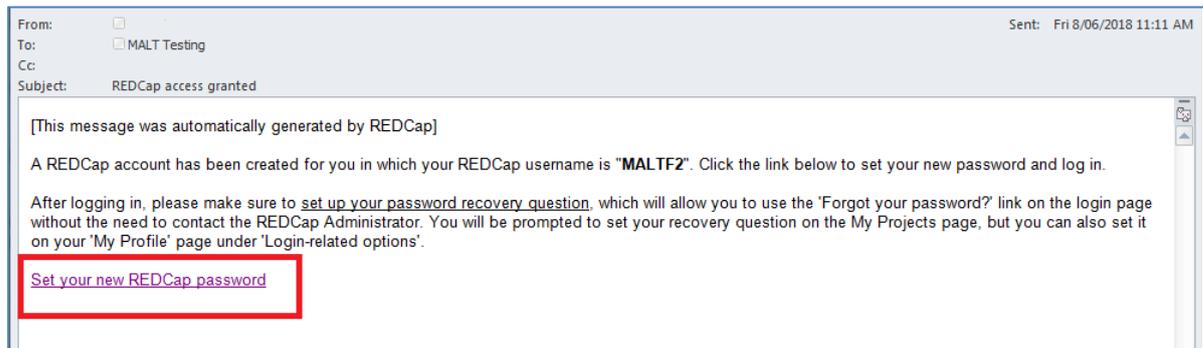


ANZELA-QI | Getting started in 5 steps

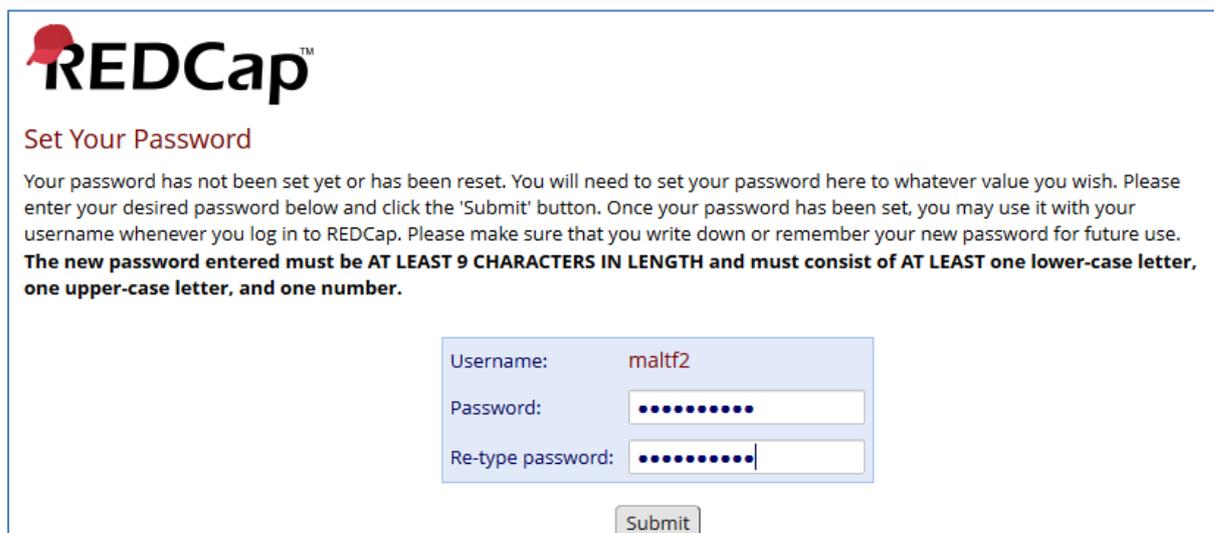
January 2021

Once the Principal Investigator at your hospital has asked ANZELA-QI to create an account for you...

