

FIND YOUR SUBJECT

Description: Once a subject has been registered to a protocol, you can search for the subject in several ways. This tip sheet will show you three ways to find a subject.



- You can only see subjects for protocols that you have been assigned.
- If you have tried to find your subject using one of the following search methods and you still cannot find your subject, submit a [Service Now Ticket](#)
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SEARCH IN THE CRA CONSOLE

If you know your subject is on a particular study, you can use **CRA Console** to find your subject.

1. Navigate to **Menu > Subjects > CRA Console**.
2. Using the **Select Protocol** search field, find the study that the subject is on.
3. On the resulting page, make sure the status filter in the upper right corner is set to **"All"**.

CRA Console

Protocol No.: TRAIN-STUDY000006 Library: Emory Enterprise PI: Adnan, Aqsa Sponsor: Merck
 Protocol Target Accrual: 1000 Accrual To Date: 344 Protocol Status: OPEN TO ACCRUAL
 RC Total Accrual Goal (Upper): 250 IRB Expiration: 12/16/2030
 Short Title: Pre-hospital Administration of Thrombolytic Therapy With Urgent Culprit Artery Revascularization

5 **Select Protocol**
 TRAIN-STUDY000006

Accrual Details

4 **Select Subject**

3 **All**

Emory MRN *	Last Name	First Name	Seq. No.	Arm	Loc	Status	Status Date	Ver.	Last Visit	Last Visit Date	Select
10027	Doe-10027	John				CONSENT WAIVED (Expired)	02/28/2023	2			<input type="checkbox"/>
1003	Doe	Nathan	504	Arm A, Arm B		OFF STUDY	01/02/2023	2	D1	11/14/2022	<input type="checkbox"/>

4. Now you can either look for your subject in the **Accrual Details** list and then view the subject's record by clicking the blue [Subject MRN hyperlink](#)

OR

5. In the **Select Subject** find-as-you-type search field, start typing one of the following:
 - **Subject MRN**
 - **Subject Name** (partial names are accepted)
 - **Subject Sequence No.** (if assigned)
 - **Additional Subject Ids** (if available)
6. Select your subject from the find-as-you-type results.
7. The **Subject Console** will open.
8. Check the header of the **Subject Console** record to ensure that you have the correct **subject** and **protocol**.

★ **Subject Console**

Protocol No.: TRAIN-STUDY000006 Protocol Status: OPEN TO ACCRUAL
 Emory MRN: 50018 Subject Name: Cream Butter

FIND YOUR SUBJECT

If you are **already working** with a particular protocol or subject record, you can use the **Subject Console** to find a different subject **in that same study**.

1. If not already in the **Subjects Console**, navigate to **Menu > Subjects > Subjects Console**.

2. In the **Switch Subject** find-as-you-type search field, start typing one of the following:
 - **Subject MRN**
 - **Subject Name** (partial names are accepted)
 - **Subject Sequence No.** (if assigned)
 - **Additional Subject Ids** (if available)
3. Select your subject from the find-as-you-type results.
4. The **Subject Console** will open.
5. Check the header of the **Subject Console** record to ensure that you have the correct **subject** and **protocol**.

A study subject might be associated with more than one protocol in OnCore. The **Subject Search** function allows you to find a subject outside the context of one particular protocol. **Subject Search Results** can list all of the subject's OnCore protocols at once.

1. Navigate to **Menu > Subjects > Subject Search**.
2. In the **Emory MRN** field, enter the subject's **Emory Healthcare MRN**.

3. Click **[Search]** at the bottom right of your screen.

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4. If you get a message that says "**No matching records found**", click **[Clear]** at the bottom right of your screen, then try adding different data (e.g. **Last Name, First Name, Birth Date**, etc.) and click **[Search]** again.
5. Continue until the subject is found and the **Subject Search Results** screen is displayed.
6. The **Subject Search Results** will list all the OnCore protocols for your subject.
7. To open the subject's record within one of the protocols, confirm the correct protocol row by reviewing the **Protocol No.** and **Additional Protocol Numbers** columns.
8. On the correct protocol line, click on the [MRN hyperlink](#).
9. The **Subject Console** will open.
10. Check the header of the **Subject Console** record to ensure that you have the correct **subject** and **protocol**.

★ Subject Console		?	
Protocol No.: TRAIN-STUDY000006	Protocol Status: OPEN TO ACCRUAL	Subject Status: ON STUDY	Sequence No.:
Emory MRN: 50018	Subject Name: Cream Butter		