

Checking Study Activation Progress the Task List in OnCore

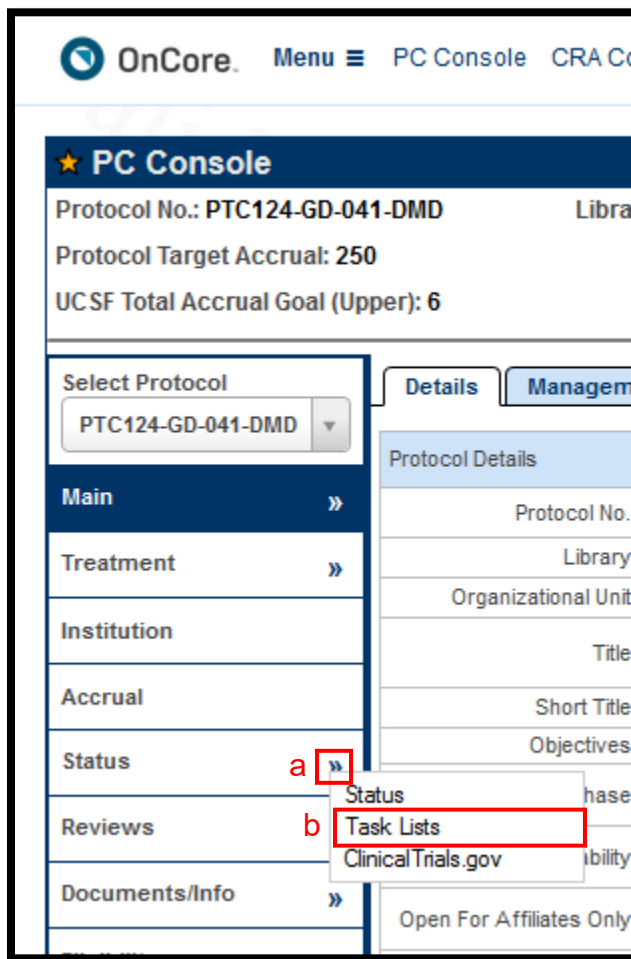
In order to review the progress of a Study activation by OCTA in OnCore, Study teams look at the Task List in the OnCore Protocol record for their Study.

Access the Task List

1. Navigate to appropriate **Protocol record**.

2. In the **PC Console**, click the

- a. chevron in the Status vertical tab
- b. then the Task List horizontal tab



3. Locate the Task List with "In Progress" status

OnCore. Menu PC Console CRA Console Contacts Access Log My Console

PC Console ?

Protocol No.: 001-15 Library: School of Medicine PI: Vincenti, Flavio Sponsor: Angion Biomedica Corp
 Protocol Target Accrual: 152 Accrual To Date: 25 Protocol Status: OPEN TO ACCRUAL
 UCSF Total Accrual Goal (Upper): 10 IRB Expiration: 07/08/2021

Select Protocol: 001-15

Status Task Lists ClinicalTrials.gov

Task List Templates Copy Templates

Workflow Order	Type	Name	Comments	Status	
1	Protocol	OCR - Coverage Analysis & Budget Task List - 17-22113	OCR CA & Budget Milestones	New	Delete
10	Protocol	OCTA - Amendment - 001-15 B1 11/07/2019	v.6/17/2019	Released	Unrelease
10	Protocol	OCTA - Amendment - 001-15 V5 03/25/2020	v.6/17/2019	Released	Unrelease

Task Lists

Workflow Order	Name	Status	Previous Task	Completed Date	Current Task	Target Date
10	OCTA - Amendment - 001-15 B1 11/07/2019	Complete	Contract execution	01/23/2020		
10	OCTA - Amendment - 001-15 V5 03/25/2020	In Progress	Intake QA	10/14/2020	Contract execution	08/25/2020

4. The Previous Task Column indicates the last completed Task List step, and the Current Task column shows the current, incomplete Task List step.

Workflow Order	Name	Status	Previous Task	Completed Date	Current Task	Target Date
10	OCTA - Amendment - 001-15 B1 11/07/2019	Complete	Contract execution	01/23/2020		
10	OCTA - Amendment - 001-15 V5 03/25/2020	In Progress	Intake QA	10/14/2020	Contract execution	08/25/2020

5. Click the In-Progress Task List hyperlink to open the Task List window.

Validation Status: Complete Update Status Save Cancel

NA	Target Date	Completed Date	Owner	Communications	Attachments
<input type="checkbox"/>	11/04/2019	11/04/2019	Intake Specialist	0	0
<input type="checkbox"/>	11/06/2019	11/06/2019	Intake Specialist	0	0
<input type="checkbox"/>		11/04/2019	Intake Specialist	0	0
<input type="checkbox"/>		11/04/2019	Intake Specialist	0	0
<input type="checkbox"/>	11/07/2019	11/07/2019	Intake Specialist	0	0
<input checked="" type="checkbox"/>			Intake Specialist	0	0
<input checked="" type="checkbox"/>			Calendar Builder	0	0

6. Click the Communications hyperlink to view communications with the desired OCTA staff.

Save Cancel

Owner	Communications	Attachments
Intake Specialist	0	0
Intake Specialist	7	0
Intake Specialist	0	0

- To find the name of the listed OCTA Staff, go to the **PC Console>Main vertical tab>Staff horizontal** tab, sort by Role, and scroll to the OCTA staff member.

The screenshot shows the OnCore PC Console interface. At the top, there are navigation links: OnCore, Menu, PC Console, CRA Console, Contacts, Access Log, and My Console. The main header displays '★ PC Console' and 'Library: Oncology'. Below this, protocol statistics are shown: Protocol No.: 139511, Protocol Target Accrual: 118, UCSF Total Accrual Goal (Upper): 87, and Accrual To Date: 34. A navigation bar includes tabs for Details, Management, Staff (highlighted with a green box), Sponsor, IND/IDE, and ClinicalTrials.gov. On the left, a 'Select Protocol' dropdown is set to 139511, and a 'Main' tab is selected. The main content area is titled 'Protocol Staff' and contains a table with columns: Role, Last Name, First Name, Middle Name, and Organization. The table lists three staff members, all with the role of 'Affiliate Coordinator' at 'Hackensack Health'.

Role	Last Name	First Name	Middle Name	Organization
Affiliate Coordinator	Aleman	Adolfo		Hackensack Health
Affiliate Coordinator	Aleman	Adolfo		Hackensack Health
Affiliate Coordinator	Balili	Delfin		Hackensack Health

Intake Specialist	Kishnani	Riya	Clinical Trials Office	06/17/2020	Re-assigned to Becky	<input type="checkbox"/>
Intake Specialist	Teck	Rebecca	Clinical Trials Office	06/18/2020		<input type="checkbox"/>

- Hover over the analyst's name to see their contact information.

Intake Specialist	Teck	Rebecca	Clinical Trials Office	06/18/2020		<input type="checkbox"/>	
Submitter	Townley	David		11/20/2015	06/29/2016	Left UCSF	<input type="checkbox"/>
Affiliate Coordinator	Trpeski	Katerina					<input type="checkbox"/>
Study Contact	Wilmoth	Jenai	University of California San Francisco	11/06/2017			<input type="checkbox"/>

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