

Description: Study subjects are registered to protocols in OnCore to facilitate subject visit tracking, sponsor invoicing, and enrollment reporting. Study teams use the screening data to determine if a subject is eligible for enrollment into the study. Once eligibility is confirmed, it should be recorded in OnCore. This tip sheet gives instructions for this activity.

Audience: Study Team members who are responsible for recording subject eligibility in OnCore.

RECORD A SUBJECT'S ELIGIBILITY

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 **Eligibility** vertical tab. Click **[Update]** if needed.
2. Enter the following:
 - **Verified By:** *your initials*
 - **Status Date:** Date that you determined they were eligible
 - **Eligibility Status:** Eligible
3. Click **[Submit]**.
4. Click **[Close]**.

Note that the **Subject Status** field at the right top of the page has been changed to ELIGIBLE.

Any sponsor invoicables that has been set up to use "Eligible" as a milestone will be triggered.