

Mobile Data Collection Toolkit - SurveyCTO

Bulk data deletion on the SurveyCTO server

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What is bulk data deletion?

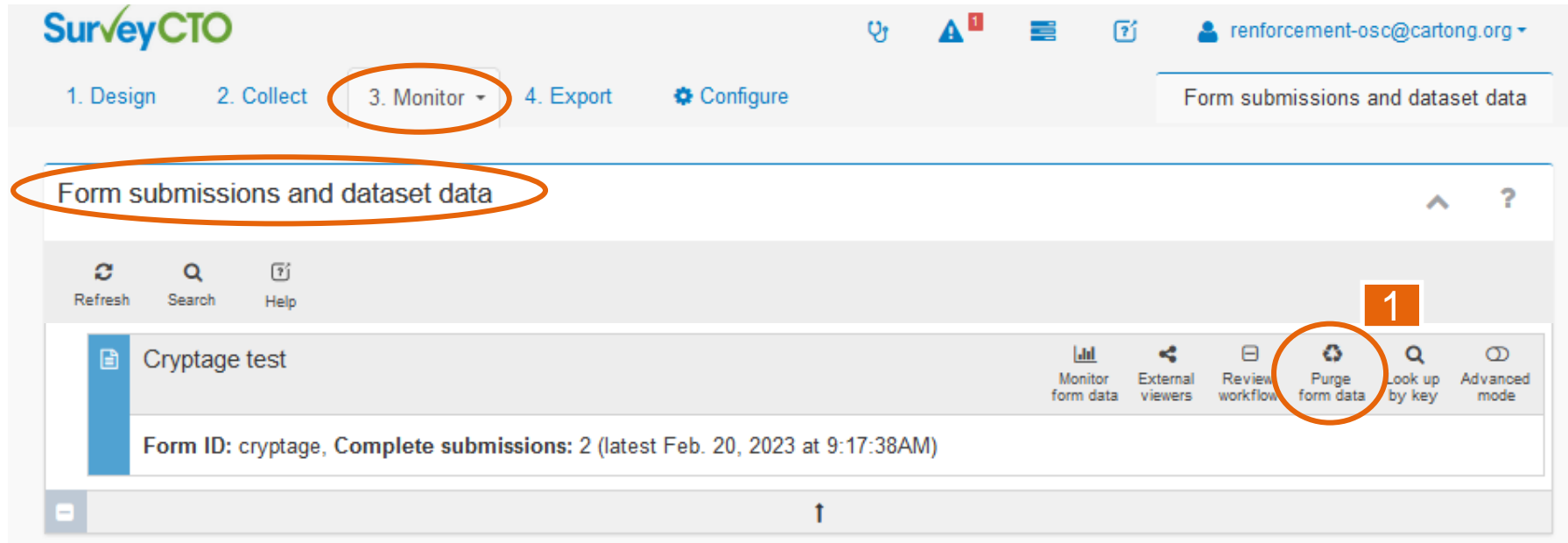


Once you have downloaded, exported and saved the collected data, you can also "**purge**", i.e. **delete**, the old data. This will **free up space on the server and prevent the data from slowing down data downloads from the server.**

Bulk deletion is the act of **deleting multiple rows of data**, i.e. multiple submissions to a form or dataset, at once, **according to specific criteria.**

Delete data in bulk (1/5)

To bulk delete data from the SurveyCTO server:



