

Risk Factor Questionnaire Data Entry Program

**Application Notes and QxQ
Version 3.2**

December, 2000

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A word of caution!

Do NOT run the Risk Factor Questionnaire Data Entry program from more than one computer. Doing so will result in files with duplicate filenames.

Data will be lost!

A word of caution!

KEY

The following conventions are used in this document:

- Add New When one letter of a word is underlined, this indicates that a keyboard shortcut exists for that command. With this example, hitting the CTRL key and the N key (it is not necessary to use an uppercase N) is the shortcut for Adding a new subject. Some commands require the ALT key and others the CTRL key. Unfortunately, there is often little rhyme or reason to these, so finding and remembering shortcuts is often a matter of trial and error.
- Underlined When a whole word is underlined, this indicates a click-able button on the screen (as opposed to a mouse button, that is)
- CAPTALS Words in CAPITAL letters are keys or key-stroke combinations. E.g., TAB or CTRL-A (Select All)
- [A Word] Brackets indicate words being used as an example. E.g., [Juan Valdez]
- Arial Font Paragraphs in this font that begin "**NOTE:** Blah blah blah" serve to highlight important points about the software.

Note: Occasionally, **Notes** will highlight changes to the software that maynot be reflected in the manual's diagrams!

- File → New → Page This sort of string represents a series of successive (hierarchical) menu commands executed one after another

Next: Getting Started

GETTING STARTED

The RFQ Data Entry installer places the folder "RFQ Data Entry v3.2" within the "4DRun" folder on your C:/ drive. If the computer lacks a current "4DRun folder," the installer will create one. "RFQ Data Entry v3.2" contains four (4) files that are necessary to run the RFQ Data Entry program.

PLEASE DO NOT MOVE ANY OF THESE FILES OR FOLDERS!

Note: *BACK UP YOUR DATA BEFORE MOVING TO THE NEXT STEP!*

Note: *The steps below are predicated upon your having been using RFQ DE v3. The directions do not change, though, if you have been using RFQ DE v2.5. Simply substitute that name into the appropriate places*

Installing RFQ Data Entry v3.2

1. Double-click on the installer icon (labeled "RFQ_DE v3.2.exe "). This places into your C:/4DRun folder a folder called "RFQ Data Entry v3.2." Your existing RFQ folder (v2.5 or v3) is not affected;
2. Copy the most recent version of your data file ("rfqmain.4DD") from the RFQ Data Entry v2.5 folder to the newly created "v3.2" folder;
3. Delete all earlier versions of the RFQ Data Entry program;
4. Open the RFQ Data Entry program by double-clicking on the v3.2 Structure file (the large one, not the 1k one);
5. Log in as per usual (passwords were not changed, to protect the innocent);

Note: For those sites who need or choose to do a manual FTP: send all the files from within the CCFR folder whose names begin with "R."

CHANGES FROM V3.1 TO V3.2

Section F (Skip patterns)

Fixed the skip pattern so that you will not need to CANCEL out of every field as you maneuver through the Activities.

Section F (Double Entry error)

Corrected bug that had prevented "NO" answers from auto-filling related fields with "-9."

Section G (Alcohol? Never!)

Added text and visual aids to clarify which question in the questionnaire relates to which question on the RFQ Data Entry screen.

CHANGES FROM V3.0 TO V3.1

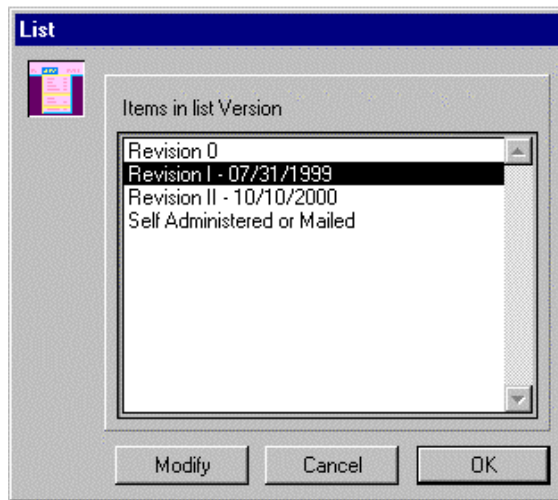
Version 3.1 is virtually identical to v3.0 in operation. The few essential (visible) differences are as follows:

