

Data Entry in Castor

1. Register an account

You will receive an invitation by email for the study for which you need to do data entry. Please click the link in the email, it will redirect you to the registration page.

Alternatively, you can go directly to our website to create an account before being invited to a study. You will choose the site to create your account on based on the location of your study data¹.

EU Account: <https://data.castoredc.com/register>

UK Account: <https://uk.castoredc.com/register>

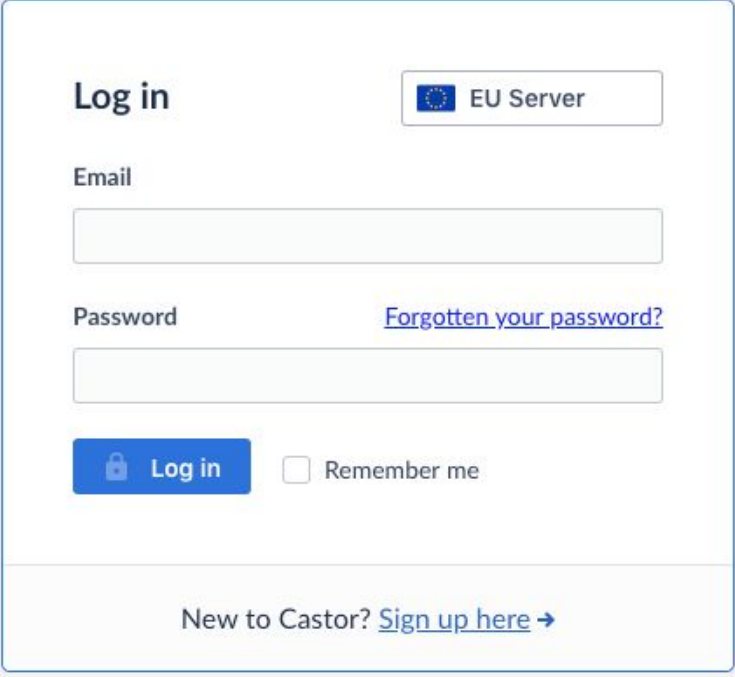
US Account: <https://us.castoredc.com/register>

To register your Castor account:

1. Fill in your first and last name(s).
2. Enter your email address and choose a strong password, consisting of at least 8 characters, one uppercase letter, one lowercase letter and a number.
3. Click on 'Register'. Shortly after registering your details, an email with an activation link will be sent to the email address you have provided. Click on this link to confirm that the supplied email address belongs to you and verify your account.

¹ The server you choose is not related to your own location; it is where your study data is stored. For example, if you work from the US, but your study admin from the Netherlands has chosen to store the study on the EU server, you should also choose the EU server when you login.

2. Log in



The image shows the Castor EDC login interface. At the top is the Castor logo. Below it is a 'Log in' section. On the right of this section is a button with the EU flag and the text 'EU Server'. Below this are two input fields: 'Email' and 'Password'. To the right of the 'Password' field is a link that says 'Forgotten your password?'. Below the input fields is a blue 'Log in' button with a lock icon, and a checkbox labeled 'Remember me'. At the bottom of the login section is a link that says 'New to Castor? Sign up here →'.

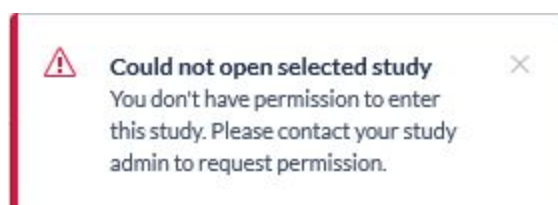
1. To access the study, log into Castor EDC via <https://data.castoredc.com>. If your study is on the US or UK server, you can also directly go to <http://us.castoredc.com> or <http://uk.castoredc.com>, respectively.
2. Choose the server that is used for your study in order to be able to access the study.
3. Enter your email address and password.
4. Click on 'Login'.

3. Open a study

Once you have logged into Castor EDC, you will see the Study overview where all of your studies (databases) are shown. If a study is live (indicated by a green button and 'Live' to the left of the study name), you can click on the study name to enter the study and start data entry.



