



ECTU Central Office SOP ECTU_IT_24: Database Lock

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1. PURPOSE

To describe the process of providing a “database lock” feature for projects. A database lock prevents users modifying previously recorded Case Report Form (CRF) data.

2. SCOPE

2.1. This SOP applies to all the research support systems developed in-house by Edinburgh Clinical Trials Unit.

3. Systems must implement a database lock feature

3.1. There must be a feature implemented that allows users with high-level access to bar users from modifying existing CRF data.

3.2. There must be a feature implemented that allows users with high-level access to bar users from adding new CRF data.

4. RELEVANT DOCUMENTS

5. DOCUMENT HISTORY

Version Number:	Effective Date:	Reason(s) for change(s):
1.0	10 th June 2016	New document.