8.4 Administer CRFs

The Administer CRFs features allow you to create and manage defined CRFs used for data entry in OpenClinica. The features are the same as those found in the Study Setup and the Monitor and Manage Data modules (see Create and Modify Case Report Forms), except in the Administration module, you can also archive and unarchive CRFs, which is described here. When you archive a version of a defined CRF:

- That version of the CRF cannot have been used for entering Study Event data for Subjects.
- Any data already captured using that version of the CRF is maintained in the system, although you cannot modify it.
- Data already captured using that version of the CRF is included in data extracts you create.
- The version of the CRF can be unarchived.

To archive a version of a defined CRF:

1. From the Tasks menu, in the Administration module, select CRFs.
   The Administer Case Report Forms (CRFs) page opens.

2. For the version of the CRF you want to archive, click the Archive icon in the Actions column.
   The Confirm Archiving CRF Version page opens. For the example shown here, the Adverse Events CRF, version v1.0 is being archived.

Confirm Archiving CRF Version

CRF Name:	Adverse Events
CRF Version:	v1.0
Description:	Adverse events which captures multiple AE's. Each AE is its own section.
Revision Notes:	created agoodwin 2011-04-04

Subjects that are in the middle of data entry for this CRF version are shown as following:

Study Subject Label	Study Name	Study Event
SMC101	Somerville Medical Center	Adverse Events

[Archive CRF Version]   [Cancel]

3. Verify the information, then click Archive CRF Version.
The Administer CRFs page opens. The version you archived now has an Unarchive icon in the Actions column, and its status is "locked."

Administer 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	locked		
				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		
Physical Exam	05-Jul-2011	agoodwin	F_PHYSICALEXAM	(original)		05-Jul-2011	agoodwin	available		
				English	F_PHYSICALEXAM_ENGLISH	05-Jul-2011	agoodwin	available		
				Español	F_PHYSICALEXAM_ESPAOL	05-Jul-2011	agoodwin	available		
Verification of Informed Consent	05-Jul-2011	agoodwin	F_VERIFICATION	(original)		05-Jul-2011	agoodwin	available		
				v2.0	F_VERIFICATION_V20	05-Jul-2011	agoodwin	available		

To unarchive a version of a defined CRF:

1. Click the Unarchive icon 🔒 in the Actions column for the CRF you want to unarchive.
The Confirm Unarchiving CRF Version dialog box opens.
2. Verify the information, then click Unarchive CRF Version.
The Administer CRFs page opens. The version of the CRF you unarchived has an Archive icon in the Actions column and a status of "available."