**Protocol applies to:**

Development Instance

<https://rcapdev.ouhsc.edu>

BBMC Instance

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

**Upgrade file location:**

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

**Frequency of upgrade:**

Monthly

**Timing of upgrade:**

Friday evening at 9:00

**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 releases 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.

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, go through the upgrade test scripts for REDCap.

If there are errors detected with REDCap during the testing scripts, notify users that REDCap is available for use.

**REDCap Upgrade Script**

\_\_\_\_\_\_\_\_\_\_ Date of Upgrade

\_\_\_\_\_\_\_\_\_\_ Upgrade Start Time

\_\_\_\_\_\_\_\_\_\_ Upgrade End Time

\_\_\_\_\_\_\_\_\_\_ Date VM Snapshot Requested

\_\_\_\_\_\_\_\_\_\_ Date VM Snapshot Verified

**Instance**

\_\_\_\_\_\_\_\_\_\_ Development: <https://rcapdev.ouhsc.edu>

\_\_\_\_\_\_\_\_\_\_ BBMC: <https://bbmc.ouhsc.edu/>

REDCap Upgrade Version:

\_\_\_\_\_\_\_\_\_\_ <https://iwg.devguard.com/trac/redcap/wiki/RedcapDownloadArea>

**Php Version:**

\_\_\_\_\_\_\_\_\_\_

**Mysql Version:**

\_\_\_\_\_\_\_\_\_\_

REDCap SQL Upgrade Code (copy the code and paste below):

REDCap SQL Error Log (copy and paste any SQL error messages that occur during the upgrade process):

**REDCap Upgrade Scripts:**

\_\_\_\_\_\_\_\_\_\_ Baseline Test Script

\_\_\_\_\_\_\_\_\_\_ Basic Functionality Script

\_\_\_\_\_\_\_\_\_\_ Control Panel System Configuration Script

\_\_\_\_\_\_\_\_\_\_ User Acceptance Testing Script