



## 5.4.1 About CRFs in OpenClinica

A good way to familiarize yourself with a defined CRF is to look at its existing CRF .xls file and at the way OpenClinica presents it in the web interface:

1. [Click here](#) to download a sample CRF defined for a Physical Examination, SAMPLE\_PHYSICALEXAM\_ENGLISH.xls. Save the file to your computer.
2. Upload the defined CRF to your OpenClinica system.
  1. Set the current Study to the Study level.
  2. From the Tasks menu, in the Monitor and Manage Data module, select CRFs. The Manage Case Report Forms page opens.
  3. Click Create a New CRF. The Create a New Case Report Form page opens.
  4. In the MS Excel File to Upload field, click Browse, then navigate to the file you downloaded in step 1, SAMPLE\_PHYSICALEXAM\_ENGLISH.xls. Select the file, then click Open. The path to the filename is shown in the MS Excel File to Upload field.
  5. Click Preview CRF Version. The Check CRF Version Data page opens, showing the CRF in the web interface format.
  6. Click Continue. The Create a New CRF Version - Data Committed Successfully page opens.
3. View the defined CRF in OpenClinica:
  1. From the Tasks menu, in the Monitor and Manage Data module, select CRFs. The Manage Case Report Forms page opens.
  2. For Sample Physical Exam - English Version, click the View icon. The defined CRF displays in the web interface format.
4. In Excel, open the CRF file you downloaded, SAMPLE\_PHYSICALEXAM\_ENGLISH.xls.
5. Compare the CRF when viewed in the web interface format to the defined CRF when opened in Excel.

*A Sample Defined CRF when Viewed in the Web Interface:*

## Sample Physical Exam English

### 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

I Basic (0/9)
II Body...(0/35)
III Oth...(0/3)
-- Select to Jump --

Title: Basic Information	
<b>Visit Information:</b>	
1 Date of Physical Examination:	2 Time of Physical Examination: (HH:MM)
<b>Physical Exam Information:</b>	
3 Height: (in)	4 Weight: (lb)
5 Temperature: (F)	6 Pulse Rate: (per min)
7 Respiration Rate: (per min)	
<b>Blood pressure:</b>	
8 Systolic: (mm)	Diastolic: (Hg)

Note that when the CRF is previewed after upload, or viewed through 'Manage CRFs', any hidden fields in the CRF are visible.

The Same CRF when Opened in Excel, Showing the Items Tab:

ITEM_NAME	DESCRIPTION_LABEL	LEFT_ITEM_TEXT	UNITS	RIGHT_ITEM_TEXT
PEDAT	Date of Physical Exam	Date of Physical Examination:		
PETIM	Time of Physical Exam	Time of Physical Examination:	HH:MM	
HEIGHT	Height	Height:	in	
WEIGHT	Weight	Weight:	lb	
TEMPERATURE	Temperature	Temperature:	F	
PULSE	Pulse Rate	Pulse Rate:	per min	
RESPIRATION	Respiration Rate	Respiration Rate:	per min	
SYSTOLIC	Systolic	Systolic:	mm	
DIASTOLIC	Diastolic	Diastolic:	Hg	
BMI	Body Mass Index	Body Mass Index:		
APPEARANCE	Appearance	Appearance		
APPEARANCE_COMMENTS	Appearance Comments	Comments:(Required if Abnormal)		
SKIN	Skin	Skin		
SKIN_COMMENTS	Skin Comments	Comments:(Required if Abnormal)		
HEENT	H/E/E/N/T	H/E/E/N/T		
HEENT_COMMENTS	H/E/E/N/T Comments	Comments:(Required if Abnormal)		

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