



ECTU Central Office SOP ECTU_REDCap_09: Project Lock – Sectional Database Lock

SOP number:	ECTU_REDCap_09
Version number:	1.0
Effective date:	21 st November 2016

Signature	Date
Signature on file Author: Tony Wackett, REDCap Project Manager	4 th November 2016
Signature on file Reviewed By: Allan Walker, IT Systems Manager	21 st November 2016
Signature on file Approved By: Allan Walker, IT Systems Manager	21 st November 2016

1. PURPOSE

The purpose of this SOP is to provide a clear mechanism for Sectional 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 in cases where only sections of the database are to be locked. If the entire database is to be locked refer to ECTU Central Office SOP ECTU_REDCap_07 Project Lock – Total Database Lock.

3. PROCEDURE

3.1 Database lock

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, the date of the request on the Project Database Sectional Lock Form and what sections of the database are to be locked.
3. Use the REDCap locking mechanism to either lock by participant or by form.
4. Use the 'Record status dashboard' in REDCap to check that the relevant section of the database has been locked.
5. Update the Project Database Sectional Lock Form for the project to record which sections of the database have been locked.
6. Update the Project Database Sectional Lock Form for the project to record the date the lock was applied.
7. Notify the client that the project database section specified is now locked and record the date of notification in the Project Database Sectional 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 Sectional Lock Form.
3. Unlock the relevant sections of the database as required by the stakeholder.
4. Notify the client that the relevant section of the project database is now unlocked and record the date of notification in the Project Database Sectional Lock Form along with which sections of the database have been unlocked.

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 Sectional Lock Template
ECT Unit/SOPs/Finalised SOP and WPD/IT and REDCap/REDCap Documents/Current

5. DOCUMENT HISTORY

Version Number:	Effective Date:	Reason(s) for change(s):
1	21 st November 2016	New document