Questionnaire Version Control

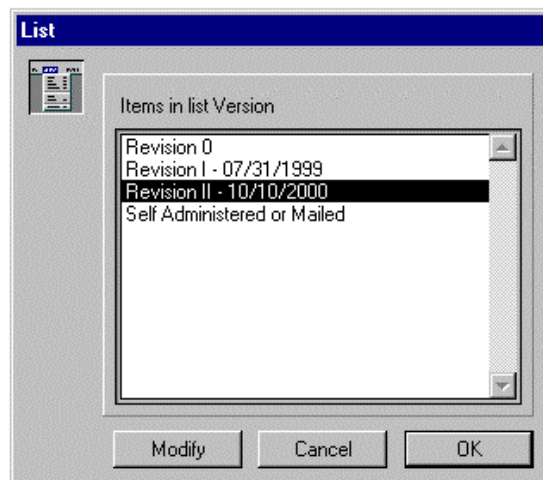
Version 3.1 of the RFQ Data Entry application (RFQ DE) reflects the changes that you will see in the next printed version of the Risk Factor Questionnaire (which will have a **green** cover).

However, v3.1 is fully capable of accepting data from **blue**-covered RFQs. All you need to do is indicate, when you first enter a questionnaire, which version you are using, as follows [see next page]:

Blue-covered
Questionnaire



Green-covered
Questionnaire



Note: This field pops up whenever you open a subject's file. Please be sure to CANCEL out of this field without changing previously entered data!

Please Note: B15_Cancer

When you move from the page with questions “B15_Cancer” through “B15_c2RAD3”, the cursor will jump (at the top of the next page) to “B15d_SITE4” and the cancer-selection list will appear.

This is unavoidable due to the nature of the drop-down lists. However, if you have no cancers to enter into this field, select the CANCEL button and the cursor will jump to “B15e_Bone Marrow.”

If you accidentally enter information into “B15d_SITE4,” and your answer to question “B15_Cancer” was NO or DON’T KNOW, the cursor will skip down to “B15e_Bone Marrow” and field “B15d_SITE4” will clear automatically.

If you accidentally enter information into “B15d_SITE4,” and your answer to question “B15_Cancer” was YES, you can restore the blank or null value to “B15d_SITE4” by returning your cursor to “B15d_SITE4” and scrolling down to the bottom of the cancer-code list. There is a blank field immediately after the last cancer (“C809 – unk Unknown cancer type”) that when selected will restore the field value to null.

Note: This blank value option is available in *all* pop-up menus!

Section J (J2-8b - Racial background)

The Asian field is now a pop-up menu that lists all acceptable (for study purposes) Asian backgrounds.

If your CHECK RECORDS reveals a string of FALSEs for these fields, this is due to differences in this field in versions 3.0 and 3.1. This situation only will occur if you single-entered a questionnaire via v3.0 and then double-entered the questionnaire via the updated version. To correct this tragedy, open each affected record (that is, the original entry for each) with v3.1 and skip to Section J. Then save and quit. C’est tout.

CHANGES FROM V2.5 TO V3.0

General

Sorting Records

From either the Entry or Double Entry menu (depending on your desires), select the Show All Records option to bring up a list of all entered subjects. Click on the Order by button and then choose from the arrayed fields the one(s) you wish to use to sort the listed subjects. Double-click on the desired field and then click the OK button.

Save Button

Using the Save button no longer moves you to the first field in a section.

Text Fields

Are no longer included when records are compared. This includes the COMMENTS field.

Error Report

The orientation has been changed to landscape so all relevant information is displayed.

Revert Field to Blank/null

All pop-up menus now have an invisible (read: "blank") option at the end of their list. To restore a field to "unanswered" status, single-click in the space immediately below the last answer and then click the OK button.

For example:

The screenshot shows a software window titled "2nd Year Questionnaire" with fields for "SubjectID" (10014jz), "Center" (Cleveland Clinic), and "Subject Status" (Participating). A "List" dialog box is open, displaying a list of items: "No", "Yes", and "Don't Know". An arrow points to the space below "Don't Know" with the text "Click here for 'null value'". The dialog box also has "Modify", "Cancel", and "OK" buttons.

