

# 😇 10. Add comment

### 1 Add comment to a patient

- A comment can be added to a patient in the Visit calendar or to a Patient card for that patient.
- · Click the Add comment link in the header to add a comment.
- Enter the comment, click "Save" and close the pop-up window.
- To view the comment or add another comment click the <u>Show/add comments</u> link.

KR 999 00008	GENDER Male BIRTH DATE 1963-01-09 STATUS Active	
Visit calendar	7 Add comment Add vise 1 5	
Background	Return visit	
roposed date	2010-08-31	
ate 2010-07-27	< Change ≥	
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### 2 Add comment to form question

- Comments can also be added to visit and log form questions. In visit forms the comment will be handled on the page and in log forms it will be handled in a pop-up window.
- Click the pen symbol beside a question to add a comment to that question.
- Enter the comment and click <u>Save</u>.

PATIENT ID	GENDER Male BIRTH DATE 1963-01-09			
KR 999 00008	STATUS Active			
Cardiovascular, Background, 2010-07-	27		1	
Cardiovascular- Background Como	rbidities			
7 Report date			2010 Jul 27	
7 Cardiomyopathy		@ No	O Yes O Not known	
<sup>7</sup> Coronary heart disease		O No	⊙ Yes ⊃ Not known	
Comment (0)			Close X	
			*	
Save   Cancel				
Date of diagnosis (NK=Not known)	6 X I (6)	27.0	NK NK NK	
Coronary artery bypass surgery		No	🔿 Yes 🔿 Not known	
$^{\prime}$ Coronary angioplasty with or with	out stent	⊚ No	🔿 Yes 🔿 Not known	



#### 3 View comments

- To view all existing comments on the selected center click the [Comments] menu link.
- Mouse-over the cells to view more information about the comments.
- Click the Patient ID to open a comment.

## 4 Export comments

 Comments can be exported to HTML format including all or selected CRF (Case Report Form) pages.

