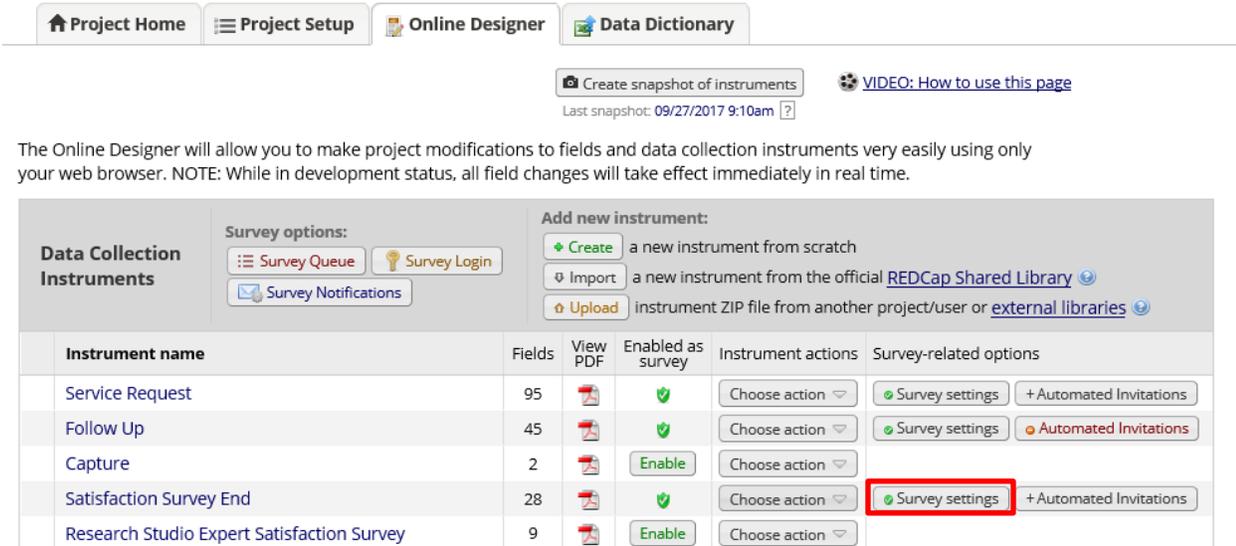


REDCap – How to remove the Survey functionality and return the instrument back to basic data entry

To remove the survey functionality, complete the following steps:

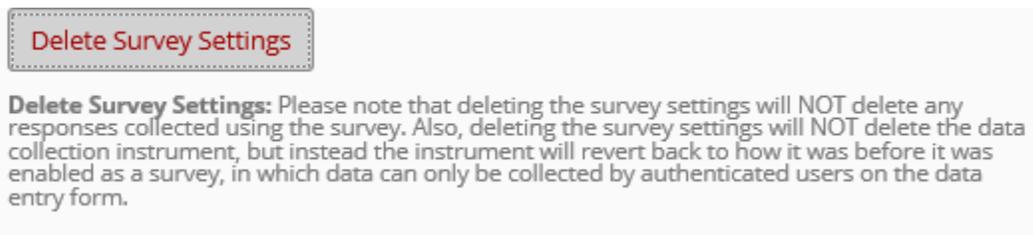
- Navigate to the Online Designer tab. Click on “Survey Settings” next to the instrument that you no longer want to be a survey.



The Online Designer will allow you to make project modifications to fields and data collection instruments very easily using only your web browser. NOTE: While in development status, all field changes will take effect immediately in real time.

Instrument name	Fields	View PDF	Enabled as survey	Instrument actions	Survey-related options
Service Request	95			Choose action ▾	Survey settings + Automated Invitations
Follow Up	45			Choose action ▾	Survey settings Automated Invitations
Capture	2		Enable	Choose action ▾	
Satisfaction Survey End	28			Choose action ▾	Survey settings + Automated Invitations
Research Studio Expert Satisfaction Survey	9		Enable	Choose action ▾	

- This will open the Modify Survey Settings page. Navigate to the bottom of the page and locate the “Delete Survey Settings” button. Notice the disclaimer underneath the button.



Delete Survey Settings

Delete Survey Settings: Please note that deleting the survey settings will NOT delete any responses collected using the survey. Also, deleting the survey settings will NOT delete the data collection instrument, but instead the instrument will revert back to how it was before it was enabled as a survey, in which data can only be collected by authenticated users on the data entry form.

- Click on the “Delete Survey Settings” button. A second disclaimer will appear. If you are certain you want to remove the survey functionality, click on Delete Survey.
- Note: This will not delete the instrument. It will only remove the survey functionality.

Delete this instrument's survey settings? ✕

Please note that deleting the survey settings will NOT delete any responses collected using the survey. Also, deleting the survey settings will NOT delete the data collection instrument, but instead the instrument will revert back to how it was before it was enabled as a survey, in which data can only be collected by authenticated users on the data entry form.

NOTICE: If this survey is deleted, all participants will be removed from your Participant Lists associated with this survey, and all survey links and return codes will cease to function for this survey. Any email invitations that have been scheduled to be sent for this survey will be deleted. Additionally, all survey responses will have their 'survey completion' timestamp removed, as seen in a data export file or on the data entry form. If you choose to delete the survey, you may enable the data collection instrument as a survey again, but you will still lose all the survey-related information mentioned thus far.

- The user will receive a successful deletion notice.

Survey successfully deleted! ✕

The survey has been successfully deleted. You will now be redirected back to the Online Designer.

- Once the user clicks on “Close,” the system will return the user to the Online Designer tab. Notice the survey functionality is no longer enabled.

Project Home |
 Project Setup |
 Online Designer |
 Data Dictionary

 [VIDEO: How to use this page](#)
Last snapshot: 09/27/2017 9:10am

The Online Designer will allow you to make project modifications to fields and data collection instruments very easily using only your web browser. NOTE: While in development status, all field changes will take effect immediately in real time.

Data Collection Instruments	Survey options:		Add new instrument:		
	<input type="button" value="Survey Queue"/>	<input type="button" value="Survey Login"/>	<input type="button" value="Create"/>	a new instrument from scratch	
	<input type="button" value="Survey Notifications"/>		<input type="button" value="Import"/>	a new instrument from the official REDCap Shared Library	
			<input type="button" value="Upload"/>	instrument ZIP file from another project/user or external libraries	
Instrument name	Fields	View PDF	Enabled as survey	Instrument actions	Survey-related options
Service Request	95			Choose action	<input type="button" value="Survey settings"/> + <input type="button" value="Automated Invitations"/>
Follow Up	45			Choose action	<input type="button" value="Survey settings"/> <input type="button" value="Automated Invitations"/>
Capture	2		<input type="button" value="Enable"/>	Choose action	
Satisfaction Survey End	28		<input type="button" value="Enable"/>	Choose action	<input type="button" value="Survey settings"/>
Research Studio Expert Satisfaction Survey	9		<input type="button" value="Enable"/>	Choose action	