CHANGES BY SECTION (v2.5 TO v3.1)

Section A

Questionnaire Version

This new field will help us identify data entered from the various versions of our Risk Factor instrument. The options are:

Menu Option	Refers to
Revision 0	Any data collected pre-"Blue" questionnaire
Revision 1 - 07/31/1999	"Blue" RFQ - matches RFQ Data Entry application 2.5
Revision 2 - mm/dd/yyyy	Latest RFQ - for entries made <i>after</i> the October 21 submission date (and entered with RFQ DE v3)
Self Administered or Mailed	Very rarely used, probably not relevant

Comments

The comments field is no longer part of the "Compare Records" function.

Section B

B15a-b-c (Cancer Site)

Entering this field brings up a pop-up list of all the cancers. Scroll through until the desired cancer is hi-lited and then hit OK or the Enter key.

B15e (Bone Marrow)

Released from the skip pattern. Also, the pop-up list now contains the option, "Never Asked," and a blank/'null' line at the end.

Section C

C2a (Number of Pregnancies)

If C2a = 1, then C2d2 ("How old at last child...") is skipped.

C5a-C5b

Previous skip pattern removed. Now, if in C5a1 "Don't know status of ovaries" is chosen, program will skip to C5c.

C5b

Will skip to C5c if C5a1 ("Both ovaries removed") is selected.

Section F

F9

Fixed problem where choosing "No" did not result in "-9" being auto-filled in related fields.

Industry Fields

Removed. Enter all industry information in the "Occupation" field (Alphanumeric, 40 characters in length).

Section J

J1 (Education)

"Some graduate school" added to the pop-up list.

J2b-8b (Race/Ethnicity)

Entering the field next to the large word, "Asian" produces a pop-up list with all the Asian country codes listed.

J9b

Added 'fast check' boxes if all relatives are/were Ashkenazi or Sephardic.

**Next: How
to...**

THE MANUAL (WAS "V2.5 PROGRAM NOTES")

