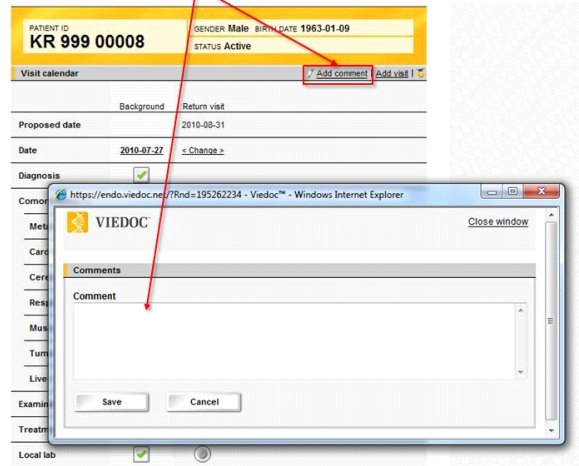


10. Add comment

1 Add comment to a patient

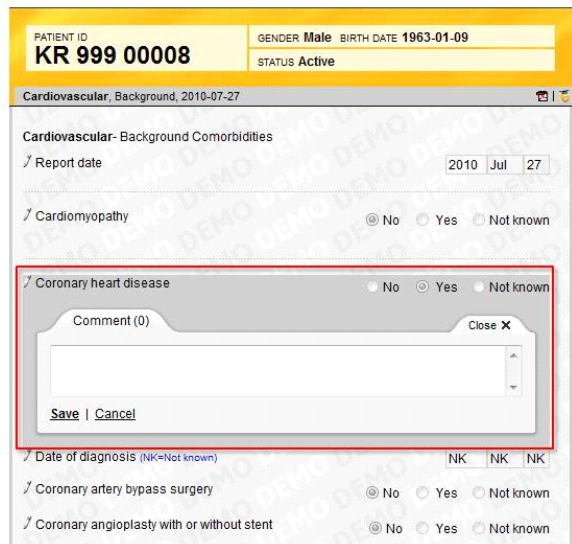
- A comment can be added to a patient in the Visit calendar or to a Patient card for that patient.
- Click the [Add comment](#) link in the header to add a comment.
- Enter the comment, click "Save" and close the pop-up window.
- To view the comment or add another comment click the [Show/add comments](#)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

Click [Add comments](#) to add a new comment to the patient. Type the comment in the pop-up window and save.



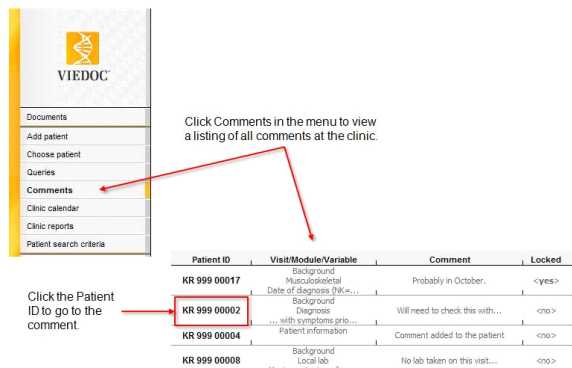
2 Add comment to form question

- 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 [Save](#).



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.



Patient ID	Visit/Module/Variable	Comment	Locked
KR 999 00017	Background Musculoskeletal	Probably in October.	<yes>
KR 999 00002	Date of diagnosis (NK=...) Background Diagnosis	Will need to check this with...	<no>
KR 999 00004	Background Patient information	Comment added to the patient	<no>
KR 999 00008	Background Local lab Alanine aminotransferase...	No lab taken on this visit...	<no>

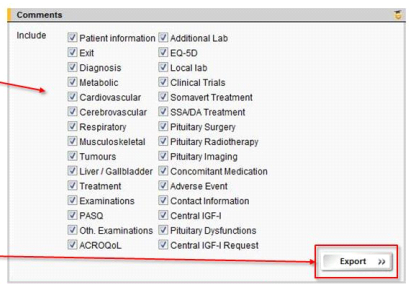
4 Export comments

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

Select which forms to include.

Click Export button

The result is generated in a html file.



188_1614_2016_COMMENTS_101012085446.html

Patient ID	Visit/Module/Variable	Comment	Locked
KR 999 00017	Background Musculoskeletal Date of diagnosis (MCC=...)	Probably in October.	<yes>
KR 999 00002	Background Diagnosis ... with symptoms prio...	Will need to check this with...	<no>
KR 999 00004	Patient information	Comment added to the patient	<no>
KR 999 00008	Background Local lab Alanine aminotransfera...	No lab taken on this visit...	<no>