


Making Edits

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**





Complete!

[Not complete?](#)

Design your data collection instruments

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: [Download PDF of all instruments](#) OR [Download the current Data Dictionary](#)

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**

NOTE: The project is currently in PRODUCTION status, and thus changes cannot be made in real time to the project as when in Development status. However, changes to the project may be drafted in DRAFT MODE, after which such changes will be reviewed and approved by a REDCap administrator. Once those changes are approved, you will then receive an email confirmation informing you that those changes have taken effect on your production project.

Would you like to enter DRAFT MODE to begin drafting changes to the project?

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.

Since this project is currently in **PRODUCTION**, changes will not be made in real time. [Tell me more](#)

Submit Changes for Review

Fields to be added: 0 / Total resulting field count: 28

Fields to be deleted: 0 / Existing field count: 28

[Remove all drafted changes](#)

[View detailed summary of all drafted changes](#)

Create snapshot of instruments

[VIDEO: How to use this page](#)

Last snapshot: 07.10.2019 14:00

Snapshot of Instruments

[Project Home](#)

[Project Setup](#)

[Other Functionality](#)

[Project Revision History](#)

[Edit project settings](#)

The tables below list information about when major changes and revisions were made to the project. The first table below displays when the project was created, and if the project is in production, lists the time it was moved to production, as well as any revisions made to the project fields while in production. You may also download any of the Data Dictionaries from past revisions. The table at the bottom displays general statistics with regard to the times of project changes and revisions.

Project Revision History

[Hide data dictionary snapshots](#)

Created project	15.03.2019 15:20	-	Created by cooper07 (Andrew Cooper)
Data dictionary snapshot	15.03.2019 15:25	Download data dictionary	Snapshot by cooper07 (Andrew Cooper)
Data dictionary snapshot	15.03.2019 15:38	Download data dictionary	Snapshot by cooper07 (Andrew Cooper)
Data dictionary snapshot	20.03.2019 11:05	Download data dictionary	Snapshot by cooper07 (Andrew Cooper)
Data dictionary snapshot	10.05.2019 11:15	Download data dictionary	Snapshot by cooper07 (Andrew Cooper)
Moved to production	10.05.2019 11:37	Download data dictionary	Moved to production by cooper07 (Andrew Cooper)
Data dictionary snapshot	07.10.2019 14:00	Download data dictionary	Snapshot by cooper07 (Andrew Cooper)
Production revision #1 (current)	07.10.2019 14:07	Download data dictionary	Requested by cooper07 (Andrew Cooper) Approved by cooper07 (Andrew Cooper)
Draft Mode (current draft)	-	Download data dictionary	

Project Revision Statistics

Time since project creation	215.7 days
Time in development	55.8 days
Time in production	159.9 days
Time since last revision	9.8 days
Average / median time between revision	150.1 days / 150.1 days

Alerts

Please note that you cannot make changes to the variable name if you have already started collecting data for that field.

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. [Tell me more](#)

Submit Changes for Review

[Remove all drafted changes](#)

Fields to be added: **1** / Total resulting field count: **29**
Fields to be deleted: **0** / Existing field count: **28**

[View detailed summary of all drafted changes](#)

