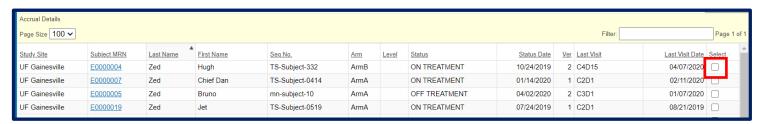
Version 05/31/21

**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

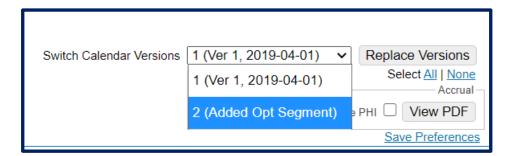
- Before replacing the calendar, ensure that all visits applicable to the current calendar/budget version have been entered into OnCore. See <u>Check in Subject Visits</u>. Do NOT check in any visits that will need the updated calendar budget/version.
- 2. Navigate to Menu > Subjects > CRA Console.
- 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.



- 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.