

## 15.6.5.3 Organize and Find Discrepancy Notes

These features help you organize and find Notes and Discrepancies using the table. They are similar to the features you use to find and organize data in the Subject Matrix.

### Number of Discrepancy Notes Per Page

The bottom left corner shows the total number of Discrepancy Notes relevant to you as well as the number currently in view. When there are more Notes than can be listed on the page, use the green arrows above the table to scroll through the pages of Notes. When there is only one page of Notes, the arrows are gray.

To change the number of Notes shown on a page, click the drop-down list next to the arrows and select a value: 15, 25, or 50 per page.

### Sort Notes By Column

To sort the table by Study Subject ID, Days Open, or Days Since Updated, click that column header. To reverse the sort order, click the column header again. An arrow next to the column header indicates the current sort order: up for ascending and down for descending.

For example, click Study Subject ID to show Notes in that order, with the lowest Study Subject ID value first. Click the column header again to show the highest Study Subject ID value first. The arrow in the column header then points down.

### Filter Notes to Show Only Matches for Specified Criteria

You can filter the information shown in the Notes and Discrepancies table to show only Notes and Discrepancies whose data matches criteria you specify:

1. For the column whose data you want to filter, click the gray field below the column header.
2. What you enter in a field depends on the type of field:
  - If a drop-down list displays, select the value you want from it; a value representing your selection appears in the gray field.
  - If no drop-down list displays, type the string of characters you want to include, and press Enter or click Apply Filter (which is to the right of the gray fields).
3. Repeat the above steps to filter by additional columns.
4. To remove filtering for a column, either clear the text you typed, or from a drop-down list, select the empty (top) item. Then press Enter or click Apply Filter.  
When filtering is applied, only those Notes and Discrepancies that contain the data you specified are shown.

To clear the filter and show all data, click Clear Filter (which is to the right of the gray fields).

**Example of Sort and Filter in Notes and Discrepancies**

- 1. For Type, select the Failed Validation Check option.  
The field displays the option (or a numerical code representing the option).
- 2. Press Enter or click Apply Filter.  
The table shows only Notes of the Failed Validation Check Type.
- 3. For Resolution Status, from the drop-down list in the gray field, select New.  
The field displays that option (or a numerical code representing that option).
- 4. Press Enter or click Apply Filter.  
The table shows only Notes whose Status is New and whose Type is Failed Validation Check.
- 5. For Event Name, in the gray field, type Reg, and press Enter or click Apply Filter.  
The table shows only Notes whose Event includes Reg in the name, whose Status is New, and whose Type is Validation Check.
- 6. Click the Study Subject ID column to sort by that column.  
The rows in the table are in Study Subject ID order, with the lowest value first.

*Example of Notes and Discrepancies Table After Filtering and Sorting:*

Notes and Discrepancies

in Hide summary statistics

	Query	Failed Validation Check	Reason for Change	Annotation	Total
New	...	2	..	..	2
Updated	...	..	..	..	..
Resolution Proposed	...	..	..	..	..
Closed	...	..	..	..	..
Not Applicable	...	..	..	..	..
Total	...	2	..	..	2

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Show More

Study Subject ID	Type	Resolution Status	Site ID	Days Open	Days Since Updated	Event Name	CRF	Entity Name	Entity Value	Description	Assigned User	Actions
	Failed Validation Check	New				reg						Apply Filter Clear Filter
SCRC005	Failed Validation Check	New	RD1-12345-SCRC	0	274	Registration Visit	Physical Exam	PULSE	55	Pulse rate is lower than expected	()	
SCRC010	Failed Validation Check	New	RD1-12345-SCRC	0	274	Registration Visit	Eligibility	FASTING_CHOLESTEROL_TRIGLY		Paper source was missing value	()	

Results 1 - 2 of 2.

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