Trying to open a study that is not live will show the following warning:



If the study is still in maintenance mode (the button is blank, and the status says 'Not Live') you will only be able to open the study if you have management rights.

4. Open a record for data entry

Once you enter the study, you will see a list of all records available for your access level. To add a new patient to the database, you will need to create a new record. Creating new records must be done from the Records tab), by clicking on the "+ New record" button (2).

Castor EDC Study Not Live (v.7.91)

Search: in **Record** ☐ Exact match

View mode: **List records**

Filter by record status:


- ☒ Completed records
- ☒ Incomplete records
- ☒ Not started
- ☒ Archived records

Filter by institute:




- ☒ All institutes
- ☒ Castor
- ☒ Test Institute





<input type="checkbox"/> Record	Institute	Last ope...	Last ope...	Progress	Created by	Created on	Updated on	Updated by	Qu...	Actions
<input type="checkbox"/> 110001	Castor			<div><div></div></div>	Kayleigh ...	27 May 2...	20 Aug 2...	Kayleigh ...		
<input type="checkbox"/> 110002	Castor			<div><div></div></div>	Kayleigh ...	20 Aug 2...	20 Aug 2...	Kayleigh ...		
<input type="checkbox"/> 110003	Castor			<div><div></div></div>	Kayleigh ...	20 Aug 2...	20 Aug 2...	Kayleigh ...		
<input type="checkbox"/> 110004	Castor			<div><div></div></div>	Kayleigh ...	20 Aug 2...	20 Aug 2...	Kayleigh ...		
<input type="checkbox"/> 110005	Castor			<div><div></div></div>	Kayleigh ...	20 Aug 2...	20 Aug 2...	Kayleigh ...		




Then, select your institute and click 'Next'. The record will be created and opened so you can begin data entry.

To open a previously created record click the eye icon () in the 'Actions' column or double click the line the record is on.

Castor EDC Study Not Live (v.4.71)

Search: in **Record** ☐ Exact match    **List view**

<input type="checkbox"/> Record	Institute	Last ope...	Las...	Rand...	Progress	Crea...	Created on	Updated on	Upd...	Q...	Actions
<input type="checkbox"/> 120001	Castor	03 Mar 2...	Nie...	Control	<div><div></div></div>	Niec...	03 Mar 20...	03 Mar 20...	Nie...		  
<input type="checkbox"/> 120002	Castor	04 Mar 2...	Nie...	-	<div><div></div></div>	Niec...	03 Mar 20...	04 Mar 20...	Nie...		
<input type="checkbox"/> 120003	Castor	03 Mar 2...	Nie...	-	<div><div></div></div>	Niec...	03 Mar 20...	03 Mar 20...	Nie...		
<input type="checkbox"/> 120004	Castor	04 Mar 2...	Nie...	Control	<div><div></div></div>	Niec...	03 Mar 20...	04 Mar 20...	Nie...		
<input type="checkbox"/> 120005	Castor	03 Mar 2...	Nie...	-	<div><div></div></div>	Niec...	03 Mar 20...	03 Mar 20...	Nie...		
<input type="checkbox"/> 120006	Castor	03 Mar 2...	Nie...	-	<div><div></div></div>	Niec...	03 Mar 20...	03 Mar 20...	Nie...		
<input type="checkbox"/> 120007	Castor	03 Mar 2...	Nie...	-	<div><div></div></div>	Niec...	03 Mar 20...	03 Mar 20...	Nie...		
<input type="checkbox"/> 120008	Castor	03 Mar 2...	Nie...	-	<div><div></div></div>	Niec...	03 Mar 20...	03 Mar 20...	Nie...		
<input type="checkbox"/> 120009	Castor	03 Mar 2...	Nie...	-	<div><div></div></div>	Niec...	03 Mar 20...	03 Mar 20...	Nie...		

