REDCap - Steps to move a project from the Internal Database to the External Database (without data)

Step 1

- Log into the project on the Internal database. Navigate to the *Project Setup* tab and select the *Data Dictionary*.

- Selecting the Data Dictionary will open a new tab. Please follow Step 1 within the image below to download the Data Dictionary. Save the file to your computer.

Step 2

- While still in the project, navigate to the *My Projects* hyperlink on the left-hand side of the page. At this point, the user will need to create a new project on the External database.

- To create the project on the External database, click on the *My Projects* dropdown and then select *New Project*. Review the REDCap Usage Agreement and select 'I Agree' to continue. Select *REDCap External* Database.

Step 3

- The user will need to recreate the project on the External database by using the Data Dictionary from the Internal project.

- To begin this process, please enter the basic project information on the *Create a REDCap External Project* page.

  o Note: for the question noted below, please choose: *Create an empty project (blank slate)*

- All other questions on this page should be answered as they relate to the project.

- Once all the required information has been entered, please choose **SAVE & PROCEED.**

Step 4

- The system will open the project to the *Project Setup* tab. Navigate to the *Design your data collection instruments & enable your surveys* section and select *Data Dictionary*.

- Selecting the Data Dictionary will open a new tab. Select *Choose File* to search for the Data Dictionary saved to your computer from Step 1. This step will import the Data Dictionary into the newly created external project.

- The system will notify the user of a successful upload and then ask a confirmation question to ensure the user wants to commit to the changes.

Project Setup | Online Designer | Data Dictionary

VIDEO: How to use this page

This module will allow you to create new data collection instruments/surveys or edit existing ones. Changes may be made by either using the **Online Designer** or **Upload Data Dictionary** (see tabs above), in which you may use either method or both. The Online Designer may help you get some initial fields/forms built quickly or to make quick edits, but using the Data Dictionary file may be more helpful if you will be adding a large number of fields for this project.

✔ **Your document was uploaded successfully and awaits your confirmation below.**

- No errors or warnings were found in the document.

- The uploaded data dictionary **contains 21 fields**, which will replace the 1 fields that currently exist in the project (excluding 'Form Status' fields, which are automatically generated by REDCap).

DISCLAIMER: It has been detected that you are using 'calc' field types in the Data Dictionary you just uploaded. We advise you please read the disclaimer for 'calc' field types before proceeding with committing your changes.

Are you ready to commit the changes to the project from the uploaded Data Dictionary? (Click the button below to submit the changes.)

Commit Changes

- Once the user commits the changes, the system will provide a successful change notification.

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✔ **Changes Made Successfully!**

The field changes included in the uploaded Data Dictionary have been committed.

- Navigate to the *Online Designer* tab where the user can review the instruments created from the Data Dictionary upload. Please add or remove fields required for the project from within an instrument(s).

Step 5

- Please complete the remainder of the project setup from the *Project Setup* tab.