

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

Study Site	Subject MRN	Last Name	First Name	Seq No.	Arm	Level	Status	Status Date	Ver	Last Visit	Last Visit Date	Select
UF Gainesville	<a href="#">E0000004</a>	Zed	Hugh	TS-Subject-332	ArmB		ON TREATMENT	10/24/2019	2	C4D15	04/07/2020	<input checked="" type="checkbox"/>
UF Gainesville	<a href="#">E0000007</a>	Zed	Chief Dan	TS-Subject-0414	ArmA		ON TREATMENT	01/14/2020	1	C2D1	02/11/2020	<input type="checkbox"/>
UF Gainesville	<a href="#">E0000005</a>	Zed	Bruno	mn-subject-10	ArmA		OFF TREATMENT	04/02/2020	2	C3D1	01/07/2020	<input type="checkbox"/>
UF Gainesville	<a href="#">E0000019</a>	Zed	Jet	TS-Subject-0519	ArmA		ON TREATMENT	07/24/2019	1	C2D1	08/21/2019	<input type="checkbox"/>

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).**

Switch Calendar Versions: 1 (Ver 1, 2019-04-01)   
1 (Ver 1, 2019-04-01)   
2 (Added Opt Segment)



**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.**