

# Announcement and Note Editor

## Add a New Announcement

Users with appropriate permissions can create a message that appears in the Announcements area for all users with access to the page. On the User Home page, Business Administrators can create announcements; on a Study Home page, Business Administrators and Study Owners can create announcements.

1. Click the “+” next to **Announcements**. The Add an Announcement screen will display.
2. Enter the text of your Announcement in the box, up to 2000 characters.
3. Click **Save**. If you’ve created a study announcement, the Study Identifier will appear underneath the announcement text.

You can edit an announcement you’ve created. To access the Edit screen, select the announcement text and click the pencil icon.

To delete an announcement you’ve created, select the announcement text and click the trash can icon. On the Confirmation message, click **OK**. The announcement will no longer show to any user.

To dismiss an announcement so that it no longer appears in your announcements area, select the announcement text and click the x icon.

## Add a New Note

Notes can be created by any user on the User Home page, a Study Home page, or within the metadata of a study item. Notes are displayed only to the user who created them and can be

used to show reminders or other personal notations.

Notes created on the User Home page will only be displayed on the User Home page. Notes created on a Study's Home page will display on that Study's Home page and on the User Home page. Notes created for a specific study item will be displayed in the Workspace Panel for that study item, on the related Study Home page, and on the User Home page.

## Home Page Notes

To create a note on the User Home page or Study Home page:

1. Click the "+" next to **My Notes**. The **Add a Note** screen will be shown.
2. Enter the text of your note in the box, up to 2000 characters.
3. Click **Save**. If you've created a study note, the Study Identifier will appear underneath the note text.

To edit note text, select the text and click the pencil icon. Make the desired changes and click **Save**. To delete a note, select the text and click the trash can icon. On the Confirmation message, click **OK**. Both actions will apply the change to all areas in which the note appears.

The Notes area on the User Home and Study Home pages provides an Actions menu from which you can do the following:

- Remove all notes
- Print notes

## Document-Specific Notes

To add a document-specific note, open the Details view by clicking on the document name hyperlink within the study item list. In the Workspace Panel, expand the My Notes section and enter your note text. The text is automatically saved. Any notes entered will display on the Study Home page and User

Home page with a link to the document.

**Note:** Neither system-wide nor study-specific announcements are treated as “TMF content”, so they are not included in exports or treated as official files.