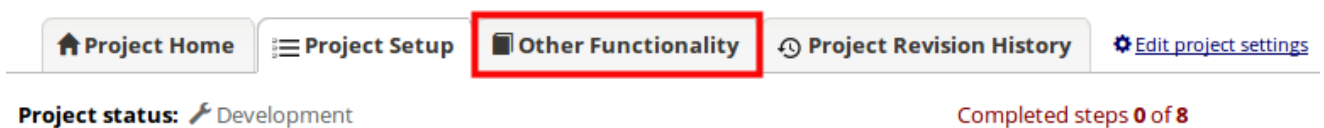


# Transfer by Schema

## User Rights


Creating a **New Project** might require approval by the system administrator.


- Go to the **Development/Pilot** server and go to the project you want to transfer. Click **Other Functionality** tab




- Click **Download metadata only (XML)** and save to your computer

### Copy or Back Up the Project

 Copy the project

 **Download metadata only (XML)**

 Download metadata & data (XML)

**Make an exact duplicate of this project.** All project fields will be copied over, and you will be prompted to set the title and info for the new project. You may choose to copy or not copy the existing data in the current project to the new one.

**Download a backup of this project.** The entire project (all records, events, arms, instruments, fields, and project attributes) can be downloaded as a single XML file, which is in CDISC ODM format (ODM version 1.3.1). This XML file can be used to create a clone of the project (including its data, optionally) on this REDCap server or on another REDCap server (it can be uploaded on the Create New Project page). Because it is in CDISC ODM format, it can also be used to import the project into another ODM-compatible system.

NOTE: The exported XML file does *not* contain the project's logging history (audit trail), but if you wish to obtain it, you may freely download it any time at the top of the Logging page.

- On the **Production/Trial** server click **New Project** and complete the blank fields. Select **Upload a REDCap XML file**, navigate to the file you have saved and upload the project.

**Start project from scratch or begin with a template?**

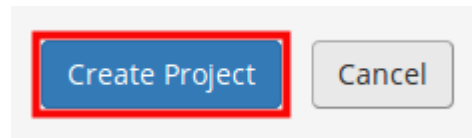
Create an empty project (blank slate)

Upload a REDCap project XML file (CDISC ODM format) ?

Use a template (choose one below)

Select XML file: Browse... No file selected.

▪ Click **Create Project**



 **Project Transfer**

Not everything will transfer. You may have to recreate them manually in the new project.

- Only instruments that contain fields will move over;
- Reports do not transfer;
- Bookmarks will need to be checked;
- Survey settings do not transfer;