

Adding Announcements or Notes on a Home Page

Add a note to display a personal reminder in the Notes area on your User Home page or a Study Home page. Add an announcement to display a message that appears in the Announcements area of the User Home page or a Study Home page *for all users*.

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

Add a New Announcement

Users with appropriate permissions can create a message that appears in the Announcements area for all users.

1. Click the “+” next to **Announcements**.
2. The **Edit Announcement** screen will display.
3. Enter the text of your Announcement in the box.
4. Click **Save**.

Note: Announcements are limited to 2000 characters. The counter in the bottom right corner of the Add an Announcement window shows how many characters you have entered in the box so far.

Add a New Note

Notes can be created on the User Home Page or a Study Home Page. To create a Note that will appear in the My Notes area only for the logged in user:

1. Click the “+” next to **My Notes**
2. The **Add a Note** screen will be shown.
3. Enter the text of your Note in the box

4. Click **Save**

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 only display on that Study's Home Page.

Notes are limited to 2000 characters. The counter on the bottom right corner of the Add a Note window shows how many characters you have entered.