



5.4.11 Remove, Restore, and Delete Defined CRFs

If your [User Type has appropriate permission](#), you can perform the following actions on defined CRFs or versions you no longer want to use:

- Delete a version of a CRF if it has not been used for data entry for any Subjects and you no longer want the CRF in your OpenClinica system for potential use in any Studies. You cannot recover the CRF after its been deleted.
- Remove a version of the CRF if it has been used for data entry for Subjects, to prevent its use going forward. Data captured using this version of the CRF is not included in data extracts whose definition specifies that CRF. You can restore a version of the CRF that's been removed.
- Restore a version of the CRF that has previously been removed, which allows it to again be used for data entry for Subjects.
- Remove the "original" (parent) CRF to prevent any versions of that CRF to be used going forward, and to prevent the CRF from being assigned to any more Event Definitions. You can restore the parent CRF, and all versions, after it has been removed. Data captured using any versions of the CRF is not included in data extracts whose definition specifies that CRF.
- Restore an "original" CRF that has previously been removed, which allows any versions of that CRF to be used going forward, and allows the CRF to be assigned to Event Definitions.
- Archive a version of the CRF to prevent it from being added to any more Event Definitions. Data previously captured using that version of the CRF is included in data extracts whose definition specifies that CRF. Instructions to archive a CRF are in [Administer CRFs](#).

Delete a CRF Version

Delete a version of a defined CRF if it has not been used for data entry for any Subjects. A deleted version of a CRF cannot be restored. To delete a version of a CRF:

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

The screenshot shows the 'Manage Case Report Forms (CRFs)' interface. It features a search bar at the top with a 'Find' button and navigation links for 'Blank CRF Template', 'OpenClinica CRF Library', and 'Create a New CRF'. The main table lists CRFs with columns for Name, Date Updated, Last Updated by, CRF_OID, Versions, Version_OID, Date Created, Owner, Status, Download, and Actions. The table contains data for five CRFs: Adverse Events, Agent Administration, Concomitant Medications, Eligibility, and Last Treatment, each with their respective versions and actions.

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		
				Espanol	F_LASTTREATMEN_ESPANOL	15-Apr-2012	agoodwin	available		

- For the version of the CRF you want to delete, click the Delete icon . For the example, the Espanol version of the Last Treatment CRF is being deleted. The Confirm Deletion of CRF Version page opens.

Confirm Deletion of CRF Version

You choose to DELETE the following CRF Version permanently, please notice that it CANNOT be restored in the future

Name:	Espanol
Description:	Last Treatment, Spanish

Delete CRF Version
Cancel

- Click Delete CRF Version, then click OK in the confirmation dialog box. The Manage CRFs page opens. The version of the CRF you deleted no longer appears 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		   
				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		  

If you try to delete a version of a CRF that has already been used to enter Subject data, OpenClinica prevents you and displays the following:



[Home](#) | [Subject Matrix](#) | [Notes & Discrepancies](#) | [Study Audit Log](#) | [Tasks](#)

[Report Issue](#) | [Support](#)

Alerts & Messages

This CRF version English has associated study event definitions and cannot be deleted.

Instructions

Info

Confirm Deletion of CRF Version

You choose to DELETE the following CRF Version permanently, please notice that it CANNOT be restored in the future

Name:	English
Description:	Last Treatment

Associated Event Definitions

Study Event	Study ID	Date Created	Owner
Follow-up Treatment	3	15-Apr-2012	agoodwin

[Go Back to CRF List](#)

Remove a CRF Version

If a version of a defined CRF has been used for data entry for Subjects, you can prevent its use going forward by removing it. A version of a CRF that has been removed can be restored. To remove a version of the CRF:

1. Access the [Table of CRFs](#).
2. For the version of the CRF you want to remove, click the Remove icon . For the example shown here, the Last Treatment CRF, English version, is being removed. The Confirm Removal of CRF Version page opens. It lists the Event CRFs and Subjects who have had data entered using that version of the CRF.

Confirm Removal of CRF Version

You choose to remove the following CRF Version:

Name:	English
Description:	Last Treatment

Associated Event CRFs

Study Subject Label	Study Event	Repeat Number	Date Interviewed
SCRC001	Follow-up Treatment	1	

Remove CRF Version
Cancel

3. Click Remove CRF Version, and then click OK in the confirmation dialog box. The Manage CRFs page opens. The version of the CRF you removed is listed, but with a Restore icon  instead of a Remove icon in the Actions column and a Status of "removed".