Logging In

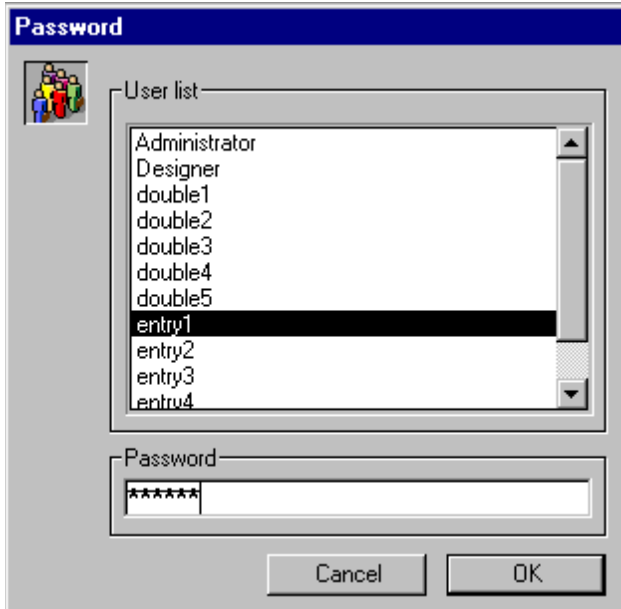


Figure 5

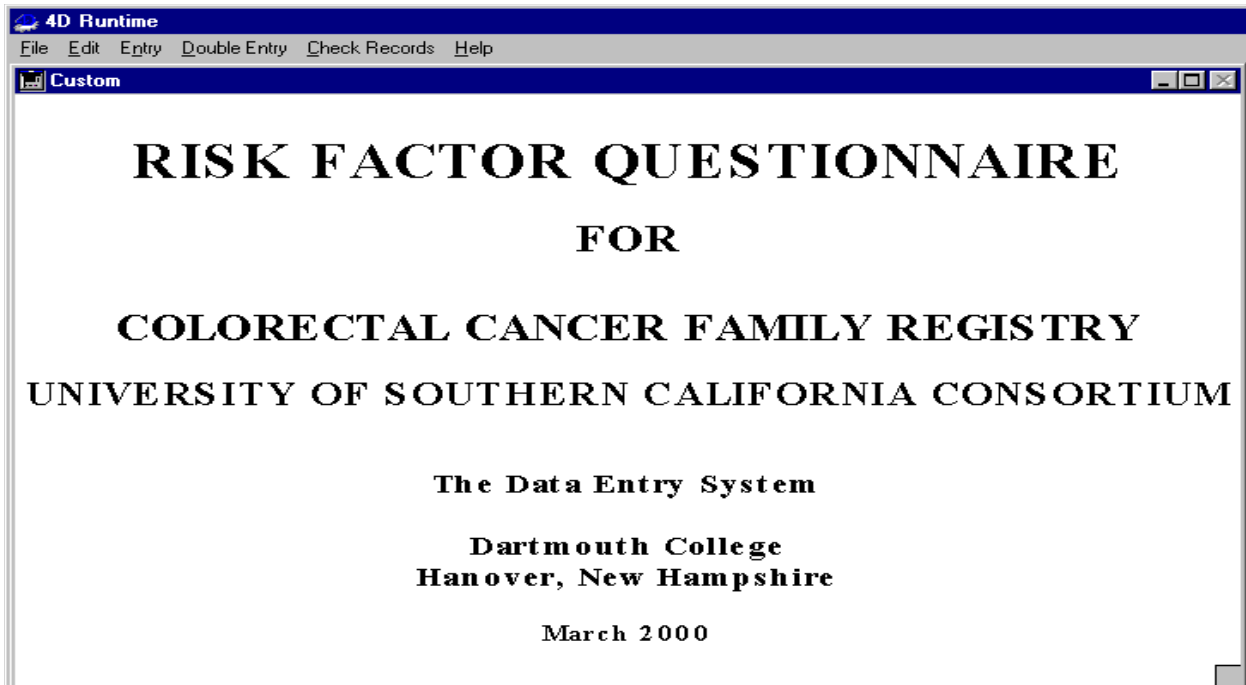
Though it may look odd at first, there is a logic to the login choices.

Entry1 is the login-name we recommend be used by the Coordinator. Entry2, Entry3, etc are to be used by various data entry persons.

The same progression applies when logging in to perform double entry.

Note: The passwords for login are extremely case-dependant. Please type them carefully! *If you have lost the passwords, please email Ted Bush.*

Once you have logged in, you will see the "splash" screen (next page)



GENERAL INFORMATION

ARY

"About __ years ago..." enter the appropriate digit (2-10).

Selecting Variable Options

Although some fields are text fields where you can enter whatever data you wish, most have specific (pre-loaded) options. These options are made available to you via menus that pop up when you enter the specific field.

To choose an option from these menus you may use either the mouse (move the pointer to select the desired option and double-click or hit the OK button) or the arrow keys (arrow up or down to the desired option). With the latter choice, hitting the RETURN or ENTER keys will accept the highlighted option and return you to the data entry screen.

Enter/Return

Although there is usually no difference between using the RETURN key (on the main keyboard) or the ENTER key (on the numeric keypad), on occasion hitting ENTER (as opposed to RETURN) will produce different results.

That is, occasionally, ENTER will accept the highlighted option and skip the cursor to the next field. At other times, using the ENTER key will cause the

program to accept the highlighted option, but will leave the cursor in the current field. There is no rhyme or reason for this irregularity. We've chosen to call it a "design feature."

Movement

As indicated earlier, movement throughout the data-entry program is accomplished via either the TAB key or the mouse.

If you have no data for a specific field and a pop-up menu occurs, hit the TAB button to dismiss the pop-up window without selecting any of its options. Hit TAB again to move to the next field.

Skip Patterns

As much as possible, the program contains skip patterns that will block off sections of the questionnaire entry screen(s) when a previous answer renders said questions/sections invalid/moot. In some cases, this can be difficult to see. If, after entering data, your cursor appears to have disappeared, check to see if the



button looks like this. This means the skip patterns took effect and hitting ENTER or the RETURN key will take you to the next page.

Note: Your work is *not* saved when you move from page to page, only when you move from section to section!

Check Boxes

In a change from the beta version, it is possible to TAB into the "Don't Know" check boxes. To select that field, that is, place a check in the box, hit the space key or an arrow key. Hitting the space or arrow key(s) again will remove the check. Then TAB to the next field.

