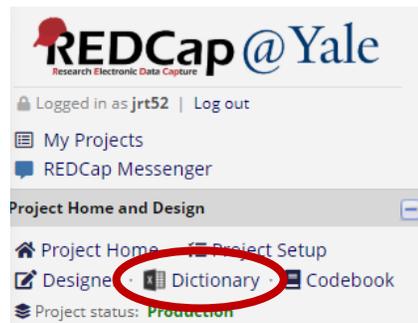


## Frequently Asked Question (FAQ) Library

### *How do I make design changes in production?*

Making changes to an active project can result in data being unintentionally deleted, re-coded or overwritten. To make design changes on an active project, we recommend the following:

1. To protect your existing data, download the current Data Dictionary and save the file to a secure location. This will allow you to revert to the original version, if needed.



- a. To download, select **Dictionary** on the left-hand navigation bar.



- b. Then click '**Download the current Data Dictionary**' which will save it as a csv file.
2. Now you are ready to make design changes. Select '**Enter Draft Mode**' on the Online Designer or Data Dictionary page.

**NOTE:** The project is currently in PRODUCTION status, and thus changes cannot be made in real time to the project as when in Development status. However, changes to the project may be drafted in DRAFT MODE, after which such changes will be reviewed and approved by a REDCap administrator. Once those changes are approved, you will then receive an email confirmation informing you that those changes have taken effect on your production project.

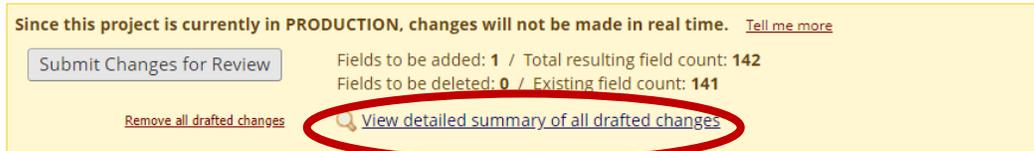
Would you like to enter DRAFT MODE to begin drafting changes to the project?

Enter Draft Mode

- a. When making design changes, consider these alternatives in lieu of these “high-risk” practices:
  - i. **Deleting fields-** If there is a question you do not want to include in the future, use the **@HIDDEN** action tag in the Action Tags/Field Annotation section.
  - ii. **Deleting multiple-choice items-** If you would like to remove a response item, use the **@HIDECHOICE** action tag in the Action Tags/Field Annotation section.
  - iii. **Changing the coding of multiple-choice questions-** See [FAQ: Change Multiple Choice Codes](#)

## Frequently Asked Question (FAQ) Library

- After making your changes, review them by clicking '**View detailed summary of all drafted changes**' along the top of the page.



- Once you have completed the review, click '**Return to Previous Page**', then '**Submit Changes for Review**'.



- Once submitted, one of two things will occur:
  - If the design changes will not affect existing data, your changes will be automatically approved within REDCap. You can proceed with your data collection activities.
  - If there are critical changes with the potential for data loss\*, a yellow window will appear indicating that your project is awaiting review.

*\*See Appendix for Design Changes with Potential for Data Loss.*

- Once your design changes have been reviewed by our team, you will receive an email with a summary of the changes. This summary will highlight the critical changes and/or issues that have the potential to affect your data.
  - If you approve the changes, respond to the email confirming your approval.
  - If you would like to make additional edits, respond to the email requesting that the project be returned to draft mode.
  - If you reject the changes, respond with a request to reset the project to the original, pre-draft version. The draft version will be removed.

Please allow **1-2 business days** for your request to be reviewed and approved.

