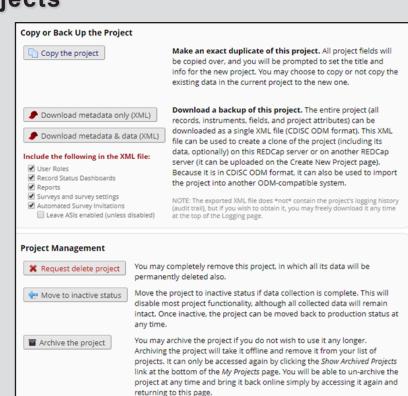
REDCAP TIP OF THE MONTH Research Electronic Data Capture TIP OF THE MONTH

Coping & Archiving Projects

Did you know that you can copy existing projects as well as archive projects that are not in use? To access these functionalities, navigate to "*Other Functionality*" tab on your Project Setup page.

Copying Projects allows you to copy the fields and the entire project set up. It is optional to copy data over to the new project. This is useful if you have a reoccuring project such as an annual database.

Archiving Projects can be used for projects that are no longer in use, and do not want to be deleted. It will be removed from your "My Projects" list, and can be reactivated at any point.



UPCOMING EVENTS

BASIC CLASSES:

Thursday, November 21st, *2 - 3:30pm* Thursday, December 5th, *2 - 3:30pm* *Please complete a <u>Service Request Form</u> to register for the class*

OFFICE HOURS:

Bailey Power Plant, CTSI Offices, 4th floor

8am – 11am Thursday, November 14th Thursday, December 12th Meads Hall, CTSI Suite, 1st Floor 1:30pm – 4:30pm Wednesday, November 27th

No appointment necessary