

How to Archive a REDCap Project

1. Open **REDCap** and Click the **My Projects** tab, choose the project you would like to archive.
2. Click the **Other Functionality** tab.



3. Click **Archive the project**

Project Tools

<input type="button" value="Move to inactive status"/>	Move the project to inactive status if data collection is complete. This will disable most project functionality, although all collected data will remain intact. Once inactive, the project can be moved back to production status at any time.
<input type="button" value="Move back to development status"/>	Moved to production too soon? You may move the project back to development status, if needed. (Super Users only)
<input type="button" value="Copy the project"/>	Make an exact duplicate of this project. All project fields will be copied over, and you will be prompted to set the title and info for the new project. You may choose to copy or not copy the existing data in the current project to the new one.
<input type="button" value="Delete the project"/>	You may completely remove this project, in which all its data will be permanently deleted also. (Super Users only)
<input type="button" value="Erase all data"/>	You may erase all currently collected data in the project, which includes all calendar events and uploaded documents. (Super Users only)
<input type="button" value="Archive the project"/>	You may archive the project if you do not wish to use it any longer. Archiving the project will take it offline and remove it from your list of projects. It can only be accessed again by clicking the <i>Show Archived Projects</i> link at the bottom of the <i>My Projects</i> page. You will be able to un-archive the project at any time and bring it back online simply by accessing it again and returning to this page.