



ECTU Central Office SOP ECTU_REDCap_11: REDCap Backup

SOP number:	ECTU REDCap 11
Version number:	1.0
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Signature	Date
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1. Purpose

To describe the backup process for the ECTU REDCap system.

2. Scope

This SOP applies to the ECTU REDCap application.

3. Procedure

The partition of the server that REDCap is hosted on is backed up every evening and the backup is saved on a separate (IGMM) server. This process is an automated IS process.

4. DOCUMENT HISTORY

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