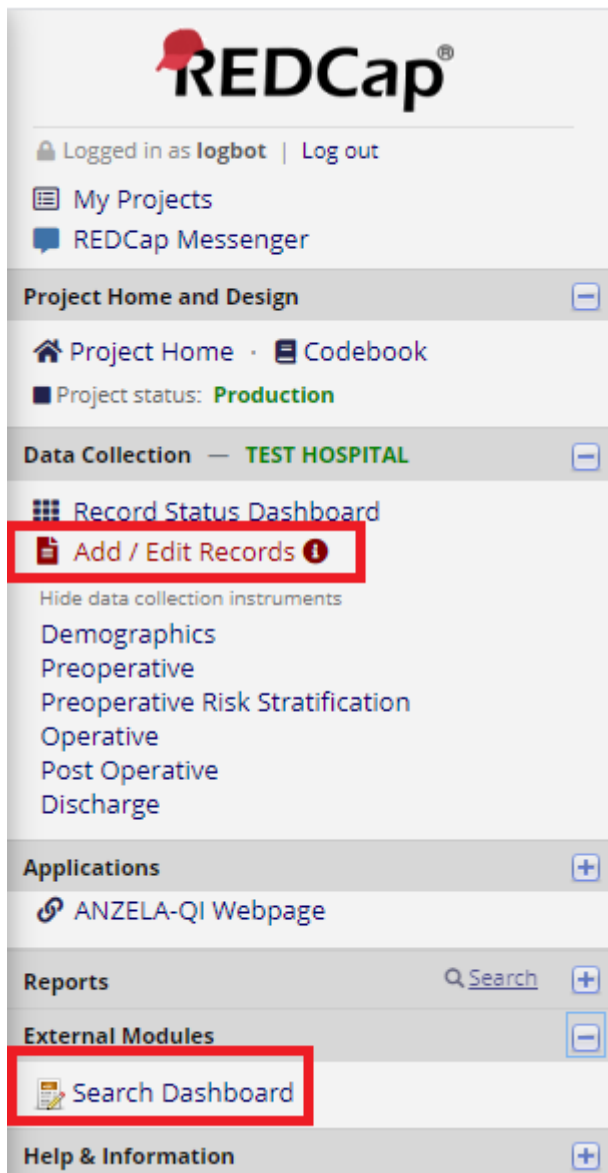# ANZELA-QI | Finding Records in 4 Steps

January 2021

Once logged into REDCap and you have opened the project ANZELA–QI…

(see *Getting Started in 5 steps Guide* for help)

1. Select *Add/Edit Records* or *Search Dashboard* on the right-hand side bar

2. Select *Search* to show all records within your group

3. Use the *Select Search Field* to search for something specific

4. Enter the *Search Text* and select *Search*