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5. Doing data entry

When you open a record, you will be taken to the main data entry view:

[Back to records](#) **5**

Record ID: 110001 Not Live (v.7.91)

Record: 110001 **1**
Progress: 53%

Baseline
1. Inclusion

Completed
Baseline **2**
Inclusion
Measurements





Not Started
Demographics
Visit 1 and Randomization
End of Study

1.1 Does patient have example disease? ☐ Yes ☐ No **3**

1.2 Is the patient older than 65? ☐ Yes ☐ No

1.3 Has patient signed informed consent? ☐ Yes ☐ No

1.4 Can patient participate in the study? Yes

4    

6

It consists of the following elements:

1. Record ID and progress of completion.
2. An overview of the study forms (phases and steps of the study). Phases consist of steps and each step contains a set of questions. You can click on the step of interest in this panel to start entering the required data. Once you answer a question in the form, you will see a small wheel turning to the left of the field and this means the data is being saved.
3. Data is entered into questions, or fields within the study forms (steps).
4. Each field is accompanied by a cogwheel menu, containing options for each record. In this menu, you can clear the data from a field, add a comment or mark the field as 'missing' data.
5. To exit the record and return to the record list, click on the 'Back to records' button.
6. Once you have completed the first form, you can navigate to the next step by clicking on 'Next'.

5.1 - Elements in each question

Depending on the type of question, you will need to select one or more of the provided options, enter a number or date, upload a file etc.

Some fields will appear only under certain conditions. In the example below, question 1.5.1 is shown only because question 1.5 is answered with 'Yes'.

Record ID: 120001 Not Live (v 1.4.1)

Record: 120001
Progress: 50%

Baseline 1. Demographics

1.1	Age at Informed Consent	37	
1.2	Gender	<input checked="" type="radio"/> male <input type="radio"/> female	
1.3	Race	<input type="radio"/> White or Caucasian <input checked="" type="radio"/> Asian <input type="radio"/> Black or African American <input type="radio"/> American Indian or Alaska Native <input type="radio"/> Native Hawaiian or Pacific Islander <input type="radio"/> Other	
1.4	Date of Diagnosis	02-03-2020 <small>(dd-mm-yyyy)</small>	
1.5	Does the patient smoke?	<input checked="" type="radio"/> yes <input type="radio"/> no	
1.5.1	How many cigarettes per day does the patient smoke?		<small>This field is required</small>
1.6	Does the patient drink alcohol?	<input type="radio"/> yes <input checked="" type="radio"/> no	

[Previous](#) [Next](#)

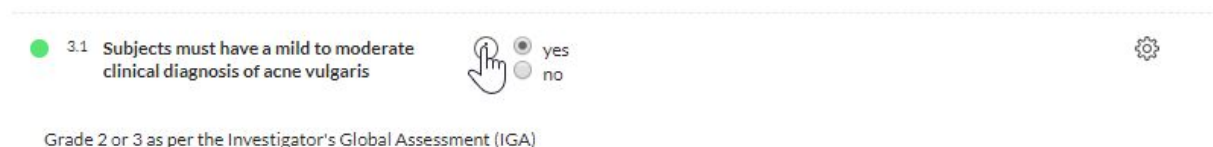
5.1.1 - Status icons

Shown to the left of each question is the status icon, which indicates whether the question has been answered (green) or not answered (orange). Where there is a problem with the provided answer, the icon will turn red and a red warning message will appear to provide more information about the problem.

- **Green** The input is valid and the data is saved.
- **Orange** Data is required and no input has been entered yet.
- **Red** The input is invalid or does not comply with the inclusion criteria for the study. This is accompanied by a red warning message.
- No icon** Data entry is not required and no values have been saved.

5.1.2 - Additional information

If additional information has been provided with a question, the ⓘ icon will be displayed beside the input. Clicking on the icon will allow you to view the information:



5.1.3 - Additional options

To the right of each question there is a cogwheel with additional options:



To clear the value already entered for a field, press “Clear”.

If data is not available for a question, tick the “User missing” box. A window will open to ask the user to provide the reason why the data is missing:

Choose reason for missing value for field Patient is between the ages of 12 and 40 .

Choose reason:

- ☒ Measurement failed (-95)
- ☐ Not applicable (-96)
- ☐ Not asked (-97)
- ☐ Asked but unknown (-98)
- ☐ Not done (-99)

Comment:

Save **Cancel**

Select the appropriate option and if necessary, add a comment. Click Save to store the option and return to the question list. The field marked as 'User Missing' will be grayed out in the list and marked as 'Completed'.

