Description: If you have configured your Protocols and Subjects home page widgets to display bookmarked protocols and/or subjects, you can bookmark specific protocols or subjects to appear in your widget. This is useful if you are not directly assigned as staff for a given protocol or subject in your management group. To configure your widgets, see the Set Up Home Screen Widgets user guide.

BOOKMARK A PROTOCOL

2. Find the study using the Select Protocol search field.
3. Click the star in the top left corner of the PC Console screen to bookmark this protocol.
   
   Note: The star will turn gold when bookmarked.

4. Click the OnCore logo in the top left corner of your Main Menu Bar to return to the home page.

5. Your Protocols widget should now display the bookmarked protocol.
BOOKMARK A PROTOCOL OR SUBJECT

BOOKMARK A SUBJECT

1. **Find your subject** and ensure that you are in the **Subject Console**.
2. Click the star in the **top left corner** of the Subject Console screen to bookmark this subject.
   
   **Note:** The star will turn gold when bookmarked.

3. Click the **OnCore logo** in the top left corner of your Main Menu Bar to return to the home page.

4. Your **Subjects** widget should now display the bookmarked subject.

**Remember:** You can only see subjects or protocols associated to your management group.

If you are **NOT** part of a management group, you can only see subjects/protocols directly assigned to you.
REMOVE A BOOKMARK

1. In your Protocols or Subjects widget, click the gear icon in the upper right hand corner.

2. Select the Bookmarks tab.

3. Click the Remove checkboxes on any bookmarks you would like to remove from your widget.

4. Click [Save].

5. If you get a warning, and you are sure you want to remove the bookmark, click [OK].

6. Your widget will no longer display the removed bookmarks.

CLICK HERE TO WATCH DEMO VIDEO

Need Help? Contact UF OnCore Support Team OnCore-Support@ahc.ufl.edu 352-273-5924