

3.4.10.2 Add a New Version of a Defined CRF

For background information, see [About CRF Versions](#).

You can add a new version of a CRF to OpenClinica under the following conditions:

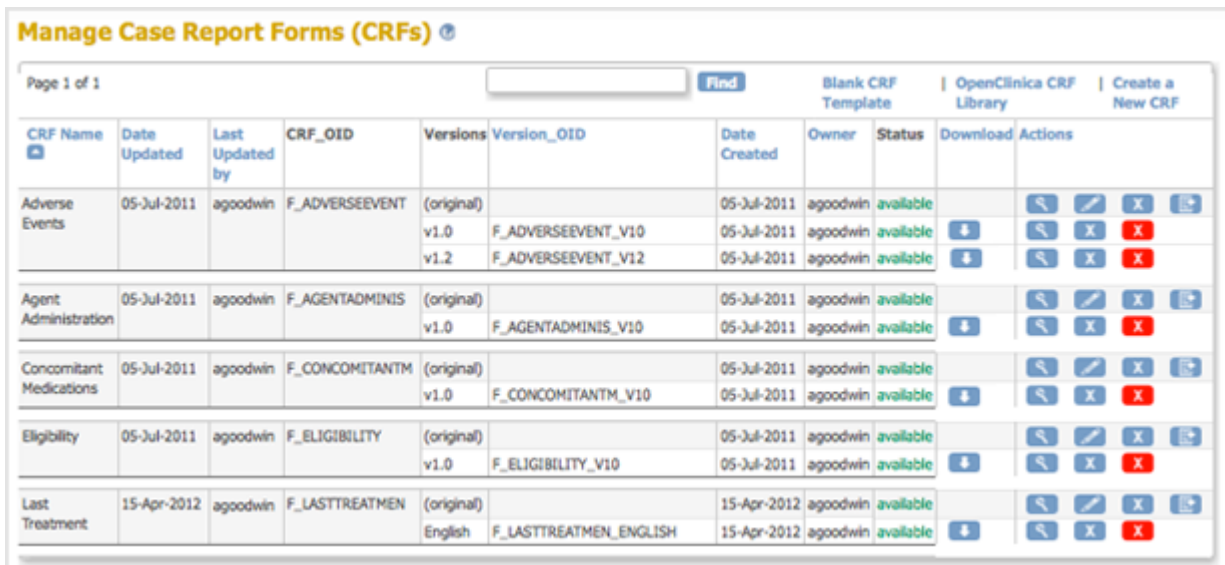
- The CRF_NAME in the new version of the defined CRF must match the CRF Name already in OpenClinica, but the value for VERSION must be different.
- For each ITEM_NAME, the DESCRIPTION, GROUP LABEL, and DATA_TYPE must exactly match the DESCRIPTION, GROUP LABEL, and DATA_TYPE already in OpenClinica. Changes to response sets are limited.

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


When you add a new version of a CRF, the version already in OpenClinica remains. If you want to, you can [remove the previous version](#) from OpenClinica after adding the new version, or you can keep the previous version if you want users to be able to complete either versions going forward.

To add a new version:

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



CRF Name	Date Updated	Last Updated by	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					
Last Treatment	15-Apr-2012	agoodwin	F_LASTTREATMEN	(original)		15-Apr-2012	agoodwin	available					
				English	F_LASTTREATMEN_ENGLISH	15-Apr-2012	agoodwin	available					

2. For the CRF to which you are adding a new version, click the Create New Version icon . The Create a CRF Version for ... page opens. In the example shown here, a new version (Espanol) is being added for the Last Treatment CRF.

Create a CRF Version for Last 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 Check CRF Version Data page opens, presenting a preview of the defined CRF in the OpenClinica web interface.

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

6. After previewing the CRF and making changes, click Continue.

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

7. Click Go back to the CRF List.

The Manage CRFs page opens. The version of the CRF you added is listed in the table.


Manage Case Report Forms (CRFs)




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CRF Name	Date Updated	Last Updated by	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		<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="X"/> <input type="button" value="Add"/>
				v1.0	F_ADVERSEEVENT_V10	05-Jul-2011	agoodwin	available	<input type="button" value="Download"/>	<input type="button" value="Search"/> <input type="button" value="X"/> <input type="button" value="X"/>
				v1.2	F_ADVERSEEVENT_V12	05-Jul-2011	agoodwin	available	<input type="button" value="Download"/>	<input type="button" value="Search"/> <input type="button" value="X"/> <input type="button" value="X"/>
Agent Administration	05-Jul-2011	agoodwin	F_AGENTADMINIS	(original)		05-Jul-2011	agoodwin	available		<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="X"/> <input type="button" value="Add"/>
				v1.0	F_AGENTADMINIS_V10	05-Jul-2011	agoodwin	available	<input type="button" value="Download"/>	<input type="button" value="Search"/> <input type="button" value="X"/> <input type="button" value="X"/>
Concomitant Medications	05-Jul-2011	agoodwin	F_CONCOMITANTM	(original)		05-Jul-2011	agoodwin	available		<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="X"/> <input type="button" value="Add"/>
				v1.0	F_CONCOMITANTM_V10	05-Jul-2011	agoodwin	available	<input type="button" value="Download"/>	<input type="button" value="Search"/> <input type="button" value="X"/> <input type="button" value="X"/>
Eligibility	05-Jul-2011	agoodwin	F_ELIGIBILITY	(original)		05-Jul-2011	agoodwin	available		<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="X"/> <input type="button" value="Add"/>
				v1.0	F_ELIGIBILITY_V10	05-Jul-2011	agoodwin	available	<input type="button" value="Download"/>	<input type="button" value="Search"/> <input type="button" value="X"/> <input type="button" value="X"/>
Last Treatment	15-Apr-2012	agoodwin	F_LASTTREATMEN	(original)		15-Apr-2012	agoodwin	available		<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="X"/> <input type="button" value="Add"/>
				English	F_LASTTREATMEN_ENGLISH	15-Apr-2012	agoodwin	available	<input type="button" value="Download"/>	<input type="button" value="Search"/> <input type="button" value="X"/> <input type="button" value="X"/>
				Espanol	F_LASTTREATMEN_ESPANOL	15-Apr-2012	agoodwin	available	<input type="button" value="Download"/>	<input type="button" value="Search"/> <input type="button" value="X"/> <input type="button" value="X"/>



















Now, when a user [enters Event Data for a Subject](#), they can choose which version of the defined CRF to use. For the example, Last Treatment, the user can choose the English or Espanol version.

Enter or Validate Data for CRFs in Follow-up Treatment

 Edit Study Event

Study Subject ID	SMC101
Study Event	Follow-up Treatment
Location	N/A 
Study Subject OID	SS_SMC101
Start Date	27-Jul-2011 
End Date/Time	
Subject Event Status	scheduled
Last Updated by	()

CRFs in this Study Event:

CRF Name	Version	Status	Initial Data Entry	Double Data Entry	Actions
Agent Administration	v1.0				  
Concomitant Medications	v1.0				  
Physical Exam	English 				  
Last Treatment	English  English Espanol				  

[View this Subject's record](#) [Exit](#)

This page is not approved for publication.