



2.7.1 Remove and Restore Study Event CRFs for a Subject

You can remove a Study Event CRF if you want to prevent the information in it from being changed, but still want to access the information and potentially restore it for future use. You cannot remove a Study Event CRF when the Study Event status is "scheduled" or "not scheduled." To remove a Study Event CRF for a Subject:

1. In the Subject matrix, click the View icon in the Actions column.
The View Subject page opens.
2. Click the Remove icon  for the Study Event CRF you want to remove.
The Remove CRF from Event page opens.
3. Click Remove Event CRF.
4. Click OK in the confirmation dialog box.
The View Subject page opens, reflecting the removal of the Study Event CRF for that Subject.

After you remove a Study Event CRF:

- You cannot change data in the Study Event CRF.
- You can create Discrepancy Notes for Items in the Study Event CRF.
- The Study Event CRF status is "invalid" .

After a Study Event CRF has been removed, you can restore it so that you can enter data in it:

1. In the Subject matrix, click the View icon in the Actions column.
The View Subject page opens.
2. Click the Restore icon  for the Study Event CRF you want to restore.
The Restore CRF to Event page opens.
3. Click Restore Event CRF.
4. Click OK in the confirmation dialog box.
The View Subject page opens. The Study Event CRF status is no longer "invalid."

Note: Study Event CRFs that are removed and then restored maintain their original status once restored. For example, when a completed CRF is removed and then restored, it is in the completed status after its restoration.

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