Deleting Records
In order to be able to delete records, first, check to see if you have “Delete Records” rights. Click on User Rights under “Applications”:

*If you do not see 'User Rights' listed as an option, please contact your project administrator to grant you access to this user right.
Click on your username and select “Edit user privileges:

Next, check “Delete Records” checkbox in the lower-left corner:
If the records to deleted are surveys, you’ll need to enable ‘Edit Survey Responses‘ as well:

![Data Entry Rights](image.png)
Next, open the record to be deleted and scroll to the bottom of the data entry form to the “Form Status” section.

There are three options for deleting records:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Delete Record (All forms/events)</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Delete data for THIS FORM only</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Delete data for THIS EVENT only</td>
</tr>
</tbody>
</table>

(*Note, option 3 only appears for longitudinal projects.*)
DELETING THE RECORD

OPTION 1 will delete the record ENTIRELY from ALL forms (and events in longitudinal projects):

Form Status

Complete?

Lock this record for this form?
If locked, no user will be able to edit this record on this form until someone with Lock/Unlock privileges unlocks it.

Save Record
Save and Continue

-- Cancel --

Delete Record (All forms/events)

Additional delete options:
Delete data for THIS FORM only
Delete data for THIS EVENT only

Data Collection Instrument

<table>
<thead>
<tr>
<th>Data Collection Instrument</th>
<th>Baseline (1)</th>
<th>Visit 1 (2)</th>
<th>Visit 2 (3)</th>
<th>Visit 3 (4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demographics</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical History</td>
<td></td>
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<td></td>
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<tr>
<td>Lab Values</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Scores</td>
<td></td>
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</tr>
</tbody>
</table>
OPTION 2 will delete the record from only the specific form chosen:
OPTION 3 will delete the record from only the specific event chosen:

- **Delete data for THIS EVENT only**

Data Collection Instrument:

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Baseline (1)</th>
<th>Visit 1 (2)</th>
<th>Visit 2 (3)</th>
<th>Visit 3 (4)</th>
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</thead>
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<td>✔</td>
<td></td>
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</table>
DELETING THE RECORD

If the form you are using was collected as a SURVEY, you will first need to enable editing by clicking “Edit response”:

1. Survey response is editable
2. Edit response
3. Survey options
   
   Response was completed on 09/16/2015 5:11pm. You have permission to edit this survey response from its original values. In order to begin editing the response, you must click the Edit Response button above. **1 person (the survey respondent)** has contributed to this completed survey response. **No one** has contributed to it since its time of completion.

   Record ID 2 – Course Selection

4. Survey response is editable
5. (now editing)
6. Survey options
   
   Response was completed on 09/16/2015 5:11pm. You have permission to edit this survey response from its original values. **1 person (the survey respondent)** has contributed to this completed survey response. **No one** has contributed to it since its time of completion.

   Record ID 2 – Course Selection
FOR FURTHER HELP

- website: https://cri.uchicago.edu/redcap
- email: redcap@rt.cri.chicago.edu