

OnCore Communication Memo

Memo #: 22 – Milestones Task List Launch – Non-CCCTO Protocols

To: All Non-CCCTO Research Managers, SRC Coordinator, CTO-AD,

From: System Administrator

Effective Date: January 20, 2016

Purpose: Launch of Milestones Task Lists to track protocol metrics and reminders of what is due next or overdue for the study pipeline.

Notes: Starting January 20th, for ALL pending studies (those that are not yet at the protocol status of Open to Accrual), please begin to use Task Lists as per your assigned role. (Pending studies attached)

Non-Cancer Center CTO

Task List Template Name	Owner	Other owner (responsible for entry)
CC-Milestones	DTL	SRC Coordinator

Additional notes/requirements:

- Please watch the OnCore Learning Portal>Webinar> Task Management for OnCore Users (short video). To get here open the ? on any open page of OnCore, click on Home, click on Webinars.
- For all new protocols please add the following staff under PC Console>Main>Staff:

Role	Staff Name	Protocols
SRC Coordinator	Bollmer, Jennifer	All

- Please configure your homepage to include the Tasks widget. (User Manual attached).