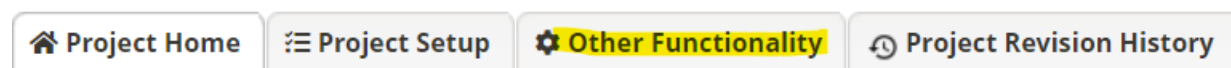


Data Management- REDCap – How-To Guide


Data Management


Data management is one of the most critical parts of project upkeep. Users may find the need to erase all the project's data at once. This can easily be accomplished by going to the **Other Functionality** tab.



Once there, you'll find a button to **Erase all data**.

Data Management


 Delete the project

 Erase all data

You may completely remove this project, in which all its data will be permanently deleted also.

You may erase all currently collected data in the project (including any survey responses), calendar events, documents uploaded onto forms/surveys, and all archived data export files stored in the File Repository, and any logged events that pertain to data collection.

Be sure to only click this button if you are prepared to lose all data within your forms and surveys. REDCap will provide a prompt ensuring you're ok with this.


Erase All Data? 

Are you sure you wish to erase all the data in this project? This will delete all data (including any survey responses), calendar events, documents uploaded onto forms/surveys, and all data export files stored in the File Repository. NOTE: File attachments for fields/questions will NOT be deleted, nor will survey logos, survey participants in the Participant List, or files uploaded by users in the File Repository.

Erase all data

Cancel

The system will also let you know once the action is completed.

SUCCESS! 

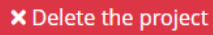
All data has now been deleted from the project!

Close

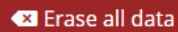
Deleting Projects

On this page, users will also find a button to delete the entire project, including the data.

Data Management

 Delete the project

You may completely remove this project, in which all its data will be permanently deleted also.

 Erase all data

You may erase all currently collected data in the project (including any survey responses), calendar events, documents uploaded onto forms/surveys, and all archived data export files stored in the File Repository, and any logged events that pertain to data collection.

Conveniently, REDCap has a built-in defense against accidentally deleting projects. The system requires that users type the word *DELETE* in order to successfully remove the project.

Permanently delete this project?



 Deleting the project named "**(TEST) Example Project**".

If you wish to permanently delete this REDCap project, type the word "DELETE" in the box below and click the button. Please ensure that this is truly what you wish to do before continuing here.

TYPE "DELETE" BELOW

Delete the project

Cancel

Before deleting, please consider whether it is better to delete or mark the project as completed.