If you initially marked a field as missing but receive information for this field at a later date, you can click on the cogwheel again (even if the question is grayed out) and should unselect the option "User missing".

If you want to add a comment to a field, press "Comments". Add your text and press "Add comment":

Comments for field 'Patient is between the ages of 12 and 40 ' ×

New comment:

Add comment **Close**

5.1.4 - Randomize a record

If you need to perform randomization in the study, you can follow these steps to randomize a record.

Record ID: 120002 (v4.71)

Record: 120002
Progress: 36%

Record randomization details

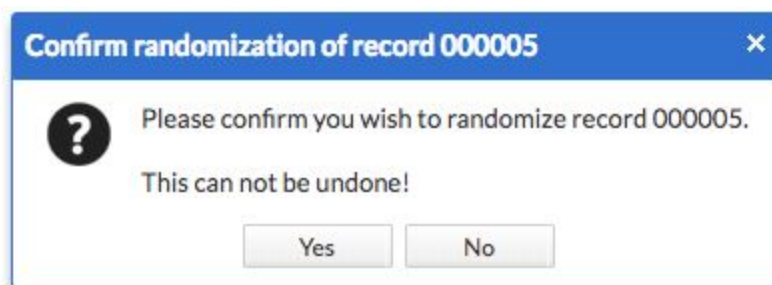
2 Randomize This record can be randomized now.

Fields required for randomization

Field	Value	Set
3 Gender	female	4

1. From the record overview, select the Randomization sub-tab.
2. Click the “Randomize” button to randomize the record.
3. Fields required for randomization are summarised in the lower right of the tab.
4. If the required fields for randomization have not been completed, click the eye icon (👁) to be taken to the required field in the CRF.

A window will appear and ask you to confirm the randomization, advising that randomization cannot be undone once confirmed.



The randomization tab will now display the randomization group and the randomization number and other relevant information. This tab is only visible for users with randomization rights.

Record ID: 120004 (v4.71)

Record: 120004
Progress: 42%

Record randomization details

Record number 120004	Record randomized by nancy.dunne@castoredc.com
Randomization number 002	Record randomized on 2020-03-04 15:16:02
Randomization group Control	

5.1.5 - Signing and locking a step

You can electronically sign and/or lock individual phases and steps in Castor EDC. Users will need the appropriate rights in order to do so.

The screenshot shows the Castor EDC interface for Record ID: 120002. On the left is a sidebar with a 'Record' section containing links for Study, Reports, Surveys, Monitoring, and Randomization. The main area displays the 'Baseline' phase '1. Demographics' with a progress bar at 100%. A dropdown menu is open over the 'Demographics' phase, showing options: 'Mark phase as missing', 'Lock this phase', 'Sign this phase' (highlighted with a red circle and number 2), 'Mark as verified', 'Print this phase', and 'Add a report to this phase'. The 'Sign this phase' option is selected. The background shows a list of steps: 1.1 Age at Informed Consent (18), 1.4 Date of Diagnosis (01-03-2020), 1.5 Does the patient smoke? (yes), and 1.6 Does the patient drink alcohol? (yes).

1. Go to the right side of a step or phase with your mouse. Click on the three dots that appear.
2. Click on "Sign this phase" for phases or "Sign this step" for steps.

You will be prompted to enter your password to confirm your identity. Click "Sign" to confirm and to sign the phase or step. If you wish to also lock this phase, you will tick the "Also lock this phase" checkbox. You will receive a confirmation that the audit trail has been updated.

The dialog box has a blue header with the text 'Please re-enter your password'. Below the header, it says: 'To sign this phase, please enter your password for reauthentication. The audit trail will be updated to reflect this action.' A note follows: 'Note that all child steps for this phase will also be signed!'. There are two input fields: 'Password:' followed by a masked password field (dots), and 'Also lock this phase:' followed by an unchecked checkbox. At the bottom right are two buttons: 'Sign' and 'Cancel'.

