9 Printing CRFs

CRFs can be printed either as individual forms or as part of a collection of forms of a Study Event, Study Site, or Study, and can be printed with or without Subject data. As of OpenClinica 3.2, entire Subject Casebooks can also be printed.

This chapter describes various print scenarios and provides some tips on how to get the best results when printing.
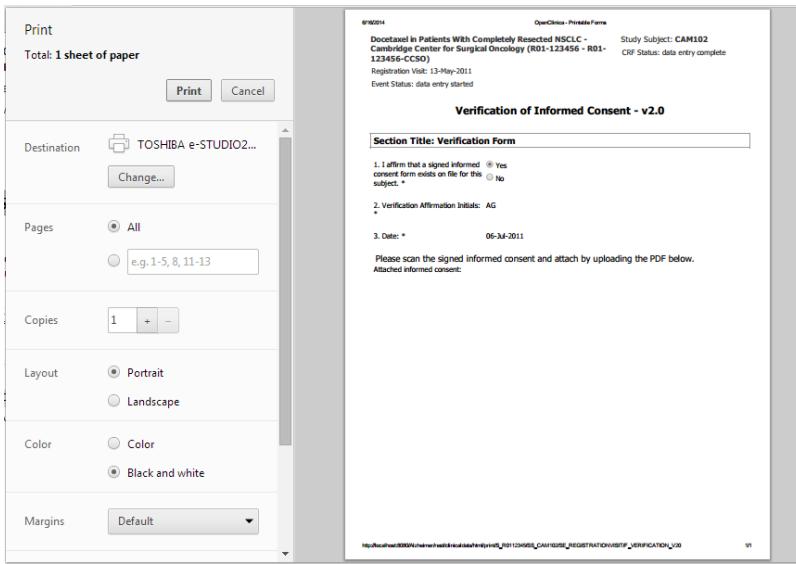
9.1 Printing a Blank CRF or Blank Casebook

Please see below for instructions on each of the following options:

- Print a Single Blank CRF
- Print a Blank Study Casebook
- Print a Blank Study Site Casebook
- Print a Blank Study Event Casebook

Print a Single Blank CRF

There are two main navigation paths for accessing the View CRF Details screen:

A) From the Tasks menu:

1. Select Administration/Studies.
2. Click the view icon for the appropriate Study.
3. Select the view icon for the appropriate Event Definition.

OR

B) From the Tasks menu:

1. Select Administration/CRFs or Monitor and Manage Data/CRFs.
2. Click the view icon on the first line (original version) of the CRF you want to print.

In both cases, to print a blank CRF, select the print icon for the version of the CRF you want printed. Then use your browser's print option to print the form.

Print a Blank Study Casebook

1) From the Tasks menu, select Build Study.

2) In the Create Event Definitions row, click the view icon .

3) On the upper right of the screen, click the Print icon. Then use your browser's print option to print the Casebook.

Manage All Event Definitions in Study Docetaxel in Patients With Completely Resected NSCLC ⓘ

Found 5 Definitions   [Find]   Show More

Order	Name	OID	Repeating	Type	Category	Populated	Date Created	Date Updated	Actions
⬇	Registration Visit	SE_REGISTRATIONVISIT	No	Scheduled		Yes	05-Jul-2011 (agoodwin)	11-Apr-2013 (root)	🔍 ✏ X
⬆⬇	Initial Treatment	SE_INITIALTREATMENT	No	Scheduled	Treatment	Yes	05-Jul-2011 (agoodwin)	06-Jul-2011 (agoodwin)	🔍 ✏ X
⬆⬇	Follow-up Treatment	SE_FOLLOWUPTREATMENT	Yes	Scheduled	Treatment	Yes	05-Jul-2011 (agoodwin)	06-Jul-2011 (agoodwin)	🔍 ✏ X
⬆⬇	Adverse Events	SE_ADVERSEEVENTS	No	Unscheduled	Adverse Events	Yes	05-Jul-2011 (agoodwin)	06-Jul-2011 (agoodwin)	🔍 ✏ X
⬆	Foo Event	SE_FOOEVENT	No	Scheduled		No	28-Mar-2013 (root)	10-May-2013 (root)	🔍 ✏ X

Print a Blank Study Site Casebook

To print a blank Study Site Casebook:

1. From the Tasks menu, select Study Setup/View Study.
2. In the Sites section of the page, click the view icon for the appropriate Site.
3. To the right of the View Site Event Definitions section of the page, click the print icon. Then use your browser's print option to print the Study Site Casebook.

