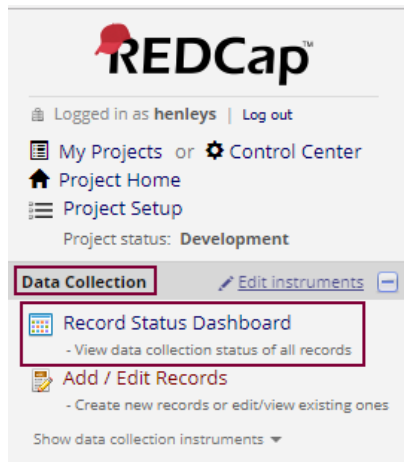


Renaming an existing record

At times you will want to Rename/Number your records within your project due to a wrong number being entered in when Manual entry of each record is being used, or if auto-numbering is enabled and you have removed/deleted a record and want to re-number so no numbers are missing. You will need to ensure that you have the user permissions to Rename the record, if you do not you will need to speak to the project owner to give you the user right permissions or to have them follow the below steps.

Renaming/re-numbering an existing record

1. Log into REDCap
2. Select your required project from the **'My Projects'** tab
3. Under the **'Data Collection'** menu on the left, select **'Record Status Dashboard'**





4. On the **'Record Status Dashboard'** screen, select the required Record/Study ID you want to rename from the list

Dashboard displayed: [Default dashboard] [Create custom dashboard](#)

Displaying record Page 1 of 1: "1" through "2" of 2 records ALL (2) records per page

Displaying: Instrument status only | [Lock status only](#) | [All status types](#)

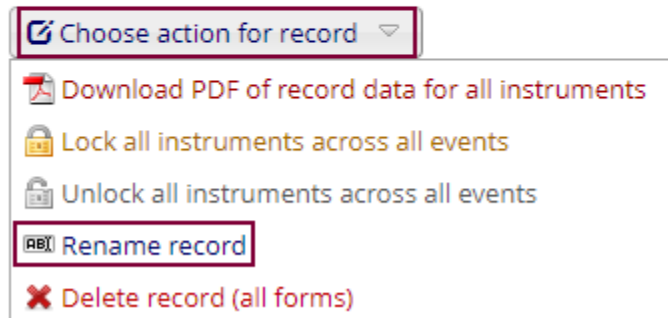
| Study ID | Basic Demography Form |
|----------|---|
| 1 |  |
| 2 |  |

REDCap How To guide






- On the **'Record Home Page'**, select the **'Choose action for record'** drop down list and select **'rename record'**.

Record Home Page

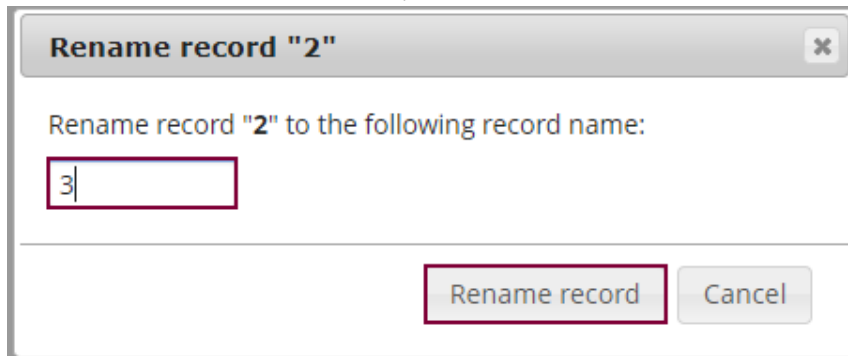
The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.



Choose action for record ▼

-  Download PDF of record data for all instruments
-  Lock all instruments across all events
-  Unlock all instruments across all events
-  **Rename record**
-  Delete record (all forms)

- On the **'Rename record'** window, enter in the new number into the text box i.e. 2 from 3.



Rename record "2" [X]

Rename record "2" to the following record name:

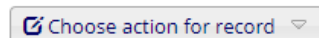
3

Rename record Cancel

- Select the **'Rename record'** button
- On the **'Record Home Page'**, it will advise you that the record was successfully renamed





Record Home Page

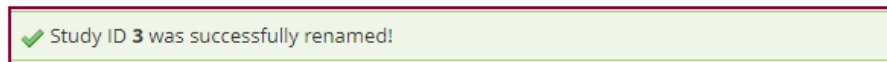
The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.



Choose action for record ▼



Legend for status icons:

-  Incomplete  Incomplete (no data saved) ?
-  Unverified
-  Complete



✓ Study ID 3 was successfully renamed!

Study ID 3

|  Data Collection Instrument | Status |
|--|---|
| Basic Demography Form |  |