The phase or step will be updated with icons to reflect that it has been signed and/or locked:

Record: 120003	Record: 120002
Progress: <div><div style="width: 100%;"></div></div> 100%	Progress: <div><div style="width: 100%;"></div></div> 100%
<div>Completed</div> <div>Baseline</div> <div>Completed</div> <div>Demographics</div> <div>Completed</div> <div>Informed Consent</div> <div>Completed</div> <div>Inclusion</div>	<div>Completed</div> <div>Baseline</div> <div>Completed</div> <div>Demographics</div> <div>Completed</div> <div>Informed Consent</div> <div>Completed</div> <div>Inclusion</div>

A warning will also be displayed at the top of the data entry screen, warning the user that the current step has been signed and/or locked:

Baseline
1. Demographics

 This step was signed on 04/03/2020 at 11:08 by [User Name]
 This step was locked on 04/03/2020 at 11:08 by [User Name] Unlock

If you have lock rights, you can also choose to lock a phase or a step to prevent further data entry directly from the record navigation.

The screenshot displays the Castor EDC interface for Record ID: 110005 (Not Live v.17.41). On the left, a sidebar shows a navigation menu with 'Record' selected, containing links for Study, Reports, Surveys, Monitoring, and Randomization. The main area shows the 'Baseline' phase '1. Demographics' with a progress bar at 54%. A context menu is open over the 'Demographics' phase, listing actions: 'Unlock this phase' (with a lock icon), 'Sign this phase' (with a checkmark icon), 'Mark as verified' (with a checkmark icon), and 'Print this phase' (with a printer icon). To the right, a list of steps is shown, including '1.1 Age at inc' and '1.2 Gender', each with a green status indicator.

Go to the right side of a step or phase with your mouse. Click on the three dots that appear. Click on "(Un)Lock this phase" for phases or "(Un)Lock this step" for steps.

6. Record progress

In the left panel in data entry, you can view the progress of the steps which will update as you fill in the data.

Record ID: 110001 ◊ Not Live

Record: 110001

Progress: 73%

☒ Show Reports

- In Progress
- Baseline
- Completed SDV ✓
- Demographics
- Not Started
- Informed Consent
- In Progress
- Inclusion criteria

A step can have three different completion stages:

- Gray Not started
- Orange In Progress
- Green Completed

The overall record progress bar shown in the phase tab (blue) will also update automatically. Once all required fields have been completed, the icon will turn green.

7. The Records tab

In the Records tab, a list is displayed showing all records you have created (see Section 6). You may also see records that have been created by other users at your institute.

1. In the 'Records' tab, a search box is available, in which you can search for a particular record ID. More information on the search is provided in section 7.2.
2. This will show you the status of completion for each record. The same color scheme as for the steps applies (see section 6). You can double click on any step to directly access it.
3. By default, all records are shown, however you can use the Filter by record status boxes to show records that are complete, incomplete or not started.

4. It is possible to change the view mode to show the progress of the records by phases or steps (see section 7.1). This will show you the status of completion of each step for each record. The same color scheme as for the steps applies (see section 6). You can double click on any step to directly access it.

7.1 – Search for data

By default, the 'Records' tab displays all records in List view. You can change the view mode to either Phase view or Step view.

Phase view provides an overview of the completion status for each phase.

Step view provides an overview of the completion status for each step.

Castor EDC Study - Not Live (v.6.21)

Search: in **Record** ☐ Exact match

Record	Institute	Demographics	Informed Consent	Inclusion	Exclusion Criteria
<input type="checkbox"/> 120001	Castor	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
<input type="checkbox"/> 120002	Castor	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
<input type="checkbox"/> 120003	Castor	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
<input type="checkbox"/> 120004	Castor	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
<input type="checkbox"/> 120005	Castor	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
<input type="checkbox"/> 120006	Castor	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
<input type="checkbox"/> 120007	Castor	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
<input type="checkbox"/> 120008	Castor	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>

7.2 - Search for data

You can use the search bar to find records that contain certain data, for example if you want to find the patients with a certain age at onset.