Interview Date Required?	Not Used
Interview Date Default as Blank?	Blank

View Site Event Definitions   🖨

 ⊞ Registration Visit
 ⊞ Initial Treatment
 ⊞ Follow-up Treatment
 ⊞ Adverse Events
 ⊞ Foo Event

[Exit]

Go Back Home

Print a Blank Study Event Casebook

1) From the Tasks menu, select Study Setup/Build Study.

2) In the Create Event Definitions row, click the View icon.

3) For the desired Study Event, click the Vew icon.

4) To the top right of the list of forms, click the Print icon.

View Event Definition

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

CRFs

Click the "up/down" arrow icons in the "Order" column in the following table to change the order of all CRFs.

Order	Name	Required	Double Data Entry	Password Required	Default Version	Hide CRF	Null Values	Source Data Verification	Status	Actions
	Verification of Informed Consent	Yes	No	No	v2.0	false		100% Required	available	
	Eligibility	Yes	No	No	v1.0	false		100% Required	available	
	Physical Exam	Yes	No	No	English	false		Partial Required	available	
	Repeating Nick	Yes	No	No	v1.0	false		Not Required	available	

9.2 Printing a Subject CRF or Subject Casebook

You can print a single CRF for a Subject or print an entire Subject Casebook. Each of these is addressed below.

Print a Single CRF for a Subject

To print a Single CRF for a Subject:

1. From the Subject Matrix, click the Data Entry Status icon for the Subject and Event CRF you want to print. Then select View/Enter Data.
2. In the list of CRFs, click the Print icon for the CRF you want to print. Use your browser's Print options to print the Subject's CRF.

Print or View a Subject Casebook

A Subject Casebook can be viewed or printed and includes all the data for all Events for the selected Subject. Features of this option include:

- A formal structure that includes a Table of Contents with each Event status and each Event CRF status for the Subject
- The ability to include Audit Trail information and/or Notes and Discrepancies in the output
- Hyperlinked access (when viewing online) to CRF pages and Item metadata
- Various format options (HTML, JSON, or CDISC ODM XML)
- Signature and attestation information for any signed Events or Casebooks

- Header and footer information (when printed) that includes the current date, the URL for the online Casebook, and page numbers

To print a Subject Casebook:

1. From the **Subject Matrix**, in the **Actions** column, click the **View** icon for the Subject.
2. Scroll to the bottom of the page and click **Subject Casebook**.
3. Select the format for the results: **Printable HTML**, **JSON**, or **CDISC ODM XML**.
4. Select or deselect the options to include **Notes and Discrepancies** and/or **Audit Trail** information.
5. Select the option for accessing the output:
    1. To access the URL for the Subject Casebook, click **Get Link**.
        1. The URL can be opened in a separate browser tab and modified to display only a specific CRF page (HTML, JSON, or CDISC ODM XML), or to display all Subjects (JSON and CDISC ODM XML only) if desired.
        For example, change the SS_OID to *(JSON or XML only), or change the * that follows the SS_OID to the OID for a specific CRF. These are in **bold** in the sample URL below:

        https://oc-training-01.openclinica.com/OpenClinica00/rest/clinicaldata/json/view/S_R0112345/**SS_101**/*/*?includeDNs=y&includeAudits=y

    2. To view the results, click **Open**.

6. Review the output:
    1. The first page of the HTML output is a Table of Contents and includes the Data Entry Status for all Events and Event CRFs for the Subject.
    2. If you included Audit Trail information in your selections, the Audit Events are listed for each Event and CRF.
    3. If an Event or Casebook has been signed, the signature information and attestation are displayed/printed with the Event/Casebook data.
    4. Click any red, underlined hyperlinks to quickly access details for that topic
        1. Case Report Forms: Jump to the CRF data.
        2. Item Name: Jump to the detailed metadata for that item.
7. Print the output:
    1. Use your browser's print options to print the output. The printed version of the Casebook includes the current date in the Header, and the URL address of the online casebook and page number in the Footer.

