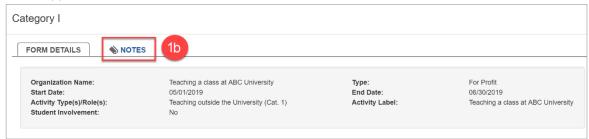# How to Add Notes and Attachments to an Activity

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.
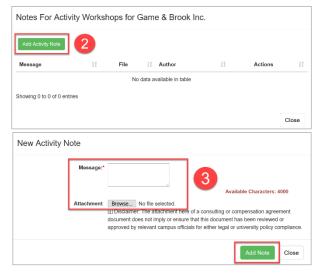
To add a note,

1. Click the notes icon or notes tab.

    a. Reviewer/Approver Workspace

Request Approval Type		Faculty	Activity Types / Roles	Label	Submission Date		Form
✎ 0 **1a** Category I		Alcott, Louisa	Teaching outside the University (Cat. 1)	Teaching a class at ABC University	04/22/2019		Category I **Dept Reviewer**

    b. Prior Approval Form

    ### Category I

FORM DETAILS	✎ NOTES **1b**

Organization Name:	Teaching a class at ABC University	**Type:**	For Profit
Start Date:	05/01/2019	**End Date:**	06/30/2019
Activity Type(s)/Role(s):	Teaching outside the University (Cat. 1)	**Activity Label:**	Teaching a class at ABC University
Student Involvement:	No		

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:* [   ] **3**

    Available Characters: 4000

    Attachment [Browse...] No file selected.

    [1] 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.

Request Approval Type		Faculty		Activity Types / Roles	Label	Submission Date		Form
✎ 1 **4** Category I		Alcott, Louisa		Teaching outside the University (Cat. 1)	Teaching a class at ABC University	04/22/2019		Category I **Dept Reviewer**