**How do I delete form data?**

I entered data into an incorrect participant form.

**Note:** The REDCap@Yale support team does not delete data. This is the responsibility of the study team.

**Pro Tip:** This action is permanent. Once the form is deleted, the data cannot be recovered. For audit purposes, you should maintain documentation of deletion requests—target data, the person requesting, date, and reason.

1. **If you do NOT have user-right privileges to delete data:**
   a. Contact your Project Administrator (e.g. Data Manager) and ask them to delete the data on the form.

2. **If you have user-right privileges to delete data:**
   a. Open the target form.
   b. Select the option to **'Delete data for THIS FORM only.'**
   c. To delete ALL the forms/events (i.e. entire record), see **FAQ: Delete Record**.

**Note:** Only users with the user-rights **‘delete records’** will see the option to **‘Delete data for THIS FORM only’**.