# Tip Sheet: Update Subject Calendar Version

After a protocol calendar has been released, it cannot be modified. If the study schedule has changed, we may create a new version of the protocol calendar to include the changes.

Subjects are assigned to the latest version of the protocol specification when they are added to the study.

However, when a new version is created and released, current subjects are **not** automatically switched to the new protocol specification version. Instead, you may manually switch one or more subjects to a subsequent version of the calendar.

## Update Subject Calendar Versions in the CRA Console

1. Access the **Menu> Subjects> CRA Console**.
2. Use the **Select Protocol** field to find your study.
3. On the **Accrual** tab, the **Ver** column indicates the subject’s current version of the protocol calendar.

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1. Use the **Select** checkboxes to select one or more subjects for which you would like to update the calendar version. You may also use the **Select All** hyperlink to select all of the subjects in view.



*Keep in mind that* ***Select All*** *will only select the subjects on the current page. You may want to adjust your page size so you can see and select all of your subjects at once.*

1. Use the **Switch Calendar Versions** drop-down to select the desired calendar version, and then click **Replace Versions**.



1. You will receive a message confirming the calendar version update. Click OK.



1. Verify that the **Ver** column now shows the correct calendar version for you subject(s).