

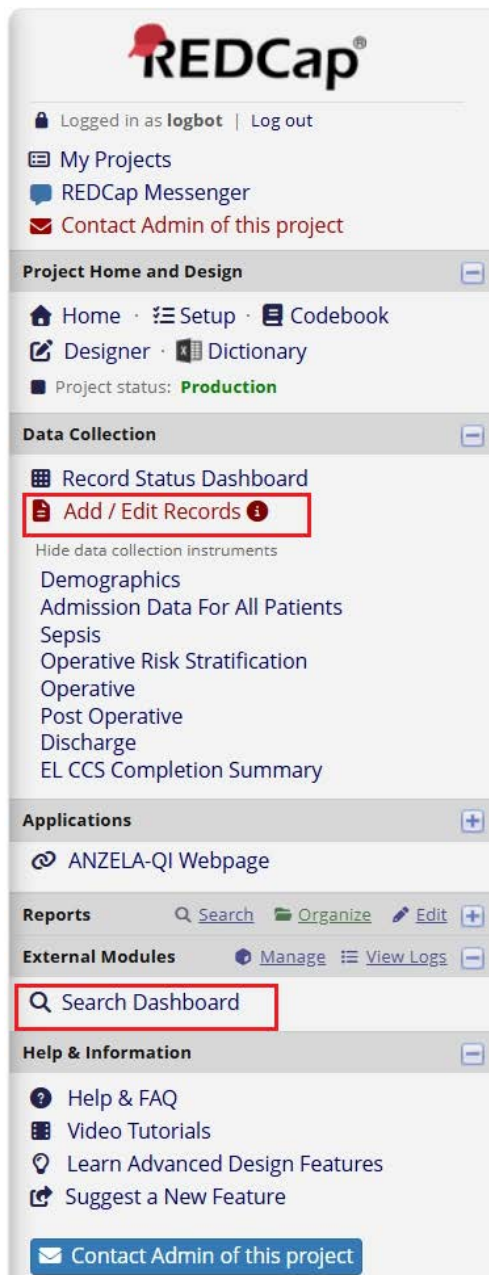
ANZELA-QI | Finding Records in 4 Steps

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 **Search Dashboard** on the right-hand side bar



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

ANZELA-QI PID 13

Search Dashboard

Select Search Field: Record ID New Record: Add new record

Search Text: Search

Show 50 entries Search:

Record ID; MRN; Knife-to-skin Date	Case Status	Created by	Hospital Record Number	NHI (New Zealand)	Last Name	Age on admission	Sex	Did the patient meet the inclusion/exclusion criteria for...	Date and time of procedure knife to skin	Primary surgical procedure	Data Access Group	Record Home
No data available in table												

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

Search Dashboard

Select Search Field:

- Record ID
- Record ID
- Created by
- Case Status
- Hospital Record Number
- NHI (New Zealand)
- Last Name

New Record: Add new record

Search: Search

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

Search Dashboard

Select Search Field: Created by New Record: Add new record

Search Text: pule Search

Show 50 entries Search:

Record ID	Case Status	Created by	Hospital Record Number	NHI (New Zealand)	Last Name	Age on admission	Sex	Did the patient meet the inclusion/exclusion criteria for...	Date and time of procedure knife to skin. Data required f...	Primary surgical procedure	Data Access Group	Record Home
1-10		lettie.pule	123456		Test	78	Female	Yes	2018-06-07 13:12	Small bowel resection	TEST HOSPITAL	Open