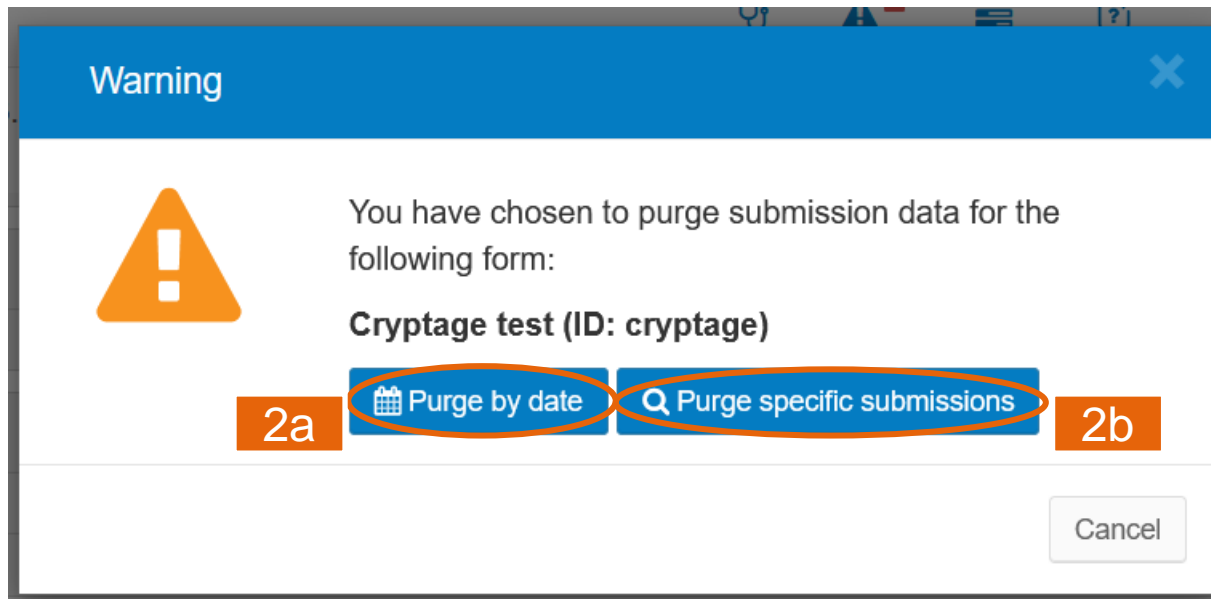
The screenshot shows the SurveyCTO web interface. At the top, the 'Monitor' menu item is circled in orange. Below it, the 'Form submissions and dataset data' link is also circled in orange. In the main content area, the 'Purge form data' button is circled in orange and has a red box with the number '1' next to it. The interface also shows a navigation bar with 'Design', 'Collect', 'Monitor', 'Export', and 'Configure' options, and a user profile for 'renforcement-osc@cartong.org'.



Bulk data deletion is done **for a set of data in the same form/data set.**

Delete data in bulk (2/5)

For the selected form/dataset, you can either:




2a Delete data based on a date.

2b Delete data based on a unique identifier (key).

Delete data in bulk (3/5)

2a Deletion by date:

Purge data



You have chosen to purge submission data for the following form:

Cryptage test (ID: cryptage)

Please choose the date up to which all submissions should be purged. (All data collected up to – but not including – that day will be purged.)

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11

Cancel Delete

Choose the date until which all data (submissions) should be deleted.

→ All data collected to date (**excluded**) will be deleted.

→ Data collected to the selected date will be retained.

Delete data in bulk (4/5)


2b Deletion according to a unique identifier (key) :

Enter the unique identifier (= **the key***) of the submission(s) you want to delete.

You can enter multiple keys, separated by commas.



Purge data



You have chosen to purge submission data for the following form:

Cryptage test (ID: cryptage)

Submissions to purge

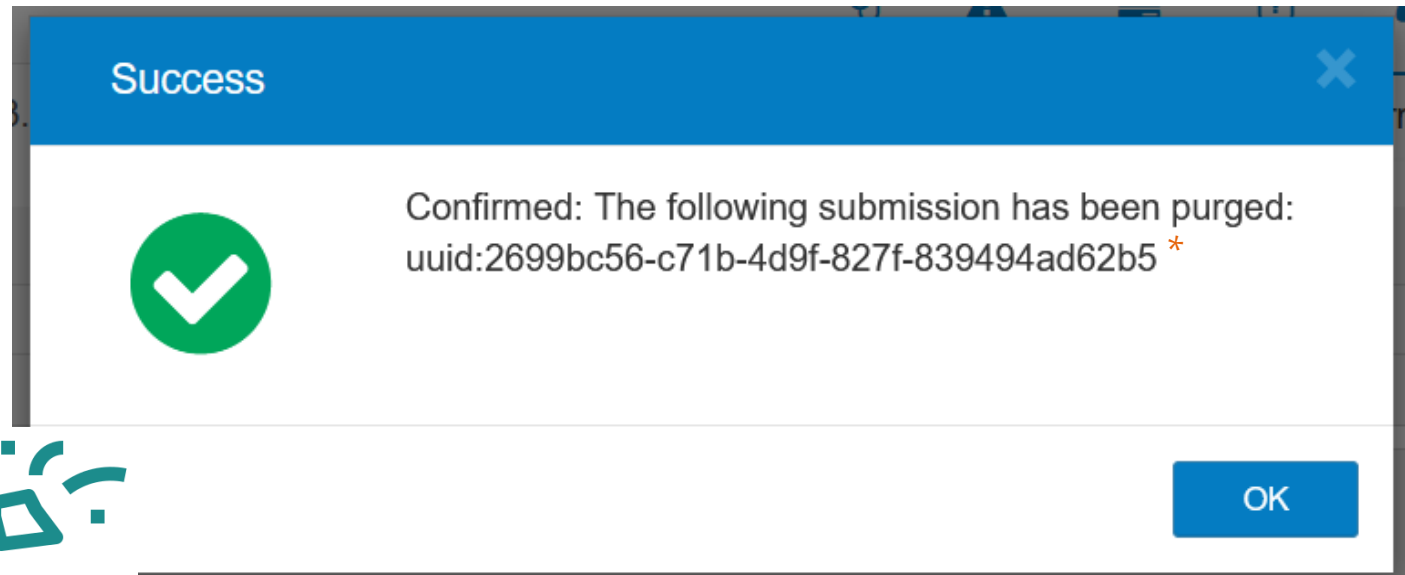
Enter the KEY of the submission you would like to purge. You may enter multiple values, separated by commas.

