

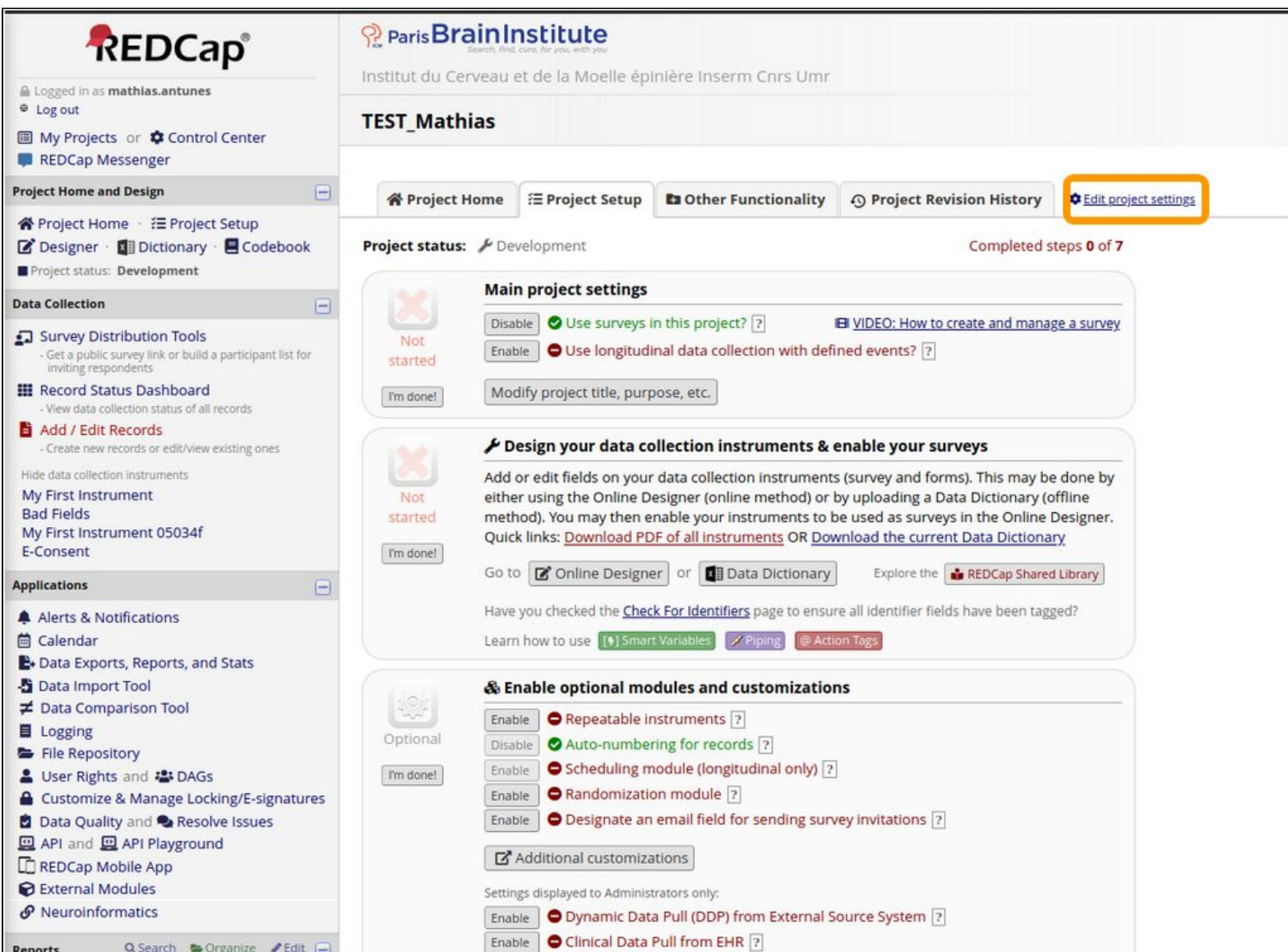
REDCap

[Admin] REDCap set project to OFFLINE



STEPS :

1. Go to project settings and Edit project Admin Settings



The screenshot shows the REDCap interface for a project named 'TEST_Mathias'. The left sidebar contains navigation links for 'Project Home and Design', 'Data Collection', and 'Applications'. The main content area shows the 'Project Setup' tab with various settings. The 'Edit project settings' button is highlighted in orange. The 'Main project settings' section includes options for 'Use surveys in this project?' (checked) and 'Use longitudinal data collection with defined events?' (unchecked). The 'Design your data collection instruments & enable your surveys' section provides links to the 'Online Designer' and 'Data Dictionary'. The 'Enable optional modules and customizations' section includes options for 'Repeatable instruments', 'Auto-numbering for records', 'Scheduling module', 'Randomization module', and 'Designate an email field for sending survey invitations'.

