

Description: Study subjects are registered to protocols in OnCore to facilitate subject visit tracking, sponsor invoicing, and enrollment reporting. This tip sheet gives instructions for placing a subject “On Study”.

Audience: Study Team members who are responsible for entering subject data in OnCore.

PLACE THE SUBJECT ON THE STUDY

If you are not already in the subject’s record, navigate to **Menu > Subjects > CRA Console**, select your protocol and then the blue hyperlink **MRN** of your subject.

1. Click on the **On Study** vertical tab. Click **[Update]** if needed.
2. For non-oncology studies in the Academic Health Center library, enter the following **REQUIRED** data fields in the top **Subject On Study Update** table:

- **Sequence No.** <per your sponsor or SOP>
- **On Study Date**
- **Zip at Registration** <New Requirement!>

Sequence No.	EZ-Subject-10	On Study Date (MM/DD/YYYY)	01/06/2017
Primary Diagnosis	Hypertensive Heart Disease		
Secondary Diagnosis	Type here to search		
Diagnosis Date			
ZIP at Registration			
Study Site	UF Gainesville	Transferred Date (MM/DD/YYYY)	
Comments			

3. For oncology studies in the Oncology library, enter the following **REQUIRED** data fields in the top **Subject On Study Update** table:

- **Sequence No.** <per your sponsor or SOP>
- **On Study Date**
- **Disease Site**
- **Disease Site Group**
- **Zip at Registration**

Sequence No.	1045-0240	On Study Date (MM/DD/YYYY)	04/05/2017
Disease Site	Skin of lower limb, including hip		
Histology	Type here to search		
Diagnosis Date			
Disease Site Group	Sarcoma/Melanoma	ZIP at Registration	20229
Study Site	UF Gainesville	Transferred Date (MM/DD/YYYY)	
Comments			

4. In the **Subject Staff** table at the bottom, enter the staff assigned to this subject. Example:

- **Role:** Primary Study Coordinator
- **Staff Name:**
- **Start Date:**

NOTE: You can click the **[Team]** button to see all staff members assigned to this study and select from the list.

5. Click **[Add]** and Click **[Submit]**.