



ECTU Central Office SOP ECTU_REDCap_10: REDCap Updates

SOP number:	ECTU REDCap 10
Version number:	1.0
Effective date:	17 th July 2017

Signature	Date
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1. INTRODUCTION

REDCap has two separate versions of the software available for download at all times; Standard release and Long Term Support (LTS). REDCap recommend that if you are working in a regulated environment then LTS is the version that should be used. Mentions of REDCap within this document from herein refer to the LTS version only.

ECTU has access to two instances of REDCap held on different servers (Development server and Production server). The versions of REDCap on both servers should always be identical except during the update process. Both servers have in common an identical project with identical data called 'Operational Qualification Sample Project' (OQSP).

2. PURPOSE

To describe the update process for the REDCap system.

3. SCOPE

This SOP applies to the ECTU REDCap application for both patching existing versions of the software and version upgrades.

4. Patches to the existing LTS version of REDCap

Patches for REDCap are released intermittently throughout the lifecycle of a version. The person/team responsible for REDCap maintenance will check for updates monthly and apply them to both the development server and production server instances of REDCap when available. This does not require ECTU personnel involvement.

5. Upgrading the LTS version of REDCap

New LTS versions for REDCap are released on an approximate 6 month schedule, every December/January and June/July. The previous version is supported for approximately 2 months after the release of the latest version (where 'supported' means patches provided).

Each time ECTU personnel become aware that a new LTS version is available the upgrade process will be initiated via a UniDesk ticket to: is.help@ed.ac.uk and following the steps outlined below:

- **Step 1: ACTION BY IS** - The development server instance of REDCap is updated in line with the manufacturer's specifications/guidelines.
- **Step 2: ACTION BY ECTU – CHECK 1:-** check that the basic functionality of REDCap is working (creation of a new project, adding fields, adding data, data dictionary exports, data exports, adding new users). The results are recorded in the Development REDCap Update Checklist.
- **Step 3: ACTION BY ECTU – CHECK 2:-** download the data dictionary for the development server 'OQSP' and compare this with the data dictionary of the production server 'OQSP'. The result is recorded in the Development REDCap Update Checklist.
- **Step 4: ACTION BY ECTU – CHECK 3:-** download the data for the development server 'OQSP' and compare this with the data of the production server 'OQSP'. The result is recorded in the Development REDCap Update Checklist

If all 3 of the above checks are passed then proceed to Step 5.

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If any of the checks fail the REDCap installation team are informed and ECTU will restart the checks at step 2 once the installation team have confirmed they have corrected the error.

- **Step 5: ACTION BY ECTU** - An e-mail will be sent to all contacts for live studies informing them that REDCap is being upgraded. Data entry access will be rescinded.
- **Step 6: ACTION BY ECTU** - Data dictionaries for all Live, Test and Development projects will be downloaded into a temporary file.
- **Step 7: ACTION BY ECTU** - Data for all live projects will be downloaded to a temporary file with access limited to ECTU REDCap administrators only.
- **Step 8: ACTION BY ECTU** - An e-mail will be sent to the REDCap upgrade team formally requesting that REDCap is upgraded on the Production server to the same version as the Development server.
- **Step 9: ACTION BY IS** - The production server instance of REDCap is updated in line with the manufacturer's specifications/guidelines.
- **Step 10: ACTION BY ECTU – CHECK 1:-** Once the e-mail confirmation has been received that the upgrade is complete ECTU will check that all of the projects exist, have the same number of instruments as before the upgrade and the same number of participants. The results are recorded in the Production REDCap Update Checklist
- **Step 11: ACTION BY ECTU – CHECK 2:-** The production server OQSP data dictionary will be compared with the development server OQSP. The result is recorded in Prod_REDCapUpdate.docx.
- **Step 12: ACTION BY ECTU – CHECK 3:-** The production server OQSP data will be compared with the development server OQSP. The result is recorded in the Production REDCap Update Checklist.

If all 3 of the above checks are passed then an e-mail will be sent to all contacts for live studies informing them that REDCap has been upgraded. Data access will be re-granted. Temporary files holding Data dictionaries and Data will be deleted.

If any of the 3 checks fail the REDCap installation team are informed and ECTU will restart the checks at step 6 once the installation team have confirmed they have corrected the error.

6. RELEVANT DOCUMENTS

Development REDCap Update Checklist (on shared drive)

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

Production REDCap Update Checklist (on shared drive)

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

<https://community.projectredcap.org/page/download.html>

7. DOCUMENT HISTORY

Version Number:	Effective Date:	Reason(s) for change(s):
1.0	17 th July 2017	New document