

## Can I rename a record after it has been created?

These instructions will explain how to rename a Record ID after the record has been created.

## First, verify your user rights allow you to rename records.

To check your user rights, select "User Rights" found in the left-hand navigation bar under the *Applications* section. Navigate to your user rights page and confirm that Rename Records is checked.

| Settings pertaining to projec | t records: Explain these settings                 |
|-------------------------------|---|
| Create Records                |   |
| <b>≓</b> Rename Records       |   |
| Delete Records                |   |
| * Includes ability to delete  | all data on an instrument or on a repeating event |

To learn how to manage user rights, refer to FAQ: USER RIGHT ADMINISTRATION and FAQ: USER RIGHTS.

## **Rename Record**

In the left-hand navigation bar, open the "Record Status Dashboard". Click on the Record ID that requires editing. This will bring you to the target record home page.

| Select <b>"Rename record</b> " in the drop-down list of the <b>Choose action for record</b> . | The grid below displays the form-by-form progress of data<br>entered for the currently selected record. You may click on<br>the colored status icons to access that form/event. If you<br>wish, you may modify the events below by navigating to the<br><u>Define My Events</u> page.<br>Choose action for record $record$<br>Choose action for record data for all instruments/events<br>Download PDF of record data for all instruments/events<br>Download PDF of record data for all instruments/events (compact)<br>Assign to Data Access Group (or unassign/reassign)<br>Cheete record (all forms/events) |
|---|--|
| Rename record "1"   | A box will appear for you to enter the new record ID.  |
| Rename record "1" to the following record name:   | Click on "Rename Record" and the new ID will be saved.   |
| Rename record Cancel  | el   |

| FAQ: Rename Record (v1.0, 08/04/23) |                          |
|-------------------------------------|--------------------------|
| Page 1 of 1                         | Tags: Production Changes |