

REDCap – How to Archive or Delete a Project

- From the Project Home page, select 'Other Functionality.'



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Quick Tasks

 Codebook	The Codebook is a human-readable, read-only version of the project's Data Dictionary and serves as a quick reference for viewing field attributes.
 Manage Survey Participants	Invite participants to complete your survey by emailing a public survey link or building a participant list for batch notification.
 Export data	Export your data from REDCap to open or view in Excel or various stats packages.
 Create a report	Build custom reports for quick views of your data, and export reports to Excel/CSV.
 Check data quality	Build or execute data quality rules to find discrepancies and errors in your project data.
 User Rights	Grant new users access to this project or modify user privileges for current users.
 Online Designer and Data Dictionary Upload	Create new fields/questions on your data collection instruments or modify existing ones using the Online Designer or by uploading a Data Dictionary. Quick link: Download the current Data Dictionary

- To delete the project:** Under Project Management, select 'Delete the project.' A pop-up window will display. Type "DELETE" in the text box and hit the 'Delete the project' button.
 - Note: This will permanently delete the project, and you will not be able to retrieve any data or forms from this project once it has been deleted.*



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What is the REDCap API?

The REDCap API is an interface that allows external applications to connect to REDCap remotely, and is used for programmatically retrieving or modifying data or settings within REDCap, such as performing automated data imports/exports from a specified REDCap project. For details on the capabilities of the REDCap API and how to use it, please see the [REDCap API documentation](#).

NOTE: If you wish to obtain an API token, which will allow you to make API requests, then someone must first grant you API user privileges on the User Rights page, after which you will then see a link called 'API' on the left-hand menu. That API page will provide instructions on how to request an API token.

Copy or Back Up the Project

 Copy the project	Make an exact duplicate of this project. All project fields will be copied over, and you will be prompted to set the title and info for the new project. You may choose to copy or not copy the existing data in the current project to the new one.
 Download metadata only (XML)	Download a backup of this project. The entire project (all records, instruments, fields, and project attributes) can be downloaded as a single XML file (CDISC ODM format). This XML file can be used to create a clone of the project (including its data, optionally) on this REDCap server or on another REDCap server (it can be uploaded on the Create New Project page). Because it is in CDISC ODM format, it can also be used to import the project into another ODM-compatible system.
 Download metadata & data (XML)	

NOTE: The exported XML file does "not" contain the project's logging history (audit trail), but if you wish to obtain it, you may freely download it any time at the top of the Logging page.

Project Management

 Delete the project	You may completely remove this project, in which all its data will be permanently deleted also. This can only be done while the project is still in development or you can send a request to delete the project while in production to a REDCap administrator.
 Erase all data	You may erase all currently collected data in the project, which includes all calendar events, documents uploaded for records/responses, survey responses (if applicable), and any logging events pertaining to data collection. This can only be done while the project is still in development or you can send a request to delete the project while in production to a REDCap administrator.
 Archive the project	You may archive the project if you do not wish to use it any longer. Archiving the project will take it offline and remove it from your list of projects. It can only be accessed again by clicking the <i>Show Archived Projects</i> link at the bottom of the <i>My Projects</i> page. You will be able to un-archive the project at any time and bring it back online simply by accessing it again and returning to this page.

- **To archive the project:** Under Project Management, select ‘Archive the project.’
 - *Note: You can still access archived projects from the My Projects page by scrolling to the bottom of your projects list and selecting ‘Show Archived Projects.’*

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