1. You will receive an email titled “*REDCap access granted*” – click the link to setup your password

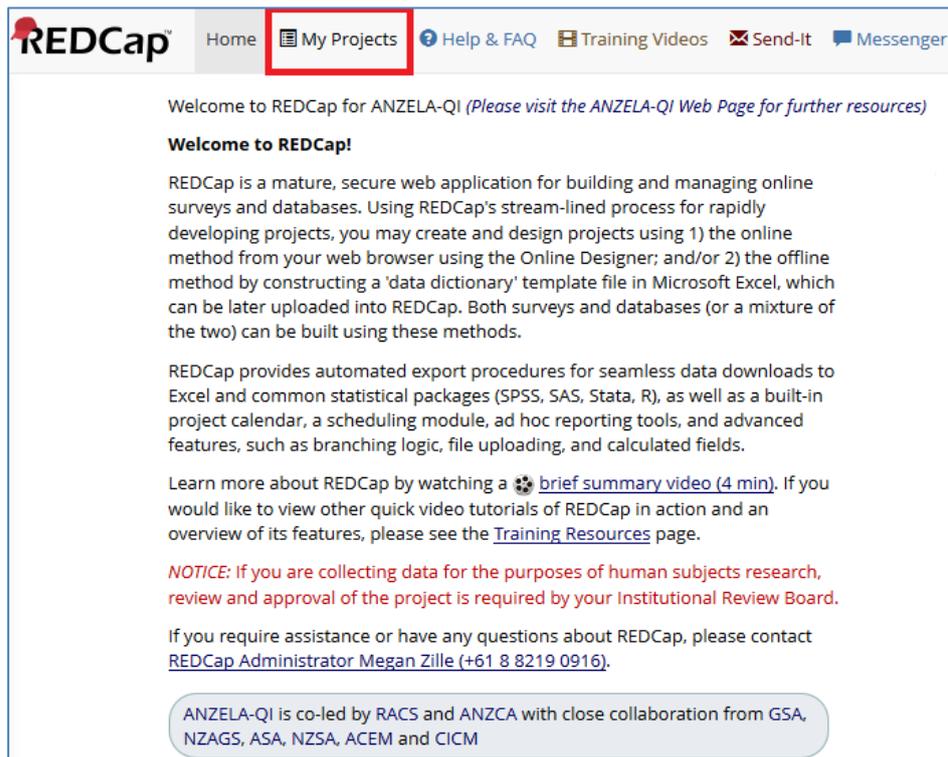


2. Create your own password – select *Submit*



The image shows the REDCap 'Set Your Password' form. At the top left is the REDCap logo. Below it is the heading 'Set Your Password'. The text reads: 'Your password has not been set yet or has been reset. You will need to set your password here to whatever value you wish. Please enter your desired password below and click the 'Submit' button. Once your password has been set, you may use it with your username whenever you log in to REDCap. Please make sure that you write down or remember your new password for future use. **The new password entered must be AT LEAST 9 CHARACTERS IN LENGTH and must consist of AT LEAST one lower-case letter, one upper-case letter, and one number.**' The form contains three input fields: 'Username:' with the value 'maltf2', 'Password:' with a masked field of 9 dots, and 'Re-type password:' with a masked field of 9 dots. A 'Submit' button is located at the bottom right of the form.

3. Go to My Projects



The screenshot shows the REDCap website interface. At the top, there is a navigation bar with the REDCap logo on the left and several menu items: Home, My Projects (highlighted with a red box), Help & FAQ, Training Videos, Send-It, and Messenger. Below the navigation bar, the main content area contains a welcome message for ANZELA-QI, a 'Welcome to REDCap!' heading, a paragraph describing the application's capabilities, another paragraph detailing export and reporting features, a link to a brief summary video, a red notice about human subjects research, and contact information for the REDCap Administrator. A rounded rectangular box at the bottom of the content area contains text about the project's collaboration partners.

REDCap

Home My Projects Help & FAQ Training Videos Send-It Messenger

Welcome to REDCap for ANZELA-QI (*Please visit the ANZELA-QI Web Page for further resources*)

Welcome to REDCap!

REDCap is a mature, secure web application for building and managing online surveys and databases. Using REDCap's stream-lined process for rapidly developing projects, you may create and design projects using 1) the online method from your web browser using the Online Designer; and/or 2) the offline method by constructing a 'data dictionary' template file in Microsoft Excel, which can be later uploaded into REDCap. Both surveys and databases (or a mixture of the two) can be built using these methods.

REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.

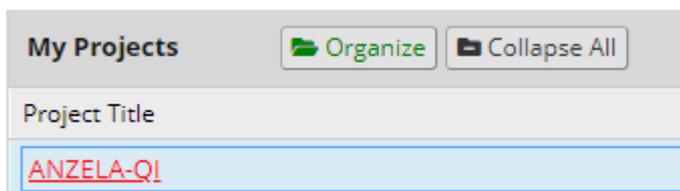
Learn more about REDCap by watching a [brief summary video \(4 min\)](#). If you would like to view other quick video tutorials of REDCap in action and an overview of its features, please see the [Training Resources](#) page.

NOTICE: If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board.

If you require assistance or have any questions about REDCap, please contact [REDCap Administrator Megan Zille \(+61 8 8219 0916\)](#).

ANZELA-QI is co-led by RACS and ANZCA with close collaboration from GSA, NZAGS, ASA, NZSA, ACEM and CICM

4. Select ANZELA-QI



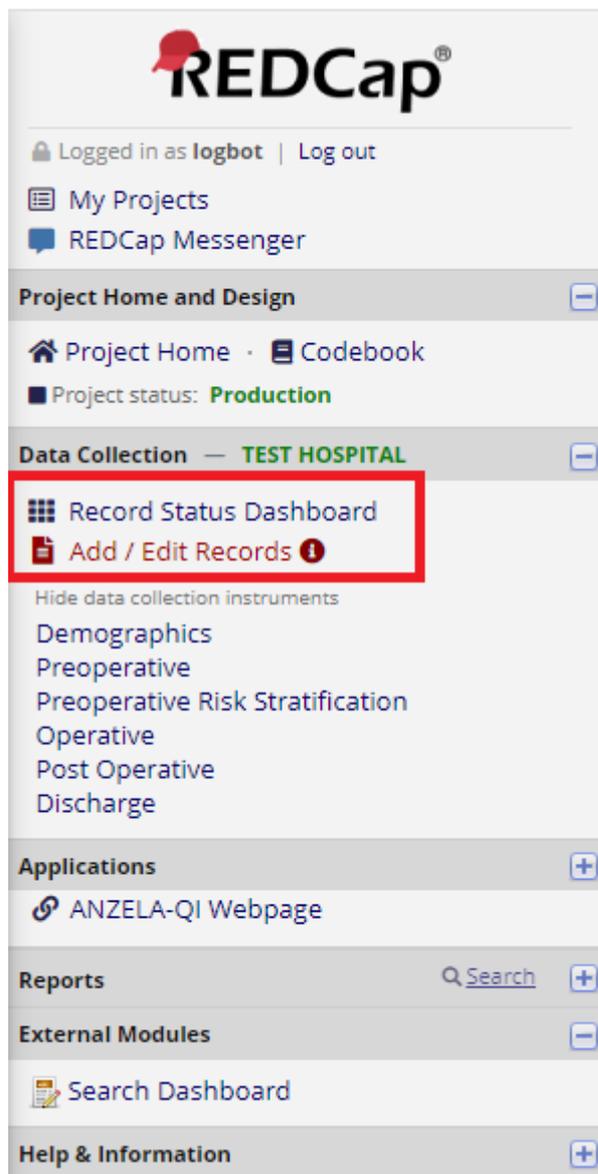
The screenshot shows the 'My Projects' section of the REDCap interface. It features a header with the text 'My Projects' and two buttons: 'Organize' and 'Collapse All'. Below the header is a table with a single row. The table has a header row with the text 'Project Title' and a data row with the text 'ANZELA-QI'.

My Projects Organize Collapse All

Project Title
ANZELA-QI

5. You are now ready to start entering records into ANZELA-QI!

Select **Add/Edit Records** or **Record Status Dashboard** to do this



See **Creating Records in 6 Steps Guide** for quick and easy instructions on entering a case.