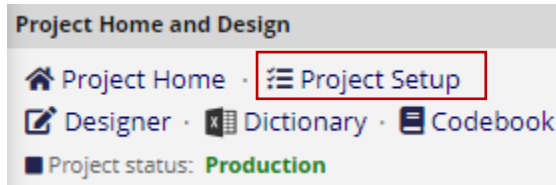
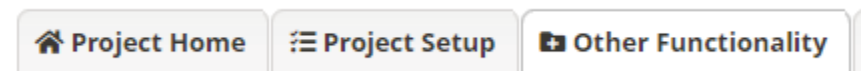


REDCap Instructions to Copy Project

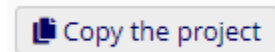
While in your project, if you are not on the Project Setup tab, click the Project Setup link on the left side menu. If you do not have access to Project Setup, your project team will have to update your User Rights. Note the Project status is in Production.



At the top of the screen, click the Other Functionality tab.



In the Copy or Back up the Project section, click the Copy the project button.



On the Make a Copy of the Project page, change the project title (add or remove any character (s) of the existing title to make the new copy project title unique. In the Also copy the following section, mark all of the checkboxes. Click the Copy project button.

Project title:

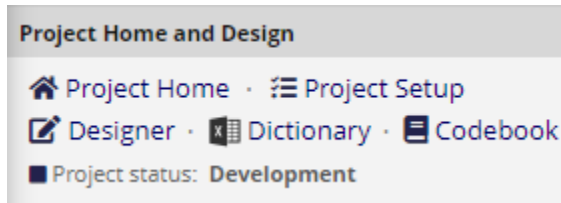
Also copy the following (optional)

Title to be displayed on project webpage
All record responses (32 records total)

- All users and user rights
- All users roles
- All reports
- All report folders
- All data quality rules
- All Project Folders
- All settings for Survey Queue and Automated Survey Invitations
Note: Automated Invitations will all be set to 'Not Active' status in the new project.
- All project bookmarks
- All custom record status dashboards
- All alerts & notifications

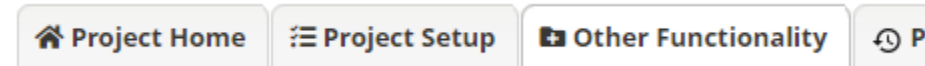
[Select All](#) | [Deselect All](#)

Your screen will return to the new copy project. Note the Project status of the new copy project is in Development.



IMPORTANT: To stay off the list of projects to be invoiced, please Archive the original production project

While in your project, click the Project Setup link on the left side menu and click the Other Functionality tab.



At the bottom of the page, click the Archive the project button and confirm.

