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.

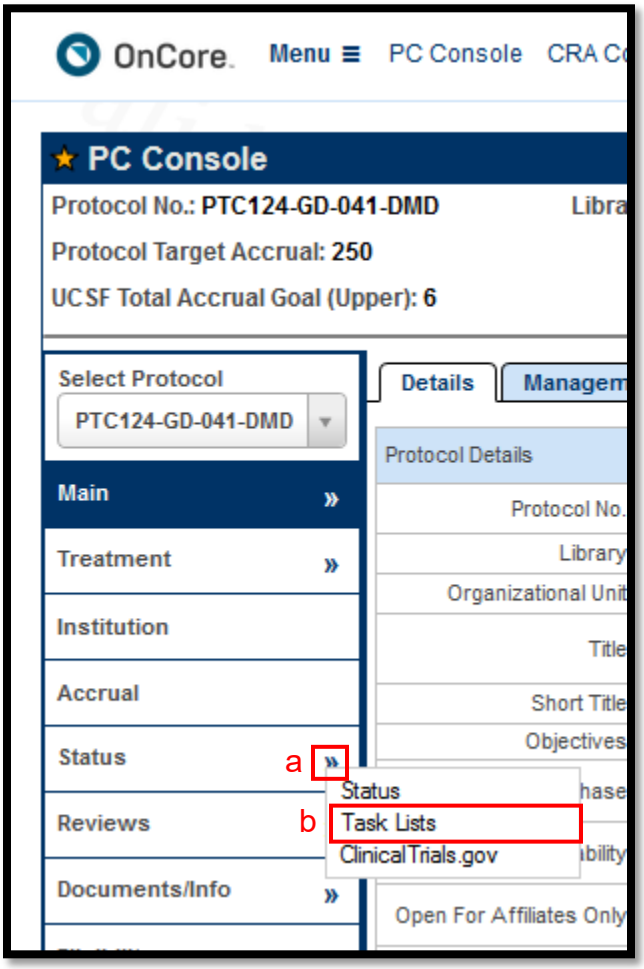
Access the Task List

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

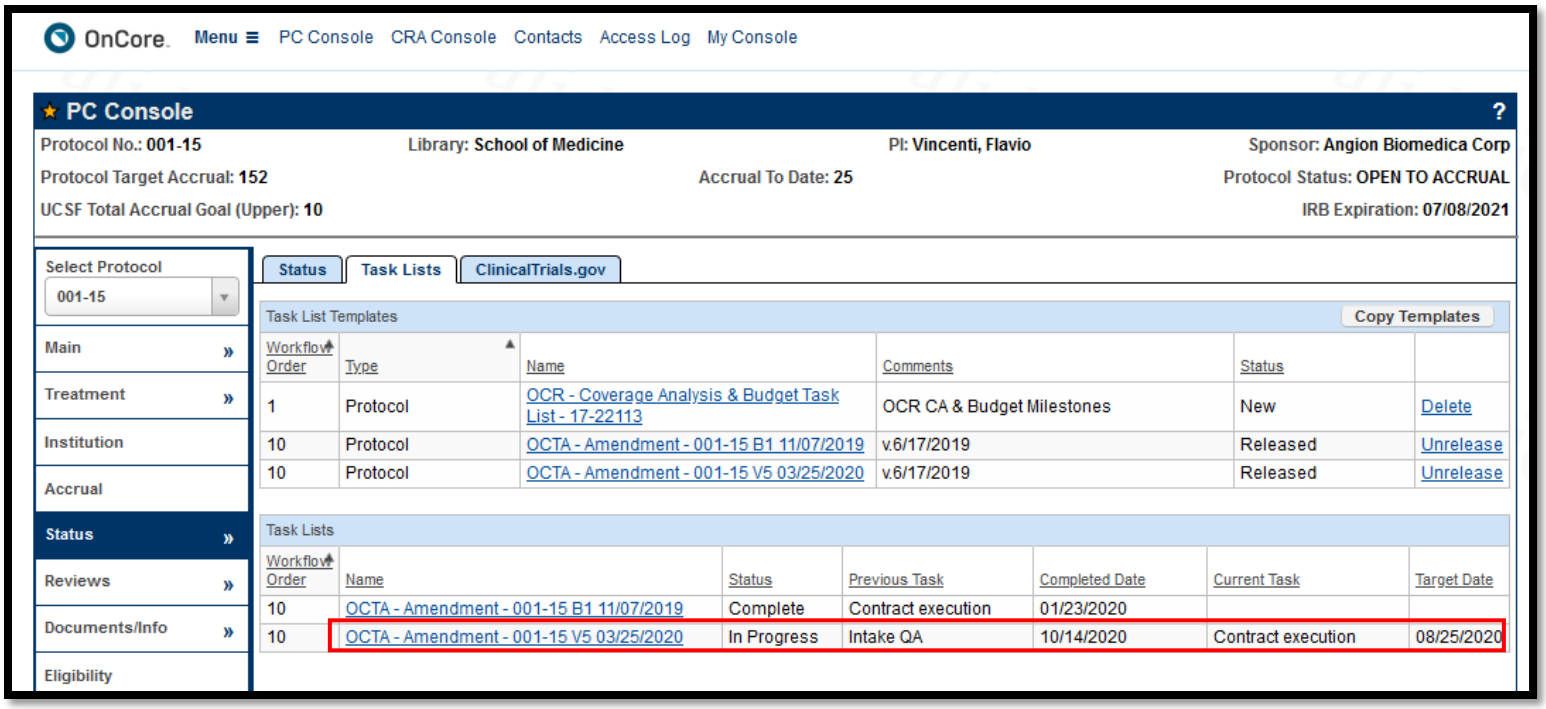
2. In the **PC Console**, click the

   a. chevron in the Status vertical tab

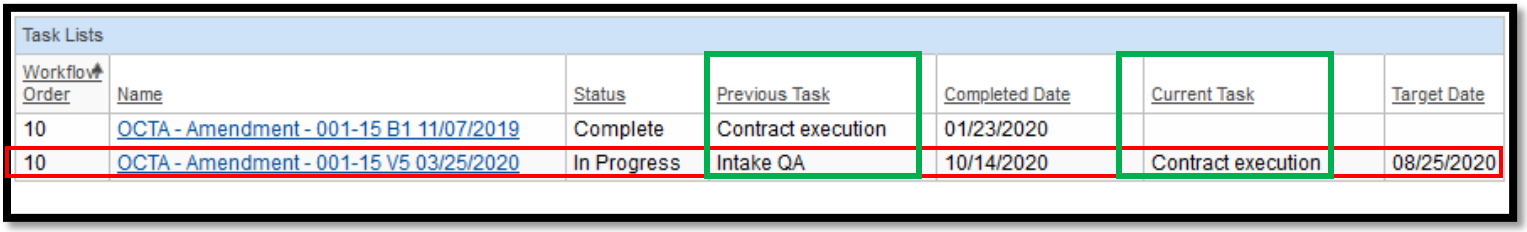
   b. then the Task List horizontal tab



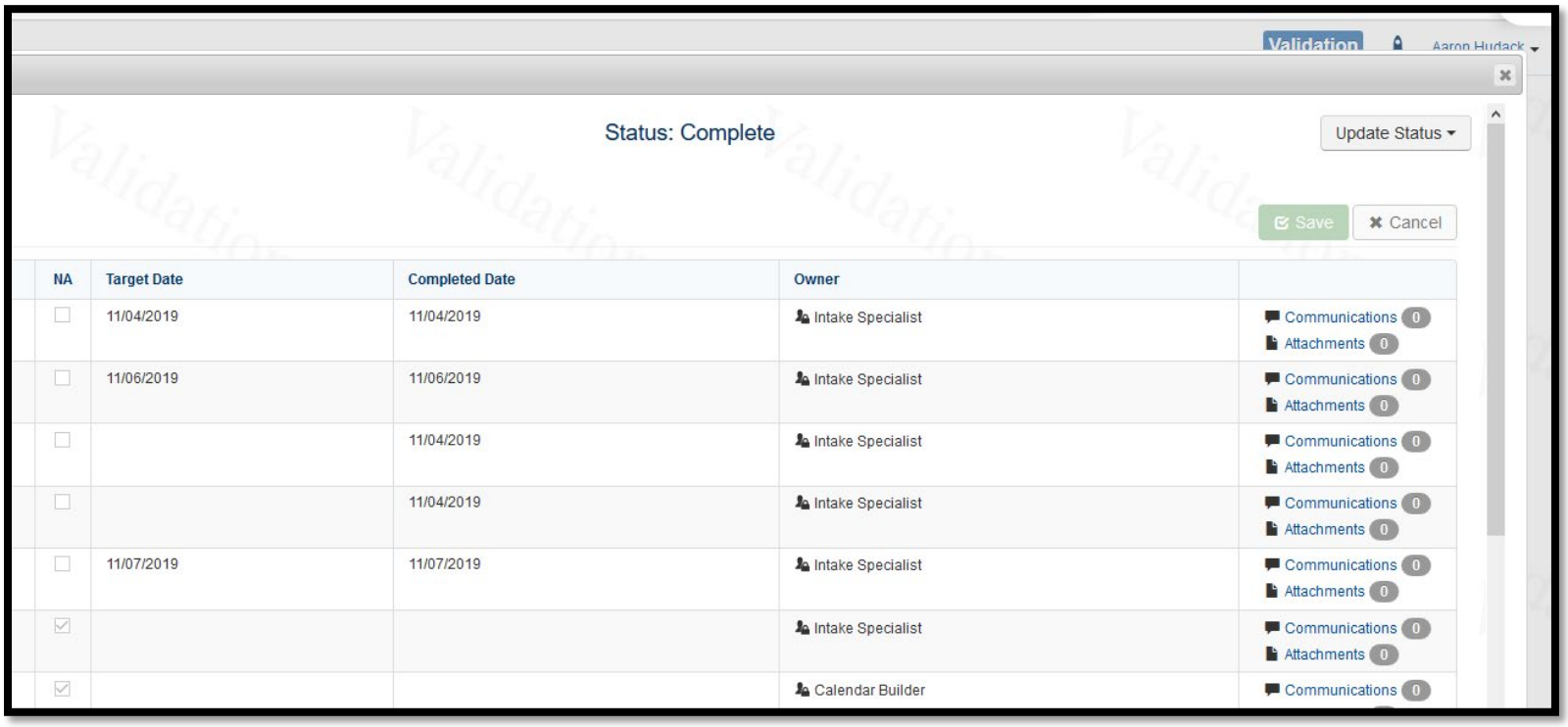
3. Locate the Task List with “In Progress’ status



