Making Changes to Projects in Production

When your projects are in production status, changes made to the database are not effective immediately. All edits are reviewed and approved by a REDCap Administrator. This is to ensure that data which has already been collected is not deleted, re-coded or overwritten unintentionally.

Form Changes

Listed below are types of changes and data impact.

Requester should be aware that changes to any variables may affect programmed calculations and/or branching logic. It is the responsibility of the requester to review and test all calculated fields and branching logic prior to submitting changes. The impact to these fields will NOT be tested by REDCap Admins.

Metadata	Change Type	Data Impact	Require User Confirmation	REDCap Admin Action
Variable / Field Name	Add new	No data impact. New field will be added to all records.	No	Commit changes.
Variable / Field Name	Delete	**Possible data loss.** Deletes the field and ALL the data entered for that field	Yes, if field contains data. No, if field does not contain any data.	Check to verify if field contains data. If field has data, notify requester for confirmation prior to committing changes.
Variable / Field Name	Rename	**Possible data loss.** REDCap views this action as the equivalent to deleting a variable and adding a new variable. Data is deleted	Yes. Same as deleting variable / field name.	Same as deleting variable / field name.
Form Name Note: "back end" Form name (data dictionary ex:"baseline_data") does not appear on screen "front end" form label displays on screen (ex: "Baseline Data")	Add new form	No data impact. New form/fields will be added to all records.	No	Commit changes.
Form Name	Rename form	**Possible data loss.** The data dictionary renames the form name. All form	Yes, if changing form name	Check if FORM_complete field is being deleted.

		status values (unverified, complete) for ALL records will be reset to "Incomplete". The Online Form Editor will NOT change the form name and only renames the form label, preserving the form status for all records.	using data dictionary. No, if only changing form label using Online Form Editor	If yes, warn user that all form statuses will be deleted. After receiving acknowledgement, commit changes. If FORM_complete field is not being deleted, commit changes.
Field Units	Add, Modify, Delete	Changes field unit label. Label is not displayed on form.	No.	Commit changes.
Section Header	Add, Modify, Delete	Not directly associated to any data collection variable. Descriptive text.	No.	Commit changes.
Field Type	Modify	**Possible data loss.** Depending on the change, data can be deleted. Examples of changes that can be made without data loss: Radio buttons to drop downs; Drop downs to Radio buttons Examples of changes that can be made with data loss: Radio buttons to check boxes; Text box to calculated field	Yes, unless change can be made without data loss.	Check to verify if field contains any data and note format. If data saved will be deleted, notify requester for confirmation prior to committing changes.
Field Label	Modify	**Possible label mismatch.** Change to question caption may change the meaning of data previously entered (ex: changing "happy" to "unhappy"). Examples of changes that do not require confirmation: Spelling corrections, Format changes	Yes, if meaning is thought to differ from original label and there is data saved for the variable. No, if minor updates (spelling corrections)	Review label text and if any question as to change in meaning, check to verify if field contains data. If data saved for field label, review meaning change impact with requester.
Choices (codes)	Add	No data impact. New choice will be added to all records.	No	Commit changes.
Choices (codes)	Delete	**Possible data loss.** Deletes the choice and ALL data entered as that choice	Yes, if field contains choice code. No, if field does not contain the choice code.	Check to verify if field contains data and the code. If field has the code, notify requester for confirmation prior to committing changes.
Choices (codes)	Recode	**Possible label mismatch.** 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.	Yes, if data has been collected. No, if field does not contain any choices being recoded.	Check to verify if field contains data and the codes If field contains code choices, notify requester for confirmation prior to committing changes.
Calculations	Add, Modify,	Forms with saved calculated field values will not automatically	Yes.	Warn requester that all values previously calculated

	Delete	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.		will not automatically update. After receiving acknowledgement, commit changes.
Field Note	Add, Modify, Delete	No direct data impact. Descriptive text.	No.	Commit changes.
Text Validation Type	Add, Modify	**Possible data loss.** Data entered as free text or other type of validation text, may no longer be valid	Yes, if previously entered data becomes invalid. No, if validation change maintains data integrity.	Check to verify if field contains data. If so, request confirmation prior to committing changes.
Text Validation Type	Delete	Field becomes open text field.	No.	Commit changes.
Text Validation Min	Add, Modify, Delete	No data impact since out of range data can still be saved.	No.	Commit changes.
Text Validation Max	Add, Modify, Delete	No data impact since out of range data can still be saved.	No.	Commit changes.
Identifier?	Add, Delete	No direct data impact.	No.	Commit changes.
Branching Logic	Add, Modify	**Possible data loss.** Fields that will be now be hidden due to updated logic that already contains data will prompt to erase data.	Yes	Warn requester that fields previously not hidden that contain data will prompt to erase data if now included in branching logic. After receiving acknowledgement, commit changes.
Branching Logic	Delete	No direct data impact (may impact missing data analysis). Fields will always be visible	No.	Commit changes.
Required Field	Add, Delete	No data impact since data can still be saved without completion of required fields.	No.	Commit changes.