2. Change Online status to OFFLINE :

Help & FAQ Training Videos Send-It Messenger Control Center

Control Center Home
 Notifications & Reporting
 To-Do List
 Enter PID to go to project

Administrator Resources
 REDCap Community
 Project REDCap website
 REDCap Training Materials

Dashboard
 System Statistics
 Activity Log
 Activity Graphs
 Map of Users

Projects
 Browse Projects
 Edit a Project's Settings
 Survey Link Lookup

Users
 Browse Users
 Add Users (Table-based Only)
 User Whitelist
 Email Users
 API Tokens
 Administrators & Acct Managers

Technical / Developer Tools

Your changes have been saved!

Edit a Project's Settings

You may modify the governing settings for any REDCap project on this page. Some settings were created as defaults when the project was initially created, but others serve as extra settings used for customization and other functions. You may modify the values below and click the button at the bottom to commit these changes to the selected project.

[Select another project](#)

>> Navigate to project **TEST_Mathias**

Online Status of Project ONLINE
 If online, normal users will be denied access to project

Authentication Method for Project Table-based
 For details on each authentication method, see the [REDCap Community website's authentication page](#), which describes them and lists how to install, configure, and enable each in REDCap.

Language for text displayed within project English
 If you wish to translate the English text in REDCap into a new language and create a new language file, you may go to the [Language File Creator/Updater](#) page and follow the instructions. To download any already translated language files in order to utilize them in REDCap, visit the [REDCap Community Language Center](#).

3. Save the changes :

All the fields below may be left blank, in which case the global/system-level value for each will be used in its place. But if you wish to override the global value with one for this specific project, then just add a value to the field below. This can be used to add a custom logo for a specific project, for example. The global value for each field is listed directly beneath it below.

Name of REDCap Administrator
 REDCap Administrator for project(s)

 Global value: **Administrateur Redcap ICM**

Email Address of REDCap Administrator

 Global value:

Name of Institution

 Global value: **Institut du Cerveau et de la Moelle épinière Inserm Cnrs Umr**

Name of Organization at Institution (if applicable)

 Global value: **[blank]**

Name of grant to be cited (optional) - displayed when users export data
 leave blank if none

 Global value: **[blank]**

URL for Custom Logo to be displayed at top of each project page (optional)
 Max width: 650 pixels

 Global value: **http://icm-institute.org/wp-content/uploads/2015/01/logo-footer-icm-en.png**

Save Changes

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4. Go back on your project :

Control Center Home

- Notifications & Reporting
- To-Do List
- Enter PID to go to project

Administrator Resources

- REDcap Community
- Project REDcap website
- REDcap Training Materials

Dashboard

- System Statistics
- Activity Log
- Activity Graphs
- Map of Users

Projects

- Browse Projects
- Edit a Project's Settings
- Survey Link Lookup

Users

- Browse Users
- Add Users (Table-based Only)
- User Whitelist
- Email Users
- API Tokens
- Administrators & Acct Managers

Edit a Project's Settings

You may modify the governing settings for any REDCap project on this page. Some settings were created as defaults when the project was initially created, but others serve as extra settings used for customization and other functions. You may modify the values below and click the button at the bottom to commit these changes to the selected project.

[Select another project](#)

>> Navigate to project **TEST_Mathias**

Online Status of Project

OFFLINE

If 'offline', normal users will be denied access to project

Authentication Method for Project

Table-based

For details on each authentication method, see the [REDcap Community website's authentication page](#), which describes them and lists how to install, configure, and enable each in REDCap.

Language for text displayed within project

English

If you wish to translate the English text in REDCap into a new language and create a new language file, you may go to the [Language File Creator/Updater](#) page and follow the instructions. To download any already translated language files in order to utilize them in REDCap, visit the [REDcap Community Language Center](#).

Language files are located on the server at /var/www/redcap/languages/

OR



Institut du Cerveau
Chercher, trouver, guérir, pour vous & avec vous.

Developement & Training Server

This server is only for tests and training

Demande d'accès/ Request Access: Cliquez ici / Click here

Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#) To review which users still have access to your projects, visit the [User Access Dashboard](#).

