Posting Notes for the Study Team

Study team members with edit rights on the study application can post, edit and/or delete notes that are only visible to other team members. These notes can be viewed at the top of the study application and also under the Notes tab in the Study Workspace. In order to post notes for the study team, the study application must be in an editable State (e.g., Pre Submission).

**Study Workspace**

1. Click Edit Study from the Activities menu in the Study Workspace.

2. Click Add in the Note area at the top of the application.

3. Verify that Study Team Notes is selected from the Type menu.

4. Enter the Note in the field provided.

5. Click OK.

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The **Note Total** is now displayed at the top of the application.

6. Click the arrow to display the note(s).
**Note:** Click **Delete** to choose notes for removal.

7. You can also view all notes added by clicking the **Notes** tab in the Study Workspace.