

Production Server

REDCap Update Checklist

|  |  |
| --- | --- |
| Database contacts informed? | Yes or No (If not, please explain) |
| Previous LTS Version |  |
| Updated LTS version |  |
| Date of update |  |
| **REDCap My Projects Visual Check** |
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| --- |
|  |
| Same projects (names and PIDs) |
| Same number of fields |
| Same number of records |

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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) |
| Is the Production server database ready to be released? | Yes or No (If not, please explain) |
| Name, Role and Signature |  |
| Date signed |  |