

3.4.6 Providing Content for a Defined CRF

When you define a CRF for use in OpenClinica, you use Excel (1997 to 2003 version) to provide the content in these four tabs (sheets) of the CRF .xls file:

- CRF
- Sections
- Groups
- Items

Each tab contains column headers that specify what belongs in that column; do not modify the column headers.

The fifth tab contains complete instructions for providing content for the CRF. You can also access instructions when you are providing content in the other tabs: click a column header and detailed instructions for that column display in a pop-up window.

To familiarize yourself with how the defined CRF in Excel relates to the presentation of that CRF in the OpenClinica web interface, see [About CRFs in OpenClinica](#).

When you are first learning to provide content for defined CRFs for OpenClinica, work on only one or two Items at a time.

For more information, see [OpenClinica eCRF Specifications](#) in the OpenClinica Technical Documentation.

Instructions Tab in the Defined CRF:

| | A | B | C | D | E |
|----|---------------------------------|---------------------|---|------------------------------|-----------------|
| 1 | OpenClinica CRF Design Template | | | | |
| 2 | Version: 3.1 | | | | |
| 3 | | | | | |
| 4 | Worksheet | Field | Field Description and Instructions | Allowable Values | Required |
| 5 | | | | | |
| 6 | CRF | | | | |
| 7 | | CRF_NAME | Enter the name of your case report form (CRF) here. It must be between 1 and 255 characters long. This is a required field. | Text | Y |
| 8 | | VERSION | Enter the name of this version of the case report form (CRF) here. It must be between 1 and 255 characters long. This is a required field. | Text | Y |
| 9 | | VERSION_DESCRIPTION | Enter a description of this version of the case report form (CRF) here. It must be between 1 and 3999 characters long. | Text | Y |
| 10 | | REVISION_NOTES | Enter revision notes for this version of the case report form (CRF) here. The revision notes must be between 1 and 255 characters long. | Text | Y |
| 11 | | | | | |
| 12 | Sections | | | | |
| 13 | | SECTION_LABEL | Enter a label for each section of the CRF. It must be between 1 and 255 characters long, and can have spaces. Each section must have a valid section_label, and the CRF must have at least one section. Each item in the CRF must be assigned to a section. | Alphanumeric text, no spaces | Y |
| 14 | | SECTION_TITLE | Enter a name for each section of your case report form (CRF) here. It must be between 1 and 2000 characters long. This is a required field. | Text | Y |
| 15 | | SUBTITLE | Enter a subtitle and/or header text that should be shown at the top of the section. It must be between 1 and 2000 characters long. This field is optional. | Text | N |
| | | | In addition to a subtitle for the section, you may add instructions to show at the top of the section. The instructions | Text | |

Clicking a Column Header in the Defined CRF Displays Instructions for that Column in a Pop-Up Window:

| A1 | | | | CRF_NAME |
|----|----------------------|---------|----------------------|-------------------------|
| 1 | CRF_NAME | VERSION | VERSION_DESCRIPTION | REVISION_NOTES |
| 2 | Sample Physical Exam | | Sample Physical Exam | 04-09-2012 by dmanagone |
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