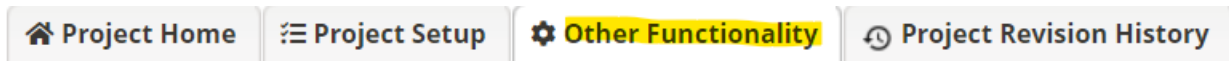


Project Status Management- REDCap – How-To Guide

Project Status Management

Users can review and change the status of their project at any time by going to the **Other Functionality** tab.



A project has the possibility of having one of four statuses:

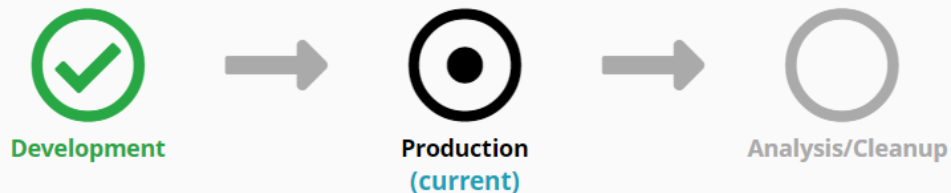
1. Development
2. Production
3. Analysis/Cleanup
4. Completed

The **Project Status Management** section shows the current project status and allows users to change to the most appropriate mode.

Project Status Management



Project Status Management



Move to Analysis/Cleanup status →

Move the project to Analysis/Cleanup status if data collection is complete. This will disable most project functionality, although all collected data will remain intact. Once in Analysis/Cleanup status, the project can be moved back to production status at any time.

Project Status Management



← Move back to Production status

Move the project to production status so that real data may be collected.

Projects can be marked Completed at any time.

📁 Mark project as Completed

If you are finished with a project and wish to make it completely inaccessible, you may mark the project as 'Completed'. Doing so will take it offline and remove it from everyone's project list, after which it can only be seen again by clicking the *Show Completed Projects* link at the bottom of the *My Projects* page. [Read more](#)