



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

1. Once you have reached the project main page, on the top right select the menu icon which is a square with three horizontal lines.

2. Once the menu is open, refer to the “Data Collection” section and click “Add/Edit Records.”

3. On the Add/Edit Records page, click the green button that says “Add New Record.”

drop-down lists below. To create a new record/response, click the button below.

NOTICE: This project is currently in Development status. **Real data should NOT be entered** until the project has been moved to Production status.

Total records: 6

Choose an existing Record ID

-- select record --

+ Add new record



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4. On the Record Home Page you can view the different instruments by selecting the circles in the Status column.

Record Home Page

Record "7" is a new Record ID. To create the record entering data for it, click any gray status icon below.

NEW Record ID 7

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"/>

5. On the instrument pages you can select the menu button (three horizontal lines) in the top right corner to open the menu on the left. Under Data collection you can move through the forms in the record us-

The screenshot shows the REDCap interface for Record ID 7. The top navigation bar includes Designer, Dictionary, and Codebook. The project status is Development. The Data Collection section is active, showing Survey Distribution Tools, Record Status Dashboard, and Add / Edit Records. The Record ID 7 menu is open, displaying a list of Data Collection Instruments: Form 2, Associated Diagnosis, Diagnosis, Primary Procedures, Secondary Procedures, and Morbidity and Mortality. The Form 2 instrument is highlighted with a blue circle. On the right, the Record ID 7 form is visible, showing fields for Patient Information, MR, Room Number, and Admit Service.