



Deleting Records



THE UNIVERSITY OF
CHICAGO MEDICINE &
BIOLOGICAL SCIENCES



CENTER FOR
RESEARCH
INFORMATICS

▶ USER RIGHTS

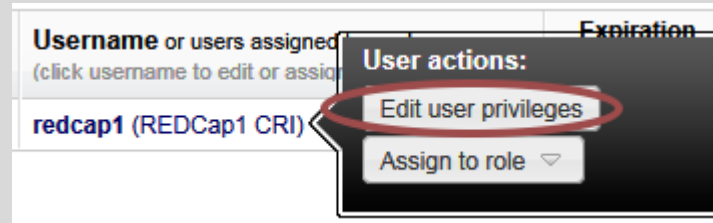
In order to be able to delete records, first, check to see if you have “Delete Records” rights. Click on User Rights under “Applications”:



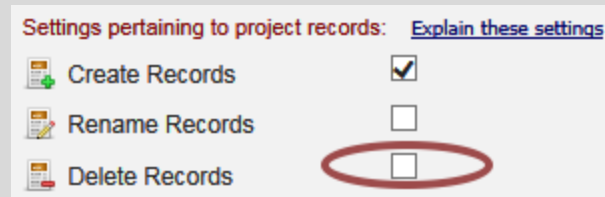
**If you do not see 'User Rights' listed as an option, please contact your project administrator to grant you access to this user right.*

▶ USER RIGHTS

Click on your username and select “Edit user privileges:



Next, check “Delete Records” checkbox in the lower-left corner:



▶ USER RIGHTS

If the records to be deleted are surveys, you'll need to enable 'Edit Survey Responses' as well:

Data Entry Rights

*NOTE: The data entry rights *only* pertain to a user's ability to view or edit data on a web page in REDCap (e.g., data entry forms, reports). It has no effect on data imports or data exports.*

	No Access	Read Only	View & Edit	Edit survey responses
Course Selection (survey)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>

▶ DELETING THE RECORD

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:

The screenshot shows the 'Form Status' section of a REDCap form. It includes a 'Complete?' dropdown menu set to 'Complete', a 'Lock this record for this form?' checkbox (unchecked) with a lock icon and the text 'Lock', and three buttons: 'Save Record', 'Save and Continue', and '-- Cancel --'. Below these are three numbered options for deleting records: 1. 'Delete Record (All forms/events)', 2. 'Delete data for THIS FORM only', and 3. 'Delete data for THIS EVENT only'. The text 'Additional delete options:' is positioned above options 2 and 3.

*(*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? H 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. Lock

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	Baseline (1)	Visit 1 (2)	Visit 2 (3)	Visit 3 (4)
Demographics	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Medical History	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lab Values	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Test Scores	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

▶ DELETING THE RECORD

OPTION 2 will delete the record from only the specific form chosen:

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. Lock

Additional delete options:

Data Collection Instrument	Baseline (1)	Visit 1 (2)	Visit 2 (3)	Visit 3 (4)
Demographics	<input checked="" type="radio"/>			
Medical History	<input checked="" type="radio"/>			
Lab Values	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Test Scores	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

▶ DELETING THE RECORD

OPTION 3 will delete the record from only the specific event chosen:

Form Status

Complete? ▾

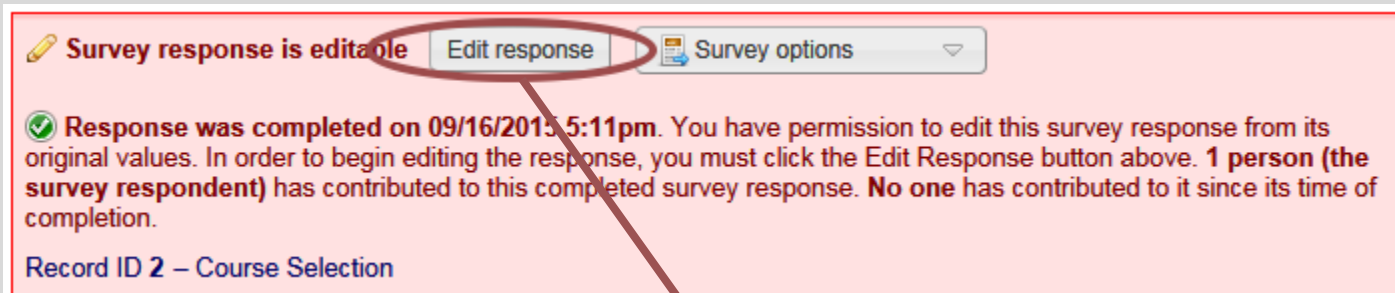
Lock this record for this form?
If locked, no user will be able to edit this record on this form until someone with Lock/Unlock privileges unlocks it. Lock



Additional delete options:


Data Collection Instrument	Baseline (1)	Visit 1 (2)	Visit 2 (3)	Visit 3 (4)
Demographics	<input checked="" type="radio"/>			
Medical History	<input checked="" type="radio"/>			
Lab Values	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Test Scores	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

▶ DELETING THE RECORD

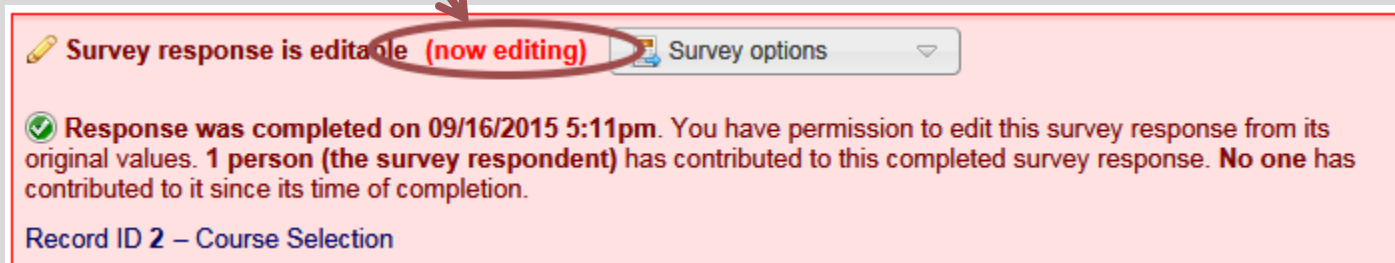
If the form you are using was collected as a SURVEY, you will first need to enable editing by clicking “Edit response”:






 **Survey response is editable** **Edit response**  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



 **Survey response is editable (now editing)**  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

