OnCore System Guideline

Navigation Review

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Overview

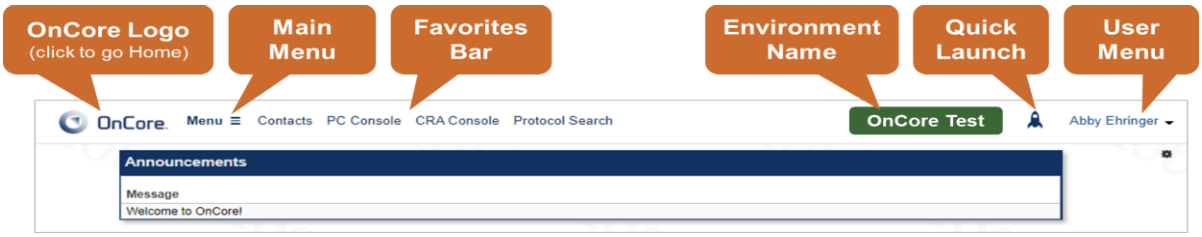
This guidance outlines the steps and features for setting up and customizing your home screen to display relevant protocols, subjects, and upcoming tasks efficiently. The process involves selecting widgets, configuring their display and managing content.

Logging In

- Usernames: firstname.lastname
- Users may face issues with logging into OnCore using a hospital laptop. If this happens, use incognito mode as a work around.

Home Page Navigation

- OnCore logo: navigates to the home screen
- Menu: drop down list containing each page/console a user has permission to access
- Environment name: the colored badge in the right corner tells the user which environment they are currently working in
- Rocketship icon: quick launch allowing for searching and navigation of Oncore pages
- User Menu: provides access to User Profile, Help (learning portal, Advarra University), Home Page, Queued Tasks and User Logout.



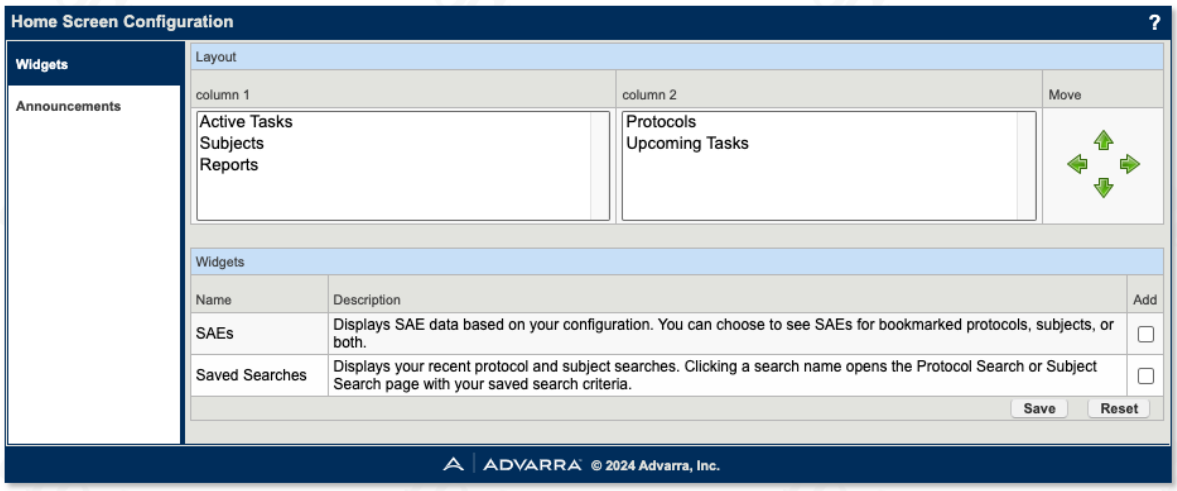
Favorites Bar

To add consoles to your Favorites bar, click on the 'Menu' drop down. Select the star icon next to each item you would like to add to your Favorites bar.

