15.6.4.3 Update a Discrepancy Note

You can update any Discrepancy Note, even if it is assigned to someone else.

To update a Discrepancy Note:

1. View the Discrepancy Note in one of these ways:
    - Go to the CRF page that contains the Discrepancy Note and click the flag icon for that Item.
    - From the [Notes and Discrepancies table](#), click the View icon for the Discrepancy Note.
2. In the Discrepancy Note window, click the button that represents the status you are setting the Note to. For example:
    - If you will add more information that needs to be reviewed, click Update Note.
    - If the information you plan to provide should be enough to allow the Note to be Closed, click Propose Resolution.
    - If your [User Role allows it](#) and you have enough information, you can close the Discrepancy Note by clicking Close Note.
    The window expands, showing fields that allow you to add a thread to the Note.
3. Complete the fields: Description, Detailed Note, Status, and if appropriate given the Status value, Assign to User and Email Assigned User. Note that you can specify a user to assign the Discrepancy Note to if the Type is Query or Failed Validation Check.
4. Click Submit to save the updated information but keep the window open, or click Submit and Exit to save the updated information and close the window. If you do not want to save any of the information you provided in updating the Note, click the Exit Window link (in the upper right corner).
    The Discrepancy Note includes the information you provided as a new child note in the thread. In the CRF and in the Notes and Discrepancies table, the color of the flag icon for that Note changes to reflect the new status.

Example of an Updated Discrepancy Note:

Con_Med_Name: Notes and Discrepancies

"Con_Med_Name" Properties:

Subject:	**CAM107**	Event:	**Initial Treatment**
Event Date:	**13-Jul-2011**	CRF:	**Concomitant Medications**
Current Value:	**aspirin**	More:	Data Dictionary
			Audit History

Note Details

⊟ What is the frequency of aspirin usage?

Last updated: **19-Dec-2011 by StuartDirk**
Assigned to: **Stuart Dirk (StuartDirk)**

ID: **42**	Type: **Query**	Current Status: **Updated**	# of Notes: **2**

What is the frequency of aspirin usage?	Status: New	19-Dec-2011 by StuartDirk
		Assigned to: Chris Cole (ChrisRCole)

Please clarify how often the Subject has headaches and how often the Subject takes aspirin as treatment.

Frequency of headaches is eekly	Status: Updated	19-Dec-2011 by ChrisRCole
		Assigned to: Stuart Dirk (StuartDirk)

Subject indicated that headaches occurred on at least a weekly basis, but aspirin not always needed. Should I get more details on how often?

[Update Note] **[Propose Resolution]** **[Close Note]**

⊟ Aspirin Usage

Last updated: **19-Dec-2011 by ChrisRCole**
Assigned to: **()**

ID: **33**	Type: **Annotation**	Current Status: **Not Applicable**	# of Notes: **1**

Aspirin Usage	Status: Not Applicable	19-Dec-2011 by ChrisRCole

Takes aspirin regularly to treat headaches.

Begin New Thread

Audit History

Audit Event	Date/Time of Server	User	Value Type	Old	New
Item data value updated	19-Dec-2011 10:49:08	ChrisRCole	Con_Med_Name	asprin	aspirin

(This item was initially entered on 09-Dec-2011.)