

## 3.5.3 Edit Event Definitions

You can change parameters for an Event Definition, add or remove CRFs in the Event Definition, and change the order in which CRFs and Events appear.

1. Access the Build Study page by selecting Tasks > Build Study.
2. Access the Manage All Event Definitions page by clicking the View icon in the Actions column for the Create Event Definitions row.
3. If you want to change the order in which the Events appear (as in the Subject Matrix, for example), use the arrow buttons in the Order column. For example, click a down arrow once to move that Event down in the order by one position.
4. If you want to change the order in which CRFs appear for an Event:
  1. Click the View icon for that Event.
  2. In the View Event Definition page, use the arrow buttons in the Order column. For example, click a down arrow once to move that CRF down in the order by one position.
  3. Click the Go Back to Definition list link to return to the Manage All Event Definitions page.
5. If you want to edit the Event Definition, from the Actions column of the Manage All Event Definitions page, click the Edit icon for that Event.  
The Update Study Event Definition page opens.

## Update Study Event Definition

- A **Scheduled event** is one that is expected to occur for each subject as part of the ordinary progress of the study.
- An **Unscheduled event** is not expected to occur, but may occur as circumstance dictates.
- Scheduled and unscheduled events typically occur at some particular time.
- A **Common event** collects data forms, but is not expected to be associated with a particular time.
- The **Repeating flag** indicates that this type of study event can occur repeatedly within the containing study.
- The **Category attribute** is typically used to indicate the study phase appropriate to this type of study event. Examples might include Screening, PreTreatment, Treatment, and FollowUp.

\* indicates required field.

Name:  \*

Description:

Repeating: ☐ Yes ☒ No

Type:

Category:

### CRFs

Add a New CRF

Verification of Informed Consent

Required: ☒

Double Data Entry: ☐

Password Required: ☐

Default Version:

Hide CRF : ☐

Source Data Verification:

Null Values:

NI ☐

NA ☐

UNK ☐

NASK ☐

ASKU ☐

NAV ☐

OTH ☐

PINF ☐

NINF ☐

MSK ☐

NP ☐

NPE ☐

Eligibility

Required: ☒

Double Data Entry: ☐

Password Required: ☐

Default Version:

Hide CRF : ☐

Source Data Verification:

Null Values:

NI ☐

NA ☐

UNK ☐

NASK ☐

ASKU ☐

NAV ☐

OTH ☐

PINF ☐

NINF ☐

MSK ☐

NP ☐

NPE ☐

Physical Exam

Required: ☒

Double Data Entry: ☐

Password Required: ☐

Default Version:

Hide CRF : ☐

Source Data Verification:

Null Values:

NI ☐

NA ☐

UNK ☐

NASK ☐

ASKU ☐

NAV ☐

OTH ☐

PINF ☐

NINF ☐

MSK ☐

NP ☐

NPE ☐

Confirm

Cancel

6. If you want to add a new CRF to the Event Definition:

1. Click the Add a New CRF link (at the top of the CRFs section).

The Update Study Event Definition - Add CRFs page opens. The Selected column shows the CRFs that are already included in the Event.

**Update Study Event Definition - Add CRFs**

Page 1 of 1  **Find**

CRF Name	Date Created	Owner	Date Updated	Last Updated by	Selected
Adverse Events	05-Jul-2011	agoodwin	05-Jul-2011	agoodwin	<input type="checkbox"/>
Agent Administration	05-Jul-2011	agoodwin	05-Jul-2011	agoodwin	<input type="checkbox"/>
Concomitant Medications	05-Jul-2011	agoodwin	05-Jul-2011	agoodwin	<input type="checkbox"/>
Eligibility	05-Jul-2011	agoodwin	05-Jul-2011	agoodwin	<input checked="" type="checkbox"/>
Physical Exam	05-Jul-2011	agoodwin	05-Jul-2011	agoodwin	<input checked="" type="checkbox"/>
Verification of Informed Consent	05-Jul-2011	agoodwin	05-Jul-2011	agoodwin	<input checked="" type="checkbox"/>

**Add** **Cancel**

2. Click the checkbox in the Selected column for the CRFs you want to add to the Event.

3. Click Add.

The Update Study Event Definition page opens and now includes the CRFs you added to the Event.

7. If you want to remove a CRF from an Event, click the Remove icon **X** for that Event.

The Update Study Event Definition page now shows only the name of the CRF you removed, along with a Restore icon. You can later restore the CRF to the Event by clicking the Restore icon. The partial view of the example page here shows that the Verification of Informed Consent CRF was removed:

**CRFs**

[Add a New CRF](#)

<b>Verification of Informed Consent</b>				<b>X</b>
<b>Eligibility</b>				<b>X</b>
Required: <input checked="" type="checkbox"/>	Double Data Entry: <input type="checkbox"/>	Password Required: <input type="checkbox"/>	Default Version: <b>v1.0</b>	
Hide CRF: <input type="checkbox"/>		Source Data Verification: <input type="text"/>		
<b>Null Values:</b>				
NI <input type="checkbox"/>	NA <input type="checkbox"/>	UNK <input type="checkbox"/>	NASK <input type="checkbox"/>	
ASKU <input type="checkbox"/>	NAV <input type="checkbox"/>	OTH <input type="checkbox"/>	PINF <input type="checkbox"/>	
NINF <input type="checkbox"/>	MSK <input type="checkbox"/>	NP <input type="checkbox"/>	NPE <input type="checkbox"/>	
<b>Physical Exam</b>				<b>X</b>
Required: <input checked="" type="checkbox"/>	Double Data Entry: <input type="checkbox"/>	Password Required: <input type="checkbox"/>	Default Version: <b>English</b>	
Hide CRF: <input type="checkbox"/>		Source Data Verification: <input type="text"/>		
<b>Null Values:</b>				
NI <input type="checkbox"/>	NA <input type="checkbox"/>	UNK <input type="checkbox"/>	NASK <input type="checkbox"/>	
ASKU <input type="checkbox"/>	NAV <input type="checkbox"/>	OTH <input type="checkbox"/>	PINF <input type="checkbox"/>	
NINF <input type="checkbox"/>	MSK <input type="checkbox"/>	NP <input type="checkbox"/>	NPE <input type="checkbox"/>	

8. You can change the Name and other values for the Event Definition, and can change parameters for any of the CRFs, such as the default version or Null Values. For more information, see [Create Event Definitions](#).

9. When you finish making changes to the Event Definition, click Confirm.

The Confirm Event Definition Updates page opens.

### Confirm Event Definition Updates

Name:	Registration Visit
Description:	
Repeating:	No
Type:	scheduled
Category:	

#### CRFs

Name	Required	Double Data Entry	Password Required	Default Version	Null Values	Status	Hide CRF	Source Data Verification
Verification of Informed Consent	Yes	No	No	v2.0		available	false	100% Required
Eligibility	Yes	No	No	v1.0		available	false	100% Required
Physical Exam	Yes	No	No	English		available	false	Partial Required

Confirm and Finish

Cancel

10. Verify the changes you made, then click Confirm and Finish.

The Manage All Event Definitions page opens, reflecting the changes you made.

This page is not approved for publication.