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
3. Go to My Projects

![REDCap interface with My Projects highlighted]

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 streamlined 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 8319 0916).

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

4. Select ANZELA-QI (Pilot)

![My Projects interface with ANZELA-QI (Pilot) selected]

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

Select Add/Edit Records or Search Dashboard to do this

![REDCap interface with Add/Edit Records highlighted]