



2.6.5.4 Download Discrepancy Notes

You can download Discrepancy Notes to a file:

1. [Use the Notes and Discrepancies Filter](#) so the table shows only the Notes you want to download. All data for those Notes will be downloaded, that is all the data that appears when you click Show More, even if you did not click Show More.
2. Click the Download button , which is located above the column headers. The Download Notes window opens.



3. Select the format for the downloaded file from the drop-down list:
 - Comma separated values (CSV), which is best for use with other software, such as a spreadsheet or database.
 - Portable document format (PDF), which creates a file that is easy-to-read and to print.
4. Click Download notes.
Depending on your browser settings, you might be prompted to open or save the downloaded file.
5. In the downloaded file:
 - The CSV file contains one row for each Note, whether it is a child or parent Note.
 - The PDF file shows a parent Note in bold, followed by the child Notes associated with the parent Note, in the normal font style.
6. In the Download Notes window, click Close Window.

Example of Page from Downloaded Discrepancy Notes, PDF File:

Study Identifier: R01-123456

Item field name/value: IFC_PDF	
Study Subject: CAM105	Study Event: Registration Visit
Study Event Date: 2011-07-06 12:00:00.0	CRF: Verification of Informed Consent Status: Complete
Type: Query	Resolution Status: New
Number of notes: 2	Discrepancy Note ID: 9
Days Open: 167	Days Since Updated: 167

Discrepancy note id: 10	
Subject name: CAM105	CRF name: Verification of Informed Consent
Description: Please attach signed informed consent	Discrepancy note type: Query
Event name: Registration Visit	Parent note ID: 9
Resolution status: New	Detailed notes: This subject has a signed paper form on record. Please attach
Entity name: IFC_PDF	Entity value:
Date updated: 06-Jul-2011	Study ID: 3

Example of Records from Downloaded Discrepancy Notes, Comma Separated Values File:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Study Subject	Subject Status	Study/Site OID	Thread ID	Note ID	Parent Note ID	Date Created	Date Updated	Days Open	Days Since Updated	Discrepancy Type	Resolution Status
2	CAM105	available	S_R0112345	1	9		6-Jul-11	6-Jul-11	167	167	Query	New
3	CAM105	available	S_R0112345	1	10	9	6-Jul-11	6-Jul-11			Query	New
4	SCRC010	available	S_R0112345_7	2	3		5-Jul-11	5-Jul-11	168	168	Failed Validation	New
5	SCRC010	available	S_R0112345_7	2	4	3	5-Jul-11	5-Jul-11			Failed Validation	New
6	SCRC005	available	S_R0112345_7	3	1		5-Jul-11	5-Jul-11	168	168	Failed Validation	New
7	SCRC005	available	S_R0112345_7	3	2	1	5-Jul-11	5-Jul-11			Failed Validation	New
8	CAM105	available	S_R0112345	4	7		6-Jul-11	6-Jul-11	167	167	Failed Validation	New
9	CAM105	available	S_R0112345	4	8	7	6-Jul-11	6-Jul-11			Failed Validation	New
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