Note: Clicking a check box (answering a question with "Don't Know") will convert data entered into the previous fields to 999. If after entering a "Don't Know" response you get different data or need to alter the response, you must first de-select the check box.

Deselecting the checkbox will result in many error messages alerting you to "out of range" data in the previous field(s). This is because, with the unchecking of the Don't Know box, the 999s are being read as valid data. Hit ENTER or click on the OK button until the warnings go away and then correct the data in the field(s).

Record Safety

No record is ever locked. The Data Center will pull all completed (that is, double-entered and compare-resolved) records every download and will establish the audit in the central database.

The lack of locked records means you have to be vigilant and aggressively consistent about rerunning the Double Entry Compare after every modification of a record's data. That is, if you make a change in an ID's original entry data, you also must make the change via the Double Entry screen.

Page Up/Page Down

These keys have been disabled while the RFQ Data Entry program is active.

Save as you go

Click the Save button; the program will save your work and return you to the beginning of that section.

ex: If you are on question B15 and decide to save your work, you will be taken to the question B1 page.

Note: Save can result in a several-page shift; returning yourself to B15 is not quick. You want to make sure you are finished with your changes/input for a Section before you opt to save!

To quit the program...

Click the SAVE button to save your work. Then choose the CANCEL button.

You will see an alert warning you that all changes will be lost [note: this Alert is being altered to read, "all UNSAVED changes will be lost."]. Choose OK and you are returned to the list-view screen. From there choose the DONE button and then Quit from the File menu.

**Next: Data
Entry Menu
Options**

MENU OPTIONS

File

Quit

Exits the RFQ Data Entry software *and* 4DRuntime.

Edit

Show Clipboard

Displays contents, if any, of computer's temporary memory

Entry

Entry

Brings up the New Entry window (see graphic below)

Show all records...

Brings up a list-view of all entered records

Double-Entry

Entry

Brings up the New Entry window for double entries

Show all records

Brings up a list-view of all double-entered records

Check records

Compare records

Prints a report of every completed (single and double-entered to DONE) questionnaire and lists the differences by field

Export records

Export records

Creates a file of completed questionnaires ready to be uploaded to the Dartmouth Data Center

Help

Contents

Although help options are listed, the help program is unavailable from within 4DRuntime. We apologize for the inconvenient and misleading menu options.

Search for Help On...

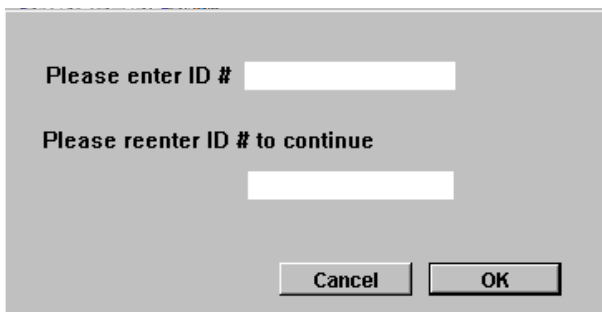
How to Use Help...

About 4D Runtime...

Entry

New Entry

This command clears the Welcome ("splash") screen and brings up:



Please enter ID #

Please reenter ID # to continue

Note: You need to be very careful when entering a subject's ID. Once you hit the OK button, a subject cannot be removed from the database!

Note: Enter ONLY numbers, no dashes or other characters!

Enter the subject ID as it appears at the top-right of the blue RFQ booklet. Hitting the OK button takes you to the **A. Participant Information** screen.

During entry, NEXT PAGE is first in the tab order after the last field. If the skip pattern indicates you have answered all the questions you are able to for that screen, the NEXT PAGE button will become your active option.

If the skip directs you to move to the next form, you will get a message telling you to skip to ____, and the relevant button will become the next option.

