# FIND YOUR SUBJECT

**Description:** Once a subject has been registered to a protocol in your management group, you can search for the subject in several ways. This tip sheet will show you three ways to find a subject**.**

> ⚠️
> - *You can only see subjects that are associated with protocols **within your management group.***
> - *If you are **NOT** part of a management group, you can only see subjects directly assigned to you.*
> - *If you have tried to find your subject using one of the following search methods and you still cannot find your subject, contact* **OnCore-Support@ahc.ufl.edu** *or* **submit a help desk ticket***.*

## SEARCH IN THE CRA CONSOLE

If you know your subject is on a particular study, you can use **CRA Console** to find your subject.

1. Navigate to **Menu > Subjects > CRA Console.**

2. Using the **Select Protocol** search field, find the study that the subject is on.

3. On the resulting page, make sure the status filter in the upper right corner is set to "**All**".



4. Now you can either look for your subject in the **Accrual Details** list and then view the subject's record by clicking the blue **Subject MRN hyperlink**

   **OR**

5. In the **Select Subject** find-as-you-type search field, start typing one of the following:

   - **Subject MRN**
   - **Subject Name** (partial names are accepted)
   - **Subject Sequence No.** (if assigned)
   - **Additional Subject Ids** (if available)

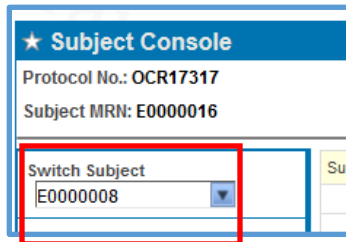6. Select your subject from the find-as-you-type results.

7. The **Subject Console** will open.

8. Check the header of the **Subject Console** record to ensure that you have the correct **subject** and **protocol.**

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## SEARCH IN THE SUBJECT CONSOLE – CLICK HERE TO VIEW A DEMO VIDEO

If you are **already working** with a particular protocol or subject record, you can use the **Subject Console** to find a different subject **in that same study.**

1.  If not already in the **Subjects Console**, navigate to **Menu > Subjects > Subjects Console.**



2.  In the **Switch Subject** find-as-you-type search field, start typing one of the following:

    - **Subject MRN**

    - **Subject Name** (partial names are accepted)

    - **Subject Sequence No.** (if assigned)

    - **Additional Subject Ids** (if available)

3.  Select your subject from the find-as-you-type results.

4.  The **Subject Console** will open.

5.  Check the header of the **Subject Console** record to ensure that you have the correct **subject** and **protocol.**



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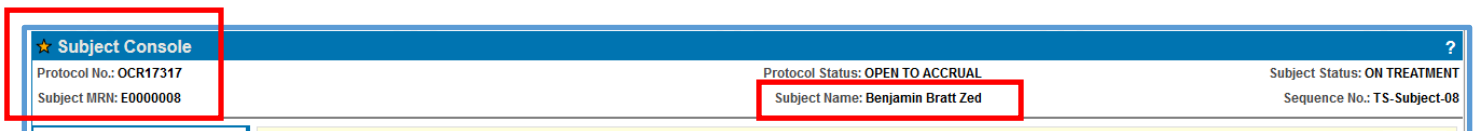
## USE SUBJECT SEARCH - CLICK HERE TO VIEW A DEMO VIDEO

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** can list all of the subject's OnCore protocols at once.

1.  Navigate to **Menu > Subjects > Subject Search**.

2.  In the **Subject MRN** field, enter the subject's **UF Health MRN.**
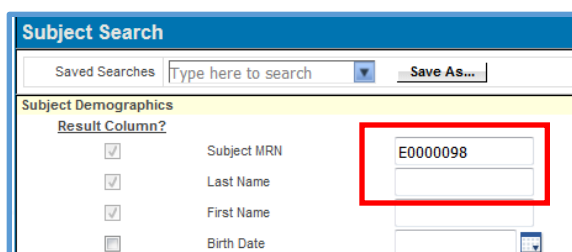


3.  Click **[Search]** at the bottom right of your screen.

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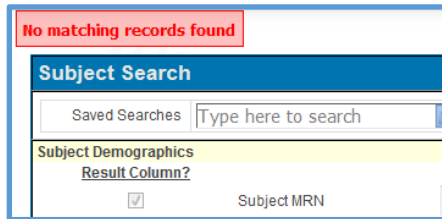
4. If you get a message that says "**No matching records found**", click **[Clear]** at the bottom right of your screen, then try adding different data (e.g. **Last Name**, **First Name**, **Birth Date**, etc.) and click **[Search]** again.

5. Continue until the subject is found and the **Subject Search Results** screen is displayed.

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** columns.

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**.