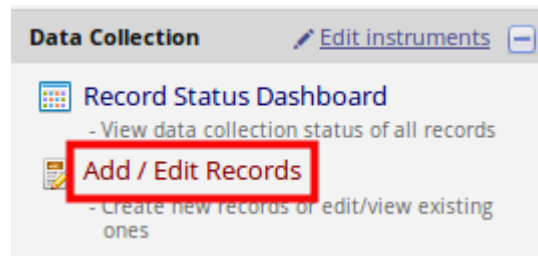



Searching Records

- Click **Add/ Edit Records**



- Using the dropdown select the field you want to search on. You can search on any field within your study. Type within the **Search Query** field what you want to search for. As you type a list of possible records will appear. **Select** the required record.

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.	<input type="text"/>

Custom Record Label

To ensure you are selecting the correct participant you can customise the record label to display more information. Click [here](#) for more information.