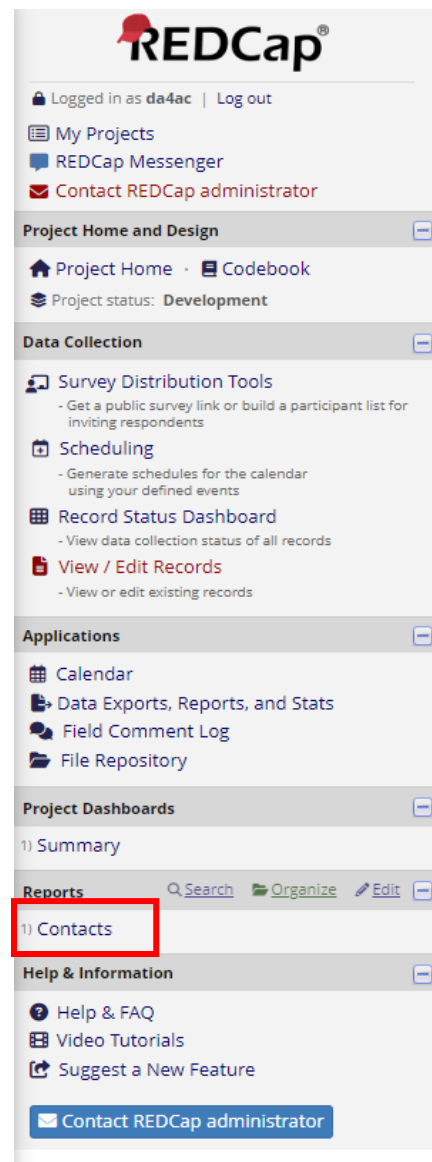


## Looking up Participant Contact Information in REDCap

In REDCap, each participant is displayed on your Dashboard by their assigned Participant ID Number (rather than their name) for security purposes. Sometimes you will need to look up a participant's name and contact information before you start a QuitAid or Quitline session.

Below are instructions on how to look up a participant's name and contact info.

**Step 1.** Login into REDCap and navigate to 'Contacts' found on the left-hand menu under 'Reports'.



After clicking on 'Contacts', the landing page where you can find participant contact information looks like the image below.

## Contacts

[Table not displaying properly ?](#)

Record ID record_id	Event Name redcap_event_name	Repeat Instrument redcap_repeat_instrument	Repeat Instance redcap_repeat_instance	First Name ctct_fname	Last Name ctct_lname	Primary Phone ctct_phone1	Secondary Phone ctct_phone2	Email ctct_email	When is the best time to call? ctct_bestcall	Address Line 1: ctct_address1	Address Line 2: ctct_address2	City: ctct_city	State: ctct_state	Zip Code: ctct_zip	Complete? contact_complete
<a href="#">101001</a>	Contact (Arm 1: Interest)			Alexander	Hamilton	(434) 555-1233		<a href="mailto:ah@n.com">ah@n.com</a>							Complete (2)
<a href="#">101002</a>	Contact (Arm 1: Interest)			Ben	Franklin	(434) 555-3333		<a href="mailto:lightning_guy@email.test">lightning_guy@email.test</a>							Complete (2)