9.3 Printing Tips

Follow these tips when printing CRFs or Case Books:

1. Prior to printing, view the print job in the Print Preview window. This allows you to see how it will look and gives you a chance to adjust the size, layout, and other aspects prior to sending it to the printer.
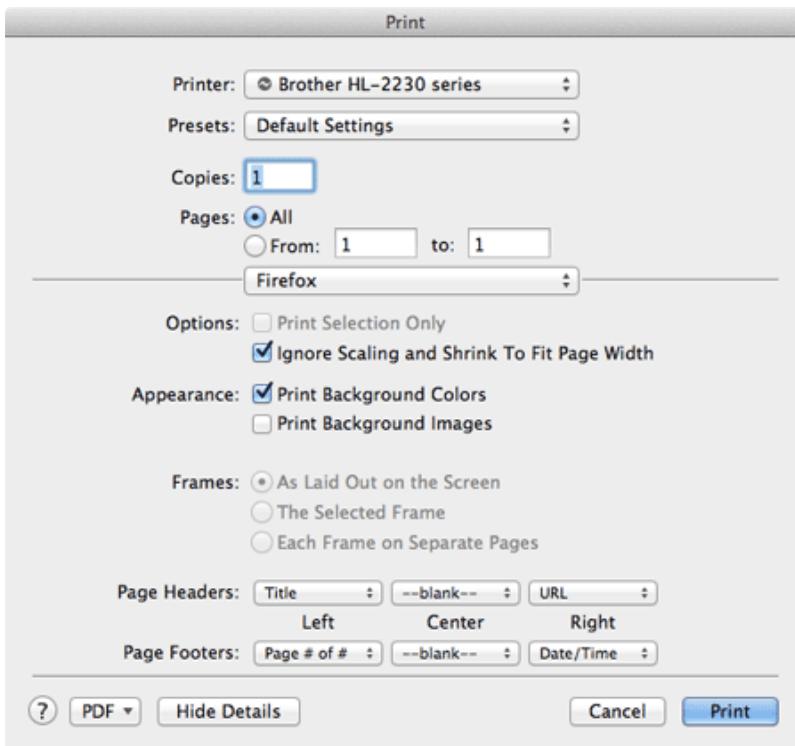
1. Save the print job as a PDF. This allows you to see changes applied during the print setup process that may not be apparent or visible in the print preview screen.

2. Enable "Print Background Images." This allows the shading behind certain elements such as section headers to show up on the printed page.

3. First try printing with "Ignore Scaling and Shrink To Fit Page Width" since this will prevent pages that would otherwise be too wide for the printed page. If this setting makes the resulting output too small in size due to its effort to shrink all of the content to fit the witdh of the page you can remedy this via a combination of tactics:

a) Turn off the Shrink To Fit option

b) Try the wider Landscape document orientation

c) Isolate the unusally wide pages and resize and print these seperately.

d) Use manual scaling in Print Preview dialog box.
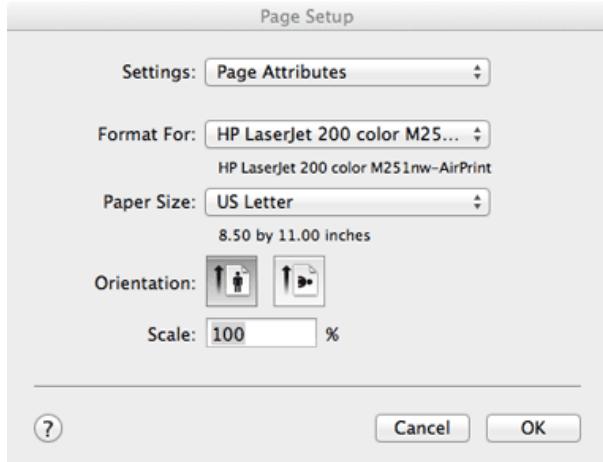
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