

3.4.11 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](#).

Manage Case Report Forms (CRFs) 










































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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		   
				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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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		   
				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:

OpenClinica
ENTERPRISE

Home | Subject Matrix | Notes & Discrepancies | Study Audit Log | Tasks
Report Issue | Support

Alerts & Messages
This CRF versionEnglish 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 VersionCancel

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) 										
Page 1 of 1					<input type="text"/>	<button>Find</button>	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		   
				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	View Edit X	<table border="1"> <tr> <td>Agent Administration</td> <td>v1.0</td> <td></td> <td></td> <td> View Edit Print </td> </tr> <tr> <td>Concomitant Medications</td> <td>v1.0</td> <td></td> <td></td> <td> View Edit Print </td> </tr> <tr> <td>Physical Exam</td> <td>English</td> <td></td> <td></td> <td> View Edit Print </td> </tr> <tr> <td>Last Treatment</td> <td>English</td> <td></td> <td>15-Apr-2012 (agoodwin)</td> <td> View Print X </td> </tr> </table>	Agent Administration	v1.0			View Edit Print	Concomitant Medications	v1.0			View Edit Print	Physical Exam	English			View Edit Print	Last Treatment	English		15-Apr-2012 (agoodwin)	View Print X
Agent Administration	v1.0			View Edit Print																					
Concomitant Medications	v1.0			View Edit Print																					
Physical Exam	English			View Edit Print																					
Last Treatment	English		15-Apr-2012 (agoodwin)	View Print X																					
Registration Visit	01-Jul-2011		signed	View Edit X	<table border="1"> <tr> <td>Eligibility</td> <td>v1.0</td> <td><input checked="" type="checkbox"/></td> <td>06-Jul-2011 (tkatz)</td> <td> View Edit Print X X </td> </tr> <tr> <td>Physical Exam</td> <td>English</td> <td><input checked="" type="checkbox"/></td> <td>06-Jul-2011 (tkatz)</td> <td> View Edit Print X X </td> </tr> <tr> <td>Verification of Informed Consent</td> <td>v2.0</td> <td><input checked="" type="checkbox"/></td> <td>06-Jul-2011 (tkatz)</td> <td> View Edit Print X X </td> </tr> </table>	Eligibility	v1.0	<input checked="" type="checkbox"/>	06-Jul-2011 (tkatz)	View Edit Print X X	Physical Exam	English	<input checked="" type="checkbox"/>	06-Jul-2011 (tkatz)	View Edit Print X X	Verification of Informed Consent	v2.0	<input checked="" type="checkbox"/>	06-Jul-2011 (tkatz)	View Edit Print X X					
Eligibility	v1.0	<input checked="" type="checkbox"/>	06-Jul-2011 (tkatz)	View Edit Print X X																					
Physical Exam	English	<input checked="" type="checkbox"/>	06-Jul-2011 (tkatz)	View Edit Print X X																					
Verification of Informed Consent	v2.0	<input checked="" type="checkbox"/>	06-Jul-2011 (tkatz)	View Edit Print X X																					
Initial Treatment	20-Jun-2011		data entry started	View Edit X	<table border="1"> <tr> <td>Concomitant Medications</td> <td>v1.0</td> <td></td> <td></td> <td> View Edit Print </td> </tr> <tr> <td>Physical Exam</td> <td>English</td> <td></td> <td></td> <td> View Edit Print </td> </tr> <tr> <td>Agent Administration</td> <td>v1.0</td> <td><input checked="" type="checkbox"/></td> <td>05-Jul-2011 (agoodwin)</td> <td> View Edit Print X X </td> </tr> </table>	Concomitant Medications	v1.0			View Edit Print	Physical Exam	English			View Edit Print	Agent Administration	v1.0	<input checked="" type="checkbox"/>	05-Jul-2011 (agoodwin)	View Edit Print X X					
Concomitant Medications	v1.0			View Edit Print																					
Physical Exam	English			View Edit Print																					
Agent Administration	v1.0	<input checked="" type="checkbox"/>	05-Jul-2011 (agoodwin)	View Edit Print X X																					

[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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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		
				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)										
Page 1 of 1				<input type="text"/>		<input type="button" value="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		
				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 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) 											
Page 1 of 1					<input type="text"/>		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			
				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			

This page is not approved for publication.