


## How to Add Notes and Attachments to an Activity

Activity notes are a way for faculty, reviewers, and approvers to communicate about an activity. Users with access to an activity may view and add activity notes and attachments.

To add a note,

1. Click the notes icon or notes tab.

### a. Faculty Workspace

Activity Label	Org. Type	Org. Name	Activity Types / Roles	Current Hrs	Start Date	End Date	Student Involvement	Actions	Form
 Teaching course at USC	For Profit	USC	Teaching outside the University (Cat. 1)	0.00 hr	05/23/2019	06/30/2019	No	<a href="#">Edit Activity</a> <a href="#">Delete</a> <a href="#">Report Effort</a>	<a href="#">Cat I Approval: Department Reviewer</a>

No Efforts Reported

### b. Prior Approval Form

Category I

FORM DETAILS **NOTES** 1c

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**Organization Name:** Teaching a class at ABC University  
**Start Date:** 05/01/2019  
**Activity Type(s)/Role(s):** Teaching outside the University (Cat. 1)  
**Student Involvement:** No

**Type:** For Profit  
**End Date:** 06/30/2019  
**Activity Label:** Teaching a class at ABC University

2. Click the “Add Activity Note” button.

Notes For Activity Workshops for Game & Brook Inc.

**Add Activity Note** 2

Message	File	Author	Actions
No data available in table			

Showing 0 to 0 of 0 entries

[Close](#)

3. Enter your message and add attachment(s), as needed. Then, click the “Add Note” button.

New Activity Note


**Message:**   
Available Characters: 4000

**Attachment:** [Browse...](#) No file selected.

(\*) Disclaimer: The attachment here of a consulting or compensation agreement document does not imply or ensure that this document has been reviewed or approved by relevant campus officials for either legal or university policy compliance.

**Add Note** [Close](#)

4. Once the note has been added to the activity, the icon will turn gold and display the number of activity notes.

Activity Label	Org. Type	Org. Name
 Teaching course at USC	For Profit	USC