Description: OnCore calendars can be built in a variety of ways in to fulfill protocol requirements. Optional Calendar Segments can be used if a portion of the calendar is not required for all subjects or if costs vary by treatment arm. Optional Treatment Segments can be used for the following subject status triggers:

- Consent Signed
- On Study
- Off Treatment
- Off Study

Audience: Study team members who are responsible for recording study visits in OnCore.

OPTIONAL SEGMENTS

If a calendar segment is built using the Optional Calendar Segment, this segment will not automatically populate on the subject calendar. Instead, when a subject reaches a status that uses Optional Calendar Segments, you will receive a message like this:

By default, the subject calendar displays only required segments. The Manage Optional Segment button is enabled for a segment after the corresponding start date has been entered for the subject. For example, the button for Consent Signed segments are enabled after the Consent Signed date is entered.

Clicking the Manage Optional Segments button allows you to select optional segments to include in the subject's calendar.

1. Find your subject.
2. On the subject record in the Subject Console, click the Calendar vertical tab.
3. Click the Manage Optional Segments button.
4. Select the checkboxes for the optional segments to include and click [Submit].

**USEFUL INFORMATION**

- Optional segments can be removed from the subject calendar by clearing the checkboxes.
- If a visit within an optional segment has been marked as **Occurred**, that visit must first be deleted before the checkbox for the optional segment can be cleared.
- When a visit is checked in, the checkbox for the corresponding optional segment is disabled.
- If the **start date** for an optional segment is removed, the corresponding optional segments are removed from the subject calendar. When the **start date** is re-entered, the corresponding optional segments can again be selected.

**NEED HELP?**

If you would like to meet with OnCore Support and/or the Calendar Team to walk through your study, do not hesitate to **Request a Consult**.

If you have any questions or concerns about your calendar, contact us via OnCore-Support@ahc.ufl.edu or Oncore-Calendars@ahc.ufl.edu.