

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 lists all of the subject's OnCore protocols at once.

CONDUCT A SUBJECT SEARCH

1. Navigate to **Menu > Subjects > Subject Search**.
2. In the **Subject MRN** field, enter the subject's **UF Health MRN**.
3. Click **[Search]** at the bottom right of your screen.

The screenshot shows the 'Subject Search' interface. At the top, there is a search bar with a dropdown menu and a 'Save As...' button. Below this is the 'Subject Demographics' section, which is highlighted in yellow. It contains several fields: 'Subject MRN' (highlighted with a red box), 'Last Name', 'First Name', 'Birth Date', 'Expired Date' (with 'From Date' and 'Thru Date' sub-fields), 'Race' (with a 'Multi-Select' dropdown), and 'Ethnicity' (with a 'Multi-Select' dropdown). At the bottom right, there is a 'Search' button (highlighted with a red box) and a 'Clear' button. The 'Filter Type' section is set to 'Contains Any (OR)'. There is also an 'Unselect' button at the bottom left.

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.

The screenshot shows the 'Subject Search Results' interface. At the top, there is a 'Search Criteria' section with the following information: Subject MRN: E0000001, Last Name: zed, First Name: sebastian. Below this is a 'Subject Count: 10' and buttons for 'Back to Search', 'Add Staff', 'View Excel', and 'View PDF'. There is also a 'Page Size' dropdown set to 10 and a 'Filter' field. Below this is a table with the following columns: Subject MRN, Additional Subject Identifiers, Last Name, First Name, Protocol No., Additional Protocol Numbers, and Add Staff? The table contains two rows of results, with the 'Protocol No.' and 'Additional Protocol Numbers' columns highlighted in red.

Subject MRN	Additional Subject Identifiers	Last Name	First Name	Protocol No.	Additional Protocol Numbers	Add Staff?
E0000001		Zed	Sebastian	OCR12504	201501004; 519-2012; COG LTFU; COG-LTF	<input type="checkbox"/>
E0000001		Zed	Sebastian	OCR19883	AMGEN-001; EZ-AHC-005; EZ-AHC-005	<input type="checkbox"/>

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** column.
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**.

Also see the [Find Your Subject](#) user guide.