



ECTU Central Office SOP ECTU_REDCap_07: Project Lock – Total Database Lock

SOP number:	ECTU_REDCap_07
Version number:	3.0
Effective date:	21 st November 2016

Signature	Date
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1. PURPOSE

The purpose of this SOP is to provide a clear mechanism for Total Database Lock.

2. SCOPE

This SOP applies to all databases produced using the REDCap application within the auspices of ECTU. It is to be applied only in cases where the entire database is to be locked. If only sections of the database are to be locked refer to ECTU Central Office SOP ECTU_REDCap_09 Sectional Database Lock.

3. PROCEDURE

3.1 Database Lock

If the entire database is to be locked then locking is achieved following the 'user rights' mechanism.

3.1.1 Database Lock Actions

1. Database lock will occur after ECTU receives a request from a project stakeholder with the appropriate authority.
2. Record who requested database lock, his/her project role and the date of the request on the Project Database Total Lock User Rights Form.
3. Record which REDCap roles contain "Create Records" or "Rename Records" or "Delete Records" permissions in the Project Database Lock Form for this project.
4. Remove the "Create Records", "Rename Records" and "Delete Records" permissions as appropriate for all the roles recorded.
5. Remove data import privileges from all users.
6. Set Data Entry Rights for all REDCap roles to 'read only'.
7. Update the Project Database Lock Form for the project to record that roles no longer have record editing permissions or data import privileges.
8. Update the Project Database Lock Form for the project to record the date the database was locked.
9. Notify the client that the project database is now locked and record the date of notification in the Project Database Lock Form.

3.1.2 Database Unlock Actions

1. Database unlock will occur after ECTU receives a request from a project stakeholder with the appropriate authority.
2. Record who requested database unlock, his/her project role and the date of the request on the Project Database Lock Form.
3. Reinstate the "Create Records", "Rename Records" and/or "Delete Records" permissions to the roles recorded in the database lock section of the Project Database Lock Form.
4. Reinstate data import privileges.
5. Set Data Entry Rights for all REDCap roles to 'review and edit'.
6. Notify the client that the project database is now unlocked and record the date of notification in the Project Database Lock Form.

3.2 Modifying the project dataset while the project database is locked

ECTU will not modify the project dataset while the database is locked.

4. RELEVANT DOCUMENTS

REDCap Project Database Total Lock Template
ECT Unit/SOPs/Finalised SOP and WPD/IT and REDCap/RedCap Documents

5. DOCUMENT HISTORY

Version Number:	Effective Date:	Reason(s) for change(s):
1.0	25 th November 2015	New document
2.0	26 th May 2016	Change to name as REDCap allocated separate naming convention to IT
3.0	21 st November 2016	Change to name and scope for total database lock. Formatting and numbering altered and simplified for ease of use. Document and location added to section 4.