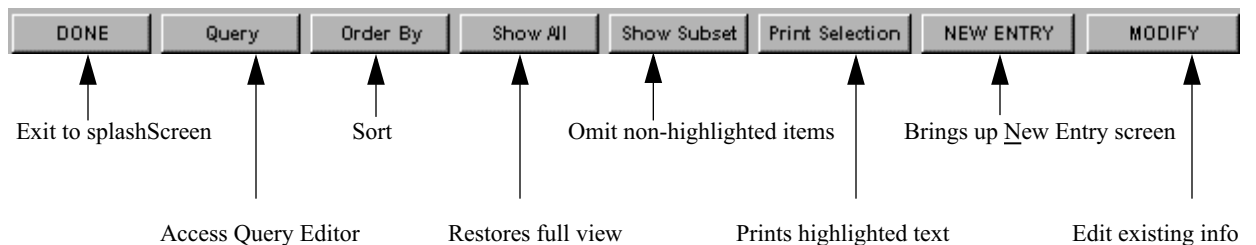
Once you have completed a questionnaire, press the DONE button at the end of section J. The record is saved and the New Subject screen (Figure 6, previous page) pops up allowing you to continue with double-entry.

If you wish to continue, enter the subject ID of the next questionnaire and hit OK.

If you are finished with entering questionnaires at this point, click the Cancel button to make the subject login screen go away.

Show All Subjects

This brings up a list view of all subjects currently entered into the system. At the bottom of the list is a row of buttons that contain commands both old and new:



Done Exits the View All Subjects screen, returns you to the "splash" screen

Query Summons the Query Editor

Order By Allows you to sort the list according to an array of available fields

Show All Restores full list view after a Show Subset command reduces the number of visible subjects. Also restores the list after returning from editing a questionnaire.

Show Subset After a selection of subjects has been highlighted, this command removes all non-highlighted items from the list view.

Print Selection Prints the highlighted information available in the list view (for all visible subjects), not related questionnaire data; future versions of the RFQ Data Entry application will make more data (demographics, record status, etc) available

New Entry Brings up the "enter subject ID" screen

Modify Brings up the "enter subject ID" screen

Note: Although you can access a subject's questionnaire data by double-clicking on that subject in the Show All Subjects list view, that data is **not** modifiable. To modify a record, you need to use the MODIFY button.

Double entry

The layout for the double entry *exactly* replicates that for original entry of the questionnaire. The only difference is that questions appear in [blue](#).

As with original entry, once you have completed a questionnaire press the DONE button at the end of section J. The record is saved and the New Subject screen (Figure 6, previous page) pops up allowing you to continue with double-entry.

If you wish to continue, enter the subject ID of the next questionnaire and hit OK.

If you are finished with double entry at this point, click the Cancel button to make the subject login screen go away.

Compare records

Selecting this menu option prints out a list of every single and double-entered questionnaire that has discrepancies between the two entries. You must correct these discrepancies before you can export a record for upload to the Data Center. A report contains the following headings

ID_NUMBER	TABLE	FIELD	ORIGINAL	DOUBLE
-----------	-------	-------	----------	--------

and a sample report might look like:

ID_NUMBER	TABLE	FIELD	ORIGINAL	DOUBLE
01555-1212	A	4_Interviewer	Fred	Ethel
	B	B1b_UNK	True	False
		B6_CROHNS		No

"Table" refers to the section where the discrepancy exists and "field" is the question in question.

Note: Text fields must match! ANY discrepancy between an original entry and a double entry will result in an error in this log and will preclude that subject's being exported. The COMMENTS field is precluded from this requirement.

Editing Questionnaires

Correcting an erroneous entry is much like performing the entry in the first place. Determine which entry is correct and choose either Entry or Double entry. Enter the subject ID and then move to the Section and question that contain the error(s). You will have to Cancel out of any pop-up fields that appear as you move through the questionnaire.

Note: Please exercise caution as you move through the questionnaire to ensure you do not accidentally change any responses!

Once all corrections have been made, click the Save button in the lower-right corner of the screen. You will be returned to the beginning of the current section you are in. At that point, click the Cancel button (just to the left of Save) and when the alert appears ("you will lose all unsaved changes..."), click OK.

Export records

Exporting the records

Once you have corrected any discrepancies between the original and double-entered questionnaires, select the Export Records menu option.

The program will look to see if a Ccfr folder exists in your computer's C:/ drive. If it does not, it will create one. You will not see this happen.

After a brief pause, a message will appear informing you that the export is complete. Nine files have been moved to the C:/Ccfr folder (see Uploading to the Data Center, next page). You may now quit the program.

