ANZELA-QI | Creating Records in 6 Steps

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
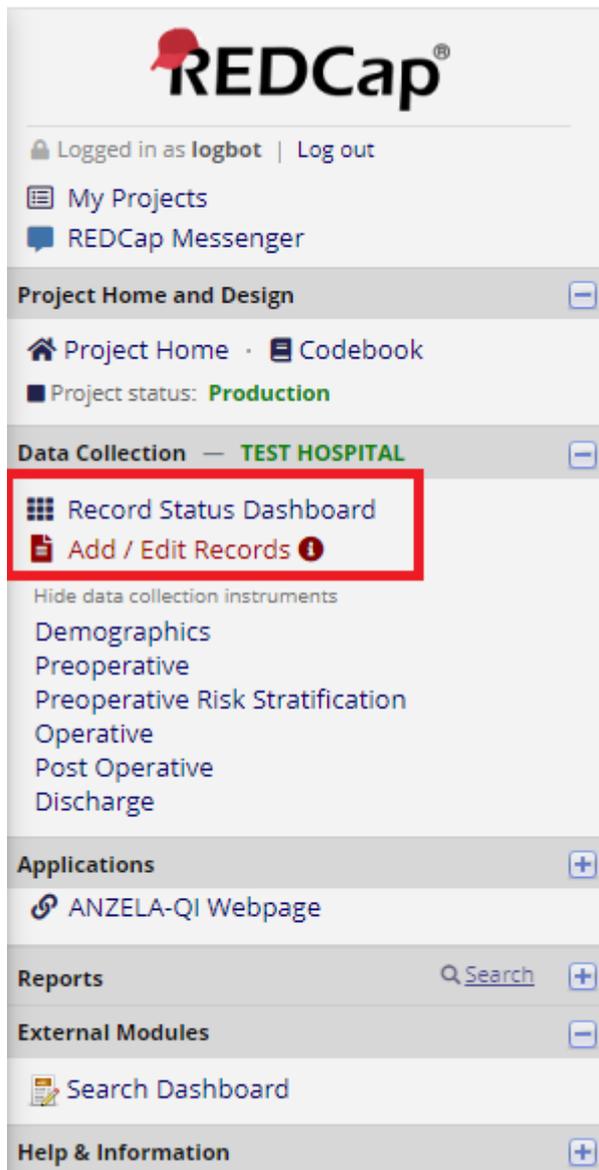
2. From Add/Edit Records, select "Add new record"
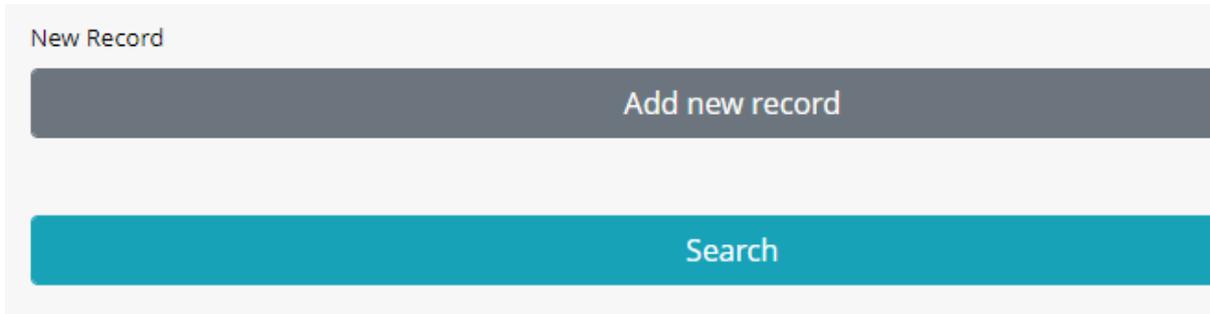
Or from ___Record Status Dashboard___, select ___"+ Add new record"___
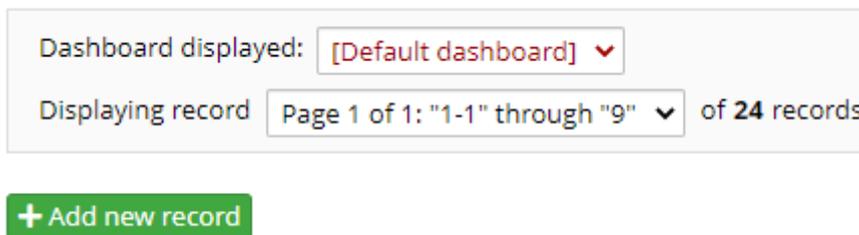
The ___Record Home Page,___ will then list 6 forms that are required to be completed for ANZELA-QI (Demographics, Preoperative, Preoperative Risk Stratification, Operative, Post Operative and Discharge)

3. To start entering data select *Demographics…*

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

4. Set the status of the form…

…according to the guidelines below
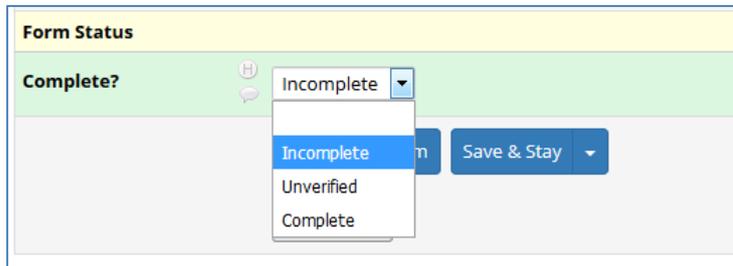
🔴 Incomplete	Not all data has been entered. Record is not yet complete.
🟡 Unverified	[ignore]
🟢 Complete	Record is complete.

5. Once the Demographics form has been filled in, select *Save & Go to Next Form*
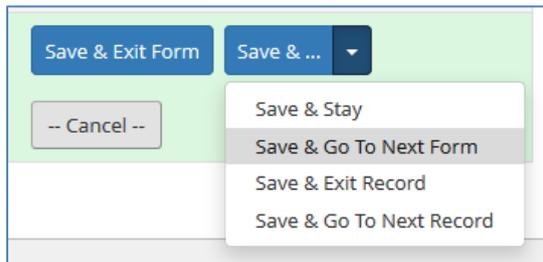
6. Complete all forms in the same way