**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**.

**Text

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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.

Graphical user interface, text, application

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

Graphical user interface, application

Description automatically generated

**Deleting Projects**

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

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

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