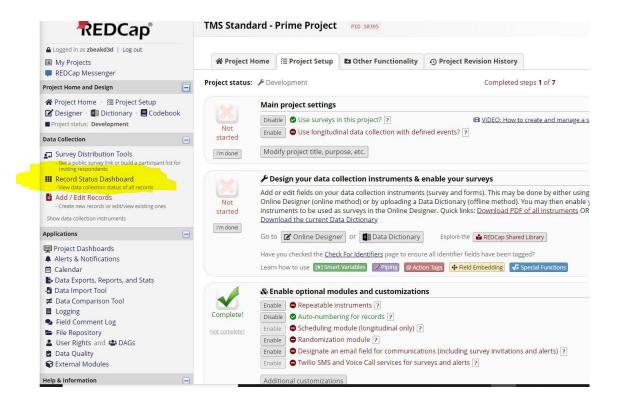
### REDCap Healthy Volunteer TMS Data Entry

Instructions

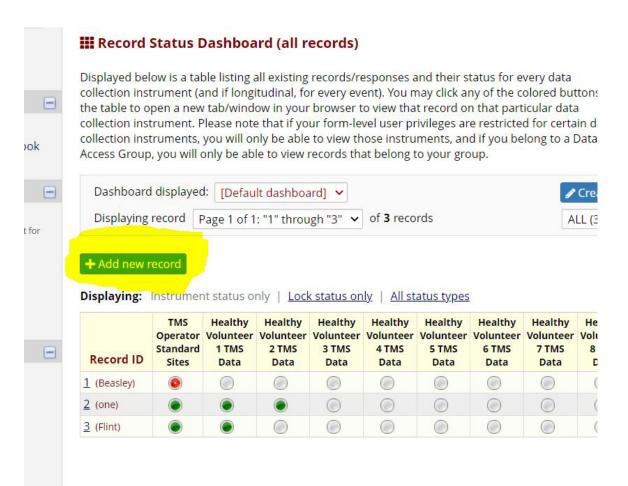
#### Log into REDCap

- Click on the TMS Project for your site
  - Window should look like the image on right
- Click on Record Status Dashboard to add a new TMS operator, as well as upload or review TMS data sets:
  - You may also click on Add/Edit Records



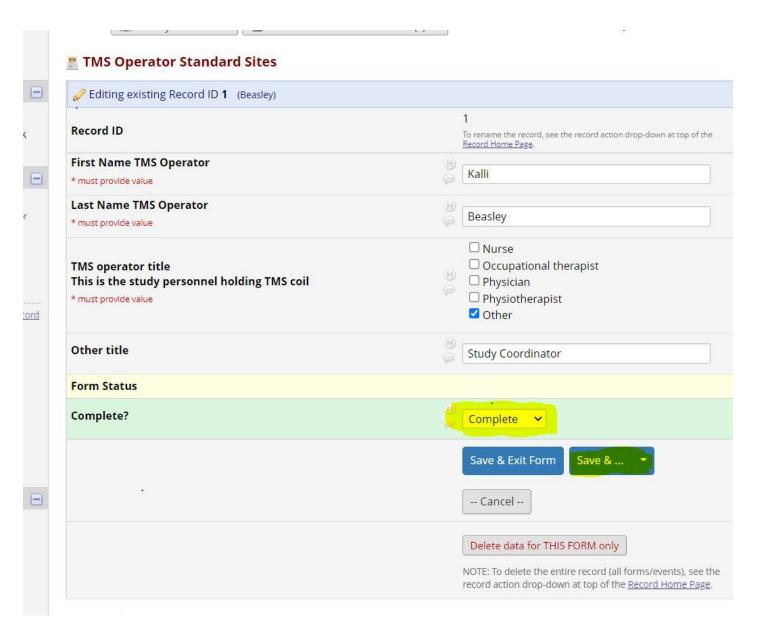
# Add new TMS operator

- In the Record Status Dashboard the last name of the TMS operator is listed as a record ID
  - Each TMS operator will each have only 1 record ID
  - Click on the open circles to add data from TMS sessions
- To add a new TMS operator click "add new record"



