

Notes

Notes are private and secure ways to leave messages for yourself.

No other users can ever see your notes. See [Announcements](#) to learn about messages that are shared with others.

Notes are helpful as reminders of tasks, contact information or any kind of information that you want to have at your fingertips in the eTMF.

Anyone who uses the eTMF can make notes for themselves.

Notes appear in the following places in the eTMF:

- Top-center of User Home – General Notes
- Top-center of Study Home in a toggle window with Study Announcements – Study Notes
- My Notes tab associated with a document – Document Notes

Types of Notes

General Notes

General Notes are not related to any specific item in the eTMF.

They appear on your user home.

Study Notes

Study Notes are specific to a study. They appear on that [study's home](#) page.

Document Notes

Document Notes are related to a specific document. They appear in the My Notes tab when viewing that document.