Standard Operating Procedure:
Code Management

SOP Number:	105
Version Number:	1
Department/System:	BC AHSN/BC SUPPORT Unit
Supersedes:	N/A
Number of pages including cover:	3

Document History

Version Number:	Summary of Changes Made:	Effective Date:
1	New Document	July 29, 2018

Approver Name	Approver Signature	Date
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1. PURPOSE

- To define the procedure used for code management between programmers and the System Administrator for BC AHSN REDCap.

2. SCOPE

- This procedure applies to all BC AHSN Data Management (DM) team members involved in writing, sharing, uploading and managing code for the BC AHSN REDCap database.

3. RESPONSIBILITIES

3.1 DM Programmers are responsible for committing code to BitBucket once it is ready for review.

3.2 One DM Programmer is responsible for reviewing code shared by another team member.

3.3 System Administrator (Population Data BC) is responsible for merging the code onto the Production server.

4. RELATED SOPS/DOCUMENTS

4.1 README file (Code Repository): Instructions to Systems Administrator on how to install the plugin and configure API token settings (if it's required).

4.2 Code Management How-To (managing code repositories on BitBucket BC AHSN REDCap)

5. DEFINITIONS

5.1. **BC AHSN Data Management (DM) team**: team that is responsible for managing projects in REDCap and assisting research teams in conducting research studies.

5.2. **REDCap Project**: A set of data entry forms, surveys, schedules and other data management tools pertaining to a specific study or research project.

5.3. **BC SUPPORT Unit**: Team responsible for determining whether a project is patient-oriented.

5.4. **Population Data BC:** Population Data BC (PopData) is a multi-university, data and education resource facilitating interdisciplinary research on the determinants of human health, well-being and development. The BC AHSN REDCap database server is located here.

5.5. **BitBucket:** Web-based version control repository hosting service owned by Atlassian, for source code and development projects that use either Mercurial or Git revision control systems.
a)   Dev Branch: experiment/build code
b)   Master Branch: production, where code is reviewed

5.6. **System Administrator**: Person in charge of the BC AHSN REDCap production server

5.7. **Plugins**: Allow developers to build scripts that connect to the REDCap framework from outside of REDCap in order to utilize REDCap's many resources.

5.8. **Hooks**: Used to customize or enhance an existing page in REDCap.

5.9. **Language files:** Used to translate the existing REDCap field labels with new text or desired language

6. PROCEDURE

6.1 BC AHSN DM programmer builds the code in the Dev Branch of BitBucket Code Repository and commits it to the Master Branch to share it with other DM programmers

6.2 Once the code is committed to the Master Branch, the programmer makes a pull request, sending code to all programmers on the DM team.
- Another DM team programmer reviews the code and approves.

6.3 Upon approval, the first programmer emails the System Administrator to pull the code onto the Production server.
- This email contains clear instructions on how to install the plugin and configure API token settings (if it's required).

6.4 To install/update the plugin/hook/language, the System Administrator follows these steps:
- a)   Login into webserver (shell script)
- b)   Change the current directory to www/redcap/plugins/plugin_name or www/redcap/hooks or www/redcap/languages
- c)   Git clone (https://jira@redcap.bcahsn.ca:8443/scm/rp/plugin_name.git) to create a directory; or, Git pull, to update existing plugin

7. REFERENCES

N/A