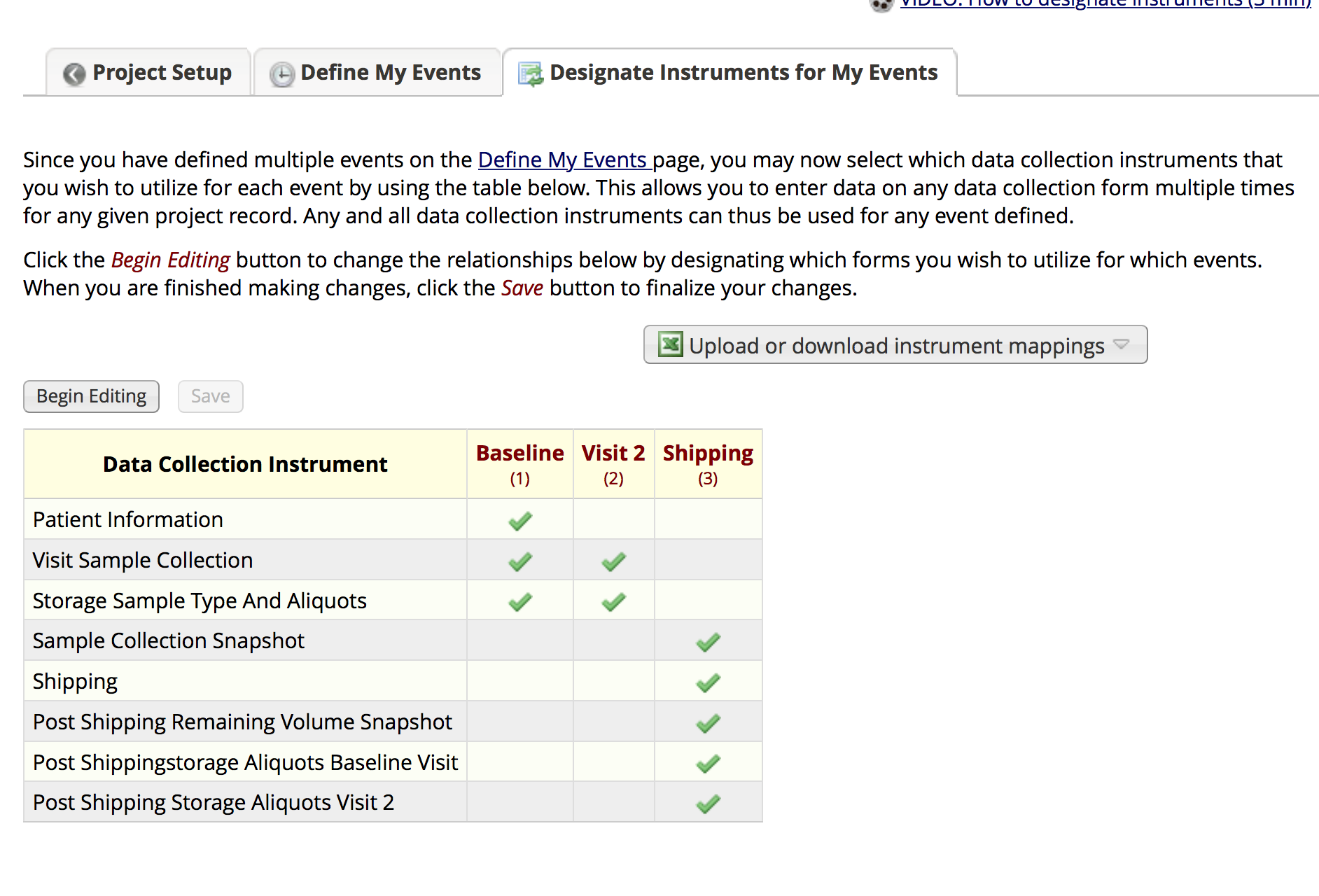
* Under Main Project settings - Enable the “Use longitudinal data collection with defined events?”
* Go to the third section “Define your events and designate instruments for them” and click “Define My Events”
* You will see “Upload or download arms/events” – Click that and Upload arms .csv file, then events .csv file in the same order. Once you upload the arms and events, it should like the screenshot below.



* In the next step, you go back to “Project Setup” tab on the top. In the project Setup page -in the section “Design your data collection instruments” click Data Dictionary.
* Once you click Data dictionary, you will be directed to a page where you can upload the data dictionary csv file. The screenshot is shown below.



* You choose the data dictionary csv file and upload it. After you finish uploading the data dictionary file, then you go back to “Project Setup” tab on the top. Go to “Define your events and designate instruments for them” section and click on “Designate instruments for my events” and upload instrument- event mappings csv file



* Once all of this is done, your project will be ready.

**Instructions for Data entry**

* **Baseline** – The forms in this event need to be filled, when the subject comes in for the first time for Blood draw.
* **Visit 2** – The forms in this event need to be filled only if the subject comes in for a second blood draw. Otherwise leave the forms in this event blank
* **Shipping** – These forms should be filled if you ship any of the samples.
* Under this event, ***Sample Collection Snapshot*** form will give overall volume of samples and number of vials for a subject.( the values in this form appear if you enter the data in Storage sample and Aliquots form, For examples if a patient does not come for second blood draw, there field “Volume of Whole Blood – Visit 2” will be blank. And the values for samples will be sum of volumes in Aliquots in Baseline event.
* ***Shipping***  form – In this form the information about the volume of the samples and place to be shipped(if any) is recorded.
* ***Post Shipping – Remaining Volume*** form has overall volume of samples and number of vials for a subject after any of the subject’s samples are shipped.
* ***Post Shipping-Storage Aliquots -Baseline visit*** form has volume and location information about the samples after sample has been shipped.
* ***Post Shipping-Storage Aliquots – visit 2*** form has volume and location information about the samples for a subject’s second blood draw, after sample has been shipped
* For a record –

1. If you did not enter complete information, make sure you select “incomplete” for “Complete?” field so you can come back to the record. Check Lock in the next field so you don’t accidentally change the values. When you are ready to make changes, unlock the record and make changes.

2. If you enter the data completely, make sure you select “Unverified” for “Complete?” field so you can come back to the record. Check Lock in the next field so you don’t accidentally change the values. When you are ready to make changes, unlock the record and make changes.

3. If you enter the data completely and the data is verified, make sure you select “Complete” for “Complete?” field. Check Lock in the next field so you don’t accidentally change the values.

* If you see that there are values already in a field that means they are calculated fields. Please verify that those values are correct before you move on to next field.
* ***Post Shipping-Storage Aliquots forms*** will have “-------“ if there are no values entered for those fields in ***Storage samples and Aliquots forms.*** You need to update “Volume shipped”(in ml)