

REDCap User Manual for the Wisconsin Newborn Screening Clinical Contracts

Section 2: Ways to search for a client (Example: Bugs Bunny)

Option 1. View your dashboard

Record ID	Client Demographics	Cystic Fibrosis Ongoing Care Jul - Dec 2012	Cystic Fibrosis Ongoing Care Jan - Jun 2013	Cystic Fibrosis Ongoing Care Jul - Dec 2013	Cystic Fibrosis Ongoing Care Jan - Jun 2014	Cystic Fibrosis Ongoing Care Jul - Dec 2014	Cystic Fibrosis Ongoing Care Jan - Jun 2015	Cystic Fibrosis Ongoing Care Jul - Dec 2015	 Cystic Fibrosis Ongoing Care Jul - Dec 2016	Cystic Fibrosis Ongoing Care Jan - Jun 2017
1532 (Bunny, Bugs, 2017-01-01)	۲									
1533 (Duck, Daffy, 2000-05-02)	۲									
1534 (Mouse, Minnie, 1995-08-01)	۲									
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Note: You will not see forms going back as far as July 2012.

Option 2. Use the Search Function

1. Select Add/Edit Records under Data Collection on your left.



2. In the Search query, start typing your client's name. When your client shows in the pop-up field, select him/her. You can also choose a field to search, like DOB (date of birth), record ID, Iname (last name), etc.

Data Search	
Choose a field to search (excludes multiple choice fields)	All fields
Search query Begin typing to search the project data, then click an item in the list to navigate to that record.	bugs "Bugs" in Record ID 1532 (Bunny, Bugs, 2017-01-01)

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