Production

You can make edits to the instruments once it has been moved to Production status. Please note that changes will be subject to an approval process. This is to ensure any amendments you want to make do not affect your data. It is good practice to test any updates in the development/pilot server first.

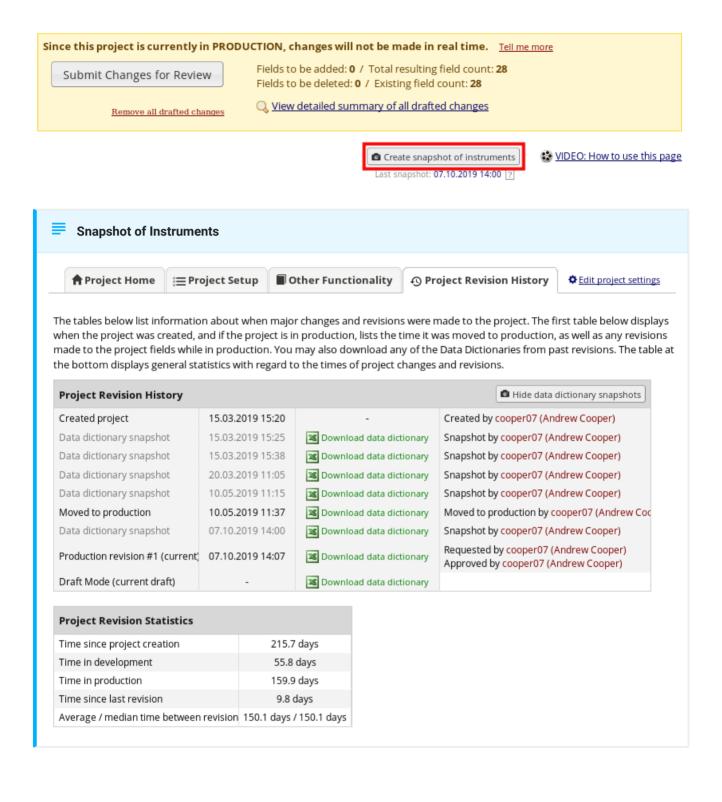
- Click Online Designer

	Design your data collection instruments							
Complete!	Add or edit fields on your data collection instruments. This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method). Quick links: <u>Download PDF of all instruments</u> OR <u>Download the current Data Dictionary</u>							
Not complete?	Go to 📴 Online Designer or 🗷 Data Dictionary							
	You may also browse for pre-built data collection instruments in the REDCap Shared Library							
	Have you checked the Check For Identifiers page to ensure all identifier fields have been tagged?							

Click Enter Draft Mode



 It is good practice to click Create snapshot of instruments before you make any changes. This is to ensure you can go back to an earlier version of your forms. Make the required changes to your instruments. Then click Create snapshot of instruments again so you have the latest version of the data dictionary saved.



Alerts	S	
Please note that field.	te that you cannot make changes to the variable name if you have already started collecting data	a for
	Alert The variable name cannot be changed because this variable name is already in use while the project is in Production status. Renaming the variable would cause permanent data loss.	
	Close	

 Before you Submit Changes for Review click View detailed summary of all draft changes. This will highlight how the changes will impact your project. If data has already been entered you will see Warning messages of how your changes may affect your projects. Once you are happy with your changes submit them for review. A system administrator will then commit your changes to the project.

Since this project is currently in PRODUCTION, changes will not be made in real time. <u>Tell me more</u>							
	Submit Changes for Review	Fields to be added: 1 / Total resulting field count: 29 Fields to be deleted: 0 / Existing field count: 28					
	Remove all drafted changes	Q View detailed summary of all drafted changes					

Detailed summary

Details regarding all changes made in Draft Mode:

- Records in project: 44
- Fields to be added: 1
- Fields to be modified: 1
- Total potentially critical issues: 0
 - Deleted fields that contain data: 0
 - Potentially critical issues in modified fields that contain data: 0
- Total field count BEFORE the changes below are committed: 28
- Total field count AFTER the changes below are committed: 29
- Will these changes be automatically approved? Yes
 (Administrators: Change how this works)

Fields to be ADDED:

Forms to be ADDED: none

swdasd "swdasd"

KEY for Comparison Table below White cell = no change

Fields to be DELETED: none Forms to be DELETED: none Yellow cell = field changed (Black text = new value, Gray text = current value) Green cell = new project field

Below is a listing of the changes to be committed to this project.

Variable Name	Field Type		Choices or Calculations	Field Note	Validation	Validation	Text Validation Max	Identifier?	Required Field?
study_name	text	Study Name change draft Study Name							Y
swdasd	text	swdasd							