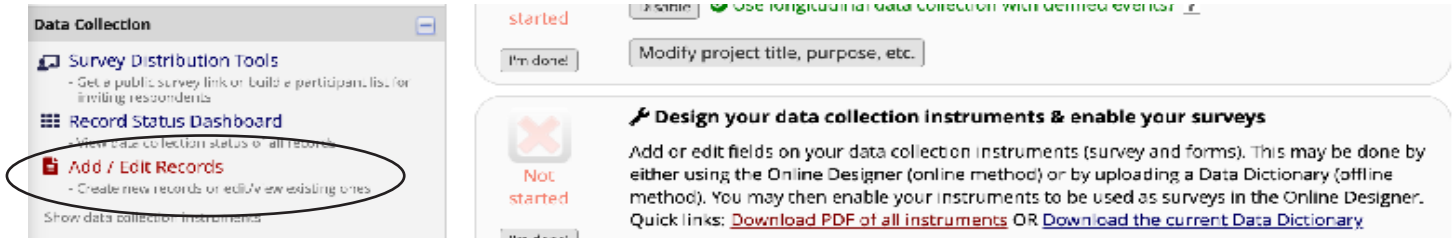




# How to Add New Records to Existing Forms to Project in REDCap

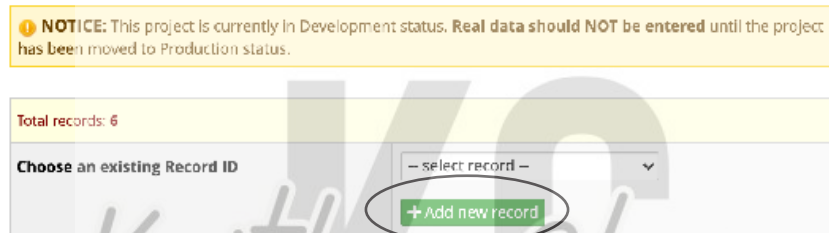
1. Once you have reached the project main page, refer to the Data Collection section on the menu to the left.



2. On the Add/Edit Records page there will be a green button with the option to “Add new record,” click here to create a new record and review the form designs.

## 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.



3. On the Record Home Page you can access any of the forms by selecting the circles in the status column.

Data Collection Instrument	Status
Form 2	<input type="radio"/>
Associated Diagnosis	<input type="radio"/>
Diagnosis	<input type="radio"/>
Primary Procedures	<input type="radio"/>
Secondary Procedures	<input type="radio"/>
Morbidity and Mortality	<input type="radio"/>

4. Once you have opened a form you can move between the forms under the Data Collection section in the menu on the left.

