

 Development Server

REDCap Update Checklist

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| Previous LTS Version |  |
| Updated LTS version |  |
| Date of update |  |
| **General Functionality checks** |
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| Create a project |
| Add a field |
| Add data |
| Export Data Dictionary |
| Export Data |
| Add user |

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| **PASS** | **FAIL** |
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| **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 |  |