

Development Server

REDCap Update Checklist

|  |  |
| --- | --- |
| Previous LTS Version |  |
| Updated LTS version |  |
| Date of update |  |
| **General Functionality checks** | |
| |  | | --- | |  | | Create a project | | Add a field | | Add data | | Export Data Dictionary | | Export Data | | Add user | | |  |  | | --- | --- | | **PASS** | **FAIL** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |
| **OQSP Comparison** | |
| Does the Development server OQSP Data Dictionary match Production server OQSP Data Dictionary? | Yes or No (If not, please explain) |
| Does the Development server OQSP Data match Production server OQSP Data? | Yes or No (If not, please explain) |
| Are you happy for the Production server database to be updated? | Yes or No (If not, please explain) |
| Name, Role and Signature |  |
| Date signed |  |