



5.4.10.1 Replace a Defined CRF

You can replace an existing version of a defined CRF under the following conditions:

- You must be the CRF's Owner, as listed in the Table of CRFs. The Owner is the user who uploaded the CRF you are replacing.
- The CRF cannot be assigned to any Event Definitions in any Studies.
- The values for CRF_NAME and VERSION for the CRF already in OpenClinica and the CRF you are replacing it with must match exactly.

If these conditions are not met, OpenClinica prevents you from replacing the CRF, but you can instead [Add it as a New Version of the CRF](#).

To replace a CRF:

1. Access the [Table of CRFs](#).

CRF Name	Date Updated	Last Updated hv	CRF_OID	Versions	Version_OID	Date Created	Owner	Status	Download	Actions
Adverse Events	05-Jul-2011	agoodwin	F_ADVERSEEVENT	(original)		05-Jul-2011	agoodwin	available		
				v1.0	F_ADVERSEEVENT_V10	05-Jul-2011	agoodwin	available		
				v1.2	F_ADVERSEEVENT_V12	05-Jul-2011	agoodwin	available		
Agent Administration	05-Jul-2011	agoodwin	F_AGENTADMINIS	(original)		05-Jul-2011	agoodwin	available		
				v1.0	F_AGENTADMINIS_V10	05-Jul-2011	agoodwin	available		
Concomitant Medications	05-Jul-2011	agoodwin	F_CONCOMITANTM	(original)		05-Jul-2011	agoodwin	available		
				v1.0	F_CONCOMITANTM_V10	05-Jul-2011	agoodwin	available		
Eligibility	05-Jul-2011	agoodwin	F_ELIGIBILITY	(original)		05-Jul-2011	agoodwin	available		
				v1.0	F_ELIGIBILITY_V10	05-Jul-2011	agoodwin	available		
Initial Treatment	13-Apr-2012	agoodwin	F_INITIALTREAT	(original)		13-Apr-2012	agoodwin	available		
				v1.0	F_INITIALTREAT_V10	13-Apr-2012	agoodwin	available		

2. For the CRF you are replacing, click the Create New Version icon . The Create a CRF Version for ... page opens. In the example shown here, the CRF being replaced is Initial Treatment.

Create a CRF Version for Initial Treatment

You can download a blank OpenClinica CRF Excel spreadsheet template [here](#).

OpenClinica is tested and supported with the use of Microsoft Excel 97-2003. If you are using a more recent version of Excel, please use the options to "save as 97-2003 version".

MS Excel File To Upload:

3. Click Browse, then navigate to the CRF you want to upload. Select the file and click Open.
4. Click Preview CRF Version.

The Create a New CRF Version - Confirm Delete Previous Same Version page opens. In the example, the v1.0 version of the Initial Treatment CRF is being replaced: the CRF you are uploading has the value v1.0 for VERSION, and Initial Treatment for CRF_NAME.

Create a New CRF Version - Confirm Delete Previous Same Version

The CRF version you try to upload already exists in the DB, are you sure you want to remove the previous one and upload it again?

No, Go Back

Yes, Remove Previous Version

Or you can change the version name and upload a different version of the CRF.

5. Click Yes, Remove Previous Version.

The Check CRF Version Data page opens, presenting a preview of the CRF in the OpenClinica web interface.

6. Correct any errors as described in [Upload a Defined CRF](#) (step 6).

7. After previewing the CRF and completing any changes, click Continue.

The Create a New CRF Version - Data Committed Successfully page opens.

8. Click Go back to the CRF List.

The Manage CRFs page opens.

- There will be a new value for Date Updated if you the version you replaced was last uploaded on a previous date.
- There is a new Version_OID for the CRF you replaced. This is not the same as the value you specified for VERSION for the CRF, but is an internal identifier that OpenClinica uses to manage CRF versions.

Manage Case Report Forms (CRFs) Blank CRF Template OpenClinica CRF Library Create a New CRF													
CRF Name	Date Updated	Last Updated hv	CRF_OID	Versions	Version_OID	Date Created	Owner	Status	Download	Actions			
Adverse Events	05-Jul-2011	agoodwin	F_ADVERSEEVENT	(original)		05-Jul-2011	agoodwin	available					
				v1.0	F_ADVERSEEVENT_V10	05-Jul-2011	agoodwin	available					
				v1.2	F_ADVERSEEVENT_V12	05-Jul-2011	agoodwin	available					
Agent Administration	05-Jul-2011	agoodwin	F_AGENTADMINIS	(original)		05-Jul-2011	agoodwin	available					
				v1.0	F_AGENTADMINIS_V10	05-Jul-2011	agoodwin	available					
Concomitant Medications	05-Jul-2011	agoodwin	F_CONCOMITANTM	(original)		05-Jul-2011	agoodwin	available					
				v1.0	F_CONCOMITANTM_V10	05-Jul-2011	agoodwin	available					
Eligibility	05-Jul-2011	agoodwin	F_ELIGIBILITY	(original)		05-Jul-2011	agoodwin	available					
				v1.0	F_ELIGIBILITY_V10	05-Jul-2011	agoodwin	available					
Initial Treatment	13-Apr-2012	agoodwin	F_INITIALTREAT	(original)		13-Apr-2012	agoodwin	available					
				v1.0	F_INITIALTREAT_V10_4122	13-Apr-2012	agoodwin	available					

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