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
      
   b. Prior Approval Form

2. Click the “Add Activity Note” button.

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

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

[Images and tables as shown in the document]