

Locking Project

Move to Production

It is important to move the project into production status **before** collecting real data.

Please note: Clicking the **Move to Production** button on the **Project Setup** page will not automatically move the project to the Production/Trial server. You need to manually transfer your project and then **lock** the instruments.





Not started

Move your project to production status

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](#)

 Terminology: Development/Pilot vs Production/Trial

 Servers

The **Development/Pilot** and **Production/Trial** servers are separate. You can identify which server you are on by checking the url.

- **Development = Pilot Server:** where you can build your project and practice the functionality of REDCap;
- **Production = Trial Server:** This is where you collect your real data.

Your project should be moved from the **Development/Pilot** server to **Production/Trial** server only once your testing has been completed. This will allow you to keep full control over the design of your project.


 Warning Message on Development/Pilot Server

NB: This is a demonstration server only and must not contain any live data!

 Status

Once the project has been moved between servers you can **lock** the instruments to prevent any further changes from taking place.

- **Development status:** allows you to make changes to your project
- **Production status:** locks the instruments. Any further changes need to go through an approval process.

 Status Message



Project Home | Project Setup | Other Functionality | Project Revision History | [Edit project settings](#)

Project status:  Development Completed steps 0 of 8

Project Home | Project Setup | Other Functionality | Project Revision History | [Edit project settings](#)

Project status:  Production Completed steps 2 of 8