# REDCap Database Upgrade

This document provides a step-by-step process on how to upgrade the REDcap MySQL application database whenever the redcap application version is upgraded. To perform a database upgrade, please use the following steps:

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| * The first step is to log into the **Redcap application**. |  |
| * After, login into the redcap application, click on the **control center**. |  |
| * Next, to take the application offline, go to **System Configuration -> General Configuration:** |  |
| * In **General Configuration**, you will need to take the **system offline**. |  |
| * Go to **Azure** **Devops** for the query and download it. * The script is comprised of DDL & DML. | * [Task 47374: PROD: REDCap PROD upgrade to REDCap v14.0.34: DB Changes - Boards (azure.com)](https://dev.azure.com/wustl-i2/Platform%20Engineering/_workitems/edit/47374) |
| * Connect to **Dbeaver** database utility. * In Dbeaver, connect to the appropriate database server & application database. * After running the scripts, copy the script logs and paste it on the ticket. |  |
| * Next, perform certain validation on the application to make sure the script ran successfully. |  |