

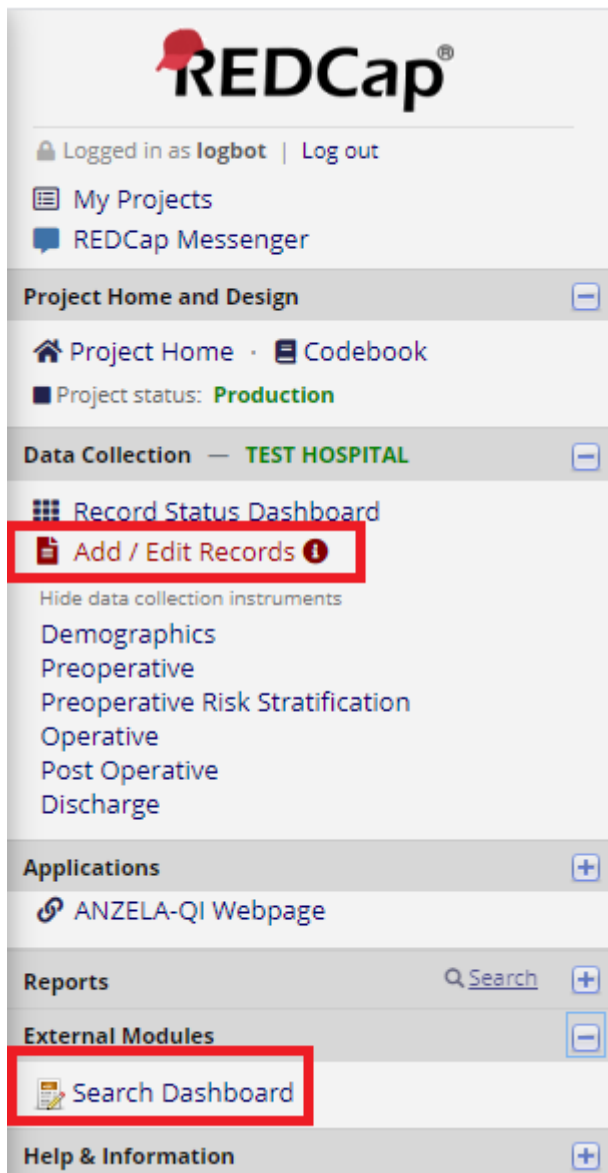
# ANZELA-QI | Finding Records in 4 Steps

January 2021

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**

Note: Search results will be limited to the **TEST HOSPITAL** Data Access Group.

Show 50 entries

Record ID	Case Status	Created by	Hospital Record Number	NHI (New Zealand)	Last Name	Age on admission	Sex	Did the patient have an EL?	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

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

**Search Dashboard**

Select Search Field: Created by

New Record: Add new record

Search Text: zille

**Search**

Note: Search results will be limited to the **TEST HOSPITAL** Data Access Group.

Show 50 entries

Record ID	Case Status	Created by	Hospital Record Number	NHI (New Zealand)	Last Name	Age on admission	Sex	Did the patient have an EL?	Date and time of procedure knife to skin	Primary surgical procedure	Data Access Group	Record Home
1-6	Complete	megan.zille	XY25678		Smith	103	Not stated/inadequately	Yes	2018-05-20 22:10	Perforation - repair of intestinal perforation	TEST HOSPITAL	<a href="#">Open</a>