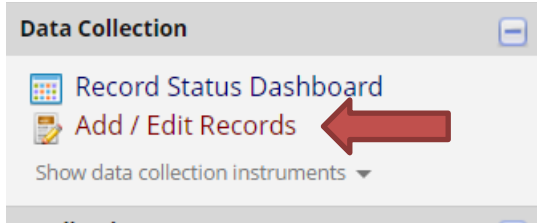




## REDCap User Manual for the Wisconsin Newborn Screening Clinical Contracts

### Section 3: Add a new client

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



2. Click on Add new record.

#### Add / Edit Records

You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, click the button below.

Total records: **695**

Choose an existing Record ID

3. Click on the radio button next to Client Demographics.

#### NEW Record ID 1532

Data Collection Instrument	Status
Client Demographics	<input type="radio"/>
Cystic Fibrosis Ongoing Care Jul - Dec 2012	<input type="radio"/>
Cystic Fibrosis Ongoing Care Jan - Jun 2013	<input type="radio"/>
Cystic Fibrosis Ongoing Care Jul - Dec 2013	<input type="radio"/>
Cystic Fibrosis Ongoing Care Jan - Jun 2014	<input type="radio"/>
Cystic Fibrosis Ongoing Care Jul - Dec 2014	<input type="radio"/>
Cystic Fibrosis Ongoing Care Jan - Jun 2015	<input type="radio"/>
Cystic Fibrosis Ongoing Care Jul - Dec 2015	<input type="radio"/>
Cystic Fibrosis Ongoing Care Jan - Jun 2016	<input type="radio"/>
Cystic Fibrosis Ongoing Care Jul - Dec 2016	<input type="radio"/>
Cystic Fibrosis Ongoing Care Jan - Jun 2017	<input type="radio"/>



Note: You will not see forms going back as far as July 2012.

P-01829 – Section 3: Add a New Client

- Enter your patient's information. Some questions will only be visible if your patient is less than 1.5 years from the date you are entering information. Choose the appropriate form status (Complete, Unverified, Incomplete), then select Save & Exit Form.

Adding new Record ID 1532

**Record ID** 1532

**What is today's date?** 05-02-2017 Today M-D-Y

**What is the client's last name?** Bunny  
\* must provide value  
Please enter legal last name.

**What is the client's first name?** Bugs  
\* must provide value  
Please enter legal first name.

**What is Bugs Bunny's date of birth?** 01-01-2017 Today M-D-Y  
\* must provide value

**What is Bugs Bunny's sex?** Male  
\* must provide value  
Female

**What is Bugs Bunny's ethnicity?** Not Hispanic or Latino  
\* must provide value  
Hispanic or Latino  
Unknown

**What is Bugs Bunny's race?** White  
\* must provide value

**Was Bugs Bunny identified by Wisconsin newborn screening?** Yes  
No  
Age dependent

**What was Bugs Bunny's Wisconsin Newborn Screening Blood Collection Form number?** 17NBS12345  
Age dependent

**Form Status**

**Complete?** Incomplete

Save & Exit Form Save & Go To Next Form

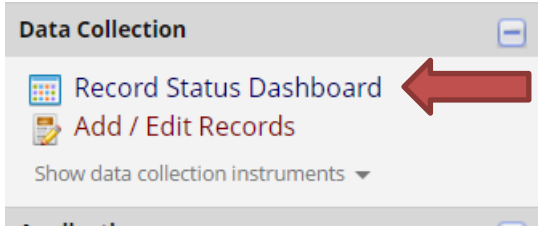
- The status for the Client Demographics has changed for your patient (green = completed, yellow = unverified, red = incomplete).

Record ID **1532** (Bunny, Bugs, 2017-01-01)  
State

Data Collection Instrument	Status
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 Jan - Jun 2016	
Cystic Fibrosis Ongoing Care Jul - Dec 2016	
Cystic Fibrosis Ongoing Care Jan - Jun 2017	

Note: You will not see forms going back as far as July 2012.

6. If you now select Record Status Dashboard, your client will show.



7. Your new client is on your Dashboard

**Record Status Dashboard (all records)**

Displayed below is a table listing all existing records/responses and their status for every data collection instrument (and if longitudinal, for every event). You may click any of the colored buttons in the table to open a new tab/window in your browser to view that record on that particular data collection instrument. Please note that if your form-level user privileges are restricted for certain data collection instruments, you will only be able to view those instruments, and if you belong to a Data Access Group, you will only be able to view records that belong to your group.

**Legend for status icons:**

- Incomplete  Incomplete (no data saved) ?
- Unverified
- Complete

Displaying Data Access Group State ▼

Displaying record "1532" through "1532" ▼ of 1 records

Displaying: [Instrument status only](#) | [Lock status only](#) | [All status types](#)

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 Jan - Jun 2016	Cystic Fibrosis Ongoing Care Jul - Dec 2016	Cystic Fibrosis Ongoing Care Jan - Jun 2017
<a href="#">1532</a> (Bunny, Bugs, 2017-01-01)	<span style="color: green;">●</span>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Note:** You will not see forms going back as far as July 2012.