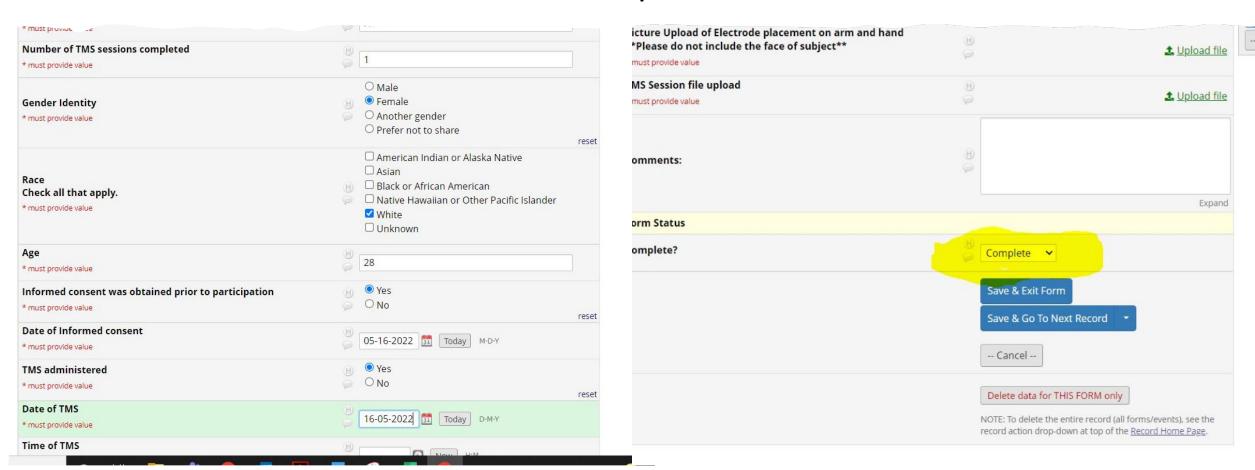
## TMS operator form

- Adding a new record will populate the TMS Operator data window. Adding the last name will populate the record ID on the record home page.
- Once the TMS operator form is filled out, change the status to "complete".
- Select save and move to next form.



### TMS Data Form

- Information from each practical TMS training session should be entered onto a separate TMS data form
- Answers from the source document should be used to complete the TMS data form
- Ensure you upload a picture of the electrode placement and the EMG file containing all TMS traces
- You can leave comments or questions for the TMS team in the comments box.
- Select "complete" to alert the TMS team to review that TMS data set.





Field Comment LogFile Repository

User Rights and ♣ DAGs
 Data Quality
 External Modules

### TMS Training Certification

- To obtain the final official TMS Training Certificate that you will upload into WebDCU:
  - TMS operators at Fast Track Sites need
    2 TMS data sets to be approved
  - TMS operators at Standard Track Sites need 5 TMS data sets to be approved
- The training Certificate will be provided by the TMS team to each individual TMS operator upon completion.

#### Additional Training & Payment explanation

- Three spaces to upload additional TMS data sets are available to assist each TMS operator during their training
  - These are not mandatory but will help the TMS team troubleshoot any problems that could arise during practical TMS training
  - Additional spaces for TMS data sets can be added for a TMS operator upon request
- Data sets from all TMS sessions should be entered into REDCap for sites to be reimbursed for their healthy volunteers.
  - Each site has been allocated enough funds for up to 40 paid healthy volunteer TMS sessions.
- Healthy volunteers can participate in as many TMS practice sessions as they want but can only be paid for a maximum of 4 sessions totaling \$100 (\$25 per session).
  - There are no safety concerns for healthy volunteer participating in more than one TMS test in a given day.

#### Contact Information:

- To Request additional TMS data sets contact:
  - Kalli Beasley: beasleki@ucmail.uc.edu
  - Lisa Mundo: mundokl@ucmail.uc.edu
  - Anthony Rogers: rogersat@ucmail.uc.edu
- REDCap related issues, questions or concerns:
  - Kalli Beasley
  - Anthony Rogers
- TMS related issues, questions or concerns:
  - TMS team: verify.study.tms@gmail.com
  - Cathy Stinear: c.stinear@auckland.ac.nz