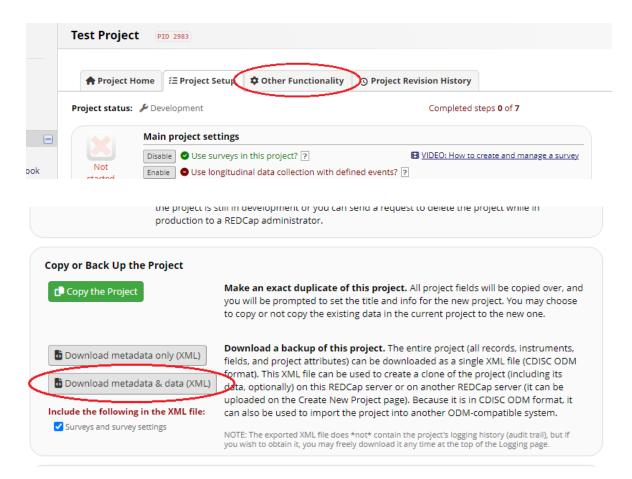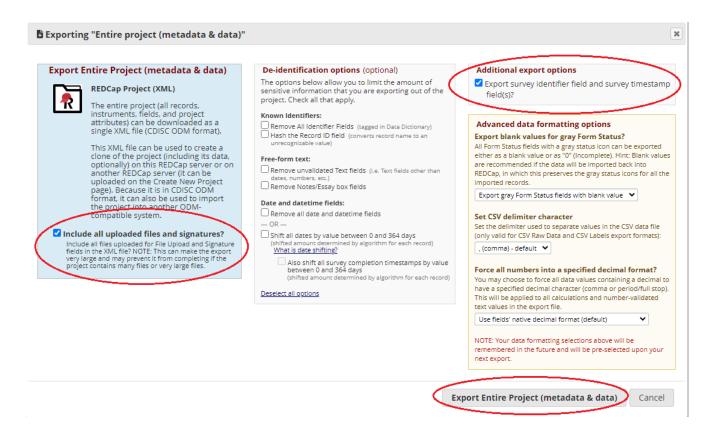# MOVING A PROJECT BETWEEN REDCAP INSTANCES

Moving a project from HSSC REDcap (https://redcap.healthsciencessc.org/) to USC REDCap https://redcap.research.sc.edu/)
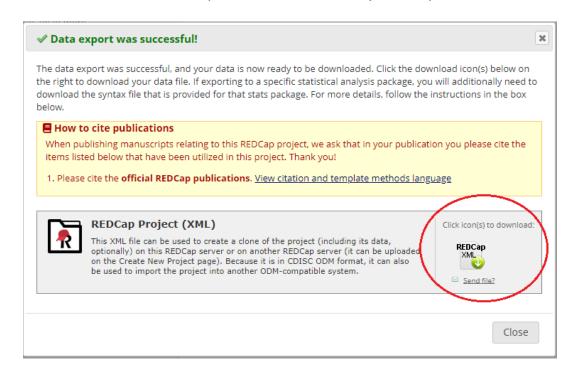
1. Log in in to HSSC REDCap, go to the project and click the "other functionality" tab.
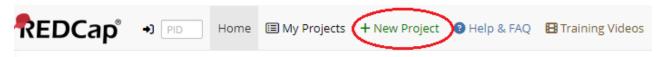2. Click Download metadata & data (XML).

3. Pay attention to all the options available to you. They vary with each project. If you have attachments or uploaded files in your old project, make sure to select "include all uploaded files and signatures" and if needed, export survey identifier field and survey timestamp field(s).
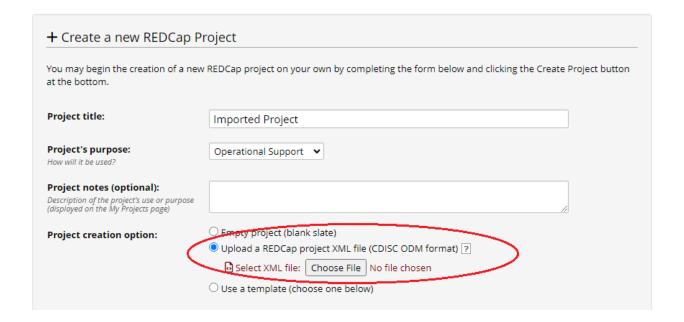
4. When finished selecting options, click the "Export Entire Project (metadata & data)" button.
5. Click on the "REDCap XML" icon and save to your computer.

6. Now you are ready to import into the USC REDCap.
7. Log in to the USC REDCap, click "New Project" and fill in the project title/purpose.

8. Select "Upload a REDCap project XML File (CDISC ODM format)", navigate to the file you have saved and upload the project.
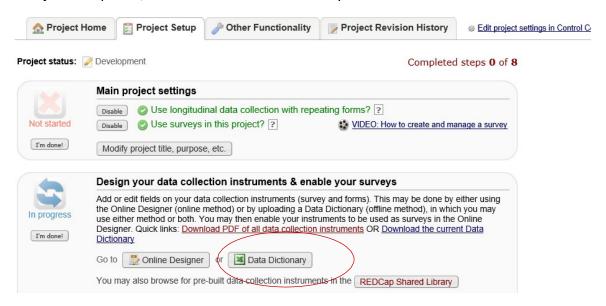

Note:

- Only instruments that contain fields will move over. If you have no fields designated to an instrument and just a title, this will not transfer.
- Each person on your project will have to log in to USC REDCap before they can be added back to your project.

