**Protocol applies to:**

Devbox

<https://rcapdev.ouhsc.edu>

BBMC

<https://bbmc.ouhsc.edu/>

**Upgrade file location:**

<https://iwg.devguard.com/trac/redcap>

**Frequency of upgrade:**

Monthly?

**Timing of upgrade:**

Friday evening at \_\_\_\_\_\_ (is IT available to roll back the snapshot if the upgrade doesn’t work)

**Backups:**

Request VM snapshots on Monday before upgrade

Verify snapshot request on Thursday before upgrade

**Upgrade Version:**

Use the “Standard Release” upgrade version of REDCap that is two versions prior to the most current release.

**Running the upgrade:**

Sql:

During the upgrade, copy and paste the sql update code into a word document to be archived (github?).

run sql from the Mysql workbench NOT from phpMyAdmin.

If any errors occur, record error message, stop upgrade, and request the VM snapshot be reverted to the saved version.

**Testing:**

After successful completion of the upgrade process, run the testing scripts for REDCap (github?).

If there are errors detected with REDCap during the testing scripts, request the VM snapshot be reverted to the saved version.