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**