Quick Reference Guide: Subject Visit Missed or Changed, CRC Entered Erroneous Visit Information

Study Team

Start: Subject missed expected visit date → Within 24 hours, go in to OnCore and update the Subject Calendar by doing the following: → In OnCore, enter the Subject's record from the CRA Console → Click on the Calendar vertical tab on the left → Click the blue Visit hyperlink → In the Subject Visit Update screen, click the "Missed" radio button → Scroll to the bottom of the screen and click Submit and Close → When visit is rescheduled, delete the missed visit and update planned visit

Start: Subject expected visit date has changed → In OnCore, enter the Subject's record from the CRA Console → Click on the Calendar Vertical tab on the left → Click the blue Visit hyperlink of the Visit to update → **Has expected visit already been recorded as Missed?**

- **no** → Click on the blue hyperlink of the scheduled visit → Change the date field to reflect when the Subject is planned to have the visit
- **yes** → Click on the blue hyperlink of the missed visit → Scroll to the bottom and click Delete, then click OK in the question box → Click on the blue hyperlink of the scheduled visit

Leave Status as Planned → Navigate to the Calendar Reset dropdown and choose All Visits → Scroll to the bottom of the screen and click Submit And Close

Start: CRC has made and saved an error in entering visit information → If an error is made in recording a visit, the current visit status must be deleted → In OnCore, enter the Subject's record from the CRA Console → Click on the Calendar Vertical tab on the left → Click on the blue hyperlink of the erroneous visit → Scroll to the bottom and click Delete → Click OK in the Question box → Click on the blue visit hyperlink and enter correct data

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