REDCap Study Database Unlock Log

**<<Study Name/Acronym>>**

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| 1. **Purpose of Document** |
| This log is used to record each study database unlock requested and completed for the **STUDY NAME/ACRONYM** trial.  The procedure for completing a study database lock is detailed in ECTU Central Office SOP ECTU\_REDCap\_07 Study Database Lock |

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| 1. **Study Details** | |
| **Chief Investigator** |  |
| **Sponsor** |  |
| **Trial Manager** |  |
| **Trial Statistician** |  |
| **Data Manager/Assistant Data Manager (REDCap Developer)** |  |
| **Please specify who is authorised to request a study database lock/unlock** |  |

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| 1. **Unlock Request Details** | |
| **Date of Request** | DD/MMM/YYYY |
| **LIVE Database Name** |  |
| **Specify sections/instruments to be unlocked and/or records to be unlocked** |  |
| **Reason for Unlock** |  |
| **Specify temporary user role created for changes to be made** |  |

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| 1. **Unlock Confirmation and Notification** | |
| **Date Unlock Completed** | DD/MM/YYYY |
| **Completed By (Name and Designation)** |  |
| **Signature** |  |
| **Unlock Verified By (Name and Designation)** |  |
| **Signature** |  |
| **Notification Sent To** |  |
| **Date of Notification** | DD/MM/YYYY |

**Once a request is received to re-lock the database, please complete RC013 Study Database Lock Log**

<<<<<<<<For template control only. Remove this page from study specific version>>>>>>>

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| **Template Revision History** | | | |
| **Version No** | **Effective Date** | **Revised By (Name and Designation)** | **Summary of Revisions** |
| 1.0 |  | Lynsey Milne (Data Manager) | * Initial creation * Template version set at 1.0 |