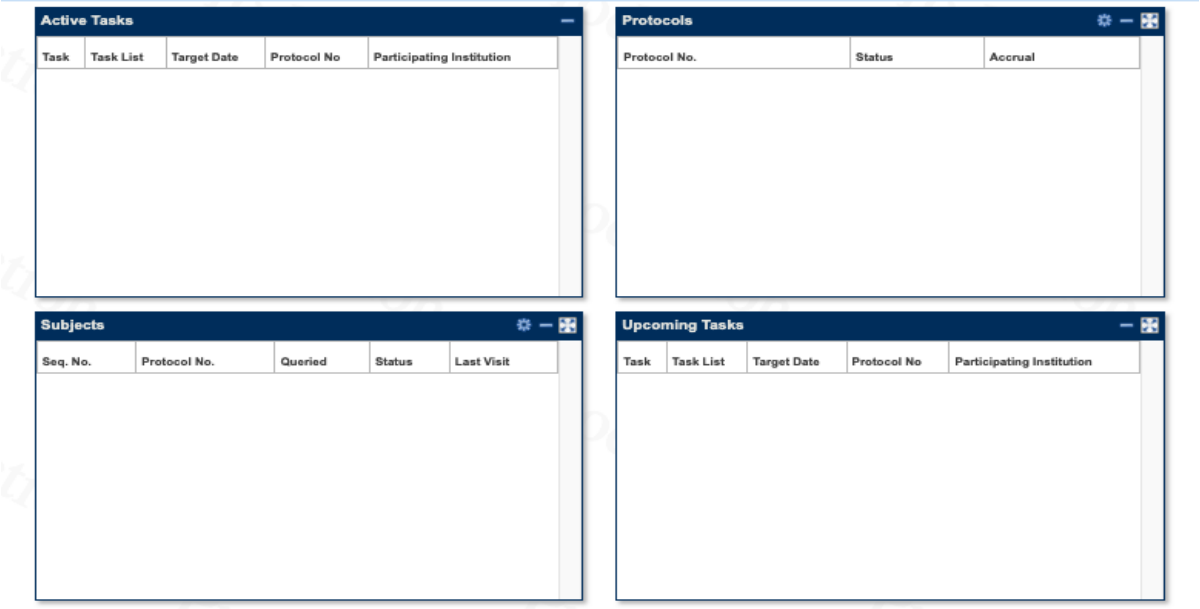
Once these items are added to the Favorites bar, users may drag and drop to re-order these items however necessary.

Steps for Widget Setup

To customize the home screen further, click the gear icon in the upper right corner, below the user's name. This icon will take you to the 'Home Screen Configuration' page. Select the checkboxes under 'Add' relating to the widgets you would like to add to your home screen. Once the desired widgets are selected, click save.



To re-order the widgets on your home screen, in the 'Layout' section of the 'Home Screen Configuration' click on the name of the intended widget and use the green arrows to move the location of the widget and click save.



Certain widgets have multiple options in the right upper corner. Widgets that require edits before you see their related items are Protocols, Subjects, and SAEs. The widgets for

Active/Upcoming Tasks, Reports and Saved Searches will pull the applicable items once available.

Widget Icons

- The gear icon allows for the widget to be configured.
    - Tabs within this widget allows you to:
        - Watch tab: choose which protocols/subjects/tasks will appear in the widget
        - Fields tab: allows you to select which options will appear when using the expanded view
        - Bookmarks [Protocol] tab: allows you to remove a favorited protocol from the widget
- The '-' icon allows you to remove this widget from the home screen.
- The square allows you to see the expanded view with a pop-up containing additional information of the items favorited for the widget.

Useful System Tips

- Allow pop-ups! Pop-ups are automatically blocked, if you encounter a screen where you click something and nothing happens, ensure pop-ups are enabled. If using multiple screens, keep in mind, the pop-up could show up on a second screen.
- Do not use the back button on the internet when using OnCore. This will remove your work!
- When navigating from one console to another, you will always stay in the current protocol you are working in. Be mindful of this if you need to work in multiple protocols during your session.
- When entering information, you can copy and paste from protocol documents. However, special characters are not supported in OnCore and if these are entered into OnCore they will not reflect what is intended.
- When working in OnCore, before moving to the next item in the workflow, ensure you are always clicking submit/add/save.
- Read only vs. Edit mode. To make changes to the console you are working in, select "Update", if you cannot see the "Update" button, you are already in edit mode.