## OpenClinica

## **5.4.10.2 Add a New Version of a Defined CRF**

For background information, see <u>About CRF Versions</u>.

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 <u>CRF Versioning</u> 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 <u>remove the previous version</u> 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 <u>Table of CRFs</u>.

Manage	Case Ro	eport F	orms (CRFs	;) @									
Page 1 of 1						Find	Blank ( Templa	CRF	OpenClin Library	nica CR	F I	Create New C	a RF
CRF Name	Date Updated	Last Updated by	CRF_OID	Versions	Version_OID	Date Created	Owner	Status	Download	Action	s		
Adverse Events	05-Jul-2011	agoodwin	F_ADVERSEEVENT	(original)		05-Jul-2011	agoodwin	available		٩.	1	X	
				v1.0	F_ADVERSEEVENT_V10	05-Jul-2011	agoodwin	available		٩.	x	X	
				v1.2	F_ADVERSEEVENT_V12	05-Jul-2011	agoodwin	available		٩.	X	X	
Agent Administration	05-Jul-2011	agoodwin	F_AGENTADMINIS	(original)		05-Jul-2011	agoodwin	available		5	1	X	
				v1.0	F_AGENTADMINIS_V10	05-Jul-2011	agoodwin	available		٩.	X	X	
Concomitant Medications	05-Jul-2011	agoodwin	F_CONCOMITANTM	(original)		05-Jul-2011	agoodwin	available		٩.	1	X	
				v1.0	F_CONCOMITANTM_V10	05-Jul-2011	agoodwin	available		٩.	X	X	
Eligibility	05-Jul-2011	agoodwin	F_ELIGIBILITY	(original)		05-Jul-2011	agoodwin	available			1	X	
				v1.0	F_ELIGIBILITY_V10	05-Jul-2011	agoodwin	available		٩.	X	X	
Last Treatment	15-Apr-2012	agoodwin	F_LASTTREATMEN	(original)		15-Apr-2012	agoodwin	available		5	1	X	
				English	F_LASTTREATMEN_ENGLISH	15-Apr-2012	agoodwin	available		5	x	X	

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 <u>Upload a Defined CRF</u> (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 made energy. The version of the CRF year added is listed in the

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

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	Action	s		
Adverse Events	05-Jul-2011	agoodwin	F_ADVERSEEVENT	(original)		05-Jul-2011	agoodwin	available		8	I	X	E
				v1.0	F_ADVERSEEVENT_V10	05-Jul-2011	agoodwin	available		٩.	X	X	
				v1.2	F_ADVERSEEVENT_V12	05-Jul-2011	agoodwin	available		٩.	X	X	
Agent Administration	05-Jul-2011	agoodwin	F_AGENTADMINIS	(original)		05-Jul-2011	agoodwin	available		8	I	X	E
				v1.0	F_AGENTADMINIS_V10	05-Jul-2011	agoodwin	available	<b>I</b>	٩	X	X	
Concomitant Medications	05-Jul-2011	agoodwin	F_CONCOMITANTM	(original)		05-Jul-2011	agoodwin	available		٩.	I	X	E
				v1.0	F_CONCOMITANTM_V10	05-Jul-2011	agoodwin	available		٩.	X	X	
Eligibility	05-Jul-2011	agoodwin	F_ELIGIBILITY	(original)		05-Jul-2011	agoodwin	available		٩.	I	X	E
				v1.0	F_ELIGIBILITY_V10	05-Jul-2011	agoodwin	available		٩.	X	X	
Last Treatment	15-Apr-2012	agoodwin	F_LASTTREATMEN	(original)		15-Apr-2012	agoodwin	available		٩.	I	X	E
				English	F_LASTTREATMEN_ENGLISH	15-Apr-2012	agoodwin	available		٩.	x	X	
				Espanol	F_LASTTREATMEN_ESPANOL	15-Apr-2012	agoodwin	available		5	x	X	

Now, when a user <u>enters Event Data for a Subject</u>, 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 Valida	ate Da	ta fo	or CR	Fs in	Follo	ow-u	p Tre	atm	ent @	9	
Ξ											
ſ		đ	Contraction	t Study I	Event						
Study Subject ID	SMC101	l									
Study Event	Follow-u	up Treatr	nent								
Location	N/A			Po							
Study Subject OID	SS_SMC101										
Start Date	27-Jul-2	011		Plo							
End Date/Time				Plo							
Subject Event Status	schedul	ed									
Last Updated by	0										
CRFs in this Study Event:											
CRF Name	CRF Name Version			Initial	Data Ent	try Dou	ble Data	a Entry	Actions		
Agent Administration									٩	4	
Concomitant Medications									٩	<b>b</b>	
Physical Exam	+								٩	<b>b</b>	
Last Treatment English		•								٩	<b>a</b>
View this Subject	Espanol s Record			Exit							

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