Description: Once a subject has been registered to a protocol in your management group, you can search for the subject in several ways. This tip sheet will show you three ways to find a subject.

- You can only see subjects that are associated with protocols within your management group.
- If you are **NOT** part of a management group, you can only see subjects directly assigned to you.
- If you have tried to find your subject using one of the following search methods and you still cannot find your subject, contact **OnCore-Support@ahc.ufl.edu** or **submit a help desk ticket**.

### SEARCH IN THE CRA CONSOLE

If you know your subject is on a particular study, you can use **CRA Console** to find your subject.

1. Navigate to **Menu > Subjects > CRA Console**.
2. Using the **Select Protocol** search field, find the study that the subject is on.
3. On the resulting page, make sure the status filter in the upper right corner is set to “**All**”.

4. Now you can either look for your subject in the **Accrual Details** list and then view the subject’s record by clicking the blue **Subject MRN hyperlink**

   **OR**

5. In the **Select Subject** find-as-you-type search field, start typing one of the following:
   - Subject MRN
   - Subject Name (partial names are accepted)
   - Subject Sequence No. (if assigned)
   - Additional Subject Ids (if available)

6. Select your subject from the find-as-you-type results.
7. The **Subject Console** will open.
8. Check the header of the **Subject Console** record to ensure that you have the correct subject and protocol.
SEARCH IN THE SUBJECT CONSOLE – CLICK HERE TO VIEW A DEMO VIDEO

If you are already working with a particular protocol or subject record, you can use the Subject Console to find a different subject in that same study.

1. If not already in the Subjects Console, navigate to Menu > Subjects > Subjects Console.

![Subject Console](image)

2. In the Switch Subject find-as-you-type search field, start typing one of the following:
   - Subject MRN
   - Subject Name (partial names are accepted)
   - Subject Sequence No. (if assigned)
   - Additional Subject Ids (if available)

3. Select your subject from the find-as-you-type results.
4. The Subject Console will open.
5. Check the header of the Subject Console record to ensure that you have the correct subject and protocol.

USE SUBJECT SEARCH - CLICK HERE TO VIEW A DEMO VIDEO

A study subject might be associated with more than one protocol in OnCore. The Subject Search function allows you to find a subject outside the context of one particular protocol. Subject Search Results can list all of the subject's OnCore protocols at once.

1. Navigate to Menu > Subjects > Subject Search.
2. In the Subject MRN field, enter the subject's UF Health MRN.

![Subject Search](image)

3. Click [Search] at the bottom right of your screen.
4. If you get a message that says "No matching records found", click [Clear] at the bottom right of your screen, then try adding different data (e.g. Last Name, First Name, Birth Date, etc.) and click [Search] again.

5. Continue until the subject is found and the Subject Search Results screen is displayed.

6. The Subject Search Results will list all of the OnCore protocols for your subject.

7. To open the subject's record within one of the protocols, confirm the correct protocol row by reviewing the Protocol No. and Additional Protocol Numbers columns.

8. On the correct protocol line, click on the blue Subject MRN hyperlink.

9. The Subject Console will open.

10. Check the header of the Subject Console record to ensure that you have the correct subject and protocol.