3.4 Manage CRFs

If your [User Role or Type has appropriate permission](#), you can access a table of all defined CRFs in your OpenClinica system. To do so, in the Tasks menu, under the Monitor and Manage Data module, select CRFs. The Manage Case Report Forms page opens, presenting the table. Use this page to view information about defined CRFs and to find and organize the CRFs.

You can also use this page to create [defined CRFs and modify them](#). Certain User Roles and Types can perform additional actions: see [Remove, Restore, and Delete Defined CRFs](#).

If you want to view and manage CRFs that contain Subject data for Study Events, see [View Event Details in Subject Matrix](#).

Approved for publication by Ben Baumann. Signed on 2014-03-24 8:22AM

Not valid unless obtained from the OpenClinica document management system on the day of use.

3.4.1 Find and Organize CRFs

By default, defined CRFs in the Manage CRFs table are listed in alphabetical order by CRF Name. If

there are more CRFs than can be viewed on the page, access other pages using the arrows at the top of the table.

You can sort the data by another column if that column header is a link: click the column header. To reverse the sort order in the column, click the column header again. An arrow next to the column header indicates the current sort order: up for ascending and down for descending.

To find a defined CRF that includes a string you specify, enter the string in the Find field, then click the Find button. The table shows only those CRFs whose name includes the string you entered. For example, type CT to find all defined CRFs whose name includes CT.

3.4.2 View Original CRF and CRF Versions

From the table of CRFs, you can view information about the parent record (termed "original version") for a CRF and the versions for it. To view the parent record, click the View icon in the row where the version is "original". The View CRF Details page opens. The Studies to which the defined CRF is assigned are listed under Studies Using This CRF for Data Entry (the current Study is not listed).

View CRF Details ⓘ

Name:	5927_3
Description:	Physical Exam
OID:	F_5927_3

Version(s)

Version Name	oid	Description	Status	Revision Notes	Action
2	F_5927_3_2	Physical Exam	available	agoodwin 2011-03-09	🔍 🖨 ⟨.⟩
1	F_5927_3_1	Physical Exam	available	agoodwin 2011-03-09	🔍 🖨 ⟨.⟩

Items

Name	Item_OID	Description	Data Type	Version(s)	Integrity Check
item1a	I_5927__ITEM1A	item1a	character string	1,2	OK
item3a	I_5927__ITEM3A	item3a	character string	1,2	OK
item4a	I_5927__ITEM4A	item4a	character string	1,2	OK
item5a	I_5927__ITEM5A	item5a	character string	1	OK
item6a	I_5927__ITEM6A	item6a	character string	1	OK

Studies Using This CRF For Data Entry

Study Name	Unique Protocol Id	Actions
There were no results found.		

Rules

▶ Run All Rules for this CRF

The Items table has been introduced in OpenClinica version 3.1.3 to allow viewing which items are part of which CRF versions and provide a check on CRF integrity. OpenClinica 3.1.2 and earlier versions allowed items to be moved from one group to another in different CRF Versions. At the

same time OpenClinica ODM does not support this type of structure change between different CRF versions, meaning data extracts can be broken for items that changed their group from one CRF version to another. If CRF has items moved from one group to another the Items table will show error message for the such items.

Items

Name	Item_OID	Description	Data Type	Version(s)	Integrity Check
item1	I_TEST__ITEM1	item1	date	2.fields added	**OK**
item2	I_TEST__ITEM2	item2	character string	2.fields added	**OK**
item3	I_TEST__ITEM3	item3	date	2.fields added,3.fields deleted,4. one moved from group	**Problem!** This CRF Item exists across different groups in more than one active CRF version: • Group Label 'Group_1' in CRF Version '2.fields added'; • Group Label 'Ungrouped' in CRF Version '4. one moved from group;
TC_adv_primary_01	I_TEST__TC_ADV_PRIMARY_01	Patient_Name	character string	1,2.fields added,3.fields deleted,5,4. one moved from group	**Problem!** This CRF Item exists across different groups in more than one active CRF version: • Group Label 'Group_1' in CRF Version '1'; • Group Label 'Ungrouped' in CRF Version '4. one moved from group;
TC_adv_primary_02	I_TEST__TC_ADV_PRIMARY_02	Gender:	integer	1,2.fields added,3.fields deleted,4. one moved from group,5	**OK**
TC_adv_primary_03	I_TEST__TC_ADV_PRIMARY_03	Date of Birth:	date	1,2.fields added,5	**OK**

From the View CRF Details page or from the Manage CRFs table, you can view a CRF version as it appears in the OpenClinica web interface. To view it, click the View icon for the version you want to view. The form opens, showing the first section. To see another section, click the tab for it. Note that when the CRF is viewed in this manner all hidden fields in the CRF are displayed.

Adverse Events v1.0

▼ **CRF Header Info**

Click the flag icon next to an input to enter/view discrepancy notes. Please note that you can only save the notes if CRF data entry has already started.

[**Exit**]

◄ **AE 1 (0/9)** AE 2 (0/9) AE 3 (0/9) ►   -- Select to Jump -- ▾

Title: Adverse Event	
Were any Adverse Events experienced?	[▾]
Adverse Event:	[ ]
Start Date of AE:	[ ] 🗓
End Date of AE:	[ ] 🗓
Severity:	[▾]
Is the AE serious:	[▾]
Relationship:	[▾]
Action taken:	[▾]
Outcome:	[▾]