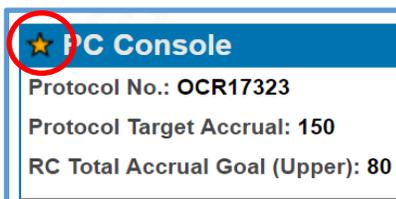


Description: If you have configured your **Protocols** and **Subjects** home page widgets to display bookmarked protocols and/or subjects, you can bookmark specific protocols or subjects to appear in your widget. This is useful if you are not directly assigned as staff for a given protocol or subject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

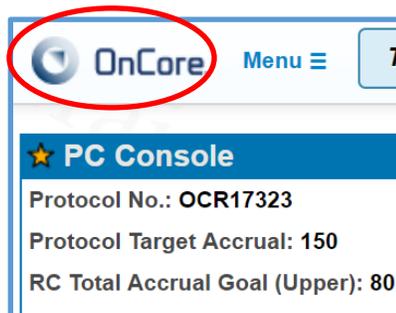
BOOKMARK A PROTOCOL

1. Navigate to **Menu > Protocols > PC Console**.
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.

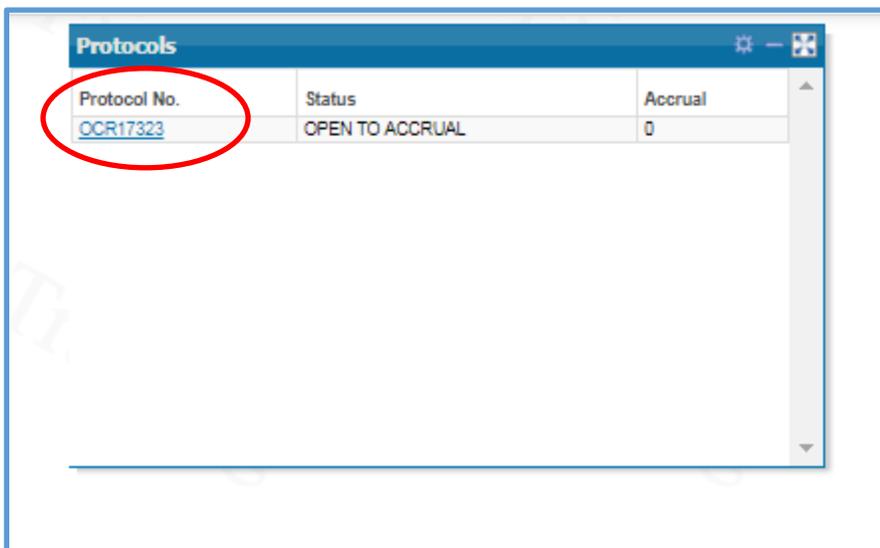
Note: The star will turn gold when bookmarked.



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



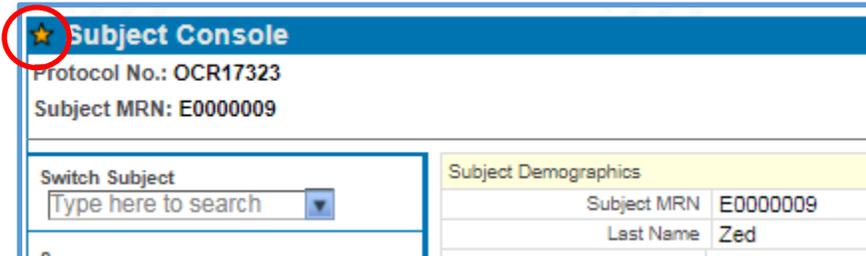
5. Your **Protocols** widget should now display the bookmarked protocol.



