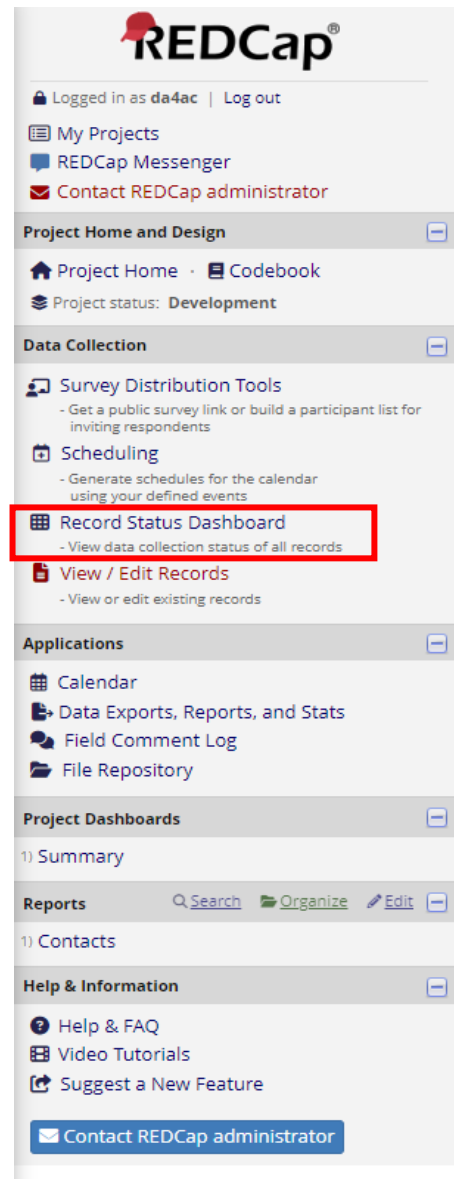


Updating Participant Contact Information in REDCap

As a part of the study, it is important to have up-to-date study participant contact information (name, address, phone number) for data collection, gift card distribution, and other study inquiries. Please update contact information in REDCap as needed.

Step 1: Login into REDCap and navigate to the 'Record Status Dashboard' found on the left-hand menu under 'Data Collection'.



Step 2: Participant 'Contact Update' is located within the 'Record Status Dashboard' tabs:
Arm 2: Main.

To access a specific participant's Contact Update form, click on the radio button that aligns with the desired participant's record ID.

	Arm 1: Interest	Arm 2: Main	Arm 3: QuitAid	Arm 4: Quitline	Arm 5: QuitAid & Quitline	Arm 6: No Counseling
Record ID	Repeatabe Events	4wk NRT	Additional 4wk NRT	Incentives	Quit Status	
	Contact Update	Dispersal	Dispersal	All Incentives	Smokerlyzer	
109001	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
109002	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
109003	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
109004	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
109005	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Step 3: To update contact details, open the 'Contact Update' form and change any relevant information.

You can do this as many times as necessary during the study.

Step 4: To save this form, use the drop-down menu next to 'Complete?' Select 'Complete' and click the button for 'Save and Exit Form'.

Editing existing Record ID 101001.

Event: Repeatabe Events (Arm 2: Main)

Record ID 101001

This form will pre-populate with the values participants provided, and should be updated accordingly throughout the study.

First Name *

Last Name *

Primary Phone *

Secondary Phone

Email *

When is the best time to call?

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Form Status

Complete? Complete

Save & Exit Form Save & Stay - Cancel -