Castor EDC Study - Not Live (v.6.21)

Search: **male** 2 in **Gender** 1 ☐ Exact match

Record

Fields:

- Age at Informed Consent var: pat_age1
Study Step: 1. Demographics
- Gender var: pat_gen**
Study Step: 1. Demographics
- Race var: pat_race
Study Step: 1. Demographics
- Date of Diagnosis var: pat_diag
Study Step: 1. Demographics
- Does the patient smoke? var: pat_smoke
Study Step: 1. Demographics
- How many cigarettes per day does the patient smoke? var: pat_cigs_per_day
Study Step: 1. Demographics

Record	Institute	Last Modified
<input type="checkbox"/> 120001	Castor	04/11/2020
<input type="checkbox"/> 120003	Castor	04/11/2020

Page 1 of 1 | Records per Page 25 | Lock selected | Unlock selected | Print selected | Displaying records 1 - 2 of 2

1. Click on the arrow in the right search box and find the field (question) of interest. In this example 'Gender' is selected.
2. Enter the value of interest in the left search box (in this example 'Male') and all matching records will be displayed.

8. Creating reports

In the data entry view, you can view any reports attached to the record or create a new report. Opening the record and navigating to the Reports tab will display the reports overview:

Record ID: 120002 (Not Live (v.6.21))

Record: 120002
Progress: 100%

All reports

1 Filter by report type: Select report type to filter Filter by report: Select report to filter Filter by status: Unarchived Add a report

Filter by name: Filter by phase: Select phase to filter

Status	Report	Name	Type	Created on	Created by	Assigned to
2 ○	Adverse Events	Adverse Events...	Event	2020-03-04 19...	Mary Curran	Screening
●	Concomitant...	Concomitant...	Medication	2020-03-04 19...	Mary Curran	Screening
●	Protocol Devia...	Protocol Devia...	Other	2020-03-04 19...	Mary Curran	No parent
●	Vital Signs	Vital Signs - 04-...	Repeated meas...	2020-03-04 19...	Mary Curran	Baseline
●	Vital Signs	Vital Signs - 04-...	Repeated meas...	2020-03-04 19...	Mary Curran	Baseline

Report

Previous Next

1. You can filter by report type, report type, report name, or by the phase to which a report is linked.
2. The list of reports linked to the selected record. A status indicator is allows you to see the completion status of the report.
3. Click the 'Add a report' button to create a new report.

After clicking 'Add a report', the following dialog window will appear:

Add a report to record 120002

Report: Adverse Events 1

Custom name: Adverse Events - 04-03-2020 14:11:59 2

Attach to: Phase 1. Baseline 3

Create Create and add another Cancel

1. Select from the dropdown menu which report type you wish to create.
2. Enter a custom name for the report, this is how the report will be displayed in the study and exports.

- You have the option to attach the report to a phase or to another report. Attaching the report to a phase will display the report in the Phase/Step navigator on the left sidebar in the data entry view.
Note: the report can also be attached to unscheduled phases.

Click the 'Create' button to add the new report and return to data entry. Alternatively, you can click 'Create and add another' to save the new report and immediately create another new report.

9. Repeated Measures

In data entry, the repeated measure field looks like this:

The screenshot displays the Castor EDC data entry interface for Record ID: 120002. On the left, a sidebar shows the 'Record' tab with a list of phases: Study, Reports, Surveys, Monitoring, and Randomization. The 'Study' phase is selected, and a progress bar indicates 100% completion. Below the progress bar, a list of phases is shown: Completed (Screening), Completed (Baseline), Completed (Vital Signs), and Completed (End of Study). The 'Vital Signs' phase is highlighted. The main content area shows the 'Baseline' section for '5. Vital Signs'. A question '5.1 Were vital signs taken today?' is displayed with radio buttons for 'yes' and 'no'. Below this, a table titled '5.1.1 Vital Signs' is shown, which contains two rows of data. The table has columns for 'Created on', 'Visit Date', 'Height', 'Weight', 'Blood Press...', and 'Blood Press...'. The first row shows data for 2020-03-04 at 04-03-2020, with Height 77, Weight 62, and Blood Pressure 119/82. The second row shows data for 2020-03-04 at 01-03-2020, with Height 1.78, Weight 63, and Blood Pressure 120/80. An 'Add measurement' button is located in the top right corner of the table. At the bottom of the interface, there are 'Previous' and 'Next' buttons.

Created on	Visit Date	Height	Weight	Blood Press...	Blood Press...
2020-03-04	04-03-2020	77	62	119	82
2020-03-04	01-03-2020	1.78	63	120	80

By selecting 'Add measurement', measurements are easily added to the form and will be shown in the form of a grid, representing each measurement as a new row and each field that is part of the repeated measure as a separate column.