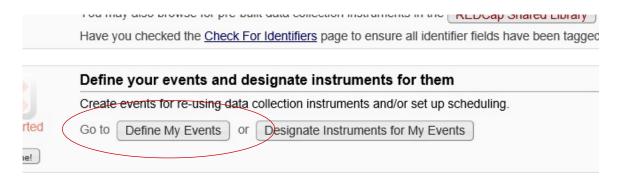# Alternative steps to migrate a large project into USC REDCap

1. Go to the project in the HSSC REDCap (https://redcap.healthsciencessc.org/) and click the "Project Setup" tab, then find the "Data Dictionary."
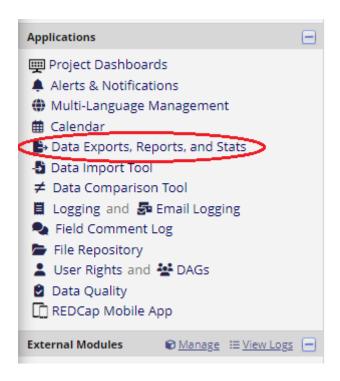

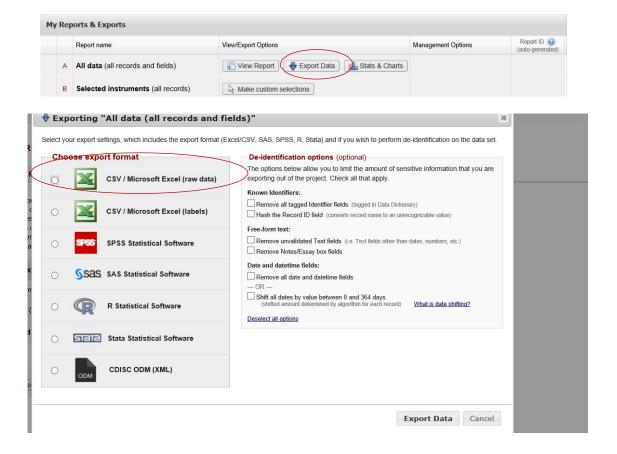2. Click "Download the current Data Dictionary."

3. If your project has any arms or events, please also download your arms and events in the "Define My Events."

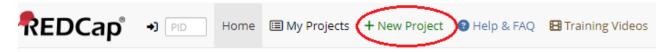4. Export your data records from "Data Export, Reports, and Stats."

5. Export "All data" from Option A and choose export format as "CSV (raw data)."
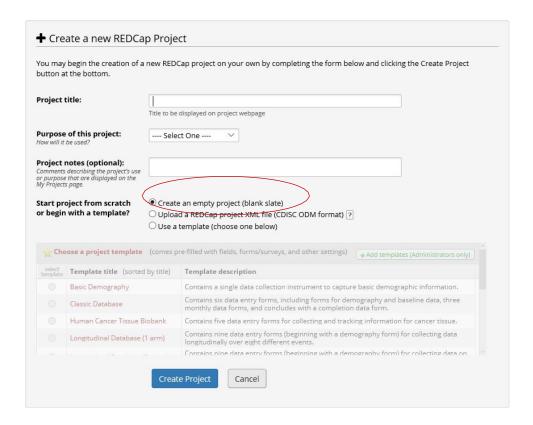
Now you are ready to import all files into the USC REDCap.

6. Log in to USC REDCap (https://redcap.research.sc.edu/) and create a new project.

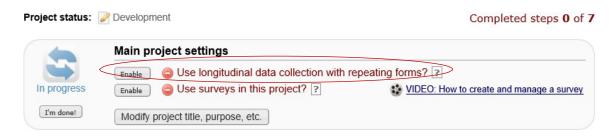Fill in the project information and select "create an empty project (blank slate)"

7. In the "Project Setup" tab, click "Data Dictionary" and upload the CSV file you downloaded from step two.
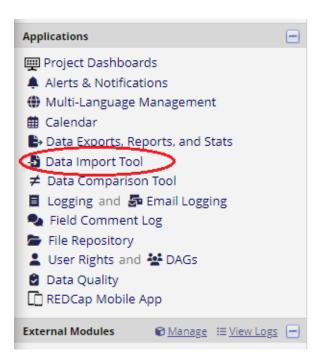
8. If your project has arms or events, go to the "Project Setup" tab and enable "use longitudinal data collection with defined events."

9. Upload your "events/arms" in the "Define My Events"

10. Go to the "Data import tool" and upload "All data" from step 5.

- Any empty rows or columns in the file can be safely deleted before importing the file. Doing this reduces the upload processing time, especially for large projects.
- Once your file has been uploaded, the data will NOT be immediately imported but will be displayed and checked for errors to ensure that all data is in correct format before it is finally imported into the project.

Note:

- If you have project related documents uploaded in the HSSC REDCap, please download and transfer over them to the USC REDCap from "File Repository".

- Double check everything (data, surveys, arms, events, invitees, etc.) to ensure all you need has been transferred.
- Make sure to check your project setup to ensure all the same features have been enabled.