

## REDCap – How to Move a Project to Production

Before moving a project from development mode into production mode, please ensure you have tested the project thoroughly. Once the project is in production mode, changes can still be made but must be submitted to a CTSI REDCap Administrator to be committed to the project. Please refer to the *REDCap - Making Changes while in Production* Guide for more information.

- Step 1
  - Navigate to the Project Setup tab for the project. The last checklist item is “Move your project to production status.” Click on ‘Move project to production.’
- Step 2

### **Move your project to production status**

Not started

Move the project to production status so that real data may be collected. Once in production, you will not be able to edit the project fields in real time anymore. However, you can make edits in Draft Mode, which will be auto-approved or else might need to be approved by a REDCap administrator before taking effect.

Go to [Move project to production](#)

- A pop-up notice will appear with the red box pre-checked to ‘Delete ALL data, calendar events, documents uploaded for records/responses, and (if applicable) survey responses’. If you have entered test data that needs to be deleted prior to moving to production, please leave this box checked. *Real data should not be entered while in development mode. If you have accidentally entered real data, then you should select ‘Keep All Data saved so far.’*
- Click on ‘Yes, Move to Production Status.’

**Move Project To Production Status?**

Are you sure you wish to leave the DEVELOPMENT stage? If you proceed, the project will be moved to PRODUCTION status so that real data may be collected. If you select the 'Delete ALL data' option below, all current collected data, calendar events, and uploaded documents will be deleted, otherwise all will remain untouched as the project is moved to production.

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

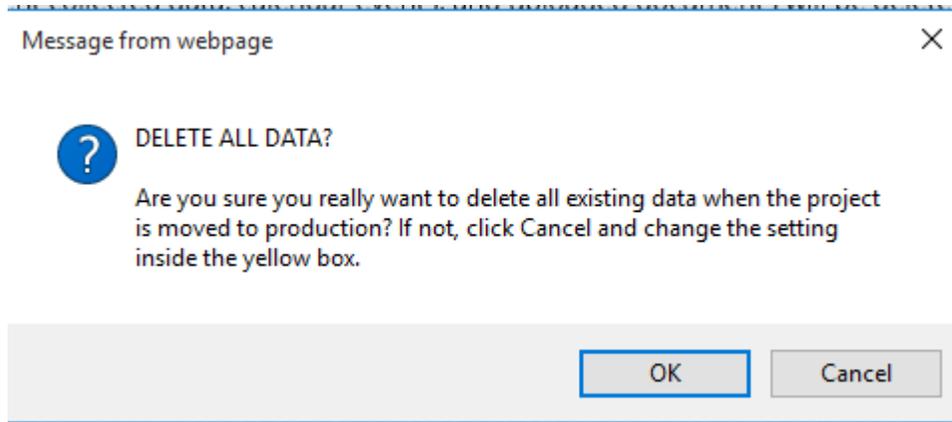
**Keep existing data or delete?**

Keep ALL data saved so far.

Delete ALL data, calendar events, documents uploaded for records/responses, survey responses (if applicable), and any logging events pertaining to data collection.

Once in production, you will not be able to edit the project fields in real time anymore. However, you can make edits in Draft Mode, which will be auto-approved or else might need to be approved by a REDCap administrator before taking effect.

- Step 3
  - If you have selected to delete all the data, then another warning will appear.
  - After reviewing the box, make the appropriate selection.



- Step 4
  - The system will provide a notification that the project has been moved to Production status. You may confirm the status by referring to the top-left corner of the screen:

