

# ANZELA-QI | Creating Records in 6 Steps

July 2026

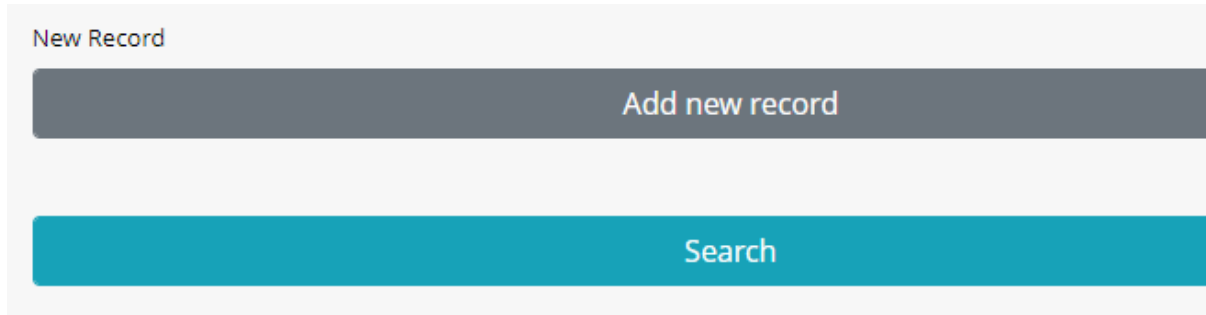
Once logged into REDCap and you have opened the project ANZELA-QI...

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

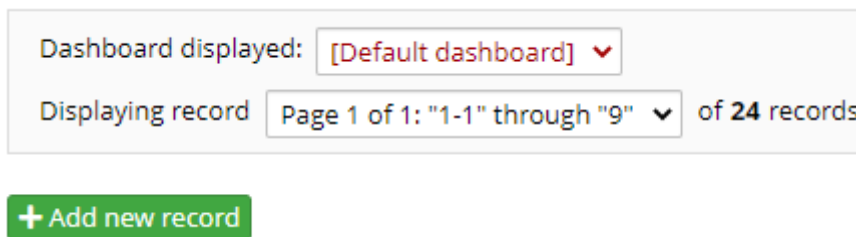
## 1. Select **Add/Edit Records** or **Record Status Dashboard** on the right-hand side bar



## 2. From Add/Edit Records, select “Add new record”



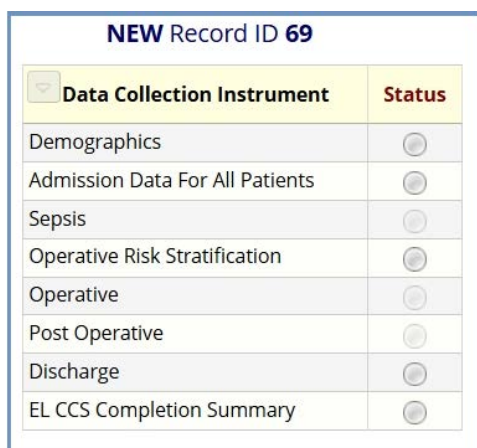
Or from **Record Status Dashboard**, select “+ Add new record”



The **Record Home Page**, will then list 6 forms that are required to be completed for ANZELA-QI (Demographics, Preoperative, Preoperative Risk Stratification, Operative, Post Operative and Discharge)

## 3. To start entering data select **Demographics...**

...by clicking on the **grey status circle** to the right-hand side of the name.

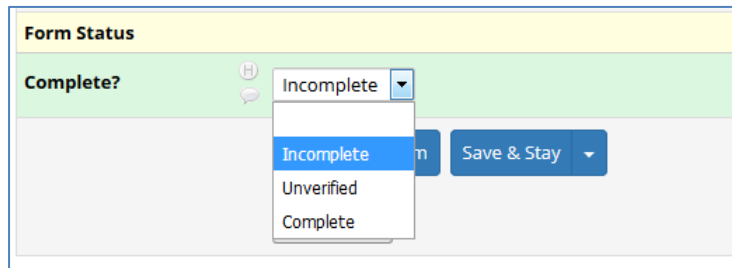


The screenshot shows a table titled "NEW Record ID 69". The table has two columns: "Data Collection Instrument" and "Status". The "Demographics" row is highlighted in yellow, and its status circle is grey. The other rows are: Admission Data For All Patients, Sepsis, Operative Risk Stratification, Operative, Post Operative, Discharge, and EL CCS Completion Summary, all with grey status circles.

Data Collection Instrument	Status
Demographics	<input type="radio"/>
Admission Data For All Patients	<input type="radio"/>
Sepsis	<input type="radio"/>
Operative Risk Stratification	<input type="radio"/>
Operative	<input type="radio"/>
Post Operative	<input type="radio"/>
Discharge	<input type="radio"/>
EL CCS Completion Summary	<input type="radio"/>

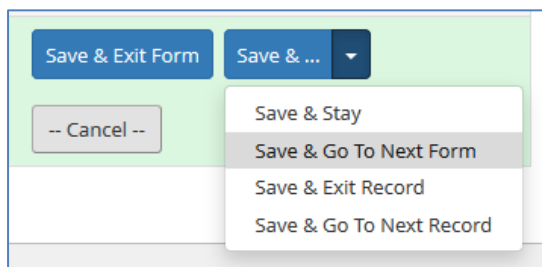
#### 4. Set the status of the form...

...according to the guidelines below



Incomplete	Not all data has been entered. Record is not yet complete.
Unverified	[ignore]
Complete	Record is complete.

#### 5. Once the Demographics form has been filled in, select *Save & Go to Next Form*



#### 6. Complete all forms in the same way