

REDCap - How To Make a Survey Inactive

- Navigate to the Project Setup tab and then to the Online Designer.

Design your data collection instruments & enable your surveys

Not started

I'm done!

Add or edit fields on your data collection instruments (survey and forms). This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method). You may then enable your instruments to be used as surveys in the Online Designer. Quick links: [Download PDF of all instruments](#) OR [Download the current Data Dictionary](#)

Go to [Online Designer](#) or [Data Dictionary](#) Explore the [REDCap Shared Library](#)

Have you checked the [Check For Identifiers](#) page to ensure all identifier fields have been tagged?

Learn how to use [Smart Variables](#) [Piping](#) [@ Action Tags](#)

- Click on Survey Settings next to the survey you would like to make inactive.

Instrument name	Fields	View PDF	Enabled as survey	Instrument actions	Survey-related options
Service Request	95			Choose action ▾	Survey settings + Automated Invitations

- Click on the Survey Status – change to Survey “Offline.” This will prevent users from being able to access the survey. Click “Save Changes” at the bottom of the page to save this setting.

[Project Home](#) [Project Setup](#) [Online Designer](#) [Modify survey settings](#)

You may edit the survey's basic information by modifying the fields below and clicking the Save Changes button.

Modify survey settings for data collection instrument "Service Request" [Cancel](#)

Survey Status [Survey Offline](#) ▾

If offline, respondents will not be able take the survey.

Basic Survey Options: