I entered data into the wrong participant’s form. How do I delete the data on the form?

**Note:** The REDCap@Yale support team does not delete data. This is the responsibility of the study team.

1. **If you do NOT have user-right privileges to delete data:**
   a. Contact your Project Administrator (e.g. Data Manager) and ask them to delete the data on the form.

2. **If you have user-right privileges to delete data:**
   a. Open the target form.
   b. Select the option to ‘Delete data for THIS FORM only.’
   c. To delete ALL the forms/events (i.e. entire record), see Delete a Record FAQ.

**Pro Tip:** This action is permanent. Once the form is deleted, the data cannot be recovered. For audit purposes, you should maintain documentation of deletion requests—target data, reason, person requesting and date.