

Frequently Asked Question (FAQ) Library

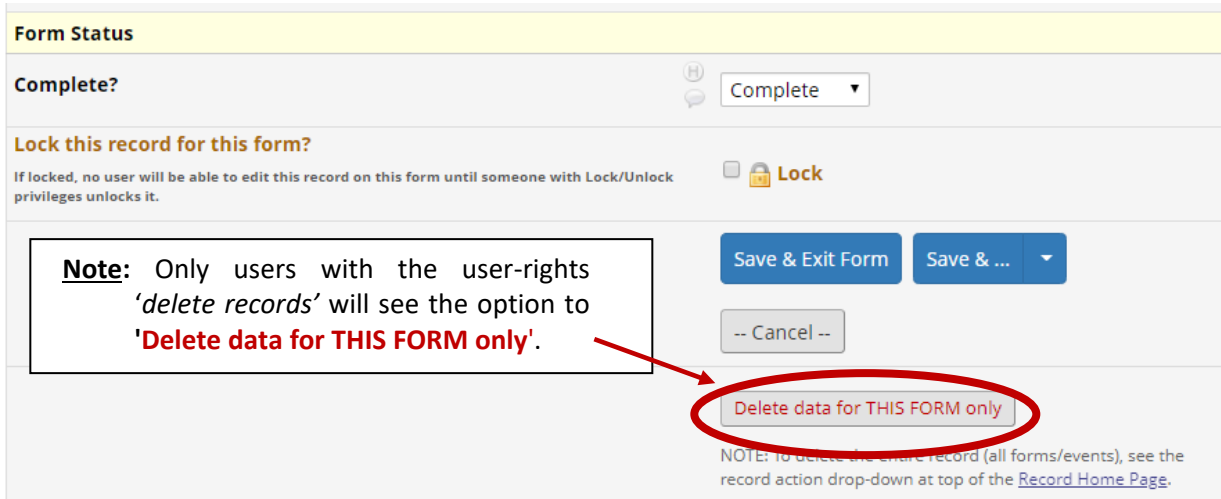
How do I delete form data?

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](#).



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?' section with a 'Lock' button, and a 'Save & Exit Form' button. A red box highlights the 'Delete data for THIS FORM only' button, which is also circled in red. A red arrow points from a text box to this button. The text box contains the following note:

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

Below the button, there is a note: NOTE: to delete the entire record (all forms/events), see the record action drop-down at top of the [Record Home Page](#).