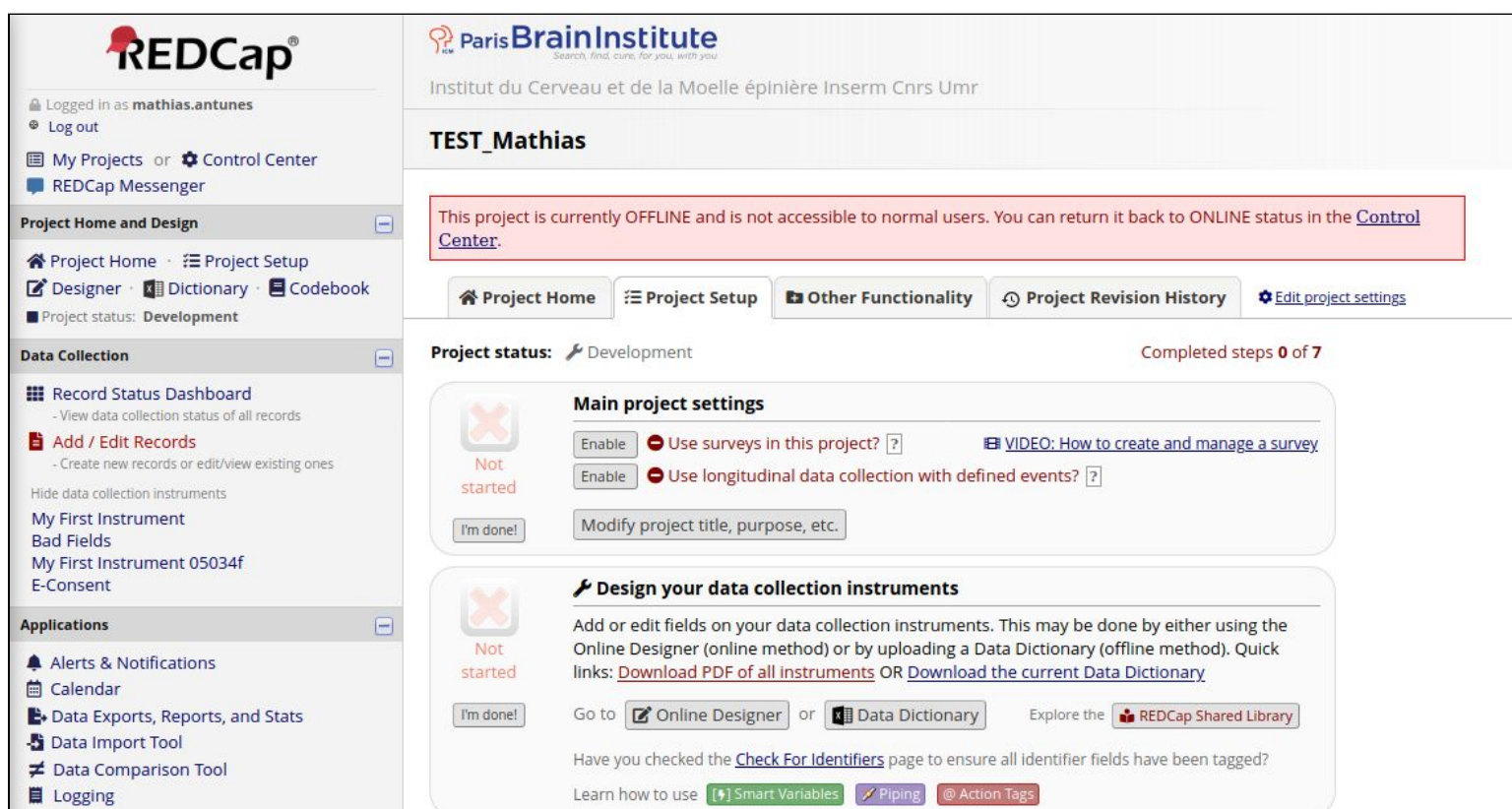
My Projects	Organize	Filter projects by title			
Project Title	Records	Fields	Instrument	Type	Status
Unorganized Projects (14)					
TEST_Mathias	22	53	4 forms		OFFLINE

What changed ?

ADMIN :

Admin can still access the project and see that it is OFFLINE :

You can change back to online at any time.




The screenshot shows the REDCap interface for the 'TEST_Mathias' project. The left sidebar contains navigation links for Project Home and Design, Data Collection, and Applications. The main content area shows the project status as 'Development' and 'Completed steps 0 of 7'. A red banner at the top of the main content area states: 'This project is currently OFFLINE and is not accessible to normal users. You can return it back to ONLINE status in the [Control Center](#).' Below this banner are tabs for Project Home, Project Setup, Other Functionality, Project Revision History, and Edit project settings. The 'Main project settings' section shows two settings: 'Use surveys in this project?' and 'Use longitudinal data collection with defined events?'. Both settings are currently 'Not started' and have 'I'm done!' buttons. The 'Design your data collection instruments' section also shows a 'Not started' status with a 'Go to' button for the Online Designer and a 'Data Dictionary' button. The bottom of the page shows the 'Check For Identifiers' page and links to Smart Variables, Piping, and Action Tags.

USERS :

Users can no longer access the project :



 This REDCap project is currently offline. Please return to this project at another time. We apologize for any inconvenience. You may click the REDCap logo above to return to the My Projects page.

If you require assistance or have any questions about REDCap, please contact [REDCap Administrator](#).

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