## Frequently Asked Question (FAQ) Library

### Appendix Design Changes with Potential for Data Loss

Metadata	Change Type	Impact on Data	REDCap Administrator Review Required (y/n)
Variable / Field Name	Add new	<p><b>None.</b></p> <p>New field will be added to all records.</p>	No
Variable / Field Name	Delete	<p><b>Possible data loss.</b></p> <p>Deletes the field and all data entered for that field</p>	Yes
Variable / Field Name	Rename	<p><b>Possible data loss.</b></p> <p>Equivalent to deleting a variable and adding a new variable.</p>	Yes
Form Name	Add new form	<p><b>None.</b></p> <p>New form will be added to all records.</p>	No
Form Name	Rename form	<p><b>Possible data loss.</b></p> <p>The <b>Data Dictionary</b> renames the form name. All unverified and complete form status values will reset to incomplete.</p> <p>The <b>Online Form Editor</b> renames the label. This will <u>not</u> change the form name, thus, preserving the form status.</p>	Yes
Section Header	Add, Modify, Delete	<p><b>None.</b></p> <p>Descriptive text: not directly associated to a data collection variable.</p>	No

## Frequently Asked Question (FAQ) Library

Metadata	Change Type	Impact on Data	REDCap Administrator Review Required (y/n)
Field Type	Modify	<p><b>Possible data loss.</b></p> <p>Examples of changes that can be made without data loss: Radio buttons to drop downs; Drop downs to Radio buttons.</p> <p>-----</p> <p>Examples of changes that can result in data loss: Radio buttons to check boxes; Text box to calculated field.</p>	Yes
Field Label	Modify	<p><b>Possible label mismatch.</b></p> <p>Changing a question caption may change the meaning of data previously entered (e.g. changing "happy" to "unhappy").</p>	Yes
Choices (codes)	Add	<p><b>None.</b></p> <p>New choice will be added to all records.</p>	No
Choices (codes)	Delete	<p><b>Possible data loss.</b> Deletes the choice and ALL data entered as that choice</p>	Yes, if field contains choice code. No, if field does not contain the choice code.
Choices (codes)	Recode	<p><b>Possible label mismatch.</b> Codes are not automatically re-mapped to new codes. Data entered remains the same in the database. Relabeling codes may change the meaning of data entered.</p>	Yes, if data has been collected. No, if field does not contain any choices being recoded.

## Frequently Asked Question (FAQ) Library

Metadata	Change Type	Impact on Data	REDCap Administrator Review Required (y/n)
Calculations	Add, Modify, Delete	Forms with saved calculated field values will not automatically recalculate when changes are committed. Values should be derived and confirmed in analysis. And all forms with values should be resaved to update stored values.	Yes.
Slider Labels	Add, Modify, Delete	<b>None.</b> Display only. Slider scale is coded as 0-100	No
Field Note	Add, Modify, Delete	<b>None.</b> Descriptive text.	No
Text Validation Type	Add, Modify	<b>Possible data loss.</b> Data entered as free text or other type of validation text, may no longer be valid.	Yes
Text Validation Type	Delete	<b>None.</b> Field becomes open text field.	No
Show Slider Number	Add, Delete	<b>None.</b> Display only. Slider scale is coded as 0-100	No
Text Validation Min	Add, Modify, Delete	<b>None.</b> No impact. Out of range data can still be saved.	No
Text Validation Max	Add, Modify, Delete	<b>None.</b> No impact. Out of range data can still be saved.	No

## Frequently Asked Question (FAQ) Library

Metadata	Change Type	Impact on Data	REDCap Administrator Review Required (y/n)
Identifier	Add, Delete	<b>None.</b> No direct data impact.	No
Branching Logic	Add, Modify	<b>Possible data loss.</b> Updating logic to hide fields containing existing data can erase data.	Yes
Branching Logic	Delete	<b>None.</b> No direct data impact (may impact missing data analysis). Fields will always be visible	No
Required Field	Add, Delete	<b>None.</b> No data impact. Data can still be saved without completion of required fields.	No
Custom Alignment	Modify	<b>None.</b> No direct data impact. Display only.	No
Question Number (surveys only)	Modify	<b>None.</b> No direct data impact. Display only.	No
Matrix Group Name	Add, Modify, Delete	<b>None.</b> No direct data impact. Display only.	No