



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

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

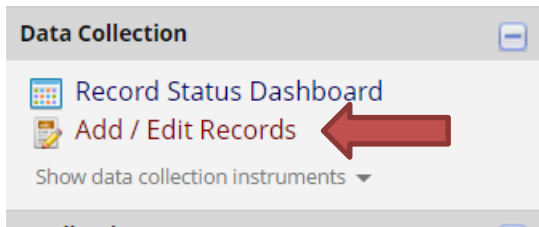
#### Option 1. View your dashboard

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 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)											
<a href="#">1533</a> (Duck, Daffy, 2000-05-02)											
<a href="#">1534</a> (Mouse, Minnie, 1995-08-01)											

**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, lname (last name), etc.