To Exit the program

From a list view, click on the Done button in the bottom-left corner of the screen. You are returned to the "splash" screen. From there, select File → Quit and both the RFQ Data Entry program and 4DRun will quit.

**Next:
Uploading to
Dartmouth**

UPLOADING TO THE DATA CENTER

If doing entry on a 'Study' Computer...

that is if the computer used to enter the risk factor questionnaires is the desktop machine being used to collect and upload information to the Data Center via AutoFTP, then you do not need to do anything else. (Of course, this presumes that AutoFTP wants to work that day...)

If entering the RFQ on a non-study computer...

then you have two ways of getting the data to the Data Center.

Move the RFQ Data Entry files from the entry computer to the study computer (via floppy or email or across a network), where AutoFTP will grab the files per usual; or

Compress the RFQ files (see below for a description of these files) into a single file with WinZip and upload that file to the Data Center's secure FTP server via the Web.

WinZip is available on the same web page where you obtained the RFQ and 4DRuntime installers.

Secure FTP Address

The website for uploading to the Data Center is: <https://129.170.112.77>

Login with: ccfrc

CONTACT TED BUSH FOR THE PASSWORD

RFQ File Naming System

Each time it is run, the export procedure creates 9 files (representing the nine sections of the questionnaire) and places them in the C:/CCFR folder. The naming system for these files is as follows:

R[section letter][center #]0100.txt

- The first letter indicates the file was created by the RFQ Data Entry program.
- The section letter will be A through J (inclusive) minus D.
- The center # will be a two-digit number between 01 and 07 inclusive.
- The last 4 numbers is a sequential number that will increase with every export; 0100 is the first export file created. The next would be 0101.txt

So the first three exports for site 6 would create in the CCFR folder files named as follows:

First Export	Second Export	Third Export
Ra060100.txt	Ra060102.txt	Ra060103.txt
Rb060100.txt	Rb060102.txt	Rb060103.txt
Rc060100.txt	Rc060102.txt	Rc060103.txt
Re060100.txt	Re060102.txt	Re060103.txt
Rf060100.txt	Rf060102.txt	Rf060103.txt
Rg060100.txt	Rg060102.txt	Rg060103.txt
Rh060100.txt	Rh060102.txt	Rh060103.txt
Ri060100.txt	Ri060102.txt	Ri060103.txt
Rj060100.txt	Rj060102.txt	Rj060103.txt

Note: Although the files end in .txt, they are not conventional text files and only can be read by a special 4D database. *Please do not attempt to open these files!*

**Next: Data
Entry QxQ**

DATA ENTRY QXQ

Section A

Comments

The comments window is only visible from Section A. In order to access the Comments table from other screens, select the Comments button from the bottom-left of the data entry screen.

The comments field only is editable from within Section A.

Note: You *must* hit TAB to exit the Comments field on this page. If you hit the RETURN or ENTER key, you will merely move the cursor to the next line (which may cause discrepancies between original and double-entry).

Note: As of v3.0, text entered into the COMMENTS field does not have to match from original to double entry. Other text fields throughout the questionnaire *do* need to match, however.

A1_Sex (Skip Patterns)

As mentioned in the previous section, if you enter a checkbox into the first box, indicating that the subject is male, you will not have the option of entering Section C, Reproductive History.

Section B

B15

If you have no other cancers to enter, hit TAB to leave the pop-up menu without entering any data and use the mouse button to click on the Next Page button.

B16a2 (TAB order)

The first field you come to asks you to enter the number of *times* per period that the subject took aspirin. Simply enter the raw number (1, 3, 9, etc).

Hitting TAB after entering this number takes you to the **DON'T KNOW** option. If "Don't Know" is the desired option, hit the SPACE key to check this

box. If you entered a number in the previous field, hit TAB again to go to the next field which will offer you the chance to enter the period (per week, per month, ...).

B16a4 (TAB order)

This question follows the same TAB order as the previous. That is, enter the *number* of [some time period] that the subject took aspirin, TAB to the **DON'T KNOW** option, then TAB to the *period* selection field.

Section C

If Male

This section is skipped automatically by the program if A1_Sex=Male.

C1 (Out of Range)

If you enter an age into this field that is older than the subject's current age (determined in field A2), an alert will pop-up telling you that the age entered must be lower than the current age.

