

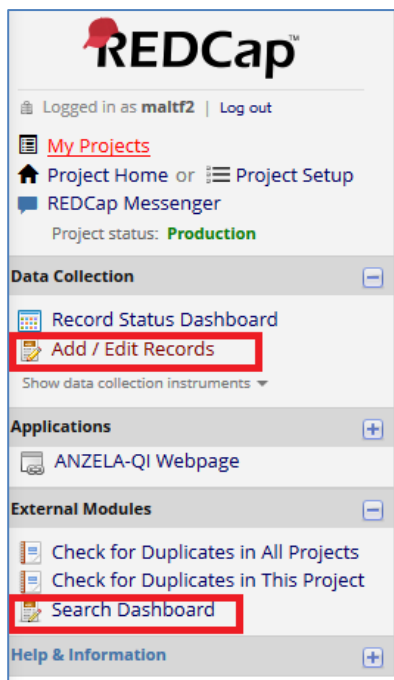
ANZELA-QI Pilot | Creating Records in 6 Steps

June 2018

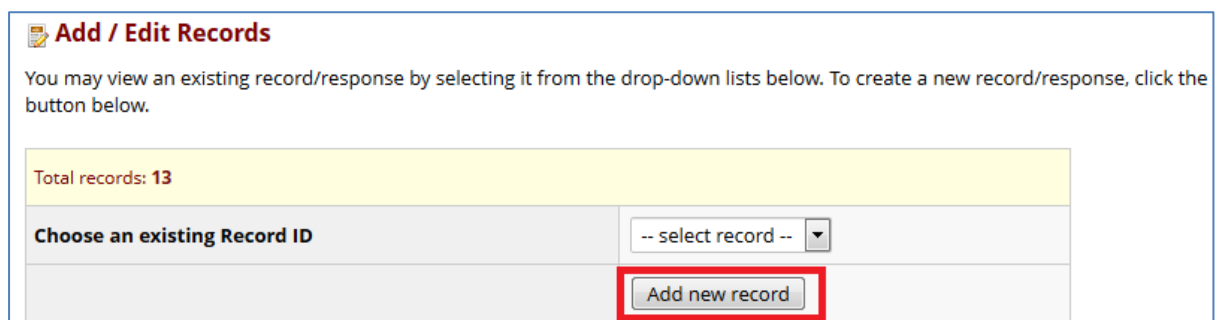
Once logged into REDCap and you have opened the project ANZELA-QI...

(see *Getting Started in 5 steps Guide* for help)

1. Select *Add/Edit Records* or *Search Dashboard* on the right-hand side bar



2. From *Add/Edit Records*, select “Add new record”



Or from **Search Dashboard**, select **“Add new record”**

The screenshot shows the ANZELA-QI (Pilot) search dashboard. At the top, there is a 'Select Search Field' dropdown menu with 'Record ID' selected. To the right, there is a 'New Record' section with a text input field and a red-bordered button labeled 'Add new record'. Below this is a 'Search Text' input field and a blue 'Search' button. At the bottom, there is a table header with columns: Record ID, NHI (New Zealand), Medicare number (Australia), Last Name, Sex, Date of Birth, Data Access Group, and Record Home. The table body is empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

The **Record Home Page**, will then list 6 forms that are required to be completed for ANZELA-QI (Demographics, Preoperative, Preoperative Risk Stratification, Operative, Post Operative and Discharge)

3. To start entering data select **Demographics...**




...by clicking on the **grey status circle** to the right-hand side of the name.

The screenshot shows a form titled 'NEW Record ID 4'. It contains a table with two columns: 'Data Collection Instrument' and 'Status'. The rows are: Demographics, Preoperative, Preoperative Risk Stratification, Operative, Post Operative, and Discharge. Each row has a grey status circle in the 'Status' column, which are all enclosed in a red rectangular box.

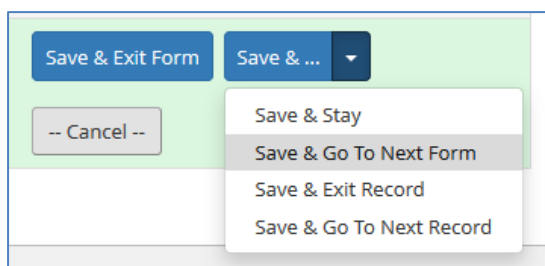
4. Set the status of the form...

...according to the guidelines below

The screenshot shows the 'Form Status' dropdown menu. The 'Complete?' label is followed by a dropdown menu currently set to 'Incomplete'. The dropdown options are 'Incomplete', 'Unverified', and 'Complete'. A 'Save & Stay' button is visible to the right of the dropdown.

 Incomplete	Not all data has been entered. Record is not yet complete.
 Unverified	[ignore]
 Complete	Record is complete.

5. Once the Demographics form has been filled in, select *Save & Go to Next Form*



6. Complete all forms in the same way