ECTU Central Office SOP ECTU_REDCap_08: Software Installation and Database Backup

SOP number:	**ECTU_REDCap_08**
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1. PURPOSE

To describe the software installation, maintenance and database backup for the REDCap system.

2. SCOPE

This SOP applies to the REDCap application comprising of the operating system software, the REDCap application software and the MySQL REDCap database.

3. Ensure the Operating System software is installed and maintained correctly
3.1. The system server is managed by appropriately trained staff.
3.2. The system server software is maintained such that software updates and patches are applied to the system as they become available.

4. Ensure the REDCap application software is installed and maintained correctly.
4.1. The REDCap application software is installed by appropriately trained staff.
4.2. The REDCap application software is installed according to the manufacturer's instructions.
4.3. The REDCap application software is maintained by updating the application software as security patches are made available.
4.4. The REDCap application software is upgraded in accordance with the manufacturer's upgrade path unless this will impact adversely upon existing projects.

5. Ensure the REDCap database is being backed up such that:
5.1. The REDCap data set is recoverable from a recent point in time in the event the database on the live system becomes unavailable.
5.2. The REDCap database backup process includes the backups being retained in a separate physical location to protect against physical damage to the location of the live system.

6. Detailed description of installation, maintenance and backup
6.1. A detailed description of the installation process is recorded.
6.2. A detailed description of the server maintenance regime is recorded.
6.3. A detailed description of the REDCap application maintenance and upgrade process is recorded.
6.4. A detailed description of the REDCap database backup process is recorded.

7. RELEVANT DOCUMENTS

The detailed description document is called "REDCap software installation and database backup". This document is version controlled

8. DOCUMENT HISTORY

Version Number:	Effective Date:	Reason(s) for change(s):
1	01-Dec-2015	New document
2	25th May 2016	Change to name as REDCap allocated a separate naming convention to IT