

## 10.15.3 Back Up OpenClinica

Before upgrading, follow this process to back up the database and files needed by OpenClinica:

- 1. Stop Tomcat. (See instructions, which are included in **Start Tomcat**.)
- 2. Back up the database (instructions here).
- 3. Back up the file CATALINA HOMEwebappsOpenClinicaWEB-INFclassesdatainfo.properties
- 4. Back up the folder CATALINA\_HOMEwebappsOpenClinica
- 5. Back up the CRFs and datasets, which are located in CATALINA\_HOMEwebappsopenclinica.data

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