# Quick Reference Guide: Subject Eligible, On/Off Study, On/Off Treatment, On Follow Up, has Upcoming Visit

**Study Team**

## Row 1
**Start: Subject is Eligible** → In OnCore, enter the Subject's record from the CRA Console → Click the Eligibility vertical tab → Enter your initials in the "Verified By" field → Enter the date that the Subject's eligible status was verified → Select the appropriate responses to the Subject Eligibility Details questions → Click Submit → **Is Subject eligible?**

- **no** → Stop. Subject cannot be enrolled further without being eligible.
- **yes** →

## Row 2
**Start: Subject is On Study** → In OnCore, enter the Subject's record from the CRA Console → Click the On Study vertical tab → Enter the On Study date into the On Study Date field → Scroll to the bottom of the screen and click Submit → The Subject status updates to On Study → Now the Subject is accrued to the study

## Row 3
**Start: Subject is On Treatment** → In OnCore, click on the Treatment Tab on the left hand menu → Click the Add button on the right side of the screen → Choose the Arm the Subject is assigned to from the drop down list → Enter the date the Subject was assigned to that arm on the On Arm Date field → Enter the date the Subject started treatment in the On Treatment Date field → Click Save to save your changes → Subject Status will be updated automatically in APeX

## Row 4
**Start: Subject is Off Treatment/ Off Study/ On Follow Up** → In OnCore, click the Follow-Up Tab from the left hand menu → Click Update in the bottom right to enter update mode → Enter the Off Treatment Date → Choose the Off Treatment Reason from the drop down list → If the Subject will begin follow up activities enter the Follow Up Start Date → Update the Last Follow Up Date and Next Follow Up Date fields as needed

- → If Subject is expired, enter the Expired Date → If Subject has completed entire study and is no longer on follow up, enter Off Study Date → (to Subject Status will be updated automatically in APeX)

## Row 5
**Start: Patient will be coming in for expected visit in next 24 hours** → Go in to APeX and link the encounter

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