5.4.10.2 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](#).

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: [   ] Browse...

Preview CRF Version   **Exit**

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) ⓘ

Page 1 of 1   [   ] Find   Blank CRF Template | OpenClinica CRF Library | Create a New CRF

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		🔍 ✏️ X ⤷
				v1.0	F_ADVERSEEVENT_V10	05-Jul-2011	agoodwin	available	⬇	🔍 X X
				v1.2	F_ADVERSEEVENT_V12	05-Jul-2011	agoodwin	available	⬇	🔍 X X
Agent Administration	05-Jul-2011	agoodwin	F_AGENTADMINIS	(original)		05-Jul-2011	agoodwin	available		🔍 ✏️ X ⤷
				v1.0	F_AGENTADMINIS_V10	05-Jul-2011	agoodwin	available	⬇	🔍 X X
Concomitant Medications	05-Jul-2011	agoodwin	F_CONCOMITANTM	(original)		05-Jul-2011	agoodwin	available		🔍 ✏️ X ⤷
				v1.0	F_CONCOMITANTM_V10	05-Jul-2011	agoodwin	available	⬇	🔍 X X
Eligibility	05-Jul-2011	agoodwin	F_ELIGIBILITY	(original)		05-Jul-2011	agoodwin	available		🔍 ✏️ X ⤷
				v1.0	F_ELIGIBILITY_V10	05-Jul-2011	agoodwin	available	⬇	🔍 X X
Last Treatment	15-Apr-2012	agoodwin	F_LASTTREATMEN	(original)		15-Apr-2012	agoodwin	available		🔍 ✏️ X ⤷
				English	F_LASTTREATMEN_ENGLISH	15-Apr-2012	agoodwin	available	⬇	🔍 X X
				Espanol	F_LASTTREATMEN_ESPANOL	15-Apr-2012	agoodwin	available	⬇	🔍 X 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

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