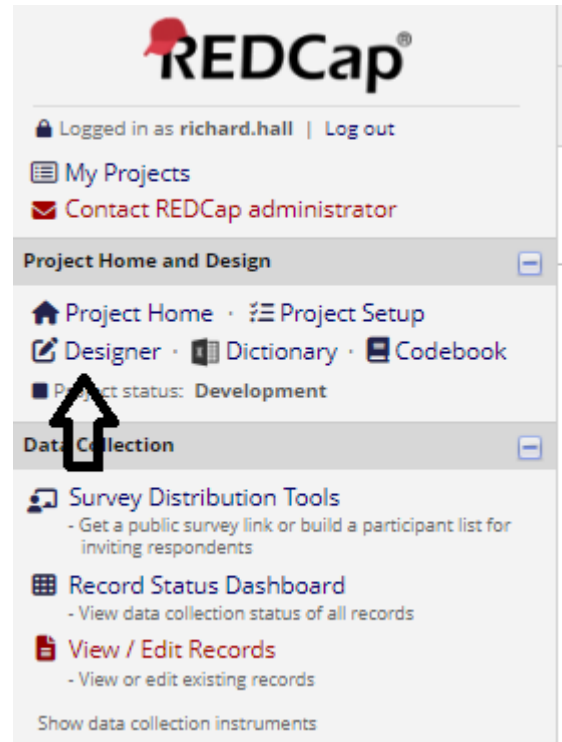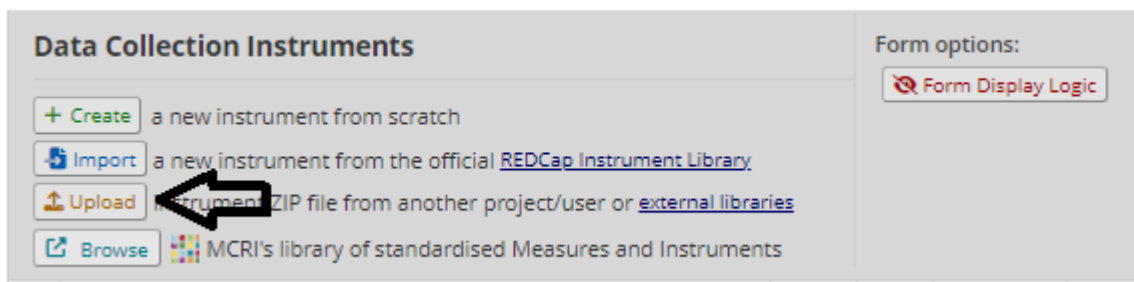# Adding the PARCA-R questionnaire as a survey in a REDCap project: User guide

1. In your REDCap project, Select "Designer" from the left hand menu

2. From the options in the centre of the screen, click on "Upload". This will open a pop-up window:

3. Select "Choose File". This will open an Explorer window allowing you to select the PARCAR_Redcap.zip file (it is important to select the .zip file, and not either of the .csv files inside it).

This should return you to something looking like this:

Upload instrument ZIP

Select a REDCap instrument ZIP file on your computer that you downloaded from an external instrument library or from another project/user, and then click the Upload button below. Once it has been successfully uploaded, it will be added as the last data collection instrument in the project.

[Choose File] PARCAR_Redcap.zip

DISCLAIMER: By uploading your instrument ZIP file here, you hereby represent and warrant that to the best of your knowledge, you are not uploading any copyrighted material of a third party to which you do not have an expressed written license or consent from the owner of the said copyright.

[Upload instrument ZIP] [Close]

4. You will (hopefully), get a success message and will then be able to see the PARCA-R questionnaire added to the end of your list of REDCap forms:

Permissions for use: The PARCA-R is freely available for use non-commercially for clinical and research purposes. The PARCA-R questionnaire and associated resources must not be adapted in any way and must not be used for profit. If you have any queries about the use of the PARCA-R, please email the team at parca-r@leicester.ac.uk

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Additional information: For more information about using these resources please contact Richard Hall, POLAR Trial Data Manager, Murdoch Children's Research Institute (MCRI), Melbourne Australia; (Email: polar@mcri.edu.au). For further information about the PARCA-R questionnaire and to obtain additional resources or support, please visit the PARCA-R website: www.parca-r.info