Manage Case Report Forms (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	removed		  

After removing the version of the CRF, you can still view the CRF and can still view Subject data for that version of the CRF, as shown below, however you cannot change any of the data. The status of the CRF for the Subject is "locked":

View Subject: SCRC001

Study Subject Record
Events

Page 1 of 1 **Find** [Schedule New Event](#)

Event (Occurrence Number)	Start Date	Location	Status	Actions	CRFs (Name, Version, Status, Updated, Actions)
Follow-up Treatment (1)	15-Apr-2012		data entry started	 	Agent Administration v1.0
					Concomitant Medications v1.0
					Physical Exam English
					Last Treatment English 15-Apr-2012 (agoodwin)
Registration Visit	01-Jul-2011		signed	 	Eligibility v1.0 <input checked="" type="checkbox"/> 06-Jul-2011 (tkatz)
					Physical Exam English <input checked="" type="checkbox"/> 06-Jul-2011 (tkatz)
					Verification of Informed Consent v2.0 <input checked="" type="checkbox"/> 06-Jul-2011 (tkatz)
Initial Treatment	20-Jun-2011		data entry started	 	Concomitant Medications v1.0
					Physical Exam English
					Agent Administration v1.0 <input checked="" type="checkbox"/> 05-Jul-2011 (agoodwin)

[Group](#)
[Global Subject Record](#)
[Go Back to Subject List](#)

After removing a version of the CRF, it is no longer available for you to choose from when you enter data for any other Subjects for that CRF.

Restore a CRF Version

After removing a version of a defined CRF, you can restore it to make it available for use for entering Subject data. To restore a version of the CRF:

1. Access the [Table of CRFs](#).
2. For the version of the CRF you want to restore, click the Restore icon . For the example shown here, the Last Treatment CRF, English version, is being restored. The Confirm Restore of CRF Version page opens. It lists the Event CRFs and Subjects who have had data entered using that version of the CRF.

Confirm Restore of CRF Version

You choose to restore the following CRF version:

Name:	English
Description:	Last Treatment

Associated Event CRFs

Study Event ID	Date Interviewed	Status
85		auto-removed

[Restore CRF Version](#)

- Click Restore CRF Version, then click OK in the confirmation dialog box.
The Manage CRFs page opens. The CRF you restored is listed with a status of "available."

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		
				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		

Remove the Original Version of a CRF

You can remove the original (parent) version of a defined CRF, which automatically removes all versions of the CRF. To remove the original version of a CRF:

- Access the [Table of CRFs](#).
- For the CRF you want to remove, click the Remove icon in the row for the version "original". For the example shown, the Last Treatment CRF is being removed. The Confirm Removal of CRF page opens. It lists all versions of that CRF and all Event Definitions to which the CRF has been assigned.

Confirm Removal of CRF

You choose to remove the following CRF:

Name:	Last Treatment
Description:	Last Treatment

CRF Versions

CRF Name	Version Name	Description	Status	Revision Notes
Last Treatment	English	Last Treatment	available	

Event CRFs

Study Event	Date Interviewed	Status
Follow-up Treatment		available

- Click Remove CRF, then click OK in the confirmation dialog box.
The Manage CRFs page opens. The CRF you removed is listed, but with a Restore icon instead of a Remove icon in the Actions column and a Status of "removed." All versions of the CRF are listed, but with a status of "auto-removed."

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
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				v1.0	F_ADVERSEEVENT_V10	05-Jul-2011	agoodwin	available		
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				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	removed		

After removing the original version of a defined CRF, any Event Definitions to which the CRF was assigned list the CRF, but show the status as auto-removed. When you are adding CRFs to Event Definitions, the removed CRF is not listed for you to choose from.

Note: you cannot delete the original version of a defined CRF.

Restore the Original Version of a CRF

After removing the original version of a CRF, you can restore it. Restoring the original CRF restores all versions of it to all Event Definitions in all Studies to which the CRF was assigned. To restore the original version of a CRF:

1. Access the [Table of CRFs](#).
2. For the CRF you want to restore, click the Restore icon in the row for the version "original." For the example shown, the Last Treatment CRF is being restored. The Confirm Restore of CRF page opens. It lists CRF versions for that CRF and all Event Definitions to which the CRF has been assigned.

Confirm Restore of CRF

You choose to restore the following CRF:

Name:	Last Treatment
Description:	Last Treatment

CRF Versions

Version Name	Description	Status	Revision Notes
English	Last Treatment	auto-removed	

Event CRFs

Study Event ID	Date Interviewed	Status
85		auto-removed

3. Click Restore CRF, then click OK in the confirmation dialog box. The Manage CRFs page opens. It lists the CRF you restored and all versions of it with a status

of "available."

Manage Case Report Forms (CRFs)

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				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		

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