Cancel Delete

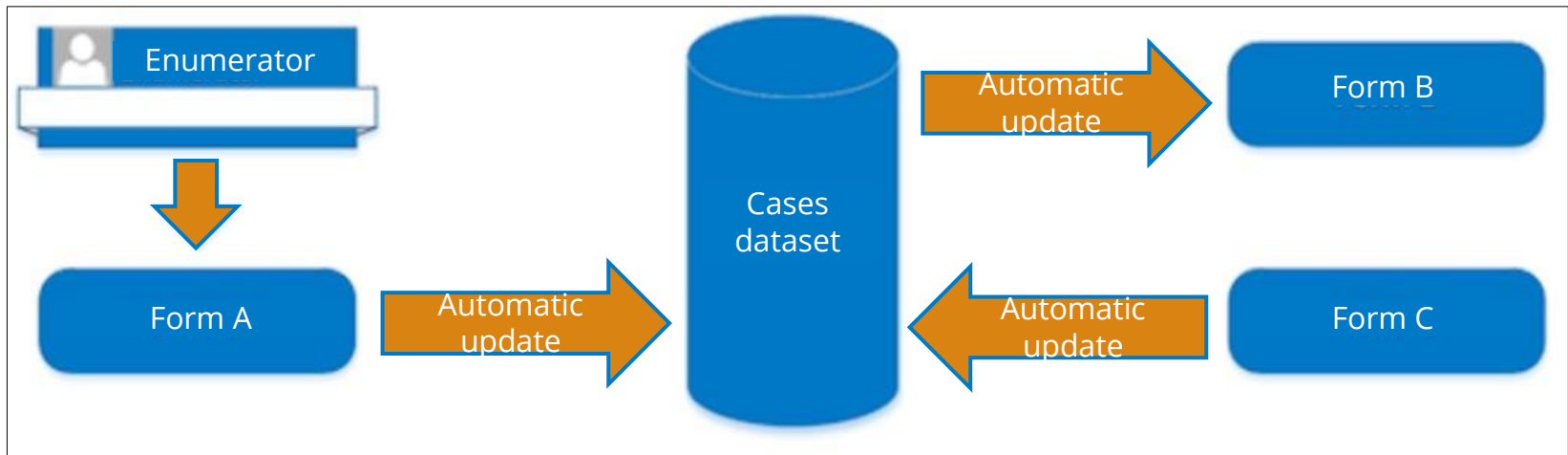
* The key of a submission is a unique identifier generated by SurveyCTO during data collection. This is the **instanceID** field that you can find in the data export (xls) and in the Data Explorer ("Monitor Form Data" option). This field usually starts with "**uuid:**".

Delete data in bulk (5/5)

When this is done, data meeting the specified criteria (date or unique identifier) is removed from the SurveyCTO server:



What are the consequences of deleting data in the case of linked forms and datasets (case management*)? (1/2)



What are the consequences of deleting data in the case of linked forms and databases (case management*)? (2/2)



Deleting data is done locally, only at the level of the selected form or dataset.

This means that even if your forms are linked to a cases/server dataset, **deleting a submission from the form will not be reflected** in the linked cases/server dataset. **The submission will therefore be retained in the other linked forms and/or datasets.**

Other SurveyCTO tutorials available

In this toolbox, you will also find the following tutorials:

- **Groups, subgroups** and workspaces
- Centralized management of **roles, users** and **teams**
→ **Scenario** on the use of teams, groups and roles
- **Encryption of** data collected on SurveyCTO
- **Security settings for** SurveyCTO Collect
- **Submission types** on SurveyCTO
- **Case Management** on SurveyCTO
→ **Scenario** on case management and user-based access control
- **Importing** data into SurveyCTO
- **Workflows** of a SurveyCTO form
- **Automated quality checks** on SurveyCTO
- Data **filtering** before downloading on the SurveyCTO server

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