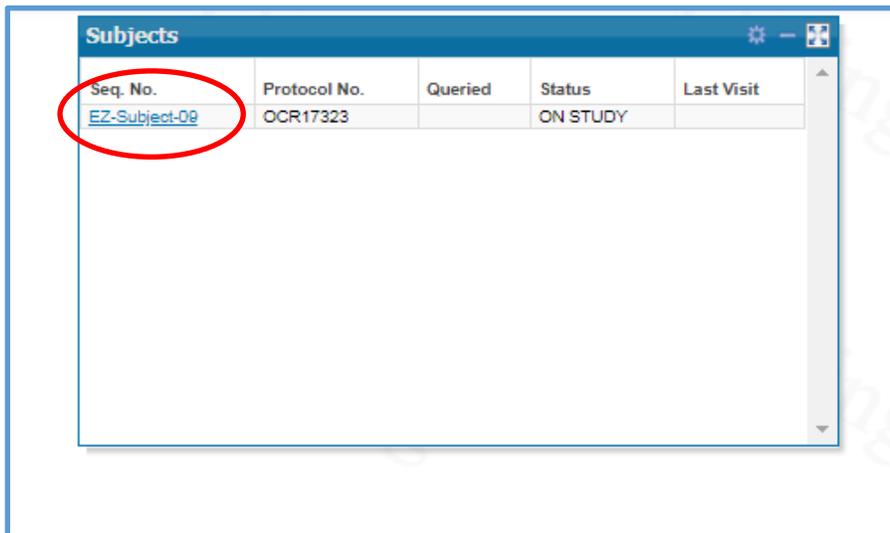
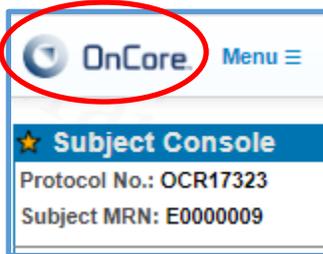
BOOKMARK A SUBJECT

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.

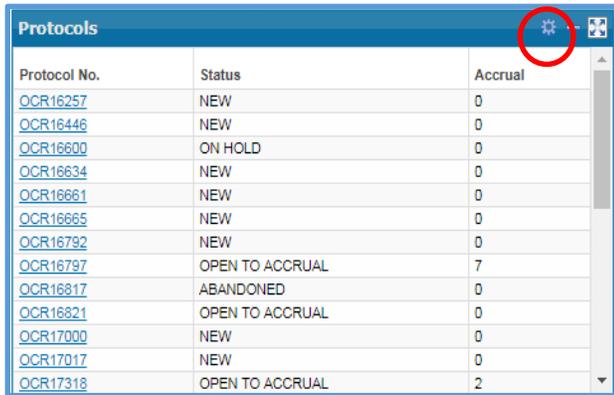


Remember: You can only see subjects or protocols associated to **your management group**.

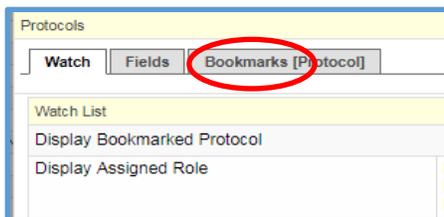
If you are **NOT** part of a management group, you can only see subjects/protocols directly assigned to you.

REMOVE A BOOKMARK

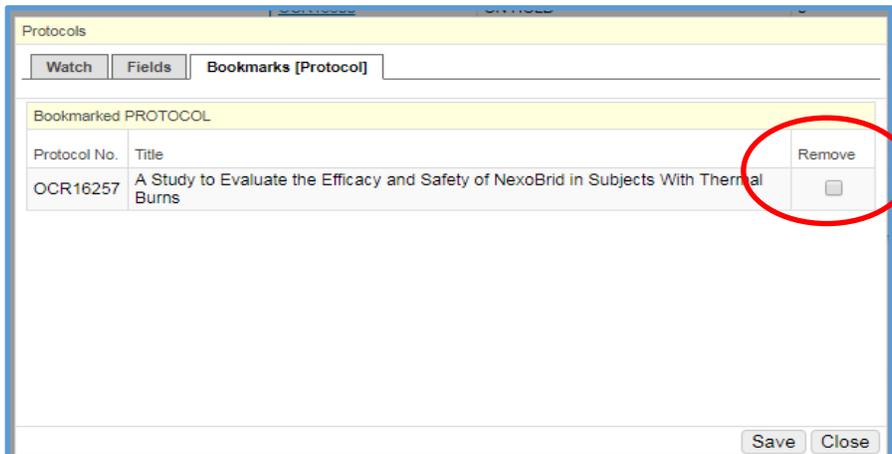
1. In your **Protocols** or **Subjects** widget, click the **gear icon** in the upper right hand corner.



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](#)