If, however, you re-enter the incorrect value, the incorrect value will be accepted.

Section D

There is no rule #6. Err.. Section D.

Section F

Out of Range

Because each question is for a set period of time (a year, your 20s, etc), some answers will kick back an "Out of Range" alert.

e.g.: "Number of years walked in your 20s" *cannot* have an answer of "13."

Acceptable Ranges

For all activities, if a given time is less an hour, enter 98.

For all other time periods, enter between 1 and 30.

Skip Patterns

Similarly, a subject whose age is listed as 24 cannot answer questions relating to activities engaged in "during your 30s & 40s" and the like. Therefore, these

questions are blocked (skipped) by the program when A2_Age is determined to render moot those specific questions.

The Activities section has a skip pattern such that if no activities are listed in Activity 1, the cursor will skip to Next Page and on the next page will jump to F10, skipping Activities 4 and 5.

Section G

Types of Alcohol

This list is modifiable and the field is a text field (that is, you may type whatever you like in the field). The caution against merely leaving it a text field is that you must be careful how you enter the information on the double-entry form.

Out of Range

As with Section F, the subject's age will determine which, if any, series of questions are moot and block those out.

Section H

Skip Patterns

If the subject indicates that they never smoked, this whole section will become blocked out. Go to Next Page.

Further, if the subject indicates that s/he never smoked a pipe but smoked cigars, the pipe section will be locked out, and vice versa.

Section J

J2a

Country of birth. Although you select from an alphabetical list of countries, the answer reflected on the screen is the country's three-digit code. The code for the US NOS is 000.

Note: If you check the "Don't Know" box for country of birth, the previous field (Country of Birth) is set to 999. If you subsequently uncheck the "Don't Know" box, you need to manually re-enter the correct country code into the previous field!

Note: If you TAB out of this field without selecting an option, the field defaults to a value of "-SE" (Select Entry).

**Next:
Frequently
Asked
Questions**

FREQUENTLY ASKED QUESTIONS

- Q: I entered the wrong subject's questionnaire under ID 1212-0001, what can I do?
- A: If the ID you entered is a valid ID, then you can correct this mistake by selecting the MODIFY button from the View All Subjects screen. This will bring up the ID entry screen (see page 17). Enter 1212-0001 (twice) and hit the OK button. Now, enter the CORRECT questionnaire data over the existing data. This will replace the incorrect data entered previously.
- Q: I entered an invalid ID and entered an entire questionnaire under that ID.
- A: You cannot delete this invalid record. Write a note in the comments field explaining that the ID is invalid. Go to New Entry, enter the correct ID and re-enter the questionnaire data.
- Q: Can I hit the RETURN key when within the Comments field?
- A: Yes, returns are acceptable. However, upon hitting SAVE, the returns are converted by the program to ###. Remember, however, that the Comments have to match between the original and double-entered versions; excess RETURNS can make that
- Q: How can I edit previously entered comments?
- A: The Comments field is editable only within its main box on the opening data entry screen (choose the Go to A button).
- Q: Why are some pop-up lists modifiable and others not?
- A: Most fields have fairly restrictive answers; some of these strictures come from UCI and relate to allowable values. Other fields reflect the open nature of the question ("what sort of alcohol did you put in your drinks?") and the pop-up is modifiable to allow data entry people to enter whatever is on the questionnaires.

Note: Although some of these fields also act as text fields, accepting any entered information, we do not recommend this as it can lead to discrepancies in original vs double entry. Hence the modifiable pop-up list.

- Q: What is the website for uploading via Secure FTP, again?
- A: <https://129.170.112.77>

HELP RESOURCES

Bug Reporting

Please submit bug reports to the Colorectal Cancer Family Registry website's TALKBACK feature. The web address is <http://bio-epi.hitchcock.org/ccfrc/talkback.htm>

Be sure to be as explicit as possible in describing the nature of the error. Please include the type of computer and OS (Windows 95, 98, 2000, NT?) that you are using, what other programs were running at the time the error occurred, as well as a full description of what you were doing when the error occurred and the text of the error message.

You may also, if you choose, use this mechanism to slather us with praise.

General RFQ Data Entry assistance

Please call or email (email is preferred!) Ted Bush for assistance with the general operation of the program.

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CREDITS

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