Each measurement will be saved as a new report and will appear in the 'Reports' tab and will be attached to the phase (or report) where the repeated measure field is located.

← Back to records

Record ID: 120002 Not Live (v.6.21)

Record: 120002
Progress: 100%

All reports

Filter by report type: Select report type to filter Filter by report: Select report to filter Filter by status: Unarchived Add a report

Filter by name: Filter by phase: Select phase to filter

Status	Report	Name	Type	Created on	Created by	Assigned to
○	Adverse Events	Adverse Events...	Event	2020-03-04 19...	Nancy Dun...	Screening
●	Concomitant ...	Concomitant ...	Medication	2020-03-04 19...	Nancy Dun...	Screening
●	Protocol Devia...	Protocol Devia...	Other	2020-03-04 19...	Nancy Dun...	No parent
●	Vital Signs	Vital Signs - 04-...	Repeated meas...	2020-03-04 19...	Nancy Dun...	Baseline
●	Vital Signs	Vital Signs - 04-...	Repeated meas...	2020-03-04 19...	Nancy Dun...	Baseline

Report

Previous Next

9. Responding to queries

Users with only data-entry rights can see all queries for a record on the record's 'Monitoring' tab.

← Back to records

Record ID: 120002 Not Live (v.11.91)

Record: 120002
Progress: 60%

Monitoring

Queries Validations Verifications

Filter by status

- ☒ New
- ☒ Open
- ☒ Unconfirmed
- ☒ Confirmed
- ☒ Resolved
- ☒ Closed

Creation Date	Created By	Field Label	Last Remark	Type
13 Mar 2020 18:...	Niecy Dun...	Were vital signs taken today?	Why were vital signs not taken?	Opened

1. The record's monitoring overview opens on the query tab.
2. Queries can be filtered by the query status.
3. Clicking on the eye icon, will take you to the field where the query was placed.

Queries are shown as a circle and the status is indicated by the sign within it as well as the color.

New: This query has not been reviewed.

Open: This query was viewed but change of status or comment was not made.

Unconfirmed: The user does not agree with the monitor.



Confirmed: The user agrees with the monitor and will try to resolve the issue.



Resolved: The user has changed the value and indicates the issue is resolved, for example the user has reacted to a query and left a comment.



Closed: The monitor indicates the issue is resolved and marks the query as closed. Only users with query rights can close a query.



Once you are in the record, you will see the status icon next to the queried field.

The screenshot displays the Castor EDC interface for Record ID: 120002 (Not Live v.11.91). On the left is a sidebar with navigation links: Record, Study, Reports, Surveys, and Monitoring. The main content area shows the record's progress (60%) and a list of study stages: In Progress (Screening, Baseline, Vital Signs), Not Started (End of Study), and End of Study. The 'Vital Signs' section is active, showing a table of measurements. A query icon (a gear with a question mark) is highlighted in a red box next to the 'Vital Signs' section header. Below the table are 'Previous' and 'Next' buttons.

Created on	Visit Date	Height	Weight	Blood Press...	Blood Press...
2020-03-13	13-03-2020	77	72	140	80
2020-03-04	01-03-2020	77	62	119	82
2020-03-04	01-03-2020	1.78	63	120	80

To respond to a query, click on the query icon

Queries for field Were vital signs taken today? [X]

Current query status: ? Open

Change status to: Open [v] 1

Remarks:

Why were vital signs not taken?
By: Niecy Duncan Date: 2020-03-13 18:05:46
Patient withdrew consent 4
By: Niecy Duncan Date: 2020-03-13 18:09:24

New Remark: 2

3 [Update] [Close]

1. You can change the status of a query by choosing from the list in the dropdown box.
2. The New Remark field allows you to enter your comments on the query.
3. Once you select 'Update' the status and comment will be saved.
4. All saved remarks are added to the list.

10. Further information

If you would like to watch a video tutorial for performing data entry, you can do so [here](#). We also invite you to take our online Data Entry course at [Castor Academy](#).

For more information regarding data entry, please check Castor EDC's knowledge base: <https://helpdesk.castoredc.com>