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

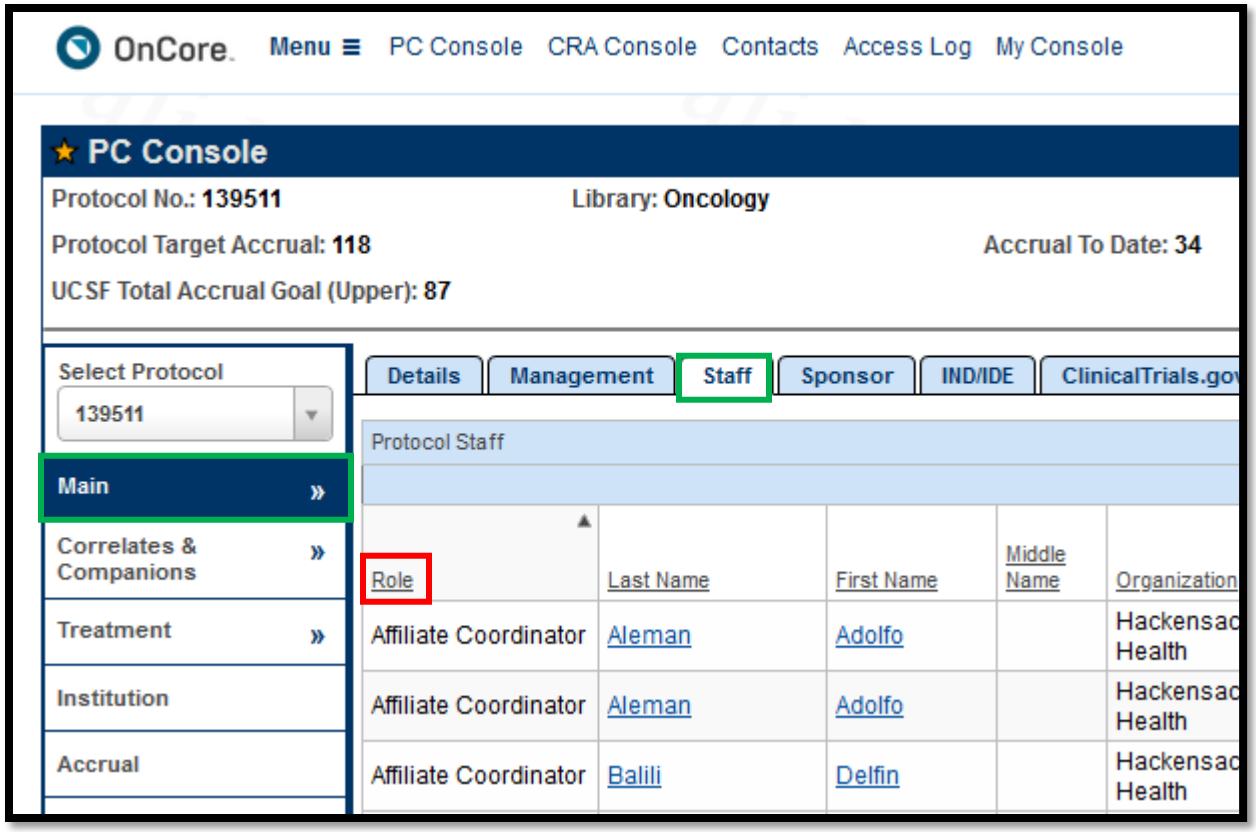
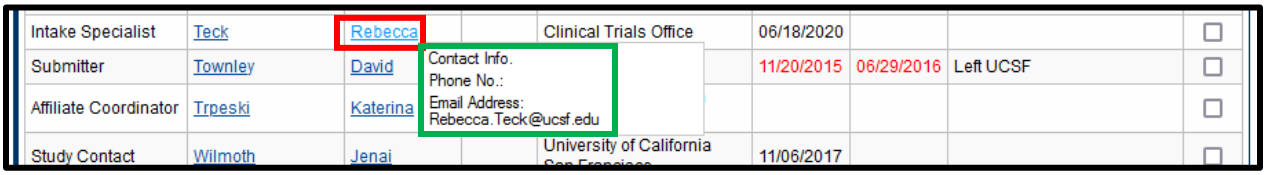


5. Click the In-Progress Task List hyperlink to open the Task List window.



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

7. 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.



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