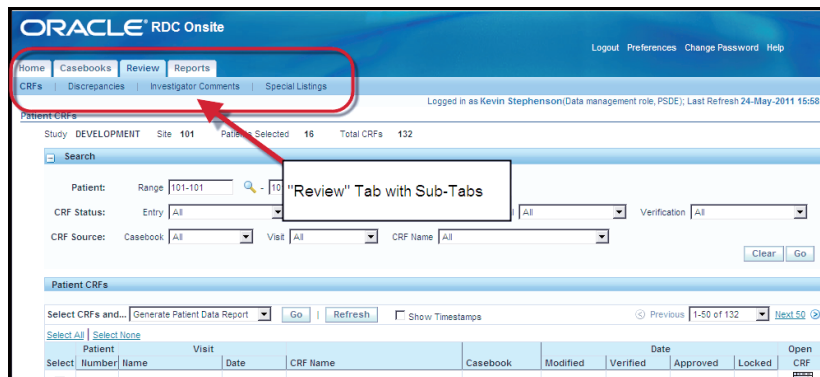**The Review Tab**

The Review tab is used to access information about CRFs and Queries.

Using the sub-tabs, you are able to select CRFs or Discrepancies, and the information will display based on the original search values.

These reports are covered in more detail in the Reports and Listings section of this reference guide.

"Review" Tab with Sub-Tabs

Opening a CRF

To open the CRF from the Casebook Spreadsheet, select the icon for the CRF you want to access.

As the CRF opens, a **Processing…** indicator will display. It may take a couple of seconds for the CRF page to load.

The CRF will then open and allow you to enter data, make data updates or perform other actions within the CRF.

Tip: For best viewing and data entry, maximize the eCRF window.

NOTE: RDC allows you to open a maximum of **three** CRFs at once to do data comparison. If you already have three CRFs open, the system prompts you to close at least one CRF before you will be allowed to open another.

When you are finished working with all the CRFs, you will need to close each one individually.

CRF Scroll Bars

In order to see all fields on the eCRF, it may be necessary to use the scroll bar on the right section of the window.

Saving Data

After all data has been entered on the CRF, it must be saved.

Note: If the CRF is not saved then all data entered or updated will be lost.

A **Saving...** indicator will appear and it may take several seconds for the page to save.

A dialog box displays confirming the save operation and you will need to click the **OK** button.

Closing a CRF

Once data has been saved, you can click the Red **X** to close the CRF and return to the Casebook Spreadsheet.

Tip: Click Next CRF to go to the next CRF page for this visit.

Note: If you are on the last CRF page for this visit, you will need to close the CRF to open a CRF for another visit.
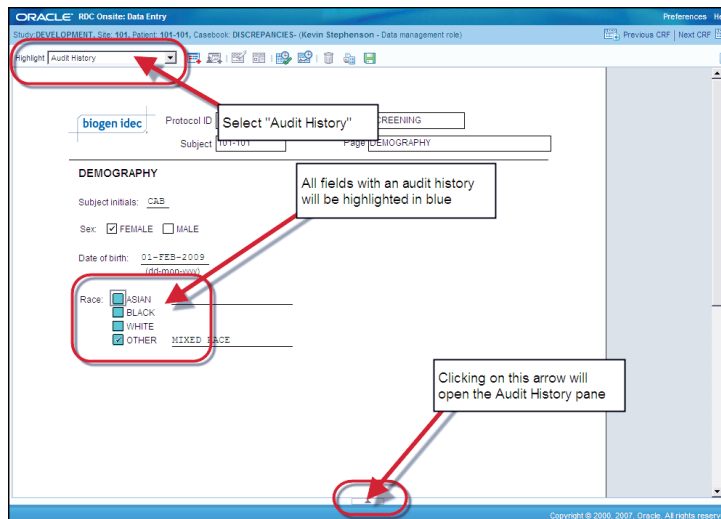
Audit History Pane

All initial data entry and changes are tracked in the application audit history. The audit history can be viewed within a CRF page for <u>any data fields that contain changes</u> after the initial Save.

Before expanding the Audit History pane, choose Audit History from the Highlight drop down list.

After you select Audit History in the Highlight drop-down list, all fields that contain an audit history on the CRF will be highlighted with a blue background.

To view the Audit History pane on an open CRF, you will click the small button on the lower center section of the window.

Click on any field highlighted in blue to display the audit information in the Audit History pane.

Note: Only fields which have been modified since the initial save will have an audit history.

Tip: The details icon provides a different view of the same information shown in the audit history pane and allows you to easily read a lengthy comment.

Marking & Unmarking a CRF as Blank
The Blank Flag tool is used to intentionally mark a CRF, or a section of a CRF, as blank.

This is used when an assessment or visit was expected but not performed.

Marking the CRF blank notifies others that this page was not missed but intentionally left blank.

NOTE: If an entire visit is missed, each individual CRF within that visit must be marked as blank.
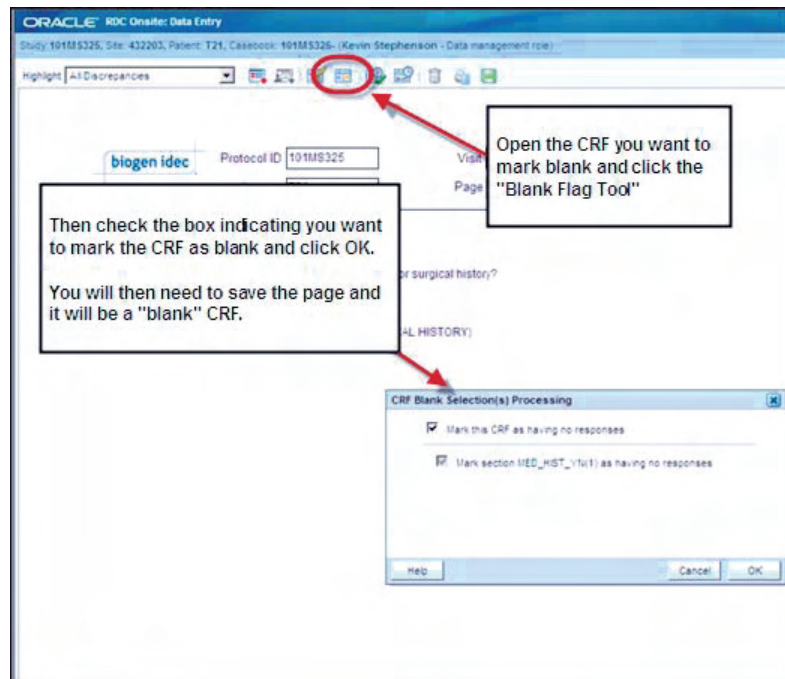
Using the Blank Flag Tool button
The Blank Flag tool can be used to mark an entire CRF as blank.

When the CRF Blank Selection(s) Processing window displays, you may check a CRF as having no responses.

Click the **OK** button to mark the CRF blank then click the **Save** button.

The data fields on the CRF will be grayed out indicating that the CRF is marked blank.

Unmarking a CRF as Blank

Once a CRF, or field(s), is grayed out (marked blank) you will need to click the Blank Flag tool and remove the check from the selected box in order to make these fields available for data entry.

Click the Blank Flag tool and the CRF Blank Selection(s) Processing window will open.

To enable the data entry fields on this eCRF, the checks must be removed.

The Change Reason area displays at the bottom of the CRF Blank Selections(s) Processing window. You are required to provide a reason for the change by selecting the appropriate reason from the drop down list.

Comments are optional and all changes are viewable in the audit history pane.