Description: If a revision to the calendar occurs, then the study team will need to replace the calendar version for the applicable subjects. Each calendar version might also include changes in budget versions.

Audience: Study team members who are responsible for managing subject calendars.

REPLACE A SUBJECT’S CALENDAR VERSION

1. Before replacing the calendar, ensure that all visits applicable to the current calendar/budget version have been entered into OnCore. See Check in Subject Visits. Do NOT check in any visits that will need the updated calendar budget/version.


3. Find your study using the Select Protocol search field.

4. To display all registered subjects, make sure the display filter at the upper right is set to All.

5. Find the subject whose calendar version needs to be replaced.

6. Click the [Select] checkbox in the far right column.

7. Make sure the correct calendar version is highlighted, then click [Replace Versions] button.

A subject cannot be moved to a previous calendar version in OnCore (e.g. you cannot move a participant from calendar version 2 to calendar version 1).

Be aware that the date the visit is marked Occurred in OnCore (not the actual visit date) determines which budget version of the subject’s calendar is used.