



How to Use Footnotes in eSirius

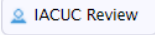
Overview

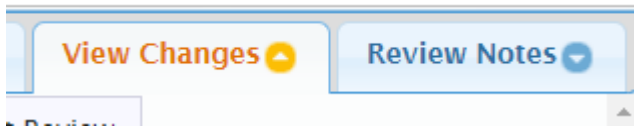
During the review process, reviewers can use footnotes to indicate which text requires revision. The purpose of this guide sheet is to provide guidance on adding and responding to footnotes.


Adding Reviewer Footnotes

1. Click on the protocol number of you wish to review.

De Novo - 1 Protocol(s) Submitted			
08/28/2019	Reilly, Odessa	00001084	08/28/2019

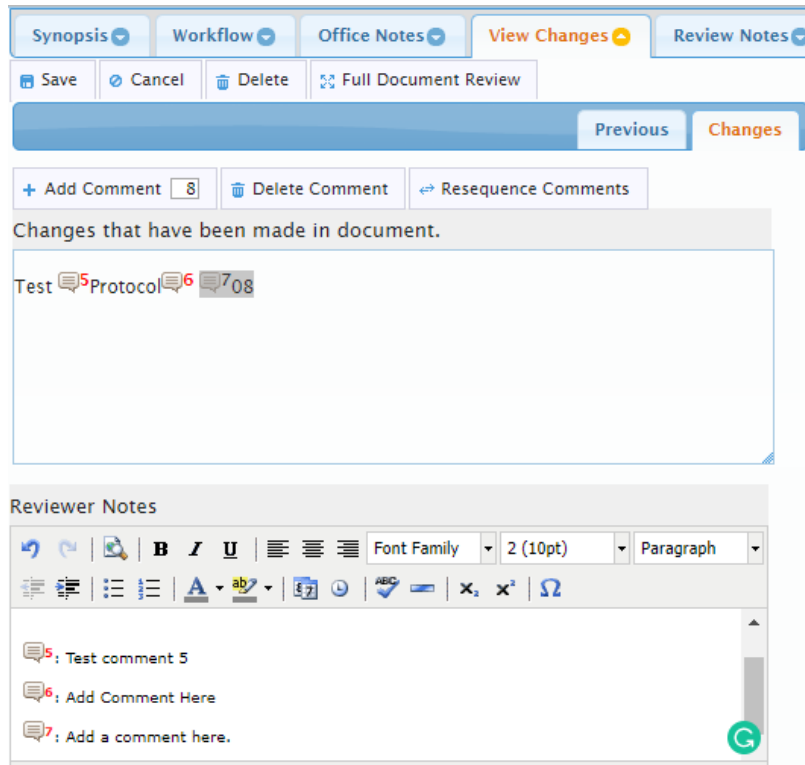
2. Click on the  button at the bottom of the page.
3. Open your View Change tab in the upper right-hand corner.



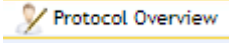

4. In a text field where a change is required, click on the text box.
5. Notice that the identical text is shown in the first box under ***Changes that have been made in document.***
6. Click on  and notice that the button now has a black frame around it.
7. Highlight the section of protocol text that you would like the researcher to change.
 - a. Notice that a new comment bubble appears in front of the highlighted text.
 - b. Notice that a new comment bubble is added to the ***Reviewer Notes*** section.
8. Add your change request to space next to the bubble in the under the ***Reviewer Notes*** section.
9. Remember to click ***Save*** when your comments have been added to the page.



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How to Find and Address Review Footnotes

1. Find the protocol under the alert titled **Protocols in Review**.
2. Click on the protocol number to open the study.
3. Identify a page with a question by clicking on a page with this icon: 
4. Notice that under the protocol question, **Field contains footnotes** is stated in red.
5. Click on the field under the text.
6. Notice that in the View Changes tab (subtab Changes) the text from the field is identical.
7. Inserted into the identical text is the foot note icon:  Short test study
8. Find the matching numbered foot note under the section **Reviewer Notes** to see the text associated with this note.



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- To address the note, simply edit the protocol text or click on Review Rebuttal and explain why a change cannot be made.

The screenshot displays the 'Protocol Overview' section of the eSirius interface. The main content area shows a text input field with the placeholder 'Enter title for this Protocol' and the text 'Test -New text added to Copy'. A red dashed border indicates a resize handle at the bottom right corner. The interface includes a navigation bar with tabs for 'Title', 'Lay Abstract', 'Benefits', and 'Experimental Summary'. Below the text area are 'Previous' and 'Next' buttons. On the right side, there is a 'Reviewer Notes' panel with a rich text editor toolbar and a message that says 'Please make this change.'. Below that is an 'Other Reviewer Notes' table with columns for 'Reviewer', 'Status', 'Status Date', and 'Update Date'. The table currently shows 'No records to view'. At the bottom of the interface, there are buttons for 'Merge', 'Preview', and a page indicator showing 'Page 1 of 0'.

- Save the page and a green checkmark will appear to indicate that the comment has been addressed.

